

The University of Western Australia

University Postgraduate Award (International Student) [UPAIS] and University International Stipend [UIS]

Conditions

Effective from 1 January 2009

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

University International Postgraduate Awards International Student and University International Stipend awards are available to eligible overseas candidates for higher degrees by research at The University of Western Australia ("the University") and provide a living allowance for each semester of the course in line with the scholarship tenure and conditions described below.

The requirements, regulations and benefits contained in these conditions of award apply to commencing and continuing students. The conditions are determined by 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 higher degrees by research.

Part 1 – Tuition Fees, Stipend and Allowances

Stipend Rates

1. (1) A UPAIS or UIS scholarship in 2009 carries a stipend of \$20,427 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.
- (3) The UPAIS and UIS scholarships do not cover the cost of student union or amenities fees, costs associated with tuition fees, health insurance, overseas fieldwork, bridging English language courses or travel expenses associated with the relocation of the student to take up the award, except as per point 2 below.

Relocation Allowance

2. An additional sum is available to enable the scholarship recipient to relocate to Perth from within Australia to take up the award. **This Allowance is not available to award holders who relocate from overseas.**
- (1) Reimbursement of costs will only be approved upon the production of original tax receipts within six months of the expenditure being incurred.
- (2) UPAIS or UIS scholarship holders may claim for an economy or student airfare for the awardee, spouse and dependants for direct travel to Perth, up to a maximum of \$530 per person.
- (3) UPAIS or UIS scholarship holders may claim for travel by car, for which itemised fuel tax receipts are submitted, an allowance is determined up to a maximum of \$530. UPAIS or UIS scholarship holders cannot claim for accommodation or the cost of meals if they elect to travel by car.

(4) UPAIS or UIS scholarship holders may claim removal expenses up to \$600 per adult and \$250 per child (with a maximum entitlement of \$1,700) on production of original tax receipts.

(5) There is no provision for reimbursement of costs for the UPAIS or UIS scholarship holder's return to their place of origin, nor for their dependants.

Thesis Allowance

3. An additional sum of up to \$840 for production of a doctoral thesis or up to \$420 for a masters thesis is available to UPAIS and UIS scholarship holders.

(1) Reimbursement of costs will only be approved on the production of receipts as evidence of the expenditure relating to the production of the thesis.

(2) The UPAIS and UIS scholarship holder must claim for reimbursement within two years of the completion of the award.

Concurrent Scholarships

4. (1) The UPAIS or UIS scholarship may be held concurrently with external or University awards provided that the conditions of the concurrent award so permit.

(2) 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.

Visa Entitlements and Requirements

5. (1) The UPAIS or UIS scholarship is not an approved Australian Government-funded scholarship scheme and UPAIS or UIS award holders are required to pay for visa application fees for themselves and their dependants, unless they concurrently hold an IPRS scholarship.

(2) A UPAIS or UIS award does not cover any medical costs associated with the issue or renewal of a student visa. It is the responsibility of the student to ensure they hold a valid visa while in Australia.

(3) If a visa expires, the student may be removed from Australia.

(4) Where a UPAIS or UIS award holder is granted an extension to their scholarship, they may be required to renew their student visa. Further details can be obtained from the Department of Immigration and Citizenship (DIAC).

(5) UPAIS or UIS holders and their dependants are required to join the Overseas Student Health Cover (OSHC) scheme as a requirement of their student visa.

The University of Western Australia

University Postgraduate Awards International Student (UPAIS) and University International Stipend (UIS)

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 an “international applicant” is an applicant who is not an Australian citizen, a New Zealand citizen, or an Australian permanent resident

Title

1. The scholarships are called the University Postgraduate Award International Student and the University International Stipend.

Purpose

2. The purpose of the scholarship is to enable graduates of The University of Western Australia or another recognised university to undertake a higher degree by research at the University.

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 of The University of Western Australia.

Eligibility

4. To be eligible to apply for a UPAIS or UIS Scholarship in 2009 an applicant -

(1) must be eligible to enrol or be enrolled as a full-time student in a higher degree by research at the University upon commencement of their scholarship;

(2) may have commenced a higher degree by research in 2009 but was unable to apply for an award in the last selection round due to the timing of their enrolment;

(3) must 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;

(4) must be a citizen of an overseas country, excluding New Zealand;

(5) must not have applied for Permanent Residence in Australia;

(6) must meet the University’s English language requirements for scholarship holders;

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

(8) must enrol in an area of research concentration and be recommended by the Head of the School in which the proposed study is to be undertaken.

Selection Criteria and Policy

5. UPAIS and UIS scholarships must be awarded in a competitive application process, and all applicants for the IPRS and SIRF scholarships are automatically considered for both of these living allowance awards. IPRS and SIRF applications must be submitted in the form approved by and on the date determined by the University.

Application Procedure

6. Applications for the IPRS and SIRF scholarships must be by the on-line application process at <http://www.scholarships.uwa.edu.au/home/postgrad/international/iprs> by the advertised closing date.

Awarding Body

7. The scholarships are awarded by the Scholarships Committee of The University of Western Australia.

Duration of Award

8. (1) The scholarship is tenable for 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) Doctoral students may apply for one only extension of six months, subject to satisfactory progress, provided the grounds for extension are related to their research and are beyond the control of the student.

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

(4) 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

9. Continuation of the scholarship from year to year is subject to the recipient:

(1) maintaining continuous enrolment at the University as a full-time student, and

(2) 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

10. (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 provide the student with 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 for all students.

Specific Student Obligations

11. (1) Notwithstanding the provisions of Part 2.15 students must inform the Scholarships Office at least two weeks in advance if they intend to suspend, terminate or change their enrolment. Failure to provide this notice may have financial implications that become the responsibility of the award holder.

(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.

(5) An award holder must maintain "international student" status for the duration of the degree or notify Student Administration, the International Centre and the Graduate Research and Scholarships Office upon being granted permanent residence status.

(6) when at any time during or after completion of the Scholarship the award holder publishes a book, article, newsletter or other literary or scientific work which relates to research carried out under the Scholarship, the publication shall acknowledge that the research was carried out whilst the author was in receipt of the UAPIS or UIS scholarship.

Commencement

12. (1) An award holder must commence the degree in the School specified in the letter of offer of candidature 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 within six months of the date of offer of the award then the scholarship may be withdrawn.

(3) If an award holder requires an extension to the commencement date, this must be applied for in writing to the Scholarships Office for approval.

Conversion between Masters and Doctoral Awards

13. (1) On the recommendation of the Board of the Graduate Research School approval may be given for the conversion of a UPAIS or UIS 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 two year for the degree of Master and three years for the doctoral course.

(2) In approving the conversion of a UPAIS or UIS 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

14. (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 may be 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.

(9) International scholarship holders must seek advice from the University's International Centre in relation to the effect that a period of suspension may have in relation to visa regulations.

Transfer

15. An award offered at The University of Western Australia may not be taken up at another institution.

Termination

16. The University will terminate 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; or

(e) the scholarship holder does not resume study at the conclusion of a period of suspension, or make arrangements for an extension to the period of suspension;

(f) upon the granting of permanent resident status to the student (other than under the Permanent Resident Class 818 provisions);

(g) if the cumulative period of suspension of the award exceeds 12 months and an application for an additional period of suspension of not more than 12 months due to exceptional circumstances has not been approved.

(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 UPAIS or UIS scholarship at The University of Western Australia must acknowledge the support of the scholarship and carry the University by-line.

Intellectual Property

19. 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>

**University Postgraduate Awards International Student (UPAIS)
and University International Stipend (UIS)**

Conditions

Part 3

Leave Entitlements and Paid Employment Conditions

Recreation Leave

1. (1) Students undertaking a higher degree by research are entitled to 20 days paid recreation leave per year calculated on a pro-rata basis. Recreation 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 recreation leave must be obtained from the supervisor and Head of School before the 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) International students are not entitled to additional extended paid sick leave, beyond the allowance of ten days paid sick leave per year.

(3) For periods of illness lasting longer than two weeks (ten working days), international students may access unpaid sick leave through the suspension provisions¹

¹ International students are not able to suspend their enrolment for extended sick leave or maternity leave and remain in Australia as this is a breach of their Student Visa requirements.

Maternity Leave

3. International students are not entitled to paid maternity leave. International students may take unpaid maternity leave if they give birth to a child within the tenure of the scholarship. Unpaid maternity leave must be accessed through the suspension provisions.

Parenting Leave

4. International students are not entitled to paid parental leave.

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

7. (1) A full-time student may undertake only a strictly limited amount of paid employment during normal working hours of 9.00 am to 5.00 pm Monday to Friday.

(2) No more than eight hours employment a week is permitted and generally no more than 240 hours of employment per year.

(3) The University does not require a student to undertake employment. The Head of School is responsible for ensuring that excessive part-time employment is not undertaken to the detriment of the student's studies.

(4) Working hours must be noted on the scholarship holder's Graduate Research School Annual Progress Report.

(5) From April 2008, International students are automatically granted permission to work when granted a student visa.

(6) Restrictions in 7.(1) and 7.(2) apply to all scholarship holders, domestic and international students, enrolled full-time or part-time.

PLEASE DO NOT DETACH - SIGN AND RETURN COMPLETE COPY OF THE CONDITIONS AND RETAIN ONE COPY FOR YOUR RECORDS

Pro Vice-Chancellor (Research and Research Training)
The University of Western Australia

DECLARATION

I have read and accept your offer of a UPAIS/UIS (please strike out the irrelevant name) award under the above Conditions and provide an assurance that I will be able to devote myself to my studies during all normal working hours throughout the year, subject to the concession on employment described in Clause 7 above.

Yours sincerely

(Name in Block Letters)

(Signature)

(Discipline/School)

(Date)