

## 2009 Scholarship Conditions of Award

(last updated: 1 September 2008)

### The MCJLE Scholarship for research related to the Acquisition of Japanese Language and Cultural Literacy

#### 1 Eligibility

##### 1.1 General

The Melbourne Centre for Japanese Language Education (MCJLE) Scholarship for research related to the Acquisition of Japanese Language and Cultural Literacy is offered for full-time research at postgraduate level. Persons who intend to undertake (or those who are currently enrolled in) a research masters degree or PhD in the research area listed in 1.2 are eligible to apply.

Australian citizens, permanent residents and overseas students are eligible for this award. Note, however, that International students are liable for tuition fees for their enrolment in a research degree and should consider also applying for a tuition scholarship to cover the costs of these fees. The MCJLE Scholarship for research related to the Acquisition of Japanese Language and Cultural Literacy does not cover tuition costs.

Applicants for the APA and/or MGS will be automatically considered for the MCJLE Scholarship for research related to the Acquisition of Japanese Language and Cultural Literacy where their proposed or current research topic meets the requirements in 1.2.

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

Applicants must hold either [1] an Australian or New Zealand bachelors degree with first class honours or [2] other qualifications and/or research experience deemed equivalent by the university.

Awards will normally 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 this scholarship rate;  
*Note: "Salary" refers to time release for full-time candidature on salary*
- have already completed a PhD or research professional doctorate or equivalent in areas covered by this scholarship;
- have already completed a research masters degree or equivalent unless intending to undertake a PhD (ie a scholarship holder cannot hold an award for a second research masters).

An award may be made for enrolment as a research candidate under Monash's external mode regulations. However the support of the relevant academic unit and faculty will be required.

##### 1.2 Research area to be supported by the scholarship

The scholarship is conceived as a means of promoting research into teaching and learning of the Japanese language and various aspects of Japanese society and culture. In the first instance this means the teaching of the Japanese language as a second language to non-Japanese language users. Here 'non-Japanese language user' includes the Japanese who have been raised overseas wholly or partially and would normally be referred to as 'background speakers' or 'heritage speakers'. At the same time, because the use of the language requires cultural literacy, the scholarship may also be awarded to suitable candidates who wish to research the teaching of Japanese culture (including an understanding of Japan's politics, economy and society more generally). The ultimate aim is to promote Japanese language and intercultural communication skills, and understanding about Japan and its role in the world today by supporting research into how best that aim might be achieved. The concept is broadly

defined to include research that investigates how 'Japanese language proficiency', 'Japan cultural literacy' or just 'Japan literacy' in more general terms might best be defined.

### **1.2.1 Change of research topic**

Once a research topic has been agreed upon and accepted as the basis for the thesis research, the candidate may change the topic only with the approval of their supervisor/s and the MCJLE.

### **1.3 Schedule**

The MCJLE will normally offer one Scholarship for Japanese Language Education and Cultural Studies each year. The Centre retains the right to forego offering an award in any given year.

### **1.4 Selection procedure**

Scholarship selection will be made by a small committee appointed by the Management committee for the MCJLE, and the results announced shortly after those for the MGS and the APA are known.

## **2 Duration and conversion of award**

### **2.1 Duration of award**

The maximum duration of a full-time award is three years for PhD and two 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 for a maximum extension of up to twelve 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 the requirements of the research and not be of a personal nature. Awardees must seek an extension directly from the MCJLE. 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 of the scholarship must be sought from the MCJLE.

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 will be extended to the maximum duration for a doctoral degree upon application to the MCJLE by the holder (and prior to its termination). Similarly a PhD award may be converted to a masters research award in circumstances deemed appropriate by the MCJLE. 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**

#### **3.1 Stipend**

The full scholarship currently carries an annual stipend of \$AUD22 000 (2009 rate). Payments are made in fortnightly instalments. The stipend rates are indexed in subsequent years.

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.

Full scholarship holders are permitted to:

- obtain funds for fieldwork, equipment or other expenses not covered by the award;
- obtain funding for 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 (or awards), scholarship (or scholarships) or salary to undertake their research provided that:
  - the concurrent award/s, scholarship/s or salary provides a benefit less than 75% of the full scholarship stipend rate; or
  - the full scholarship 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)**

##### **3.2.1 General**

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 for each award listed below. It is expected that all travel will be by economy fare. The maximum total allowance allocated is \$A 2,000 (2009 rate).

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 entitlement) 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.

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 within six months of commencing the award, and awardees must request the allowance from the MCJLE.

#### **3.3 Thesis allowance**

Subject to the production of original receipts/tax invoices, awardees may claim reimbursement of up to \$A420 (2008 rate) for a masters thesis and up to \$A840 (2008 rate) for a PhD 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 one year of submission of the thesis for examination and no more than two years after termination or expiry of the award. The allowance must be claimed from the MCJLE.

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.

## **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 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. 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 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 to the MCJLE 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.

### **4.3 Maternity leave**

An awardee may have an entitlement of up to 4 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 4 weeks after the actual date of delivery.

Applications for maternity leave from candidature, endorsed by the supervisor and head of department, are made to the Monash Research Graduate School. Awardees should seek approval for **paid** maternity leave from the scholarship sponsor, the MCJLE.

### **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**

An award 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**

Awardees are normally required to reside within daily commuting distance of 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* will apply.

## **7 Study away from Monash**

If the School Graduate Coordinator 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 award 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, 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 awardee remains enrolled.

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

### **7.2 Study away from Monash (within Australia)**

Subject to the appropriate masters and PhD or research professional doctorate 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 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.

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**

An award 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 award holder's postgraduate program.

## **9 Suspension**

The award 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 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, 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 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 MCJLE 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.

## **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 MCJLE if the thesis is *submitted for examination* prior to the expiration of the award.

Awards will be terminated before this time:

- if the awardee changes the direction of his/her research and the new research topic does not meet the eligibility requirements for this award (see 1.2)
- 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 this scholarship rate and does not comply with the criteria as outlined in section 3.1.
- 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 of department 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](http://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 or research professional doctorate and masters candidature regulations and intellectual property matters.

With specific reference to the postgraduate award the awardee must notify 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 APA/MGS.

**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 shall submit each year, through their supervisor and the School Graduate Coordinator or dean of the faculty, a report of their work during the year, together with a list of publications.

**15 Transfer of scholarship**

The MCJLE Scholarship for Japanese Language Education cannot be transferred to another institution or to a Monash academic unit/faculty that is not directly allied with the MCJLE.