

**DRAFT**  
**The University of Western Australia**  
**BAILLIEU RESEARCH SCHOLARSHIP**  
**IN MEDICINE, LAW, BUSINESS OR ARCHITECTURE**

**Conditions**

**Effective from 1 January 2009**

*Note: These conditions are subject to approval and final drafting by University Committees.*

Baillieu Research Scholarships are available to eligible domestic applicants (Australian and New Zealand citizens or an Australian permanent resident) to enrol in a higher degree by research in The University of Western Australia (UWA) in Medicine, Law, Business or Architecture. Preference may be given to applicants who are the lineal descendant of an Australian soldier or sailor who has died or has been blinded or has been permanently and totally incapacitated while a serving member of the armed forces.

The Baillieu Research Scholarships are established and awarded in accordance with the following conditions. These conditions apply to commencing and continuing students and may be subject to change from time to time. However, if a continuing scholarship holder would be disadvantaged by any condition in comparison with the relevant condition in the year of commencement, the original condition will apply.

**Part**  
**1 – Tuition Fees, Stipend and Allowances**

**Research Training Scheme – Domestic Applicants**

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

**Concurrent Scholarships**

2. Normally the Baillieu Research Scholarship may not be held concurrently with any other external or University scholarship. Approval for concurrent scholarships may be granted in exceptional circumstances, on the basis of a written application to the Scholarships Committee.

**Full- time Scholarships**

3. (1) A full-time Baillieu Research Scholarship carries a stipend of \$30,000 per annum. Payments are made in fortnightly instalments.
- (2) A full-time scholarship is currently exempt from taxation under Section 51-10 of the Income Tax Assessment Act 1997.

**Part - time Scholarships**

4. (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>

**Other stipend matters**

5. (1) The level of the stipend cannot be reduced during the period of the scholarship.
- (2) A scholarship is not 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 scholarship.

## The University of Western Australia

### BAILLIEU RESEARCH SCHOLARSHIP IN MEDICINE, LAW, BUSINESS OR ARCHITECTURE

#### Conditions

#### Part 2 – Scholarship Conditions

##### Definition

For the purpose of these conditions 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.

For the purpose of these conditions a “**domestic applicant**” is an Australian citizen, a New Zealand citizen, or an Australian permanent resident

##### Title

1. The scholarship is called the Baillieu Research Scholarship in Medicine, Law, Business or Architecture.

##### Purpose

2. The purpose of the scholarship is to enable graduates of UWA or another recognised university to undertake a higher degree by research in the disciplines of Medicine, Law, Business or Architecture at UWA.

##### Value and number of scholarships available

3. (1) The value of the scholarship is as set out in Part 1.  
(2) The number of scholarships available each year is determined by the Scholarships Committee.

##### Eligibility

4. To be eligible to apply for a Baillieu Research Scholarship in 2009 an applicant must -

(a) be eligible to enroll or be enrolled as a full-time student in a higher degree by research at UWA upon commencement of their scholarship or, in exceptional circumstances, be granted approval by the University for a part-time award in accordance with the criteria set out in Part 1.4;

(b) have completed at least four years of tertiary education studies at a high level of achievement demonstrated by the award of a degree of First Class Honours standard or equivalent;

(c) be recommended by the Head of School and have been accepted into the proposed higher degree by research program by the Board of the Graduate Research School;

(d) not have completed a degree either at the same level as, or at a higher level than, the degree for which candidature is sought; and

(e) not be in receipt of an award, scholarship or salary to undertake the research higher degree that provides benefits which are similar to, or greater than, this scholarship.

### **Selection Criteria**

5. The scholarship is awarded by the Scholarships Committee to the applicants who demonstrate academic achievement as evidenced by their academic records.

### **Application Procedure**

6. Applicants must complete and submit the online application for the Australian and University Postgraduate Awards in the main round of applications as advertised on the Scholarships Office web site by the advertised closing date.

### **Awarding Body**

7. The scholarship is awarded by the Scholarships Committee on the recommendation of the Head of School in which the proposed study is to be undertaken.

### **Method of Payment**

8. The scholarship is paid as a fortnightly stipend for both full and part time scholarships.

### **Duration of Award**

9 (1) The scholarship is tenable for the duration of the course for which it is awarded which is –

- (a) two years for the degree of Masters by Research; or
- (b) three years for a doctoral degree.

(2) The tenure of a part-time scholarship is four years for a Masters degree and six years for a Doctoral degree.

(3) Doctoral students may apply for a maximum extension of up to six months subject to satisfactory progress, provided the grounds for extension are related to their research and are beyond the control of the student.

(4) No extensions are possible for student undertaking the degree of Master.

(5) Periods of study already undertaken towards the degree prior to the commencement of the scholarship or undertaken during suspension of the scholarship are deducted from the maximum period of tenure.

### **Criteria for Continuation**

10. Continuation of the scholarship from year to year is subject to the recipient—

- (a) maintaining continuous enrolment at the University as a full-time student, unless otherwise recommended by the Scholarships Committee and approved by the Board of the Graduate Research School; and
- (b) submitting, through their supervisor and the Head of the School, a satisfactory Annual Progress Report to the Board of the Graduate Research School.

### **Administering Body**

11. (1) The scholarship is administered by the Scholarships Office.

(2) In administering the scholarship the University -

- (a) must be fair and equitable in the use of its discretionary powers;
- (b) must abide by the Commonwealth Information Privacy Principles;
- (c) must advise students of appropriate appeal mechanisms for the resolution of any academic dispute that might arise during their candidature;
- (d) must pay the student all entitlements due under the award;
- (e) must provide the scholarship holder with adequate facilities and appropriate supervision;
- (f) does not accept any liability for injury suffered or damage caused by the scholarship holder; and

(g) must make provision for Student Plan Personal Accident Insurance.

### **Specific Student Obligations**

12. (1) Notwithstanding the provisions of Part 3. 15 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 conditions (including disciplinary provisions) of the University.

### **Commencement**

13. (1) An award holder must commence the degree at UWA by the date set by the University or the scholarship may be withdrawn and reallocated to another applicant.

(2) If a scholarship holder has not commenced by 30 June of the year for which the scholarship is made the scholarship may be withdrawn.

### **Conversion between Masters and Doctoral Awards**

14. (1) On the recommendation of the Board of the Graduate Research School approval may be given for the conversion of a Baillieu Research Scholarship for the degree of Master to a scholarship for doctoral studies. Similarly, a scholarship for doctoral studies can be converted to a scholarship for the degree of Master. The maximum duration of a converted scholarship becomes that for the new candidature.

(2) In approving the conversion of a Baillieu Research Scholarship from masters to doctoral study, the maximum period of a scholarship for a student progressing from masters to doctoral study is three years (or three and a half years if an extension is approved) from the date the student commenced the degree of master.

### **Suspension**

15. (1) Where students are unable to pursue the degree they must seek approval in the first instance 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 scholarship 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 is only considered 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 is a breach of these guidelines and the scholarship is terminated immediately.

- (5) A scholarship holder who suspends a scholarship must suspend candidature in the degree for the commensurate period. Periods of study undertaken during suspension of the scholarship are deducted from the maximum period of tenure on scholarship.
- (6) The University endeavours to ensure that scholarship holders are advised of their option to suspend rather than relinquish their scholarships (subject also to meeting the requirements relating to suspension of candidature), thus keeping open the option of resuming their scholarships 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**

16. The University terminates a scholarship -

- (1) (a) on submission of the thesis or the death, incapacity or withdrawal of the student or at the end of the scholarship, whichever is earlier;
- (b) 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;
- (c) 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 scholarship, and no suitable alternate arrangements can be made for continuation of the postgraduate degree;
- (d) when the student ceases to be a full-time student and when approval has not been obtained to hold the scholarship on a part-time basis; or
- (e) the scholarship holder does not resume study at the conclusion of a period of suspension;
- (2) If an award is terminated, it cannot be reactivated unless the termination occurred in error.

### **Supervision**

17. The University has established and must abide by a Code of Good Practice for Graduate Research and Supervision. It is recommended that scholarship holders read the Code of Good Practice for Graduate Research and Supervision.

### **Publications**

18. Any thesis, dissertation or other publication, including books, articles, television, radio programs or interviews resulting from research undertaken by the recipient while in receipt of the Baillieu Research Scholarship must acknowledge the support of the scholarship and carry the University by-line.

### **Intellectual Property**

19. (1) Intellectual Property is governed by the University's Intellectual Property policy available on the University's website at <http://www.universypolicies.uwa.edu.au/page/117132>

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**Conditions**

**Part 3**

**Leave Entitlements and Paid Employment Conditions**

**Recreation Leave**

1. (1) (a) Students undertaking a higher degree by research are entitled to 20 days paid recreation leave a year calculated on a pro-rata basis. Leave may be accumulated.

(2) No more than 30 days recreation leave may be accumulated and leave must be taken during the tenure of the scholarship. Unused leave remaining when a scholarship is terminated or completed is 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**

2. (1) Scholarship holders are provided with up to ten days paid sick leave each year of their scholarship and this may be accrued. These periods of leave are not in addition to the normal duration of the scholarship and funds are not provided for leave accrued after the scholarship has expired.

(2) For medically substantiated periods of illness lasting longer than two weeks, domestic students may receive up to a total of three months paid sick leave which is additional to the normal duration of the scholarship. Periods of sick leave longer than three months must be accessed through the suspension provisions set out in Part 2 Clause 15.

**Maternity Leave**

3. (1) On completion of twelve months of a scholarship domestic students undertaking a higher degree by research may access up to twelve weeks' paid maternity leave within the tenure of the scholarship.

(2) Paid maternity leave (for domestic students only) may not be taken in the first year of the scholarship, however unpaid maternity leave must be accessed through the suspension provisions.

(3) Paid maternity leave (for domestic students only) is in addition to the normal duration of the scholarship.

**Parenting Leave**

4. (1) Domestic scholarship holders who are partners of women giving birth and who have completed twelve months of their scholarship may be entitled to a period of five days paid paternity leave.

(2) Paid parenting leave cannot be taken in the first year of a scholarship, however unpaid parenting leave may be accessed through the suspension provisions.

(3) Paid parenting leave (for domestic students only) is in addition to the normal duration of the scholarship.

**Paid Overseas Leave**

5. (1) The University may approve students attending conferences, undertaking fieldwork and conducting research towards a degree of master or a doctoral degree outside Australia.

(2) Approval to undertake fieldwork or conduct research outside Australia is only 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 program.

(3) The University does 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.

(4) The University approves 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 scholarship 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.

(5) Failure to obtain approval for paid overseas leave may result in the award being suspended or terminated.

**Research at Other Organisations (within Australia)**

6. The University may approve a scholarship 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 remains responsible for the student.

**Employment**

17. (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.