

IMPORTANT: Please ensure you retain this copy of the conditions of award and continue to refer to them throughout your candidature.

Conditions of Award 2019

UTS ATN-LATAM Research Scholarship Award

The UTS ATN-LATAM Research Scholarship Award is offered by the University to selected international students of exceptional research potential to undertake a Postdoctoral Research Doctorate study (PhD) at the University of Technology Sydney (**UTS**).

The duration of a full-time award is three years for a doctoral candidate. The University has the expectation that, with an appropriately scoped project and consistent effort, scholarship holders will complete their work and submit theses for examination within this time frame. In accepting the scholarship, the scholarship holder undertakes to work towards this goal. The UTS ATN-LATAM Research Scholarship Award is not transferrable to another institution.

1. ELIGIBILITY

1.1 To be eligible for a UTS ATN-LATAM, a student must:

- (a) be a citizen of one of the following countries: Argentina, Brazil, Chile, Colombia, Ecuador, Mexico, Paraguay, Peru or Uruguay; and
- (b) be an overseas student as defined in *the Higher Education Support Act 2003*; and
- (c) be a holder of an international student visa, meeting requirements as specified by the Department of Home Affairs, including the requirement to purchase and maintain a standard Overseas Student Health Cover policy approved by the Commonwealth Government Department of Health; and
- (d) have completed a Bachelor Degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment in accordance with clause (d); and
- (e) where applicants do not hold a Bachelor degree with First Class Honours in clause (c) above, the University may determine that the applicant has demonstrated an equivalent level of academic attainment. In determining an equivalent level of academic attainment, the University may consider previous study, relevant work experience, research publications, referees' reports and other research experience; and
- (f) be undertaking a higher degree by research (HDR) at the University in the year of the award (awards are not available to applicants whose enrolment into a postgraduate research program has not been accepted by the University); and
- (g) be commencing full time enrolment for the first time in a higher degree by research (**HDR**) at the University; and
- (g) not have completed a degree at the same or higher level as the proposed candidature; and
- (h) must not previously have held an Australian Government-funded postgraduate research scholarship unless it was terminated within six months of the scholarship's payments commencing; and

- (i) must not be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the stipend rate to undertake the *HDR*. Income earned from sources unrelated to the course of study is not subject to the 75% rule.

If the student does not satisfy all the above eligibility requirements, the student must notify the Graduate Research School in writing as soon as possible by email. Upon accepting an equivalent award, scholarship or salary providing a benefit greater than 75% of the stipend rate to undertake the *HDR*, the student must report this occurrence by sending the award letter or offer to the Graduate Research School immediately. The Graduate Research School will review the documents which may result in the stipend being relinquished (see 12. **TERMINATION OF SCHOLARSHIP**).

2. SELECTION POLICY

The UTS ATN-LATAM Research Scholarship Award is awarded in accordance with the eligibility requirements outlined in paragraph 1 and on a competitive basis using the respective Faculty/Institute's scoring system based on:

- academic merit of the applicant; and
- research and other relevant experience of the applicant; and
- publications record of the applicant; and
- relevance of the proposed research to the University's research strengths.

3. VALUE OF SCHOLARSHIP

The value of the *scholarship* will be as follows:

- Annual stipend of \$30,000 (currently tax-free) supporting living costs for full-time PhD study mode; stipends are not indexed
- Annual **tuition fee**, as specified in the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), for the *HDR* being undertaken by the student
- Single Overseas Student Health Cover

This annual stipend supporting living costs is paid in equal fortnightly instalments to the student bank account. Under current legislation stipends to full-time students are free of income tax.

4. TENURE CONDITIONS

4.1 Acceptance

Awardees should indicate the acceptance of their scholarship by the prescribed deadline in their offer letters; otherwise, the University may withdraw the scholarship if the awardee does not respond by the prescribed date.

4.2 Commencement

- 4.2.1** Newly commencing students must enrol and commence their award during the official enrolment period for the session in which the offer is made. The University may grant delayed commencement of the scholarship to the following session of the same year

where, due to significant prior commitments or exceptional circumstances, an awardee is not able to commence by the offered session.

4.2.2 The scholarship cannot be deferred to a later year.

4.3 Duration

4.3.1 A full-time scholarship may be held for three years for doctoral studies.

4.3.2 The duration of a UTSP will be increased by any periods of paid sick or maternity leave approved by the University (see paragraph 6)

4.4 Extension

4.4.1 The University may consider extending the duration of the scholarship for a doctoral student of up to six months provided the student is making satisfactory progress and the grounds for the extension relate to the study, are beyond the control of the student and are not of a personal nature. The circumstances affecting the research should also be evident in the student's review of progress.

Applications for extension must be supported by the principal supervisor and be endorsed by the Faculty/Institute. Extensions will be subject to approval by the Dean of the Graduate Research School. The procedure for applying for an extension is available from the UTS intranet (Staff Connect) after the student is enrolled: <https://staff.uts.edu.au/howdoi/Pages/Researching/Research%20students/Research%20scholarships/apply-for-scholarship-extension.aspx>

4.4.2 Extensions to the duration of the scholarship on the grounds of employment commitments will not be accepted.

5 ONGOING ELIGIBILITY

5.1 The University monitors scholarship holders' ongoing eligibility and progress to ensure that each student continues to meet eligibility requirements set out in paragraph 1 and maintain satisfactory progress. Except in special circumstances which the Graduate Research School Board of the Academic Board determines, throughout the tenure of the UTSP a student shall:

- (a) diligently pursue a course of study in the University as a candidate for the degree enrolled in; and
- (b) submit to the relevant Faculty each half year a report to enable review of progress in accordance with the guidelines approved by the Graduate Research School Board from time to time as per Section 11.13 of the UTS student and related rules found at <http://www.gsu.uts.edu.au/rules/11-13.html>
- (c) successfully complete the required candidature assessments as per Section 11.14 of the UTS student and related rules found at <http://www.gsu.uts.edu.au/rules/11-14.html> and
- (d) comply with the rules and regulations of the University concerning postgraduate students which can be found at: <http://www.gsu.uts.edu.au/rules/11-index.html>.

5.2 The scholarship holder must give at least twenty-one days' notice of intention to relinquish the scholarship (e.g.: on discontinuation of studies).

6 LEAVE ENTITLEMENTS

6.1 Scholarship holders are entitled to take up to twenty (20) working days' paid recreation leave and up to ten (10) days' paid sick leave for each year of their scholarship, pro rata basis. Up to 5 days of their paid sick leave may be used for family leave or family caring responsibilities. Leave for these purposes may be accrued but must be taken within the tenure of the scholarship. Leave periods for these purposes are not added to the tenure of the scholarship as students continue to be paid during the period of leave.

Application for recreation and standard sick leave (up to 10 days per year) is not required. However, scholarship holders are required to report the number of days of recreation and sick leave taken each session in their Review of Progress.

6.2 Scholarship holders may apply to receive additional paid sick leave of up to a total of twelve (12) weeks during the duration of the scholarship for periods of illness where a student has insufficient sick leave entitlements available under paragraph 5.3.1 for which a medical certificate has been provided. This period of leave is added to the tenure of the scholarship.

6.3 Additional sick leave entitlements may also be used to cover family leave or family caring responsibilities after exhausting their recreation and sick leave entitlements.

6.4 Scholarship holders who have completed twelve (12) months of their scholarship may apply for a maximum of twelve (12) weeks of paid maternity leave during the duration of the scholarship. This period of leave is added to the tenure of the scholarship. Unpaid maternity leave may be accessed through the suspension provision.

6.5 Scholarship holders who are partners of women giving birth during the scholarship and who have completed twelve (12) months of their scholarship may apply for five (5) days of paid parenting leave at the time of the birth or adoption. This period of leave is added to the tenure of the Scholarship. Unpaid parenting leave may be accessed through the suspension provision.

6.6 Periods of leave do not attract leave loading. Scholarship leave application forms for additional paid sick leave, maternity and parenting leave are downloadable from UTS intranet (Staff Connect). Completed forms must be submitted to GRS attached with relevant certified supporting documents.

7 THESIS ALLOWANCE

7.1 The University may pay a thesis allowance up to the maximum rate applicable at the time of submission of the thesis in addition to the annual stipend subject to the scholarship holder satisfying the conditions set out in paragraph 7.2. The allowance is a contribution to the cost of

production of the thesis (e.g. printing, binding) and does not include costs such as the purchase of computer equipment or postage. The thesis allowance is up to \$840 for the thesis.

- 7.2** The allowance must be claimed within 3 months of re/submission date of the thesis, or final thesis lodgement date. The combined total of allowances for submission and re-submission cannot not exceed the approved maximum rate applicable at the time of submission of the thesis.

The application form for the thesis allowance is available from UTS intranet (Staff Connect). Original tax receipts with the supplier's ABN associated with the submission and re-submission of a thesis or the lodgement of the bound copies must be attached.

8. RELOCATION ALLOWANCE

- 8.1** The University may pay a LATAM scholarship recipient a relocation allowance for the cost of relocating to Sydney from within Australia or from their home country. This covers travel & removal expenses for themselves up to the maximum total value of rate applicable in addition to the annual stipend. The relocation allowance is **a maximum total value of \$1,520**.
- 8.2** With regard to air travel, an eligible student will be reimbursed for travel cost equivalent to the cheapest economy or student airfare for a one-way trip. Proof of purchase and boarding passes must be provided.
- 8.3** Where travel is by car, an eligible student will be reimbursed for travel cost of a "per kilometre" allowance for one direct trip, as per the University's motor vehicle kilometre reimbursement claim procedure. The total travel cost must not exceed the cheapest equivalent airfare. Fuel receipts may be used as evidence of travel.
- 8.4** Removal expenses are only for moving personal items to Sydney. Original tax receipts with the supplier's ABN and receipts must be provided.
- 8.5** A completed Stipend allowance form must be submitted to Graduate Research School detailing the expenses with the relevant original tax invoice and receipts attached, and evidence of travel. Claims must be made within six (6) months of commencement of the LATAM Scholarship.
- 8.6** Relocation allowances are not payable for travel undertaken after completion of studies, or termination of LATAM Scholarship.

9. SUSPENSION OF SCHOLARSHIP

- 9.1** After completion of the first six months of the Scholarship, the student may be granted up to twelve months (two sessions) suspension of his/her Scholarship with the permission of the University, subjected to conditions of student visa.

- 9.2** Periods of approved suspension will be added to the normal time for which the Scholarship may be held. Any periods of study undertaken towards the degree during suspension of the Scholarship will be deducted from the maximum period of tenure.
- 9.3** If the Scholarship holder remains enrolled while his/her scholarship is suspended, this period of enrolment will be deducted from the scholarship duration; that is, the duration of the scholarship will be reduced. It is therefore recommended that the Scholarship holder applies for a concurrent interruption of his/her candidature.
- 9.4** Note that if the Scholarship holder does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend the period of suspension, the scholarship will be terminated.
- 9.5** If prior approval of a suspension of Scholarship is not obtained, the Scholarship holder will be deemed to be absent without permission and the Scholarship will terminate.
- 9.6** Leave of Absence Forms for scholarship holders are available from the UTS intranet (Staff Connect).

10. PAID EMPLOYMENT

- 10.1** The following conditions apply if a scholarship holder wishes to undertake work other than work that is specified as a course requirement:
- 10.1.1** A scholarship holder with a student visa may undertake work unrelated to their course requirements consistent with the conditions of the student visa provided the scholarship holder obtains the approval of the Responsible Academic Officer (RAO) prior to undertaking such work. The RAO's decision will take the principal supervisor/s' recommendation into consideration. Details of paid employment or other activities, which temporarily interfere with the capacity to devote the required minimum hours per week to the research project, must be recorded in the student's review of progress.
- 10.1.2** The University may not approve an scholarship holder undertaking work unless it is satisfied that the work will not interfere with the scholarship holder's study programme. Research degree students are expected to devote a minimum of 35 hours per week for full-time study. Students engaging in other activities such as paid employment must not compromise the average weekly amount of time they devote to their research project. Scholarship holders must seek approval of the Responsible Academic Officer (RAO) in their Faculty or Institute prior to engaging in part-time work in excess of 8 hours per week.
- 10.2** Work commitments cannot be accepted as grounds for an extension of the duration of the scholarship.

11. SCHOLARSHIP OVERPAYMENT

A scholarship recipient is required to repay any scholarship overpayment within thirty calendar days of being requested to do so by the University. Scholarship overpayments are viewed as financial obligations by the University and failure to repay may result in sanctions being placed on your candidature as per Section 4.4 of the Student and Related Rules at UTS. More information is available at <http://www.gsu.uts.edu.au/rules/4-4.html>

12. TERMINATION OF SCHOLARSHIP

- (a) The scholarship will be terminated if:
- (i) upon the submission of the thesis for examination; or
 - (ii) once the maximum duration of the scholarship has been reached; or
 - (iii) if the student ceases to meet the eligibility criteria; or
 - (iv) if the University determines that the course of study is not being carried out with competence and diligence in accordance with the offer of Scholarship; or
 - (v) if the University determines that the student is guilty of serious academic misconduct including, but not limited to, the provision of false or misleading information; or
 - (vi) if the student ceases to be enrolled as a full-time research student; or
 - (vii) if the student fails to maintain *Satisfactory Progress*
- (b) If the Scholarship is terminated, it cannot be re-activated unless the termination occurred in error, or on re-submission of the thesis. For thesis re-writes, the Scholarship may be re-activated until the thesis is finally submitted, to the maximum duration of the Scholarship.

13. PROVISION OF FALSE OR MISLEADING INFORMATION

If the University knows or has reason to believe that a student in receipt of an LATAM Scholarship has provided false or misleading information to the University in relation to the Scholarship, the University will immediately re-assess the student's entitlement to the Scholarship.