

School of English, Communications and Performance Studies

2012 Cecile Parrish Memorial Scholarship for Research Excellence

Conditions of Award

This scholarship was endowed by the Cecile Parrish Memorial Fund, established by the trustees of the late Renee Parrish of Singapore in commemoration of her daughter Cecile, a sometime member of staff in the Department of English, Monash University. The fund is administered by Monash University and provides scholarships for study at Monash University.

The scholarship is awarded to Masters or PhD scholars to pursue a full-time program of research in any field of post-medieval English studies, and shall be made on the basis of outstanding merit together with a background in a relevant Humanities discipline. The scholarship will be awarded by the School of English, Communications & Performance Studies ("School") to a candidate selected from a shortlist of applications.

1. Eligibility

1.1 General

The Cecile Parrish Memorial Scholarship for Research Excellence is offered for full-time research at postgraduate level. Persons intending to undertake, or who are currently enrolled for, a research masters degree or PhD in post-medieval English studies are eligible to apply.

Applicants must hold either an Australian or New Zealand bachelors degree with first class honours or qualifications and/or research experience deemed equivalent by the university.

Awards will not be available to those who:

- are in receipt of another equivalent award/scholarship/salary to undertake the research higher degree, providing a benefit greater than 75% of the Cecile Parrish Memorial Scholarship for Research Excellence rate;
*Note: (i) "Salary" refers to time release for full-time candidature on salary
(ii) Where an award or salary offering similar benefits is to be used to meet course fees for international students, a case may be made to the Cecile Parrish Memorial Fund Committee.*
- would be entitled to a maximum tenure of less than 12 months as a result of prior candidature and/or prior scholarship (see 2.1).

The scholarship awardee must reside in Australia during the period of the scholarship.

2 Duration and conversion of award

2.1 Duration of award

The maximum duration of a full-time award is three years for PhD, two years for masters studies and one and a half years for a masters by coursework and research. The maximum duration of a part-time award is six years for PhD or research professional doctorate studies and four years for masters studies.

The duration of an award will be reduced by any periods of study undertaken towards the degree prior to the commencement of the award or taken during the suspension of the award.

A doctoral candidate making satisfactory progress may apply to the Cecile Parrish Memorial Fund Committee for a maximum extension of scholarship of up to six months. An extension will normally only be approved where research has been delayed by circumstances beyond the candidate's control and where such delays could not have been reasonably anticipated at the commencement of candidature and where an extension of candidature has been approved. The grounds for an extension must be related to study and not of a personal nature. Masters candidates are not entitled to an extension.

The award should be taken up by 31 March of the year for which the offer is made. Where employment commitments or circumstances beyond the awardee's control prevent an awardee from taking up the

scholarship by this date, the holder may be permitted to commence the course/scholarship later, but must begin by 30 June, or the offer will be withdrawn. Formal approval for a late start must be sought from the Cecile Parrish Memorial Fund Committee.

The duration of an award will be increased by any periods of approved paid maternity leave, additional sick leave and parenting leave.

Tenure is always subject to satisfactory progress and terminates upon withdrawal from the course of study, completion of the prescribed course of study, or on the submission of a thesis for examination.

2.2 Conversion between masters and doctoral studies

If a masters candidate is permitted to upgrade candidature to a PhD the award, upon application by the holder (and prior to its termination), will be extended to the maximum duration for a doctoral degree. Similarly a PhD award may be converted to a masters research award in circumstances deemed appropriate by the School Graduate Coordinator. The maximum duration then becomes that for the new degree.

An awardee completing a masters degree may continue on his/her scholarship for doctoral studies (for the total maximum period allowed ie 3.5 years including the period of support while a masters candidate) provided there is no interval between masters and doctoral candidature, or that such interval is covered by suspension of the scholarship. As a scholarship expires on submission of a thesis for examination, the awardee must ensure that the progression to a doctorate or suspension of the scholarship is arranged before the masters studies are completed.

The maximum duration of a converted award becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion.

3. Stipend and allowances

The award carries a stipend of \$A35,000 per annum, pro rata (2012 rate) plus allowances.

3.1 Stipend

The Cecile Parrish Memorial Scholarship for Research Excellence currently carries an annual living allowance stipend of \$A35,000 (2012 rate). The part-time rate (2012) is \$A17,500 (taxable). Payments are made in fortnightly instalments. The stipend rates are indexed for subsequent years.

PLEASE NOTE if you are an international student: This scholarship will NOT cover the tuition fees set by Monash and payable by the awardee for each year of the course. International students may be eligible for a tuition fee-paying scholarship.

Under Australian Taxation Law full-time awards are presently considered to be non-taxable by the Australian Government. Nevertheless, the university cannot give advice regarding taxation and it is the responsibility of individual students to seek their own taxation advice. Part-time awards are TAXABLE.

Scholarship holders are permitted to:

- obtain funds for fieldwork, equipment or other expenses not covered by the award;
- obtain funding from overseas travel costs from other Australian Government awards or any other source;
- receive income derived from part-time work within the guidelines set by the university (see 5 *Employment* below); and
- receive a concurrent award, scholarship or salary to undertake their research provided that:
 - the concurrent award, scholarship or salary provides a benefit less than 75% of the Cecile Parrish Memorial Scholarship for Research Excellence stipend rate; or
 - the Cecile Parrish Memorial Scholarship for Research Excellence is suspended for the tenure of the concurrent award, scholarship or salary and the period of study undertaken towards the degree during suspension is deducted from the maximum period of tenure.

3.2 Relocation allowance (travel and removal expenses)

Scholarship awardees who relocate their place of residence from outside Melbourne to take up their scholarship may claim for a relocation allowance for themselves, their spouse and any dependants, subject to the eligibility criteria listed below.

An eligible adult is either a spouse or adult dependant. A spouse (for the purpose of relocation entitlements) is defined as another person who is married to or in a de facto relationship with the scholarship awardee. An adult dependant is a person for whom the scholarship awardee or their spouse has substantial caring responsibilities.

An eligible child (for the purpose of relocation entitlement) is defined as a natural or adopted child of the scholarship awardee or their spouse, who is less than 18 years of age; or less than 25 years of age and is undertaking full-time study.

The allowance is paid as a reimbursement. Original receipts/tax invoices must be supplied for the reimbursement to be made. The relocation allowance must be claimed from the Arts Research Graduate School within twelve months of commencing the scholarship. The maximum total relocation allowance allocated is \$A2,000 (2012 rate).

3.2.1 Travel

The scholarship awardee may claim the actual cost of travelling to Melbourne to commence the scholarship, up to a maximum equal to the economy class or student airfare, may be paid to the scholarship awardee, spouse and any dependants. Reimbursement of fuel expenses (up to the equivalent airfare) may also be payable to scholarship holders who travel by car. Scholarship awardees cannot claim for accommodation or meal costs if they elect to travel by car.

3.2.2 Freight

Removal expenses (eg cartage or storage) to Melbourne within Australia of up to \$A530 (2012 rate) per adult and \$A262 (2012 rate) per child may also be provided on production of receipts. The maximum freight allowance is \$A1,530 (2012 rate).

3.3 Thesis Allowance

Subject to the production of original receipts/tax invoices, scholarship awardees may claim reimbursement of up to \$A420 (2012 rate) for a masters thesis and up to \$A840 (2012 rate) for a PhD or research professional doctorate thesis towards the cost of thesis preparation. The allowance is a contribution to the costs of production of the thesis and does not include costs such as purchase of computer equipment.

The allowance must be claimed within six months of submission of the thesis for examination and no more than two years after termination or expiry of the scholarship.

A thesis allowance is also payable for costs associated with the re-submission of a thesis or lodgement of hard-bound and digital copies of the thesis following notification that the scholarship awardee has met the requirements of the degree. The allowance must be claimed within one year of re-submission or lodgement of hard-bound copies.

The combined total of allowances for submission, re-submission or lodgement of hard-bound copies must not exceed the maximum amounts specified above. Original receipts/tax invoices must be supplied. At time of making the claim, the original receipts/tax invoices cannot be more than six months old.

4 Leave entitlements

4.1 Annual leave

Scholarship awardees are entitled to 20 days paid recreation leave a year, calculated on a pro rata

Leave must be taken during the tenure of the scholarship (ie the scholarship awardee cannot extend the scholarship by taking leave entitlement after the due termination date, and there is no payment in lieu on termination). The supervisor's agreement must be obtained before leave is taken and the academic unit should be notified.

The maximum amount of annual leave that may be accumulated before it is taken in part or full is 30 days. Accumulated leave in excess of 30 days will be relinquished. There is no provision for recreation leave loading.

4.2 Sick leave

Scholarship awardees are entitled to ten days of sick leave each year of the scholarship, calculated on a pro-rata basis. Sick leave may be accrued over the tenure of the scholarship.

A scholarship awardee may have an additional entitlement of up to 12 weeks of paid sick leave within the tenure of the scholarship. A scholarship may be extended to compensate for periods longer than two weeks if a medical certificate is provided by the scholarship awardee. Applications for sick leave must be made during the period of sick leave or no later than two weeks after the scholarship awardee has returned to study.

Sick leave entitlements (including additional sick leave) may also be used to cover leave for awardees with family caring responsibilities.

4.3 Maternity leave

A scholarship awardee may have an entitlement of up to 12 weeks paid maternity leave within the tenure of the award. Paid maternity leave may not be taken within the first 12 months of the award. Periods of paid maternity leave are in addition to the normal duration of the award. Paid maternity leave is to be taken **within** the period commencing six weeks prior to the expected date of delivery and concluding 12 weeks after the actual date of delivery.

Awardees may apply for an additional 40 weeks of unpaid maternity leave over the duration of their scholarship. Maternity leave is a separate leave entitlement and will not diminish an awardee's entitlement for intermission or sick leave from their candidature/scholarship. Any periods of approved maternity leave will be reflected in a variation to the end date of candidature/scholarship.

4.4 Parenting leave

A scholarship awardee who is a partner of a woman giving birth may have an entitlement of up to five days parenting leave within the tenure of the scholarship. Parenting leave may **not** be taken within the first 12 months of the scholarship. Unpaid parenting leave may be accessed through the suspension provisions. Periods of paid paternity leave are in addition to the normal duration of the scholarship.

5. Employment

A scholarship holder is permitted, with the approval of his/her main supervisor, to undertake a strictly limited amount of paid employment throughout the year, being no more than 15 hours of work on average in any one week. Up to a maximum of six hours only on average of this employment may be undertaken during normal working hours (9 am – 5 pm Monday to Friday). However, this may be extended to a maximum of eight hours if the employment is limited to one weekday.

The candidate's supervisor/s must be satisfied that any part-time work undertaken does not interfere with the candidate's study program and progress.

International students need to be aware that the employment restrictions outlined above apply even though a student visa permits students to work up to 20 hours a week.

There is no limit on how much income a scholarship awardee can receive from part-time work.

An awardee currently employed at Monash cannot be on a fractional appointment exceeding 0.4.

6. Residency

Scholarship awardees are normally required to reside within daily commuting distance to a Victorian campus to allow frequent and systematic use of university facilities, including use of physical resources, formal research training and daily face-to-face contact with supervisors if required. If the research program requires study away from the university for protracted lengths of time, the same conditions as *Study Away from Monash* will apply.

7 Study away from Monash

If the School Graduate Coordinator, Associate Dean (Graduate Research) or the Dean of the faculty certifies that it is necessary to pursue fieldwork or undertake research which is an integral part of the

research program, the scholarship may be tenable away from Monash for up to 12 months, or for other special cases, 18 months for doctoral students. A shorter period of study away may be approved for masters by research students. At all other times, scholarship awardees are expected to reside at a location that will allow daily attendance on campus.

7.1 Research overseas

Approval of paid overseas study will only be granted if adequate supervision can be maintained and the scholarship awardee remains enrolled.

The award holder will not generally be allowed to undertake approved overseas study before they have successfully undertaken the confirmation of their candidature. Candidature undertaken prior to the taking up of the scholarship will be taken into account in determining the earliest date on which the awardee may pursue overseas study on pay.

All absences overseas, for whatever period, need to be reported to the Monash Research Graduate School for PhD candidates and the Arts Research Graduate School for masters candidates (except for approved annual leave).

7.2 Study away from Monash (within Australia)

Subject to the appropriate masters and PhD candidature regulations, a scholarship awardee may be permitted to conduct a strictly limited portion of the research at research sites, organisations and research institutions outside Monash.

The scholarship holder will not generally be allowed to undertake research at research sites, organisations and research institutions outside Monash before they have successfully undertaken the confirmation of their candidature.

At all other times, with the exception of approved research overseas, scholarship awardees are expected to reside at a location that will allow daily attendance on campus.

When periods of inter/intra-state research/fieldwork exceed a consolidated six-week period, a request for study away from the university should be made.

8. Other courses

An award holder may not engage concurrently in any academic course of study leading to a qualification which is not an essential part of the award holder's postgraduate program.

9. Suspension

The scholarship holder will not generally be allowed to suspend in the first six months of scholarship tenure.

The total period of suspension (leave of absence) from the scholarship during its tenure may generally not exceed 12 months.

However, in circumstances beyond the scholarship awardee's control (for example, equipment breakdown, lack of supervision, unavoidable delays between the submission of a masters thesis and commencement of PhD or research professional doctorate candidature, prolonged illness, etc) a suspension in the first six months of candidature may be permitted. In special cases, an additional period of suspension may also be sought beyond the 12 months normally permitted.

The total period of suspension is normally added to the original scholarship tenure, subject to the provision below.

Periods of study undertaken towards the degree during suspension of the scholarship will be deducted from the maximum period of tenure.

A scholarship will be terminated if the scholarship awardee does not resume study at the conclusion of a period of suspension or fails to make arrangements to extend that period of suspension.

10. Penalties

The School English, Communications & Performance Studies may impose penalties for non-compliance with scholarship conditions. This may include for example, suspension of award and/or a reduction in the maximum tenure of the award.

11. Termination

The award will be terminated on the day the thesis is submitted for examination or at the end of the award; whichever is earlier. It is the scholarship awardee's responsibility to advise the School of English, Communications and Performance Studies if the thesis is *submitted for examination* prior to the expiration of the award.

Awards will be terminated before this time:

- if, in the opinion of the institution, the course of study is not being carried out with competence and diligence or in accordance with the offer of the scholarship, and no suitable alternative arrangements can be made for continuation of the degree;
- if it is determined that the scholarship awardee has not fulfilled his/her obligations, has not met the eligibility criteria or fails to maintain satisfactory progress;
- when the scholarship awardee ceases to be a full-time student engaged in full-time research and when approval has not been obtained to hold the scholarship on a part-time basis;
- on completion of the course, or the death, incapacity, resignation or withdrawal of the student; if the scholarship awardee has been found guilty of academic misconduct;
- if the scholarship awardee does not resume study at the end of a period of suspension, or does not make arrangements to extend that period of suspension;
- if the scholarship awardee does not resume study at Monash after a period of study away from the university or does not make arrangements to extend that period of study away;
- if the scholarship awardee accepts another equivalent award, scholarship or salary to undertake his/her research degree providing a benefit greater than 75% of the Cecile Parrish Memorial Scholarship for Research Excellence rate, and does not comply with the criteria as outlined in section 3.1.
- if the scholarship awardee's probationary candidature is not confirmed.
- If the scholarship awardee converts to writing up away;
- if the scholarship awardee ceases to be an on-campus student and approval has not been obtained to hold the award on an external basis
- if the scholarship awardee fails to maintain their enrolment or fails to re-enrol.

If a scholarship is terminated, it cannot be re-activated unless the termination occurred in error.

12 Monash's obligations to scholarship awardee

12.1 Supervision

A code of practice for supervision of doctoral and research masters candidates has been drawn up by the Research Graduate School Committee in consultation with the Monash Postgraduate Association. (refer to Chapter 5.2 of the *Doctoral Information Handbook* available from www.mrqs.monash.edu.au/research/doctoral).

12.2 Right of appeal

Scholarship awardees have the right of appeal against decisions made in relation to the tenure of the scholarship. Such mechanisms are in place and a scholarship awardee should consult with the supervisor or head of department in the first instance.

12.3 Entitlements

All entitlements under the scholarship will be payable to the scholarship holder.

12.4 Facilities

Scholarship awardees have adequate facilities to undertake the proposed research program.

13 Scholarship holder's contract with the university

13.1 Pursuit of research program

The scholarship awardee shall diligently and to the best of his/her ability apply himself/herself to the successful completion of the degree.

13.2 Ethics and Occupational Health and Safety guidelines

The scholarship awardee shall abide by the National Health and Medical Research Council (NHMRC) codes on human and animal experimentation, the Australian Government's Recombinant DNA Monitoring Committee, and rulings of the relevant university safety and ethics committees.

13.3 Social science data sets

Machine readable data arising from social sciences research should, within two years, be lodged with the Australian Consortium for Social and Political Research Inc (ACSPRI) or other appropriate repository.

13.4 Regulations and statutes

A scholarship award holder is required to conform to Monash's regulations and statutes (refer to www.monash.edu.au/pubs/calendar/statutes). Attention is drawn in particular to Statutes 4.1, 5.2, 5.3, 6.3, and 11.2 and regulations made there under, including PhD or research professional doctorate and masters candidature regulations and intellectual property matters.

With specific reference to the postgraduate scholarship the scholarship awardee must notify the Arts Research Graduate School of:

- an intention to leave Australia for reasons other than approved annual leave;
- discontinuance of studies in the approved postgraduate course;
- submission of a thesis for examination;
- absence for any reason for a period of 14 days or longer from study, except on approved recreation leave;
- acceptance of the scholarship of another Commonwealth or other Government scholarship/or other award offering similar benefits to Faculty of Arts (Kokoda) Postgraduate Research Scholarship.

13.5 Research evaluation project

The university is required to ensure that candidates and their supervisors are available to contribute to and participate in, any Australian Government Research Evaluation Program (REP) exercise relating to their projects during, and for a reasonable period after the conclusion of their project.

13.6 Acknowledgments, publications & publicity

Subject to commercial sensitivities or intellectual property considerations, the outcomes of research projects are expected to be communicated to the research community and, where appropriate and possible, to the community at large.

13.7 Scholarship overpayment

A scholarship awardee is required to repay scholarship overpayments within 30 days of being requested to do so by the university.

13.8 On-line questionnaire

From 2010, the paper based Annual Progress Report is replaced by a mandatory online Annual Questionnaire. Completion of the questionnaire by the candidate is compulsory for all who are currently enrolled in a research program and is a pre-requisite for candidature re-enrolment in the following year.

14. Transfer of scholarship

This Scholarship cannot be transferred to another School or Faculty at Monash University or any other institution.

15 Cecile Parrish Memorial Scholarship for Research Excellence (Part-time)

International students are ineligible for part-time scholarships.

A part-time scholarship may be held by an awardee with a medical condition, which limits the capacity to undertake full-time study (supported by medical certification) or by an awardee with significant caring commitments, including:

- caring responsibilities for a pre-school child; or

- caring responsibilities for school aged children as a sole parent with limited access to outside support; or
- caring responsibilities for an invalid or disabled spouse, child or parent.

Part-time scholarships may also be available to awardees with employment commitments, at the discretion of the School of English Communications and Performance Studies.

An awardee holding a part-time scholarship must be enrolled as a part-time candidate. Holders of part-time scholarships may convert to full-time at any stage.