

2012 Scholarship Conditions of Award

(last updated: October 2011)

Faculty of Arts Teaching & Research Scholarships

1 Eligibility

The Teaching and Research Scholarships (T&R) are offered for full-time research at postgraduate level. Persons intending to undertake, or who are currently enrolled for a research masters degree or PhD are eligible to apply.

Only Australian citizens and Australian permanent residents are eligible for these awards.

Applicants must hold an Australian or New Zealand honours degree with an overall H2A result 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 T&R rate;
- have already completed a PhD or research professional doctorate or equivalent, unless there is a significant change in research direction;
- have already completed a research masters degree or equivalent, unless intending to undertake a PhD or research professional doctorate; or unless there is a significant change in research direction;
- have previously held an APA, APA (Industry), MGS or an Australian Government-funded Postgraduate Research Award unless it was terminated within six months of commencement of the award. An exception may be made for a PhD candidate where the prior award was for a masters degree;
- are currently in receipt of a continuing postgraduate research scholarship from Monash University;
- are enrolled or are intending to enrol as a research candidate under Monash's external mode regulations;
- as a result of prior candidature and/or prior scholarship, would be entitled to a maximum tenure of less than 12 months (see 3.1).

2 Commencement of the award

2.1 Awardees commencing their degree in the year for which the award is offered

The award should be taken up by 1 March of the year for which the offer is made. Where commitments or circumstances beyond the awardee's control prevent an awardee from taking up the scholarship by this date, the awardee may seek a deferral from the Arts Research Graduate School and relevant school, or the offer will be withdrawn. Requests for deferral will not normally be approved.

Awardees starting their degree in the year for which the offer is made are expected to spend the first 4 to 6 months of their award primarily focused on their research. Subject to satisfactory progress in this period awardees will be then offered the opportunity to contribute to the teaching program of the relevant school.

For the first 4 to 6 months of the award (normally until 30 June), the awardee will receive the ongoing Faculty stipend as well as a stipend from the relevant school in place of the teaching salary component.

Subject to satisfactory progress in the early months of the research program, the awardee will normally commence the teaching component of the scholarship by 1 July. The relevant school will

contact the awardee at this time to arrange the teaching employment contract. Teaching hours and duties will be determined by the school, in consultation with awardee and his/her supervisory team.

2.2 Awardees enrolled in their degree prior to the offer of the award

The award should normally be commenced on 1 January of the year for which it is offered. Where commitments or circumstances beyond the awardee's control prevent an awardee from taking up the scholarship by this date, the awardee may seek deferral from the Arts Research Graduate School and the relevant school, or the offer will be withdrawn. Request for deferral will not normally be approved.

Awardees will be expected to commence their teaching duties in the first semester of the year for which the award is offered. The relevant school will contact the awardee at this time to arrange the teaching employment contract. Teaching hours and duties will be determined by the school, in consultation with awardee and his/her supervisory team.

3 Duration of the award

3.1 Duration

The maximum duration of a full-time award is three years for PhD studies and two years for 100% research masters studies and 1.5 years for 66% research 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 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. Masters candidates are not entitled to an extension.

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.

3.2 Conversion between masters and doctoral studies

If a masters candidate is permitted to upgrade candidature to a PhD before the award has expired, the award will be extended to the maximum duration for a doctoral degree, upon application by the awardee. Similarly a PhD award may be converted to a masters research award in circumstances deemed appropriate by the Arts Research Graduate School. The maximum duration then becomes that for the new degree.

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 Value of the award

3.1 Stipend paid by the Arts Research Graduate School

The T&R stipend component pays an annual stipend (pro rata) of \$AUD 17,084.16 (2012 rate). Payments are made in fortnightly instalments. The stipend rates are indexed for subsequent years.

Under Australian Taxation Law stipend scholarships paid to full-time students are 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.

3.2 Stipend paid by the relevant school (for awardees commencing their degree in the year for which it is offered)

As detailed in section 2.1, the school will pay a stipend allowance in the first 4-6 months of candidature for awardees who commence their degree in the year for which the award is offered. This stipend, which is offered in place of the teaching salary for this period, will only be paid until the awardee commences their teaching appointment (normally 1 July).

This school stipend allowance is valued at \$AUD 11,066.40 per annum (2012 rate) and is paid fortnightly (pro rata).

Under Australian Taxation Law stipend scholarships paid to full-time students are 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.

3.3 Teaching remuneration

The teaching component of the award is remunerated at 0.2 of a Level A Assistant Lecturer appointment (the rate as at 31/10/2011 is \$55,332 per annum) and paid fortnightly (pro rata) by the relevant school.

The conditions and provisions of this fractional appointment are covered by the employment contract which the awardee will be required to sign. Any matters relating to this component of the award should be discuss with the relevant school.

The awardee will normally be required to undertake no more than three hours of tutoring per week.

3.4 Tuition costs

The Research Training Scheme (RTS) provides a Commonwealth-funded place in a research program 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 doctorate by research and two years' full-time equivalent study for a masters by research.

3.5 Other costs

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. Note: the teaching component of the award would normally fulfil the maximum 6 hours of work permitted during normal business hours); 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 T&R stipend rate; or
 - the T&R 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.

4 Leave entitlements

The leave conditions outlined below are specific to the stipend component of the Teaching & Research Scholarship. The awardee should refer to their employment contract to ascertain the entitlements under their teaching appointment.

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 award (ie the awardee cannot extend the award 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. 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 award, calculated on a pro-rata basis. Sick leave may be accrued over the tenure of the award.

An awardee may have an additional entitlement of up to 12 weeks of paid sick leave within the tenure of the award. An award 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 awardees 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 award. Paid maternity leave may not be taken within the first 12 months of the award.

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 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.

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 award. Parenting leave may **not** be taken within the first 12 months of the award. 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

Subject to satisfactory progress in the research program, an award holder is offered a fractional teaching appointment in the relevant school remunerated at 0.2 of Level A Assistant Lecturer rate. The awardee will normally be required to undertake no more than three hours of tutoring per week under this appointment.

It is the awardee's responsibility to ensure that they do not breach the employment conditions of this award or their candidature. Postgraduate research candidates are permitted, according to the candidature conditions, 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.

Note that the teaching component of this award will normally meet the maximum hours of employment permitted during normal business hours.

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.

6 Residency

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. The awardee must also be present on campus to fulfil their teaching duties, as 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 (see below).

7 Study away from Monash

If the Graduate Coordinator, Associate Dean (Graduate Research) or the Dean of the Faculty certify that it is necessary to pursue fieldwork or undertake research which is an integral part of the research program away from Monash, the award may be tenable away from Monash. Any such study away must be approved by the Arts Research Graduate School and the relevant school and cannot conflict with the awardee's teaching commitments.

At all other times, 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 for the relevant period, the awardee remains enrolled and active in their HDR research degree and the period spent of overseas did not conflict with the awardee's teaching commitments. Approval must be sought from both the Arts Research Graduate School and the relevant school directly.

The award holder will not generally be allowed to undertake approved overseas study in the first six months of scholarship tenure. 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 and the approval of the Arts Research Graduate School and relevant school, an awardee may be permitted to conduct a strictly limited portion of the research at research sites, organisations and research institutions outside Monash. The period of study away cannot conflict with the awardee's teaching commitments.

The award holder will not generally be allowed to undertake research at research sites, organisations and research institutions outside Monash in the first six months of scholarship tenure.

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.

All periods of inter/intra-state research/fieldwork must be negotiated with the Arts Research Graduate School and the relevant school directly.

8 Enrolment in 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 of the award

The award holder can only suspend their award with the permission of the Arts Research Graduate School and the relevant school. Where the awardee is in control of the circumstances, they must ensure that any period of suspension does not conflict with their teaching duties. A leave of absence from teaching duties must be negotiated directly with the school.

An awardee will not generally be allowed to suspend their award in the first six months of scholarship tenure.

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

However, in circumstances beyond the awardee's control (for example, equipment breakdown, lack of supervision, prolonged illness, etc) a suspension in the first six months of candidature may be permitted.

The total period of suspension may be added to the original scholarship tenure but this must be negotiated with the Arts Research Graduate School and the relevant school, subject to the provision below.

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

An award 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 scholarship conditions. This may include for example, suspension of award and/or a reduction in the maximum tenure of the award.

The relevant academic school may pursue repercussions for non-compliance with the employment contract.

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 awardee's responsibility to advise the Arts Research Graduate School 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 award, 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 T&R rate and does not comply with the criteria as outlined in section 3.5.
- if the awardee's probationary candidature is not confirmed.

If a 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 and research masters 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 award. Such mechanisms are in place and an awardee should consult with the supervisor or head Graduate Coordinator in the first instance.

12.3 Entitlements

All entitlements under the award will be payable to the award 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

An 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 thereunder, including PhD and masters candidature regulations and intellectual property matters.

With specific reference to the postgraduate award the 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;
- the award of another Commonwealth or other Government award/or other award offering similar benefits to T&R.

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.

14 Annual progress reports

Awardees will provide reports on progress in their research degree as required by the University.

The progress and performance of awardees undertaking teaching duties may be monitored through annual Academic Performance Management within the relevant school.

15 Transfer of scholarship

This scholarship cannot be transferred to another faculty of Monash University or to another institution. It cannot normally be transferred to another school/centre/institution of the Faculty.