AUSTRALIAN POSTGRADUATE AWARDS
CONDITIONS OF AWARD 2009

Please retain these Conditions of Award as this document forms part of your agreement with the University.

1 PURPOSE
The purpose of the scholarship is to enable a suitably qualified graduate to carry out, under the supervision of a member of staff appointed by the Faculty, a program of study leading to a research higher degree.

2 ELIGIBILITY
2.1 To be eligible for an Australian Postgraduate Award, a student must:
• be an Australian citizen; or a New Zealand citizen or an Australian permanent resident at the closing date for applications; and
• be enrolled, or be seeking to enrol, as a full-time student in a research higher degree at Flinders University; and
• have completed a Bachelor degree with First Class Honours or an equivalent level of academic attainment.

2.2 An Australian Postgraduate Award will not be awarded to a student who:
• is in receipt of an award which directly duplicates the purpose of the Australian Postgraduate Award. Holders of a Flinders University Research Scholarship (FURS) will not be considered for the award of an Australian Postgraduate Award to continue study in the degree for which the FURS is held;
• is on paid study leave;
• holds a fractional academic appointment;
• holds a Research Doctorate or equivalent, or holds a Research Masters or equivalent and is seeking an APA to undertake a Research Masters degree;
• has previously held an Australian Postgraduate Award or Australian Postgraduate Award (Industry) unless it was terminated within the first six months of the earlier award.

3 APPLICATION
Applications for Australian Postgraduate Awards will be called for in August of each year, with a closing date at the end of October. Application forms will be available from the Higher Degree Administration and Scholarships Office.

4 SELECTION
Selection of award holders will be undertaken by the Scholarships Committee on the basis of academic merit and research potential. Applications will be ranked according to the University’s Guidelines for Ranking Postgraduate Research Scholarship Applications.

5 TENURE
5.1 An Australian Postgraduate Award is tenable for:
• three years full-time in the case of Research Doctorate students; or
• two years full-time in the case of Research Masters students.
5.2 An extension to the duration of an APA for a Research Doctorate student of up to six months may be approved by the Scholarships Committee provided the student is making satisfactory progress and the grounds for the extension relate to the study and are beyond the control of the student. Research Masters students are not eligible for an extension.

5.3 A part-time Australian Postgraduate Award may be approved by the Scholarships Committee only if the student has exceptional circumstances. Exceptional circumstances relate to significant caring commitments or a medical condition which limits the student's capacity to undertake full-time study.

5.4 A part-time Australian Postgraduate Award may be approved by the Scholarships Committee if the student is undertaking Commercialisation Training Scheme training concurrently with their research higher degree.

5.5 Part-time award holders are expected to progress at half the rate of full-time award holders. Part-time award holders may revert to full-time study at any time with the approval of the Scholarships Committee.

5.6 The tenure of the award will be adjusted for:
- Research Masters students who upgrade their candidature to a Research Doctorate during the tenure of the award;
- Research Doctorate students who downgrade their candidature to a Research Masters during the tenure of the award;
- Award holders who have completed periods of study towards the degree for which the scholarship was awarded before accepting their Australian Postgraduate Award;
- Award holders who undertake periods of study towards their degree whilst on intermission from their Australian Postgraduate Award.

6 STIPEND

In 2009, the stipend will be paid at the following rates:

<table>
<thead>
<tr>
<th></th>
<th>Rates for 2009</th>
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<tbody>
<tr>
<td>Full-time</td>
<td>$20,427 pa tax-free</td>
</tr>
<tr>
<td>Part-time</td>
<td>$10,957 pa taxable</td>
</tr>
</tbody>
</table>

7 RESEARCH TRAINING SCHEME

Commencing research higher degree students and eligible continuing students will receive a Research Training Scheme place. This provides an exemption from tuition fees for the normal duration of a research higher degree, up to a maximum period of four years full-time equivalent study for a Research Doctorate, and up to two years full-time equivalent study for a Research Masters.

8 ALLOWANCES

8.1 Relocation Allowance

A student who relocates to Adelaide from overseas or interstate in order to take up an award may be eligible to apply for reimbursement of relocation and travel expenses. This allowance will be paid at the following rates:

<table>
<thead>
<tr>
<th>Relocation Allowance</th>
<th>Rates for 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation expenses</td>
<td></td>
</tr>
<tr>
<td>• Adult</td>
<td>$505</td>
</tr>
<tr>
<td>• Child</td>
<td>$255</td>
</tr>
<tr>
<td>Travel Expenses</td>
<td>Value of economy or student concession airfares</td>
</tr>
<tr>
<td>Total maximum allowance</td>
<td>$1,455</td>
</tr>
</tbody>
</table>
8.2 Thesis Allowance
Australian Postgraduate Award holders may be eligible to apply for a thesis allowance to assist with thesis production costs. Students claiming a thesis allowance must produce original receipts showing the amount paid by the student, the date it was paid and the service for which the payment was made. **Claims for the thesis allowance must be lodged within one year of submission of the thesis.**

<table>
<thead>
<tr>
<th>Rates for 2009</th>
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</thead>
<tbody>
<tr>
<td>• Research Masters</td>
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<tr>
<td>• Research Doctorate</td>
</tr>
</tbody>
</table>

9 REGISTRATION & ESTABLISHMENT

9.1 Award holders will be asked to nominate a commencement date, which is not later than 31 March in the year in which the scholarship was awarded.

9.2 In exceptional circumstances, award holders may apply to the Scholarships Committee for permission to commence their award after 31 March, but must commence no later than 30 June.

9.3 Following acceptance of an Australian Postgraduate Award, an award holder must register in person at the Higher Degree Administration and Scholarships Office. Award holders must be enrolled to commence the award, and must remain enrolled whilst they hold an Australian Postgraduate Award.

10 EMPLOYMENT

10.1 Award holders may undertake a strictly limited amount of part-time paid employment, provided it does not interfere with their study program. Students are normally only permitted to work up to 8 hours in any one week. A part-time student is subject to the same restrictions on employment as a full-time student. Employment will be monitored by a student's supervisor. Award holders must apply to the Scholarships Committee for approval to undertake more than 8 hours work a week.

10.2 The assessment of hours for award holders who undertake part-time teaching will be defined in accordance with the awards and rates of pay for part-time teaching at Flinders University as follows:

- an initial tutorial involves a total time of three hours, normally requiring one hour each of preparation, contact and marking time;
- a repeat tutorial is designated as two hours.

11 LEAVE

11.1 Award holders are entitled to 20 days paid recreation leave for each year of scholarship tenure, in addition to all public holidays. Recreation leave may be accrued over the tenure of the award, but will be forfeited when the award is terminated.

11.2 Award holders are entitled to up to 10 days of paid sick leave per year. Sick leave may be accrued over the tenure of the award, but will be forfeited when the award is terminated. Award holders are entitled to receive additional paid sick leave of up to a total of 12 weeks during the duration of the APA for periods of illness lasting longer than ten working days for which a medical certificate has been provided.

11.3 Award holders are entitled to up to 12 weeks of paid maternity leave, which is in addition to the normal tenure of the award. Maternity leave may not be taken in the first twelve months of the award.
12 INTERMISSION

12.1 Award holders who wish to intermit or suspend their studies must apply in writing to the Scholarships Committee. Except in the case of illness, applications must be made at least three weeks in advance of the proposed period of intermission. The Scholarships Committee may approve a period or periods totalling up to 12 months. In exceptional circumstances (circumstances beyond the student’s control), the Scholarships Committee may approve periods of intermission up to 24 months in total. Award holders must apply separately to the relevant Faculty Higher Degrees Committee for intermission of their candidature.

12.2 The Scholarships Committee will not approve intermission of scholarships in the first six months of scholarship tenure except in exceptional circumstances.

12.3 Award holders must notify the Higher Degree Administration and Scholarships Office at least three weeks prior to resuming study following a period of intermission.

12.4 Award holders who suspend their studies without the approval of the Scholarships Committee will be required to repay any award payments to which they were not entitled.

13 OTHER AWARDS

Award holders may not normally hold other awards concurrent with the Australian Postgraduate Award. Award holders must immediately advise the Higher Degree Administration and Scholarships Office if they are offered a stipend top-up or other stipend supplement. The Scholarships Committee may give approval for an award holder to accept a stipend top-up or other stipend supplement.

14 TERMINATION OF AWARD

The award will be terminated:

14.1 if the award holder ceases to meet the eligibility criteria specified in 2 above, other than during a period of intermission; or

14.2 two weeks after the award holder's thesis is submitted or when the award expires, whichever is earlier; or

14.3 if at any time, under the provisions of Section 18 of the University’s Research Higher Degree Policies and Procedures, the Academic Senate terminates the award holder's candidature; or

14.4 if the award holder ceases to be a full-time student and approval has not been obtained from the Scholarships Committee to hold the award on a part-time basis; or

14.5 if the award holder does not resume study at the conclusion of a period of intermission and approval has not been obtained from the Scholarships Committee to extend that period of intermission; or

14.6 if the course of study is not being carried out with competence and diligence or in accordance with the offer of the scholarship; or

14.7 if the award holder has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the Australian Postgraduate Award. In the event of an award holder providing false or misleading information, the University is required to report the matter to the Department of Education Science and Training.

If an award is terminated, it cannot be re-activated unless the termination occurred in error.
15 TRANSFER OF AWARD

15.1 An award won in competition at Flinders University cannot be taken up at another institution and award holders are expected to complete their candidature at Flinders University.

15.2 A student may transfer their APA to another institution in exceptional circumstances only and with the approval of the Scholarships Committee and the Faculty Higher Degrees Committee of both institutions, and subject to the new institution having APA grant amounts available. An award will normally only be transferred after at least six months of tenure.

15.3 Flinders University will consult with the proposed new institution before approving the transfer of award.

16 ANNUAL REVIEW OF PROGRESS REPORT

16.1 Every research higher degree student is required to complete an Annual Review of Progress report in each year of tenure. An award may be terminated if an award holder fails at any time to make satisfactory progress.

16.2 The Scholarships Committee may, at its discretion, require an award holder to submit additional progress reports.

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The conditions contained in this document comply with the Department of Education, Employment and Workplace Relations conditions of award and must be adhered to by award holders. Scholarships are renewed on an annual basis and Conditions of Award may be amended from time to time to comply with the Department of Education, Employment and Workplace Relations conditions of award. Queries about the Conditions of Award should be directed in the first instance to:

Higher Degree Administration and Scholarships Office
Flinders University
Ph: (08) 8201 3115
Fax: (08) 8201 5175
Email: scholarships@flinders.edu.au

The Department of Education, Employment and Workplace Relations conditions of award and guidelines for this award can be obtained from: http://www.backingaustraliasfuture.gov.au/guidelines/csg_guide.htm

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