



Graduate Research Scholarships Terms and Conditions (2016)

Version: Version 3
Start date: 1 January 2016

1. Introduction

The following terms and conditions apply to the below scholarships (the Scholarship) awarded from 2016.

- Australian Postgraduate Award (APA)
- China Scholarships Council – University of Melbourne Research Scholarship
- International Postgraduate Research Scholarship (IPRS)
- Melbourne Research Scholarship (MRS)
- Victoria India Doctoral Scholarship (VIDS)
- Victoria International Research Scholarship (VIRS)
- University prestigious and access scholarships:
 - Fay Marles Scholarship (FMS)
 - Frederick Blake Shepherd Scholarship (FBS)
 - Harbison-Higinbotham Research Scholarship
 - Human Rights Scholarship (HRS)
 - A.O. Capell Scholarship
 - Sir John and Lady Higgins Research Scholarship
 - Baillieu Research Scholarship
 - Stella Mary Langford Scholarship
 - Henry James Williams Scholarship
 - Ernst and Grace Matthaei Research Scholarship
 - Helen Macperson Smith Scholarship
 - William and Kate Herschell Scholarship
 - Elizabeth and Vernon Puzey Scholarship

The University reserves the right to make minor amendments to these terms and conditions without prior notice.

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 ([MPF1294](#))

Half-year 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

Part-time student means a student who enrolls for less than 37.5 points over a half year period ([MPF1294](#))

your course means the course specified in your scholarship offer

3. Benefits

3.1. The benefits of your scholarship are specified in your scholarship offer. The following benefits may apply:

	Living allowance	Fee remission	OSHC	Relocation allowance	Thesis allowance	Limited paid leave
Australian Postgraduate Award	Y			Y	Y	Y
International Postgraduate Research Scholarship		Y	Y			
Melbourne Research Scholarship	Y	Y	Y	Y	Y	Y
Prestigious and access scholarships	Y			Y	Y	Y
Victoria India Doctoral Scholarship	Y	Y	Y	Y	Y	Y
Victoria International Research Scholarship	Y	Y	Y	Y	Y	Y

3.2. Living allowance

- a. The value of the living allowance is stated in your scholarship offer.
See also: [Graduate Research Scholarship Benefits](#)
- b. Living allowances are paid fortnightly from the commencement date of the scholarship.
- c. Part-time students who have received approval to continue to receive the living allowance, will usually receive the living allowance at 50% of the full-time student rate up to the value of the living allowance.

3.3. Fee remission

- a. A fee remission covers the course tuition fees for the maximum duration of the scholarship. Students who remain enrolled beyond the end date of their scholarship will become liable for paying the remaining tuition fees.

3.4. Overseas Student Health Cover (OSHC)

- a. The University will arrange visa length OSHC when students accept their course offer:
 - i. IPRS recipients are entitled to OSHC Single, Multi or Family for themselves and their dependents who are included as applicants in the student's student visa application
 - ii. MRS recipients are entitled to OSHC Single for themselves
- b. If the OSHC needs to be extended, you will need to renew your OSHC directly with the insurance provider. Melbourne Scholarships will reimburse the cost upon provision of a receipt.

3.5. Relocation allowance

- a. The University will pay a relocation allowance to students who:
 - i. were living overseas or interstate at the time of applying for the scholarship, and
 - ii. have not studied at an institution in Victoria within 12 months prior to applying for the scholarship, and
 - iii. had to relocate to Melbourne to commence their course of study at the University of Melbourne
- b. The allowance is usually included in the in the first payment of the living allowance. The value of the allowance is:
 - i. \$2,000 for student who have relocated from interstate
 - ii. \$3,000 for students who have relocated from outside Australia

3.6. Thesis Allowance

- a. If you are required to submit a hard copy of your thesis, Melbourne Scholarships will reimburse the cost related to the production of a thesis (e.g. printing, binding) upon presentation of receipts.
- b. The allowance may be used for editorial assistance if the University's Research Higher Degree Committee endorses the involvement of an editor.
- c. Requests for reimbursement must be made within 6 months of the date of purchase.
- d. The maximum value of this allowance is:
 - i. \$420 for a Master degree thesis
 - ii. \$840 for a Doctoral degree thesis

4. Conditions

4.1. Study load

- a. The Scholarship is conditional on maintaining full-time enrolment in your course at the University of Melbourne.
- b. If you enrol as a part-time student, your scholarship will be suspended, unless there are compassionate or compelling circumstances that prevent you from enrolling as a full-time student.
- c. If approval is given to continue to receive the living allowance while you are enrolled as a part-time student, you must provide the University with a Tax File Number Declaration form before the next payment. Payments may be subject to income tax

4.2. Commencement

- a. You must commence the Scholarship in the year for which the scholarship was offered (offer year).
- b. Commencement of scholarships cannot be deferred to a following year.
- c. If you commence your course in the offer year specified in your scholarship offer, the scholarship will commence on the day that you start your course.
- d. If you have commenced your course prior to the offer year specified in your scholarship offer, the scholarship will commence on 1 January of the year for which the scholarship was offered.

4.3. Duration

Unless otherwise specified, the following applies

- a. the maximum duration of a scholarship for students undertaking a Master degree is 2 years full-time equivalent
- b. the maximum duration of a scholarship for students undertaking a Doctoral degree is 3.5 years full-time equivalent. Students who receive a fee remission, may be eligible for an additional 6-month fee remission
- c. the duration of the scholarship will be reduced by any periods of study undertaken previously either towards the course for which the scholarship is awarded, or while receiving a graduate research scholarship.

4.4. The living allowance will not be suspended or extended when you take:

- a. recreation leave from your course for up to 20 days per annum (pro rata)
- b. standard sick leave from your course for up to 10 days per annum (pro rata)

4.5. Course transfer

- a. If you wish to transfer to another course within the University, you must seek prior approval from the proposed faculty or department to transfer your scholarship and be able to meet the requirements of the scholarship. Approval to transfer is at the discretion of the relevant faculty or department.

- b. If you transfer from a Master degree course to a Doctoral degree course, the total duration of your scholarship will be up to 3 years from the date that you commenced the Master degree course, with a possible extension of 6 months.
- c. If you transfer from a Doctoral degree course to a Master degree course, the total duration of your scholarship will be up to 2 years from the date that you commence the Doctoral degree course. If the scholarship has already been held for more than 2 years, it will cease on the date of the transfer.

4.6. Scholarship leave

- a. If you are granted leave of absence or suspended from your course by the University of Melbourne, your living allowance will be suspended (scholarship leave) until you return from leave, unless you are entitled to paid leave:
 - i. up to 12 weeks (full-time equivalent) additional sick leave
 - ii. for each child, up to 12 weeks (full-time equivalent) maternity or adoption leave for students who are giving birth or are the main carer of a recently, adopted child, and have completed at least 1 year of full-time study or equivalent part-time study
 - iii. for each child, up to 5 days (full-time equivalent) parenting leave at the time of the birth or adoption for students whose partner has given birth or is the main carer of their adopted child, and have completed at least 1 year of full-time study or equivalent part-time study
 - iv. up to 12 weeks (full-time equivalent) leave for jury duty if the jury duty requires absence of 5 or more days.
- b. Requests for paid leave must be supported by relevant supporting documents, e.g. a medical certificate.
- c. The duration of your scholarship will be extended by the duration of the scholarship leave, unless you continue to be enrolled in your course during the scholarship leave.
- d. In cases where the birth or adoption of a child occurs in the first year of full-time study or equivalent part-time study, you will be granted leave without pay with full payment made for up to 12 weeks (full-time equivalent) once confirmation of candidature has occurred.

4.6A Family leave

- a. You may use up to 5 days per year of your sick leave entitlements as family leave to care for members of your immediate family who are dependent on you for care, when that person is ill or an emergency renders it essential that you attend to that person.
- b. Requests for family leave must be supported by a medical certificate or where a medical certificate is not available, a statutory declaration setting out the reasons for the leave.

4.7. Subject to 4.8, if you submit your research thesis, withdraw from your course or your enrolment is withdrawn by the University (e.g. due to unsatisfactory progress or misconduct), your scholarship will cease.

4.8. Students who completed a Master by research degree may continue to receive the scholarship for a Doctoral degree, provided:

- a. there is no interval between the completion of the Master degree and commencement of the Doctoral degree, or
- b. the student applies for and is granted unpaid scholarship leave for the interval between completion of the Master degree and commencement of the Doctoral degree

4.9. Concurrent awards

- a. Students who receive a living allowance as part of their scholarship, are permitted to receive other awards (including a scholarship or salary) in relation to their course of study in addition to their current scholarship, provided the total value of the other awards is less than 75% of the annual value of the living allowance.

- b. If you wish to receive another award, scholarship or salary in relation to your course that is greater than 75% of the annual value, you must apply for leave from your current scholarship. If leave is approved, the duration of the current scholarship will be reduced by the period of study taken during the leave of the award, unless the study was undertaken as part of an Australian Government financially supported international postgraduate research scholarship or award, e.g. the Endeavour Award

4.10. Work

- a. You may undertake paid or voluntary work that is not related to your studies, provided the work does not interfere with your studies.
- b. Work commitments cannot be accepted as grounds for an extension of your scholarship

4.11. Visa changes

- a. International students, who become an Australian citizen or permanent resident after having commenced their scholarship, must notify the University immediately. Their fee-remission scholarship will cease, however their tuition fees will be covered by the Research Training Scheme and they will continue to receive their living allowance
- b. If you are a holder of an IPRS and you are granted an Australian temporary resident visa other than a student visa, the IPRS will cease and you will be liable for remaining tuition fees and medical insurance.

- 4.12. If you have provided false or misleading information and as a result you were awarded or continued to receive the scholarship, the scholarship may cease and you may be required to repay any scholarship benefits to which you are not entitled to within 14 days of being requested to do so by the University.

5. 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](#).

6. Privacy

All personal information collected by the University is governed by the [University's Privacy Policy](#). The following are examples of instances where the University will use and disclose your personal information for legitimate purposes:

- providing information to Centrelink;
- releasing statistical information to relevant government bodies such as the Department of Education, Employment and Workplace Relations (DEEWR) and the Office of Training and Tertiary Education;
- releasing relevant information to the Department of Immigration and Citizenship (DIAC), the Department of Education, Employment and Workplace Relations (DEEWR) and the Australian Taxation Office

For further information, refer to [the University's privacy statement](#).

7. Amendments

Provision affected	Affected by
4.4.b, 4.6.a, 4.6.d, 4.6A	V2
4.3.c	V3