



## CONDITIONS OF AWARD

### 2011 UNIVERSITY POSTGRADUATE AWARD (UPA)

These Conditions of Award form the contract governing the payment of the award specified in the Offer of Award and such contracts shall bind the student and the University of Wollongong.

**PLEASE RETURN ONE COPY TO THE RESEARCH STUDENT CENTRE**

### TABLE OF CONTENTS

<b>1</b>	<b>DEFINITIONS</b> .....	<b>2</b>
<b>2</b>	<b>ELIGIBILITY</b> .....	<b>2</b>
<b>3</b>	<b>COMMENCEMENT</b> .....	<b>2</b>
<b>4</b>	<b>DURATION OF AWARD</b> .....	<b>2</b>
4.1	Extensions.....	2
4.2	Course Transfer between Research Degrees.....	3
4.3	Suspension.....	3
4.4	Concurrent awards, salaries or other funding .....	3
<b>5</b>	<b>STIPEND AND ALLOWANCES</b> .....	<b>3</b>
5.1	Annual UPA Stipend .....	3
5.2	Thesis allowance.....	4
<b>6</b>	<b>LEAVE ARRANGEMENTS</b> .....	<b>4</b>
6.1	Recreation Leave .....	4
6.2	Sick Leave .....	4
6.3	Maternity Leave.....	4
6.4	Parenting Leave .....	4
<b>7</b>	<b>RESEARCH AT OTHER ORGANISATIONS</b> .....	<b>5</b>
<b>8</b>	<b>PART-TIME WORK</b> .....	<b>5</b>
<b>9</b>	<b>TERMINATION</b> .....	<b>5</b>
<b>10</b>	<b>SPECIFIC UNIVERSITY OBLIGATIONS</b> .....	<b>5</b>
10.1	Supervision and Faculties .....	5
10.2	Administration .....	5
<b>11</b>	<b>SPECIFIC STUDENT OBLIGATIONS</b> .....	<b>6</b>

## 1 DEFINITIONS

In these Conditions of Award unless contrary intention appears:

“student”	-	means the student specified in the offer of award
“University”	-	means the University of Wollongong
“award”	-	means the University Postgraduate Award
“HDR”	-	means Higher Degree Research

## 2 ELIGIBILITY

The student must be enrolled in a full-time HDR at the University and have obtained First Class Honours or equivalent results.

**Students are ineligible if they:**

- (i) hold a doctorate by research degree or equivalent; or
- (ii) hold a Masters by research degree or equivalent and are seeking an UPA to undertake a Masters by research degree; or
- (iii) are currently receiving another equivalent award, scholarship or salary to undertake the research higher degree, providing a benefit greater than 75% of the base UPA stipend rate.

## 3 COMMENCEMENT

The student must commence the award by **31 March 2011** unless another date is specified in the letter of offer or in subsequent correspondence. If the student has not commenced by the date specified in the letter of offer the offer will be withdrawn and the award allocated to another student.

## 4 DURATION OF AWARD

The duration of a full-time UPA is three years for a student undertaking Research Doctorate degree, and two years for a student undertaking Master by Research degree (or part time equivalent).

The duration of an UPA will be reduced by any periods of study undertaken:

- (i) towards the degree prior to the commencement of the UPA; or
- (ii) towards the degree during suspension of the UPA (unless the study was undertaken as part of a Commonwealth Government financially supported international postgraduate research scholarship or award); or
- (iii) previously while receiving an Australian Postgraduate Coursework Award.

The duration of an UPA will be increased by any periods of paid leave approved by the University.

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

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

**The UPA holder must submit regular progress reports as required. The University will terminate the awards of students who fail to maintain satisfactory progress.**

### 4.1 Extensions

Subject to available funding, the University may also approve an extension to the duration of an UPA for a Research Doctorate 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.

A University must not approve an extension to the duration of an UPA for a Research Masters student.

**All requests for extension must be submitted in writing and must have the student's supervisor's written approval.**

#### **4.2 Course Transfer between Research Degrees**

UPA holders may convert from a Masters degree to a Doctoral degree, or from a Doctoral degree to a Masters degree, with the approval of the University Thesis Examination Committee during the tenure of the scholarship. The maximum award duration of a converted award becomes that for the new degree.

A UPA holder completing a Masters by research degree may continue the award for Doctoral studies provided that there is no interval between Masters by research and Doctoral candidature. Because a UPA normally expires on completion of a program, the student should ensure that the progression to a Doctorate, or suspension of the award, is arranged before the Masters by Research studies are completed. Note that:

- (i) the maximum period of the UPA for a student progressing from Masters by Research to Doctoral study is 3 years (or 3 and a half years if an extension is approved) from the date the student took up the UPA as a Masters by Research student.

#### **4.3 Suspension**

Students may apply for a suspension of their award for up to 12 months under certain circumstances. The approval of suspensions is at the discretion of the University. In exceptional circumstances, students may apply for suspensions beyond 12 months. Any suspensions beyond 12 months will only be considered in exceptional circumstances which are beyond the student's control and must be approved by the Dean of Research. No suspension is possible beyond 2 years in total.

Suspension will not be granted to allow student to undertake paid work.

Periods of study undertaken towards the degree during suspension of the award will be deducted from the maximum period of tenure.

**All requests for suspension must be submitted in writing and must have the student's supervisor's written approval. If the scholarship is suspended by the student, the candidate will also be expected to take Leave of Absence from their studies.**

#### **4.4 Concurrent awards, salaries or other funding**

UPA holders are permitted to:

- (i) obtain funds for fieldwork, equipment or other expenses not covered by the UPA;
- (ii) obtain funding for overseas travel costs from other Australian Government awards or any other source;
- (iii) receive income derived from part-time work as long as any employment does not result in the detriment of a student's studies. The University recommends that part-time work during the hours 9.00am to 5.00pm, Monday to Friday, should not exceed an average of eight (8) hours a week.

Normally an UPA holder may receive a concurrent award or salary to undertake their research higher degree if:

- (i) the concurrent award, scholarship or salary provides a benefit less than 75% of the UPA stipend rate to undertake the HDR.

Income earned from sources unrelated to the course of study is not subject to the 75% rule.

## **5 STIPEND AND ALLOWANCES**

### **5.1 Annual UPA Stipend**

The award shall carry an annual tax free stipend of the amount of which will be as noted in your offer letter. The level of the stipend will not be reduced during the period of the award. The stipend will be paid in fortnightly instalments. Where a full-time UPA holder is not enrolled over the full period of the year because of late commencement or periods

of suspension, the university will provide the proportion of the annual stipend for the period that study is undertaken for that year.

Part-time UPA holders are entitled to the approved part-time stipend rate, which is not exempt from taxation. The part-time rate is adjusted for taxation so that part-time UPA holders receive half the amount paid to full-time UPA holders.

The UPA stipend rates are indexed each year to compensate for increases in living costs.

## **5.2 Thesis allowance**

A student submitting a thesis within 2 years of the termination of the award is entitled to a thesis allowance of up to \$420.00 for Masters by Research degree and up to \$840.00 for a Research Doctoral degree upon production of receipts. The allowance must be claimed within 1 year of submission of the thesis. The allowance is a contribution to the cost of production (e.g. printing and binding) and does not include costs such as the purchase of computer equipment.

A thesis allowance is also payable for costs associated with the re-submission of a thesis, or lodgement of bound copies of the thesis following approval, provided the claim is made within 1 year of the re-submission or lodgement date and within two years of the termination of the UPA. The combined total of allowances for submission and re-submission must not exceed the approved maximum amount.

## **6 LEAVE ARRANGEMENTS**

### **6.1 Recreation Leave**

UPA holders undertaking research programs are entitled to twenty (20) days paid recreation leave each year of the award and this may be accrued over the tenure of the award. This leave does not extend the duration of the award.

This entitlement may be accrued over the life of the UPA but will be forfeited when the UPA is terminated.

### **6.2 Sick Leave**

UPA holders may take up to ten (10) days paid sick leave a year within the tenure of their award. This entitlement may be accrued over the life of the UPA but will be forfeited when the UPA is terminated.

UPA holders may also receive additional paid sick leave of up to a total of twelve (12) weeks during their award for medically substantiated periods of illness lasting longer than ten (10) days for which a medical certificate has been provided.

Where a UPA holder takes a period of additional sick leave, the tenure of the UPA will be extended by that period.

Sick leave entitlements (including additional sick leave) may also be used to cover UPA holders with family responsibilities caring for sick children or relatives.

### **6.3 Maternity Leave**

Once UPA holders have completed twelve months of their award, they are entitled to a maximum of twelve (12) weeks paid maternity leave during the tenure of their award. Periods of paid maternity leave are in addition to the normal duration of the UPA. UPA holders who have not completed twelve (12) months of their award may access unpaid maternity leave through the suspension provision.

**A medical certificate including the anticipated date of confinement needs to be provided to the University or in case of adoption, documentary evidence.**

### **6.4 Parenting Leave**

UPA holders who are partners of women giving birth and who have completed twelve (12) months of their award, may be entitled to ten (10) days paid parenting leave at the time of the birth. Periods of paid parenting leave are in addition to the normal duration of the UPA. UPA holders who have not completed twelve (12) months of their award may access unpaid parenting leave through the suspension provisions.

**All requests for leave must be submitted in writing and must have the student's supervisor's written approval.**

## **7 RESEARCH AT OTHER ORGANISATIONS**

The University may approve a student conducting some research at organisations outside the higher education system. In such cases the University is still responsible for the student and must ensure adequate support, supervision, training and research freedom for the student at the other organisation. Supervisor's written approval must be provided.

## **8 PART-TIME WORK**

UPA holders may undertake part-time work so long as the University is satisfied that any approved part-time work does not interfere with the student's research programme. The University recommends that part-time work during the hours 9.00am to 5.00pm, Monday to Friday, should not exceed an average of eight (8) hours a week.

There is no limit on how much income an award holder can receive from part-time work. However, this income will not be tax-exempt.

## **9 TERMINATION**

The award will be terminated upon submission of thesis or at the end of the award, whichever is earlier. Awards will be terminated before this time:

- (i) if, in the opinion of the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of the UPA;
- (ii) when the student ceases to be a full-time student and when approval has not been obtained to hold the UPA on a part-time basis;
- (iii) on the completion of the course of study, death, incapacity, resignation or withdrawal of the student;
- (iv) if the UPA holder does not resume study at the conclusion of a period of suspension, or does not make arrangements in accordance with the regulations of the University, to extend that period of suspension.
- (v) if the award holder fails to maintain satisfactory progress; and/or
- (vi) if the UPA holder accepts another equivalent award, scholarship or salary to undertake their HDR that provides a benefit greater than 75% of the base UPA stipend rate.
- (vii) if the student has committed serious misconduct, as defined by the University rules.

If an award is terminated, it cannot be reactivated unless the termination occurred in error. Under some circumstances the University may suspend the award for specific periods if a student is placed on internal review or probation.

## **10 SPECIFIC UNIVERSITY OBLIGATIONS**

### **10.1 Supervision and Facilities**

A University must:

- (i) ensure that adequate facilities and appropriate supervision are available for each student undertaking a HDR

The University has established a Code of Practice for supervision of postgraduate research degrees. The code is published in the Postgraduate Calendar and the University web-site at:

[http://www.uow.edu.au/handbook/codesofprac/cop\\_supervision.html](http://www.uow.edu.au/handbook/codesofprac/cop_supervision.html)

### **10.2 Administration**

The University will be fair and equitable in the use of its discretionary powers.

This contract recognises the rights of students to appeal against decisions. Appropriate appeal mechanisms for resolution of any disputes that might affect their candidature are available from the Research Student Centre.

The University will pay the student all entitlements under the award.

## **11 SPECIFIC STUDENT OBLIGATIONS**

Students shall diligently and to the best of their ability apply themselves to the successful completion of the degree, within the period of the award.

The student shall abide by the NH&MRC codes on human and animal experimentation, guidelines established by the Australian Government's Recombinant DNA Monitoring Committee and rulings of the Bio-safety, Animal and Human Ethics Committees of the University.

A student is required to conform to all rules and procedures (including disciplinary provisions) of the University.

Students must provide all reports required by the University including an annual progress report submitted through the supervisor, the Head of Postgraduate Studies and the Dean (or nominee). If the University does not consider that progress is satisfactory the award will be terminated and/or the student placed on probation.

If a University knows or has reason to believe that a student in receipt of an UPA has provided false or misleading information to the University in relation to the UPA, the University must immediately:

- (i) re-assess the student's entitlement to the UPA.

**All requests for transfers, extensions, leave or suspension must be submitted in writing and must have the student's supervisor's written approval.**



---

**CONDITIONS OF AWARD**

**2011 UNIVERSITY POSTGRADUATE AWARDS (UPA)**

I am hereby willing to accept this offer of a University Postgraduate Award under the conditions as set out in the 'Conditions of Award'.

**NAME:** \_\_\_\_\_

(Please PRINT)

**DATE:** \_\_\_\_\_

**SIGNED** by the student: \_\_\_\_\_

**PLEASE RETURN ONE FULL COPY TO THE RESEARCH STUDENT CENTRE**