

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

Conditions for Award 2018

UTS Doctoral Scholarships (UTSD)

UTS Doctoral Scholarships (**UTSD**) are awarded to students of exceptional research potential undertaking a Higher Degree Research (**HDR**) in Australia. The scholarship is provided to assist with students' general living costs.

The duration of a full-time UTSD is three years for a doctoral candidate and two years for a master's research candidate. The University has the expectation that, with an appropriately scoped project and consistent effort, UTSD holders will complete their work and submit theses for examination within this time frame. In accepting the UTSD, the UTSD holder undertakes to work towards this goal. The University may approve a part-time UTSD in accordance with paragraph 4.2 of these conditions.

1. ELIGIBILITY

1.1. To be eligible for a UTSD, a student must:

- (a) 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 1.2; and
- (b) be undertaking a higher degree by research (HDR) at the University in the year of the UTSD (UTSDs are not available to applicants whose enrolment into a postgraduate research program has not been accepted by the University); and
- (c) be enrolled as a full-time student, unless the University has approved a part-time UTSD for a domestic student under paragraph 4.2 of these Conditions; and
- (d) not have completed a degree at the same or higher level as the proposed candidature; and
- (e) not previously have held an Australian Government-funded postgraduate research Stipend, unless it was terminated within six months of the UTSD payments commencing; and
- (f) not be receiving an equivalent award, stipend or salary providing a benefit greater than 75% of the RTP Scholarship stipend rate to undertake the HDR. Income earned from sources unrelated to the course of study is not subject to the 75% rule.

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.

2. SELECTION POLICY

2.1. The UTSD is awarded in accordance with the eligibility requirements outlined in the Guidelines and on a competitive basis using the respective Faculty/Institute's scoring system based on:

- (a) academic merit of the applicant; and
- (b) research and other relevant experience of the applicant; and
- (c) publications record of the applicant; and
- (d) relevance of the proposed research to the University's research strengths.

3. TENURE CONDITIONS

3.1. Acceptance

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

3.2. Commencement

3.2.1. Newly commencing students must enrol and commence their award between 1 January and 31 March of the year for which the offer is made, unless the offer of award is made after 31 March. 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 UTSD offer letter, but not before 1st January.

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

3.3. Duration

3.3.1. A full-time UTSD may be held for three years for doctoral studies and two years for Master's by Research studies. The duration of a part-time award is six years for doctoral studies and four years for Master's by Research studies (see paragraph 4.2 below).

3.3.2. The maximum UTSD tenure will be reduced by any periods of study undertaken:

- (a) towards the degree prior to commencement of the UTSD; and/or
- (b) towards the degree during suspension of the UTSD; and/or
- (c) previously while receiving an Australian Postgraduate Coursework Award

3.3.3. The duration of a UTSD 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 UTSD is converted to a full-time UTSD, at the point of conversion the period of the time that the student was in receipt of the part-time UTSD immediately prior to the conversion will be halved to determine the duration of the UTSD remaining as a full-time award immediately after conversion.

3.3.5. If a full-time UTSD is converted to a part-time UTSD, at the point of conversion the period of the time that the student was in receipt of the full-time UTSD immediately

prior to the conversion will be doubled to determine the duration of the UTSD remaining as a part-time award immediately after conversion.

3.4. Extension

- 3.4.1. The University may consider extending the duration of a UTSD 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 and are beyond the control of the student. 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>

- 3.4.2. Extensions to the duration of a UTSD on the grounds of employment commitments will not be accepted.
- 3.4.3. Extensions to the duration of a UTSD for a Master's by Research candidate are not permitted.

4. OTHER CONDITIONS

4.1. Ongoing Eligibility

The University monitors UTSD recipient's 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 UTSD 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 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>.

A UTSD recipient must give at least twenty-one days' notice of intention to relinquish the UTSD (e.g.: on discontinuation of studies).

4.2. UTSDs for Part-time Study

4.2.1. The University may approve a part-time UTSD if:

- (a) the student is a domestic student; **and**
- (b) the student has reasons acceptable to the University that preclude a full-time study for part or all of the course of study; or

4.2.2. A UTSD may not be held part-time for employment reasons.

4.2.3. For the purpose of 4.2.1 (b), 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.

4.2.4. Application for the part-time UTSD 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>

4.2.5. Students holding a UTSD 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 UTSD on a part-time basis.

4.2.6. The University will subject part-time UTSD recipients to the same restrictions on employment as full-time UTSD recipients.

4.2.7. A part-time UTSD recipient is expected to progress at half the rate of a full-time UTSD recipient.

4.2.8. Part-time UTSD 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>

4.2.9. Part-time UTSD is 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.

4.3. Suspension of Award

4.3.1. After completion of the first six months of the UTSD the student may be granted up to twelve months (two sessions) suspension of his/her UTSD with the permission of the University.

4.3.2. Periods of approved suspension will be added to the normal time for which the UTSD may be held.

4.3.3. If the UTSD recipient remains enrolled whilst his/her UTSD is suspended, this period of enrolment will be deducted from the UTSD duration; that is, the duration of the UTSD will be reduced. It is therefore recommended that the UTSD recipient applies for a concurrent interruption of his/her candidature. Leave application form for Stipend recipients is available on the UTS intranet (Staff Connect) after the student is enrolled: <https://staff.uts.edu.au/howdoi/Pages/Researching/Research%20students/Research%20Stipends/apply-for-Stipend-leave.aspx>

4.3.4. Note that if the UTSD recipient does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend the period of suspension, the UTSD will be terminated.

4.3.5. If prior approval of a suspension of the UTSD is not obtained, the UTSD recipient will be deemed to be absent without permission and the UTSD will terminate.

4.4. Conversion of Degrees

4.4.1. Students may convert from a Master's by Research degree to a doctoral degree or from a doctoral degree to a Master's by Research degree and continue to receive their UTSD.

4.4.2. A student who completes a Master's by Research degree may continue to receive their UTSD for a doctoral degree provided there is no interval between the completion of the Master's by Research degree and the commencement of the doctoral degree or that such an interval is covered by suspension of the UTSD.

4.4.3. The maximum duration of a converted UTSD becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion.

4.5. Paid Employment

4.5.1. Full-time UTSD recipients 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 their study and progress.

4.5.2. 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. UTSD recipients 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.

4.5.3. 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.

4.6. Transfer of Awards between Institutions (UTSD only)

4.6.1. Current UTSD recipients who wish to transfer to another institution may continue to receive their UTSD only if their new institution agrees to its continuation and is able to support the transferring student from its UTSD grant amounts.

4.6.2. Current UTSD recipients from another Australian university who wish to transfer their UTSD to the University of Technology Sydney are required to apply in the annual UTSD round of applications at this University. Their application will be considered and ranked with all other applications received in that round and in accordance with the University's selection policy specified in this document.

4.6.3. A transfer of the UTSD will not in itself constitute grounds for an extension of the UTSD tenure.

4.7. Termination of Award

4.7.1. The UTSD will terminate:

- (a) if the student ceases to meet the eligibility criteria specified in paragraph 1 other than during a period in which the UTSD has been suspended with approval or during a period of leave in accordance with paragraph 5.4; or
- (b) when the UTSD recipient ceases to be a full-time student and approval has not been obtained from the University to hold the UTSD on a part-time basis; or
- (c) upon submission of the thesis for examination or when the UTSD expires, whichever is the earlier; or
- (c) 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 UTSD; 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.

4.7.2. If the UTSD 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 UTSD may be re-activated until the thesis is finally submitted, to the maximum duration of the UTSD.

4.8. Stipend Overpayment

A UTSD recipient is required to repay any UTSD overpayment within thirty calendar days of being requested to do so by the University. UTSD 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>

5. BENEFITS

5.1. Annual Stipend

The annual stipends for 2018 are:

- (a) \$27,082 (currently tax-free) for full-time study mode; and
- (b) \$13,541 (currently taxable) for part-time study mode.

These rates are indexed every year.

5.1.1. Payments are made in equal fortnightly instalments directly to a nominated account in the UTSD recipient's name with an Australian Authorised Deposit-taking Institution through the University's payment system. Part-time stipends may be adjusted to withhold tax. The stipend rates are indexed annually from the 1st of Jan every year.

5.1.2. Under Section 23(z) of the Income Tax Assessment Act 1936 (as amended), full-time UTSDs are presently exempt from taxation. It is the responsibility of the UTSD recipient to assess the tax liability of their UTSD. The University cannot provide advice regarding taxation. Please refer to the Australian Tax Office Website for further information:
<http://www.ato.gov.au>

5.2. Relocation Allowance

5.2.1. The University may pay a UTSD recipient a relocation allowance for the cost of relocating to Sydney from within Australia to take up the UTSD at the University subject to paragraph 5.2.5. 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

5.2.2. 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.

5.2.3. 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.

5.2.4. Removal expenses are only for moving personal items to Sydney. Original tax receipts with the supplier's ABN and receipts must be provided.

5.2.5. 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 UTSD.

5.2.6. Relocation allowances are not payable for travel undertaken after completion of studies, or termination of UTSD.

5.3. Thesis Allowance

5.3.1. 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 UTSD recipient satisfying the conditions set out in paragraph 5.3.2. 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 allowances limit are:

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

5.3.2. 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 UTSD. The combined total of allowances for submission and re-submission cannot exceed the approved maximum rate applicable at the time of submission of the thesis.

5.3.3. The application form for the thesis allowance is available from the 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.

5.4. Leave Entitlements

5.4.1. UTSD recipients 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 UTSD, pro rata basis. Up to 5 days of their paid sick leave may be used for family leave or family caring responsibilities. Leave periods for these purposes are not added to the tenure of the UTSD 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, UTSD recipients are required to report the number of days of recreation and sick leave taken each session in their Review of Progress.

5.4.2. UTSD recipients are entitled to receive **additional paid sick leave** of up to a total of twelve (12) weeks during the duration of the UTSD for periods of illness where a student has insufficient sick leave entitlements available under paragraph 5.4.1 for which a medical certificate has been provided. This period of leave is added to the tenure of the UTSD.

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

5.4.4. UTSD recipients who have completed twelve (12) months of their UTSD are entitled to a maximum of twelve (12) weeks of paid **maternity leave** during the duration of the UTSD.

This period of leave is added to the tenure of the UTSD. Unpaid maternity leave may be accessed through the suspension provision.

5.4.5. UTSD recipients who are partners of women giving birth within the duration of their UTSD award, and who have completed twelve (12) months of their UTSD 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 UTSD. Unpaid parenting leave may be accessed through the suspension provision.

5.4.6. Periods of leave do not attract leave loading. Stipend leave application forms for additional paid sick leave, maternity and parenting leave are downloadable from the UTS intranet (Staff Connect). Completed forms must be submitted to the Graduate Research School along with relevant certified supporting documents.

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 a UTSD has provided false or misleading information to the University in relation to that UTSD, the University will immediately:

- (a) re-assess the student's entitlement to the UTSD; and
- (b) Notify the Department of Education and Training of the suspected offence and provide a copy of the student's application and any other relevant information requested by the Department.

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 <https://fsu.uts.edu.au/procurement/travel/travel-insurance.html>.