

# Thesis Completion Equity Grant Guidelines

For Higher Degree by Research Students



Graduate Research School [research.scholarships@uts.edu.au](mailto:research.scholarships@uts.edu.au)

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Level 7 Building 1 Broadway

## General Instructions

These guidelines are designed to assist you in completing the Thesis Completion Equity Grant application form.

**It is recommended that you consult with the Scholarships Team at the Graduate Research School to discuss the required supporting documentation and eligibility criteria prior to submitting your application.**

Application deadlines:

	Round 1	Round 2	Round 3
For thesis submission between	May 2020 to August 2020	September 2020 to December 2020	January 2021 to April 2021
Applications close	31 March 2020	30 June 2020	30 September 2020
Outcome	April 2020	July 2020	October 2020
Reporting due	2 months upon submission of thesis		

## Eligibility

The Thesis Completion Equity Grant is open to **Domestic** Higher Degree by Research students who:

1. Demonstrate financial hardship (low income) and eligibility for one or more of the following equity target groups:
  - Australian Aboriginal and/or Torres Strait Islander\*
  - student with a disability, impairment, chronic medical condition, illness, or long term medical condition that affects their studies
  - student who is a sole parent\*\* and/or has carer responsibilities\*\*\*
  - female student in a non-traditional area of study (Accounting; Finance and Economics; Applied Physics; Architecture; Building Studies; Engineering and Information Technology)
  - Students from non-English speaking backgrounds
2. Are estimated to be within six months of thesis completion and need to establish a block of time for concentrated work to finalise their thesis; and
3. Are not currently receiving a full-time scholarship (e.g. RTPS, UTSD) unless they can demonstrate financial hardship. Students may apply for a Thesis Completion Equity Grant for any period they are not on another full-time scholarship.
4. Have not received the Thesis Completion Equity Grant previously.

\* For administrative purposes, the Commonwealth has defined an Australian Aboriginal person and/or Torres Strait Islander as someone meeting all three of the criteria below:

- be a person of Aboriginal and/or Torres Strait Islander descent; and
- identify as an Aboriginal and/or Torres Strait Islander; and
- be accepted as such by the community in which he or she lives.

Applicants may be required to provide evidence of the above to the Jumbunna Institute for Indigenous Education and Research.

\*\* To be a considered having sole parent responsibilities an applicant must meet the criteria of being a person of any age who is single and has at least one dependent child under 18 who is wholly or primarily in their care and who is in Australia.

\*\*\* To be a considered having carer responsibilities an applicant must meet the criteria of being a person of any age who, without being paid, cares for another person who is in Australia and who needs ongoing support because of a long-term medical condition, a mental illness, a disability, frailty or the need for palliative care. A carer:

- may or may not be a family member and may or may not live with the person they care for
- may be in receipt of a Centrelink Carer Allowance or Carer Payment.

Volunteers under the auspices of a voluntary organisation are not included.

## Point Score System

### Equity criteria:

- |  |          |
|--|----------|
| 1. Demonstrated financial hardship (low income)  | <b>3</b> |
| 2. Australian Aboriginal and/or Torres Strait Islander*  | <b>3</b> |
| 3. Student with a disability, impairment, chronic medical condition, illness, or long term medical condition which affects their studies | <b>2</b> |
| 4. Student who is a sole parent** and/or has carer responsibilities***   | <b>2</b> |
| 5. Female student in a non-traditional area of study   | <b>2</b> |
| 6. Student from a non-English speaking background (NESB)   | <b>2</b> |

## Certification of Documents

Please provide certified copies of all original supporting documents, per the UTS Governance requirements:

<http://www.uts.edu.au/about-uts/uts-governance/privacy/your-privacy-uts/providing-certified-documents-uts>

You are also required to submit a statutory declaration as part of this application.

A Statutory Declaration is a written statement that allows a person to declare something to be true.

When you make a statutory declaration, you are declaring that the statements in it are true. If you intentionally make a false statement in a declaration, you can be charged with an offence. The penalty for making a false statement in a statutory declaration is a maximum of four years imprisonment.

Where you are required to submit a Statutory Declaration, please do so in accordance to the requirements listed:

<http://www.uts.edu.au/current-students/managing-your-course/your-student-info/student-records/supporting-documentation#-strong-statutory-declarations-strong->

Statutory declarations are available from <http://www.ag.gov.au/publications/pages/statutorydeclarations.aspx>. Please ensure that your statutory declaration is signed by a Justice of the Peace, as per the instructions on the form. For a list of JPs in your area, please visit <https://www.jp.nsw.gov.au/findajp>.

## Section 1: Student Details

Please enter your personal details, course name and study mode on the application form.

## Section 2: Financial Consideration

In this section you will need to demonstrate financial hardship by providing supporting documents such as:

- certified copy of a current Health Care/Pension/Low Income Card; and/or
- certified evidence of currently receiving Centrelink payment such as Austudy, parenting payment, carer payment, rental allowance or other financial assistance.

You MUST also demonstrate your financial hardship by completing the monthly household income and expense table (found on the form), in addition to submitting evidence of financial hardship in the form of the following documentation:

- copy of your most recent Australian Tax Office *Notice of Assessment*;
- copy of your partner's most recent Australian Tax Office *Notice of Assessment* if household income is declared;
- copy of other evidence of income e.g. three recent payslips, rental income statement.

## Section 3: Equity Consideration

In this section you will need to demonstrate your eligibility for one or more of the equity target groups.

Please indicate which group(s) you are eligible for on the form, and attach relevant supporting documentation as

applicable.

Note that any statements provided will need to be included in the Statutory Declaration required in section 4.

1. Australian Aboriginal and/or Torres Strait Islander\* (as defined in Eligibility section of this document)
2. Student with a disability, impairment, chronic medical condition, illness, or long term medical condition which affects their studies
  - Certified copies of your medical certificate/s from medical professional/s;
  - A statement in the form of a statutory declaration, describing the difficulties you face as a result of your condition, and the impact this has on your educational performance;
3. Student who is a sole parent\*\* and/or has carer responsibilities\*\*\*
  - A statement in the form of a statutory declaration, describing your major daily care responsibilities (e.g. how many children and/or dependents other than children you support and their ages, what level of care they require, how you look after their daily needs, and comment on their special needs);
4. Female student in a non-traditional area of study
  - A statement in the form of a statutory declaration, describing the difficulties you face as a female student in the non-traditional area of study you are in;
5. Student from a non-English speaking background (NESB)
  - A statement in the form of a statutory declaration covering: language spoken at home, country and language in which your education was undertaken prior to coming to Australia, details of English as a Second Language (ESL) support received, and how these have impacted on your educational performance;
  - Copy of your immigration visa and/or certified copy of an Intensive English Centre exit report;
  - A certified statement or certified academic records showing your undergraduate studies were completed in a language other than English;
  - A statement from either a current or previous Australian institution where you have studied, indicating any hardship experienced as a result of your non-English speaking background.

#### Section 4: Proposed Use of the Grant

In this section you will need to demonstrate how you will use the grant to complete your thesis within the next 6 months.

Please respond to the questions on the application form regarding:

- Grant amount
- Expected Work Submission (EWS) date
- When you plan to submit your thesis (this date must be within the current round of Thesis Completion Equity Grant submission date range)

You are also required to submit a Statutory Declaration addressing the following:

- Your own assessment of your progress on your thesis to date
- A summary of how you plan to use the Grant to complete your thesis within 6 months

To support the statements you have made in your Statutory Declaration, please attach the following:

1. Detailed schedule/timeline for completion of your thesis (be realistic about what you can achieve within a concentrated period of time)
2. Detailed budget showing how you would use the Grant to complete your thesis within 6 months (use of the funds may include, but are not limited to, your thesis submission costs, support for your studies, or household costs). Please check your Conditions of Award attached to your scholarship offer letter if you hold an active primary scholarship or were previously on a scholarship, as you may be eligible for a thesis allowance.

## Section 5 & 6: Student Declaration and Faculty Support

Your supervisor will be required to endorse your application by providing a brief letter stating the progress of your research as well as confirming the completion timeline.

Please complete the student declaration section on the form, and obtain your Principal Supervisor and RAO support **prior** to submitting your Thesis Completion Equity Grant application form along with your supporting documentation to the Graduate Research School (Building 1, Level 7). Late and incomplete applications, including those submitted to Graduate Research School without the faculty support will **not** be assessed.

## Accountability and Reporting

If your application for the Thesis Completion Equity Grant is successful, you will be required to submit a brief report outlining how the Grant helped you to complete your thesis within 6 months of receipt of the grant. The report must be signed by your Principal Supervisor and endorsed by your RAO, then submitted to the Graduate Research School within one month of completing your thesis or within one month of completing the six month block, whichever comes first.

## Where to Submit the Form

**Please submit your completed and Supervisor endorsed application form to your Faculty for RAO approval, and ensure that you allow sufficient time for faculty processing to be completed prior to submission to GRS by the prescribed deadline.**

**Note that incomplete, late and retrospective applications will not be assessed.**

**In person:** Graduate Research School, UTS  
Level 7, Building 1  
No. 15 Broadway  
Ultimo NSW 2007

**By Post:** Graduate Research School  
University of Technology Sydney  
PO Box 123  
Broadway NSW 2007

**For any enquiries** about the application process, please contact the Graduate Research School:

**Phone:** (02) 9514 1336

**Email:** [research.scholarships@uts.edu.au](mailto:research.scholarships@uts.edu.au)