Conditions of Award 2016

- Australian Postgraduate Award (APA)
- Monash Graduate Scholarship (MGS),
- Co-Funded Monash Graduate Scholarship (CF-MGS)
- University Prestigious and Access Scholarships*:
  - Maxwell King PhD Scholarship
  - Monash Silver Jubilee Postgraduate Research Scholarship
  - Sir James McNeill Postgraduate Research Scholarship
  - Monash Indigenous Research Award (MIRA)
  - Monash Equity Scholarship (MES)

*These conditions should be read in conjunction with Section 5 Prestigious Awards, which outlines the extra conditions that apply to these awards

Version 5, Effective 5 September 2016
Graduate Research Scholarships – 2016 Conditions of Award

Contents

1  Eligibility ........................................................................................................................................... 2
  1.1  General ........................................................................................................................................ 2
  1.2  Australian Postgraduate Awards (APA) .................................................................................... 2
  1.3  Monash Graduate Scholarships (MGS) and Co-funded Monash Graduate Scholarship (CF-MGS) 2
2  Definitions .......................................................................................................................................... 3
3  Duration and transfer between research degrees ............................................................................. 3
  3.1  Duration of award ......................................................................................................................... 3
  3.2  Extension provisions .................................................................................................................... 3
  3.3  Transfer between research degrees ............................................................................................ 4
4  Stipend and allowances .................................................................................................................... 4
  4.1  Stipend ......................................................................................................................................... 4
  4.2  Establishment/relocation allowance .............................................................................................. 4
  4.3  Repayment of Scholarship ......................................................................................................... 5
5  Leave provisions .............................................................................................................................. 5
6  Employment ..................................................................................................................................... 5
7  Residency .......................................................................................................................................... 5
8  Termination ...................................................................................................................................... 5
9  Transfer of scholarship .................................................................................................................... 6
10  Special awards ................................................................................................................................ 6
  10.1  Part-time scholarships ................................................................................................................ 6
  10.2  Maxwell King PhD Scholarship .................................................................................................. 6
  10.3  Sir James McNeill Postgraduate Research Scholarship ............................................................. 7
  10.4  Silver Jubilee Postgraduate Research Scholarship ..................................................................... 7
  10.5  Monash Indigenous Research Award (MIRA) .......................................................................... 8
  10.6  Monash Equity Scholarship (MES) ............................................................................................ 8
11  False or misleading information ...................................................................................................... 9
12  Complaints and Grievances .......................................................................................................... 9
13  Privacy ............................................................................................................................................. 9
14  Table: Special Leave of Absence Provisions .................................................................................. 10

These conditions are to be read in conjunction with the Commonwealth Scholarships Guidelines (Research) 2012. Monash University reserves the right to make minor amendments to these conditions without prior notice.
1 Eligibility

1.1 General
Scholarships are offered for full-time research at postgraduate level for study at one of Monash University’s Australian campuses. Awards are available to students intending to undertake, or who are currently enrolled for a research master’s degree or doctoral degree (i.e., PhD or research professional doctorate). Part-time awards may be available (see 10.1 for eligibility requirements).

Awardees must hold an Australian or New Zealand bachelor’s degree with first class honours or qualifications and/or research experience deemed equivalent by the University. Special requirements apply to MIRA (see section 10.5).

Awards will not be available to students who are in receipt of another equivalent award, scholarship or salary to undertake the degree (providing a benefit greater than 75% of the APA/MGS rate) or entitled to a maximum tenure of less than 12 months as a result of prior enrolment and/or prior scholarship (see section 3.1).

1.2 Australian Postgraduate Awards (APA)
Only Australian citizens, New Zealand citizens, Australian permanent residents and international students awarded an International Postgraduate Research Scholarship (IPRS) are eligible for these awards.

Awards will not be available to students who have:
- already completed a doctoral degree or equivalent;
- already completed a research master’s degree or equivalent unless intending to undertake a doctoral degree;
- previously held an APA, APA (Industry), or an Australian Government-funded Postgraduate Research Award for more than six months.

An award may be made available for enrolment as a research student under Monash’s external mode regulations, however the support of the relevant academic unit and faculty will be required. The awardee must also reside in Australia.

1.3 Monash Graduate Scholarships (MGS) and Co-funded Monash Graduate Scholarship (CF-MGS)
Australian citizens, permanent residents and international students are eligible for the MGS. Only International students are eligible for the CF-MGS.

Awards will not be available to students who:
- have already completed a doctoral degree or equivalent;
- have already completed a research master’s degree or equivalent, unless intending to undertake a doctoral degree;
- have previously held a MGS or co-funded MGS for more than six months. An exception may be made for a doctoral student where the prior award was for a master’s degree;
- are enrolled or are intending to enrol as a research student under Monash’s external mode regulations.
2 Definitions

- **Compassionate and compelling** circumstance mean circumstances that are generally beyond the student's control and have an impact on the student's ability to study, for instance: serious illness or injury, pregnancy or childbirth, care responsibilities for dependants, visa processing delays, traumatic experiences, and political upheaval or natural disaster in the student’s home country.

- **Full-time student** means a student who enrolls for 37.5 points or more over a half year period.

- **Part-time period** means either 1 January to 30 June, or 1 July to 31 December.

- **Offer year** means the offer year specified in your scholarship offer.

- **Overseas Student Health Cover (OSHC)** means OSHC Essential (Single, Multi or Family) arranged by the University.

- **Your course** means the course specified in your scholarship offer.

3 Duration and transfer between research degrees

3.1 **Duration of award**

The maximum award duration for doctoral studies is three years for a full-time, or six years for part-time. The maximum award duration for master’s studies is two years for a full-time, or four years for part-time.

The duration of an award will be reduced by any periods of study undertaken towards the degree prior to the commencement of the award or taken during the suspension of the award (unless the study was undertaken as part of an Australian Government financially supported international postgraduate research scholarship or award, such as an Endeavour Award).

Awardees who are yet to commence their degree are required to enrol and take up their award by the preferred commencement date set by their faculty. The preferred commencement dates are available from [http://www.monash.edu/graduate-research/future-students/apply/accept/scholarship/commencement-date](http://www.monash.edu/graduate-research/future-students/apply/accept/scholarship/commencement-date).

Where employment commitments or circumstances beyond the awardee’s control prevent an awardee from taking up the scholarship by this date, the awardee may be permitted to commence the course/scholarship later, but must begin by 30 June (end of year round) or 31 December (mid-year round), or the offer will be withdrawn.

The earliest date a scholarship can be taken up is 1 January (end of year round) and 1 August (mid-year round) of the year for which the offer is made.

The duration of an award will be increased by any periods of approved paid maternity leave, additional sick leave, parental leave and leave for jury duty (see section 14).

3.2 **Extension provisions**

A doctoral student making satisfactory progress may apply for a maximum extension of up to six months. An extension will only be approved where research has been delayed by circumstances beyond the student’s control and where such delays could not have been reasonably anticipated at the commencement of the degree. The grounds for an extension must be related to study and not of a personal nature. A request for an extension must be submitted prior to the end date of the scholarship. An extension will not be approved after the scholarship has ended. Master’s students are not entitled to an extension.
3.3 Transfer between research degrees
If an awardee is permitted to transfer from a research master’s to a doctoral degree or from a doctoral degree to a research master’s degree, the maximum duration of the award will be adjusted accordingly. The maximum duration of a transferred award becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion.

An awardee completing a master’s degree may continue on his/her scholarship for doctoral studies for the total maximum period of three years provided there is no interval between master’s and doctoral studies, or that such interval is covered by suspension of the scholarship. As a scholarship expires on submission of a thesis for examination, the awardee must ensure that the progression to a doctoral degree or suspension of the scholarship is arranged before the master’s studies are completed.

4 Stipend and allowances

4.1 Stipend
The APA, MGS and co-funded MGS provide an annual full-time stipend of $A26,288 (2016 rate). The 2016 annual part-time stipend is $A13,144 (taxable). [http://www.monash.edu/graduate-research/future-students/support/stipend#2016](http://www.monash.edu/graduate-research/future-students/support/stipend#2016)

The stipend rate for any particular year may be the same as that for the preceding year, indexed in accordance with the method set out in Part 5-6 of the Higher Education Support Act 2003, or it may be a different amount as determined by the Minister for Tertiary Education, Skills, Science and Research.

Payments are made in fortnightly instalments into an Australian bank account in the awardee’s name. Where an awardee is not enrolled over the full period of the year, the awardee will receive the proportion of the annual stipend for the period in which study is undertaken for that year.

Under Australian Taxation Law full-time awards are presently considered to be non-taxable by the Australian Government. The University cannot give advice regarding taxation and it is the responsibility of individual awardees to seek their own taxation advice. Part-time awards are taxable.

Scholarship holders are permitted to:
- obtain funds for fieldwork, equipment or other expenses not covered by the award;
- obtain funding for overseas travel from other Australian Government awards or another source;
- receive income derived from part-time work (see 6 Employment below); and
- receive a concurrent award to undertake their research provided that the concurrent award, provides a benefit less than 75% of the stipend rate; or the scholarship is suspended for the tenure of the concurrent award and the period of study undertaken towards the degree during suspension is deducted from the maximum tenure.

4.2 Establishment/relocation allowance
Awardees who relocate their place of residence to Victoria from interstate or overseas to take up their scholarship will be eligible for an establishment/relocation allowance of $A1,000. The
allowance will not be paid to awardees who relocated to Victoria prior to the offer of the award or to awardees who relocate their place of residence to another residence within Victoria.

4.3 Repayment of Scholarship
An awardee is required to repay any scholarship payment within 4 weeks of receiving the payment if:

- the payment is made in error or overpaid,
- the awardee is no longer enrolled in the period the scholarship is paid,
- the awardee does not meet the conditions of the scholarship or is ineligible for the scholarship including situations where,
  - the awardee has provided false information; or
  - the awardee has been made a scholarship offer in error.

5 Leave provisions
The leave provisions for research students are outlined in the table provided in Section 13, as well as in the relevant Handbook available from [https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-four/4-1](https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-four/4-1)

6 Employment
Awardees are permitted to undertake part-time, paid employment throughout the year. Employment is restricted to no more than 15 hours of work in any one week. Up to a maximum of six hours only on average of this employment may be undertaken during normal working hours (9am – 5pm Monday to Friday). However, this may be extended to a maximum of eight hours if the employment is limited to one weekday.

International awardees need to be aware that the employment restrictions outlined above apply even though a student visa permits students to work more hours per week.

An awardee currently employed at Monash cannot be on a fractional appointment exceeding 0.4.

7 Residency
Awardees are required to reside within daily commuting distance to a Victorian campus to allow frequent and systematic use of the University’s facilities, including use of physical resources, formal research training and daily face-to-face contact with supervisors if required (unless awarded an APA for external studies). An awardee may be permitted to pursue part of their research at institutions or locations outside their approved campus location as per the entitlements outlined in the relevant handbook ([https://www.monash.edu/graduate-research/faqs-and-resources](https://www.monash.edu/graduate-research/faqs-and-resources)).

8 Termination
The award will be terminated on the day the thesis is submitted for examination or at the end of the award; whichever is earlier. A request for an extension must be submitted prior to the end date of the scholarship. An extension will not be approved after the scholarship has ended. For awardees in the Faculty of Art, Design and Architecture, studies ceases upon the submission of the exegesis and the examination of an exhibition of visual work. Art, Design and Architecture awardees who have remaining scholarship tenure will be permitted to remain on scholarship for a maximum period of three months after the submission of the exegesis to finalise the exhibition of visual work.

Awards will be terminated before this time:
• if it is determined that the awardee fails to fulfil an admission requirement or a condition on their continuing enrolment, or fails to maintain satisfactory progress;
• if the awardee’s enrolment is terminated for any reason, or the awardee is found guilty of a serious case of academic or research misconduct, or the awardee fails to maintain their enrolment;
• if the awardee relinquishes the scholarship or withdraws from the course;
• when the awardee ceases to be a full-time student engaged in full-time research, when approval has not been obtained to hold the award on a part-time basis;
• if the awardee does not resume study at the end of a period of approved leave or does not make arrangements to extend the period of approved leave;
• if the awardee accepts another equivalent award to undertake the research degree providing a benefit greater than 75% of the stipend rate and does not comply with the criteria in section 3.1;
• if the awardee converts to writing up away;
• if the awardee ceases to be an on-campus student (for all awardees except for APA);
• if the awardee ceases to be an on-campus student and approval has not been obtained to hold the award on an external basis (APA awardees only).

If a scholarship is terminated, it cannot be re-activated unless the termination occurred as a result of an error.

9 Transfer of scholarship
A scholarship awarded by the University is not transferable to another institution.

A co-funded MGS cannot be transferred to another faculty, unless the new faculty agrees to continue to co-fund the scholarship. There may also be restrictions in some instances where an awardee is considering changing their main supervisor or transferring to another academic unit. Co-funded MGS awardees are encouraged to seek advice from Graduate Research Services if they are considering changing their main supervisor or transferring to another academic unit or faculty.

10 Special awards
Extra conditions apply to the following awards:

10.1 Part-time scholarships
A part-time award may be held by an awardee with a medical condition which limits the capacity to undertake full-time study (supported by medical certification) or by an awardee who is the primary carer of a pre-school child; a school aged child/ren as a sole parent with limited access to outside support; or an invalid or disabled spouse, child or parent.

An awardee holding a part-time award must be enrolled as a part-time student. Holders of part-time awards may convert to full-time at any stage. The same employment conditions that apply to full-time awardees apply to part-time awardees. International ESOS students are ineligible for part-time awards.

10.2 Maxwell King PhD Scholarship
The Maxwell King PhD Scholarship was established on the retirement of Professor Maxwell King to recognise his outstanding contribution to graduate research at the University. Professor King had a long association with Monash University including eight years as Pro Vice-Chancellor (Research and Research Training). In 2003, he was appointed as a Sir John Monash Distinguished Professor.
One scholarship will be awarded annually to the best applicant wishing to undertake a PhD degree in any field of study at the University and will be made on the basis of outstanding academic merit.

10.2.1 Stipend
The award provides a full-time stipend of $A32,338 per annum (2016 rate).

10.2.2 Research Allowance
A research allowance of up to $A1,500 per annum may also be payable. Research expenses are items such as journal subscriptions, conference attendance/study away from the University expenses and lab expenses. All claims must be directly related to the awardees research area.

10.2.3 Conditions of award
The conditions and benefits are the same as those applying to the MGS (with the exception that the award is for PhD studies only).

10.3 Sir James McNeill Postgraduate Research Scholarship
The Sir James McNeill Foundation Postgraduate Research Scholarship has been established in memory of the late Sir James McNeill. Sir James had a long association with Monash University.

One scholarship will be awarded annually to enable a doctoral student to pursue a program of research in engineering, medicine, music or science and will be made on the basis of outstanding merit. A condition of the award is that the research undertaken shall be both environmentally responsible and socially beneficial.

10.3.1 Stipend
The award provides a full-time stipend of $A32,338 per annum (2016 rate).

10.3.2 Research allowance
A research allowance of up to $A1,500 per annum may also be payable. Research expenses are items such as journal subscriptions, conference attendance/study away from the University expenses and lab expenses. All claims must be directly related to the awardees research area.

10.3.3 Conditions of award
The conditions and benefits are the same as those applying to the MGS (with the exception that the award is made to a doctoral student pursuing a research program in engineering, medicine, music or science, and that the research undertaken shall be both environmentally responsible and socially beneficial).

10.4 Silver Jubilee Postgraduate Research Scholarship
One Monash Silver Jubilee Postgraduate Scholarship is awarded annually. The scholarship will be awarded by rotation to faculties. Awards will be made as follows;
2016: Arts or Art, Design and Architecture
2017: Law, Education, Business & Economics or Monash Injury Research Institute
2018: Engineering or Information Technology
2019: Medicine, Nursing and Health Sciences
2020: Science, Pharmacy and Pharmaceutical Sciences or Monash Sustainability Institute
10.4.1 Stipend
The award provides a full-time stipend of $A31,830 per annum (2016). The Silver Jubilee Top-Up Postgraduate Research Scholarship provides a top-up stipend of $A5,541 per annum (2016).

10.4.2 Research allowance
A research allowance of up to $A550 per annum may also be payable. Research expenses are items such as journal subscriptions, conference attendance/study away from the University expenses and lab expenses. All claims must be directly related to the awardee’s research area.

10.4.3 Conditions of award
The conditions and benefits are the same as those applying to the MGS (with the exception that the award is made in rotation on a faculty basis).

10.5 Monash Indigenous Research Award (MIRA)
Up to two Monash Indigenous Research Awards (MIRA) will be offered annually to encourage and support Indigenous Australian students to commence a postgraduate research degree program (PhD, MPhil or research master’s) on a full-time on-campus basis.

The scholarship is also available to high-achieving students who may apply for a conjoint honours/research degree program. The conjoint honours/research degree program includes completion of an honours year prior to commencing the research degree.

10.5.1 Eligibility
Awardees must be Indigenous Australians who meet all of the current eligibility requirements for entry into the relevant research degree or honours program. In addition, awardees for the conjoint honours/research degree programs must have achieved outstanding results in the honours year in order to continue to receive the scholarship for the research degree. Current students already enrolled in a research program at Monash University are not eligible for these awards. The scholarship may be awarded for full-time on-campus study only.

10.5.2 Stipend
For PhD, MPhil and research master’s studies, the award provides a full-time stipend of $A26,288 per annum (2016), and an Indigenous Research Top-Up Bursary of $A5,000 per annum. Cohort support including mentoring and academic and research skills development will be provided for recipients of these awards.

10.5.3 Conditions of award
The conditions and benefits are the same as those applying to the MGS.

10.6 Monash Equity Scholarship (MES)
Up to two Monash Equity Scholarships will be offered annually.

10.6.1 Eligibility
Awardees must be an Australian or New Zealand citizen or an Australian permanent resident. This award is offered to students whose academic career has been adversely affected or to students who have a disability.

Examples of academic career interruptions include illness or family responsibilities such as child rearing, the sustained care of a dependant family member or other family responsibilities. This
category does not apply when an applicant has opted to travel or pursue an alternative profession/discipline area before returning to study.

10.6.2 Conditions of award
The conditions and benefits are the same as those applying to the MGS.

11 False or misleading information
If the awardee has provided false or misleading information and as a result was awarded or continued to receive the scholarship, the scholarship may cease.

12 Complaints and Grievances
Students may submit a complaint or grievance in relation to the application of this procedure in accordance with the Student Complaints and Grievances Policy and the Student Complaints and Grievances Procedure (http://policy.monash.edu.au/policy-bank/academic/education/management/complaints-grievance-policy.html).

13 Privacy
All personal information collected by the University is governed by the University's Privacy Policy. For further information, refer to the University's privacy statement (http://www.privacy.monash.edu.au/).
## 14 Table: Special Leave of Absence Provisions

<table>
<thead>
<tr>
<th>Leave of Absence Type</th>
<th>Formal application required</th>
<th>Maximum Entitlement</th>
<th>Supporting documentation required</th>
<th>Conditions/Comments (Must be taken within the tenure of the award)</th>
<th>Extension to scholarship and thesis submission date?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Annual (Recreation) Leave</td>
<td>No</td>
<td>20 days (10 days for part time student) per annum within the tenure of the award.</td>
<td>No</td>
<td>To be arranged directly in consultation with your main supervisor and your academic unit;</td>
<td>No</td>
</tr>
<tr>
<td>Unpaid Leave of Absence</td>
<td>Yes</td>
<td>12 months, unless you have accessed other specific forms of leave (sick, carer's, jury etc.) in which case your entitlement will be reduced accordingly.</td>
<td>If you are an international student on an Australian student visa, you need to provide independent supporting documentation which provides evidence of a case for compassionate or compelling circumstances.</td>
<td>For personal or work-related reasons other than sick, carer's, parental or jury duty leave. You relinquish your scholarship for the period of this leave.</td>
<td>Yes</td>
</tr>
<tr>
<td>Paid Sick Leave/Carer's leave</td>
<td>No</td>
<td>10 days (5 days for part time students) per annum within the tenure of the award.</td>
<td>No</td>
<td>NA</td>
<td>No</td>
</tr>
<tr>
<td>Additional Paid Sick Leave/Carer's leave</td>
<td>Yes</td>
<td>12 weeks within the tenure of the award.</td>
<td>Medical certificate or a report from a registered health professional.</td>
<td>Only available if Paid Sick/Carers leave exceeds 10 days or entitlements have been exhausted and further leave is required.</td>
<td>Yes</td>
</tr>
<tr>
<td>Leave Type</td>
<td>Available</td>
<td>Duration</td>
<td>Evidence Required</td>
<td>Restrictions</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>-----------</td>
<td>---------------------------</td>
<td>---------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Maternity Leave</td>
<td>Yes</td>
<td>12 weeks paid within the tenure of the award; students can apply for further unpaid leave as per enrolment entitlements outlined in Table 1.</td>
<td>A medical certificate stating the expected date of birth or, in the case of adoption, documentary evidence of the date of placement.</td>
<td>Paid leave cannot be taken within the first 12 months of the award; To be taken within the period commencing 6 weeks prior to the expected birth of your child, concluding no later than 12 weeks after the actual date of birth of your child; You can access this provision as adoption leave where you are the primary carer of a child under 16 years of age.</td>
<td></td>
</tr>
<tr>
<td>Parental Leave</td>
<td>Yes</td>
<td>5 days paid within the tenure of the award; students can apply for further unpaid leave as per enrolment entitlements outlined in Table 1.</td>
<td>A medical certificate stating the expected date of birth or, in the case of adoption, documentary evidence of the date of placement.</td>
<td>Paid leave cannot be taken within the first 12 months of the award; To be taken within the period commencing 6 weeks prior to the expected birth of your child, concluding no later than 12 weeks after the actual date of birth of your child; In the case of adoption, paid parental leave is to be taken from the date the child is permanently placed for adoption.</td>
<td></td>
</tr>
<tr>
<td>Paid Jury Duty</td>
<td>Yes</td>
<td>12 weeks within the tenure of the award.</td>
<td>Statement from the Office of the Juries Commissioner (OJC) specifying the number of days and period when you were a member of the jury (this information is provided on the payment slip prepared by the OJC).</td>
<td>Ensure you speak to your main supervisor about the implications for your research of taking jury leave prior to accepting a call for jury service; You should also seek advice from the Australian Tax Office (ATO) regarding any personal tax implications.</td>
<td></td>
</tr>
</tbody>
</table>