

# Thesis Write-Up Stipend

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## Conditions of Award



### 1 PURPOSE

The purpose of the Thesis Write-Up Stipend is to assist non-scholarship holder Higher Degree by research students to write-up and submit their theses.

### 2 ELIGIBILITY

To be eligible for consideration for the award of a Thesis Write-Up Stipend, a student must :

- be an Australian citizen or have been granted permanent resident status; and
- be enrolled in a Higher Degree by research at Flinders University in the third or fourth year full-time equivalent of a Doctorate by research or in the second year full-time equivalent of a Masters degree by research; and
- be able to demonstrate readiness to write-up his/her thesis; and
- have the unqualified support of his/her principal supervisor that he/she is ready to write his/her thesis.

A Thesis Write-Up Stipend will not be awarded to a student who:

- is in receipt of an award which directly duplicates the purpose of the Thesis Write-Up Stipend;
- is on paid study leave;
- has previously held a scholarship to undertake the current degree;
- is currently enrolled in order to revise and resubmit a previously examined thesis;
- holds a fractional academic appointment.

### 3 APPLICATION

Applications for the Thesis Write-Up Stipend will be called for twice a year, with closing dates in February and May. Applications are submitted online via the Student system.

### 4 SELECTION

Selection of award holders will be undertaken by the Higher Degree by Research Scholarships Committee on the basis of the following criteria:

- maturity of the applicant's research (degree to which the thesis is prepared in draft, publications, conference papers presented, etc);
- the supervisor's appraisal of the quality of the thesis draft; and
- availability of other sources of support.

### 5 TENURE

5.1 The thesis write-up stipend is normally tenable for:

- six months full-time in the case of Doctorate by research students; or
- three months full-time in the case of Masters degree by research students.

5.2 A part-time Thesis Write-Up Stipend may be offered 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.

5.3 A student holding a full-time award must remain enrolled on a full-time basis.

5.4 A student holding a part-time award must remain enrolled on a part-time basis.

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- 5.5 In the event that a Masters degree by research student receiving a Thesis Write-Up Stipend has his/her candidature upgraded to a Doctorate by research during the tenure of the award, the award will be terminated from the date of candidature upgrade.
- 5.6 It is expected that Doctorate by research award holders normally will submit their thesis at Flinders University within twelve months of taking up their award, and that Masters degree by research award holders will submit their thesis within six months of taking up their award. Award holders who do not submit their thesis at Flinders University within these periods may be required to refund the amount allocated to them, unless submission of the thesis is delayed by circumstances outside the student's control (eg. unexpected developments in research, illness).

## 6 STIPEND

The stipend rate for the Thesis Write-up Stipend is equivalent to the published Flinders University Research Scholarship (FURS) rate. A part time awardee will be paid at half the annual rate.

## 7 RESEARCH TRAINING PLACE

Commencing research higher degree students and eligible continuing students will receive a Research Training 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 Thesis Allowance

A thesis allowance of up to \$500 may be available to assist with the cost of the production of the thesis. Students claiming a thesis allowance must produce receipts or statements signed by the person who provided the service 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.**

## 9 FEES

Students are liable for any fees required by the University.

## 10 REGISTRATION & ESTABLISHMENT

- 10.1 Award holders will be asked to nominate a commencement date, which is not more than six months after the date on which the award was offered.
- 10.2 Following acceptance of a Thesis Write-Up Stipend, an award holder must ensure their correct bank details have been entered into the student information system. Award holders must be enrolled to commence the award, and must remain enrolled whilst they hold a Thesis Write-Up Stipend.

## 11 EMPLOYMENT

- 11.1 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.

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student. Employment will be monitored by a student's supervisor. Award holders must apply to the Higher Degree by Research Scholarships Committee for approval to undertake more than 8 hours work a week.

11.2 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.

## 12 LEAVE

12.1 Award holders are not permitted to take more than 5 days of recreation leave, in addition to weekends and public holidays, during each 3 month period of tenure.

12.2 In the event of documented sickness preventing progress with the write-up, the award holder may apply for payment of the award for up to an additional seven days.

If this extra payment is granted by the Higher Degree by research Scholarships Committee, a new termination date for the stipend will be set at up to seven days after the initial date of termination. In the event of an extended illness, the award holder is advised to apply to the Scholarships Officer for permission to intermit. If the Higher Degree by Research Scholarships Committee grants permission for a period of intermission, then a new termination date for the stipend will be set at the number of days of intermission granted after the initial termination date. In the case of Doctorate by research students, the award holder will be expected to submit the thesis within six months of the new termination date, and, in the case of Master's degree by research students within three months of the new termination date.

## 13 INTERMISSION

13.1 Award holders who wish to intermit or suspend their studies must apply in writing to the Higher Degree by Research Scholarships Committee. Except in the case of illness, applications must be made at least two weeks in advance of the proposed period of intermission. The Higher Degree by Research Scholarships Committee will normally approve a period or periods totalling up to three months. However, in exceptional circumstances (circumstances beyond the student's control), the Committee may approve longer periods of suspension. In addition, award holders must also apply separately to the relevant Faculty Higher Degrees Committee for the intermission of candidature.

13.2 Award holders must notify the Student Finance and Scholarship Services Office when they resume study following a period of intermission.

13.3 Award holders who discontinue their studies without permission of the Higher Degree by Research Scholarships Committee will be required to repay any award payments to which they were not entitled.

## 14 OTHER AWARDS

Award holders may not normally hold other awards concurrent with the Thesis Write-Up Stipend. Award holders must immediately advise the Student Finance Services Office if they are offered a stipend top-up or other stipend supplement. The Higher Degree by Research Scholarships

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Committee may give approval for an award holder to accept a stipend top-up or other stipend supplement.

#### **15 TERMINATION OF AWARD**

The Thesis Write-Up stipend will be terminated:

- 15.1 if the award holder ceases to meet the eligibility criteria specified in 2 above, other than during a period of intermission; or
- 15.2 two weeks after the award holder's thesis is submitted or when the award expires, whichever is earlier; or
- 15.3 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
- 15.4 if the award holder ceases to be a full-time student and approval has not been obtained from the Higher Degree by Research Scholarships Committee to hold the award on a part-time basis; or
- 15.5 if the award holder does not resume study at the conclusion of a period of intermission and approval has not been obtained from the Higher Degree by Research Scholarships Committee to extend that period of intermission; or
- 15.6 if the course of study is not being carried out with competence and diligence or in accordance with the offer of scholarship and no suitable alternative arrangements can be made for continuation of the postgraduate degree; or
- 15.7 if the award holder has provided false or misleading information in relation to the Thesis Write-Up Stipend.

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

#### **16 TRANSFER OF AWARD**

The Thesis Write-Up Stipend cannot be taken up at another institution and award holders are expected to complete their candidature at Flinders University.

#### **17 ANNUAL REVIEW REPORT**

- 17.1 Every research higher degree student is required to complete an Annual Review of Progress report in each year of tenure. An award may be suspended if an award holder fails at any time to make satisfactory progress.
- 17.2 The Higher Degree by Research Scholarships Committee may, at its discretion, require an award holder to submit additional progress reports.

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Queries about the Conditions of Award should be directed in the first instance to:  
Student Finance and Scholarship Services  
Flinders University  
Ph: (08) 8201 3143  
Fax: (08) 8201 2580  
Email: [rhdscholarships@flinders.edu.au](mailto:rhdscholarships@flinders.edu.au)  
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