



## RE-ENTRY PhD SCHOLARSHIP

### CONDITIONS OF AWARD

#### 1. INTRODUCTION

Each year The Australian National University (“the University”) may offer one or more Re-entry PhD Scholarships (“the award”).

The objective of the award is to provide support to graduate students who wish to resume academic studies after a break of at least three years since formal enrolment in a university program; the break normally being due to fulfilment of family obligations.

Funding for this award has been provided by ANU.

#### 2. BENEFITS

**Value:** The value of the award will be stated in your letter of offer. The award will be paid in fortnightly instalments unless otherwise stated in the letter of offer.

The recipient is responsible for making payment of any tuition and/or administrative fees by the prescribed date as set by the University each session. Recipients of this award are responsible for the cost of books, study materials, accommodation and all other costs of study.

**Duration:** 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.

Periods of study already undertaken for the PhD or Professional Doctorate degree, and periods of study undertaken for the PhD or Professional Doctorate during suspension of the award will be deducted from the duration of the award (see section 9).

Periods of paid sick leave taken in accordance with section 3.6(2) of the ANU Research Award Rules, and maternity leave are additional to the normal duration of the award.

**Extension:** If eligible, a recipient may apply for an extension of the award by completing the relevant form. 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.

**Relocation Allowances:** A relocation allowance is payable on the condition that the scholar declares, at the time of application, any 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:

**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.

**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.

**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. 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 confirm eligibility when submitting the application.

Insurance, accommodation and meal costs cannot be claimed.

Applications must be submitted within twelve months of the scholar commencing their research program. No assistance is payable after this time or after the termination of an award.

**Thesis Reimbursement:** An award recipient is eligible to receive a reimbursement of up to \$840 for costs associated with the production of the thesis. The reimbursement must be claimed in accordance with the Australian National University's Thesis Allowance Requirements (see section 19). The reimbursement 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.

## **PROGRAM & SCHOLARSHIP LEAVE ENTITLEMENTS**

A scholar who is unable to pursue their program of study should apply for program and Scholarship leave of absence by completing the Application for Program and Scholarship Leave - Research form.

**Personal Leave:** 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.

**Medical Leave:** 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 12 weeks within the duration of the award.

**Maternity Leave:** 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 twelve weeks 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.

**Paternity Leave:** 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.

In no circumstances can the program and Scholarship leave of absence exceed two years in total (which includes personal, medical, maternity and paternity leave).

### 3. ELIGIBILITY

The award will be available each year to a prospective student who is:

- (a) an Australian citizen, New Zealand citizen, holder of an Australian Permanent Resident visa or a permanent humanitarian visa
- (b) has met the requirements for admission into a program of study for the degree of Doctor of Philosophy /Professional Doctorate at the Australian National University.
- (c) resuming academic studies after a break of at least three years since formal enrolment in a university program – the break normally being due to fulfilment of family obligations.

### 4. APPLICATION

Applicants are required to apply for admission to the University prior to applying for this scholarship.

The applicant is also required to submit a statement by a date set by the University and advertised on the ANU website, setting out their case for why they should be awarded the scholarship, and indicating their circumstances in regards to the reasons behind taking a break from their studies. The application should be emailed to [hdr.administration@anu.edu.au](mailto:hdr.administration@anu.edu.au) with 'Re-Entry PhD Scholarship' in the email title.

### 5. SELECTION

Selection will be made on the basis of a student's:

- Scholarship application;
- Academic Record;
- Research Potential
- Support from the prospective supervisor and location

The award will be offered to a student by an appropriately-constituted selection committee established by the PVCRRRT.

The Selection Committee reserves the right to make no award if it considers there is no applicant of sufficient merit.

## **6. CONCURRENT HOLDING OF AWARDS**

A recipient of the award is permitted to concurrently hold other scholarships, awards, grants and bursaries subject to the terms of the corresponding section in the conditions of award of the other scholarship/bursary/grant/award that they are holding.

During the tenure of the award, the recipient cannot be 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.

## **7. DEFERMENT**

The award must be taken up no later than the date specified in the letter of offer, unless in special circumstances another date has been approved by the Delegated Authority.

## **8. ONGOING ELIGIBILITY**

The scholar is expected to remain enrolled full-time in a program of study for the degree of Doctor of Philosophy/Doctor of Psychology (Clinical) at the Australian National University in the program for which the award is offered.

A part-time award may be offered or approved if the student has reasons acceptable to the University that preclude full-time study for part or all of the course of study. In such cases the University must be satisfied that the reasons relate to caring commitments, a medical condition, a disability or other circumstance which limits the student's capacity to undertake full-time study.

## **9. 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).

The University may suspend an award where a student has:

- a) outstanding fees;
- b) an outstanding debt with the University; or
- c) outstanding PhD milestone/s

An award will only be suspended once a reasonable amount of time (more than 20 working days) has passed since the fees and/or debt and/or milestones were due and once the University has advised the scholar in writing that the milestones, debt and/or fees are outstanding. Under these circumstances, the scholar will forfeit payment for the period of time that their award is suspended.

## **10. CESSATION OF AWARD**

The award ceases or should be surrendered by the student:

- (a) at the conclusion of the period outlined in section 2; or
- (b) on submission of the thesis for examination; or
- (c) on the date on which the student withdraws or ceases to attend the University other than for approved absences; or
- (d) if a recipient is no longer meeting or has breached the conditions of award; or
- (e) if a recipient breaches academic or behavioural standards set by the University under the Academic Misconduct & Discipline Rules.

## **11. REPAYMENT OF FUNDS**

A scholar who is taking leave from their program, or changing intensity from full-time to part-time, is expected to submit the prescribed form in a timely manner and, where possible, in advance in order to avoid receiving an overpayment of their award. In circumstances where an overpayment does occur, the overpayments will generally be recovered in line with the ANU Overpayments Procedure.

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

## **12. PROVIDING FALSE OR MISLEADING INFORMATION**

The offer of an award is based on the information provided to the University. An award may be withdrawn at any stage if incorrect, false or misleading information is provided or relevant information is withheld. This includes circumstances where the false information is unrelated to the assessment in offering the award.

## **13. VARIATION TO CONDITIONS OF AWARD**

In exceptional circumstances and on a case-by-case basis, section 6 and/or 7 of these conditions of award may be varied by the DVC on the recommendation of the Registrar, Student Administration.

## **14. TAXATION & CENTRELINK**

Award recipients are responsible for seeking taxation and Centrelink advice regarding their own individual circumstances. Scholarships/grants/awards may be regarded as taxable income if a recipient is enrolled on a part-time basis.

For information on how your award may affect your Centrelink benefits, please refer to this website: <http://www.humanservices.gov.au/customer/enablers/income/>

## **15. ACCOMMODATION**

It is the recipient's responsibility to obtain residential accommodation. Information on student accommodation and application forms are available from the University Accommodation Services. Information may be found on the Web at:

<http://www.anu.edu.au/students/services/accommodation>

## 16. PUBLICITY

The award recipient may be requested to participate in publicity for the award from time to time. This may include publicity in the state or territory of residence or of schooling. Recipients may be contacted for an interview and photograph. The University may also publicise the award by publishing the names of the recipients. Arrangements for such publicity will be made through the Strategic Communications and Public Affairs Office of the University.

## 17. CONTACT

All enquiries regarding the award and changes, issues, or further information after acceptance should be made to:

*Student Administration and Records  
Division of Student Administration  
Building X-005, 121 Marcus Clarke St,  
Australian National University  
Canberra ACTON 2601  
AUSTRALIA  
Email: [hdr.administration@anu.edu.au](mailto:hdr.administration@anu.edu.au)*

## 18. DISCLAIMER

The recipient of this award is subject to The Australian National University Act 1991 as amended, and to the Statutes, Rules, Regulations and Resolutions of the University.

The award of a scholarship/grant does not carry any commitment by the University for future employment.

These conditions of award should be read in conjunction with the University's Research Award Rules and Candidature and Supervision Policies.

## 19. RELATED POLICIES, PROCEDURES, RULES & RESOURCES

ANU Research Award Rules - <https://www.comlaw.gov.au/Details/F2013L00564>

ANU Overpayments Procedure – [https://policies.anu.edu.au/ppl/document/ANUP\\_000599](https://policies.anu.edu.au/ppl/document/ANUP_000599)

ANU Academic Misconduct Rules - <https://www.comlaw.gov.au/Details/F2014L01785>

ANU Discipline Rules - <https://www.comlaw.gov.au/Details/F2014L01792>

Thesis Allowance Requirements - <http://www.anu.edu.au/students/program-administration/assessments-exams/theses-reimbursement>

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



**NAME OF HDR AWARD**  
**ANU RE-ENTRY PhD SCHOLARSHIP**

I \_\_\_\_\_(print name) hereby accept the offer of an ANU Re-Entry PhD Scholarship on the conditions set out in your letter of \_\_\_\_\_(date) and in the ANU Re-Entry PhD Scholarship *Conditions of Award (315/2015)*.

I have read and understood the conditions of 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.

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Print Name

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Signature

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ANU Student ID

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Date