



GRADUATE RESEARCH OFFICE

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CONDITIONS OF AWARD 2009

AUSTRALIAN POSTGRADUATE AWARDS (INDUSTRY)

1. The Scheme

The Australian Postgraduate Awards (Industry) scheme supports the participation of Australian postgraduate students in research training programs. The program is administered by the Australian Research Council in conjunction with the University. The University pays award holders all entitlements under the award.

The University is required to have and abide by a code of supervisory practice for research higher degree candidates and to make this publicly available. The Code of Conduct in Supervision is included in the Graduate Research Resource Book.

The awards are principally for full-time study. Part-time awards may be offered under certain circumstances (see point 3 below).

2. Eligibility

Successful applicants must have completed at least four years of tertiary education and achieved a first class honours degree or a high upper second class honours degree or equivalent. Awards are only available to those who will be undertaking a research Masters or PhD degree in 2009 and who:

- are enrolling as full-time students or have approval from Board of Graduate Research and the industry partner to undertake part-time study in accordance with clause 3 of these conditions;
- are not receiving another equivalent award, scholarship or salary to undertake the proposed program (generally less than seventy-five per cent of the base APA stipend rate);
- have not completed a degree at the same level as the proposed candidature, or at a higher level; and
- has not held an Australian Postgraduate Award or Australian Postgraduate Award (Industry) previously unless it was terminated within the first six months of the earlier award.

3. Part-time Awards

Students with heavy care commitments or with a medical condition precluding full-time study may be permitted to hold awards on a part-time basis. The award holder must demonstrate:

- care responsibilities for a pre-school child, or
- care responsibilities for school aged children as a sole parent with limited access to *outside support*, or
- care 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).

Part-time awards are NOT available to applicants seeking 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 award holders.

A part-time award holder is expected to progress at half the rate of a full-time award holder.

Award holders approved to study part-time may revert to full-time study at any time.

Stipends for part-time awards are NOT tax exempt.

Applicants for part-time awards must provide a statement of reasons for wishing to undertake part-time study with their application form. The University will consider these statements, along with a supporting statement from the applicant's supervisor and other relevant information. Note that the scheme is merit based and within eligibility guidelines, rankings of applicants are unaffected by their personal financial circumstances or care responsibilities.

Existing award holders may also seek approval to study part-time. Their requests, with the same supporting documentation as for new applicants, should be submitted to the University as they arise.

4. Stipend and allowances

(i) Stipend

All stipends will be at the rate of \$26,669pa non-taxable.

(ii) Relocation allowance

The actual cost of travelling to Hobart, Launceston or the Cradle Coast campus to take up an Award, up to a maximum equal to the cheapest direct airfare for the student, spouse and dependants will be paid to a student residing in Australia outside the Hobart or Launceston metropolitan area.

Where a postgraduate research student elects to travel by car, mileage allowance up to the equivalent of one airfare only, can be claimed for the postgraduate research student. Full particulars of mode and time of travel and receipts for all associated costs must be provided.

Removal expenses of up to \$505 per adult and \$255 per child (with a maximum entitlement of \$1,520) may also be provided on production of receipts. A claim must be made within six months of the expenditure being incurred. Any claims outside this timeframe will not be paid.

NOTE: The travel allowance is to assist you with the costs of travelling to Hobart, Launceston or the Cradle Coast campus. The maximum travel allowance payable cannot exceed the cost of the cheapest one way airfare. Therefore, if you have purchased a return airfare we will only pay a maximum of 50% of the total airfare providing this does not exceed the cheapest one way airfare

(iii) Thesis allowance

An allowance of up to \$420 for costs associated with the production of a Masters thesis or \$840 for a PhD thesis will be paid upon production of receipts. The allowance must be claimed within six months of submission of the thesis, providing the thesis is submitted within six months of the completion of the project. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis. The allowance is a contribution to the costs of production of the thesis and does not include such costs as purchase of computer equipment.

Thesis allowance is payable for costs associated with the resubmission of a thesis, or lodgement of bound copies of the thesis following approval, provided that the claim is

made within six months of the resubmission or lodgement and the thesis is submitted within six months of the completion of the project. The combined total of allowance for submission and resubmission must not exceed the maximum amounts specified above.

(iv) *Other allowances*

Award holders may also receive minor awards, allowances or other earnings which are supplementary to the APA(Industry), or income derived from part-time work undertaken within the guidelines set by the University.

5. **Tenure**

The duration of the Award is three years for a PhD candidate and two years for a Masters candidate. An extension of up to six months may be granted for PhD candidates where the research has been delayed due to circumstances which are beyond the candidate's control and related to the conduct of the research rather than of a personal nature.

Should the extension be approved by the Dean of Graduate Research, your application will then need to be forwarded to the Australian Research Council (ARC) for consideration. Please note, as consideration by the ARC can take a number of weeks, you are encouraged to submit your application at least two months prior to your scholarship expiring.

Periods of study already undertaken towards the degree prior to the commencement of the award or during suspension of the award, will be deducted from the maximum period of tenure.

Scholarship awardees are required to enrol at the University and to commence study by 1 June 2009. If the awardee does commence by 1 June 2009, the offer of the Award lapses.

Tenure is always subject to satisfactory progress and terminates on the expiry of the Award or on submission of the thesis for examination, whichever is sooner.

6. **Suspension**

The awardee may apply to suspend the Australian Postgraduate Award (Industry), with consent of the industry partner, to gain work experience in industry. In exceptional circumstances an awardee may apply to suspend the award on compassionate grounds with the consent of the industry partner and the Australian Research Council.

If the proposed suspension is to commence within the first six months or the accumulated period of the suspension(s) is of more than twelve months duration, the University, on behalf of the candidate, must apply to the Australian Research Council, to seek approval for the suspension. The application will be considered if there are exceptional circumstances beyond the control of the student.

Applications for suspension, endorsed by the supervisor, industry partner and Head of School, should be lodged with the Graduate Research Office.

7. **Termination**

The Award will be terminated on submission of the thesis for examination or at the end of the Award, whichever is earlier. Awards will be terminated before this time:

- (a) if, after due inquiry, the University concludes that the Award holder has not fulfilled obligations, met the eligibility criteria or has not made satisfactory progress;
- (b) when the candidate ceases to be a full-time and when approval has not been obtained to hold the award on a part-time basis;
- (c) on the death or incapacity of the candidate, or withdrawal from the program;
- (d) if the award holder does not resume study following a period of suspension or make arrangements to extend that suspension.

8 Employment

An Award holder is permitted to undertake a limited amount of part-time employment, provided the work does not interfere with the progress of the research program. Approval must be sought for periods of part-time work amounting to more than eight hours per week. The Head of School must certify that the work does not interfere with the progress of the research and the statement must be lodged with the Graduate Research Office.

9. Leave entitlements

The University of Tasmania, with Industry partner's consent, may grant leave under the following conditions:

(i) Annual leave

Students are entitled to 20 days paid recreation leave each year calculated on a pro-rata basis. No more than 20 days recreation leave may be accumulated and paid leave must be taken during the tenure of the Award. The agreement of the supervisor and Head of School must be obtained before leave is taken and the Graduate Research Office should be notified.

(ii) Sick leave and maternity leave

Research Masters and Doctoral students may take up to two weeks paid sick leave a year within the tenure of their award.

Students may take up to fourteen weeks paid maternity leave, which is in addition to the normal duration of the award, if they give birth to a child within the tenure of the award. Applications endorsed by the supervisor and Head of School should be lodged with the Graduate Research Office. Paid maternity leave may not be taken within the first twelve months of an award.

(iii) Parental Leave

Candidates who are partners of women giving birth and who have completed 12 months of their award, may take up to a maximum of 5 days paid leave during a period through 1 week before the expected birth and 5 weeks after the birth of the child. This leave can be taken only once during the tenure of the award but additional parental leave may be accessed as unpaid leave through the suspension provisions. Note paid parental leave is not in addition to the normal duration of the award.

10. Appeals

The mechanism for appeal for resolution of disputes which may arise during candidature are described in the Graduate Research Resource Book. Appeals against decisions concerning the allocation of Awards must be made in writing, to the Research Committee, within 14 days of the applicant being notified. The Research

Committee shall consider the case made by the applicant and convey its decision to the applicant. The applicant may, within 14 days, lodge a written appeal against such decision for consideration by the Appeals Committee. All correspondence is to be via the Graduate Research Office.

11. Research overseas

The candidate may be permitted to undertake fieldwork or research overseas when this is considered necessary by the supervisor and the Head of School in consultation with the industry partner. In such cases the Award may be tenable overseas for up to 12 months, or in special cases for up to 18 months. Approval of paid overseas study will only be granted if adequate supervision can be maintained and the candidate remains enrolled. Applications for overseas study should be lodged with the Graduate Research Office prior to commencement of the overseas work.

The University, on behalf of the candidate, must seek prior approval from the Minister through the Australian Research Council, if the overseas research is to commence in the six months of scholarship tenure. The University may only approve overseas research which can be credited to the awardee's research project.

12. Research at other organisations

The University may permit a candidate to conduct part of the research at other organisations provided that there is adequate support and supervision for the Award holder.

13. Other courses

An Award holder may not engage in any academic course of study leading to a qualification which is not an essential part of the Award holder's research higher degree.

14. Specific obligations of Award holders

- (i) Award holders shall diligently and to the best of their ability apply themselves to the successful completion of the degree.
- (ii) The Award holder shall abide by the international and Australian codes on human and animal experimentation, the guidelines by the Australian Government's Office of the Gene Technology Regulator and the rulings of the Safety, Ethics and Institutional Biosafety Committees of the University.
- (iii) An Award holder is required to conform to the regulations and statutes (including disciplinary provisions) of the University and to the rules and procedures of research higher degrees.
- (iv) Award holders must provide all reports required by the University including an annual review of progress submitted through the supervisor and Head of School. If the University does not consider that progress is satisfactory, the Award may be terminated or the holder placed on probation.