Faculty of Science Dean’s Postgraduate Research Scholarship
http://monash.edu/science/future/postgraduate-research/scholarships/deanschol.html

Conditions of Award for 2015 (from 1 January 2015)

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1. Introduction

1.1 General information

Faculty of Science Dean's Postgraduate Research Scholarships are offered for full-time postgraduate research studies within the Faculty of Science at Monash University. Part-time awards may be offered in limited circumstances (see section 17).

Persons intending to undertake a research master's degree or doctoral degree are eligible to be nominated by a school within the faculty.

Awards are not normally available to persons who have already undertaken postgraduate research studies at doctoral level.

Applicants must hold H1 or H1 equivalent (H1E) academic qualifications as per http://MIGR.monash.edu.au/scholarships/selection/proc13.html

There are no age restrictions relating to these awards.

1.2 Definitions

- **Student**: a person enrolled in a higher degree by research (HDR) program.

- **Code of practice for supervision of doctoral and research master's students**: part of chapter 5 of the Handbook for Doctoral Degrees and the Handbook for Research Master's Degrees produced by the Monash Institute of Graduate Research (MIGR) that details the responsibilities of Monash University, the school, supervisor(s), and student with respect to research candidature.

- **Faculty of Science Research Office**: the Faculty of Science Research Office located on the Clayton campus. Contact details are given in Part 18: Further information of this document.

- **Monash Graduate Scholarship** (MGS): a postgraduate research scholarship administered by the Monash Institute of Graduate Research (MIGR).

- **Monash Institute of Graduate Research** (MIGR): an administrative centre of the university responsible for admission to doctoral and Master of Philosophy (MPhil) programs. The MIGR also administers a range of centrally allocated scholarships and coordinates annual progress reporting for doctoral students and master's by research students.

- **Research Degrees Committee** (RDC): a committee of the Faculty of Science that meets to review matters relating to postgraduate coursework and higher degrees by research (HDR) management and policy.

- **Graduate Research Committee** (GRC): a committee of the university responsible for administering the university's doctoral and research award programs.

- **Research Training Scheme** (RTS): a system that replaced the Research Higher Education Contribution Scheme (HECS) Exemptions Scheme. It provides Commonwealth-funded higher degree by research (HDR) students with an ‘entitlement’ to a HECS exemption for the duration of an accredited HDR course, up to a maximum
period of four (4) years’ full-time equivalent study for a doctorate by research and two (2) years’ full-time equivalent study for a master’s by research.

- **School**: a school of the Faculty of Science.

2. **Eligibility**

The Faculty of Science Dean’s Postgraduate Research Scholarship is offered for full-time research at an HDR level (MSc, MPhil and PhD). In exceptional circumstances, support for part-time students will be considered (according to the APA guidelines for **part-time awards**).

Students who are jointly supervised, on a 50:50 basis, by an MIGR accredited, Clayton-based HDR supervisor/s and another/others based at another academic unit of another faculty within Monash University, may also be eligible for this award.

In addition, awards will be available to both domestic and international students:

- who are commencing their postgraduate research studies in the Faculty of Science at Monash University in a higher degree by research (MSc, MPhil and PhD);
- who hold H1 or H1 equivalent (H1E) academic qualifications as per [http://intranet.monash.edu.au/migr/staff/scholarships/selection/proc13.html](http://intranet.monash.edu.au/migr/staff/scholarships/selection/proc13.html); and
- who meet Monash University's minimum English language proficiency requirements for entry into a higher degree by research program.

Faculty of Science Dean’s Postgraduate Research Scholarships will not be available to those 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;
- are already enrolled in a higher degree by research (MSc, MPhil, PhD) and in receipt of scholarship support from other funding sources;
- as a result of prior candidature, would be entitled to a maximum tenure of less than 12 months;
- are unable to secure both a Monash University accredited main and associate supervisor willing to accept them for supervision in their research team (for reasons that may pertain to student load restrictions on the supervisor/s, unavailability of required facilities, lack of appropriate expertise to provide supervision, etc.)

**Additional criteria for award of scholarship**

- Scholarships are only available to those who are nominated by the School in which they will be enrolled in to undertake the approved HDR programme.
- Each nominee must be supervised for the duration of candidature by at least two supervisors.
• If the applicant has been deemed ‘eligible’ and ranked by the Faculty in either the mid-year or end-of-year Monash University Postgraduate Research Scholarship scheme rounds, the applicant will automatically be eligible for consideration for nomination by the School.

• The applicant can be nominated outside of the mid-year and end-of-year Monash University Postgraduate Research Scholarship scheme rounds, however, the applicant will need to demonstrate that their academic merit and research potential is at least equivalent to those awarded a Faculty scholarship, having applied in the Monash University scholarship rounds.

• The supervisor(s)/research team must demonstrate that sufficient external funding is available to support the project related costs of the nominee. (Note: Heads of Schools or their nominees are already required to sign-off on PhD candidature applications, stating that sufficient resources are available to support any PhD student accepted into their School.)

• International students are eligible to be offered both a Faculty of Science Dean’s Postgraduate Research Scholarship (stipend-paying award) and a Faculty of Science Dean’s International Scholarship (tuition fee and OSHC sponsorship award).

3. Duration and conversion of award

3.1 Duration of award

The award may be held for three (3) years for Doctor of Philosophy (PhD) studies and for up to two (2) years for master’s studies. A doctoral student may apply for a maximum extension of up to six (6) months. An extension will normally 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 candidature. The grounds for an extension must be related to study and not of a personal nature. Master’s students are not entitled to an extension.

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.

Tenure is always subject to satisfactory progress and terminates upon withdrawal from the course of study, completion of the prescribed course of study, or on the submission of a thesis for examination.

3.2 Taking up of award

The award should be taken up within three (3) months of the formal offer having been made by the Faculty of Science Research Office. Where business or employment commitments or circumstances beyond the awardee’s control (such as an illness or the late grant of a scholarship prevents an awardee from taking up the scholarship by this date), the awardee may be permitted to commence the course / scholarship at a later date with the formal permission of the Research Degrees Committee via the Faculty of Science Research Office.

3.3 Extension to award

A Doctor of Philosophy (PhD) candidate making satisfactory progress may apply for an extension to scholarship of up to a maximum of six (6) months. An extension will normally 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 candidature. The grounds for an extension must be related to study and not of a personal nature. Master’s students are not entitled to an extension. Applications for extension should be made to the Research Degrees Committee via the Faculty of Science Research Office.

3.4 Transfer between research degrees

If a master’s student is permitted to transfer candidature to a doctorate, the award, upon application by the holder (and prior to its termination) will be extended to the maximum duration for a doctoral degree. Similarly a doctoral award may be converted to a master’s by research award in circumstances deemed appropriate by the Research Degrees Committee. The maximum duration then becomes that for the new degree.

An awardee completing a master’s degree may continue on their scholarship for doctoral studies (for the total maximum period allowed ie 3.5 years including the period of support while a master’s student) provided there is no interval between master’s and doctoral candidature, or that such interval is covered by suspension of the scholarship. As a scholarship normally expires on submission of a thesis for examination, the awardee must ensure that the progression to a doctorate or suspension of the scholarship is arranged before the master’s studies are completed.

4. Stipend and allowances

4.1 Stipend

The full-time stipend is $A25,849 (2015 rate). The part-time stipend is $A12,924.50 (2015 rate).

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.

4.2 Taxation

Under Australian Taxation Law full-time awards are presently considered to be non-taxable by the Australian Government. Nevertheless, the university cannot give advice regarding taxation and it is the responsibility of individual students to seek their own taxation advice. Part-time awards are TAXABLE (see section 17: Part-time awards).

4.3 Additional sources of funding

Scholarship holders are permitted to:

- obtain funds for fieldwork, equipment or other expenses not covered by the award;
- obtain funding from overseas travel costs from other Australian Government awards or any other source;
- receive income derived from part-time work within the guidelines set by the university; and
• receive a concurrent award, scholarship or salary to undertake their research provided that:
  
  - the concurrent award, scholarship or salary provides a benefit less than 75 per cent of the stipend rate; or
  - the scholarship is suspended for the tenure of the concurrent award, scholarship or salary and the period of study undertaken towards the degree during suspension is deducted from the maximum period of tenure.

4.4 Establishment/Relocation allowance (travel and removal expenses)

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.

Original receipts / tax invoices must be supplied to the Faculty of Science Research Office.

Claims may be made for such costs as:
• travel to Melbourne from another state within Australia or overseas to commence the award;
• removal expenses;
• other establishment costs.

4.5 Thesis allowance

Subject to the production of original receipts / tax invoices, awardees may claim reimbursement of up to $A420 for a master's thesis and up to $A840 for a Doctor of Philosophy (PhD) thesis towards the cost of thesis preparation (2015 rates). The allowance is a contribution to the costs of production of the thesis as per the requirements for examination and award of degree (e.g. printing and binding costs) and does not include costs such as purchase of computer equipment.

The allowance must be claimed within six (6) months (in exceptional circumstances one (1) year) of submission of the thesis for examination and no more than two (2) years after termination or expiry of the award.

5. Leave entitlements

The leave provisions for research students are outlined in the table provided below as well as in the relevant Handbook available from www.monash.edu/migre/research-degrees/handbook/.

6. Employment

An award holder is permitted, with the approval of his/her main supervisor, to undertake a strictly limited amount of paid employment throughout the year, being no more than 15 hours of work on average in any one week. Up to a maximum of six hours only on average of this employment may be undertaken during normal working hours (9 am – 5 pm Monday to Friday). However, this may be extended to a maximum of eight hours if the employment is limited to one weekday.
The student’s supervisor/s must be satisfied that any part-time work undertaken does not interfere with the student’s study program and progress.

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 university facilities, including use of physical resources, formal research training and daily face-to-face contact with supervisors if required (unless awarded a Faculty of Science Dean’s Postgraduate Research Scholarship 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.

8. Study away from Monash University

Written permission must be obtained from the head of school (or nominee), the Faculty Associate Dean of Research Training and the Graduate Research Committee to pursue research overseas for any period of time, or to pursue research at a site other than a students approved study location for periods greater than six weeks duration.

Study away will only be approved where the proposed travel is an integral part of the research program. In the case of doctoral students a maximum period of 12 months study away may be approved, although in exceptional circumstances this may be extended to 18 months. In the case of master’s students a maximum period of six months study away may be approved. At all other times, awardees are expected to reside at a location that will allow daily attendance on-campus. Students will not generally be allowed to undertake study away in the first six months of candidature.

9. Penalties for non-compliance with scholarship conditions

The Research Degrees Committee will impose penalties for non-compliance with scholarship conditions. This may include for example, suspension of award and / or a reduction in the maximum tenure of the award.

10. Termination of scholarship

The award will be terminated on the day the thesis is submitted for examination or at the end of the award; whichever is earlier.

Awards will be terminated before this time:

- if, in the opinion of the Research Degrees Committee, the course of study is not being carried out with competence and diligence or in accordance with the offer of the award, and no suitable alternative arrangements can be made for continuation of the degree;
- if the awardee fails to apply for a Monash University Postgraduate Research Scholarship (APA/MGS) in any of the mid-year or end-of-year rounds for which they are eligible for an Australian Postgraduate Award (APA) following a request to do so by their School;
- if it is determined that the awardee has not fulfilled his/her obligations, has not met the eligibility criteria or fails to maintain satisfactory progress;
• when the awardee ceases to be a full-time student engaged in full-time research and when approval has not been obtained to hold the award on a part-time basis;
• on completion of the course, or the death, incapacity, resignation or withdrawal of the student;
• if the awardee’s candidature is terminated, the awardee has been found guilty of academic misconduct or if the awardee fails to maintain their enrolment;
• if the awardee does not resume study at the end of a period of approved leave (for example suspension, personal leave etc), or does not make arrangements to extend the period of approved leave;
• if the awardee accepts another equivalent award, scholarship or salary to undertake his/her research degree providing a benefit greater than 75% of the Faculty of Science Dean’s Postgraduate Research Scholarship rate and does not comply with the criteria as outlined in section 3.1;
• if the awardee’s probationary candidature is not confirmed;
• if the awardee converts to writing up away;
• if the awardee ceases to be an on-campus student and approval has not been obtained to hold the award on an external basis;

If a scholarship is terminated, it cannot be re-activated unless the termination occurred in error.

11. Award holder's obligation to the Faculty of Science

The awardee may be asked by their School Postgraduate Co-ordinator to apply for an Australian Postgraduate Award (APA) through the Monash University online scholarship system, at each round for which they are eligible and are considered competitive for an APA.

12. Transfer of scholarship

The scholarship may not be transferred where the awardee ceases to be enrolled in the Faculty of Science.

13. Part-time awards

The scholarship is normally offered for full-time study only. Persons who for compelling reasons are unable to pursue full-time postgraduate study are eligible to apply to the Research Degrees Committee via the Faculty of Science Research Office for part-time awards.

13.1 Eligibility

A part-time award may be awarded to those with a medical condition, which limits the capacity to undertake full-time study (supported by medical certification) or to those who are able to demonstrate heavy carer commitments, including:

• carer responsibilities for a pre-school child; or
• carer responsibilities for school aged children as a sole parent with limited access to outside support; or
• carer responsibilities for an invalid or disabled spouse, child or parent.

Part-time awards are not available to applicants seeking to undertake paid employment on a full-time or a substantial part-time basis.

13.2 Candidature
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 candidature at any stage.

13.3 Stipend and taxation

Part-time awards are paid at $A12,924.50 (2015 rate) and are taxable. The part-time rate is adjusted for taxation, so that part-time awardees receive half the amount paid to full-time award holders.

13.4 Other scholarship conditions

All other scholarship conditions apply.
14. Further information
Please contact the following should you have any queries. It is important that you are fully aware of your obligations under these Conditions of Award.

Faculty of Science Research Office
Building 26
Clayton campus
MONASH UNIVERSITY VIC 3800

Telephone: +61 3 9905 9052
Email: sci-pgrad-enquiries@monash.edu
Internet: http://monash.edu/science/current/postgraduate-research/

15. Acceptance of scholarship conditions

I, __________________________________________ have read these conditions carefully and agree to abide by them and any subsequent amendments which may be made during the tenure of my award. I understand that there are penalties for non-compliance with these conditions.

I acknowledge that the university may terminate any scholarship if I have misrepresented my past and / or present circumstances and that this termination may take place at any stage during the course I undertake. I am aware that I must not accept and take up a concurrent scholarship from more than one institution. I am aware that giving false or misleading information is a serious offence under the criminal code (Commonwealth) and that there are penalties for providing false or misleading information.

Signature: __________________________________ Date: ____/____/______

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