

## TASMANIA GRADUATE RESEARCH SCHOLARSHIP CONDITIONS OF AWARD 2024

### 1. ELIGIBILITY

To be eligible to hold a Tasmania Graduate Research Scholarship applicants must:

- be eligible to enrol in a full-time Masters by Research or Doctoral degree at the University of Tasmania in 2024, and
- not be receiving an equivalent award, scholarship or salary to undertake the proposed program (equivalent being defined as greater than 75% of the stipend).

Applicants who have completed a degree at the same level as the proposed candidature, or at a higher level; and/or held an Australian Government or University funded postgraduate research award for more than 6 months are eligible to apply and will be considered in the competitive selection but may not be prioritised against applicants who have not.

### 2. STIPEND AND ALLOWANCES

#### **Stipend:**

Full-time candidates receive a stipend at the rate of AUD\$32,192pa non-taxable (2024 rate, indexed annually).

Part-time candidates may receive a stipend (in specific circumstances) paid at the rate of AUD\$16,096pa taxable (2024 rate, indexed annually).

Stipends are paid fortnightly in arrears, from commencement of candidature, and must be paid into an Australian bank account (with an Australian authorised deposit-taking institution) in the candidate's name.

**See also: Section 5 STUDY LOAD**

#### **Relocation Allowance:**

Scholarship holders may apply for a one-off relocation allowance of up to AUD\$2,000 in total towards the cost of relocating to Hobart, Launceston or the Cradle Coast from within Australia or from overseas to take up the award.

The relocation allowance covers one way travel expenses for the scholarship holder, any dependent spouse/partner and dependent children, equivalent to the cheapest economy airfare to Hobart, Launceston or Burnie. Where a scholarship holder elects to travel by car, they will receive a per kilometre allowance as determined by the University.

Claims for a relocation allowance must be submitted:

- once travel has been completed and the scholarship holder has been enrolled;
- within 6 months of the date of commencement of the scholarship; and
- via the HDR Relocation Claim form in the Service Portal accompanied by electronic copies of receipts.

Scholarship holders cannot claim for accommodation, rental bond or meal costs as part of the relocation claim.

The relocation allowance is paid as a lump sum into an Australian bank account (with an Australian authorised deposit-taking institution) in the candidate's name.

### 3. COMMENCEMENT

Scholarship holders are required to accept and commence by the dates stated in their letter of offer.

Requests to delay the date of commencement should be submitted in line with the [HDR Admissions Selection Enrolment Procedure](#). A delayed commencement beyond 12 months from the date of original offer will not be approved.

#### 4. **TENURE**

The duration of the scholarship is 3 years and 6 months full-time equivalent (FTE) for a Doctoral candidate and 2 years FTE for a Masters by Research candidate. There are no provisions for an extension.

The Dean of Graduate Research may approve, on the recommendation of the School of Enrolment, the internal transfer of a scholarship from a Masters by Research degree to a Doctoral degree, or from a Doctoral degree to a Masters by Research degree. Similarly, an award for Doctoral studies may be converted to a Masters by Research.

If you transfer from a Masters by Research degree to a Doctoral degree, the maximum duration of your scholarship will be 3.5 years FTE from the date that you commenced the Masters by Research degree.

If you transfer from a Doctoral degree to a Masters by Research degree, the maximum duration of your scholarship will be 2 years FTE from the date that you commenced the Doctoral degree. If your scholarship has already been held for more than 2 years FTE, it will cease on the date of transfer.

The period of support of the Tasmania Graduate Research Scholarship will be reduced by periods of study undertaken towards the degree prior to the commencement of the scholarship.

Tenure is always subject to the scholarship holder making satisfactory academic progress and terminates on the expiry of the scholarship or on submission of the thesis for examination, whichever is the sooner. A candidate's scholarship may be terminated or they may be placed on a Candidature Support Plan if the University does not consider their progress satisfactory.

#### 5. **STUDY LOAD**

The scholarship is conditional on maintaining full-time enrolment in your program of study at the University of Tasmania.

A candidate will be expected to spend the following hours per week progressing their candidature:

- 38 hours when enrolled full-time; or
- an average of 19 hours when enrolled part-time.

Candidates with heavy caring commitments or with a medical condition precluding full-time study may apply to hold a scholarship on a part-time basis. In assessing an application for a part-time scholarship the Dean of Graduate Research will consider the following:

- the reason/s and evidence provided for the request;
- whether the School of Enrolment has sufficient resources to facilitate completion of candidature with respect to supervision, funding, and access to relevant facilities; and
- whether any thesis submitted by the revised expiry of the maximum degree period would be a viable thesis as defined in the [Research Training Ordinance](#).

Employment will generally not be a permissible reason to hold a part-time scholarship. Under exceptional circumstances, requests for a part-time scholarship while employed part-time may be considered by the Dean of Graduate Research.

Part-time scholarships are not available to applicants seeking to undertake paid employment on a full-time or on a substantial part-time basis.

A part-time scholarship holder must be enrolled as a part-time candidate and is expected to progress at half the rate of a full-time scholarship holder. Scholarship holders approved to study part-time may apply to revert to full-time study at any time.

Under Australian Taxation Law part-time stipends are taxable. Candidates should seek independent taxation advice as the University cannot provide advice regarding taxation.

**See also: Section 6 EMPLOYMENT DURING CANDIDATURE**

## 6. EMPLOYMENT DURING CANDIDATURE

### Full-time candidates

A full-time candidate may undertake *limited* work experience or employment during candidature provided it:

- does not interfere with the timely progression and completion of their research project;
- does not exceed on average over a 12-month period, 20% of a full-time load i.e. 365 hours per annum (this does not apply to work undertaken outside of the 38 hours per week that is dedicated to the research project);
- is documented in an updated Research Plan; and
- is endorsed by the academic unit.

### Part-time candidates

Unless otherwise approved by the Dean of Graduate Research, recipients of a part-time scholarship are subject to the same restrictions on employment as full-time scholarship holders (listed above).

See also: Section 5 STUDY LOAD

## 7. LEAVE ENTITLEMENTS

### PAID LEAVE

Leave entitlements are pro-rated for part-time candidates.

#### Annual Leave

- Candidates are entitled to 20 working days paid recreation leave each year (accruable). This period does not extend the normal duration of the scholarship, and any accrued leave will be forfeited when the scholarship is terminated.
- The academic unit will manage the application for and granting of annual leave provisions at their discretion.
- The agreement of the Supervisor must be obtained before leave is taken.

#### Sick Leave

- Candidates are entitled to 10 working days paid sick leave a year (accruable). This period does not extend the normal duration of the scholarship, and any accrued leave will be forfeited when the scholarship is terminated.
- The academic unit will manage the application for and granting of the 10 working days sick leave provision at their discretion.

#### Medical and Carer's Leave

- For medically substantiated periods of illness lasting longer than ten working days, candidates may receive up to a total of 12 weeks paid leave, which can include medical and carer's leave.
- Periods of paid medical and carer's leave are additional to the normal duration of the scholarship.
- Applications for medical and carer's leave must be submitted via the Service Portal, accompanied by medical certification and endorsed by the Supervisor, Graduate Research Coordinator and Head of School.

#### Parental Leave

- Scholarship holders may take up to a maximum of 12 weeks paid parental leave for candidates who give birth to a child, or are the primary caregiver for a newborn child (including surrogacy arrangements) or a newborn child placed with them for adoption or permanent care, during their degree period.
- Paid parental leave may only be taken once and may not be taken within the first 12 months of the scholarship (unpaid parental leave may also be accessed in addition to paid leave, see below).
- Periods of paid parental leave are additional to the normal duration of the scholarship.
- Applications for parental leave must be submitted via the Service Portal, accompanied by medical certification and endorsed by the Supervisor, Graduate Research Coordinator, and Head of School.

#### Partner Leave

- Candidates whose partner has given birth or who is the main carer of a newborn child placed with them for adoption or permanent care and who have completed 12 months of their scholarship, may take up to a maximum of 2 weeks paid leave during a period through 1 week before the expected

birth, adoption or permanent placement of a newborn child and 5 weeks after the birth, adoption or permanent placement of a newborn child.

- This leave can be taken only once during the tenure of the scholarship (additional partner leave may be accessed as unpaid leave, see below).
- Paid partner leave is additional to the normal duration of the scholarship.
- Applications for partner leave must be submitted via the Service Portal, accompanied by medical certification and endorsed by the Supervisor, Graduate Research Coordinator, and Head of School.

### **UNPAID LEAVE**

Scholarship holders may apply for periods of unpaid leave.

- Candidates who have not completed 12 months of their scholarship or who wish to take a period of unpaid parental or partner leave in addition to the period of paid parental or partner leave, may apply for an unpaid leave of absence.
- The total period of leave from the scholarship during its duration generally may not exceed 12 months. In exceptional circumstances, where the recipient of the scholarship can demonstrate reasons outside their control, additional periods of leave may be granted. Only under exceptional circumstances will leave be possible beyond 2 years in total.
- The end date of the scholarship will be adjusted to account for the period of unpaid leave approved by the University.
- Applications for a leave of absence should be submitted via the Service Portal in line with the [HDR Candidature Management and Enrolment Variation Procedure](#).

## **8. TRANSFER**

Tasmania Graduate Research Scholarships are tenable only at the University of Tasmania.

## **9. RESEARCH OVERSEAS OR AT ANOTHER INSTITUTION**

Candidates may request to undertake research overseas when this is considered necessary by the Supervisor and Head of School. Where the candidate's request is for a period of overseas research greater than three (3) months continuous time, an application must be submitted to the Graduate Research Office, in accordance with the [HDR Candidature Management and Enrolment Variation Procedure](#).

The scholarship holder will generally not be allowed to undertake overseas research in the first six months of scholarship tenure. Candidature undertaken prior to the taking up of the scholarship will be taken into account in determining the earliest date on which the candidate may pursue paid overseas research.

If approved, scholarship payments will continue to be paid into an Australian bank account (with an Australian authorised deposit-taking institution), in the candidate's name, while the candidate undertakes their research overseas.

The University may permit a candidate to conduct part of the research at other organisations provided that there is adequate support and supervision for the scholarship holder.

## **10. OTHER COURSES**

A scholarship holder may not engage in any academic course of study leading to a qualification which is not an essential part of the scholarship holder's Higher Degree by Research.

## **11. RECOVERY OF MONIES OWED**

The University shall be entitled to recover money owed by candidates arising from payment of a scholarship or allowance to which the candidate is not entitled.

It is the responsibility of the candidate to be aware of their entitled scholarship and notify the Graduate Research Office should their received entitlements differ from their offer.

## 12. TERMINATION

The University will terminate a candidate's scholarship once the thesis is submitted for examination or at the end of the scholarship, whichever is earlier. Scholarships will be terminated before this time if, after due inquiry, the Dean of Graduate Research concludes that:

- the scholarship holder has not fulfilled obligations, met the eligibility criteria, or made satisfactory progress;
- the course of study is not being carried out with competence and diligence or in accordance with the offer of award;
- the candidate has committed serious misconduct, including but not limited to the provision of false or misleading information;
- the candidate ceased to be full-time and did not obtain approval to hold the scholarship on a part-time basis;
- the candidate did not resume study following a period of suspension nor make arrangements to extend that suspension;
- the candidate took unapproved leave from their candidature, with no response to attempts at communication by the University;
- the candidate failed to participate in a formal review of progress and did not respond to reasonable requests to do so;
- the candidate failed to confirm their candidature within the first twelve months FTE of candidature, or make arrangements for an extension to their confirmation of candidature due date; or
- the candidate is unable to progress due to incapacity or death, or withdrawal from the program.

## 13. APPEALS

The appeal mechanism for resolution of disputes which may arise during candidature are described in the [Research Training Ordinance](#).

## 14. SPECIFIC OBLIGATIONS OF SCHOLARSHIP HOLDERS

The scholarship holder shall diligently and to the best of their ability apply themselves to the successful completion of the degree.

The scholarship holder shall abide by the international and Australian codes on human and animal experimentation, the guidelines by the Australian Government's Office of the Gene Technology Regulator and the rulings of the Safety, Ethics and Institutional Biosafety Committees of the University.

The scholarship holder is required to conform to the regulations and statutes (including disciplinary provisions) of the University and to the rules and procedures of Higher Degree by Research.

The scholarship holder must provide all reports required by the University including an annual review of progress submitted through the supervisor and Head of School. If the University does not consider that progress is satisfactory, the scholarship may be terminated or the holder placed on Candidature Support Plan.