



PRIVATELY FUNDED SCHOLARSHIPS AND STIPEND TOP-UPS

CONDITIONS OF AWARD 2008

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

1 PURPOSE

The purpose of a privately funded 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.

A stipend top-up is monetary assistance provided by a supervisor or an organisation to supplement a scholarship.

2 ELIGIBILITY

2.1 An award holder must:

- be enrolled full-time in a research higher degree at Flinders University;
- have completed a Bachelor degree with Second Class (Division A) Honours or above, or an equivalent level of academic attainment.

2.2 Privately funded scholarships will only be offered to international students who can demonstrate that tuition fees have been, or are being paid, by another agency.

3 SELECTION

Selection of award holders will be undertaken on the basis of academic merit and research potential. Award holders may be appointed to a Privately Funded Scholarship, without undergoing a formal selection process provided the candidate satisfies the eligibility criteria in 2 above.

4 PERIOD OF TENURE

4.1 A privately funded scholarship or a stipend top-up is tenable in the first instance from the date of offer of the award until 31 December of the same year. Subject to further research funding and to satisfactory student progress reports, the award may be renewable for further periods of up to one year each.

4.2 Award holders should note that the normal period of tenure is two years full-time for a Research Masters, and three years full-time for a Research Doctorate.

4.3 A privately funded scholarship continuing an expired APA or FURS may be approved for up to five years of total scholarship support.

5 STIPEND

5.1 The minimum stipend for a privately-funded scholarship will not be less than the current FURS rate. The maximum stipend for a privately funded scholarship or stipend top-up shall not exceed the NHMRC (Medical & Dental) rate unless it can be demonstrated that market forces are in operation.

This condition will not necessarily apply to privately-funded scholarships awarded externally but administered by the University.

- 5.2 The stipend for scholarship support from NH&MRC grants is required to be awarded at the rate of a NH&MRC Biomedical Postgraduate Scholarship (equivalent to the APA rate).

6 ALLOWANCES

(Note: Australian students who have dependent children may be eligible to claim additional Family Tax Benefit Part A from Centrelink).

The supervisor/organisation providing the privately funded scholarship will be responsible for funding the following allowances:

6.1 Thesis Allowance

Privately funded scholarship 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 six months of the date of Faculty approval that all requirements for the degree have been completed, and within two years of the termination date of the scholarship.

	<i>Rates for 2008</i>
• Masters	\$420
• Doctoral	\$840

7 RESEARCH TRAINING SCHEME PLACE

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 REGISTRATION AND ESTABLISHMENT

- 8.1 Following acceptance of a privately funded scholarship, the award holder must register in person at the Higher Degree Administration and Scholarships Office. Award holders must be enrolled to commence the award. Evidence of enrolment at the commencement of subsequent years will be required to ensure continuity of the scholarship stipend.
- 8.2 The award holder is normally expected to commence studies before 31 March in the year of the award.

9 LEAVE

- 9.1 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.
- 9.2 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. Subject to the availability of funding, award holders may be entitled to receive additional paid sick leave of up to a total of 12 weeks during the duration of the award, for periods of illness lasting longer than ten working days for which a medical certificate has been provided.

- 9.3 Award holders may be 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.

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 the 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 INTERMISSION

- 11.1 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.
- 11.2 The Scholarships Committee will not approve intermission of scholarships in the first six months of scholarship tenure except in exceptional circumstances.
- 11.3 Award holders must notify the Higher Degree Administration and Scholarships Office at least three weeks prior to resuming study following a period of intermission.
- 11.4 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.

12 INTELLECTUAL PROPERTY

The award holder should be familiar with the separate University policy in relation to intellectual property.

13 ANNUAL REPORT

- 13.1 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.
- 13.2 The Scholarships Committee may, at its discretion, require an award holder to submit additional progress reports.

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 Privately-Funded Scholarship or Stipend Top-Up.

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

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

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