

THE UNIVERSITY OF WESTERN AUSTRALIA

GENERAL INFORMATION

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 the approval of the Pro Vice-Chancellor (Research and Research Training). 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 Pro Vice-Chancellor (Research and Research Training). The budget should be checked to determine that there are sufficient funds in the account to support the level of stipend to be specified. Heads of Schools should bear in mind that the Scholarships Committee considers that the tenure and living allowance of full scholarships should not be less than the current stipend for the University Postgraduate Awards. (\$20,427 per annum plus a top up of \$5,000 in 2009)

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 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 candidates to receive an additional supplementary scholarship. Supplementary awards should not exceed 75% of the value of the major scholarship. It should be noted that some scholarships and supplementary awards cannot be held in conjunction with other awards. 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 \$25,000 per annum. Payment of fees cannot be made through scholarships funded from Large ARC grants.

3. ELIGIBILITY AND MINIMUM ACADEMIC STANDARDS

Candidates must have enrolled, or be eligible to enrol, in a postgraduate degree 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 World Wide Web, will be undertaken by the Scholarships Office 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;
Please note, 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 directly to the School or Faculty. If requested, the Scholarships Office will include details of the advertisement on their WWW home page under scholarships currently available.

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. TERMS AND CONDITIONS

The proposed level of study of the recipient of a postgraduate research scholarship should be at the master's or doctoral level.

Except where an award is made to supplement another award, the minimum living allowance for scholarships administered by the University will not normally be approved at a level less than a University Postgraduate Award (\$20,427 plus \$5,000.00 top up in 2009). Awards established at the level of a University Postgraduate Award shall automatically be increased by the annual increment pertaining to it in accordance with the regulations governing University Postgraduate Awards.

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 enrolled students). This is normally up to two years for a master's student and three years for a doctoral student. Provision may be made for an extension of up to six months for PhD candidates.

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 candidates, 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

It is the responsibility of supervisors and school heads to refer to the University's policy on Intellectual Property.

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. Letters to unsuccessful applicants should be issued promptly and a contact person should be designated to deal with any appeal by unsuccessful applicants.

It is the responsibility of Schools to ensure that the candidate(s) selected will be accepted into the degree programme specified.

Applications for both Master's and PhD candidature should be made through the Graduate Research and Scholarships Office for consideration by the Board of the Graduate Research School. Scholarships cannot be approved unless a candidate has applied for, and has been accepted into the postgraduate degree programme.

The Scholarships Office should be notified of the name of the successful applicant or applicants and the following details which are to be included in the letter of offer:

- 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 original letter is sent to the student and copies to the Supervisor(s) and Head of School. A copy of the general regulations, an acceptance of offer form and a stipend claim form will be included with the letter of offer. The candidate will be expected to return the signed acceptance of offer form to the Scholarships Office.

If the candidate is not already enrolled as a postgraduate student 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 Head of School for countersigning to verify that the student is enrolled and has commenced research. The stipend claim form is then forwarded to the Scholarships Office to process for payment.

Payment will not commence unless the student has been accepted for candidature in the degree, is enrolled and all documents have been received.