

Student ID.....

AUSTRALIAN NATIONAL UNIVERSITY
JAPAN ALUMNI PhD SCHOLARSHIP - 2009
CONDITIONS OF AWARD

1. **TENURE**

1.1 **Candidature**

A Scholarship is awarded on the condition that the scholar is a Japanese national whose permanent home is in Japan and who is admitted to and continues to pursue a full-time program for the degree of Doctor of Philosophy of the Australian National University.

1.2 **Other Awards**

The Scholarship is awarded on the condition that, during the tenure of the Scholarship, the scholar does not hold another equivalent or major award/scholarship or salary to undertake the proposed program, providing a benefit greater than 75% of the ANU Japan Alumni PhD Scholarship stipend.

1.3 **Commencement**

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

1.4 **Duration**

1.4.1 The duration of a full-time Scholarship will be three years in the first instance or such shorter period as is stated in the letter of offer.

1.4.2 If eligible, a scholar may apply for an extension of Scholarship by completing the *Extension of Scholarship* form downloadable from <http://www.anu.edu.au/sas/forms/index.php>

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). A further extension of six months may be applied for on the same grounds for the Tuition Fee element of the scholarship **only**.

1.4.3 Periods of study already undertaken for the PhD degree will be deducted from the duration of the Scholarship.

1.4.4 Periods of paid sick leave exceeding ten days and maternity leave are additional to the normal duration of the Scholarship.

1.5 **Program Leave of Absence**

The University must observe the provisions of the *Educational Services for Overseas Students ACT* and the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007* (known as *The National Code*) and international students must make themselves familiar with the Code.

Standard 13 of The National Code states in part (13.3):

The registered provider (ie the ANU) can only defer or temporarily suspend the enrolment of a student on the grounds of:

a. compassionate or compelling circumstances (eg illness where a medical certificate states that the student is unable to attend classes) ** or

b. misbehaviour by the student

Holders of The ANU Japan Alumni PhD Scholarship must discuss any proposal to take program leave of absence with the University's Compliance Officer before lodging a request.

1.5.1 A scholar whose application for program and Scholarship leave of absence is approved on grounds of **personal illness** will continue to receive the Scholarship for the period of the program leave of absence, on presentation 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. **The maximum aggregated period for receipt of the Scholarship under this provision cannot exceed 12 weeks within the duration of the scholarship.** (However, see 1.4.4).

1.5.2 A scholar whose application for program and Scholarship leave of absence is approved for **maternity reasons** will continue to receive the Scholarship for the period of the leave of absence **for up to a maximum aggregate of twelve weeks within the duration of the Scholarship** 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 Scholarship.**

1.6 Annual Recreation Leave

A scholar is entitled to 20 days of paid recreation leave per year calculated on a pro-rata basis. No more than 20 days' recreation leave may be accrued and leave must be taken during the tenure of the scholarship. A scholar must obtain the supervisor(s)' agreement before recreation leave is taken.

1.7 Termination

The Scholarship terminates:

- On submission of the thesis for examination; or
- On the expiry date of the Scholarship; or
- On the date on which the scholar ceases to attend the University other than for approved absences,

whichever is the earliest.

However, the University may terminate the Scholarship at any time if the scholar does not fulfil his/her obligations, or if, in the opinion of the Dean of the College in which the scholar is enrolled, the scholar is not making satisfactory progress in his/her approved program.

2. FEES AND LIVING ALLOWANCES

2.1 International Student Fee (for tuition)

In accordance with Australian Government policy, international scholars are required to pay International Student Fees for tuition. The fee for the particular program is set out in the letter of offer.

The Scholarship pays the tuition fee for a period of three years in the first instance, however see 1.4.

2.2 Stipend

A full-time Scholarship provides a stipend, payable fortnightly in arrears, currently at the rate of \$20,007 per annum (2008 rate). At the present time, full-time scholarship benefits are exempt from Australian income tax.

2.3 Dependent Child Allowances for International Scholars

The Scholarship provides an additional allowance in respect of a dependent child or children, where they accompany the scholar to Canberra. The scholar must apply through the Head, Admissions, Scholarships and Prizes for the allowance and must advise the Head immediately if a child ceases to be dependent on the scholar.

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(ren) allowance, or the amount of the maintenance payable, whichever is the less.

The dependent child allowance is currently \$1,976 per annum for each dependent child.

3. **TRAVEL ALLOWANCES**

3.1 **General Conditions**

Other Assistance. Scholarship travel allowances are payable on the condition that the scholar declares to the Head, Admissions, Scholarships and Prizes, 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.

Dependents. Travel allowances, as set out below, 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 Head, Admissions, Scholarships and Prizes, on application by the scholar. Where a scholar marries after the commencement date of the Scholarship, 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 Head, Admissions, Scholarships and Prizes.

3.2 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 Scholarship:

(a) **Fares.** Travel expenses up to a maximum amount equivalent to the economy class or student airfare by the cheapest and most direct route on a scheduled flight for the scholar, spouse and/or dependent children, on production of receipts.

A scholar intending to travel from another location within Australia to Canberra by car should contact the Scholarships and Prizes Office for information on the University's reimbursement policy before doing so. Accommodation and meal costs cannot be claimed if travelling by car.

(b) **Removal Expenses.** A grant towards the costs of removal of belongings to Canberra, of up to \$505 per adult, and \$255 per child with a maximum of \$1,455 per family on production of receipts.

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

Insurance, accommodation and meal costs cannot be claimed under this clause.

4. **THESIS ALLOWANCE**

A scholar is eligible to receive an allowance of up to \$840 for costs associated with the production of the PhD thesis. *Detailed official receipts must be provided, preferably at the time of submission.* **The allowance must be claimed within 12 months of submission of the thesis and no more than 2 years after termination of the scholarship, unless exceptional circumstances can be demonstrated. A case outlining the exceptional circumstances must be made before approval for reimbursement can be considered.**

5. **GENERAL**

5.1 **Program of Study**

Written confirmation of the precise research topic and membership of the supervision panel will be provided after the program of research has commenced.

5.2 **University Regulations**

A graduate student is subject to the *Australian National University Act 1991* as amended, to the Statutes and Rules of the University and to the orders and directions made by the constituted authorities of the University.

If required by the program of research, the scholar must obtain appropriate ethical clearances from the University at the commencement of the program of research. Please refer to the Australian Government's *National Statement on Ethical Conduct in Human Research* at:

http://www.anu.edu.au/ro/ORI/NHMRC_Human_Ethics_National_Statement_2007.pdf

5.3 **Employment**

A scholar is permitted to undertake a strictly limited amount of paid employment on conditions prescribed by the University provided that, in the opinion of the supervisor, such employment does not adversely affect progress on the research.

http://info.anu.edu.au/Policies/_REG/Policies/Part_Time_Employment_by_Full_Time_Graduate_Students.asp

In addition, international scholars on a student visa must apply through the University's Compliance Officer for permission to work.

5.4 **Access to Resources**

A scholar is expected to be familiar with the University's guidelines on access to resources.

http://info.anu.edu.au/Policies/_DVC/Guidelines/Minimum_Allocation_Resources_Full_Time_Research_Students.asp

5.5 **Code of Practice for Supervision in Higher Degrees by Research**

A scholar is required to abide by the University's Code of Practice in Supervision in Higher Degrees by Research.

http://info.anu.edu.au/Policies/_DVC/Policies/Supervision_in_Higher_Degrees_by_Research.asp

5.6 **Student Complaints**

A scholar is expected to be familiar with the University's policy on the management of student complaints.

http://info.anu.edu.au/Policies/_DVC/Policies/Student_Complaint_Resolution.asp?tab=1

DO NOT DETACH

The Head, Admissions, Scholarships and Prizes
Division of Registrar and Student Services
The Australian National University

I hereby accept the offer of an **ANU Japan Alumni PhD Scholarship** as set out in the University's letter of offer and contained in these Conditions. I acknowledge that no undertakings regarding the Award beyond the terms of the letter and these Conditions are authorised or will be binding on the University unless they are contained in an official letter from the Registrar.

NAME (BLOCK LETTERS):

SIGNATURE:

DATE:

EXPECTED DATE OF COMMENCEMENT:

Please return one signed copy of the Conditions to the University as soon as possible.
