

2010 Scholarship Conditions of Award

(last updated: August 2009)

Faculty of Arts Research Scholarships (FARS)

1 Eligibility

The Faculty of Arts Research Scholarships are offered for full-time research at postgraduate level in the Faculty of Arts. Persons intending to undertake, or who are currently enrolled in a research masters degree or PhD are eligible to apply.

Scholarships 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.

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

Australian citizens, permanent residents and overseas students are eligible for these scholarships.

A scholarship may be made available 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. The scholarship-holder must also reside in Australia.

Scholarships 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 FARS 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;
- 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.

2 Duration and conversion of scholarship

2.1 Duration

The maximum duration of the full-time scholarship is one year. The scholarship must be commenced by 31 March of the year for which the offer is made and will conclude on 31 December of the same year.

Where employment commitments or circumstances beyond the awardee's control prevent an awardee from taking up the scholarship by 31 March, the holder may be permitted to commence the course/scholarship later, but must begin by 30 June of the same year, or the offer will be withdrawn. Formal approval for a late start must be sought from the Arts Research Graduate School.

The duration of the scholarship will be reduced by any periods of study undertaken towards the degree during the suspension of the scholarship.

The duration of the scholarship will be reduced by any periods of suspension, maternity leave and unpaid sick leave.

The scholarship 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.

No extensions to this scholarship are permitted.

2.2 Conversion between masters and doctoral studies

If a masters candidate is permitted to upgrade candidature to a PhD during the period of the scholarship, the scholarship (upon application by the holder and prior to its termination) will continue to be paid for the PhD enrolment for the period for which it was initially offered and in accordance with the conditions of the award. Similarly a PhD scholarship may be converted to a masters research degree with payment continuing for the period initially offered and in accordance with the conditions of the scholarship.

3 Stipend

The FARS stipend is valued at \$A20, 427 per annum (tax-free) in 2009. Payments are made in fortnightly instalments.

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.

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 FARS stipend rate; or
 - the FARS 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

4.1 Annual leave

Scholarship-holders 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 scholarships (ie the awardee cannot extend the scholarships 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 relevant school 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-holders are entitled to ten days of sick leave for the period of the award, calculated on a pro-rata basis. Sick leave may be accrued over the tenure of the award.

A scholarship-holder may have an additional entitlement of up to 4 weeks of paid sick leave within the tenure of the scholarship subject to provision of a medical certificate. Applications for sick leave

must be made during the period of sick leave or no later than two weeks after the scholarship-holder has returned to study.

4.3 Maternity leave

Unpaid maternity leave may be accessed through the suspension provisions of the scholarship.

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.

Applications for maternity leave endorsed by the supervisor and Graduate Coordinator must be made to the Arts Research Graduate School and Monash Research Graduate School (for PhD candidates).

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-holder can receive from part-time work.

6 Residency

Scholarship-holders 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 Graduate Coordinator, Associate Dean (Graduate Research) or the Dean certify 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 within the conditions of study away for the relevant research candidature. 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 scholarship-holder remains enrolled.

The scholarship holder will generally only be allowed to undertake overseas study after they have successfully undergone the confirmation of review of their candidature.

All absences overseas, for whatever period, need to be reported to the Research Graduate School Committee 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-holder 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 generally only be allowed to undertake overseas study after they have successfully undergone the confirmation of review of their candidature

At all other times, with the exception of approved research overseas, scholarship-holders 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 scholarship-holder's annual progress report.

8 Other courses

A scholarship-holder 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 total period of suspension (leave of absence) from the scholarship during its tenure may generally not exceed 4 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 4 months normally permitted.

The total period of suspension will be reduced from the original scholarship tenure.

A scholarship will be terminated if the scholarship-holder 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.

11 Termination

The scholarship will be terminated on the day the thesis is submitted for examination or at the end of the award (31 December); whichever is earlier. It is the scholarship-holder's responsibility to advise the Monash Research Graduate School if the thesis is *submitted for examination* prior to the expiration of the scholarship.

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-holder has not fulfilled his/her obligations, has not met the eligibility criteria or fails to maintain satisfactory progress;
- when the scholarship-holder ceases to be a full-time student engaged in full-time research;
- on completion of the course, or the death, incapacity, resignation or withdrawal of the student;
- if the scholarship-holder has been found guilty of academic misconduct;
- if the scholarship-holder 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-holder 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 FARS rate
- if the scholarship-holder'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

Scholarship-holders have the right of appeal against decisions made in relation to the tenure of the scholarship. Such mechanisms are in place and a scholarship-holder should consult with the supervisor or Graduate Coordinator in the first instance.

12.3 Entitlements

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

12.4 Facilities

Scholarship-holders have adequate facilities to undertake the proposed research program.

13 Award holder's contract with the university

13.1 Pursuit of research program

The scholarship-holder 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-holder 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 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 scholarship 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 FARS.

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

14 Annual progress reports

Scholarship-holders shall submit a report of their work through the Annual Progress Report process as per normal candidature procedures.

15 Transfer of scholarship

This scholarship cannot be transferred to another faculty at Monash University or to any other institution.