ASEAN-AUSTRALIA HEALTH SECURITY FELLOWSHIP

CONDITIONS OF AWARD

1. INTRODUCTION

Each year the National Centre for Epidemiology and Population Health (NCEPH) within the Research School of Population Health (RSPH), at the ANU College of Health and Medicine (“the college”) may offer up to 7 awards, known as the ASEAN-Australia Health Security Fellowship (“the award”), to undertake the Master of Philosophy Applied Epidemiology (MAE) program at the Australian National University (ANU). The MAE is Australia’s field based epidemiology training program.

The ASEAN-Australia Health Security Fellowship aims to strengthen cross-border collaboration in order to be best prepared to respond quickly to the health threats of the future. The award enables delivery of capacity-building research and training programs in the ASEAN region, thus fostering professional development of field epidemiologists to detect and respond to disease outbreaks across the region. The award is offered to support successful candidates from specified ASEAN countries to complete the MAE program at ANU and their field placement in their own country. In addition the award is offered to support successful Australian candidates to complete the MAE program at ANU and their field placement in one of the specified ASEAN countries.

Funding for this award has been provided by the Department of Foreign Affairs and Trade of the Australian Government through the Health Security Initiative for the Indo-Pacific Region. Established in 2017, the Health Security Initiative for the Indo-Pacific Region aims to inform evidence-based planning, help prevent avoidable epidemics, strengthen early detection capacity, and support rapid, effective national and international outbreak responses. In March 2018, the ASEAN-Australia Health Security Fellowship Program was announced in the Joint Statement of the ASEAN-Australia Special Summit (The Sydney Declaration).

2. BENEFITS

Value: The value of the award will depend on the country of the field placement and will be stated in the letter of offer.

The award covers the following costs:

- International Student Fees (tuition for Domestic students is covered under the AGRTP Domestic Fee Offset Scholarship).
- A stipend to cover costs of daily living in the city of their field placement, to be paid in fortnightly instalments unless otherwise stated in the letter of offer.
- Flights, meals and accommodation to attend course block teaching and the final oral examination which take place at the ANU in Canberra, Australia.
- Visa fees, if applicable.
- Subject to approval of the designated ANU supervisor, financial support to attend one national or international conference during the term of the MAE program.
- Subject to approval of the designated ANU supervisor, a contribution towards costs associated with the Fellow’s field work for travel and accommodation expenses.
- The loan of a laptop from the ANU that includes the software that the Fellow will require during the course block and field placement, including software packages allowing statistical analyses.
- Administrative fees, Services and Amenities Fees, and Overseas Student and Field Work Health Cover.

Recipients of this award are responsible for the cost of books, study materials, accommodation while on field placement and all other costs of study.

**Duration:** The duration of a full-time award will be the standard duration of the Master of Philosophy in Applied Epidemiology (MAE) program in the first instance or such shorter period as is stated in the letter of offer.

Periods of enrolment already undertaken for the degree and periods of enrolment undertaken for the degree during suspension of the award will be deducted from the duration of the award.

**Extension:**

No extension is available.

**Relocation Reimbursement:** A reimbursement may be claimed as a one-off payment to recipients, to assist with relocation costs (including those in respect of the recipient’s spouse, de facto partner, and dependent child or children) incurred in commencing their MAE.

The relocation reimbursement may only be claimed if the recipient who is resident elsewhere at the time of application is required to move to the location of the field placement to take up the award.

Recipients who are required to relocate within their own country are eligible to receive a reimbursement at the beginning and end of the program, capped at a total of $1,500 AUD, on production of original tax invoice/receipts.

Australian recipients who are required to relocate overseas to their field placement are eligible to receive a reimbursement at the beginning and end of their overseas placement, capped at a total of $10,000 AUD, on production of original tax invoice/receipts.

In respect of a recipient’s spouse, de facto partner and dependent child or children, where they accompany the recipient to their field placement and remain for the greater part of the recipient’s program, a relocation reimbursement may be paid as part of the capped $1,500 AUD intra-country relocation reimbursement or the capped $10,000 AUD overseas relocation reimbursement as specified above.

Insurance, accommodation and meal costs in relation to relocation cannot be claimed.

Initial applications with tax invoices/receipts attached must be submitted within twelve months of the initial ASEAN country field placement and within six months of its end. No assistance is payable after this time or after award ceases.

**Thesis Reimbursement:** Reimbursements are paid to recipients to assist with ancillary costs while undertaking the MAE.

Recipients receive a one-off reimbursement of up to A$420 for services associated with the production of their thesis.
Recipients apply for the reimbursement by submitting original tax invoice/receipts to the Examination and Graduations Office in person or by email to: researchthesis.enq@anu.edu.au.

The reimbursement must be claimed in accordance with the Australian National University’s thesis allowance requirements and within 12 months of submission of the thesis and no more than 2 years the award ceases, 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

Unpaid program and scholarship Leave: The University may approve unpaid program and scholarship leave of absence on personal grounds, which does not exceed a total period of twelve months during the period of the award, after which the recipient may resume the award. If the unpaid program and scholarship leave of absence exceeds twelve months, the recipient may not be eligible for resumption of the award.

An application for unpaid 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 recipient and must be approved by the Delegated Authority in the College.

Unpaid program and scholarship leave is aggregated and awarded only in one-week blocks for a full-time recipient and two-week blocks for a part-time recipient.

Recipients apply for unpaid leave by completing the relevant section of the Manage my Degree - HDR form in ISIS.

Payments for this award will not continue during this type of leave.

Paid Recreation Leave: Recipients are entitled to a maximum of 20 working days paid recreation leave for each year of the award. Leave entitlements may be accrued over the life of the award but are forfeited when the award ceases.

Recipients apply for paid recreational leave by notifying their field placement and academic supervisors in writing.

Paid recreation leave does not extend the period of support for the award.

Paid Medical Leave: Recipients are entitled to a maximum of 10 working days paid medical leave for each year of the award. Leave entitlements may be accrued over the life of the award but are forfeited when the award is terminated.

Recipients apply for paid medical leave by notifying their field placement and academic supervisors in writing.

Paid medical leave does not extend the period of support for the award.

Maternity and Parental Leave: Paid maternity and parental leave is not applicable to this award. However, in order to maximise the recipient’s chances of successfully completing the program, it is recommended that pregnant fellows consider deferring or suspending their award, and resume their studies after the birth of their child. In this case, the Unpaid Personal Leave clause would apply.

Maximum Leave Entitlements In no circumstances can the unpaid 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:

(a) is an Australian citizen or permanent resident, or a citizen or permanent resident from specified ASEAN countries; and

(b) meets the admission requirements to enrol full-time in a program of study for the degree of Master of Philosophy in Applied Epidemiology at the Australian National University including English language requirements (refer to [https://programsandcourses.anu.edu.au/2018/program/8721XMPH1L#admission-requirements](https://programsandcourses.anu.edu.au/2018/program/8721XMPH1L#admission-requirements) and [https://policies.anu.edu.au/ppl/document/ANUP_000408](https://policies.anu.edu.au/ppl/document/ANUP_000408); and

(c) qualifies for the relevant visa, if required.

4. **APPLICATION**

Applications shall be called for with a closing date as set by the NCEPH and advertised on the ANU scholarships website. The application shall be submitted on the prescribed electronic form and supporting documentation via the online application portal prior to the closing date.

The following will be required for the online application:

- Completion of the online form
- Supplementary questions form
- Curriculum vitae
- A colour copy of all academic transcripts
- A copy of any publications or reports which you feel may assist your application
- Proof of English language competency
- Evidence of citizenship/residency
- Contact details for three (3) referees

5. **SELECTION**

Selection will be made on the basis of merit assessed by:

- Academic results
- Previous work experience
- Referee reports
- English Language requirements for admission; this is an Academic IELTS score of 6.5 with a minimum of 6.0 in each component of the test or equivalent as per the English language requirements for admission policy (refer to [https://policies.anu.edu.au/ppl/document/ANUP_000408](https://policies.anu.edu.au/ppl/document/ANUP_000408)).
- Answers to the supplementary questions
- Comparison with other applications received in the same application round;

and


and
• on assessment at interview for short listed candidates

An offer will be contingent on the availability of a suitable field placement with relevant research potential and support from the prospective field placement supervisor.

The award will be offered to a student by a selection committee chaired by the MAE Program Convenor (or their delegate) and will also include at least two other representatives. The representatives may be from the MAE Program and/or nominated field placements.

The Selection Committee reserves the right to make no award if it considers there is no applicant of sufficient merit. The Selection Committee may also vary the number of awards and/or offer the award at other times in exceptional circumstances or based on the standard of applications or students (where funds allow).

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 HDR 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 recipient is required to remain enrolled full-time in a program of study for the degree of Master of Philosophy in Applied Epidemiology at the Australian National University.

In exceptional circumstances, a part-time award may be offered or approved if the recipient 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 recipient’s capacity to undertake full-time study.

An award cannot be transferred to another institution or ANU College.

9. SUSPENSION OF AWARD

A recipient may not apply for suspension of their award.

The University may suspend an award where a recipient has:

a) outstanding fees;

b) an outstanding debt with the University; or

c) outstanding HDR milestone/s
The award will be suspended when at least five working days have passed since the University advised the recipient in writing that the milestones, debt and/or fees are outstanding, until the milestones have been met or the outstanding fees and/or debt have been paid. Under these circumstances, the recipient will forfeit payment of the award for the period of time that their award is suspended.

10. CESSATION OF AWARD

The award ceases:

(a) at the conclusion of the period outlined in section 2; or

(b) after attendance at the oral viva; or

(c) on the date on which the recipient 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 recipient who is taking leave from their program, or changing their enrolment intensity from full-time to part-time, is expected to submit the prescribed Manage My Degree - HDR 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 recipient is overpaid an amount in excess of a full fortnightly disbursement, the University may recover the overpayment by withholding future award payments at the same rate that the award was overpaid.

In cases of overpayment or outstanding financial debts to the University, service restrictions are applied to students. Service restrictions include temporarily withholding students’ access to:

(a) enrol or re-enrol in a program or course;

(b) obtain a transcript of academic record;

(c) acquire results of any assessment in a course or program;

(d) receive a degree, diploma, certificate or other Award of the University.

12. PROVIDING FALSE OR MISLEADING INFORMATION

The offer of an award is based on the information provided by the student 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 Dean on the recommendation of the Chair of Selection Committee.

14. TAXATION & CENTRELINK

Recipients are responsible for seeking taxation, Centrelink and/or financial advice regarding their own individual circumstances. This award 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

When students, whose field placements are not in Australia, come to Canberra for course block and oral viva, travel and accommodation will be arranged by NCEPH.

Otherwise 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/study/accommodation

16. PUBLICITY

The recipient may be requested to participate in publicity for the award from time to time. This may include publicity in the region 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 ANU College of Health and Medicine or Strategic Communications and Public Affairs Office of the University.

17. CONTACT WITH THE ANU COLLEGE

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

National Centre for Epidemiology and Population Health
Research School of Population Health
ANU College of Health and Medicine
Email: study.rsph@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.

This award 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 Awards Rule and Candidature and Supervision Policies.

19. RELATED POLICIES, PROCEDURES, RULES & RESOURCES

ANU English Language requirements for admission - refer to https://policies.anu.edu.au/ppl/document/ANUP_000408
ANU Research Scholarship Information (including reimbursement and claim forms) - http://www.anu.edu.au/students/scholarships-support/research-scholarship-information


Master of Philosophy in Applied Epidemiology at the Australian National University: https://programsandcourses.anu.edu.au/2019/program/8721XMPHIL

Master of Philosophy in Applied Epidemiology Working Rules – Please contact study.rsph@anu.edu.au for this document.