



**CONDITIONS OF AWARD FOR 2009
HIGHER DEGREE RESEARCH (HDR) AWARD**

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

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

ELIGIBILITY

1. A student must be enrolled in a full-time postgraduate research degree at the University of Wollongong.

DURATION OF AWARD

2. The duration of a full-time HDR Award is as per offer letter.

STIPEND AND ALLOWANCES

3. An award shall carry a stipend and allowances as specified in the letter of offer.

These HDR Awards are dependant upon continued funding from sponsoring organisations.

EMPLOYMENT

4. A student is not permitted to undertake excessive employment. Any employment which results in the detriment of a student's studies must cease immediately or the award may be terminated.

TRANSFERS

5. These awards cannot be taken up at another Institution.

EXTENSION

6. Subject to available funding, the University and/or Industry Partner (if applicable) may also approve an extension to the duration of the HDR Award 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.

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

SUSPENSION

7. Students may apply for a suspension of their award. The approval of the suspension is at the discretion of the University and/or Industry Partner (if applicable).

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 HDR supervisor's written approval. If the scholarship is suspended by the student, the candidate will also be expected to take Leave of Absence from their studies.

CONCURRENT AWARDS, SALARIES OR OTHER FUNDING

8. HDR Award holders are permitted to:
- (i) obtain funds for fieldwork, equipment or other expenses not covered by the HDR Award;
 - (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.

A HDR Award holder may receive a concurrent award or salary to undertake their research higher degree if:

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

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

RECREATION, SICK AND MATERNITY LEAVE

9. Recreation, sick and maternity leave may be granted however this is up to the discretion of the University and/or Industry Partner (if applicable).

All requests for recreation, sick and maternity leave must be submitted in writing and must have the HDR supervisor's written approval.

PART-TIME WORK

10. HDR Award 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 research 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.

TERMINATION

11. 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 HDR Award;
 - (ii) when the student ceases to be a full-time student and when approval has not been obtained to hold the HDR Award 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 HDR Award 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 HDR Award holder accepts another equivalent award, scholarship or salary to undertake their HDR that provides a benefit greater than 75% of the HDR Award stipend rate.

- (vii) if the student has committed serious misconduct, as defined by the University rules.

If an award is terminated, it cannot be reactivated unless the termination occurred in error. Under some circumstances the University may suspend the award for specific periods if a student is placed on internal review or probation.

SPECIFIC UNIVERSITY OBLIGATIONS

Supervision and Faculties

12. 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

Administration

13. 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.

SPECIFIC STUDENT OBLIGATIONS

14. 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 a HDR Award has provided false or misleading information to the University in relation to the HDR Award, the University must immediately:

- (i) re-assess the student's entitlement to the HDR Award.

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

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

NAME: _____

(Please PRINT)

DATED the day of20

SIGNED by the student _____

PLEASE RETURN THIS DOCUMENT TO THE RESEARCH STUDENT CENTRE