

**THE UNIVERSITY OF NEW SOUTH WALES  
UNIVERSITY COLLEGE POSTGRADUATE RESEARCH SCHOLARSHIP (UCPRS)**

**INFORMATION FOR AWARD HOLDERS– 2011**

**INTRODUCTION**

A limited number of University College Postgraduate Research Scholarships (UCPRS) are available to postgraduate research students each year. UCPRS are awarded on the basis of academic excellence and research potential. Students should be aware that the scheme is subject to review at any time.

**SELECTION PROCESS**

Selection is based on academic merit and research potential. Competition for awards is intense and in recent years all new award holders had degrees of Honours 1 standard or its equivalent.

**HOW TO APPLY**

There is no application process for UCPRS. Applicants wishing to study at UNSW@ADFA and who apply for UNSW International Scholarships or UNSW Local Research Scholarships are automatically considered for a UCPRS.

Note: This scholarship is only available for full-time on campus study at UNSW@ADFA Canberra.

There are two annual application rounds:

- UNSW International Scholarships
  - S1 – 31 August
  - S2 – 25 March
- UNSW Local Research Scholarships
  - S1 – 31 October
  - S2 – 25 March

Applications must be lodged by the above dates, either by fax, email or post to the address indicated on the application forms. Details are available from <http://research.unsw.adfa.edu.au/index.html>

To ensure the safety of transcripts and certificates, photocopies rather than originals should be provided. **Photocopies must be certified.** Transcripts should indicate that all the requirements for the degree have been completed. They should also include a copy of the official grading system and, if possible, the Honours result to ensure accurate ranking.

Students are responsible for providing their referees with the academic report forms. Students are strongly advised to check with referees prior to the closing date to ensure that the reports have been sent to UNSW.

Students are required to contact the Postgraduate Research Co-ordinator of the School in which they wish to carry out the research to discuss the suitability of the proposed program of study and the availability of a supervisor.

An application for a scholarship award does not constitute an application to study in a higher research degree at the University. Applicants must lodge a separate application for admission, **with a separate complete set of certified documents.** Applicants who have not obtained admission to the University may jeopardise their scholarship application.

All applicants wishing to gain entry to a postgraduate research program are able to apply online for admission to UNSW@ADFA via the myUNSW web portal <https://apply.unsw.edu.au>. Applicants from countries where English is not the official language must satisfy the University's English language requirements (<http://www.international.unsw.edu.au/future/entry/entryenglish.html>).

*Scholarship applications should be submitted to the address indicated on the application forms and should not be submitted together with the admission application.*

## **ELIGIBILITY**

Awards are only available to students who:

- will undertake a full-time Masters by Research or PhD on campus at UNSW@ADFA;
- have completed at least four years of higher education;

For example:

- a four year bachelor degree
- a three year bachelor degree plus an Honours year  
(or Masters preliminary or equivalent postgraduate qualification)
- two three year degrees
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Awards are NOT available to students who have already:

- completed a Masters degree or its equivalent unless they are proposing to undertake a PhD;
- completed a PhD by research or its equivalent;
- held an APA, APAI (Industry), or an Australian Government funded Postgraduate Research Award.

## **TENURE**

The award is normally provided for three years for a PhD and two years for a Masters by research.

PhD students may be granted an extension of up to six months if their research is delayed by circumstances beyond their control. The circumstances must relate to the research and not be of a personal nature. Any application for extension requires the support of the supervisor and Head of School and is granted at the discretion of the Associate Dean (Research) or nominee through the Research & Research Training Office.

Students should commence the award by the beginning of the appropriate academic Session. In exceptional circumstances students may seek deferral for up to one Session. Requests for deferral are considered on merit and cannot be assumed.

## **BENEFITS**

### **Stipend**

Award holders will receive an annual award of the current APA stipend rate with an additional top-up of \$1200. The stipend is paid in fortnightly instalments. Scholarships can not be converted into a lump-sum payment and cannot be used for payment of tuition fees.

### **Thesis Allowance**

An award holder who submits his/her thesis may claim the allowance upon submission and not more than six months after termination of the award. The award provides up to \$420 for a Masters Thesis and \$840 for a PhD for costs associated with the production of up to 6 copies of the thesis. All claims must be validated by official receipts and will be verified before processing. Only genuine claims will be met. All claims require the approval of the Associate Dean (Research) or nominee.

### **Relocation Expenses**

Where the award holder (Australian citizen or Permanent Resident) moves their principal place of residence (in Australia) to Canberra to take up the award, a claim may be submitted for the student, spouse and dependants for:

- Travel Allowance within Australia up to a maximum amount equivalent to the economy class or student airfare for the scholarship holder, spouse and any dependants to Canberra; or
- Removal Expenses within Australia for personal items to Canberra.
- Allowance of \$530 for each eligible adult and \$265 for each eligible child – with a maximum claim of \$1530.00.
- Claims must be made within six months of the commencement of the award

Travel and removal expenses are considered at the discretion of the Associate Dean (Research) or nominee and should not be assumed.

## **LEAVE ARRANGEMENTS**

Leave (except sick and maternity leave), approval of overseas study and suspension of the award may only be requested after the award holder has been in receipt of the assistance for at least six months.

### *Recreation Leave*

Up to 20 days a year will be approved at a time agreed to by the supervisor. Recreation leave can be accrued but must be taken during the period of tenure.

### *Sick Leave*

Recipients are eligible for up to 10 days sick leave each year and this may be accrued. If these limits are exceeded, an additional 12 week period of suspension may be available. Periods of sick leave in excess of the 10 days annual entitlement will result in an extension of the award. Where a scholarship recipient is required to take sick leave to care for a sick child or family member, the leave will be considered 'sick leave'.

### *Primary Carer Leave*

Once UCPRS holders have completed twelve months of their award, they are entitled to a maximum of twelve weeks paid primary carer leave during the tenure of the award. Periods of paid primary carer leave are in addition to the normal duration of the UCPRS. UCPRS holders who have not completed twelve months of their award may access unpaid primary carer leave through the suspension provisions.

### *Suspension*

An award holder may request suspension of the award for up to 12 months. Where the student is able to demonstrate that he/she is unable to return to study, the suspension may be extended for a limited period. Where the suspension is due to illness a medical certificate must be provided. Periods of study undertaken towards the degree during a period of suspension of the award, must be deducted from the maximum period of time. Before a scholarship can be restored after suspension the student will need to complete a "Commencement of Study" form and the supervisor must confirm the recommencement date. Failure to resume studies after an approved period of suspension will result in termination of the award.

## **TRANSFER OF AWARDS**

- **Masters to PhD**  
A Masters by research award may be converted to a PhD award or vice-versa provided the student's progress merits it, the topic is deemed to be suitable and the College has funds available. The award cannot be extended to cover the PhD if there is a break in the award between completion of the scholarship for the Masters program and the articulation to the PhD.
- **Between Institutions**  
This award is not tenable at any other institution or any other campus of UNSW.

## **OTHER SOURCES OF INCOME**

Students are permitted to undertake employment or receive income only with the permission of their supervisor and Head of School. The employment or source of income must not interfere with their research or their ability to undertake full-time study. It is the University College's expectation that full-time postgraduate research students will spend the equivalent of 35 hours per week (ie. Mon to Fri) on their research candidature. Income from employment or another source (eg scholarship) that is paid to support the research cannot exceed 75% of the scholarship base rate. The award holder can elect to suspend their award if they receive income that exceeds the allowance limit. However, if they continue to undertake study, the period of study will be deducted from the duration of their award on resumption of the award.

## **RELINQUISHMENT**

An award will be terminated after the thesis is submitted or at the end of the award, whichever is the earlier.

The award will be terminated:

- if the course of study is not being carried out with competence and diligence or the student is not fulfilling obligations or has not met the criteria for satisfactory progress; or
- when the student ceases to be a full-time research student; or

- on the death, incapacity, resignation or withdrawal of the student; or
- if the cumulative periods of suspension exceeds twelve months, and prior approval has not been obtained for further suspension; or
- if the student is absent from study without the prior approval of their supervisor; or
- if the student fails to return to study after an approved period of leave, suspension or overseas study; or
- if the student accepts another equivalent scholarship award or salary which is payable for the research and provides a benefit greater than \$13,500 per annum, or which is not approved by the supervisor.

An award holder is required to give at least 14 days notice of the intention to voluntarily relinquish the award.

#### **OBLIGATIONS OF AWARD HOLDERS**

The student must advise the Research & Research Training Office within 14 days of any change to the information provided in connection with their application, eg. a change of address, the intention to suspend their award or periods of illness.

Students are required to give at least eight weeks notice to the Research & Research Training Office of their intention to submit their thesis by completing the *Notification of Intention to Submit a Thesis for Examination Form* (<http://www.grs.unsw.edu.au/currentstudents/thesiskit/notification.pdf>). Details of thesis submission and examination process are available at <http://www.grs.unsw.edu.au/currentstudents/thesiskit/thesissubmissionkit.pdf>.

Students must diligently apply themselves to the successful completion of the degree and comply with degree conditions.

#### **RENEWAL**

The stipend will be renewed annually subject to satisfactory review.