

2024 UNIVERSITY POSTGRADUATE AWARD (UPA)



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

CONDITIONS OF AWARD

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 FULL COPY TO THE GRADUATE RESEARCH SCHOOL

1. DEFINITIONS

In these Conditions of Award unless contrary intention appears:

“Award”	-	the University Postgraduate Award
“UPA”	-	the University Postgraduate Award
“Census Date”	-	last day of session for research students to enrol into courses
“DoHA”	-	Department of Home Affairs
“DE”	-	Department of Education
“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:

- (i) Be enrolled in a HDR degree at UOW as a full-time or part-time student.
- (ii) If an international student, meet visa requirements as specified by the DoHA.
- (iii) 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. COMMENCEMENT

- 3.1 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.
- 3.2 The student must be in Australia and have presented themselves to the Graduate Research School to commence the scholarship.
- 3.3 The commencement date of the award and enrolment must coincide.

4. DURATION OF AWARD

- 4.1 The duration of a full-time award is 3.5 years (or 3.5 EFTSL) for a student undertaking research doctorate study, and 2 years (or 2 EFTSL) for a student undertaking Master of Philosophy study (or part-time equivalent).
- 4.2 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

4.3 The duration of an award will be increased by periods of paid leave approved by the University.

5. TUITION

- 5.1 Domestic students will be supported by an RTP tuition fee offset for a period of up to four years (4 EFTSL) for Doctorate students and up to two years (2 EFTSL) for Master of Philosophy students (pro-rata).
- 5.2 International students will be supported by an International Postgraduate Tuition Award for a period of up to four years (4 EFTSL) for Doctorate students and up to two years (2 EFTSL) for Master of Philosophy students (pro-rata).
- 5.3 All students who are still enrolled after 4 EFTSL for a Doctorate student and 2 EFTSL for a Master of Philosophy student, will be liable to pay their own tuition fees.

6. PROGRESS

The UPA holder must submit Annual Progress Reports. The University will discontinue the awards of students who fail to maintain satisfactory progress or complete their Annual Progress Report.

7. COURSE TRANSFER BETWEEN RESEARCH DEGREES

- 7.1 Award holders may convert from a Master of Philosophy to a Doctoral degree, or from a Doctoral degree to a Master of Philosophy degree, with the approval of their supervisor/s and faculty during the tenure of the scholarship. The maximum award duration of a converted award becomes that for the new degree.
- 7.2 An award holder completing a Master of Philosophy degree may continue the award for doctoral studies provided that there is no interval between the Master of Philosophy and Doctoral candidature. Because an award 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 Master of Philosophy studies are completed.
- 7.3 The maximum period of the award for a student transferring from a Master of Philosophy to a Doctoral degree is 3.5 years from the date the student commenced the award as a Master of Philosophy student. The maximum period of the award for a student transferring from a Doctoral degree to a Master of Philosophy is two years from the date the student commenced as a Doctoral student.

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 Head of Postgraduate Studies.
- 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.
- 8.3 The minimum time frame for a suspension is one session.
- 8.4 Suspension beyond two years is not possible.
- 8.5 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).
- 8.6 The Student will be required to notify the GRS in writing of the date they are returning to study to have their scholarship payments recommenced. If a further leave of absence is required, the student must submit another leave of absence application and obtain the relevant signatures.
- 8.7 Periods of study undertaken towards the degree during suspension of the award will be deducted from the maximum period of tenure.



9. CONCURRENT AWARDS, SALARIES OR OTHER FUNDING

- 9.1 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.
- 9.2 The 75% rule does not apply to income earned from sources unrelated to the course of study.

10. ANNUAL UPA STIPEND

- 10.1 The award will provide an annual stipend for the amount noted in the letter of offer. For full-time students, this amount is tax-free.
- 10.2 The stipend will be paid in fortnightly instalments.
- 10.3 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.
- 10.4 Part-time award holders are entitled to the approved part-time stipend rate, which is **not** exempt from taxation (i.e. is taxable income). Part-time award holders receive half the amount paid to full-time award holders.
- 10.5 The award stipend rates are indexed each year.

11. PART-TIME STUDY

- 11.1 The University may approve a part-time award for a student if the student has exceptional circumstances. For 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 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.
- 11.2 A student who has a part-time award may revert to full-time study at any time with the permission of the University providing the GRS is notified before the census date of the relevant session.
- 11.3 A part-time award holder is expected to progress at half the rate of a full-time award holder.

12. 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 may be required to declare the taxable income in their yearly income tax return.

13. LEAVE ARRANGEMENTS

13.1 RECREATION LEAVE

- 13.1.1 Award holders are entitled to twenty (20) working days paid recreation leave each year of the award. This leave does not extend the duration of the award.
- 13.1.2 Recreational Leave can be accrued over the life of the award but will be forfeited on the award end-date or if the award is terminated earlier.
- 13.1.3 All requests for leave must be submitted in writing and must and be approved by the Student's Supervisor, in writing.

13.2 SICK LEAVE

- 13.2.1 Award holders may take up to ten (10) working days paid sick leave a year within the tenure of their award.
- 13.2.2 Sick leave may be accrued over the life of the award but will be forfeited on the Award end date or if the award is terminated earlier.
- 13.2.3 Award holders may also receive additional paid sick leave of up to a total of sixty (60) working days during their 3.5-year award for medically substantiated periods of illness lasting longer than ten (10) days (or pro rata for scholarships of a shorter duration).
- 13.2.4 Additional sick leave may not be granted until the ten (10) working days of paid sick leave (or the accumulation of the sick leave) has been exhausted.



- 13.2.5 Where an award holder takes a period of additional sick leave, the tenure of the award will be extended by that period.
- 13.2.6 Sick leave entitlements may also be used to cover award holders with family responsibilities caring for sick children or relatives.
- 13.2.7 All requests for sick leave must be submitted in writing and must be approved by the Student's Supervisor, in writing. Supporting medical certificates are required.

13.3 PRIMARY CARE LEAVE

- 13.3.1 Once award holders have completed twelve (12) months of their award, they are entitled to a maximum of sixty (60) working days Primary Carer leave during the tenure of their award.
- 13.2.1 If the period of primary carer leave required is longer than the paid primary carer leave provision allowed under the award, then the student can apply for a leave of absence for the period following the approved paid maternity leave.
- 13.2.2 The period of paid primary carer leave extends the scholarship tenure and end date.
- 13.2.3 Award holders who have not completed twelve (12) months of their award may access unpaid maternity leave through a leave of absence.
- 13.2.4 Primary Carer Leave must commence on the birth date of the child and can finish no later than the first birthday of the child.
- 13.2.5 Primary Carer Leave can only be taken once an application is submitted and approved by the student's supervisor. A medical certificate including the anticipated date of confinement or infant's birth certificate needs to be provided with the application.

13.4 PARENTAL LEAVE

- 13.4.1 Award holders who are partners of people giving birth and who have completed twelve (12) months of their award, may be entitled to ten (10) working days paid parental leave at the time of the birth.
- 13.4.2 The period of paid parental leave extends the scholarship tenure and end date.
- 13.4.3 Parental Leave must commence on the birth date of the child and can finish no later than the first birthday of the child.
- 13.4.4 Parental Leave can only be taken once an application is submitted and approved by the student's supervisor. A medical certificate including the anticipated date of confinement or infant's birth certificate needs to be provided with the application.

14. 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.

16. PART-TIME EMPLOYMENT

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.

17. DISCONTINUATION

- 17.1 The award will be discontinued upon submission of thesis or at the end of the award, whichever is earlier.
- 17.2 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.

17.3 If an award is discontinued, it cannot be reactivated unless the discontinuation occurred in error.

18. SPECIFIC UNIVERSITY OBLIGATIONS

18.1 SUPERVISION AND FACILITIES

- 18.1.1 A University must ensure that adequate facilities and appropriate supervision are available for each student undertaking a HDR degree.
- 18.1.2 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>.

18.2 ADMINISTRATION

- 18.2.1 The University will be fair and equitable in the use of its discretionary powers.
- 18.2.2 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.
- 18.2.3 The University will pay the student all entitlements under the award.
- 18.2.4 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.

19. SPECIFIC STUDENT OBLIGATIONS

- 19.1 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.
- 19.2 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.
- 19.3 The student is required to conform to all rules and procedures (including disciplinary provisions) of the University.
- 19.4 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.
- 19.5 All requests for transfers or 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 have read the 'Conditions of Award' for the University Postgraduate Award and certify that I have met the eligibility and residency criteria.

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