



## CONDITIONS OF AWARD FOR 2011

### AUSTRALIAN POSTGRADUATE AWARDS INDUSTRY

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.

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## 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 Industry
“Industry Partner”	-	means the Industry Partner specified in the Funding Contract

## 2 ELIGIBILITY

A student must be:

- enrolled in a full-time postgraduate research degree at the University or, with the prior written agreement of the Industry Partner and Minister, is enrolled in a part-time postgraduate research degree at the Institution.
- have an appropriate Honours 1 or high 2A (or equivalent) undergraduate degree;
- not be receiving similar funding or stipend from a Commonwealth Government Program;
- have not already completed a degree at a similar level as the proposed candidature or at a higher level; and
- have not previously held an Australian Postgraduate Award or APAI unless it was terminated within approximately six (6) months of the earlier award.

## 3 COMMENCEMENT

An award holder must normally commence work on the project in the year the award was offered, as specified in the letter of offer or in subsequent correspondence, or the award may be withdrawn by the University and reallocated to another applicant.

## 4 TENURE

A full-time APAI may be held for three (3) years for Doctoral studies and two (2) years for Masters Research studies. Periods of study already undertaken towards the degree prior to the commencement of the award will be deducted from the maximum period of tenure. However, students previously enrolled in a Masters by research or Doctoral program, who change their study topic completely on acceptance of an APAI, will not have their tenure reduced.

### 4.1 Extensions

An extension of up to six (6) months may be granted to Doctoral candidates where the award holder formally applies for the extension and the University is satisfied that the grounds for extension are beyond the control of the candidate and are related to his or her studies rather than of a personal nature.

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

No extensions are possible for Masters by research candidates.

### 4.2 Suspension

An APAI Postgraduate Research Student may apply to the University, with the consent of the Industry Partner where possible, for suspension of the Australian Postgraduate Award (Industry) to gain work experience in industry. In exceptional circumstances the University may allow suspension on compassionate grounds with the consent of the Industry partner and the University.

If the proposed suspension is to commence after the first six (6) months of the Project and is not proposed to be longer than twelve (12) months, the University may at its discretion and with the consent of the Partner Organisation(s) approve the suspension. If the proposed suspension is to commence within the first six (6) months of the Project or is to be more than twelve (12) months duration, application must be made to the Director to seek the ARC's approval. Failure to obtain the ARC's written approval in these circumstances will result in the immediate termination of the APAI.

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

### **4.3 Part-time Study**

Provided the Industry Partner is in agreement, the University may approve a part-time APAI where a student is able to demonstrate heavy carer commitments or a medical condition such as:

- carer responsibilities for a pre-school child; or
- carer responsibilities for school-aged children as a sole parent with limited access to outside support; or
- carer responsibilities for an invalid or disabled spouse, child or parent; or
- a medical condition, which limits the capacity to undertake full-time study (supported by medical certification).

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 APAIs 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 APAI holders.

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

APAI 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 APAIs are not tax-exempt.

### **4.4 Changing between Masters by research and Doctoral studies**

APAI holders may convert from a Masters by research degree to a Doctoral degree, or from a Doctoral degree to a Masters by research degree, during the tenure of the scholarship with the approval of the University of Wollongong Thesis Examination Committee. Payment of the award stipend beyond the original tenure of the award (as per offer letter) is conditional upon funds availability.

## **5 STIPEND AND ALLOWANCES**

### **5.1 Annual APAI Stipend**

An award shall carry an annually indexed stipend as stipulated in the letter of offer. Full time awards will be tax exempt. The level of the stipend will not be reduced during the period of the award. Where a full-time APAI 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 APAI holders are entitled to the approved part-time stipend rate, which is not exempt from taxation.

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

### **5.2 Relocation Allowance (Travel expenses and removal of household items only)**

A student who relocates residence to Wollongong to take up the award is entitled to receive travel expenses (one way to commence work on the project, equivalent of economy or student concession airfares) for the student and their dependants to Wollongong. 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. Reimbursement of relocation costs will only be paid if evidence of expenditure is provided within 6 months of expenditure being incurred.

For the purpose of relocation entitlements, a dependent is defined as a person who moves residence with the APAI Postgraduate Research Student. A spouse who transfers employment to the city of the University may be regarded as a dependant; a child continuing to study at the former city and not intending to live with the Postgraduate Research Student, may not be regarded as a dependant.

### 5.3 Thesis Allowance

A student submitting a thesis within six (6) months of the termination of the award is entitled to a thesis allowance of up to \$420.00 for Masters and up to \$840.00 for PhDs upon production of receipts. The allowance must be claimed within twelve (12) months of submission of the thesis. The allowance is a contribution to the cost of production and does not include costs such as the purchase of computer equipment.

## 6 LEAVE ARRANGEMENTS

### 6.1 Recreation Leave

APAI holders undertaking research programs are entitled to twenty (20) days paid recreation leave each year calculated on a pro-rata basis within the tenure of the award. Recreation leave may be accrued over the tenure of the award, however, any unused leave remaining when an award is terminated or completed will be forfeited.

### 6.2 Sick Leave

Research Masters and Doctoral students may take up to ten (10) days paid sick leave a year within the tenure of their award.

### 6.3 Maternity Leave

Once APAI holders have completed twelve (12) months of their award, they are entitled to a maximum of fourteen (14) weeks paid maternity leave for a childbirth occurring within the tenure of the award. Paid maternity leave may not be taken within the first twelve (12) months of an award. Periods of maternity leave are in addition to the normal duration of the APAI. Unpaid maternity leave may be accessed through the suspension provisions where an APAI holder has not completed twelve (12) months of the award.

Or - two (2) weeks partner/parental leave. The University shall ensure that eligible APAI holders are entitled to take up to two (2) weeks paid partner/parental leave at the time of birth of adoption to the parent who is not identified as the primary caregiver. The Commonwealth will provide up to two weeks additional funding for this purpose.

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

## 7 EMPLOYMENT

The APAI holder may not engage in any paid employment which contravenes the wishes of the Industry Partner and the rules of the University (that is, part-time work during the hours of 9.00am to 5.00pm, Monday to Friday, should not exceed an average of eight (8) hours per week). The University or the Industry Partner will not require a student to undertake paid employment during the tenure of an Award.

## 8 ANNUAL PROGRESS REPORT

The award holder must submit an annual APAI progress report to the institution. This is in addition to the University's Annual Progress Report. The award holder must also submit a final report on the project within six (6) months of the termination of the scholarship. **The University may terminate the awards of students who fail to maintain satisfactory progress.**

## 9 RESEARCH OVERSEAS

The University may approve students conducting up to twelve (12) months (eighteen (18) in exceptional circumstances) of their research outside Australia. Approval will only be granted if the research is essential for completion of the degree. The prior approval of the ARC is required where the overseas research is to commence within six (6) months of the starting date of the project.

The University will only approve overseas research if there is adequate supervision, the student remains enrolled and the work can be credited to the student's course of study.

## **10 RESEARCH AT OTHER ORGANISATIONS**

The University may approve a student to undertake research in the Industry Partner's facilities as part of research work of the Project. During such periods, the Institution shall continue to be responsible for payment of the APAI student's Stipend, approval of the student's leave (if any) and supervision of the progress of research, although supervision by the Industry Partner is also expected.

Research at other organisation is subject to University and Partner Organisation approval.

## **11 TRANSFER**

Any proposed transfer of an Award between Institutions/Industry Partners/ Supervisors/ Postgraduate Research Students requires the prior approval of the ARC.

The ARC will only consider transfer requests in exceptional circumstances, where there are compelling reasons, and where a proposed transfer has the support of all parties to an Award (ie. Institutions/Industry Partners/Supervisors/Postgraduate Research Students).

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

## **12 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 award, and no suitable alternative arrangements can be made for continuation of the postgraduate degree;
- (ii) when the student ceases to be a full-time student and when approval has not been obtained to hold the award on a part-time basis;
- (iii) on the completion, death, incapacity, resignation or withdrawal of the student;
- (iv) if the award holder fails to maintain satisfactory progress;
- (v) if the award holder engages in any paid employment which contravenes the rules of the University and the wishes of the Industry Partner; or
- (vi) if the 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.

If an award is terminated, it cannot be reactivated.

## **13 SPECIFIC UNIVERSITY OBLIGATIONS**

### **13.1 Supervision**

The University has established a code 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/about/teaching/cop\\_supervision.html](http://www.uow.edu.au/about/teaching/cop_supervision.html).

### **13.2 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.

#### **14 SPECIFIC STUDENT OBLIGATIONS**

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

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 Experimentation Ethics Committees of the University.

An award holder is required to conform to the rules (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 the Academic Unit and the Dean (or nominee). If the University does not consider that progress is satisfactory the award will be terminated or the student placed on probation.

**UNIVERSITY OF WOLLONGONG**

**CONDITIONS OF AWARD FOR  
2011 AUSTRALIAN POSTGRADUATE AWARDS - APAI**

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

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

NAME: \_\_\_\_\_

(Please PRINT)

DATED the ..... day of .....20

SIGNED by the student \_\_\_\_\_

**PLEASE RETURN TO THE RESEARCH STUDENT CENTRE**