



DOMESTIC POSTGRADUATE TUITION AWARD (DPTA) APPLICATION

All applications are assessed following the Fees Policy and HDR Scholarship Policy

DOMESTIC OVERTIME FEES POLICY

Domestic Higher Degree Research (HDR) candidates who have accrued EFTSL (Equivalent Full-Time Student Load) of >4 for doctoral candidates and >2 for Master of Philosophy/Research candidates are classified as overtime in their studies and are liable to pay fees for the remainder of their degrees. An accrued EFTSL of 4 represents 4 years of full-time study or 9 years of part-time study and the accrued EFTSL of 2 represents 2 years of full-time study or 4 years of part-time study.

If you are overtime in your studies and believe you have legitimate special circumstances, **as defined in the criteria listed below**, you may apply for a Domestic Postgraduate Tuition Award. Your application will be assessed by the Dean of Graduate Research and you will be notified of their decision via the Graduate Research School. If successful, the tuition award would entitle you to one final session in which to finish your degree.

You need to attach a letter, of no more than 2 x A4 pages, outlining your special circumstances and explaining how these have affected your HDR studies. All special circumstances described in your DPTA application need to have supporting documentation. See section 12 of the Fees Policy, which describes valid forms of supporting documentation. Note that if this documentation is not provided then your DPTA application may be rejected.

SPECIAL CIRCUMSTANCES CRITERIA

Special Circumstances apply to the HDR candidate if UOW is satisfied that the circumstances were beyond the candidate's control, which a reasonable person would consider is not due to the candidate's action or inaction, either direct or indirect, and for which the **candidate is not responsible and:**

- Were unusual, uncommon or abnormal for the candidate; and
- Made it impractical for the candidate to complete the requirements of the subject/s; or
- Did not occur until on or after the census date; or
- Where the circumstances occurred or existed before the census date, worsened, changed or their full effect or magnitude did not become apparent to the candidate until after that date.

EXAMPLES OF SPECIAL CIRCUMSTANCES – PLEASE ADDRESS IN YOUR LETTER

Special circumstances which make it impractical for a HDR candidate to complete the requirements of subject/s may include (but are not limited to):

- Medical circumstances.** For example, where a person's medical condition has changed to such an extent that he or she is unable to continue studying.
- Family/personal circumstances.** For example, death or severe medical problems within a family, unforeseen financial difficulties, significant disruption to domestic arrangements so that it is unreasonable to expect a person to continue studies.
- Employment related circumstances.** For example, where a person's employment status or arrangements have changed so that the person is unable to continue his or her studies and this change is beyond the person's control. Employment related circumstances do not apply to candidates studying on a student visa.
- Course related circumstances.** For example, where the provider has changed the unit it had offered and the person is disadvantaged by either not being able to complete the unit, or not being given credit towards other units or courses.
- Special circumstances of reasonable significance that interfere with the candidate's ability to meet a subject's requirements.** For example, carer's responsibilities, legal commitments, military service, accidents or natural disasters.

Special circumstances do not include:

- Lack of knowledge or understanding of this policy or government legislation, or;
- A failure to follow correct University procedures, or;
- A person's incapacity to repay a HELP debt.

APPLICATIONS DUE TO DELAYS CAUSED BY THE IMPACT OF COVID19

If your research was impeded by COVID19 you may apply for an extension to your candidature. Applications should include supporting documentation, such as: a supporting statement from your Principal Supervisor, a statement detailing the impact of COVID on your progress and how you have worked to mitigate the impact, and/or a copy of your HDR Candidate Contingency Plan.

DPTA Application

HIGHER DEGREE RESEARCH CANDIDATE DETAILS

HDR Candidate name			
Student number		Current EFTSL	
Degree			
Faculty/Research Institute			
School/Research Institute Centre			

SESSION INFORMATION

Year			
Session Applied For	Autumn <input type="checkbox"/>	Spring	<input type="checkbox"/>

APPLICATIONS DUE TO DELAYS CAUSED BY THE IMPACT OF COVID19

Are you applying for a DPTA due to delays caused by the impact of COVID19?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Estimated thesis submission date			

FACULTY SUPPORT

(Please note it is the responsibility of the HDR Candidate to obtain the Principal Supervisor and Associate Dean - HDR or Research signatures)

Principal Supervisor		Date	
Signature			
I confirm that the Faculty/AIIM supports the request for a fee scholarship.			
Associate Dean Research or Associate Dean HDR		Date	
Signature			

**PLEASE SUBMIT THE COMPLETED APPLICATION TO THE GRADUATE RESEARCH SCHOOL
graduate-research-school@uow.edu.au**