



DOMESTIC POSTGRADUATE TUITION AWARD (DPTA) APPLICATION

All applications are assessed following the Fees Policy:
<https://www.uow.edu.au/about/policy/UOW058686.html>

DOMESTIC OVERTIME FEES POLICY

Domestic HDR students who have accrued EFTSL (Equivalent Full-Time Student Load) of >4.5 for doctoral students and >2.5 for master of philosophy/research students (enrolled prior to Autumn session 2020) are classified as overtime in their studies and are liable to pay fees for the remainder of their degrees. An accrued EFTSL of 4.5 represents 4.5 years of full-time study or 9 years of part-time study. The fee rates are currently \$12,360 per session for full-time students and \$6,180 per session for part-time students.

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 his decision via the Graduate Research School. If successful, this tuition award would entitle you for one final session in which to finish your degree.

You must 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 must 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 will be rejected.

SPECIAL CIRCUMSTANCES CRITERIA

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

- Were unusual, uncommon or abnormal for the student; and
- Made it impractical for the student 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 student until after that date.

EXAMPLES OF SPECIAL CIRCUMSTANCES - PLEASE ADDRESS IN YOUR LETTER

Special circumstances which make it impractical for a student 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 students 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 student'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. All applications must include the following:

- Up to two page statement detailing the impact of COVID19 on your progress and how you have worked to mitigate the impact;
- Copy of your Contingency Plan and/or your APR from 2020; and
- Supporting statement from your Principal Supervisor.

DPTA Application

STUDENT DETAILS

Student Name			
Student Number		Current EFTSL	
Degree			
Faculty			
School			

SESSION INFORMATION

Year			
Session Applied For	Autumn	Spring	

APPROVAL

(Please note it is the responsibility of the student to obtain the Principal Supervisor and Associate Dean of Research signatures)

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

OFFICE USE ONLY

DEAN OF GRADUATE RESEARCH

(Please tick appropriate box)

	I have assessed the application, associated criteria and relevant supporting documents.		
	Approved	Rejected (insert reason below):	Other (insert comment below):
Dean of Graduate Research	Prof Clive Baldock		
Signature		Date	

PLEASE FORWARD A COPY OF THE COMPLETED APPLICATION TO THE GRADUATE RESEARCH SCHOOL (GRADUATE-RESEARCH-SCHOOL@UOW.EDU.AU OR LEVEL 1, BUILDING 20)