

UQ Research Scholarship General Conditions

Approved 23 August 2010

1. Commencement

- 1.1 Recipients must enrol in the research higher degree program and accept the scholarship by the date specified in the offer letter.
- 1.2 The offer of scholarship will lapse where a recipient is not enrolled in the research higher degree program within 6 months of the commencement of the semester specified in the originally issued offer letter.

2. Duration

- 2.1 Scholarship payments continue for the duration specified in the offer letter or under the scholarship rules. The scholarship is subject to satisfactory progress in the recipient's research higher degree program.
- 2.2 The maximum duration of a scholarship is the equivalent of:
 - (a) 2 years full-time enrolment in the MPhil program; or
 - (b) 3 years full-time enrolment in the PhD program.
- 2.3 The duration of a scholarship will be reduced by any periods of study undertaken:
 - (a) towards the degree prior to the commencement of the scholarship; or
 - (b) towards the degree during suspension of the scholarship (unless the study was undertaken as part of a UQ financially supported international postgraduate research scholarship or award)
- 2.4 Periods of leave with stipend payment, including additional sick leave as prescribed by condition 8.3 and parental leave as prescribed by condition 8.4, are added to the duration of the recipient's scholarship.
- 2.5 For the purpose of calculating the recipient's scholarship duration and leave entitlements, the recipient is deemed to conduct research and studies 5 days a week, from Monday to Friday.

3. Extension

- 3.1 Unless the scholarship rules specify otherwise, recipients enrolled in:
 - (a) the PhD program may apply to the Dean of the UQ Graduate School for an extension of the scholarship for up to the equivalent of 6 months;
 - (b) the MPhil program are not eligible for an extension of the scholarship.
- 3.2 Applications for extension of a scholarship must demonstrate that the recipient's progress has been delayed because of circumstances beyond the recipient's control

that relate solely to the recipient's research, and that the recipient's progress is otherwise satisfactory.

- 3.3 Applications for extension of a scholarship must be endorsed by the recipient's advisory team and school/institute postgraduate coordinator.
- 3.4 Extensions will not be granted on the grounds of ill health, employment commitments or other non-academic circumstances.
- 3.5 Extensions will not be granted if the recipient has not undertaken and satisfactorily completed the Confirmation and Mid-Candidature review milestones
- 3.6 Applications for an extension of a scholarship must be received by the UQ Graduate School not later than 2 weeks prior to the expiry date. Applications for extension received outside of this timeframe will not be approved.

4. Living Allowance Stipends

- 4.1 Unless the scholarship rules specify otherwise, a living allowance stipend matches the value of the full-time APA stipend rate for the current year, as promulgated in the *Commonwealth Scholarship Guidelines*.
- 4.2 Unless the scholarship rules specify otherwise, stipend rates are indexed annually, and any increase takes effect from 1 January.
- 4.3 Stipends are paid into the recipient's nominated Australian bank account fortnightly.
- 4.4 Unless the scholarship rules specify otherwise, the recipient of a living allowance scholarship may be entitled to an Establishment Grant.

5. Tuition Fee Awards

- 5.1 Unless the scholarship rules specify otherwise, a tuition fee award meets the full cost of the semester tuition fees required by the University of Queensland during the scholarship duration, as prescribed in condition 2.2.
- 5.2 Tuition fee awards are paid for each semester of enrolment in accordance with the Fee Rules.
- 5.3 Unless the scholarship rules specify otherwise, the recipient of a tuition fee award may be entitled to Standard Overseas Student Health Cover (OSHC).

6. Enrolment

- 6.1 Unless otherwise stated in the scholarship rules, a scholarship is granted on the condition that the recipient enrolls full-time in the research higher degree program.

- 6.2 The Dean of the UQ Graduate School may approve a recipient to hold a scholarship while enrolled part-time in the following circumstances:
- (a) the recipient has, in the opinion of the Dean, substantial caring responsibilities, including but not limited to:
 - (i) being the primary carer of a pre-school child; or
 - (ii) being the primary carer for a school-aged child and a sole parent with limited access to outside support; or
 - (iii) being the primary carer for an invalid or disabled spouse, child or parent; or
 - (b) the recipient has a medical condition which makes full-time enrolment impossible or unreasonably onerous (a medical certificate is required).
- 6.3 Applications to hold a scholarship while enrolled part-time must be endorsed by the recipient's advisory team and school/institute postgraduate coordinator.
- 6.4 If the Dean approves a recipient to hold a scholarship while enrolled part-time, the approval only applies while the circumstances specified in the application remain in effect.
- 6.5 While enrolled part-time, the recipient's scholarship is not tax exempt, and the stipend rate is reduced so that the recipient receives, after tax, 50% of the stipend for full-time enrolment.

7. Employment and other funding

- 7.1 Scholarship recipients enrolled full-time are required to engage in research and study for the equivalent of a standard five-day working week, between the hours of 9:00 AM to 5:00 PM Monday to Friday, for at least 48 weeks a year. The actual working hours are negotiated with the recipient's advisory team and the enrolling school/institute.
- 7.2 Scholarship recipients enrolled part-time are required to engage in research and study for the equivalent of up to 50% of the full-time rate prescribed in condition 7.1. The actual pattern of research and study may vary depending on the recipient's personal circumstances and other commitments. The actual working hours are negotiated with the recipient's advisory team and the enrolling school/institute.
- 7.3 The recipient is not required to complete timesheets on the hours worked; however, it is the responsibility of the recipient to maintain satisfactory progress in their research and study.
- 7.4 The recipient may undertake additional work commitments or paid employment within the hours specified in condition 7.1 only with the approval of the advisory team and the school/institute postgraduate coordinator, to a maximum of 270 hours per year.
- 7.5 The recipient may undertake additional work commitments or paid employment outside the hours specified in condition 7.1 only with the approval of the advisory team and the school/institute postgraduate coordinator. There are no restrictions on

the number of hours the recipient may work as long as it does not impact on the recipient's ability to maintain satisfactory progress in their research and study.

- 7.6 Unless otherwise prescribed in the scholarship rules, a recipient may receive additional tuition fee or living allowance funds from other awards or scholarships up to the value of 50% of the UQ awarded scholarship. Any tuition fee or living allowance funding received in excess of 50% of the UQ award will be deducted from the UQ award.
- 7.7 Any additional tuition fee or living allowance funds received from other awards or scholarships must be declared to the UQ Graduate School upon receipt of the offer from the awarding body.

8. Scholarship leave

8.1 Unless otherwise prescribed in the scholarship rules, a scholarship recipient is entitled to the following types of leave:

- (a) recreation leave;
- (b) sick leave;
- (c) parental leave; and
- (d) leave without stipend.

8.2 Recreation leave

8.2.1 A scholarship recipient is entitled to 20 days paid recreation leave each year of the scholarship and must be taken during the period of the scholarship.

8.2.3 A recipient must apply to the advisory team for approval to take recreation leave.

8.3 Sick leave

8.3.1 A recipient is entitled to 10 days of paid sick leave each year of the scholarship.

8.3.2 Sick leave may be accrued, but must be taken during the period of the scholarship.

8.3.3 A recipient must apply to the advisory team and school/institute postgraduate coordinator for approval to take sick leave where the duration of the sick leave is 10 days or less.

8.3.4 A recipient may be entitled to an additional 60 days sick leave within the duration of the scholarship for periods of sick leave exceeding 10 days.

8.3.5 A recipient must apply to the Dean of the UQ Graduate School for approval to take sick leave where the duration of the sick leave is more than 10 days. The application must include:

- (a) a medical certificate specifying the nature of the illness and the period or approximate period during which the recipient will be unable to work on their research and study; and
- (b) the endorsement of the recipient's advisory team and school/institute postgraduate coordinator.

- 8.3.6 An application for sick leave for more than 10 days must be provided to the UQ Graduate School as soon as is practical but not later than 2 weeks following the the first day of leave for the medical condition. It is the responsibility of the enrolling unit to act on behalf of the scholarship recipient where the recipient is unable to do so for themselves.
- 8.3.7 Applications submitted outside of the timelines in 8.3.6 will not be approved and repayment of scholarship funds provided during the period of non-approved leave will be required.
- 8.3.8 A recipient's scholarship stipend payments continue for periods of approved sick leave. For periods of sick leave exceeding 10 days that have been taken in a continuous period and approved by the Graduate School, the scholarship duration is increased by the amount of approved sick leave taken.
- 8.3.9 A recipient who has exhausted their sick leave entitlements must apply to the Dean of the UQ Graduate School for leave without stipend, as prescribed in condition 8.5.

8.4 Parental leave

- 8.4.1 Students who have completed 12 months of their scholarship are entitled to parental leave during the duration of the scholarship.
- 8.4.2 For the purposes of the conditions relating to parental leave, "child" means a child of the scholarship recipient under the age of one year, except for adoption of a child where "child" means a person under the age of five years who is placed with the scholarship recipient for the purposes of adoption, other than a child or step-child of the recipient or of the recipient's spouse or a child who has previously lived continuously with the recipient for a period of six months or more.
- 8.4.3 If the recipient is the primary carer of a child, the recipient is entitled to up to 60 days parental leave during the scholarship.
- 8.4.4 If the recipient is the partner of the primary carer for a child, the recipient is entitled to 5 days parental leave during the scholarship.
- 8.4.5 Parental leave must commence:
- (a) in the period commencing no earlier than 6 weeks before the birth or adoption of the child; and
 - (b) no later than the birth or adoption of the child.

8.4.6 A recipient must apply to the Dean of the UQ Graduate School for approval to take parental leave as stated in clause 8.4.6. The application must include:

- (a) a medical certificate or an appropriate document containing proof of birth or adoption; and
- (b) the endorsement of the recipient's advisory team and school/institute postgraduate coordinator.

8.4.7 A recipient must provide notice to the UQ Graduate School in advance of the expected date of commencement of Parental Leave. The notice requirements are:

- (a) at least ten weeks notice of the anticipated date of birth (included in a certificate from a registered medical practitioner stating that the recipient is pregnant);
- (b) at least four weeks notice of the date on which the recipient proposes to commence Parental Leave and the period of leave to be taken.

A recipient will not be in breach of this clause if failure to give the stipulated notice is occasioned by the birth of the child occurring earlier than the presumed date.

8.4.8 A recipient will provide to the University at least ten weeks prior to each proposed period of Partner Leave, with:

- (a) a certificate from a registered medical practitioner which names their partner, states that she is pregnant and the anticipated date of birth, or states the date on which the birth took place; and
- (b) written notification of the dates on which they propose to start and finish the period of Partner Leave

A recipient will not be in breach of this clause if failure to give the stipulated notice is occasioned by the birth of the child occurring earlier than the presumed date.

8.4.9 A recipient who has exhausted their parental leave entitlements must apply to the Dean of the UQ Graduate School for leave without stipend, as prescribed in condition 8.5.

8.5 Leave Without Stipend

8.5.1 A recipient must apply to the Dean of the UQ Graduate School for approval to take leave without stipend. The application must include:

- (a) an explanation of the circumstances leading to the request, including appropriate supporting documents; and
- (b) the endorsement of the recipient's advisory team and school/institute postgraduate coordinator.

8.5.2 An application for leave without stipend must be provided to the UQ Graduate School as soon as is practical but not later than 2 weeks from the first day of leave.

- 8.5.3 Applications to amend candidature submitted outside of the timelines in 8.5.2 will not be applied retrospectively.
- 8.5.4 A recipient may take leave without stipend for up to 12 months within the duration of the scholarship. Leave without stipend for periods exceeding 12 months may be approved by the Dean of the UQ Graduate School if, in the Dean's opinion, the following circumstances prevent the recipient undertaking research and study:
- (a) the recipient's ill health; or
 - (b) the recipient's caring responsibilities.
- 8.5.5 Periods of enrolment in the recipient's research higher degree program while on leave without stipend from the scholarship affect the duration of the scholarship, as prescribed in condition 2.3.

9. Change of Research Higher Degree Program while holding a scholarship

- 9.1 Unless otherwise prescribed in the scholarship rules, the recipient of a scholarship may transfer between the MPhil and PhD programs while holding the scholarship.
- 9.2 If an application to transfer between programs is approved, the maximum duration of the recipient's scholarship is reset to that of the new program as prescribed in condition 2.2.
- 9.3 The recipient's previous period holding the scholarship counts against the maximum duration determined by condition 9.2.
- 9.4 The recipient of a scholarship who submits an MPhil thesis for assessment and then immediately commences a PhD program may continue to hold their scholarship as if they had transferred between the MPhil and PhD programs as prescribed in condition 9.1.

10. Transfer and termination of scholarship

- 10.1 A scholarship awarded by the University is not transferable to another institution.
- 10.2 The Dean of the UQ Graduate School may terminate a scholarship in the following circumstances:
- (a) a recipient is in breach of a scholarship rule or a condition of the UQ Research Scholarship General Conditions; or
 - (b) the recipient's research higher degree candidature is terminated; or
 - (c) the recipient relinquishes the scholarship or withdraws from candidature; or
 - (d) the recipient ceases to be enrolled full-time in the research higher degree program and has not obtained approval to hold the scholarship while enrolled part-time; or
 - (e) the recipient fails to resume study at the conclusion of a period of scholarship leave and has not obtained approval to extend that leave; or

- (f) the recipient submits the thesis for assessment.
- (g) the recipient fails to make satisfactory progression within the Milestone review process

10.3 Scholarship stipend payments cease from the date of termination of the scholarship.