



**Australian Postgraduate Award,
ECU Postgraduate Research Scholarship,
ECU Merit Award,
International Postgraduate Research Scholarships,
IPRS and ECU PRS (International) and Other Ad Hoc
HDR Scholarships**

Scholarship Conditions

Effective from April 2016

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Full APA Guidelines are available to download from the COMLAW Commonwealth of Australia Law web site (Chapter 2 of the “Commonwealth Scholarship Guidelines (Research) 2012”) and full IPRS Guidelines (Chapter 3 of the “Commonwealth Scholarship Guidelines (Research) 2012” : <http://www.comlaw.gov.au/Details/F2012L02535>

AUSTRALIAN POSTGRADUATE AWARD (APA)

The Australian Government, Department of Education and Training (AGDOET) provides funding for research and research training. This scheme aims to support postgraduate research training by providing financial support to postgraduate students of exceptional research potential undertaking a higher degree by research at an Australian institution of higher education. Scholarships are provided to assist with general living expenses. Award holders receive an annual stipend and may also be eligible for other allowances (as outlined in *Appendix A*).

EDITH COWAN UNIVERSITY POSTGRADUATE RESEARCH SCHOLARSHIP (ECUPRS)

The University provides a number of scholarships for financial support to postgraduate students of outstanding research promise undertaking a higher degree by research at ECU who do not receive an *APA*. The guidelines for the *ECUPRS* scheme are based on the *APA* guidelines as produced by AGDOET *except where alternative guidelines are indicated in this document*. Award holders receive an annual stipend and may also be eligible for other allowances (as outlined in *Appendix A*).

ECU MERIT AWARD

Up to ten of the most highly ranked domestic *APA/ECUPRS* recipients may also receive a top-up scholarship, each valued at \$5,000 per year. These supplementary scholarships are funded by ECU and are aimed at attracting exceptional research students to the University.

INTERNATIONAL POSTGRADUATE RESEARCH SCHOLARSHIPS (IPRS)

The International Postgraduate Research Scholarship (*IPRS*) provides payment of course tuition fees for the awardee as well as ECU covering the stipend/living allowance and *Overseas Student Health Cover (OSHC)* for the awardee and their dependant(s), if any, residing in Australia for the period of the scholarship.

ECU POSTGRADUATE RESEARCH SCHOLARSHIPS (INTERNATIONAL) ECUPRS (INT)

The Edith Cowan University Postgraduate Research Scholarship International, *ECUPRS (Int.)* covers the stipend/living allowance and *Overseas Student Health Cover (OSHC)* for the awardee and their dependent(s), if any, residing in Australia for the period of the scholarship. The School provides tuition fee sponsorship for the recipient. The guidelines for the *ECUPRS (Int.)* scheme are based on the *APA* guidelines as produced by AGDOET *except where alternative guidelines are indicated in this document*.

The cost of study-related field trips are not covered by the *APA*, *ECUPRS*, *IPRS* or *ECUPRS (Int.)*, however, the appropriate School may be able to assist with some costs associated with research and travel once formal confirmation of candidature has been obtained.

MINIMUM AWARDEE ELIGIBILITY REQUIREMENTS¹

Applicants must have obtained entry plus, normally at least one of the following;

- **must** have completed a four year Australian First Class Bachelor Honours Degree², or be regarded by ECU as having an equivalent level of attainment in accordance with these guidelines.); **OR**
- a completed Master degree with the equivalent of 6 months full time research³ and a course weighted average of 70% or higher; **OR**
- a current research Doctoral enrolment at ECU with a timely Confirmation of Candidature⁴: **OR**
- at least one sole or first authored:
 - refereed⁵ article in a scholarly journal (HERDC C1); **OR**
 - refereed⁵ full written conference publication (HERDC E1); **OR**
 - scholarly research book or book chapter (HERDC A1, A2 or B); **OR**
 - commissioned or peer reviewed⁵ creative work, or refereed exhibition of creative work, or referred exhibition of creative artifacts (HERDC J1 or J2); **OR**
 - creative or design work that has received respected public/industry reviews in state or national/international media; **OR**
 - creative or design work that is the recipient of a grant from authorised philanthropic trusts and/or state and federal arts funding body.

¹ Qualifications obtained more than 5 years from the date of application require approval from the Dean of the School.

² At least 25% of the honours assessment must be determined by the project/thesis component that was formally examined.

³ The six months may include research, research training and independent study. At a minimum research must involve a research output which includes the conception and design of the project, and analysis and interpretation of findings.

⁴ A 'timely' doctoral confirmation of candidature is one that is completed not more than 12 months FTE after commencement of the degree.

⁵ An acceptable peer review process is "one that involves impartial and independent assessment or review of the research publication in its entirety before publication, conducted by independent, qualified experts. Independent in this context means independent of the author" (2015 Higher Education Research Data Collection Specifications, <https://docs.education.gov.au/node/36749>).

Awardees must meet **all** of the following criteria:

- **must** be undertaking a *Master by research* or *research doctoral* program at ECU and if a Master by research student must be enrolled before census, research doctoral students may commence anytime in the year the scholarship is offered. Applicants unable to commence by census due to prior commitments may be granted permission to commence at a later date (see *Commencement*);
- **must** be enrolled as a full-time and on-campus student at ECU upon commencement of scholarship or, in exceptional circumstances apply for and be granted approval for a part-time scholarship in line with the criteria detailed in *Part Time Awardees*;
- **must** have their application for study in the *research doctoral* or *Master by research* programme approved by ECU before being considered for an offer of a scholarship. Where an offer of a place in the course is conditional, an applicant is normally not eligible for scholarship consideration until that condition has been met;
- **must not** hold a *research doctorate* degree or equivalent if they are seeking a research scholarship to undertake a *research doctorate*;
- **must not** hold a *research doctorate* or equivalent, or hold a *Master by research* or equivalent when they are seeking a research scholarship to undertake a *Master by research*;
- **must not** previously have held an APA, an APA (Industry) or an Australian Government-funded Postgraduate Research Award (excluding an International Postgraduate Research Scholarship), unless it was terminated within six months of the commencement of benefits. This condition may be relaxed at the University's discretion for an *ECUPRS* recipient;
- whilst on an APA or *ECUPRS*, awardees **must not** be receiving another equivalent award, scholarship or salary to undertake the research higher degree (an equivalent award, scholarship or salary would be regarded as income greater than 75% of the **base** APA stipend rate);
- **may not** concurrently receive an ECU School funded Scholarship or other major scholarship.
- scholarship applications are limited to two previous unsuccessful applications, unless a case is made for significant changes to circumstances.

*Note: For applicants currently enrolled in a higher degree by research, a continued record of good standing and a timely Confirmation of Candidature may be taken into consideration.

Additional Awardee Eligibility for International Students

In addition to the above eligibility criteria IPRS or *ECUPRS* (Int.) students must meet ALL of the following criteria:

- **must** be a citizen of any country other than Australia or New Zealand and not eligible for study under the *Research Training Scheme (RTS)* at the commencement of the *Higher Degree by Research (HDR)*;
- **must** meet international student visa requirements as specified by the *Department of Immigration and Border Protection (DIBP)* <http://www.immi.gov.au/Pages/Welcome.aspx>, including the requirement to purchase and maintain a standard *Overseas Student Health Cover* policy approved by the *Commonwealth Government Department of Health* <http://www.health.gov.au/>;
- **must not** have held an *Australian Agency for International Development (AusAID)* or an Australia Award scholarship within the two years prior to commencing the IPRS.
- **must not** be receiving a scholarship for which course tuition is a component under any other scholarship scheme to which the Australian Government makes a substantial contribution (*criteria may be waived for an ECUPRS (Int.) if deemed appropriate*).;
- **must not** previously have received an IPRS for a research doctorate degree;
- **must not** previously have received an IPRS for a *Master by research* degree, unless:
 - that degree was completed and the student is undertaking a *Research Doctorate* degree; or
 - the student has converted their IPRS under section: *Conversion of Award of these Scholarship Conditions*;

- **must** meet all University admission requirements, including English proficiency, and be made an unconditional offer of a place in a higher degree by research (either a *Doctor of Philosophy (PhD)* or *Master by research*) before a scholarship can be considered/offered;

An applicant will not be considered for or awarded a research scholarship unless ECU is satisfied that the applicant meets the conditions above. Where an applicant is expected to meet these conditions in good time then no payments will be made until the conditions are met.

Doctor of Philosophy (Psychology) – 4 Year Degree Applicants

The duration of the scholarship for those students enrolled in the Doctor of Philosophy (Psychology) – 4 year and awarded an APA, or ECUPRS scholarship will be for up to 3 years (a scholarship would commence after satisfactory completion of the first year of course work).

Integrated Doctor of Philosophy – 4 Year Degree

The duration of the scholarship for those students enrolled in the Integrated Doctor of Philosophy – 4 year and awarded an APA, ECUPRS or ECUPRS (International) scholarship will normally be for up to 3 years unless additional external funding is received (a scholarship would commence after satisfactory completion of the first year of course work).

Completion of Course Practicum Requirements (Bachelor of Engineering & Master of Psychology)

Students currently enrolled in courses, such as the ECU *Bachelor of Engineering* or the *Master of Psychology* who intend to submit an application for scholarship must have the practicum component of their course completed.

Creative Writing Applicants

Applicants intending to study in the area of creative writing are required to submit a portfolio of their writing together with their application. Further information on what should be included in the portfolio can be obtained from the Course Coordinator.

PROVISION OF DOCUMENTATION TO THE AUSTRALIAN GOVERNMENT, DEPARTMENT OF EDUCATION AND TRAINING (AGDOET)

Applicants for scholarships should be aware that application documentation might be provided to AGDOET if that Department requests it..

COMMENCEMENT

The outcome of scholarship applications will normally be sent to applicants approximately four weeks after the scholarship closing date, depending on the ECU course offer being available. A second round of offers may be made should scholarships become available.

Applicants should notify the Scholarships Office within 14 days for domestic applicants or within three weeks for international applicants (unless otherwise stated) whether they will accept or decline the offer of scholarship. Acceptance includes a signed declaration that the recipient accepts the *Scholarship Conditions* (stated in this document). If an applicant does not contact the Scholarships Office by the date specified the scholarship offer will lapse. If an applicant does not expect to be at their nominated correspondence address at the time of notification, it is recommended that alternative arrangements be made.

Doctoral Degree Awardees -

should normally start their study program as soon as possible after 1 January. Awardees may commence their study programme at any time but must have commenced full-time and on-campus study within the year of offer.

Master by Research Awardees -

should normally start their study program at commence of semester 1 and no later than census. Awardees that are unable to commence by census may be granted permission to commence at the beginning of second semester. Awardees must apply in writing to the Scholarships Office for consideration of late commencement. Approval is not automatically granted.

Deferral of Commencement

A scholarship cannot be deferred to a later year.

Should an awardee, having already commenced the scholarship, decide to discontinue study and commence again in a later year, then the awardee must formally apply to terminate the award within 6 months of

commencing. Eligibility to reapply for a scholarship at a later date will be forfeited unless the scholarship is officially terminated within six months of the date of commencement of benefits.

This condition may be relaxed at the discretion of the University for an ECUPRS.

Future admission to a course and scholarship will be subject to the standard application process at the time of that application. There is no guarantee of course placement or scholarship availability.

DURATION OF AWARD

Doctor of Philosophy Program

The duration of a full-time *APA, ECUPRS, IPRS or ECUPRS International* is three years from the commencement date verified by the Principal Supervisor for an awardee undertaking a *research doctorate*.

The duration of a scholarship will be reduced by any period of study undertaken:

- (a) towards the degree prior to the commencement of the scholarship; OR
- (b) towards the degree during suspension of the scholarship.

Master by Research Program a scholarship is offered for up to two years full-time for a two-year Master by research or up to one year for a one-year Master by research, from the commencement date verified by the Principal Supervisor.

Recipients must maintain *Satisfactory Progress* whilst on scholarship.

Approved part-time awardees are expected to progress at half the rate of a full-time awardee (see *Part-time Awardees*).

PART-TIME AWARDEES

The University may approve a part-time award where the applicant or awardee can demonstrate significant caring commitments or medical condition which limit the awardee's capacity to undertake full-time study, such as:

- Carer responsibilities for pre-school or school aged children (*supported by the child's birth certificate and/or Centrelink sole parent documentation*); or
- Carer responsibilities for an invalid or disabled spouse, child or parent (*supported by a Centrelink carer allowance document or similar*);
- A medical condition or disability which limits the capacity to undertake full-time study (*supported by medical certification or Centrelink disability pension document*); or
- *Other circumstances (this does NOT include work commitments).*

Part-time award holders may revert to full-time study at any time prior to the University census dates. Please note that amendments to enrolment status can only be made before 31 March for 1st semester and 31 August for 2nd semester.

Part-time scholarships are liable for income tax. The tax-liable nature of a part-time stipend may affect other payments made by Government departments, including *Centrelink*. Awardees need to seek advice directly from the appropriate Government department as to the effect of scholarship income or other entitlements.

Part-time awards are not available to applicants or awardees seeking to work full-time or on a substantial part-time basis. Part-time awardees are subject to the same restrictions on employment as full-time scholarship awardees (see: *Employment*).

Part-time awardees are expected to progress at half the rate of a full-time awardee. The maximum duration of a part-time *scholarship* is six years for *Research Doctorate* studies and four years for *Research Masters* studies.

Application forms for Part-Time Status are available on-line at:

<http://intranet.ecu.edu.au/student/forms/overview>

Due to student visa requirements international students cannot study part-time therefore cannot receive a part-time scholarship.

VISA REQUIREMENTS (INTERNATIONAL STUDENTS)

It is the responsibility of the awardees to ensure that their student visa is valid. If the visa expires the awardee may be required to leave Australia. Visa application fees may not apply to *IPRS* awardees and their dependents. For further information awardees should contact Student Connect at enquiries@ecu.edu.au

Awardees planning to depart and return to Australia during their course should ensure that they hold a valid visa for re-entry.

If an *IPRS*, *ECUPRS (International)* holder is granted Permanent Residency or Citizenship status in Australia they are no longer entitled to either the *IPRS* or *ECUPRS (International)* scholarship. If this occurs, the awardee must notify ECU Research Admissions (hdr.enquiries@ecu.edu.au) and the Scholarships Office (scholarships@ecu.edu.au) immediately. In most cases the scholarship may be transferred to a domestic equivalent.

PAYMENTS TO AWARDEE

Rates for stipends and allowances are listed in Appendix A.

Stipend

The amount of the stipend for an *APA*, *ECUPRS*, *IPRS* and *ECUPRS (International)* will be equal to the current stipend for an Australian Postgraduate Award (*APA*) as advised by AGDOET and ECU will top-up the stipend amount to the current ECU allowance. This will be paid in equal fortnightly instalments through the University payroll system. Stipend base rates may be indexed annually. Part-time stipend rates are taxable.

Research Training Scheme (Fees HELP Exemption)

A Research Training Scheme (*RTS*) place is normally offered to domestic Australian *PhD* and *Master by research* scholarship awardees. This effectively means that these awardees will not be subject to tuition fees for the duration of the course to a maximum length (see course offer to clarify).

Relocation Allowance

This allowance may only apply to domestic recipients of an Australian Postgraduate Award (*APA*).

Where *APA* holders move from their place of residence in order to take up their award, or for an approved *APA* transfer, the holder is entitled to the following allowances, upon production of receipts (see *Appendix A*).

Please note – there is no relocation allowance for *ECUPRS*, *IPRS* or *ECUPRS (International)* recipients.

Health Cover

All international students studying in Australia are required to purchase and maintain Overseas Student Health Cover (*OSHC*) for the duration of their study in Australia. An *IPRS* or *ECUPRS (International)* covers the cost of standard *OSHC* for the awardee, and their spouse and their dependents (if any) for the duration of the scholarship. It is the personal responsibility of awardees to ensure that their health cover is current.

An *IPRS* or *ECUPRS (International)* does not cover the cost of ancillary health services or extra costs associated with an *OSHC*, including medical costs associated with the issue or renewal of a student visa.

School Education for Dependants

IPRS awardees may not be required to pay the education costs for any of their dependants attending government primary and secondary schools in Australia. However, exemption from education costs for dependants at government schools will vary according to the state/territory. *IPRS* holders should contact the school where they propose to send their dependants to determine what costs may apply, particularly in relation to *English as a Second Language (ESL)* tuition, which is not funded by the *Australian Government*.

NB: This allowance may not apply to ECUPRS (Int.) recipients but eligibility will be determined by the Australian Government.

English Language Testing or Tuition Fees

An *IPRS* or *ECUPRS International* does not cover costs associated with *English Language* testing or tuition fees for bridging or *English Language Intensive Course for Overseas Students (ELICOS)*.

Thesis Allowance

Upon presentation of original receipts, scholarship awardees may be eligible for reimbursement of costs associated with the production of a thesis (see *Appendix A*). These may include costs associated with the examination, re-submission of a thesis, or the lodgement of final bound copies of the thesis.

The claim must be made within one (1) year of submission or resubmission of the thesis, and no more than 2 years after the end of the scholarship. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis and differs between *APA* and *ECUPRS* scholarship awardees. The allowance is a contribution towards the costs of production of the thesis and does not include costs such as purchase of computer equipment.

An awardee may apply to have a waiver of the above time limit if exceptional circumstances have occurred beyond their control to prevent a thesis allowance claim within the prescribed time limit.

If an international awardee is overseas at the time of thesis binding and unable to make arrangements themselves, options should be discussed with the Research Assessments, Student Services Centre, however, responsibility for ensuring that the thesis is correctly assembled prior to being sent for binding lies with the student and Principal Supervisor.

ACADEMIC PROGRESS

Progress Report

Towards the end of each semester, a Progress Report notification is sent to the awardee and the Principal Supervisor. This report must be completed by the awardee and the Principal Supervisor online and submitted by the due date. Students who do not complete their progress report by the due date are discontinued, which would impact their scholarship. The Principal Supervisor, via the progress report will advise Research Assessments if he/she considers an awardee to be achieving *Satisfactory Progress (SP)* towards his/her PhD goals. Awardees who do not maintain satisfactory progress may be awarded a grade of *Marginal Progress (MP)* and be required to undertake a *Progress Contract* in the following semester in conjunction with their Principal Supervisor. In the event that the conditions in the *Progress Contract* are not met the scholarship will be terminated.

Confirmation of Candidature

Full time candidates have a maximum of 12 months to achieve Confirmation of Candidature, although candidates without a coursework component should aim to achieve Confirmation of Candidature within 6 – 9 month from commencement of their program.

Progress may be regarded as unsatisfactory if the research proposal has not been approved within twelve months of full-time study or part-time equivalent. This may result in a grade of *Marginal Progress (MP)*. Where exceptional circumstances can be substantiated, a consideration of these circumstances should be requested in writing prior to the completion of 6 months of enrolment.

After formal approval of a research proposal and ethics, it is expected that progress will be compatible with the nominated research schedule.

EMPLOYMENT

Awardees may undertake part-time employment subject to the condition that work undertaken does not interfere with the progress of the awardee's study program.

It is expected that part-time work between Monday and Friday should not exceed an average of 8 hours per week over a 6 month period (January to June or July to December). The total number of hours worked for each 6 month period should not exceed 208 hours.

In exceptional circumstances, the Associate Dean (Research) may approve additional hours of paid employment if a case can be made that the additional employment has a direct benefit to the student's research degree (for example practicum or industry experience) and will not interfere with progress. The awardees Research Proposal and Ethics clearance should be formally approved prior to additional work being considered. In such a case, the supervisor must support the student's application, keeping in mind the possible impacts on progress. Where additional paid employment is approved, the arrangements must be reviewed each semester for approval to continue.

Working hours are to be noted on the biannual *Progress Reports* and scholarship holders should note either the average hours they worked each week or the total number of hours they worked over the previous 6 months. Scholarship holders should also note what kind of work was undertaken.

Scholarship holders accepting employment as lecturers or tutors are reminded that when determining the average or total number of hours worked then they must use the following multiplier:

- One hour (1) of lecturing equates to three (3) hours of employment
- One hour (1) of tutoring equates to two (2) hours of employment

Therefore, eight hours of lecturing and/or tutoring is not permitted. An acceptable employment load must take account of any multiplication factor.

For example: 1 x one-hour lecture and 2 x one-hour tutorials would be acceptable and equate to 7 hours of employment. Similarly four one-hour tutorials (at 2 hours each) would be acceptable and with the multiplier would equate to 8 hours of employment.

ECU academic staff accepting a scholarship must, with the approval of the respective Dean or Director, either take leave without pay and accept sessional employment within the above limits, or reduce their employment load to a maximum of 0.25 FTE.

Forms to calculate the number of hours worked in a week are available from: scholarships@ecu.edu.au

Application to Undertake Paid Employment

Awardees intending to undertake paid employment should complete an 'Application to Undertake Paid Employment' form and submit it to their Principal Supervisor for approval. In considering the application the Principal Supervisor should be satisfied that the work will not interfere with the student's study program. Once completed, the form should be returned to the Scholarships Office.

Application to Undertake Paid Employment forms are available on-line at:
<http://intranet.ecu.edu.au/student/forms/overview>

ADDITIONAL FUNDING

Scholarship holders are permitted to:

- Obtain funds from other sources for fieldwork, equipment or other expenses not covered by the award;
- Obtain funding for overseas travel costs from other Australian Government awards or any other sources;
- Receive income derived from part-time work undertaken within the guidelines set out under the *Employment* section of these guidelines;
- Receive another award, scholarship or salary to undertake the research higher degree as long as it is less than 75% of the APA base stipend rate;

The University provides travel insurance cover for personal accident and sickness, hijack and detention, baggage/business property, travel documents etc. for enrolled students travelling with authorisation from Edith Cowan University.

LEAVE ENTITLEMENTS

All leave (except maternity Leave) for a scholarship with duration of less than the maximum period of the relevant award is calculated pro-rata based on the duration of that scholarship.

Annual Recreation Leave

Scholarship holders are entitled to up to 20 working days of annual recreation leave each year of the scholarship. Recreation leave is part of the scholarship allowance and normal stipend payments will continue to be paid throughout the period of annual leave.

Annual leave days may be accrued to be used in another year, however, the awardee will forfeit any unused leave remaining once the thesis is submitted for examination or when the scholarship is terminated or expired, whichever occurs first.

No application is required for annual leave however the dates should be arranged in consultation with the Principal Supervisor.

Awardees are required to report the number of days of annual leave taken each semester on the *Progress Report*.

Sick Leave

Scholarship holders may take up to a total of 10 working days of sick leave each year of the scholarship. Sick leave is part of the scholarship allowance and normal stipend payments will continue to be paid throughout the period of leave.

Sick leave days may be accrued and used in subsequent years, however, the awardee will forfeit any unused leave remaining once the thesis is submitted for examination or when the scholarship is terminated or expired whichever occurs first.

No application is required for standard sick leave (up to 10 days per year), however, for periods exceeding five consecutive days, awardees must forward a medical certificate to the Scholarships Office.

Awardees are required to report the number of days of sick leave taken each semester in the *Progress Report*.

Sick leave entitlements may be used to cover scholarship holders with family responsibilities, caring for sick children or relatives, subject to the usual practice of the University.

Extended Sick Leave*

Awardees may also receive additional paid sick leave of up to a total of 12 weeks during the duration of the scholarship after all sick leave entitlements have been utilised the additional paid sick leave will be applied for periods of illness where the student has insufficient sick leave entitlements available for which a medical certificate has been / can be provided. For addition paid sick leave the duration of the award would be extended by that period, up to a maximum of 12 weeks.

The maximum period of Extended Sick Leave may be approved is 60 days inclusive of all public holidays but excluding weekends.

Application forms for *Extended Sick Leave* are available on-line at:

<http://intranet.ecu.edu.au/student/forms/overview>.

Maternity Leave*

Awardees that have completed 12 months of their scholarship are entitled to a maximum of 12 weeks (inclusive of public holidays or working public holidays) paid maternity leave during the duration of their scholarship. As paid maternity leave may not be taken within the first 12 months of an award, unpaid maternity leave may be accessed through the *Suspension* provisions outlined in these *Conditions*. In the case of paid maternity leave, the duration of the award would be extended by that period, up to 12 weeks. Part-time awardees are eligible for pro-rata paid maternity leave entitlements.

Application forms for *Maternity Leave* are available on-line at:

<http://intranet.ecu.edu.au/student/forms/overview>

*NB: Awardees will still be consuming candidature while on Extended Sick / Maternity Leave if the enrolment has not been amended. Enrolment can only be amended for full semesters.

Parenting Leave

Scholarship holders who are the partner of a birth mother, or an adoptive parent who is not the primary care giver and who have completed 12 months on scholarship, may apply for an unbroken period of up to three weeks UNPAID leave immediately after the birth or placement of the child

(As per *ECU Academic and Professional Staff Union Collective Agreement 2013 section 55.11*)

In this case the scholarship holder shall advise the Scholarships Office at least four weeks (where possible) prior to the commencement of parenting leave, and submit an application for leave that includes:

- (i) notice of his or her intention to take short partner leave and the dates of such leave;
- (ii) a certificate from a medical practitioner or midwife stating that the employee's partner is pregnant and giving the expected date of birth.

(As per *ECU Parental Leave Policy HR156 section 4.5.2*)

In this case, scholarship holders are not required to defer from their course.

Scholarship holders who have not completed 12 months of the award may access unpaid parenting leave through the *Suspension* provisions outlined in these *Conditions*.

SUSPENSION OF SCHOLARSHIP AND PAYMENTS

After completion of the first six months of scholarship, awardees may be granted up to a total 12 months suspension of scholarship during the remaining tenure. In exceptional circumstances, which arise from causes outside the awardee's control, an extension beyond 12 months may be considered by the Graduate Research Committee (GRC).

Awardees may suspend their scholarship for either 6 or 12 months (one or two semesters) and intermit from their course of study. Application for variation of Higher degrees by research candidature is available on-line at <http://intranet.ecu.edu.au/student/forms/overview>

International awardees, should note that a course intermission may have visa implications. Students considering intermission should seek guidance from Student Connect regarding this matter via enquiries@ecu.edu.au.

Requests for suspension should be made via the Application for Suspension form at the earliest opportunity. Application forms for scholarship suspension are available from the student intranet (<http://intranet.ecu.edu.au/student/forms/home>)

Any periods of study undertaken towards the degree during suspension of the scholarship will be deducted from the maximum period of scholarship duration.

RESEARCH OVERSEAS

The Graduate Research Committee (GRC) may approve the continuation of awards during periods spent conducting research outside Australia. The GRC must be satisfied that:

- the research is essential for completion of the degree;
- there will be continued regular supervision;
- the awardee will remain enrolled as a full-time student complying with all scholarship and course enrolment conditions; and
- the work will be credited to the awardee's course.

It is normally expected that the awardee will have had his/her research proposal approved (Confirmation of Candidature) before an application to carry out overseas study is considered.

At least one month before departure, an awardee planning international fieldwork must submit an *Application to Continue Scholarship Whilst Travelling* form to the Scholarships Office, endorsed by the Principal Supervisor. The awardee must also personally make prior arrangements for his/her enrolment to be maintained and for his/her semester *Progress Reports* to be completed, signed and returned to Research Assessments by the due date.

Application forms to *Continue Scholarship Whilst Travelling* are available at:

<http://intranet.ecu.edu.au/student/forms/overview>. This documentation must be lodged with the Scholarships Office at least one month prior to departure.

Whilst an awardee is abroad, the scholarship stipend will only be paid into a bank account in Australia. Any arrangements for the transfer of money overseas will be the responsibility of the awardee.

Approval to continue on scholarship whilst conducting research overseas does **not** constitute approval to travel. This must be organised through the appropriate School.

Travel Insurance

The University provides travel insurance cover such as personal accident and sickness, baggage/business property, travel documents etc., for enrolled students travelling with authorisation from Edith Cowan University. Further information regarding travel insurance should be sought from the awardees school.

SCHOLARSHIP VARIATIONS

Extension of Scholarship Tenure

Awardees enrolled in a PhD who have maintained *Satisfactory Progress* (SP) may be granted an extension of duration up to 6 months if the Graduate Research Committee is satisfied the grounds for the extension relate to **the study and circumstances beyond the awardee's control** have prevented completion of the research within the original tenure. An Application to Extend an APA, ECUPRS, IPRS or ECUPRS (International), which outlines the reasons for an extension, the revised schedule for completion and the intended thesis submission date, should be submitted to the Scholarships Office approximately 2 months before the scholarship is due to expire. A supporting statement from the Principal Supervisor is also required. Forms are available on-line at:

<http://intranet.ecu.edu.au/student/forms/overview>

Transferring institution, changing course, research area, or work commitments are not sufficient grounds for an extension. However, a change of research area resulting from circumstances relating to the research which are outside the control of the student and the University may be considered. No extension is possible for an ECU Merit Award.

No extension is possible for a student on scholarship enrolled in a *Master by research* course, unless approved maternity or extended sick leave.

Conversion of Award

Australian Postgraduate Award/ECUPRS holders completing a *Master by research* degree may continue the award for *PhD* studies provided that there is no interval between *Master and Doctoral* candidature or that such an interval is covered by suspension of the award. Arrangements for continuation of the scholarship must be made before the *Masters by research* studies are complete. In such cases the maximum duration of a converted *APA* becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion (i.e. 3 years minus 1 or 2 years of scholarship awarded for a *Master by research*).

Where a *PhD* awardee converts to a *Master by research* degree, the scholarship may continue, however the duration is reduced to two years from the commencement of the *PhD*.

Change of Provider (Institution)

Edith Cowan University Postgraduate Research Scholarships (*ECUPRS*), ECU Merit Awards, *ECUPRS* (International) and *IPRS* stipend are not transferable to another provider/institution.

If unforeseen and exceptional circumstances arise, such as the awardees supervisor leaving the institution with no suitable replacement found to be available at ECU, an Australian Postgraduate Award (*APA*) recipient may request a transfer to another provider/institution. At least six months of the *APA* should have been consumed before a request to transfer will be considered. The transfer of an *APA* will not automatically be approved. The transfer requires both the support of the home provider/institution and the receiving provider/institution. Before an *APA* transfer can proceed, the awardee must obtain an offer of admission to the second institution.

APA recipients who wish to transfer from another provider/institution to ECU will be considered by the Graduate Research Committee (*GRC*) based on the reason for the transfer, applicant suitability and budget considerations.

Students who change from one provider to another **may** continue to receive their Australian Postgraduate Award (*APA*) **only** if their new provider agreed to its continuation and subject to the new provider having *APA* grant money available. The new provider must ensure that it has received information from the former provider on any *APA* payments the student has received.

A transfer will not in itself constitute grounds for an extension of tenure.

Change of Research Area or Transfer of Course

Subject to the usual practices of the University, an awardee may change the research area or transfer course from that which was originally indicated at the time of being awarded an *IPRS/ECUPRS* (International), as long as the new research area is within the University's Research Strengths. This transfer must be accommodated within the original tenure of the scholarship (i.e. no extension of the scholarship will be approved for a change in research area or course alone).

There may be visa implications for a change in course. Awardees should contact a Student Connect Officer, at Student Central on 134 328 (within Australia) for further information and advice.

Change from International student to Australian Citizen or Permanent Resident

During the tenure of an *IPRS* or *ECUPRS* (International) if the awardee is granted Australian Citizenship or permanent residency the awardee must notify ECU Admissions and the Scholarships Office. *IPRS* or *ECUPRS* (International) awardees may be transferred to an *APA* or *ECUPRS* for the remainder of the scholarship tenure.

SUBMISSION OF THESIS

Scholarship awardees will cease to be entitled to stipend payments once their thesis has been submitted for examination. This means that stipend payments will cease within two weeks of the date of thesis submission. An awardee must advise the Scholarships Office of submission within five days of the event. If an awardee fails to advise the Scholarships Office, any stipend payment received after the date of thesis submission must be repaid to the University.

SUSPENSION OF IPRS (SUBMISSION OF THESIS)

It is recommended that a scholarship holder apply for a period of suspension from the **IPRS** (only) upon submission of the thesis for examination. This period is up to twelve months, depending on previous suspensions. This provision may be accessed if there is a requirement to revise and resubmit the thesis for examination and therefore *enrol* in an additional one or two semesters, (approval will be one semester at a time). In these circumstances only the *IPRS* may be suspended and re-activated, the *stipend/living allowance* will not be active. Therefore an awardee would have their tuition fees and *OSHC* covered without stipend payments.

The *ECUPRS* (International) cannot be suspended for this purpose.

TERMINATION

An *APA*, *ECU Merit Award* &/or *ECUPRS*, *IPRS* or *ECUPRS (International)* will be terminated:

- if the awardee ceases to meet the eligibility criteria specified in these *Scholarship Conditions*, other than during a period in which the scholarship has been suspended or during a period of approved leave as outlined in these *Scholarship Conditions*;
- when the awardee ceases to be a full-time student and approval has not been obtained to hold the scholarship on a part-time basis;
- in death, incapacity or withdrawal of the student;
- if the University determines that:
 - the course of study is not being carried out with competence and diligence or in accordance with the offer of the scholarship; or
 - the awardee has failed to maintain satisfactory academic progress (*SP*) or meet the conditions outlined in their progress contract; or
 - the awardee has committed serious academic misconduct including, but not limited, to the provision of false or misleading information as outlined in these *Scholarship Conditions*;
- on submission of the thesis for examination;
- if the awardee does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension;
- if the award holder accepts another equivalent award, scholarship or salary to undertake their research degree providing greater than 75% of the base *APA* stipend rate and does not comply with the requirements outlined in *Additional Funding*;
- Once the maximum duration of the scholarship tenure has been reached.

If a scholarship is terminated, it cannot be re-activated unless the termination occurred in error.

Benefits will cease on the date of termination of the Scholarship. Any overpayment made must be repaid to the University.

PROVISION OF FALSE OR MISLEADING INFORMATION

If the University knows, or has reason to believe, that a student in receipt of a scholarship has provided false or misleading information to the University in relation to that scholarship, the University will immediately:

- re-assess the students entitlement to the scholarship; and
- in the case of *APA* scholarship awardees, notify *AGDOET* of the suspected offence and provide a copy of the student's application and any other relevant information requested by *AGDOET*.

Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth)

OBLIGATIONS OF EDITH COWAN UNIVERSITY

- For detailed information on the conduct of research degrees, awardees are referred to the Research Intranet, Forms, Policies and Guidelines, which is available on-line at: <http://intranet.ecu.edu.au/research/for-research-students/research-journey/forms-policies-and-guidelines>
- For details of academic regulations, including grievance resolution, students are referred to *Student Information* (<http://intranet.ecu.edu.au/student/my-studies/home>).
- The Scholarships Office will administer the Scholarship, monitor progress, and arrange payment of all entitlements to awardees.
- The Graduate Research Committee has the right to vary conditions with due cause at any time. The Scholarships Office will advise applicants and awardees of such changes.
- Australian applicants have the right of appeal against process issues, but not against committee decisions or assessor ratings and comments. To initiate an appeal on due grounds, a letter which specifies the grounds for appeal can be sent to the Scholarships Office within 14 days of the date on the letter/email advising the outcome of the scholarship application. The case will be reviewed by the

Graduate Research Committee (or Nominee) and a response to the applicant will be provided within 28 days.

- Provision of scholarships under the above conditions, by Edith Cowan University, is subject to the continuing receipt of funding from the AGDOET.

OBLIGATIONS OF AWARDEES

- Awardees shall conform to the regulations of Edith Cowan University and the *Scholarship Conditions*.
- Awardees shall diligently and to the best of their ability apply themselves to their degree.
- Awardees shall devote themselves to their studies during all normal working hours throughout the year, subject to the concessions described therein.
- Awardees shall complete their degree within the specified timeline.

Awardees and their Principal Supervisors shall report the progress of their research each semester via the *Progress Report* that will be sent to the Awardee and Principal Supervisor at the end of each semester. Continuation of the Scholarship will depend on an awardee completing their progress report by the due date and meeting any conditions which may be specified in the *Progress Contract*.

- PhD students must have their research proposal approved within 12 months of full-time study or within the period of an approved extension if exceptional circumstances apply.
- Awardees shall notify the Scholarships Office of any changes in their circumstances that may affect their eligibility to continue receiving payments under the award. In particular:
 - If the awardee withdraws or defers their enrolment, or changes to part-time study without permission to transfer to a part-time scholarship;
 - If study is discontinued for more than five consecutive days for reasons other than agreed annual recreation leave or sick leave;
 - If thesis submission is achieved prior to expiry of the scholarship.
- Notification of any change of address or contact details should be promptly updated in SIMO and Staff Kiosk.
- Immediate notification to the Scholarships Office of any overpayment of scholarship stipend or award, or payment made that was not due.
- If, in the opinion of the Graduate Research Committee, an awardee has been overpaid with respect to the entitlements and conditions listed above for any reason whatsoever, the student shall be liable to refund the overpayment.
- If an *IPRS*, *ECUPRS (International)* holder is granted Permanent Residency status in Australia, the awardee must notify ECU Research Admissions (hdr.enquiries@ecu.edu.au) and the Scholarships Office (scholarships@ecu.edu.au) immediately.

SCHOLARSHIPS OFFICE
Student Service Centre

April 2016

APPENDIX A

APA, ECUPRS, IPRS and ECUPRS (International) Scholarship STIPEND AND ALLOWANCES

Effective for 2016

1. STIPEND

- (i) For full-time students receiving an APA, ECUPRS, IPRS or ECUPRS (Int) the stipend is \$27,000 to be paid in 26 equal instalments through the University payroll system.
- (ii) For part-time students (domestic only) a pro-rata annual stipend is payable. This stipend is **tax liable**. A tax file declaration form must be completed or the highest tax is deducted.

2. THESIS BINDING ALLOWANCE

An allowance is payable towards costs incurred in the final production of the required thesis. Such claims should be made within one year of the thesis being submitted for examination and within two years of the scholarship terminating. The allowance is a contribution to the costs of production of the thesis and does not cover costs such as the purchase of computer equipment. An allowance claim should be made by providing original receipts to the Scholarships Office.

APA Awardees:

- (i) For a Master degree the allowance is up to \$420.
- (ii) For a Doctoral degree the allowance is up to \$840.

ECUPRS, IPRS and ECUPRS International Awardees:

- (i) For a Master degree the allowance is up to \$300*
- (ii) For a Doctoral degree the allowance is up to \$500*

** awardees can claim costs of printing and binding of up to 4 copies of their thesis to a maximum value as specified above.*

3. RELOCATION ALLOWANCE – APA only *NO relocation allowance is specified for ECUPRS, IPRS, or ECUPRS International holders.*

The maximum value of relocation allowance which may be received by a student is \$515 for each eligible adult and \$255 for each eligible child.

Where **APA** awardees must move between Australian cities to take up an award or approved transfer, a relocation allowance is payable for their spouse and dependants to a new place of residence comprising:

- (i) air travel expenses, up to a maximum amount equivalent to the comparable economy class or student airfare whichever is the lower amount; **OR**
- (ii) travel by car calculated using a per kilometre rate of allowance as determined by the University up to the comparable economy class or student airfare, whichever is the lower amount;

PLUS

- (iii) removal expenses.

The absolute maximum value of relocation expenses that a student may receive is **\$1,485** payable on production of original receipts.

- 4. A Research Training Scheme (RTS) place is normally offered to each PhD or Master by research scholarship awardee. This effectively means that awardees will not be subject to HECS fees for the duration of the course to a maximum length (see course offer to clarify).



AUSTRALIAN POSTGRADUATE AWARD and EDITH COWAN UNIVERSITY POSTGRADUATE RESEARCH SCHOLARSHIP

Scholarship Offer Response Form

Please complete this form and return it to the Scholarships Office whether or not you intend to accept.

ACCEPTANCE / REJECTION OF OFFER:

I _____ **accept / decline** the offer of
Print full name

- Australian Postgraduate Award (APA)
- ECU Postgraduate Research Scholarship
- ECU Postgraduate Research Scholarship (International)
- Other _____

I plan to commence study on approximately _____

DECLARATION: (To be completed if accepting the scholarship)

I have read and accept the attached *Australian Postgraduate Award & ECU Postgraduate Scholarship, ECU Merit Award, International Postgraduate Research Scholarships (IPRS & ECUPRS (International) and Ad Hoc HDR Scholarships - Scholarship Conditions.*

I understand that I am required to commence study as specified in the offer of Scholarship. I provide an assurance that I shall devote myself to my studies during all normal working hours throughout the year, subject to the concessions described therein.

I agree to my name being used by ECU in printed and online promotional materials. I would also be willing to have my photograph taken for ECU printed and online promotional materials.

I understand my research can be used by ECU in printed and online promotional materials.

I understand that my entitlement to the scholarship will terminate immediately if I cease to be enrolled in full-time study (except where a concession described therein applies), fail to maintain satisfactory progress or upon submission of my thesis.

I understand that if I do not meet all of the obligations listed, my scholarship may be terminated and I may be required to repay funds awarded under this scholarship.

I understand I am expected to complete my course within the scholarship tenure, if I do not submit within this period I may be awarded a grade of *Marginal Progress (MP)*.

I agree to use my student email and check it regularly.

SIGNATURE: _____

Date ____/____/____