

AUSTRALIAN POSTGRADUATE AWARDS (INDUSTRY)

Stipend and Allowances

Effective from 1 January 2009

1. The stipend is \$26,669 per annum for full-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 dependents to the new city (at concession rates where appropriate, up to \$530)
- removal expenses of up to \$505 per adult and \$255 per child to a maximum of \$1,520 (on production of receipts).

No more than \$6,000 in total can be claimed under this provision.

3. Thesis Allowance

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

An APAI thesis allowance may be claimed after submission or resubmission of a thesis and on the production of receipts. The thesis must be submitted within six months of the completion of the Linkage project. Thesis Claims must be lodged **within six months of submission of the thesis, and not more than twelve months after the end of the project.**

AUSTRALIAN POSTGRADUATE AWARDS (INDUSTRY)***CONDITIONS***

Australian Postgraduate Awards (Industry) 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 Postgraduate 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

1. To be eligible for an Australian Postgraduate Award (Industry) in 2009 an award holder must:
 - (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 24;
 - (2) be an Australian citizen, a New Zealand citizen, or an Australian permanent resident; (for linkage projects prior to 2009)
 - (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 or at least 2A Honours standard or equivalent.
 - (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 or Australian Postgraduate Award (Industry) previously unless it was terminated within six months of the commencement of benefits;
 - (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 (Industry) 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 within six months of the date of the offer of the award by the Australian Research Council then the offer may be withdrawn.

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.

Review of Progress

4. (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

5. (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

6. (1) A full-time award carries an annual stipend of \$26,669 per year (in 2009) and is indexed annually in accordance with the Higher Education Support Act (HESA). Payments are made in fortnightly instalments.
- (2) The level of stipend will not be reduced during the period of the award unless the obligations of the Industry Partner are not met under sub-regulations 6 (6) and 6 (7).
- (3) Part-time awards carry a stipend of \$14,566 per year (in 2009) 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.
- (6) The level of stipend is contingent upon the Industry Partner meeting its obligations under the Conditions of Agreement.

- (7) Where an Industry Partner has failed to meet its obligations and an alternative Industry Partner cannot be found an award may be reduced to the current level of an Australian Postgraduate Award.

Relocation Allowance

7. An award holder who relocates residence to take up the award is entitled to receive, upon the production of receipts within six months of the expenditure being incurred, 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; or
 - (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 up to \$505 per adult and \$255 per child (with a maximum entitlement of \$1,520) shall be provided on production of receipts.
 - (4) Claims for relocation allowances must be made within a year of the expenditure being incurred. A candidate may be reimbursed to a maximum of not more than \$6,000 for all allowances combined.
 - (5) 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

8. 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.
- (1) an award holder submits a thesis within six months of the completion of the project funding;
 - (2) the claim is made within twelve months of the end of the project, and
 - (3) the award holder provides receipts as evidence of the expenditure relating to producing the thesis.

Supplementary Awards

9. (1) An award may be supplemented by another award, scholarship or funds placed at the disposal of the University.
- (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. \$20,001.75 per annum is the maximum supplementation to a full-time scholarship in 2009. The maximum supplementation for a part-time scholarship is \$10,707.75 pa in 2009.
- (3) 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

10. (1) Award holders shall be entitled to 20 days paid recreation leave a year calculated on a pro-rata basis and at a time convenient to the supervisor and industry partner.
- (2) No more than 30 days 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

11. (1) A student undertaking a research degree may have up to two weeks paid sick leave 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.
- (2) For medically substantiated periods of illness lasting longer than two weeks, candidates may received up to a total of three months paid sick leave which must be taken within the period of tenure of the award. 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.
- (3) Periods of sick leave longer than three months must be accessed through the suspension provisions.

Maternity Leave

12. (1) On completion of twelve months of an Australian Postgraduate Award (Industry) an award holder may access up to twelve weeks paid maternity leave within the tenure of the award.
- (2) 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.

Parenting Leave

13. (1) 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.
- (2) Paid parenting leave cannot be taken in the first year of an award, however unpaid Parenting leave may be accessed through the suspension provisions.
- (3) Paid parenting leave is in addition to the normal duration of the award.

Paid Overseas Leave

14. (1) The Scholarships Committee may approve students attending conferences, undertaking fieldwork and conducting research toward a Masters degree or a Doctoral degree outside Australia.
- (2) 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.
- (3) 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.

- (4) 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.
- (5) Failure to obtain approval for paid overseas leave may result in the award being suspended or terminated.

Research at Other Organisations (within Australia)

15. The University may approve an award holder conducting research at the Industry partner's facilities provided that adequate support, supervision, training and research freedom for the student is available at these facilities. 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

16. (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 will be permitted and no more than 240 hours of employment per year.
- (3) Holders of part-time scholarships are subject to the same employment restrictions as full-time scholarship holders
- (3) The University does not require a student to undertake employment. The Head of the School in which a student is enrolled will be responsible for ensuring that excessive part-time employment is not undertaken to the detriment of the student's studies.

Transfer

17. (1) Any proposed transfer of an award between Institutions/Industry Partners/Supervisors/Postgraduate Research students requires the prior approval of the Minister.
- (2) The Minister will only consider transfer requests in exceptional circumstances, where there are compelling reasons, such as the transfer of a supervisor and where a proposed transfer has the support of all parties to an award (i.e. Institutions/Industry Partners/Supervisors/Postgraduate Research students).
- (3) The fact that an award has been transferred does not constitute sufficient grounds for a subsequent extension of the award.

Suspension

18. (1) Where students are unable to pursue the degree they must seek approval from their supervisor, Head of School and industry partner for a period of suspension. Such applications must be submitted to the Scholarships Committee for consideration.
- (2) An award holder who wishes to gain work experience in industry may apply for a period of suspension of up to twelve months during the tenure of the award.
- (3) An award holder who wishes to apply for a period of suspension for the sole purpose of gaining work experience in industry should seek approval in the first instance from the

student's supervisor, the industry partner and Head of School. Such applications must be submitted to the Scholarships Committee for consideration.

- (4) In exceptional circumstances the University may allow suspension on compassionate grounds with the consent of the Industry partner and Head of School.
- (5) Suspension of candidature must be commensurate with suspension of the award. Periods of study undertaken during suspension of an award will be deducted from tenure on the scholarship.
- (6) The University will not normally approve suspensions earlier than six months into the course.

Termination

19. The University on behalf of the Commonwealth may terminate an award where:
 - (1) the conditions of the award have not been met;
 - (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) the award holder on the project to which the award relates fails to make satisfactory progress on the project; or
 - (4) the parties have agreed to the termination of the award; or
 - (5) on submission of the thesis or the death, incapacity or withdrawal of the student or at the end of the award, whichever is earlier; or
 - (6) the industry partner fails to meet its obligations and an alternative industry partner cannot be found. The student may be funded as an Australian Postgraduate Award student.

Supervision

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

Administration

21.
 - (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 award holders of appropriate appeal mechanisms for the resolution of any academic disputes that might arise during their candidature.
 - (4) The University must pay the award holder all entitlements due under the award.
 - (5) The University indemnifies the Commonwealth of Australia from any expense arising from any action that may be brought against the Commonwealth resulting from activities funded under the Australian Postgraduate Award (Industry) 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

22. (1) Notwithstanding the provisions of Clauses 12, 14 and 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 regulations and by-laws (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.
23. The Department of Education, Science and Training and the Australian Government do not accept liability for injury or damage suffered or caused by the student.

Part-time Awards

24. (1) Part-time Awards may be offered to students who:
- (i) are able to demonstrate that compelling social reasons, such as a medical condition or major family commitments, preclude full-time study, 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.
- (3) A student holding a part-time award must be enrolled at the University as a part-time student.
- (4) Holders of part-time awards may convert to full-time at any stage or may be required by the University to convert to full-time if compelling social reasons no longer apply.
- (5) The tenure of a part-time award is four years for a Masters degree and six years for a Doctoral degree.

Publications

25. (1) Publications including books, articles, television or radio programs or interviews, which relate to the Project shall acknowledge the support of the Australian Research Council and the industry partner.
- (2) Institutions shall ensure that any industrial property arising from an invention or process improvement obtained during the course of the project will be protected and exploited on normal commercial grounds and in a manner to benefit the Australian economy.

Intellectual Property

26. (1) Intellectual property arising from the student's work on the project under the award (including reports in the nature of patents, copyright, trademarks, designs (whether registered or unregistered) circuit layouts, plant variety rights or confidential information) shall be assigned to the University.
- (2) The student will assist in the protection of such intellectual property referred to in sub-regulation (1) by the doing of such acts or executing such documents as may reasonably be required.

**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 an Australian Postgraduate Award (Industry) 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 16 above.

Yours sincerely

(Name in Block Letters)

(Student Number)

(Signature)

(Discipline/School)

(Date)