

Faculty of Science Dean's Postgraduate Research Scholarship

www.sci.monash.edu.au/postgrad/deanschol.html

Conditions of Award for 2008 (from 1 July 2008)

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1. Introduction

1.1 General information

[Faculty of Science Dean's Postgraduate Research Scholarships](#) are offered for full-time postgraduate research studies within the Faculty of Science at Monash University. Part-time awards may be offered in limited circumstances (see section 17).

Persons intending to undertake a research masters degree or doctoral degree are eligible to be nominated by a school within the faculty.

Awards are not normally available to persons who have already undertaken postgraduate research studies at masters or doctoral level.

Applicants must hold H1 or H1 equivalent (H1E) academic qualifications as per <http://mrqs.monash.edu.au/scholarships/selection/proc13.html>

There are no age restrictions relating to these awards.

1.2 Definitions

- **Annual Progress Reports:** a report that provides the research candidate, his or her supervisor(s), and the [head of the school](#) (or nominated representative) an opportunity to review the progress of the candidate. The [Monash Research Graduate School](#) (MRGS) requires [Annual Progress Reports](#) for doctoral candidates while the Faculty of Science coordinates [progress reporting for masters by research candidates](#).
- **[Australian Consortium for Social and Political Research Inc \(ACSPRI\)](#):** a national organisation of member institutions who aim to facilitate access to Australian and overseas sources of computer-readable social science data.
- **Candidate:** a person enrolled in a higher degree by research (HDR) program. The term is synonymous with 'student'.
- **Code of practice for supervision of doctoral and research masters candidates:** part of chapter 5 of the [Handbook for Doctoral and Master of Philosophy Degrees](#) produced by the [Monash Research Graduate School](#) (MRGS) that details the responsibilities of Monash University, the school, supervisor(s), and candidate with respect to research candidature.
- **[Faculty of Science Research Office](#):** the Faculty of Science Research Office located on the Clayton campus. Contact details are given in [Part 18: Further information](#) of this document.
- **[Monash Graduate Scholarship \(MGS\)](#):** a postgraduate research scholarship administered by the Monash Research Graduate School (MRGS).
- **[Monash Research Graduate School \(MRGS\)](#):** an administrative centre of the university responsible for admission to doctoral and Master of Philosophy (MPhil) programs. The MRGS also administers a range of centrally allocated scholarships and coordinates annual progress reporting for doctoral candidates and masters by research candidates in receipt of a centrally allocated scholarship.
- **[Research Degrees Committee \(RDC\)](#):** a committee of the Faculty of Science that meets to review matters relating to postgraduate coursework and higher degrees by research

(HDR) management and policy. The committee was formerly known as the Committee on Graduate Matters (CGM) until 2004.

- **Research Evaluation Programme (REP)**: a programme coordinated by the Department of Education Science and Training (DEST) that monitors the outcomes of research supported by various higher education research schemes and the effectiveness of those schemes.
- **Research Graduate School Committee (RGSC)**: a committee of the university responsible for administering the university's doctoral and research award programs.
- **Research Training Scheme (RTS)**: a system that replaced the Research Higher Education Contribution Scheme (HECS) Exemptions Scheme. It provides Commonwealth-funded higher degree by research (HDR) candidates with an 'entitlement' to a HECS exemption for the duration of an accredited HDR course, up to a maximum period of four (4) years' full-time equivalent study for a doctorate by research and two (2) years' full-time equivalent study for a masters by research.
- **School**: a school of the Faculty of Science.

2. Eligibility

The Faculty of Science Dean's Postgraduate Research Scholarship is offered for full-time research at a HDR level (MSc, MPhil and PhD). In exceptional circumstances, support for part-time students will be considered (according to the APA guidelines for part-time awards).

Students who are jointly supervised, on a 50:50 basis, by an MRGS accredited, Clayton-based HDR supervisor/s and another/others based at either the School of Applied Sciences (Gippsland campus), School of Sciences (Sunway campus, Malaysia)* or within another academic unit of another faculty within Monash University, may also be eligible for this award.

In addition, awards will only be available to Australian citizens, Australian permanent residents or New Zealand citizens:

- who are commencing their postgraduate research studies in the Faculty of Science at Monash University in a higher degree by research (MSc, MPhil and PhD) from 1 July 2008; or
- who enrolled in a higher degree by research program prior to 1 July 2008 on a full-time basis, and are not in receipt of any scholarship support; and
- who hold H1 or H1 equivalent (H1E) academic qualifications as per <http://mrqs.monash.edu.au/scholarships/selection/proc13.html>; and
- who meet Monash University's minimum English language proficiency requirements for entry into a higher degree by research program.

(* Students enrolling in the School of Sciences at the Sunway campus are only eligible if they are Malaysian citizens, Australian citizens or Australian permanent residents and meet the 50:50 joint-supervision criteria detailed above.)

Faculty of Science Dean's Postgraduate Research Scholarships will **not** be available to those who:

- are international students (excluding New Zealand citizens);
- have already undertaken postgraduate research studies at doctoral level;
- are already enrolled in a higher degree by research (MSc, MPhil, PhD) and in receipt of scholarship support from other funding sources;
- as a result of prior candidature, would be entitled to a maximum tenure of less than 12 months;
- are unable to secure both a Monash University accredited main and associate (or joint) supervisor willing to accept them for supervision in their research team (for reasons that may pertain to student load restrictions on the supervisor/s, unavailability of required facilities, lack of appropriate expertise to provide supervision, etc.)

3. Duration and conversion of award

3.1 Duration of award

The award may be held for three (3) years for Doctor of Philosophy (PhD) studies and for up to two (2) years for masters studies. A doctoral candidate may apply for a maximum extension of up to six (6) months. An extension will normally only be approved where research has been delayed by circumstances beyond the candidate's control and where such delays could not have been reasonably anticipated at the commencement of candidature. The grounds for an extension must be related to study and not of a personal nature. Masters candidates are not entitled to an extension.

The duration of an award will be reduced by any periods of study undertaken towards the degree prior to the commencement of the award or taken during the suspension of the award.

3.2 Taking up of award

The award should be taken up within three (3) months of the formal offer having been made by the Faculty of Science Research Office. Where business or employment commitments or circumstances beyond the awardee's control (such as an illness or the late grant of a scholarship prevents an awardee from taking up the scholarship by this date), the awardee may be permitted to commence the course / scholarship at a later date with the formal permission of the Research Degrees Committee via the Faculty of Science office.

3.3 Extension to award

An extension will normally only be approved where research has been delayed by circumstances beyond the candidate's control and where such delays could not have been reasonably anticipated at the commencement of candidature. The grounds for an extension must be related to study and not of a personal nature. Masters candidates are not entitled to an extension. Applications for extension should be made to the Research Degrees Committee via the Faculty of Science office.

3.4 Termination of award

Tenure is always subject to satisfactory progress and terminates upon withdrawal from the course of study, completion of the prescribed course of study, or on the submission of a thesis for examination.

3.5 Conversion between masters and doctoral studies

If a masters candidate is permitted to **upgrade** candidature to a doctorate, the award, upon application by the holder (and prior to its termination) will be extended to the maximum duration for a doctoral degree. Similarly a doctoral award may be converted to a masters by research award in circumstances deemed appropriate by the Research Degrees Committee. The maximum duration then becomes that for the new degree.

An awardee **completing** a masters degree may continue on their scholarship for doctoral studies (for the total maximum period allowed ie 3.5 years including the period of support while a masters candidate) provided there is no interval between masters and doctoral candidature, or that such interval is covered by suspension of the scholarship. As a scholarship normally expires on submission of a thesis for examination, the awardee must ensure that the progression to a doctorate or suspension of the scholarship is arranged before the masters studies are completed.

4. Stipend and allowances

4.1 Stipend

The full-time stipend is \$A20,007 (2008 rate).

Payments are made in fortnightly instalments.

The stipend rates are indexed in alignment with any indexation of the Australian Postgraduate Award (APA) stipend rate.

The level of stipend will not be reduced during the period of the award.

4.2 Taxation

Under Australian Taxation Law full-time awards are presently considered to be non-taxable by the Australian Government. Nevertheless, the university cannot give advice regarding taxation and it is the responsibility of individual students to seek their own taxation advice. Part-time awards are TAXABLE (see section 17: Part-time awards).

4.3 Additional sources of funding

Scholarship holders are permitted to:

- obtain funds for fieldwork, equipment or other expenses not covered by the award;
- obtain funding from overseas travel costs from other Australian Government awards or any other source;
- receive income derived from part-time work within the guidelines set by the university; and
- receive a concurrent award, scholarship or salary to undertake their research provided that:
 - the concurrent award, scholarship or salary provides a benefit less than 75 per cent of the stipend rate; or

- the scholarship is suspended for the tenure of the concurrent award, scholarship or salary and the period of study undertaken towards the degree during suspension is deducted from the maximum period of tenure.

4.4 Relocation allowance (travel and removal expenses)

Awardees who relocate their place of residence to take up their scholarship may claim for a relocation allowance for themselves, their spouse and any dependants, subject to the eligibility criteria listed below.

A *spouse* (for the purpose of relocation entitlements) is defined as another person who is married to or in a de facto relationship with the awardee where the two live together and have a mutual commitment to each other to the exclusion of others.

Dependants (for the purpose of relocation entitlements) are defined as persons who move residence with the awardee. A spouse who transfers employment to the city of the institution may be regarded as a dependant; a child continuing to study at the former city and not intending to live on a permanent basis with the awardee at the new location, may not be regarded as a dependant.

Relocation / establishment allowances must be claimed within one (1) year of commencing the award.

Original receipts / tax invoices must be supplied to the Faculty of Science office.

The actual cost of travelling to Melbourne from **within** Australia to commence the award, up to a maximum equal to the economy class or student airfare, may be paid to the awardee, spouse and any dependants. Reimbursement of fuel expenses (up to the equivalent airfare) may also be payable to award holders who travel by car. Awardees cannot claim for accommodation or meal costs if they elect to travel by car.

Removal expenses (eg cartage or storage) of up to \$A530 per adult and \$A262 per child (with a maximum entitlement of \$1530) (2008 rates) may also be provided on production of receipts to the Faculty of Science Research Office.

4.5 Thesis allowance

Subject to the production of original receipts / tax invoices, awardees may claim reimbursement of up to \$A420 for a masters thesis and up to \$A840 for a Doctor of Philosophy (PhD) thesis towards the cost of thesis preparation (2008 rates). The allowance is a contribution to the costs of production of the thesis and does not include costs such as purchase of computer equipment.

The allowance must be claimed **within six (6) months** (in exceptional circumstances one (1) year) of submission of the thesis for examination **and** no more than **two (2) years** after termination or expiry of the award.

A thesis allowance is also payable for costs associated with the re-submission of a thesis or lodgement of hard-bound copies of the thesis following notification that the awardee has met the requirements of the degree. The allowance must be claimed **within six (6) months** (in exceptional circumstances one (1) year) of re-submission or notification that the awardee has met the requirements of the degree.

The combined total of allowances for submission, re-submission or lodgement of hard-bound copies must not exceed the maximum amounts specified above.

5. Leave entitlements

5.1 Annual leave

Awardees are entitled to 20 days paid recreation leave a year, calculated on a pro rata basis.

Leave must be taken during the tenure of the award (ie the awardee cannot extend the award by taking leave entitlement **after** the due termination date, and there is no payment in lieu on termination).

The supervisor's agreement must be obtained before leave is taken and the academic unit should be notified. This also includes any annual leave taken overseas.

The maximum amount of annual leave that may be accumulated before it is taken in part or full is 30 days. Accumulated leave in excess of 30 days will be relinquished. There is no provision for recreation leave loading.

5.2 Sick leave

Awardees are entitled to 10 days sick leave each year of the award, calculated on a pro-rata basis. Sick leave may be accrued over the tenure of the award.

An awardee may have an additional entitlement of up to 12 weeks paid sick leave within the tenure of the award. An award may be extended to compensate for periods longer than two (2) weeks if a medical certificate is provided by the awardee. Applications for sick leave must be made during sick leave or no later than two (2) weeks after the awardee's return to study.

Short absences of less than two (2) weeks (eg illness, attendance at a local or interstate conference related to current study) which are not considered to interfere with the award holder's progress need not be reported. However, **all** absences overseas, for whatever period, should be reported (except for approved annual leave).

Applications for sick leave endorsed by the supervisor and head of school are made to the Research Degrees Committee via the Faculty of Science office.

5.3 Maternity leave

An awardee may have an entitlement of up to 12 weeks paid maternity leave within the tenure of the award. Maternity leave may **not** be taken within the first 12 months of the award. Unpaid maternity leave may be accessed through the suspension provisions. Periods of paid maternity leave are in addition to the normal duration of the award.

Maternity leave is to be taken **within** the period commencing six (6) weeks prior to the expected date of delivery and concluding 12 weeks after the actual date of delivery.

Applications for maternity leave endorsed by the supervisor and head of department are made to the Research Degrees Committee via the Faculty of Science office.

6. Employment

An award holder is permitted to undertake only a strictly limited amount of paid employment throughout the year, being no more than 15 hours of work on average in any one (1) week. However, up to a maximum of six (6) hours **only** on average of the employment may be undertaken during normal 9 am to 5 pm Monday to Friday working hours. There is no limit on how much income an awardee can receive from part-time work.

The school in which the awardee is enrolled must be satisfied that any part-time work does not interfere with the study program.

7. Residency

Awardees are expected to reside at a location that will allow frequent and systematic use of university facilities, including use of physical resources, formal research training and daily contact with supervisors if required. If the research program requires study away from the university for protracted lengths of time, the same conditions as [Study Away](#).

8. Study away from Monash University

If the head of the school or the dean of the faculty certifies that it is necessary to pursue fieldwork or undertake research which is an integral part of the research program, the award may be tenable away from Monash for up to 12 months, or for other special cases, 18 months for doctoral candidates. A shorter period of study away may be approved for masters by research candidates. At all other times, awardees are expected to reside at a location that will allow daily attendance on campus.

Monash University and the Dean of Science require all staff and HDR students to complete the *Staff/HDR International Travel Plan and Travel Approval* form when travelling away from the University for university-related business. A completed Travel Plan provides the University with the relevant information and contact details. On completion of your trip, staff and HDR students must also complete the *University Travel Diary* which must be provided to your School and held there for inspection by the Faculty or the University Finance Office.

For further information: <http://www.adm.monash.edu.au/procserv/travel/policy/index.html>

8.1 Research undertaken outside Australia

Approval of paid overseas study will only be granted if adequate supervision can be maintained and the awardee remains enrolled.

The award holder will not generally be allowed to undertake approved overseas study in the first six (6) months of scholarship tenure. Candidature undertaken prior to the taking up of the scholarship will be taken into account in determining the earliest date on which the awardee may pursue overseas study on pay.

Applications for overseas study endorsed by the supervisor and head of school are made to the Research Degrees Committee via the Faculty of Science office.

8.2 Study away from Monash University (within Australia)

Subject to the appropriate masters and doctoral regulations, an awardee may be permitted to conduct a **strictly limited** portion of the research at research sites, organisations and research institutions outside Monash University.

The award holder will not generally be allowed to undertake research at research sites, organisations and research institutions outside Monash in the first six (6) months of scholarship tenure.

At all other times, with the exception of approved research overseas, awardees are expected to reside at a location that will allow daily attendance on campus.

When periods of inter/intra-state research / fieldwork exceed a consolidated six-week period, a request for study away from the university should be made. Shorter periods should be reported on the awardee's Annual Progress Report.

Applications endorsed by the supervisor and head of school are to be made to the Research Degrees Committee via the Faculty of Science office.

8.3 Absences overseas for study and study-related purposes (including attendance at conferences) to be reported

All absences overseas that are taken for study and for study-related purposes (including attendance at conferences), for whatever period, are to be reported to the Research Degrees Committee (masters candidates) or the Monash Research Graduate School (doctoral candidates).

9. Concurrent enrolment in other courses

An award holder (whether enrolled full-time or part-time) may not engage concurrently in any academic course of study leading to a qualification that is not an essential part of the award holder's postgraduate program.

10. Suspension of candidature

The award holder will not generally be allowed to suspend in the first six (6) months of scholarship tenure.

The total period of suspension (leave of absence) from the award during its tenure may generally not exceed 12 months.

However, in circumstances beyond the awardee's control (for example, equipment breakdown, lack of supervision, unavoidable delays between the submission of a masters thesis and commencement of doctoral candidature, prolonged illness, etc) a suspension in the first six (6) months of candidature may be permitted.

The total period of suspension is normally added to the original scholarship tenure, subject to the provision below.

Periods of study undertaken towards the degree during suspension of the award will be deducted from the maximum period of tenure.

An award will be terminated if the awardee does not resume study at the conclusion of a period of suspension or fails to make arrangements to extend that period of suspension.

Applications endorsed by the supervisor and head of school are to be made to the Research Degrees Committee via the Faculty of Science office.

11. Penalties for non-compliance with scholarship conditions

The Research Degrees Committee will impose penalties for non-compliance with scholarship conditions. This may include for example, suspension of award and / or a reduction in the maximum tenure of the award.

12. Termination of scholarship

The award will be terminated on the day the thesis is submitted for examination or at the end of the award; whichever is earlier. It is the awardee's responsibility to advise the Research Degrees Committee via the Faculty of Science office if the thesis is *submitted for examination* prior to the expiration of the award.

Awards will be terminated before this time:

- if, in the opinion of the Research Degrees Committee, the course of study is not being carried out with competence and diligence or in accordance with the offer of the award, and no suitable alternative arrangements can be made for continuation of the degree;
- if the awardee fails to apply for a Monash University Postgraduate Research Scholarship (APA/MGS) in **any** of the end-of-year rounds for which they are eligible for an Australian Postgraduate Award (APA) or Monash Graduate Scholarship (MGS);
- if after due enquiry it is determined that the awardee has not fulfilled his or her obligations, has not met the eligibility criteria or fails to maintain satisfactory progress;
- when the candidate ceases to be a full-time candidate engaged in full-time research and when approval has not been obtained to hold the award on a part-time basis;
- on completion of the course, or the death, incapacity, resignation or withdrawal of the candidate;
- if the awardee has been found guilty of serious misconduct;
- if the awardee does not resume study at the end of a period of suspension, or does not make arrangements to extend that period of suspension;
- if the awardee does not resume study at the university after a period of study away from the university or does not make arrangements to extend that period of study away;
- if the awardee accepts another equivalent award, scholarship or salary to undertake their research degree providing a benefit greater than 75 per cent of the scholarship.

If a scholarship is terminated, it cannot be re-activated unless the termination occurred in error.

13. Monash University obligations to awardee

13.1 Research supervision

A [code of practice for supervision of doctoral and research masters candidates](#) [Chapter 5 of the *Handbook for Doctoral and Master of Philosophy Degrees*] has been drawn up by the Research Graduate School Committee (RGSC) in consultation with the [Monash Postgraduate Association](#) (MPA).

13.2 Right of appeal

Awardees have the right of appeal against decisions made in relation to the tenure of the award. Such mechanisms are in place and an awardee should consult with the supervisor or head of school in the first instance.

13.3 Entitlements

All entitlements under the award will be payable to the award holder including exemption from liability under the Higher Education Contribution Scheme (HECS) or other benefits that may apply.

13.4 Facilities

Awardees have adequate facilities to undertake the proposed research program.

14. Award holder's obligation to the Faculty of Science

The awardee is **obliged** to apply for a Monash University Postgraduate Research Scholarship (Australian Postgraduate Award (APA) / Monash Graduate Scholarship (MGS)) at **each** end-of-year round for which they are eligible for an APA or MGS award.

Unsuccessful applicants for a Monash University Postgraduate Research Scholarship (APA/MGS) who are in receipt of a Faculty of Science Dean's Postgraduate Research Scholarship **may** be nominated, in consultation with their supervisor and school postgraduate co-ordinator, for a mid-year MGS, in the next round.

15. Award holder's contract with Monash University

15.1 Pursuit of research program

The awardee shall diligently and to the best of his or her ability apply himself or herself to the successful completion of the degree.

15.2 Ethics and Occupational Health and Safety guidelines

The awardee shall abide by the [National Health and Medical Research Council](#) (NHMRC) policies on human and animal experimentation and rulings of the relevant university safety and ethics committees, including [Standing Committees on Ethics in Research involving Humans, Animal Experimentation and Biosafety](#) and the University's [Occupational Health and Safety Policy Committee](#).

15.3 Social science data sets

Machine readable data arising from social sciences research should, within two years, be lodged with the [Australian Consortium for Social and Political Research Inc](#) (ACSPRI) or other appropriate repository.

15.4 Regulations and statutes

An award holder is required to conform to the university's regulations and statutes. Attention is drawn in particular to [Statutes 4.1, 5.2, 5.3, 6.2, 6.3](#), and [11.2](#) and regulations made thereunder, including Doctor of Philosophy (PhD) and masters candidature regulations and intellectual property matters. With specific reference to the postgraduate award the awardee must notify the Faculty of Science office of:

- an intention to leave Australia for reasons other than approved annual leave;
- discontinuance of full-time studies in the approved postgraduate course;
- submission of a thesis for examination;
- absence for any reason for a period of 14 days or longer from study, except on approved recreation leave;
- the award of another Commonwealth or other Government award / or other award offering similar benefits to the scholarship.

15.5 Research evaluation project

The university is required to ensure that candidates and their supervisors are available to contribute to, and participate in, any Australian Government [Research Evaluation Programme](#) (REP) exercise relating to their projects during, and for a reasonable period after the conclusion of their project.

15.6 Acknowledgments, publications and publicity

Subject to commercial sensitivities or intellectual property considerations, the outcomes of research projects are expected to be communicated to the research community and, where appropriate and possible, to the community at large.

16. Annual progress reporting

Awardees shall submit each year through their supervisor and the head of the school or dean of the faculty a report of their work during the year, together with a list of publications. The Monash Research Graduate School (MRGS) requires Annual Progress Reports for doctoral candidates while the Faculty of Science coordinates progress reporting for Master of Science (MSc) candidates.

17. Transfer of scholarship

The scholarship may not be transferred where the awardee ceases to be enrolled in the Faculty of Science.

18. Part-time awards

The scholarship is normally offered for full-time study only. Persons who for compelling reasons are unable to pursue full-time postgraduate study are eligible to apply to the Research Degrees Committee via the Faculty of Science office for part-time awards.

18.1 Eligibility

A part-time award may be awarded to those with a medical condition, which limits the capacity to undertake full-time study (supported by medical certification) or to those who are able to demonstrate heavy carer commitments, including:

- carer responsibilities for a pre-school child; or
- carer responsibilities for school aged children as a sole parent with limited access to *outside support*, or
- carer responsibilities for an invalid or disabled spouse, child or parent.

Part-time awards are not available to applicants seeking to undertake paid employment on a full-time or a substantial part-time basis.

18.2 Candidature

An awardee holding a part-time award must be enrolled as a part-time candidate. Holders of part-time awards may convert to full-time candidature at any stage.

18.3 Stipend and taxation

Part-time awards are paid at \$A10,710 (2008 rate) and are taxable. The part-time rate is adjusted for taxation, so that part-time awardees receive half the amount paid to full-time award holders.

18.4 Other scholarship conditions

All other scholarship conditions apply.

19. Further information

Please contact the following should you have any queries. It is important that you are fully aware of your obligations under these Conditions of Award.

Manager, Research and Research Training
Faculty of Science office
Building 19N
Clayton campus
MONASH UNIVERSITY VIC 3800

Telephone: +61 3 9905 2079
Facsimile: +61 3 9905 1450
Email: tom.keegan@sci.monash.edu.au
Internet: www.sci.monash.edu.au/postgrad/

20. Acceptance of scholarship conditions

I, _____ have read these conditions carefully and agree to abide by them and any subsequent amendments which may be made during the tenure of my award. I understand that there are penalties for non-compliance with these conditions.

I acknowledge that the university may terminate any scholarship if I have misrepresented my past and / or present circumstances and that this termination may take place at any stage during the course I undertake. I am aware that I must not accept and take up a concurrent scholarship from more than one institution. I am aware that giving false or misleading information is a serious offence under the criminal code (*Commonwealth*) and that there are penalties for providing false or misleading information.

Signature: _____ Date: ____/____/____