

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 College, a program of study leading to a Higher Degree by research.

A stipend or 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 Higher Degree by research 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 commencing international students who can demonstrate that tuition fees charged by the university can be maintained by the student or by another arrangement. Continuing international students who are already maintaining the tuition fees charged by the university will be eligible to receive a privately funded scholarship and will be assessed on a case by case basis.

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 Part-time status may be approved for a limited period of time by the Higher Degree by Research Scholarships Committee 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.

4.4 A privately funded scholarship continuing an expired AGRTPS 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 AGRTPS rate).

5.3 A Privately Funded Scholarship or a Stipend top -up will be paid into an Australian bank account by fortnightly instalments.

6 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 12 months of the date of College approval that all requirements for the degree have been met.

	<i>Rates for 2023</i>
• Masters	\$500
• Doctoral	\$500

7 RESEARCH TRAINING PROGRAM

Australian Citizens and Permanent Residents undertaking a Higher Degree by research students will receive a Research Training Program (RTP) fee offset. This provides an exemption from tuition fees for the normal duration of a Higher Degree by research, 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 Award holders must be enrolled to commence the award.

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. Sick leave longer than 10 days with a medical certificate will extend the tenure of the stipend.

9.3 Award holders may be entitled to up to 12 weeks of paid maternity leave, subject to funding availability, 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. Maternity leave will extend the tenure of the stipend.

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 submit an application in Inspire for both stipend and candidature intermission. 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.
- 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 Student Finance Services 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 HDR MILESTONES

- 13.1 Every Higher Degree by Research student is required to complete a HDR Milestone report in each year of RTP stipend tenure. Refer to the HDR Progressions Procedures for more information. An award may be terminated if an award holder fails at any time to make satisfactory progress as documented by the HDR Milestone process.
- 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 the HDR Policy and HDR Progression Procedures the award holder's candidature is terminated; 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:

Student Finance and Scholarship Services
Flinders University
Ph: (08) 8201 5511

Fax: (08) 8201 2580
Email: rhdscholarships@flinders.edu.au

PFS Conditions of Award15.doc
TK 31/11/2022- new letterhead