



COVID-19 EXTENSION SCHOLARSHIP CONDITIONS OF AWARD

1. INTRODUCTION

Each year the ANU may offer an award known as the COVID-19 Extension Scholarship (Award).

This Award is to provide funding for outstanding domestic¹ or international² candidate(s) to enable them to continue their research after a period of extreme disruption to their program and research due to COVID-19 restrictions.

Funding for this Award has been provided by the ANU.

2. BENEFITS

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

The Award may contain any or all of the following benefits:

- A. Stipend Scholarship:** A recipient may be awarded a stipend scholarship equivalent to the base rate value of the [Australian Government Research Training Program \(AG RTP\) stipend scholarship](#). The Award is indexed each year on 1 January.
- B. Higher Degree Research (HDR) Fee Remission Merit Scholarship:** An International recipient may be recommended for a HDR Fee Remission Merit Scholarship to cover the International Student Fees where not covered by other existing scholarships or sponsorships subject to the recipient being ranked as competitive in a merit-based selection process.

3. DURATION

The duration of the full-time Award will be:

- a) **Stipend Scholarship:** Up to six months or such period as is stated in the letter of offer.
- b) **Higher Degree Research (HDR) Fee Remission Merit Scholarship:** Up to six months or such period as is stated in the letter of offer; and

The duration of the part-time Award will be:

- a) **Stipend Scholarship:** Up to twelve months or such period as is stated in the letter of offer.
- b) **Higher Degree Research (HDR) Fee Remission Merit Scholarship:** Up to twelve months or such period as is stated in the letter of offer; and

¹ A student who is an Australian or New Zealand citizen or the holder of Australian permanent resident status

² A student who is not an Australian or New Zealand citizen or the holder of Australian permanent resident status, and is required to hold a visa to study in Australia and liable for international student fees (ISF) payable to the University either by the student or a sponsor

This Award does not have any provisions for any extensions, candidates will therefore not be eligible to apply for an extension of the Scholarship.

4. STIPEND SCHOLARSHIP HOLDERS ONLY:

Dependent Child³ Allowance: An International recipient may apply to receive an allowance for dependent child/ren, where the dependent child/ren reside with the recipient. This allowance is up to \$3,000 per annum for each dependent child (to a maximum of \$9,000 per annum) and is paid in fortnightly instalments at the same time as the Award payments; and/or

5. 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 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 only in one-week blocks for a full-time recipient and two-week blocks for a part-time recipient.

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

b) Paid Recreation Leave

A recipient is entitled to a maximum of 20 working days paid recreation leave for each year of the Award, pro rata. Leave entitlements may be accrued over the life of the Award but are forfeited when the Award ceases.

A recipient must apply in writing to their Chair of Panel. Paid recreation leave does not extend the duration of the Award.

c) Paid Medical Leave

A recipient is entitled to a maximum of 10 working days paid medical leave for each year of the Award, pro rata. Leave entitlements may be accrued over the life of the Award but are forfeited when the Award ceases. A recipient must apply in writing to their Chair of Panel. Paid medical leave does not extend the duration of the Award.

³ A dependent child is a child under the age of 16 wholly dependent on the recipient or, if aged between 16 and 24, is a full-time student and wholly dependent on the recipient. A recipient who pays maintenance in respect of a child or children may be eligible for the Dependent Child Allowance, or the amount of the maintenance payable, whichever is less.

6. ELIGIBILITY

The Award will be available each year to continuing domestic or international students who:

- a) are enrolled in a program of study for the degree of Doctor of Philosophy, or Master of Philosophy; and
- b) be within three and three and a half years of receipt of an eligible scholarship as of 01 January 2020; and
- c) has been impacted by extreme disruptions to their research program due to the COVID-19 pandemic.
- d) A part-time Award may be offered or approved if the recipient has reasons acceptable to the University which preclude full-time study for part or all of the program of study. In such cases the Candidate must provide relevant documentation and 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.

7. SCHOLARSHIP APPLICATION

To apply for this Award, candidates use the application form available on the webpage (<https://www.anu.edu.au/covid-19-advice/researching-remotely/hdr-candidates>), and arrange for both their Primary Supervisor and the Delegated Authority to approve the application. Applications should then be submitted to the Graduate Research Office (gro@anu.edu.au) to complete the approvals process.

Applications will be considered by the Associate Dean HDR of the relevant College and the Dean HDR.

Candidates will be notified of the outcome of their application to their ANU email address. The application may be denied, or approved in part or in full for the benefits listed by the applicant. These will be outlined in the offer letter. Applications may be limited to certain time periods. Any opening and closing dates will be advertised on the webpage: <https://www.anu.edu.au/study/scholarships/find-a-scholarship>

8. SELECTION

Selection will be made on the basis of:

- a) The case outlined by the candidate on the COVID-19 Extension Scholarship application form and any relevant or required supporting documentation provided, detailing the extent and consequences of the COVID-19 pandemic impact on their research program causing extreme disruption to their research. Research impact will be assessed and considered on a case by case basis including travel restrictions, fieldwork and lab closures, campus closure, and limited access to resources; and
- b) The endorsement of the Primary Supervisor verifying the extent and consequences of impact on the candidate's research program and outlining strategies considered with the candidate to mitigate the impact of the disruption.
- c) The endorsement of the relevant Delegated Authority.
- d) The endorsement of the relevant College Associate Dean HDR or equivalent position.

- e) Any further comments on the candidate's progress or the application for the Award requested by the Dean HDR from relevant staff members such as the candidate's panel, HDR Convenor, Delegated Authority, Head of School or College Associate Dean HDR where further information is required for clarification purposes or to make an informed decision.

Selection will be made by the Dean HDR who will determine if the application for the Award is denied, or approved in part or in full for the benefits listed by the applicant and may vary the duration of the award.

The Dean HDR may make no Award if it considers there is no student of sufficient merit.

Taking into consideration available funding, the Dean HDR may also:

- a) Vary the number of Awards; and/or
- b) Offer the Award at other times; or
- c) Limit the number of awards.

9. APPEALS

- a) A HDR eligible candidate who applies for the Award or is a recipient of the Award may appeal a decision made by the University with regards to offer of the Award, duration, benefits, suspension of scholarship, or termination of scholarship, where not covered under other Rules.
- b) The Deputy Vice Chancellor, Research and Innovation is the Review Officer.
- c) Where the Review Officer was involved in the original decision, an alternative Review Officer will be nominated by the Deputy Vice Chancellor, Research and Innovation.
- d) Candidates appeal to the Review Officer in writing, setting out the grounds of the appeal and including any evidence in support of the application, no more than 20 working days after they are given written notice of the decision.
- e) The Review Officer considers the appeal and advises the Candidate in writing of the outcome, no more than 20 working days after receiving the appeal.
- f) The Review Officer may:
 - i. decide to take no action; or
 - ii. make any decision that could have been made by the original decision maker; or
 - iii. refer the matter back to the original decision maker to review the process used in making the decision.
- g) A student may appeal the decision of a Review Officer only on procedural grounds to the Deputy Vice Chancellor, Research and Innovation in respect of a decision made by the Dean, Higher Degree Research or to the Registrar in respect of a decision of the Review Officer.
- h) The Deputy Vice Chancellor, Research and Innovation or Registrar considers the procedural appeal and advises the candidate in writing of the outcome no more than 20 working days after receiving the appeal.
- i) The Deputy Vice Chancellor, Research and Innovation or Registrar may:
 - i. Confirm the original decision; or

- ii. Set aside the original decision and refer the matter to the original decision maker to reconsider the original decision in light of the Deputy Vice-Chancellor's or Registrar's findings; or
 - iii. Make a new decision.
- j) The decision of the Deputy Vice Chancellor, Research and Innovation or Registrar in respect of a procedural appeal is final.

10. CONCURRENT HOLDING OF AWARDS

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

However a recipient may not receive another allowance, award grant or bursary which exceeds the value of 75 per cent of the Award stipend.

11. DEFERMENT

The Award must be taken up no later than the date specified in the letter of offer, unless otherwise approved.

12. ONGOING ELIGIBILITY

A recipient is required to remain enrolled full-time in an eligible program of study for the degree of Doctor of Philosophy, or Master of Philosophy at the Australian National University.

A part-time Award may be offered or approved if the recipient has reasons acceptable to the University which preclude full-time study for part or all of the program of study. In such cases the Candidate must provide relevant documentation and 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.

13. SUSPENSION OF AWARD

The University may suspend the Award where a recipient has:

- a) outstanding fees;
- b) an outstanding debt with the University; or
- c) outstanding HDR program milestone/s; or
- d) been found to be in breach of a statute, rule or policy or procedure of the University.

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.

14. END OF AWARD

The Award ends:

- a) at the conclusion of the period outlined in section 3 - Duration; 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 may be terminated if a recipient is found to be in breach of a statute, rule, policy or procedure of the University.

15. REPAYMENT OF FUNDS

A recipient who is taking leave from their program, or changing their enrolment intensity from full-time to part-time, must 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, these will be recovered in accordance with the ANU Procedure - Overpayments.

16. PROVIDING FALSE OR MISLEADING INFORMATION

The offer of the 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 of the Award.

17. VARIATION TO CONDITIONS OF AWARD

In exceptional circumstances, sections 6 and/or 7 of these Conditions of Award may be varied by the Dean HDR.

18. TAXATION AND CENTRELINK

Recipients are responsible for seeking taxation and Centrelink advice regarding their own individual circumstances. Scholarships, grants or awards may be regarded as taxable income in some circumstances.

For information on how the Award may affect Centrelink benefits, please refer to:

<http://www.humanservices.gov.au/customer/enablers/income/>

19. 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 at:

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

20. PUBLICITY

A recipient may be invited to participate in publicity for the Award from time to time, including an interview and photograph.

21. CONTACT AREA

All enquiries regarding the Award should be made to:

HDR Candidature Team
Graduate Research Office
Email: HDR.candidature@anu.edu.au

22. 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 doctorate, or of future employment.

23. IMPORTANT POLICIES, PROCEDURES, RULES & RESOURCES

ANU Research Awards Rule - <https://www.legislation.gov.au/Details/F2018L01771>

ANU Overpayments Procedure – 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/F2015L02046>

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

Policy: Higher degree by research – candidature - https://policies.anu.edu.au/ppl/document/ANUP_012808

Policy: Higher degree by research – supervision - https://policies.anu.edu.au/ppl/document/ANUP_012812