



## JOAN DUFFIELD PHD SUPPLEMENTARY SCHOLARSHIP

### CONDITIONS OF AWARD

#### 1. INTRODUCTION

Each year the Research School of Astronomy and Astrophysics (the “School”), ANU College of Science (the “College”), may offer a limited number of Awards known as the *Joan Duffield PhD Supplementary Scholarship* (“the Award”).

The objective of the Award is to encourage outstanding Australian students to pursue PhD studies in Astronomy and Astrophysics at the ANU Research School of Astronomy and Astrophysics.

Funding for this Award was provided by Miss Joan Duffield. Miss Duffield was the daughter of Professor Walter Geoffrey Duffield, the inaugural Director of the Commonwealth Solar Observatory at Mount Stromlo. Miss Duffield was a treasured member of the Mount Stromlo community and a long-time supporter of science and astronomy.

#### 2. BENEFITS

**Value:** The value of the Award will be stated in your letter of offer.

The recipient is responsible for making payment of all 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.

#### 3. DURATION:

The duration of a full-time Award will be one year.

An extension is not possible.

#### 4. PROGRAM LEAVE

Periods of program leave must be taken in accordance with the Research Awards Rule.

##### a) Unpaid Program Leave

A recipient may apply for unpaid program leave on personal grounds. If the leave does not exceed a total period of 12 months during the duration of the Award, the recipient may resume the Award at the completion of the leave.

Program leave exceeding a total period of 12 months will only be considered where there are exceptional circumstances beyond the control of the recipient and must be approved by the Delegated Authority in the College.

Unpaid program leave is aggregated and awarded in no less than one-week blocks for a full-time recipient and two-week blocks for a part-time recipient.

A recipient may apply for unpaid program leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ISIS.

- b) Paid Program Leave  
Paid program leave is not available under this Award.

## 5. ELIGIBILITY

The award will be available each year to a prospective (or continuing, within the first 6 months of commencing the PhD) student who is:

- a) a domestic student; and
- b) enrolling full time in a program of study for the degree of Doctor of Philosophy at the Australian National University; and
- c) Undertaking a PhD project within the Research School of Astronomy and Astrophysics; and
- d) Awarded, and continues to hold, an approved ANU HDR base stipend scholarship, at minimum RTP base rate.

## 6. APPLICATION

No separate application is required. Candidates will be considered for the supplementary scholarship automatically during the ranking process for an ANU approved HDR base stipend scholarship.

## 7. SELECTION

Selection will be made on the basis of:

- a) academic merit and potential based on their academic record, referee reports and other evidence; and
- b) ranking position in a competitive scholarship round for an approved ANU HDR base stipend scholarship.

In the first place, the selection committee will use the final College ranking of new domestic PhD candidates who received a URS/RTP scholarship to award the Supplementary Scholarship in order of highest to lowest RTP/URS ranking.

Should sufficient funding be available, any other new stipend scholarship holder (ANU PhD Scholarship holders or similar stipend scholarships) will be included in the considerations and evaluated according to the RTP/URS scholarship ranking criteria.

The Award will be offered to a PhD candidate by a Selection Committee chaired by the Director of the Research School of Astronomy and Astrophysics or delegate, and will also include the HDR Program convener and at least one more academics staff member of the School.

The Selection Committee may make no Award if it considers there is no applicant of sufficient merit.

## **8. CONCURRENT HOLDING OF AWARDS**

This award replaces any other HDR supplementary scholarship for the time it is held by the recipient.

A recipient is permitted to hold any other scholarships, awards, grants and bursaries concurrently with this Award, provided the terms of the other scholarship permits this also.

## **9. DEFERMENT**

The Award can only be deferred parallel with any applicable deferral of the base stipend scholarship.

## **10. ONGOING ELIGIBILITY**

The recipient is required to remain enrolled full-time in a program of study for the degree of Doctor of Philosophy at the Australian National University in the PhD program of the Research School of Astronomy and Astrophysics. The recipient must retain the primary stipend scholarship for the 12-month duration of the Joan Duffield PhD Supplementary Scholarship.

In exceptional circumstances, 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 a case the University must be satisfied that the reasons related to caring commitments, a medical condition or a disability, with appropriate supporting documentation provided, for example a medical certificate.

## **11. SUSPENSION OF AWARD**

A recipient may apply for suspension of their Award. The approval of a suspension will be at the discretion of the Delegate Authority in the School. A suspension may be appropriate if a recipient 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.

The University may suspend the Award where a recipient has:

- a) outstanding fees;
- b) an outstanding debt with the University; or
- c) outstanding PhD 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.

## **12. CESSATION OF AWARD**

The Award ceases:

- 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 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.

### **13. REPAYMENT OF FUNDS**

A recipient 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 recipient 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.

### **14. 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.

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

In exceptional circumstances and on a case-by-case basis section 8 and/or 9 of these Conditions of Award may be varied by the DVC on the recommendation of the Chair of Selection Committee.

### **16. TAXATION & CENTRELINK**

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: <https://www.servicesaustralia.gov.au/individuals/topics/income/30376>

### **17. 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/study/accommodation>

### **18. PUBLICITY**

The 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 ANU Strategic Communications and Public Affairs Office of the University.

## 19. CONTACT WITH THE ANU COLLEGE

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

Research School of Astronomy and Astrophysics Student Administration  
rsaa.sa@anu.edu.au

## 20. DISCLAIMER

A recipient of this Award is subject to *The Australian National University Act 1991* and to the Statutes, Rules, policies and procedures of the University as amended from time to time.

Receipt of this Award does not indicate any commitment by the University for conferral of the recipient's Award, or of future employment.

These Conditions of Award should be read in conjunction with the University's Research Awards Rule and Candidature and Supervision Policies.

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

ANU Research Awards Rule - <https://www.anu.edu.au/about/governance/legislation>

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

ANU Academic Misconduct Rule - <https://www.legislation.gov.au/Details/F2015L02025>

ANU Discipline Rule - <https://www.legislation.gov.au/Details/F2020L01686>

Research Scholarship Information (including reimbursement and claim forms) -  
<https://www.anu.edu.au/students/program-administration/fees-payments/research-scholarship-information>

Policy: Higher degree by research – candidature -  
[https://policies.anu.edu.au/ppl/document/ANUP\\_012808](https://policies.anu.edu.au/ppl/document/ANUP_012808)

Policy: Higher degree by research – supervision -  
[https://policies.anu.edu.au/ppl/document/ANUP\\_012812](https://policies.anu.edu.au/ppl/document/ANUP_012812)