

**AUSTRALIAN POSTGRADUATE AWARDS
AND
UNIVERSITY POSTGRADUATE AWARDS**

Stipend and Allowances

Effective from 1 January 2009

1. The stipend is \$20,427 per annum for full-time and \$10,957 per annum for part-time study.

2. Relocation Allowance

(Applicable where the student must relocate to take up the Award or an approved transfer)

- economy class or student air fare for award holder, spouse and dependants for travel to Perth, up to a maximum of \$530 per person. This includes airfares to Perth from within Australia, New Zealand or other countries, but the maximum reimbursement for each eligible airfare is \$530, or
- travel by car, for which an itemised fuel receipt is submitted, an allowance is determined up to a maximum of \$530. Students cannot claim for accommodation or the cost of meals if they elect to travel by car; and
- removal expenses of up to \$600 per adult and \$250 per child to a maximum of \$1,700 (on production of receipts).

3. Thesis Allowance

- up to \$420 for Masters thesis
- up to \$840 for PhD thesis

A thesis allowance may be claimed after submission or resubmission of a thesis and on the production of receipts. Claims **must be** made within two years of the termination of the award. Claims made more than two years after termination of the award cannot be approved.

The University of Western Australia

**AUSTRALIAN POSTGRADUATE AWARDS
AND
UNIVERSITY POSTGRADUATE AWARDS**

CONDITIONS

(Effective from 1 January 2009)

Australian Postgraduate Awards (APAs) and University Postgraduate Awards (UPAs) are available to students enrolled for higher degrees by research at The University of Western Australia ("the University"). The requirements, regulations and benefits contained in these conditions of award apply to commencing and continuing students and are determined by the Department of Education, Employment and Workplace Relations (DEEWR) and the University of Western Australia and are subject to change from time to time. If a continuing award holder would be disadvantaged by any regulation in comparison with the relevant condition in the year of commencement, the original condition will apply.

For the purpose of these regulations the Head of School is the person appointed as Head, acting in that capacity or a Graduate Research Coordinator who has been approved by the Board of the Graduate Research School to act on matters pertaining to research higher degrees.

The Awards are governed by the following conditions:-

Eligibility

To be eligible for an APA or UPA in 2009 an award holder must:

1. (1) be eligible to enrol or be enrolled as a full-time student in a higher degree by research upon commencement of their award or, in exceptional circumstances, be granted approval by the University for a part-time award in line with the criteria detailed in Section 23;
- (2) be an Australian citizen, a New Zealand citizen, or an Australian permanent resident;
- (3) have completed at least four years of tertiary education studies at a high level of achievement demonstrated by the award of a degree of at least First Class Honours standard or equivalent (for APAs) or at least 2A Honours standard or equivalent (for UPAs).
- (4) be recommended by the Head of School in which the proposed study is to be undertaken and have been accepted into the proposed higher degree by research programme by the Board of the Graduate Research School;
- (5) not have completed a degree either at the same level as, or at a higher level than, the degree for which candidature is sought;
- (6) not have held an Australian Postgraduate Award, Australian Postgraduate Award (Industry) or an Australian Government-funded Postgraduate Research Award (excluding an International Postgraduate Research Scholarship) previously unless it was terminated within six months of the commencement of benefits (APA awardees only);
- (7) not be in receipt of an award, scholarship or salary to undertake the research higher degree that provides a benefit greater than 75% of the APA or UPA stipend.

Commencement

2. (1) An award holder must commence the degree in the School specified in the letter of offer and by the date set by the University or the award may be withdrawn and reallocated to another applicant.
- (2) If an award holder has not commenced by 30 June of the year for which the award is made the award may be withdrawn.
- (3) Applications to commence in, or transfer the award and enrolment to another School within the University must be approved by the Scholarships Committee.

Tenure and Extension of Award

3. (1) The period of tenure of a full-time award will be up to two years for a Masters degree and up to three years for a Doctoral degree.
- (2) Candidates enrolled in Professional Doctorate degree courses or combined Masters/PhD degree courses which include a formal coursework component will only be eligible for scholarship payments for years in which the research component of the degree course is at least two-thirds (66%) of the full-time student load.
- (3) Doctoral candidates may apply for a maximum extension of up to six months, subject to satisfactory progress, provided the grounds are related to their research and are beyond the control of the candidate.
- (4) No extensions are possible for candidates undertaking Masters degrees.
- (5) Periods of study already undertaken towards the degree prior to the commencement of the award or undertaken during suspension of the award, will be deducted from the maximum period of tenure (unless the study was undertaken as part of an Australian Government Supported International postgraduate research scholarship).

Conversion between Masters and Doctoral Awards

4. (1) On the recommendation of the Board of the Graduate Research School approval may be given for the conversion of an award for a Masters degree to an award for doctoral studies. Similarly, an award for doctoral studies can be converted to an award for a Masters degree. The maximum duration of a converted award becomes that for the new candidature.
- (2) A current award holder who, prior to completing his or her Masters degree, intends to enrol in a Doctoral degree may use the balance of the award towards the Doctoral degree. There must be no interval between completion of the Master's degree and doctoral candidature, or such an interval must be covered by the suspension of the award.
- (3) An award holder may undertake the Research Doctorate at a different institution from the Masters degree provided the transfer of the award is arranged between the institutions before completion of the Masters degree (APAs only). University Postgraduate Awards are not transferable between institutions. APAs may only be transferred if the new institution has funding available. See 16 for further information.
- (4) An award for a Research Masters degree normally expires on submission of a thesis for examination or at the end of two years (whichever is the earlier). The award holder must ensure that the progression to a Doctorate, or suspension of the award, is arranged before the Masters studies are completed or the award expires.

- (5) In approving the conversion of an award from Research Masters to Research Doctorate study, the maximum period of an award for a student progressing from Masters to Doctorate study is three years (or three and a half years if an extension is approved) from the date the student commenced the Masters degree.

Review of Progress

5. (1) A review of the progress of an awardee must be conducted each year and will be used by the Scholarships Committee to determine whether an award, within the time limit stipulated, is to be continued.
- (2) Failure to submit an Annual Progress Report may result in an award being suspended and/or terminated.

Research Training Scheme

6. (1) All award holders commencing a higher degree by research will be granted exemption from tuition fees for the tenure of their award.
- (2) All continuing award holders will be allocated a Research Training Scheme place for the tenure of their award.
- (3) Award holders may not hold more than one RTS place at any one time regardless of whether they are enrolled on a full-time or part-time basis.

Stipend

7. (1) A full-time award carries a stipend of \$20,427 per year and is indexed annually in accordance with the Higher Education Support Act (HESA). Payments are made in fortnightly instalments.
- (2) The level of the stipend will not be reduced during the period of the award.
- (3) Part-time awards carry a stipend of \$10,957 per year and are indexed annually in accordance with HESA.
- (4) Full-time awards are currently exempt from taxation under Section 51-10 of the Income Tax Assessment Act 1997.
- (5) Part-time rates are taxable.

Relocation Allowance

8. An award holder who relocates residence to take up the award is entitled to receive, upon the production of receipts, relocation expenses of up to a maximum amount equivalent to:
- (1) economy class or student air fare for award holder, spouse and dependants for travel to Perth, up to a maximum of \$530 per person. This includes airfares to Perth from within Australia, New Zealand or other countries, but the maximum reimbursement for each eligible airfare is \$530.
- (2) travel by car, for which an itemised fuel receipt is submitted, an allowance is determined up to a maximum of \$530. Students cannot claim for accommodation or the cost of meals if they elect to travel by car; and
- (3) removal expenses of up to \$600 per adult and \$250 per child to a maximum of \$1,700 (on production of receipts).

(4) For the purpose of these regulations 'spouse' is a person who is married to or in a bona fide de facto relationship with the award holder where the two live together and have a mutual commitment to each other to the exclusion of all others.

Thesis Allowance

9. (1) An award holder is entitled to an allowance, upon production of receipts, of up to \$420 for costs associated with the production of a master's thesis or \$840 for a doctoral thesis.
- (2) An allowance must be claimed no more than two years after termination of the award. Claims submitted more than 2 years after termination of the award cannot be approved.
- (3) The allowance is a contribution towards the cost of production of a thesis and does not include costs such as purchase of computer equipment.
- (4) Additional thesis allowance claims are payable for costs associated with the resubmission of a thesis or the lodgement of bound copies provided the claim is made not more than two years after the termination of the award.

Supplementary Awards

10. An award may be supplemented by another award, scholarship or funds placed at the disposal of the University.
11. A supplementary award will mean another award, scholarship or bursary that provides benefits no greater than seventy-five per cent of the base stipend rate. *\$15,320 per annum is the maximum supplementation to a full-time scholarship in 2009. The maximum supplementation for a part-time scholarship is \$8217pa in 2009.*
12. An award will not be affected by payments in relation to long service leave, assistance granted for travel associated with overseas research or field trips, concurrent assistance from a private employer in the form of part salary, or any other assistance for purposes other than those covered by the award.

Recreation Leave

13. (1) Award holders are entitled to four weeks paid recreation leave a year calculated on a pro-rata basis and leave may be accumulated.
- (2) No more than five weeks recreation leave may be accumulated and leave must be taken during the tenure of the award. Unused leave remaining when an award is terminated or completed will be forfeited.
- (3) Approval to undertake periods of annual leave must be obtained from the supervisor and Head of School before leave is taken.

Sick Leave

- (4) Scholarship holders will be provided with up to two weeks paid sick leave each year of their award and this may be accrued. These periods of leave are not in addition to the normal duration of the award and funds will not be provided for leave accrued after the award has expired.
- (5) For medically substantiated periods of illness lasting longer than two weeks, award holders may receive up to a total of 12 weeks paid sick leave which is additional to the normal duration of the award. Periods of sick leave longer than 12 weeks must be accessed through the suspension provisions.

Maternity Leave

- (6) On completion of twelve months of an award a student undertaking a higher degree by research may access up to twelve weeks' paid maternity leave in addition to the normal tenure of the award.
- (7) Paid maternity leave may not be taken in the first year of the award, however unpaid maternity leave must be accessed through the suspension provisions.
- (8) Paid maternity leave is in addition to the normal duration of the award.

Parenting Leave

- (9) Award holders who are partners of women giving birth and who have completed twelve months of their award may be entitled to a period of five days' paid paternity leave.
- (10) Paid parenting leave cannot be taken in the first year of an award, however unpaid parenting leave may be accessed through the suspension provisions.
- (11) Paid parenting leave is in addition to the normal duration of the award.

Paid Overseas Leave

- (12) The Scholarships Committee may approve students attending conferences, undertaking fieldwork and conducting research toward a Masters degree or a Doctoral degree outside Australia.
- (13) Approval to undertake fieldwork or conduct research outside Australia will only be granted where it can be demonstrated that the fieldwork or research is essential for completion of the degree and the work can be credited to the student's programme.
- (14) The Scholarships Committee will not normally approve paid overseas leave to attend conferences, undertake fieldwork or conduct research within the first six months of the commencement of the award or prior to submission of a Research Proposal.
- (15) The Scholarships Committee will approve paid overseas leave to undertake fieldwork or conduct research only where the University has been assured that the proposed destination has not been listed as a dangerous zone by the Department of Foreign Affairs and there is adequate supervision at the overseas institution. The award holder must maintain contact with their supervisor and remain enrolled at this University. Students should note that in the event of war or civil disturbance breaking out in a country to which a student has travelled for the purpose of research, the University's travel insurance policies may cease to apply.
- (16) Failure to obtain approval for paid overseas leave may result in the award being suspended or terminated.

Research at Other Organisations (within Australia)

- 14. The University may approve an award holder conducting fieldwork or undertaking a substantial amount of research in Australia at organisations outside the higher education system provided adequate support, supervision, training and research freedom for the student is available at the other organisation. Applications to conduct such fieldwork or research must be approved by the Scholarships Committee and on the understanding that the University will remain responsible for the student.

Employment

15. (1) Scholarship holders may undertake only a strictly limited amount of paid employment during the notional standard working hours of 9.00 am to 5.00 pm Monday to Friday.
- (2) No more than eight hours employment a week during notional standard working hours will be permitted.
- (3) *Holders of part-time scholarships are subject to the same employment restrictions as full-time scholarship holders.*
- (4) Working hours must be noted on the scholarship holder's Graduate Research School Annual Progress Report.

Transfer of Australian Postgraduate Awards

16. (1) University Postgraduate Awards cannot be taken up at another institution.
- (2) If unforeseen and exceptional circumstances arise (such as the supervisor leaving the University and no suitable replacement being available) an APA holder who has already completed at least six months of the programme may request a transfer of an Australian Postgraduate Award to another institution.
- (3) Transfer arrangements are agreed between institutions, subject to the award holder being offered a research degree place at the new institution and the agreement of the new institution to support the student within its allocated funding for the APA scheme.
- (4) If a student transfers earlier than six months into the degree without the approval of the University the award will be terminated and reallocated.
- (5) The University may refuse a transfer if it is believed the circumstances presented do not warrant a transfer.
- (6) The fact that an award has been transferred does not constitute sufficient grounds for a subsequent extension of the award.

Suspension

17. (1) Where students are unable to pursue the degree they must seek approval from their supervisor and Head of School for a period of suspension. Such applications must be submitted to the Scholarships Committee for consideration.
- (2) If the proposed suspension is to commence after the first six months and is of less than twelve months' duration the Scholarships Committee may, at its discretion, approve the suspension. Failure of the award holder to resume study or to make arrangements to extend a period of suspension within the specified time will result in the award being terminated.
- (3) 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 an application must be made to the Scholarships Committee to seek approval of the suspension. The application will only be approved if there are exceptional circumstances beyond the control of the student.

- (4) A suspension, or accumulated periods of suspension, of more than twelve months' duration or one that commences within the first six months without the written permission of the Scholarships Committee will be a breach of these guidelines and the award will be terminated immediately.
- (5) An award holder who suspends an award must suspend candidature in the degree for the commensurate period. Periods of study undertaken during suspension of the award must be deducted from the maximum period of tenure on award.
- (6) The University will endeavour to ensure that award holders are advised of their option to suspend rather than relinquish their awards (subject also to meeting the requirements relating to suspension of candidature), thus keeping open the option of resuming their awards at a later date.
- (7) In exceptional circumstances a further period of suspension of not more than twelve months, subject to the approval of the Board of the Graduate Research School, may be approved.
- (8) Suspensions must not exceed two years in total under any circumstances.

Termination

18. The University on behalf of the Commonwealth must terminate an award:

- (1) on submission of the thesis or the death, incapacity or withdrawal of the student or at the end of the award, whichever is earlier;
- (2) if in the opinion of the Scholarships Committee, the student has committed serious misconduct including, but not limited to, the provision of false or misleading information;
- (3) if in the opinion of the Scholarships Committee, the course of study is not being carried out with competence or in accordance with the offer of award, and no suitable alternate arrangements can be made for continuation of the postgraduate degree;
- (4) when the student ceases to be a full-time student and when approval has not been obtained to hold the award on a part-time basis;
- (5) the award holder does not resume study at the conclusion of a period of suspension.
- (6) If an award is terminated, it cannot be reactivated unless the termination occurred in error.

Supervision

19. The University has established and must abide by a Code of Good Practice for Graduate Research and Supervision. Award holders are required read the Code of Good Practice for Graduate Research and Supervision.

Administration

20.
 - (1) The University must be fair and equitable in the use of its discretionary powers.
 - (2) The University must abide by the Commonwealth Information Privacy Principles.
 - (3) The University must advise students of appropriate appeal mechanisms for the resolution of any academic disputes that might arise during their candidature.
 - (4) The University must pay the student all entitlements due under the award.
 - (5) The University indemnifies the Commonwealth of Australia from any expense arising from any action that may be made or brought against the Commonwealth resulting from activities funded under the Australian Postgraduate Award scheme.

- (6) The University must provide the award holder with adequate facilities and appropriate supervision.
- (7) The university does not accept liability for injury suffered or damage caused by the award holder.
- (8) The University must make provision for Student Plan Personal Accident Insurance.

Specific Student Obligations

21.
 - (1) Notwithstanding the provisions of Regulations 13, 18 and 19 students must inform the Scholarships Office at least two weeks in advance if they intend to suspend, terminate or change their enrolment to part-time. Failure to provide this notice may result in overpayment of allowances that must be recovered from the student.
 - (2) Students must diligently and to the best of their ability apply themselves to the successful completion of the degree.
 - (3) Students must abide by the NHMRC codes on human and animal experimentation, guidelines established by the Australian Government's Recombinant DNA Monitoring Committee and rulings of the safety and ethics committees of the University.
 - (4) Students must conform to the regulations (including disciplinary provisions) of the University.
 - (5) Students must provide all reports required by the University including an annual report submitted through the supervisor and Head of School. If the University does not consider that progress is satisfactory the award will be terminated or the student placed on probation.
22. The Department of Education, Employment and Workplace Relations, and the Australian Government, do not accept liability for injury or damage suffered or caused by the student.

Part-time Awards

Part-time Scholarships

23. (1) Part-time Scholarships may be offered to students who:
 - (i) are able to demonstrate that compelling social reasons, such as a medical condition or primary care responsibilities, prevent full-time enrolment, or
 - (ii) are undertaking Commercialisation Training Scheme (CTS) training concurrently with a research higher degree.
- (2) *Applicants will **not** be granted permission to hold a scholarship on a part-time basis if they wish to undertake paid employment on a full-time or substantial part-time basis. Students who hold a scholarship on a part-time basis are subject to the same employment restrictions as full-time scholarship holders (see Section 15 for details).*
- (3) Holders of part-time scholarships are expected to progress at half the rate of a full-time scholarship holder. The tenure of a part-time scholarship is four years for a Masters degree and six years for a Doctoral degree.
- (4) Holders of part-time scholarships may convert to full-time at any stage or may be required to convert to full-time if their circumstances mean that they no longer qualify to hold their scholarships on a part-time basis.

- (5) Part-time scholarships are **not** tax-exempt. For payments subject to income tax, the University is required to withhold PAYG tax from the scholarship payment. Scholarship payments made through UWA Human Resources will have tax withheld at the student's marginal tax rate or as required by the tax declaration form. Tax declaration forms can be obtained from the Australian Taxation Office, selected newsagents or Human Resources.
- (6) Scholarship holders are advised to obtain independent, professional tax advice to ensure that their individual circumstances are covered. The Australian Taxation Office (ATO) website can also provide a good starting point for information about taxation and scholarships:
<http://www.ato.gov.au/individuals/content.asp?doc=/content/26619.htm>