

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

The Ross Milbourne Research Scholarship in Economics

The Ross Milbourne Research Scholarship in Economics is funded by the Australian Government, Department of Education and Training alongside University of Technology Sydney (UTS) in honour of Professor Ross Milbourne to support students of exceptional research potential to undertake a higher degree by research in a field of economics at UTS. The scholarship is provided to assist with general living costs.

1. ELIGIBILITY

1.1. To be eligible for the scholarship, a student must:

- (a) be accepted for admission to a higher degree by research at the University of Technology Sydney (UTS); and
- (b) be undertaking a research project in the field of economics; and
- (c) 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 paragraph 1.3; and
- (d) be undertaking a higher degree by research (HDR) commencing at the University in the year of the scholarship; and
- (e) be enrolled as a full-time student unless the University has approved a part-time award under section 4.2 of these Conditions; and
- (f) not have completed a degree at the same or higher level as the proposed candidature; and
- (g) not be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the scholarship 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 5.7. **TERMINATION OF AWARD**).

1.2 Where applicants do not hold a Bachelor Degree with First Class Honours, 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.

1.3 Applicants will be selected for this scholarship on a competitive basis, and the quality of candidates' applications will be considered, as per section 2 of these Conditions.

2. SELECTION POLICY

2.1 The scholarship is awarded in accordance with the eligibility requirements outlined in the Guidelines and on a competitive basis, taking into account the following criteria:

- (a) academic merit in previous studies; and
- (b) research and other relevant experience of the applicant; and
- (c) research capacity of the applicant; and
- (d) relevance of the proposed research to the field of economics

3. TENURE CONDITIONS

3.1. 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.

3.2. Commencement

3.2.1. 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 award 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.

3.2.2. Currently enrolled students may commence their award from the date of the scholarship offer letter, but not before 1 January.

3.2.3. The scholarship cannot be deferred to a later year.

3.3. Duration

3.3.1. A full-time scholarship may be held for three years for doctoral degrees and two years for masters by research degrees. The duration of a part-time award is six years for doctoral degrees and four years for masters by research degrees (see paragraph 5.2 below).

3.3.2. The maximum scholarship tenure will be reduced by any periods of study undertaken:
(a) towards the degree prior to commencement of the scholarship; and/or
(b) towards the degree during suspension of the scholarship.

3.3.3. The duration of the scholarship will be increased by any periods of paid sick or maternity leave approved by the University (see paragraph 5.4).

- 3.3.4. If a part-time award is converted to a full-time award, the period of the time that the student is regarded as having been in receipt of the part-time award immediately prior to the conversion will be halved for the purpose of determining the duration the awardee is regarded as having been in receipt of a full-time award immediately after conversion.
- 3.3.5. If a full-time award is converted to a part-time award, the period of the time that the student is regarded as having been in receipt of the full-time award immediately prior to the conversion will be doubled for the purpose of determining the duration the awardee is regarded as having been in receipt of a part-time award immediately after conversion.

3.4. Extension

- 3.4.1. 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 not of a personal nature. The circumstances affecting the research should also be evident in the student's review of progress. A further six month extension may be available subject to available funding.

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>

- 3.4.2. No extensions are possible for masters by research students.

4. BENEFITS

4.1. Annual Stipend

The annual stipend rates are as follows:

- (a) \$30,000 (currently tax-free) for full-time study mode; and
- (b) \$15,000 (currently taxable) for part-time study mode, if a part-time award is approved under paragraph 4.2.

- 4.1.1. Payments are made in equal fortnightly instalments directly to a nominated account in the scholarship holder's name with an Australian Authorised Deposit-taking Institution through the University's payment system. Part-time stipends may be adjusted to withhold tax.
- 4.1.2. Under Section 23(z) of the Income Tax Assessment Act 1936 (as amended), full-time scholarships are presently exempt from taxation. It is the responsibility of the

scholarship holder to assess the tax liability of their scholarship. The University cannot provide advice regarding taxation. Please refer to the Australian Tax Office Website for further information: <http://www.ato.gov.au>

4.2. Relocation Allowance

The University may pay a scholarship holder a relocation allowance for the cost of relocating to Sydney from within Australia to take up the scholarship at the University subject to paragraph 4.2.5.

- 4.2.1. This covers travel & removal expenses for themselves, their spouse and dependants up to the maximum rate applicable in addition to the annual stipend. The relocation allowance limits are:
 - (a) up to \$505 per eligible adult; and
 - (b) up to \$255 per eligible child; and
 - (c) up to a maximum total value of \$1,520
- 4.2.2. Where travel is by air, 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.
- 4.2.3. 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 (excluding accommodation and meal cost) as per paragraph 5.2.2. Fuel receipts may be used as evidence of travel.
- 4.2.4. Removal expenses are only for moving personal items to Sydney. Original tax receipts with the supplier’s ABN and receipts must be provided.
- 4.2.5. A completed scholarship 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 scholarship.
- 4.2.6. Relocation allowances are not payable for travel undertaken after completion of studies, or termination of the scholarship.

4.3. Thesis Allowance

- 4.3.1. 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 5.2.8. 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 allowances limit are:

- (a) up to \$420 for a masters by research thesis; and
- (b) up to \$840 for a doctoral thesis.

4.3.2. The allowance must be claimed within one year of re/submission date of the thesis, or lodgement date and within two years of termination of the scholarship. 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.

4.3.3. The application form for the thesis allowance is available from Graduate Research School website. 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.

4.4. Leave Entitlements

4.4.1. 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.

4.4.2. Scholarship holders are entitled 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 4.4.1 for which a medical certificate has been provided. This period of leave is added to the tenure of the scholarship.

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

4.4.4. Scholarship holders who have completed twelve (12) months of their scholarship are entitled to twelve (12) weeks of paid **maternity leave** for the first child, and a further twelve (12) weeks of paid maternity leave for the second child, born or adopted during the tenure 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.

4.4.5. Scholarship holders who are partners of women giving birth or adopting during the scholarship and who have completed twelve (12) months of their scholarship are

entitled to 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.

4.4.6. Periods of leave do not attract leave loading. Scholarship leave application forms for additional paid sick leave, maternity and parenting leave are downloadable from Graduate Research School website. Completed forms must be submitted to GRS attached with relevant certified supporting documents.

5. OTHER CONDITIONS

5.1. Ongoing Eligibility

The University monitors Stipend recipient's ongoing eligibility and progress to ensure that each student continues to meet the eligibility requirements set out in section 1 and maintain satisfactory progress. Except in special circumstances as determined by the Graduate Research School Board of the Academic Board, throughout the term of the Stipend 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> and
- (c) successfully complete the required stage assessments as per Section 11.15 of the UTS student and related rules found at <http://www.gsu.uts.edu.au/rules/11-15.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>.

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

5.2. Scholarship for Part-time Study

5.2.1. The University may approve a part-time award if the student has reasons acceptable to the University that preclude full-time study for part or all of the course of study.

5.2.2. The scholarship may not be held part-time for employment reasons.

5.2.3. For the purpose of 5.2.1, the University must be satisfied that the reasons relate to caring commitments, a medical condition, a disability or other circumstance which limits the student's capacity to undertake full-time study.

- 5.2.4. Application for the part-time award requires a written request to the Dean of the Graduate Research School with the support of the principal supervisor and the Responsible Academic Officer (RAO). A separate application form for part-time enrolment for the candidature is from the UTS intranet (Staff Connect) after the student is enrolled:
<https://staff.uts.edu.au/howdoi/Pages/Researching/Research%20students/Research%20student%20administration/change-my-study-load.aspx>
- 5.2.5. Students holding the scholarship on a part-time basis are required to change to full-time if a change to their circumstances means that they no longer qualify to hold their scholarship on a part-time basis.
- 5.2.6. The University will subject part-time scholarship holders to the same restrictions on employment as full-time scholarship holders.
- 5.2.7. A part-time scholarship holder is expected to progress at half the rate of a full-time scholarship holder.
- 5.2.8. Part-time RTP Stipend recipients may revert to full-time study with the permission of the Faculty. A separate application form for full-time enrolment for the candidature is from the UTS intranet (Staff Connect) after the student is enrolled:
<https://staff.uts.edu.au/howdoi/Pages/Researching/Research%20students/Research%20student%20administration/change-my-study-load.aspx>
- 5.2.9. The stipend associated with a part-time scholarship is presently considered to be taxable by the Australian Government. As the University does not provide advice regarding taxation matters, it is the responsibility of the individual student to seek his/her own independent professional advice prior to submitting his/her tax return.

Suspension of Award

- 5.2.10. 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.
- 5.2.11. 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.
- 5.2.12. If the scholarship holder remains enrolled whilst his/her Stipend is suspended, this period of enrolment will be deducted from the Stipend duration; that is, the duration of the Stipend will be reduced. It is therefore recommended that the Stipend holder applies for a leave of absence with respect to his/her candidature. Information regarding leave

of absence is available in the Graduate Research Candidature Management, Thesis Preparation and Submission Procedures which is available on the UTS website

- 5.2.13. 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.
- 5.2.14. If prior approval of a suspension of the scholarship is not obtained, the scholarship holder will be deemed to be absent without permission and the scholarship will terminate.

5.3. Conversion of Degrees

- 5.3.1. Students may convert from a masters by research degree to a doctoral degree or from a doctoral degree to a masters by research degree and continue to receive their scholarship.
- 5.3.2. A student who completes a masters by research degree may continue to receive their scholarship for a doctoral degree provided there is no interval between the completion of the masters by research degree and the commencement of the doctoral degree or that such an interval is covered by suspension of the scholarship.
- 5.3.3. The maximum duration of a converted scholarship becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion.

5.4. Paid Employment

- 5.4.1. Full-time scholarship holders are required to work on their research project and complete their thesis within the allocated period and are only permitted to undertake a limited amount of paid employment which must not interfere with the student's study and progress.
- 5.4.2. HDR students are expected to devote a minimum of 35 hours per week for full-time study and 17.5 hours per week for part-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 RAO in their Faculty or Institute prior to engaging in part-time work in excess of 8 hours per week.
- 5.4.3. 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.

5.5. Termination of Award

5.5.1. The scholarship will terminate:

- (a) if the student ceases to meet the eligibility criteria specified in paragraph 1 other than during a period in which the scholarship has been suspended with approval or during a period of leave in accordance with paragraph 4.4; or
- (b) when the scholarship holder ceases to be a full-time student and approval has not been obtained from the University to hold the scholarship on a part-time basis; or
- (c) upon submission of the thesis for examination or when the scholarship expires, whichever is the earlier; or
- (d) if, after due enquiry, the University determines that:
 - i. the course of study is not being carried out with competence and diligence or in accordance to the offer of the scholarship; or
 - ii. the student has failed to maintain satisfactory academic progress; or
 - iii. the student has committed serious misconduct, including, but not limited to, the provision of false or misleading information as outlined in paragraph 6.1.

5.5.2. 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 reactivated until the thesis is finally submitted, to the maximum duration of the scholarship.

5.6. Scholarship Overpayment

The scholarship holder 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 Rule 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>

6. OTHER INFORMATION

6.1. Provision of False or Misleading Information

If the University knows or has reason to believe that a student in receipt of the scholarship has provided false or misleading information to the University in relation to the scholarship, the University will immediately reassess the student's entitlement to the scholarship.

6.2. Insurance

6.2.1. Research students should be aware that the University only provides a minimal level of automatic insurance cover for personal accidents for enrolled students, and only whilst the student is on campus. Where a student's research involves high-risk activities or the

student research is located off-campus, he/she should contact the Faculty Research Office to request approval so that the activity is covered by insurance.

6.2.2. Research students conducting fieldwork or conference presentations interstate or overseas will have insurance cover only if the activity is approved UTS business. Please contact the Faculty Research Office for approval. For information on insurance please go to the UTS Insurance Website at <http://www.fsu.uts.edu.au/insurance/>.

7. ACKNOWLEDGEMENT

There is a legislative requirement that you acknowledge the support in any published materials related to your HDR. This relates to any time, both during and after completion of your HDR. Materials include items such as books, articles, newsletters or other literary or artistic works which relate to your HDR project. The acknowledgement must include the mention of your support through an "Australian Government Research Training Program Scholarship". We suggest that you use the statement "This research is supported by an Australian Government Research Training Program Scholarship."

8. NOTIFICATION OF COMMONWEALTH HIGHER EDUCATION STUDENT SUPPORT NUMBER (CHESSN)

To be eligible for an RTP scholarship the University is required to issue you a CHESSN and report this number to the Department of Education and Training. If you already have a CHESSN from previous study, the number will remain the same. If not the University will seek a number on your behalf and will notify you of this number prior to the research census date found in the [UTS: Handbook](#).