

Postgraduate Research Ad Hoc Scholarship

Procedures for establishing Ad Hoc Scholarships funded by Schools, Faculties and external funding bodies

A proposal to establish new Ad Hoc Scholarships funded by schools, faculties and external funding bodies is subject to approval by the Graduate Research School. This document provides general guidelines and conditions of award regulating the administration of Ad Hoc Scholarships funded by Schools, Faculties or external funding bodies.

1. AVAILABILITY OF FUNDING

Prior to advertising an Ad Hoc Scholarship, approval should be obtained from the Graduate Research School. The budget should be checked to determine that there are sufficient funds in the account to support the level of stipend to be specified. Please note that the value the tenure and living allowance of full scholarships should not be less than the current stipend for the Research Training Program (RTP) Stipend. (\$30,000 per annum in 2019), unless the proposal is for a top-up scholarship. Requests to offer full scholarships of less than \$30,000pa will be considered by the Dean of the Graduate Research School.

Please note that the Head of School/Graduate Research Co-ordinator and SDC Finance Manager must certify that funds to provide any ad hoc scholarship have not been, and will not be, sought or obtained from the student; family members; friends or associates of the student.

2. NATURE OF THE AWARD

Ad Hoc Scholarships may be established in three categories:

- (a) to provide full scholarship support for a student
- (b) a 'top-up' scholarship which is supplementary to a primary award as a means of attracting high calibre students to a particular research area
- (c) an award to provide continuity of funding for a student for a limited period following the expiry of a primary award.

It is not possible for a student to hold two major scholarships simultaneously. However, many major awards allow students to receive an additional supplementary scholarship. Supplementary awards should not exceed 75% of the value of the major scholarship. Some externally-funded scholarships cannot be held in conjunction with other scholarships. Eligibility to hold two supplementary awards should be verified prior to offer.

Research grant holders should be aware that international students are liable for tuition fees which may be in the vicinity of \$40,000 per annum. Payment of fees cannot be made through scholarships funded from large ARC grants.

3. ELIGIBILITY AND MINIMUM ACADEMIC STANDARDS

Students must have enrolled, or be eligible to enrol, in a Higher Degree by Research at this University.

4. ADVERTISING/PUBLICITY

The cost of external advertising is to be borne by the funding body or research grant holder. Internal promotion, including promotion on the UWA Scholarships Database, will be undertaken by the Graduate Research School when requested.

Where scholarships and awards require advertising, and there is a formal application, advertisements should contain the following information:

- (a) essential qualifications and experience, including special requirements;
- (b) brief details of the research project;
- (c) the conditions of award, the stipend to be paid and any additional allowances provided such as relocation expenses, conference travel or costs towards thesis production; (NB: the advertisement should not state that a scholarship is non-taxable. (See Section 8).
- (d) the address for receipt of applications, the name of the contact person, and the closing date.

The advertisement should state that applicants are required to submit their application through one of the competitive scholarship rounds, or directly to the School or Faculty.

5. APPLICATION FORMS

Application forms should be accompanied by instructions for their completion and submission. Advice about the selection criteria may also be included. Some scholarships preclude recipients from holding additional awards, or from holding certain awards consecutively. It may be necessary to include a question on the application form about any awards or financial assistance the applicant is currently receiving and/or has received in the past.

Applicants who have qualifications from other institutions should be requested to provide a certified copy of their academic transcripts, which should be attached to the application form.

6. SELECTION

The academic school or centre in which the applicant is enrolled, or intends to enrol, should normally undertake selection. When an external funding body is involved selection, where appropriate, may be made in consultation with the funding body.

7. CONDITIONS OF AWARD

Ad Hoc Postgraduate Research Scholarships are only available for students enrolled in Higher Degrees by Research (Masters or Research Doctorates). They are not available for undergraduate or postgraduate coursework degrees.

Except where a scholarship is offered as a top-up to supplement a primary scholarship, the minimum living allowance for HDR scholarships administered by the University will not normally be approved at a level less than a Research Training Program (RTP) Stipend (\$30,000pa in 2019). Scholarships established at the level of a RTP Stipend will automatically be increased in line with RTP indexation, if applicable.

Other allowances such as relocation costs, sick leave, maternity leave and costs towards thesis preparation may be given, but are not a condition of the award.

In the case of a full scholarship it is expected that the level of funding will be sufficient to support the student for the duration of their degree (or the balance thereof for currently enrolled students). This is

normally up to two years for a Research Masters and up to three years, with a possible 6 month extension, for a Research Doctorate.

Continuation of a scholarship is subject to:

- (a) satisfactory academic progress as determined by the Board of the Graduate Research School for PhD and Master's students, in an annual review of progress at the end of each academic year. Where it has been determined that an award should be suspended, or terminated, due to unsatisfactory academic progress, the candidate shall have the right of appeal.
- (b) a decision by an external agency, where the duration and funding may not necessarily be within the control of the University. In the event that funding for a particular scholarship by an external agency is withdrawn, for any reason, the University shall not be liable for the provision of alternative scholarship support.

8. TAXATION

Details of the proposed scholarship may need to be submitted to the Deputy Commissioner of Taxation for determination of the tax status of the scholarship under the Income Tax Assessment Act. Applications to the Deputy Commissioner, Australian Taxation Office, will be made by the Taxation Compliance Officer in Financial Services for scholarships to be exempt from taxation unless it is deemed that:

- (a) it is a condition of the scholarship that a candidate is required to undertake activities that may be considered to be of use, help or benefit to the provider, then the student is rendering a service by agreeing to undertake those activities;
- (b) on completion of the degree for which the scholarship is awarded a candidate is required to become, or shall be or continue to be, an employee of the funding body; or
- (c) an award is received by a student where the scholarship is not provided principally for educational purposes.

9. INTELLECTUAL PROPERTY

Intellectual property is governed by the University Policy and available on the University's website: <http://governance.uwa.edu.au/policy/UP07/49>.

Further information about confidentiality and intellectual property issues is available on the Graduate Research School website: <http://www.postgraduate.uwa.edu.au/staff/schools/policies/ip>

10. NOTIFICATION TO APPLICANTS

Where a School or Faculty has undertaken the advertising, and made the selection for a scholarship in open competition, the School/Faculty must notify unsuccessful applicants. Emails to unsuccessful applicants should be issued promptly and a contact person should be designated to deal with any appeal by unsuccessful applicants. Application forms and emails to students should be forwarded to Records to be saved on the electronic student files.

It is the responsibility of Schools to ensure that the student(s) selected will be offered enrolment in the specified degree.

Applications for Research Masters and PhD candidature need to be submitted to the Graduate Research School. Scholarship offers cannot be approved unless a candidate has applied for, and has been accepted into the HDR.

An Ad Hoc Scholarship Proposal form for each recommended scholarship awardee should be submitted to the Graduate Research School, including the following details:

- the name of the Supervisor/Head of School establishing the award;
- the degree for which the award has been allocated;
- the value of the award, the duration and the commencement date (if applicable);
- any additional allowances;
- additional conditions not contained in the general regulations, such as "renewal of the award is subject to the candidate applying for alternative awards".

The offer letter is emailed to the student and copies to the supervisor(s) and the Graduate Research Coordinator. A copy of the Ad Hoc Scholarship conditions, an acceptance of offer form and a stipend claim form will be included with the letter of offer. The student will need to return the signed conditions and acceptance of offer form to the Graduate Research School.

If the student is not already enrolled in an HDR, the stipend claim form should not be submitted until the student has enrolled. The stipend claim form requests information on bank details and should be completed by the student prior to submission to the supervisor or Graduate Research Coordinator for countersigning to verify that the student is enrolled and has commenced research. The stipend claim form is then forwarded to the Graduate Research School to process for payment.

Payment will not commence until the student has enrolled and all documents have been received.