

Kartomi PhD in Music Scholarship

Scholarship Conditions of Award

(Updated: April 2011)

1 Eligibility

1.1 General

The Kartomi PhD in Music Scholarship (KPMS) is offered for full-time research at doctoral level. Persons intending to undertake, or who are currently enrolled for a PhD degree in the School of Music – Conservatorium are eligible to apply.

The scholarship can also be offered part-time according to the conditions outlined in section 15.1.

1.2 Minimum scholarship entitlement

The scholarship will not be available to those who, as a result of prior candidature and/or prior scholarship, would be entitled to a maximum tenure of less than 12 months (see 2.1).

1.3 Qualifications and research experience

Applicants must hold an Australian or New Zealand bachelors degree with first class honours or qualifications and/or research experience deemed equivalent by the School of Music – Conservatorium to be eligible for the scholarship.

1.4 Citizenship

Australian citizens, Australian permanent residents and overseas citizens are eligible for the scholarship.

Overseas students should note that the KPMS does not cover international tuition fees for the PhD degree. However, tuition fee-paying awards are offered through the Monash Research Graduate School. See www.mrgs.monash.edu.au/scholarships/index.html#research for application and award details.

1.5 Ineligibility

The KPMS will not be available to those who:

- are in receipt of another equivalent award/scholarship/salary to undertake the PhD, providing a benefit greater than 75% of the Australian Postgraduate Award (APA) 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 Arts Research Graduate School.*
- have already completed a PhD or research professional doctorate or equivalent; unless there is a significant change in research direction
- are enrolled or are intending to enrol as a research candidate under Monash's external mode regulations.

2 Duration and conversion of scholarship

2.1 Duration of award

The maximum duration of the scholarship is three years for full-time candidates and six years for part-time candidates.

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

The award should be taken up by 31 March (end of year round) or 30 September (mid-year round) 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 (end of year round) or 31 December (mid-year round), or the offer will be withdrawn. Formal approval for a late start must be sought from the School of Music - Conservatorium.

The earliest date a scholarship can be taken up is 1 January (end of year round) and 1 August (mid-year round) of the year for which the offer is made.

The duration of the scholarship 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 full-time and part-time scholarship

If a part-time scholarship is converted to a full-time scholarship, the period of time the awardee has been in receipt of the part-time scholarship immediately prior to the conversion will be halved for the purpose of determining the equivalent full-time duration before the conversion.

If a full-time scholarship is converted to a part-time scholarship, the period of time the awardee has been in receipt of the full-time scholarship immediately prior to the conversion will be doubled for the purpose of determining the equivalent part-time duration before conversion.

2.3 Extension of scholarship

A doctoral candidate making satisfactory progress may apply for a maximum extension 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. The grounds for an extension must be related to study and not of a personal nature.

3 Stipend and allowances

3.1 Stipend

The scholarship currently carries an annual stipend of \$A26,640 (2011 rate). The part-time rate (2011) is \$A14,727 (taxable). Payments are made in fortnightly instalments. The stipend rates are indexed for subsequent years.

Under Australian Taxation Law full-time scholarships 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.

The Research Training Scheme (RTS) provides a Commonwealth-funded candidature place for Australian citizens, Australian permanent residents and New Zealand citizens. The RTS covers course fees for the duration of an accredited HDR course, up to a maximum period of four years' full-time equivalent study for a doctoral degree.

Scholarship holders are permitted to:

- obtain funds for fieldwork, equipment or other expenses not covered by the scholarship;
- 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 Australian Postgraduate Award (APA) stipend rate; or
 - the KPMS 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

3.2.1 General

Awardees who relocate their place of residence to take up their scholarship may claim for a relocation allowance for themselves, their spouse and any dependants, subject to the eligibility criteria for each award 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 awardee. An adult dependant is a person for whom the awardee or their spouse has substantial caring responsibilities.

An eligible child (for the purpose of relocation entitlements) is defined as a natural or adopted child of the 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.

Original receipts/tax invoices must be supplied. Relocation/establishment allowances must be claimed within a year of commencing the scholarship.

3.2.2 Travel

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

3.2.3 Removal

Removal expenses (eg cartage or storage) of up to \$A530 (2011 rate) per adult and \$A262 (2011 rate) per child (with a maximum entitlement of \$A1,530 – 2011 rate) may also be provided on production of receipts.

3.3 Thesis allowance

Subject to the production of original receipts/tax invoices, awardees may claim reimbursement of up to \$A840 (2011 rate) towards the cost of PhD 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 one year of submission of the thesis for examination and no more than two years after termination or expiry of the award.

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 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.

3.4 Research allowance

A research allowance of up to \$A1,500 per annum may also be payable. Research expenses are those consumable items such as journal subscriptions, expenses associated with conference attendance/study away from the university and thesis costs exceeding the maximum thesis allowance entitlement. In some cases, claims for non-consumable items such as books and computer equipment may also be approved. Normally such non-consumable items would become the property of the School of Music - Conservatorium. All claims must be directly related to the awardees area of research.

4 Leave entitlements

4.1 Annual leave

Awardees are entitled to 20 days paid recreation leave a year, calculated on a pro rata basis.

Leave must be taken during the tenure of the scholarship (ie the 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 School of Music - Conservatorium 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

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.

An 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 awardee. Applications for sick leave must be made during the period of sick leave or no later than two weeks after the awardee has returned to study.

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

4.3 Maternity leave

An awardee may have an entitlement of up to 12 weeks paid maternity leave within the tenure of the scholarship. Paid maternity leave may not be taken within the first 12 months of the scholarship. Unpaid maternity leave may be accessed through the suspension provisions. Periods of paid maternity leave are in addition to the normal duration of the award.

Maternity leave must 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.

Applications for maternity leave endorsed by the supervisor and school Graduate Coordinator are made to the Research Graduate School Committee via the Monash Research Graduate School.

4.4 Parenting leave

An 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 award.

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 an awardee can receive from part-time work.

6 Residency

The awardee are normally required to reside within daily commuting distance to the Clayton 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* (see below) will apply.

7 Study away from Monash

If the school Graduate Coordinator or the Dean of the Faculty of Arts 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. At all other times, the awardee is 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 awardee remains enrolled.

The scholarship holder will not generally be allowed to undertake approved overseas study in the first six months of scholarship tenure or before successful confirmation of candidature. Candidature undertaken

prior to commencement 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 Research Graduate School Committee (except for approved annual leave).

7.2 Study away from Monash (within Australia)

Subject to the appropriate PhD candidature regulations, an 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 for a period greater than six weeks in the first six months of scholarship tenure or before successful confirmation of candidature.

At all other times, with the exception of approved research overseas, 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. Shorter periods should be reported on the awardee's annual progress report.

8 Other courses

A scholarship holder (whether enrolled full-time or part-time), may not engage concurrently in any academic course of study leading to a qualification which is not an essential part of the scholarship holder's postgraduate program.

9 Suspension

The scholarship holder will not generally be allowed to suspend the scholarship 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 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.

The scholarship will be terminated if the 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 Arts Research Graduate School will impose penalties for non-compliance with the scholarship conditions. This may include for example, suspension of the scholarship and/or a reduction in the maximum tenure of the scholarship.

11 Termination

The scholarship will be terminated on the day the thesis is submitted for examination or at the end of the scholarship; whichever is earlier. It is the awardee's responsibility to advise the Arts Research Graduate School if the thesis is *submitted for examination* prior to the expiration of the scholarship.

The scholarship 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 awardee has not fulfilled his/her obligations, has not met the eligibility criteria or fails to maintain satisfactory progress;
- when the awardee ceases to be a full-time student engaged in full-time research and when approval has not been obtained to hold the award on a part-time basis;
- on completion of the course, or the death, incapacity, resignation or withdrawal of the student;
- if the awardee has been found guilty of academic misconduct;
- if the 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 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 awardee accepts another equivalent award, scholarship or salary to undertake his/her research degree providing a benefit greater than 75% of the Australian Postgraduate Award (APA) rate and does not comply with the criteria as outlined in section 3.1.
- if the awardee's probationary candidature is not confirmed.

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

12 Monash's obligations to awardee

12.1 Supervision

A code of practice for supervision of doctoral candidates has been drawn up by the Research Graduate School Committee in consultation with the Monash Postgraduate Association.

12.2 Right of appeal

Awardees have the right of appeal against decisions made in relation to the tenure of the scholarship. Such mechanisms are in place and an awardee should consult with the supervisor or school Graduate Coordinator in the first instance.

12.3 Entitlements

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

12.4 Facilities

Awardees have adequate facilities to undertake the proposed research program.

13 Award holder's contract with the university

13.1 Pursuit of research program

The 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 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

The scholarship 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 thereunder, including PhD candidature regulations and intellectual property matters.

With specific reference to the Kartomi PhD in Music Scholarship the awardee must notify the Arts Research Graduate School and the Research Graduate School Committee 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;
- the award of another Commonwealth or other Government award/or other award offering similar benefits to Kartomi PhD in Music 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

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

13.8 On-line questionnaire

The awardee is required to complete the annual online questionnaire as part of the conditions of their enrolment.

14 Transfer of scholarship

The Kartomi PhD in Music Scholarship cannot be transferred to another academic unit/faculty of Monash University or another university or institution.

15 Part-time scholarships

Extra conditions apply to the scholarship when undertaken part-time:

15.1 International students

International students are ineligible for part-time awards.

15.2 Eligibility for a part-time scholarship

Persons with significant caring commitments or a medical condition are eligible for part-time awards.

A part-time award 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 awardees 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 awards are not available to applicants seeking to undertake paid employment on a full-time or a substantial part-time basis.

The same employment conditions that apply to full-time awardees apply to part-time awardees.

An awardee undertaking this scholarship part-time must be enrolled as a part-time PhD candidate. Holders of a part-time scholarship may convert to full-time candidature and scholarship at any stage provided they meet the conditions of full-time candidature and scholarship.

The part-time Kartomi PhD in Music Scholarship is paid at \$A14,727 (2011 rate) and is taxable.

I, _____ have read these conditions carefully and agree to abide by them and any subsequent amendments which may be made during the tenure of my scholarship. I understand that there are penalties for non-compliance with these conditions.

I acknowledge that the university may terminate any scholarship if I have misrepresented my past and/or present circumstances and that this termination may take place at any stage during the course I undertake. I am aware that I must not accept and take up a concurrent scholarship from more than one institution. I am aware that giving false or misleading information is a serious offence under the criminal code (Commonwealth) and that there are penalties for providing false or misleading information.

Signature: _____ Date: ____/____/____