



**GRADUATE RESEARCH OFFICE**

Private Bag 105

Hobart, Tasmania 7001 Australia

Tel: 03 6226 8559 Fax: 03 6226 7497

**CONDITIONS OF AWARD 2010**

**JAPANANGKA ERROL WEST GRADUATE RESEARCH SCHOLARSHIP**

**1. Eligibility**

Successful applicants must have completed at least four years of tertiary education studies and have achieved at least an upper second class Honours degree or equivalent. Awards are only available to those who will be undertaking a full-time research Masters or Doctoral degree in 2010. Applicants must be Australian Aboriginal or Torres Strait Islander people who meet the Commonwealth three tiered criteria for Aboriginality. This requires that an Australian Aboriginal or Torres Strait Islander person:

1. is of Australian Aboriginal or Torres Strait Islander descent; and
2. identifies as an Australian Aboriginal or Torres Strait Islander; and
3. is accepted as such by the community in which he or she lives or has lived.

and who 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).

Applicants for this award must complete the declaration of Aboriginality (last page of these conditions). The successful applicant may be asked to provide documents in support of their declaration prior to the scholarship being awarded.

**2. Stipend and allowances**

*(i) Stipend*

All stipends will be at the base rate of \$22,500pa full-time non-taxable.

*(ii) Relocation allowance*

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

Removal expenses of up to \$515 per adult and \$255 per child (with a maximum entitlement of \$1,485) may also be provided on production of receipts. Where a student elects to travel by car, they will receive a per kilometre allowance as determined by the University up to the equivalent airfare costs. Students cannot claim for accommodation or meal costs.

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 Doctoral thesis will be paid upon production of receipts. The allowance must be claimed within six months of submission of the thesis and no more than two years after termination of the award. 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 date and 2 years of the termination of the award. The combined total of allowance for submission and resubmission must not exceed the maximum amounts specified above.

In exceptional circumstances, students may apply to the University for a waiver of the relevant time limit on claiming the thesis allowance with any decision remaining at the discretion of the University. Any waiver of the time limit must be approved by the Board of Graduate Research or equivalent, subject to it being satisfied that the exceptional circumstances were beyond the student's control and warrant an extension of the period in which a thesis allowance may be claimed.

(iv) *Other allowances*

Award holders may also receive minor awards, allowances or other earnings which are supplementary to the Japanangka Errol West Graduate Research Scholarship, or income derived from part-time work undertaken within the guidelines set by the University.

### 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.

### **3. Tenure**

The duration of the Award is three years for a Doctoral candidate and two years for a Masters candidate. An extension of up to six months may be granted for Doctoral 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.

The duration of the Award is three years for a PhD candidate and two years for a The University may approve, on the recommendation of the Board of Graduate Research, the transfer of an award from a Masters degree to a PhD. Similarly, an award for PhD studies may be converted to a Masters award.

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.

The duration of a Graduate Research Scholarship will be reduced by any periods of study undertaken:

- (a) towards the degree prior to the commencement of the scholarship; or
- (b) towards the degree during suspension of the scholarship.

Scholarship awardees are required to enrol at the University by 10 February 2010 and to commence study by 31 March 2010. Under exceptional circumstances, if an awardee wishes to delay commencement, formal application must be made to the Board of Graduate Research stating the reasons for the delay. If the awardee does not enrol by 10 February 2010 and permission to delay commencement is not granted, then 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 the sooner.

### **4. Transfer**

The Japanangka Errol West Graduate Research Scholarship is tenable only at the University of Tasmania.

### **5. Suspension**

The total period of suspension from the Award during its tenure generally may not exceed 12 months. However, in exceptional circumstances where the awardee can demonstrate reasons outside their control, additional periods of suspension may be granted. No suspension is possible beyond two years in total.

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

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

### **6. Termination**

The Award will be terminated once the thesis is submitted 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 made satisfactory progress;
- (b) if, in the opinion of the institution, 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;
- (c) 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;
- (d) on the death or incapacity of the candidate, or withdrawal from the program;
- (e) if the award holder does not resume study following a period of suspension or make arrangements to extend that suspension.

## 7. 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.

## 8. Leave entitlements

### (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.

### (ii) Sick leave and maternity leave

Research Masters and Doctoral students may take up to ten working days paid sick leave a year and this may be accrued over the tenure of the award.

For medically substantiated periods of illness lasting longer than ten working days, research students may receive up to a total of twelve weeks paid sick leave which is *additional* to the normal duration of the award.

Students may take up to a maximum of twelve weeks paid maternity leave. Paid maternity leave may not be taken within the first twelve months of an award. However, unpaid maternity leave may be accessed through the suspension provisions. Periods of paid maternity leave are in addition to the normal duration of the 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.

Applications endorsed by the supervisor and Head of School should be lodged with the Graduate Research Office.

## **9. Appeals**

The appeal mechanism for resolution of disputes which may arise during candidature are described in the Rule of Graduate Research which can be downloaded from [www.utas.edu.au/universitycouncil/legislation/rules.htm](http://www.utas.edu.au/universitycouncil/legislation/rules.htm). Appeals against decisions concerning the allocation of Awards must be made in writing to the Board of Graduate Research within 14 days of the applicant being notified of the decision. The Board shall consider the case made by the applicant and convey its decision to the applicant. The applicant may, within 14 days of notification of the decision, lodge a written appeal against such decision for consideration by the Appeals Committee. All correspondence is to be via the Graduate Research Office.

## **10. Research overseas**

The candidate may be permitted to undertake fieldwork or research overseas when this is considered necessary by the supervisor and Head of School. 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 Award holder will not generally be allowed to undertake overseas study in the first six months of scholarship tenure. Candidature undertaken prior to the taking up of the scholarship will be taken into account in determining the earliest date on which the student may pursue paid overseas study.

## **11. 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.

## **12. 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.

## **13. 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 graduate research 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.

### Statement of Declaration of Aboriginality

This scholarship is only open to Aboriginal or Torres Strait Islander students.

Applicants must meet the Commonwealth Government definition of Aboriginality, which requires that an Aboriginal or Torres Strait Islander person is:

1. of Aboriginal or Torres Strait Islander descent;
2. who identifies as an Aboriginal or Torres Strait Islander; and
3. and is accepted as such by the community in which he or she lives or has lived.

**Aboriginal:** Yes (  ) No (  )

**Torres Strait Islander:** Yes (  ) No (  )

#### STUDENT DECLARATION

**The student must read and sign this declaration.**

1. I declare that I am an Aboriginal or Torres Strait Islander defined by the Commonwealth of Australia. (*as above*)
2. I declare that the information given by me in the scholarship application and this declaration, is complete and correct.

Signed: .....

(Print name): .....

Date: .....

