



2024 HIGHER DEGREE RESEARCH (HDR) SCHOLARSHIP

CONDITIONS OF AWARD

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

PLEASE RETURN ONE FULL COPY TO THE GRADUATE RESEARCH SCHOOL

1. DEFINITIONS

In these Conditions of Award unless contrary intention appears:

“award”	-	the HDR Scholarship
“Census Date”	-	last day of session for research students to enrol into courses
“DoHA”	-	Department of Home Affairs
“EFTSL”	-	Equivalent Full-time Study Load
“GRS”	-	Graduate Research School
“HDR”	-	Higher Degree Research
“NHMRC”	-	National Health and Medical Research Council
“Student”	-	the student specified in the offer of award
“University”	-	the University of Wollongong
“UOW”	-	the University of Wollongong

2. ELIGIBILITY

An award holder must meet all the following eligibility requirements:

- 2.1 Be enrolled in a HDR degree at UOW as a full-time or part-time student.
- 2.2 If an international student, meet visa requirements as specified by the DoHA.
- 2.3 Must not be receiving an equivalent scholarship or salary providing a benefit greater than 75% of the award stipend rate to undertake the HDR. Income earned from sources unrelated to the course of study or income received for the course of study but not for the purposes of supporting general living costs is not subject to the 75% rule.

3. DURATION OF AWARD

- 3.1 The duration of a full-time or part-time HDR Scholarship is as per offer letter.
- 3.2 The duration of an award will be reduced by any periods of study undertaken:
 - (i) towards the degree prior to the commencement of the Award; or
 - (ii) towards the degree during suspension of the award (unless the study was undertaken as part of a Commonwealth Government financially supported international postgraduate research scholarship or award); or

- 3.3 The duration of an award will be increased by periods of paid leave approved by the University and or Industry Partner (if applicable).

4. COMMENCEMENT

- 4.1 The student must commence the award prior to the census date i.e. **24 March 2024 for Autumn session or 24 August 2024 for Spring session**, unless another date is specified in the letter of offer or in subsequent correspondence.
- 4.2 The commencement date of the award and enrolment must coincide.
- 4.3 The student must be in Australia and have presented themselves to the Graduate Research School to commence the scholarship.

5. STIPEND AND ALLOWANCES

- 5.1 An award shall carry a stipend and allowances as specified in the letter of offer. HDR Scholarships are dependent upon continued funding from the University and/or Industry Partner.
- 5.2 The award shall carry an annual tax-free stipend for full-time students of the amount of which will be as noted in the offer letter.
- 5.3 The stipend will be paid in fortnightly instalments.
- 5.4 Where a full-time award 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.

6. TRANSFERS

Funding for these awards cannot be transferred to another Institution.

7. PART-TIME STUDY

- 7.1 The University may approve a part-time scholarship for a student if the student has exceptional circumstances. For the purpose of part time study, the University must be satisfied that the exceptional circumstances relate to significant caring commitments or a medical condition which limits the student's capacity to undertake full-time study (supported by medical certification). In approving a part-time award, the University and/or Industry Partner must be satisfied that the award holder's circumstances are such that it would not be reasonable to expect the student to study on a full-time basis.
- 7.2 A student who has a part-time scholarship may revert to full-time study at any time with the permission of the University and or Industry Partner providing the GRS is notified before the census date of the relevant session.
- 7.3 A part-time scholarship holder is expected to progress at half the rate of a full-time scholarship holder.

All requests for change in pattern of study in relation to a scholarship must be submitted in writing and must have the HDR supervisor's and/or Industry Partner's written approval.

8. PART TIME TAXABLE REQUIREMENTS

Part-time scholarships are considered taxable. Tax will not be deducted by the University therefore a payment summary will not be produced. However, students will be required to declare the taxable income in their yearly income tax return.

8. SUSPENSION

- 8.1 All requests for scholarship suspensions must be accompanied by a completed and signed leave of absence form for the session the suspension is requested for. The form must be signed by the student's supervisor and relevant HPS. Written approval must also be sought from the Industry Partner (if applicable).
- 8.2 Students may apply for a suspension of their award for up to 12 months. 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 Graduate Research.
- 8.2 The minimum time frame for a suspension is one session.
- 8.3 Suspension beyond two years is not possible.



- 8.4 All requests for suspension must be submitted at least one week prior to the census date of the relevant session (i.e. 24 March for Autumn Session and 24 August for Spring Session).
- 8.5 The student will be required to notify the GRS in writing of the date they are returning in order to have their scholarship payments recommenced. If a further leave of absence is required, the student will need to submit another leave of absence application and obtain the relevant signatures and written approval from the Industry Partner (if applicable).
- 8.6 Periods of study undertaken towards the degree during suspension of the award will be deducted from the maximum period of tenure.

9. RECREATION, SICK AND MATERNITY LEAVE

Recreation, sick and maternity leave may be granted however this is up to the discretion of the University and/or Industry Partner (if applicable).

All requests for recreation, sick and maternity leave must be submitted in writing and must have the HDR supervisor's written approval and evidence of available funding if applicable.

10. CONCURRENT AWARDS, SALARIES OR OTHER FUNDING

- 10.1 An award holder may receive a concurrent award, scholarship or salary to undertake their HDR if the concurrent award, scholarship or salary provides a benefit less than 75% of the award stipend rate.
- 10.2 The 75% rule does not apply to income earned from sources unrelated to the course of study.

11. EMPLOYMENT

A student is not permitted to undertake excessive employment. The University will not require a student to undertake employment. Any employment which results in the detriment of a student's studies must cease immediately or the award may be discontinued.

Award holders may undertake part-time work if the University is satisfied that any approved part-time work does not interfere with the student's study program and progress. The University recommends that part-time work should not exceed an average of eight (8) hours a week during the working hours of Monday to Friday, 9am to 5pm.

12. DISCONTINUATION

- 12.1 The award will be discontinued upon submission of thesis or at the end of the award, whichever is earlier.
- 12.2 Awards will be discontinued 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 award.
 - (ii) On the completion of the course of study, death, incapacity, resignation or withdrawal of the student.
 - (iii) If the award 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.
 - (iv) If the award holder fails to maintain satisfactory progress.
 - (v) If the award holder accepts another equivalent award, scholarship or salary to undertake their HDR that provides a benefit greater than 75% of the base award stipend rate.
 - (vi) If the award holder has committed serious misconduct, as defined by the Research Integrity Breaches Concerns and Complaints Policy, leading to exclusion from the University.
- 12.3 If an award is discontinued, it cannot be reactivated unless the discontinuation occurred in error.

13. SPECIFIC UNIVERSITY OBLIGATIONS

13.1 SUPERVISION AND FACULTIES

- 13.1.1 A University must ensure that adequate facilities and appropriate supervision are available for each student undertaking a HDR degree.



- 13.1.2 The University has established a Higher Degree Research (HDR) Supervision and Resources Policy of postgraduate research degrees. The policy is published in the University website at: <http://www.uow.edu.au/about/policy/UOW058665.html>.

13.2 ADMINISTRATION

- 13.2.1 The University will be fair and equitable in the use of its discretionary powers.
- 13.2.2 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 Graduate Research School.
- 13.2.3 The University will pay the student all entitlements under the award.
- 13.2.4 If the University knows or has reason to believe that a student in receipt of an award has provided false or misleading information to the University in relation to the award, the University must immediately re-assess the student's entitlement to the award.

14. SPECIFIC STUDENT OBLIGATIONS

- 14.1 A student shall diligently and to the best of their ability apply themselves to the successful completion of the degree, within the period of the award.
- 14.2 A student shall abide by the NHMRC and ARC codes and guidelines on human and animal research, guidelines established by the Australian Government's Recombinant DNA Monitoring Committee and decisions of the Bio-safety, Animal and Human Ethics Committees of the University.
- 14.3 The student is required to conform to all rules and procedures (including disciplinary provisions) of the University.
- 14.4 The student must provide all reports required by the University including an Annual Progress Report. If the University does not consider that progress is satisfactory the award may be discontinued.
- 14.5 All requests for leave must be submitted in writing and must be approved by the Student's Supervisor, in writing.



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CONDITIONS OF AWARD

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

NAME: _____

(Please PRINT)

STUDENT NO: _____

DATED: _____

SIGNATURE: _____

PLEASE RETURN ONE FULL COPY TO THE GRADUATE RESEARCH SCHOOL
graduate-research-school@uow.edu.au



UNIVERSITY
OF WOLLONGONG
AUSTRALIA