



CONDITIONS OF AWARD

2011 AUSTRALIAN POSTGRADUATE AWARD (APA)

These Conditions of Award form the contract governing the payment of the award specified in the Offer of Award and such contracts shall bind the student and the University of Wollongong.

PLEASE RETURN ONE FULL COPY TO THE RESEARCH STUDENT CENTRE

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
1 DEFINITIONS	2
2 ELIGIBILITY REQUIREMENTS.....	2
3 COMMENCEMENT	2
4 DURATION OF SCHOLARSHIP	2
4.1 Extensions.....	3
4.2 Part-time Study	3
4.3 Course Transfer between Research Degrees.....	3
4.4 Suspension	3
4.5 Concurrent awards, salaries or other funding	4
5 STIPEND AND ALLOWANCES	4
5.1 Annual APA Stipend	4
5.2 Relocation Allowance.....	4
5.3 Thesis allowance.....	4
6 LEAVE ENTITLEMENTS	5
6.1 Recreation Leave	5
6.2 Sick Leave	5
6.3 Maternity Leave.....	5
6.4 Parenting Leave	5
7 RESEARCH AT OTHER ORGANISATIONS	5
8 PART-TIME WORK.....	5
9 TRANSFER	5
10 TERMINATION	6
11 SPECIFIC UNIVERSITY OBLIGATIONS	6
11.1 Supervision and Faculties	6
11.2 Administration	6
12 SPECIFIC STUDENT OBLIGATIONS	6

1 DEFINITIONS

In these Conditions of Award unless contrary intention appears:

“student”	-	means the student specified in the offer of award
“University”	-	means the University of Wollongong
“award”	-	means the Australian Postgraduate Award
“HDR”	-	means Higher Degree Research

2 ELIGIBILITY REQUIREMENTS

An APA holder must meet all of the following eligibility requirements:

- (i) have completed a Bachelor Degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment; and
- (ii) be undertaking a HDR; and
- (iii) be enrolled as a full-time student; and
- (iv) be a domestic student i.e. Australian Citizen, New Zealand Citizen or an Australian Permanent Resident; and
- (v) if undertaking:
 - (a) a Research Masters, not hold a Research Doctorate or a Research Masters degree or an equivalent research qualification; or
 - (b) if undertaking a Research Doctorate, not hold a Research Doctorate degree or an equivalent research qualification; and
- (vi) must not previously have held an Australian Government-funded postgraduate research scholarship (excluding an Endeavour International Postgraduate Research Scholarship or its predecessor, International Postgraduate Research Scholarship), unless it was terminated within six months of the scholarship's payments commencing; and
- (vii) must not be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the APA stipend rate to undertake the HDR. Income earned from sources unrelated to the course of study is not subject to the 75% rule.

3 COMMENCEMENT

The student must commence the award by **31 March 2011** unless another date is specified in the letter of offer or in subsequent correspondence.

4 DURATION OF SCHOLARSHIP

The duration of a full-time APA is three years for a student undertaking Research Doctorate studies, and two years for a student undertaking Research Masters studies (or part time equivalent).

The duration of an APA will be reduced by any periods of study undertaken:

- (i) towards the degree prior to the commencement of the APA; or
- (ii) towards the degree during suspension of the APA (unless the study was undertaken as part of a Commonwealth Government financially supported international postgraduate research scholarship or award); or
- (iii) previously while receiving an Australian Postgraduate Coursework Award.

The duration of an APA will be increased by any periods of paid leave approved by the University.

If a part-time APA is converted to a full-time APA then the period of time that the student is regarded as having been in receipt of the part-time APA immediately prior to the conversion will be halved for the purpose of determining the duration the student is regarded as having been in receipt of a full-time APA immediately after conversion.

If a full-time APA is converted to a part-time APA then the period of time that the student is regarded as having been in receipt of the full-time APA immediately prior to the conversion will be doubled for the purpose of determining the duration the student is regarded as having been in receipt of a part-time APA immediately after conversion.

The APA holder must submit regular progress reports as required. The University will terminate the awards of students who fail to maintain satisfactory progress.

4.1 Extensions

Subject to available funding, the University may also approve an extension to the duration of an APA for a Research Doctorate student of up to six months 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.

A University must not approve an extension to the duration of an APA for a Research Masters student.

All requests for extension must be submitted in writing and must have the student's supervisor's written approval.

4.2 Part-time Study

A University may approve a part-time APA for a student only if:

- (i) the student has exceptional circumstances; or
- (ii) the student is undertaking Commercialisation Training Scheme (CTS) training as specified in CTS Guidelines, concurrently with the HDR.

For the purpose of part time study, the University must be satisfied that the exceptional circumstances relate to significant caring commitments or a medical condition which limits the student's capacity to undertake full-time study (supported by medical certification).

A student who has a part-time APA may revert to full-time study at any time with the permission of the University.

In approving a part-time award, the University must be satisfied that the award holder's circumstances are such that it would not be reasonable to expect the student to study on a full-time basis. Part-time APAs are **not** available to students wishing to undertake paid employment on a full-time, or on a substantial part-time basis, and recipients are subject to the same restrictions on employment as full-time APA holders.

A part-time APA holder is expected to progress at half the rate of a full-time APA holder and extensions are possible for Doctoral candidates. No extensions are possible for Masters by research candidates.

APA holders approved to study part-time may revert to full-time study at any time with the permission of the institution. Stipends for part-time APAs are not tax-exempt.

All requests for suspension must be submitted in writing and must have the student's supervisor's written approval.

4.3 Course Transfer between Research Degrees

APA holders may convert from a Masters degree to a Doctoral degree, or from a Doctoral degree to a Masters degree, with the approval of the University Thesis Examination Committee during the tenure of the scholarship. The maximum award duration of a converted award becomes that for the new degree.

An APA holder completing a Masters by research degree may continue the award for Doctoral studies provided that there is no interval between Masters by research and Doctoral candidature. Because an APA normally expires on completion of a program, the student should ensure that the progression to a Doctorate, or suspension of the award, is arranged before the Masters by Research studies are completed. Note that:

- (i) the maximum period of the APA for a student progressing from Masters by Research to Doctoral study is 3 years (or 3 and a half years if an extension is approved) from the date the student took up the APA as a Masters by research student;

4.4 Suspension

Students may apply for a suspension of their award for up to 12 months. The approval of suspensions is at the discretion of the University. In exceptional circumstances, students may apply for suspensions beyond 12 months. Any suspensions beyond 12 months will only be considered in exceptional circumstances which are beyond the student's control and must be approved by the Dean of Research. No suspension is possible beyond 2 years in total.

Periods of study undertaken towards the degree during suspension of the award will be deducted from the maximum period of tenure.

All requests for suspension must be submitted in writing and must have the student's supervisor's written approval.

4.5 Concurrent awards, salaries or other funding

APA holders are permitted to:

- (i) obtain funds for fieldwork, equipment or other expenses not covered by the APA;
- (ii) obtain funding for overseas travel costs from other Australian Government awards or any other source;
- (iii) receive income derived from part-time work as long as any employment does not result in the detriment of a student's studies. The University recommends that part-time work during the hours 9.00am to 5.00pm, Monday to Friday, should not exceed an average of eight (8) hours a week.

An APA holder may receive a concurrent award, scholarship or salary to undertake their research higher degree if:

- (i) the concurrent award, scholarship or salary provides a benefit less than 75% of the APA stipend rate to undertake the HDR.

Income earned from sources unrelated to the course of study is not subject to the 75% rule.

5 STIPEND AND ALLOWANCES

5.1 Annual APA Stipend

The award shall carry an annual tax free stipend of the amount of which will be as noted in your offer letter. The level of the stipend will not be reduced during the period of the award. The stipend will be paid in fortnightly instalments. Where a full-time APA holder is not enrolled over the full period of the year because of late commencement or periods of suspension, the university will provide the proportion of the annual stipend for the period that study is undertaken for that year.

Part-time APA holders are entitled to the approved part-time stipend rate, which is **not** exempt from taxation. The part-time rate is adjusted for taxation so that part-time APA holders receive half the amount paid to full-time APA holders.

The APA stipend rates are indexed each year to compensate for increases in living costs.

5.2 Relocation Allowance

Students may be eligible for a relocation allowance in addition to the annual stipend for the cost of relocating themselves, their spouse and dependants to a new place of residence where this is necessary to enable the student to undertake the HDR. Removal expenses up to \$505.00 per adult and \$255.00 per child (with a maximum entitlement of \$1,520.00) will be provided on production of receipts.

For the purposes of relocation entitlements, a 'spouse' is defined as another person who is married to or in a de facto relationship with the APA holder where the two live together and have a mutual commitment to each other to the exclusion of all others.

For the purpose of relocation entitlements a 'dependant' is defined as a person who moves residence with the APA holder. A spouse who transfers employment from another Australian city to Wollongong may be regarded as a dependant; a child continuing to study at the former city and not intending to live on a permanent basis with the APA holder in Wollongong may not be regarded as a dependant.

5.3 Thesis allowance

A student submitting a thesis within 2 years of the termination of the award is entitled to a thesis allowance of up to \$420.00 for a Masters by research thesis and up to \$840.00 for a Doctoral thesis upon production of receipts. The allowance must be claimed within 1 year of submission of the thesis. The allowance is a contribution to the cost of production (e.g. printing and binding) and does not include costs such as the purchase of computer equipment.

A thesis allowance is also payable for costs associated with the re-submission of a thesis, or lodgement of bound copies of the thesis following approval, provided the claim is made within 1 year of the re-submission or lodgement date and within two years of the termination of the APA. The combined total of allowances for submission and re-submission must not exceed the approved maximum amount.

6 LEAVE ENTITLEMENTS

6.1 Recreation Leave

APA holders undertaking research programs are entitled to twenty (20) days paid recreation leave each year of the award and this may be accrued over the tenure of the award. This leave does not extend the duration of the award.

This entitlement may be accrued over the life of the APA but will be forfeited when the APA is terminated.

6.2 Sick Leave

APA holders may take up to ten (10) days paid sick leave a year within the tenure of their award. This entitlement may be accrued over the life of the APA but will be forfeited when the APA is terminated.

APA holders may also receive additional paid sick leave of up to a total of twelve (12) weeks during their award for medically substantiated periods of illness lasting longer than ten (10) days for which a medical certificate has been provided.

Where an APA holder takes a period of additional sick leave, the tenure of the APA will be extended by that period.

Sick leave entitlements may also be used to cover APA holders with family responsibilities caring for sick children or relatives. Periods of paid sick leave are in addition to the normal duration of the award.

6.3 Maternity Leave

Once APA holders have completed twelve months of their award, they are entitled to a maximum of twelve (12) weeks paid maternity leave during the tenure of their award. Periods of paid maternity leave are in addition to the normal duration of the APA. APA holders who have not completed twelve (12) months of their award may access unpaid maternity leave through the suspension provision.

A medical certificate including the anticipated date of confinement needs to be provided to the University or in case of adoption, documentary evidence.

6.4 Parenting Leave

APA holders who are partners of women giving birth and who have completed twelve (12) months of their award, may be entitled to ten (10) days paid parenting leave at the time of the birth. Periods of paid parenting leave are in addition to the normal duration of the APA. APA holders who have not completed twelve (12) months of their award may access unpaid parenting leave through the suspension provisions.

All requests for leave must be submitted in writing and must have the student's supervisor's written approval.

7 RESEARCH AT OTHER ORGANISATIONS

The University may approve a student conducting some research at organisations outside the higher education system. In such cases the University is still responsible for the student and must ensure adequate support, supervision, training and research freedom for the student at the other organisation. Supervisor's written approval must be provided.

8 PART-TIME WORK

APA holders may undertake part-time work so long as the University is satisfied that any approved part-time work does not interfere with the student's study programme. The University recommends that part-time work during the hours 9.00am to 5.00pm, Monday to Friday, should not exceed an average of eight (8) hours a week.

There is no limit on how much income an award holder can receive from part-time work. However, this income will not be tax-exempt.

9 TRANSFER

Students who transfer to another University may continue to receive their APA only if their new University agrees to its continuation and subject to the new University having sufficient APA grant amounts of its own available. The new University must ensure that it has received information from the former University on any APA payment the student has received and the duration of the APA already consumed.

Transfer arrangements must be agreed between institutions, subject to the APA holder being offered a higher degree place at the new institution.

All requests for transfers must be submitted in writing and must have the student's supervisor's written approval.

10 TERMINATION

The award will be terminated upon submission of thesis or at the end of the award, whichever is earlier. Awards will be terminated before this time:

- (i) if, in the opinion of the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of the APA;
- (ii) when the student ceases to be a full-time student and when approval has not been obtained to hold the APA on a part-time basis;
- (iii) on the completion of the course of study, death, incapacity, resignation or withdrawal of the student;
- (iv) if the APA holder does not resume study at the conclusion of a period of suspension, or does not make arrangements in accordance with the regulations of the University, to extend that period of suspension.
- (v) if the award holder fails to maintain satisfactory progress; and/or
- (vi) if the APA holder accepts another equivalent award, scholarship or salary to undertake their HDR that provides a benefit greater than 75% of the base APA stipend rate.
- (vii) if the student has committed serious misconduct, as defined by the University rules, but not limited to the provision of false or misleading information in terms of paragraph 3.25.35.

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

11 SPECIFIC UNIVERSITY OBLIGATIONS

11.1 Supervision and Facilities

A University must:

- (i) ensure that adequate facilities and appropriate supervision are available for each student undertaking a HDR

The University has established a Code of Practice for supervision of postgraduate research degrees. The code is published in the Postgraduate Calendar and the University web-site at:

http://www.uow.edu.au/handbook/codesofprac/cop_supervision.html

11.2 Administration

The University will be fair and equitable in the use of its discretionary powers.

This contract recognises the rights of students to appeal against decisions. Appropriate appeal mechanisms for resolution of any disputes that might affect their candidature are available from the Research Student Centre.

The University will pay the student all entitlements under the award.

12 SPECIFIC STUDENT OBLIGATIONS

Students shall diligently and to the best of their ability apply themselves to the successful completion of the degree, within the period of the award.

The student shall abide by the NH&MRC codes on human and animal experimentation, guidelines established by the Australian Government's Recombinant DNA Monitoring Committee and rulings of the Bio-safety, Animal and Human Ethics Committees of the University.

A student is required to conform to all rules and procedures (including disciplinary provisions) of the University.

Students must provide all reports required by the University including an annual progress report submitted through the supervisor, the Head of Postgraduate Studies and the Dean (or nominee). If the University does not consider that progress is satisfactory the award will be terminated and/or the student placed on probation.

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

- (i) re-assess the student's entitlement to the APA; and
- (ii) notify DEST of the suspected offence and provide a copy of the student's application and any other relevant information requested by DEST.

All requests for transfers, extensions, leave or suspension must be submitted in writing and must have the student's supervisor's written approval.



CONDITIONS OF AWARD

2011 AUSTRALIAN POSTGRADUATE AWARDS (APA)

I have read the 'Conditions of Award' for Australian Postgraduate Awards and certify that I have met the eligibility and residency criteria.

I am hereby willing to accept this offer of an Australian Postgraduate Award under the conditions as set out in the 'Conditions of Award'.

NAME: _____

(Please PRINT)

DATED: _____

SIGNED by the student _____

PLEASE RETURN ONE FULL COPY TO THE RESEARCH STUDENT CENTRE