THE AUSTRALIAN NATIONAL UNIVERSITY
AUSTRALIAN GOVERNMENT RESEARCH TRAINING PROGRAM (AGRTP) STIPEND SCHOLARSHIP
CONDITIONS OF AWARD

1. INTRODUCTION

Each year the Australian National University may offer a number of awards known as the Australian Government Research Training Program (AGRTP) Stipend Scholarship ("the award").

The objective of the award is to support the research training of domestic and overseas students undertaking Higher Degree Research programs.

Funding for this award has been provided by the Australian Government.

2. ELIGIBILITY

2.1. This award is offered on the condition that the scholar is admitted to and continues to pursue a full-time program of study for the degree Doctor of Philosophy/Master of Philosophy /Professional Doctorate at the Australian National University in the program for which it is awarded.

2.2. This award is offered on the condition that, during the tenure of the award, the scholar is not in receipt of another equivalent or major living allowance award/scholarship or salary to undertake the proposed program, providing a benefit greater than 75% of the stipend of this award.

3. BENEFITS

3.1. Stipend: The award provides a stipend, payable fortnightly in arrears, at the rate stated in the letter of offer. At the present time, full-time award benefits are exempt from Australian income tax.

3.2. Dependent Child Allowance (International Students only): The award provides an additional allowance in respect of a dependent child or children, where they accompany the scholar to Canberra. The scholar must apply to the Manager, Student Administration & Records for the allowance and must advise the Manager immediately if a child ceases to be dependent on the scholar or if the scholar ceases to be an international student.

A dependent child is a child under the age of 16 wholly dependent on the scholar or, if aged between 16 and 24, who is a full-time student and wholly dependent on the scholar.

A scholar who pays maintenance in respect of a child or children may be paid the dependent child allowance, or the amount of the maintenance payable, whichever is less.

The dependent child allowance is currently $3,000 per annum for each dependent child.

3.3. Travel and Removal Allowances: Travel allowances are payable on the condition that the scholar declares to the Manager, Student Administration and Records, any travel assistance available to the scholar and/or the scholar's spouse from other sources, in which case the University's contribution may be reduced accordingly or not paid.

A scholar who is resident elsewhere in Australia or who is permanently resident outside Australia at the time of application, is eligible to receive the following contributions towards the costs of moving to Canberra to take up the award:
3.3.1.1. **Fares.** Travel expenses up to a maximum amount equivalent to the one way economy class or student fare by the cheapest and most direct course on a scheduled route for the scholar, spouse and/or dependent children, on production of original tax invoice/receipts. A scholar intending to travel from another location within Australia to Canberra by car will be reimbursed for the cost of fuel (petrol/diesel/gas) on production of original tax invoice/receipts.

3.3.1.2. **Removal Expenses.** A grant towards the costs of removal of belongings to Canberra, of up to $530 per adult, and $262 per child with a maximum of $1,530 per family on production of original tax invoice/receipts.

3.3.1.3. **Dependents.** Travel allowances, as set out above, will be paid in respect of a scholar’s spouse and dependent children, where they accompany the scholar to Canberra and remain for the greater part of the scholar’s program. In other cases, they are payable at the discretion of the Manager, Student Administration and Records, on application by the scholar. Where a scholar marries after the commencement date of the award, no travel allowance will be payable in respect of the spouse’s journey to Canberra.

Travel allowances for dependents may also be payable in the case of a *de facto* relationship. A scholar with a *de facto* partner must complete a Statutory Declaration stating the period of continuous co-habitation to enable eligibility to be assessed by the Manager, Student Administration and Records.

Insurance, accommodation and meal costs cannot be claimed.

No assistance is payable to a scholar after completion of studies or termination of the award.

3.4. **Thesis Allowance:** A scholar is eligible to receive an allowance of up to $840 for costs associated with the production of their thesis. The allowance must be claimed in accordance with the Australian National University's Thesis Allowance Policy. The allowance must be claimed within 12 months of submission of the thesis and no more than 2 years after termination of the award, unless exceptional circumstances can be demonstrated. A case outlining the exceptional circumstances must be made before approval for reimbursement can be considered.

4. **TENURE**

4.1. The award must be taken up in Canberra no later than the date specified in the letter of offer, unless in special circumstances another date has been determined by the University.

4.2. The duration of a full-time award will be three years in the first instance or such shorter period as is stated in the letter of offer (subject to 3.3).

4.3. Periods of study already undertaken for the Doctor of Philosophy/Master of Philosophy /Professional Doctorate degree will be deducted from the duration of the award.

4.4. Periods of study undertaken for the PhD degree during suspension of the award will be deducted from the duration of the award.

4.5. If eligible, a scholar may apply for an extension of the award by completing the relevant section of the Manage My Degree – HDR form in ISIS. The maximum period of extension is six months and an extension may be sought only where the research has been delayed by circumstances beyond the scholar’s control and is related to the research and is not of a personal nature. Doctor of Psychology (Clinical) students are not eligible for this extension.

4.6. Periods of paid sick leave, in accordance with section 38 of the ANU Research Awards Rule, and maternity leave are additional to the normal duration of the award.
5. SPECIAL PROVISIONS IN RESPECT OF PART-TIME AWARDS

5.1 A scholar holding a part-time award may at any time apply to convert the award to a full-time award for the degree of Doctor of Philosophy/Doctor of Psychology (Clinical). If the reasons for holding a part-time award were medical, a medical certificate giving clearance for full-time study must be provided.

5.2 The University may require a scholar holding a part-time award to transfer from a part-time to a full-time award and program of study for the degree of Doctor of Philosophy/Doctor of Psychology (Clinical) if the commitment or medical condition which led to the part-time award being offered no longer applies.

5.3 Recipients of awards held under these Conditions of Award may be granted part-time award in the situation of approved concurrent study in an ANU Program. (Further information about eligibility may be obtained from the Manager, Student Administration and Records).

6. PROGRAM LEAVE OF ABSENCE

A scholar who is unable to pursue their program of study must apply for program and Scholarship leave of absence by completing the relevant section of the Manage My Degree – HDR form in ISIS. Students can only apply for leave in blocks of 1 week (or 2 weeks in the case of part-time students).

6.1 The University may approve program and Scholarship leave of absence on **personal grounds**, which does not exceed a total period of twelve months during the tenure of the award. An application for program and Scholarship leave of absence for more than twelve months will only be considered if there are exceptional circumstances beyond the control of the scholar and must be approved by the Delegated Authority in the College.

6.2 A scholar whose application for program and Scholarship leave of absence is approved on **medical grounds** will continue to receive the award for the period of the program leave of absence, on receipt of a certificate signed by a registered medical practitioner which gives the nature and likely duration of the scholar’s illness and certifies that the scholar is unable to pursue the program because of the illness. Medical grounds may also be used to cover leave for students with family caring responsibilities. The maximum aggregated period for receipt of the award under this provision cannot exceed 60 working days within the duration of the award.

6.3 A scholar whose application for program and Scholarship leave of absence is approved for **maternity reasons** will continue to receive the award for the period of the leave of absence for up to a maximum aggregate of 60 working days within the duration of the award provided the application for program leave of absence is accompanied by a medical certificate indicating the expected date of confinement. Paid maternity leave is not available within the first twelve months of the award.

6.4 A scholar who is the partner of a woman giving birth may be entitled to 5 days’ paid parenting leave at the time of the birth provided the award has been held for at least twelve months at the time of application. The application for leave must be accompanied by a medical certificate confirming the date of birth.

6.5 In no circumstances can the program and Scholarship leave of absence exceed two years in total (which includes all circumstances outlined in Section 5, excluding 5.6).

6.6 A scholar is entitled to a maximum of 20 days of paid **recreation leave** per year calculated on a pro-rata basis. No more than 20 days' recreation leave may be accumulated and leave must be taken during the tenure of the award. A scholar must obtain the supervisor’s agreement before recreation leave is taken.
7. SUSPENSION OF AWARD

A student may apply for suspension of their award. The approval of a suspension will be at the discretion of the scholar's College. A suspension may be appropriate if a student is studying at another institution and receives an award for that study. In these circumstances the duration of the award will be reduced by the periods of study undertaken towards the degree during suspension of the award (unless the study was undertaken overseas as part of a Commonwealth Government financially supported international postgraduate research scholarship or award).

8. OVERPAYMENT OF AWARD

8.1 A scholar who is taking leave from their program must submit the prescribed leave form in a timely manner (within 5 working days on commencement of the leave) and, where possible, in advance of planned leave, in order to avoid receiving an overpayment of their award. In circumstances where an overpayment does occur, the overpayments will be recovered in line with the ANU Overpayments Procedure.

8.2 In the situation where a student is overpaid an amount in excess of a full fortnightly award disbursement, the University may recover the overpayment by withholding future stipend payments at the same rate that the stipend was overpaid.

9. ACKNOWLEDGEMENT OF AWARD

Recipients are required to acknowledge the Commonwealth’s contribution at any time during or after completion of a HDR, when the recipient of a AGRT scholarship, his/her supervisor or any other party, publishes or produces material such as books, articles, newsletters or other literary or artistic works which relate to the research project carried out by the recipient of AGRT Scholarship.

A recipient must ensure that the Commonwealth’s contribution is acknowledged in a prominent place and in an appropriate form. The acknowledgement must include the mention of the student's support through an “Australian Government Research Training Program Scholarship”.

10. TERMINATION

The Scholarship terminates:

a) If the student ceases to be a full-time student and approval has not been obtained from the University to hold the award on a part-time basis; or

b) On submission of the thesis for examination; or

c) On the expiry date of the award; or

d) On the date on which the scholar ceases to attend the University other than for approved absences; or

e) if the scholar does not fulfil his/her obligations;

f) if, in the opinion of the University, the scholar is not making satisfactory progress in his/her approved program.

whichever is the earliest.
11. RELATED POLICIES, PROCEDURES, RULES & RESOURCES


Research Scholarship Information (including forms) - http://www.anu.edu.au/students/scholarships-support/research-scholarship-information
ACCEPTANCE OF OFFER

AUSTRALIAN GOVERNMENT RESEARCH TRAINING PROGRAM (AGRTP) STIPEND SCHOLARSHIP

I ______________________________ (print name) hereby accept the offer of an Australian Government Research Training Program Stipend Scholarship on the conditions set out in your letter of _____________ (date) and in the Australian Government Research Training Program Stipend Scholarship Conditions of Award (1207/2016).

I have read and understood the conditions of the award and agree to be bound by them. I acknowledge that no undertakings regarding the award beyond the terms of this letter and the Conditions of Award are authorised or will be binding on the University unless they are contained in an official letter from the Student Administration and Records Office, Division of Student Administration.

Print Name __________________________ Signature __________________________ ANU Student ID __________________________ Date __________________________