

## Faculty of Science Dean's International Postgraduate Research Scholarship

Conditions of Award for 2008 (from 1 July 2008)

[www.sci.monash.edu.au/postgrad/fhits.html](http://www.sci.monash.edu.au/postgrad/fhits.html)

### Table of contents

1	Introduction.....	2
2	Eligibility.....	3
3	Duration and conversion of award.....	4
4	Tuition fees.....	5
5	Living and other allowances.....	5
6	Overseas Student Health Cover (OSHC).....	5
7	Student visa requirements.....	6
8	Leave entitlements .....	6
9	Employment .....	6
10	Residency.....	7
11	Study away from Monash University .....	7
12	Concurrent enrolment in other courses .....	8
13	Suspension .....	8
14	Penalties for non-compliance with scholarship conditions .....	9
15	Termination of scholarship.....	9
16	Monash's obligations to awardee.....	9
17	Award holder's obligation to the Faculty of Science.....	10
18	Award holder's contract with Monash University.....	10
19	Annual progress reporting.....	11
20	Transfer .....	11
21	Further information .....	11
22	Acceptance of scholarship conditions .....	11

# 1 Introduction

## 1.1 General information

Faculty of Science Dean's International Postgraduate Research Scholarships are offered to international students for full-time postgraduate research studies within the Faculty of Science at Monash University. The scholarship is provided to cover the tuition fees set by Monash and payable by the awardee for each year of the course. The scholarship also meets the cost of standard Overseas Student Health Cover (OSHC) for the awardee, their spouse and any dependants.

Persons intending to undertake a Doctor of Philosophy (PhD), Master of Science (MSc) by research or Master of Philosophy (MPhil) by research are eligible to be nominated by schools for this award.

The Faculty of Science [Research Degrees Committee](#) (RDC) administers the scholarship scheme on behalf of the [Faculty Board](#).

There are no age restrictions relating to these awards.

Awardees must meet international student visa requirements as specified by the Department of Immigration and Citizenship (DIAC).

## 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) such as the Doctor of Philosophy (PhD) or Master of Science (MSc) by research programs. 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 20: Further information](#) of this document.
- **[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.
- **School**: a school of the Faculty of Science.

## 2 Eligibility

The Faculty of Science Dean's International Postgraduate Research Scholarship is offered for full-time research at a HDR level (MSc, MPhil and PhD).

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), 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 international students (including those holding a New Zealand permanent residence visa) who:

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

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

- are **not also** supported by a Monash University, School, Research Centre, individual research group, or externally-funded living allowance scholarship commensurate with the Monash Graduate Scholarship (MGS) stipend rate; and
- have already undertaken postgraduate research studies at doctoral level;
- are already enrolled in a higher degree by research (MSc, MPhil, PhD) and are in receipt of tuition scholarship support from other funding sources;
- have already been enrolled for more than two years in a PhD or one year in a research masters (MPhil or MSc) program;
- 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.).

## 2.1 Receipt of a stipend / living allowance

Awardees must concurrently receive a stipend or living allowance or any other type of allowance from any source, except:

- an **Australian Government scholarship scheme** (eg the [Commonwealth Scholarship and Fellowship Plan](#) (CSFP), the [Australia-Asia Awards Program](#) (AAP), Australian-European Awards Program (AEAP), the Australian Sponsored Training Scholarships (ASTAS), [Australian Development Scholarships](#) (ADS).
- **any scheme to which the Australian Government makes a substantial contribution**, such as the [Fulbright Program](#); or
- **are currently studying on a scholarship sponsored by AusAID** or have just completed study on such a scholarship - eg, the [Australian Development Scholarship](#) (ADS). Regulations set by [Department of Immigration and Multicultural and Indigenous Affairs](#) (DIMIA) exclude former AusAID scholarship recipients from returning to Australia, except for short visits, for a period of two (2) years following the conclusion of their scholarship. AusAID scholarship holders are expected to return to their home country at the end of their scholarship and contribute to the development of their country by utilising the skills and qualifications they have gained in Australia.

## 3 Duration and conversion of award

### 3.1 Duration of award

The award may be held for up to three (3) years for a Doctor of Philosophy (PhD) candidate and up to two (2) years for a Master of Science (MSc) by research candidate.

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 Extension to scholarship – Doctor of Philosophy (PhD) candidates

A Doctor of Philosophy (PhD) candidate may apply for an extension to scholarship of up to six (6) months. Extensions beyond this, which bring the total length of the course to a maximum of four (4) years, will be at the discretion of the Research Degrees Committee. 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. An application for extension should be made to the Research Degrees Committee via the Faculty of Science office.

### 3.3 Extension to scholarship – Master of Science (MSc) by research candidates

Awardees undertaking a Master of Science (MSc) by research degree are **not** entitled to an extension of scholarship.

### 3.4 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 which prevents an awardee from taking up the scholarship by this date), the holder may be permitted to commence later. Formal written approval for a late start must be sought from the Research Degrees Committee via the Faculty of Science Research Office.

### 3.5 Conversion between masters by research and doctoral candidature

If a Master of Science (MSc) by research candidate is permitted to **upgrade** candidature to a Doctor of Philosophy (PhD) program, the award, upon application by the holder (and prior to its termination) will be extended to the maximum duration for a Doctor of Philosophy (PhD) program. Similarly, a doctorate 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.

#### **4 Tuition fees**

The scholarship covers the course tuition fees set by Monash University and payable by the awardee for each year of the course, up to the maximum length of three (3) years for a Doctor of Philosophy (PhD) candidate and up to two (2) years for a Master of Science (MSc) by research candidate (see Part 3: Duration and conversion of award of this document).

The scholarship also meets the cost of basic Overseas Student Health Cover (see Part 6: Overseas Student Health Cover (OSHC) of this document).

#### **5 Living and other allowances**

The scholarship **does not** provide for living allowances, travel, thesis expenses, the cost of English language testing or tuition fees for bridging or English Language Intensive Courses for Overseas Students (ELICOS) courses, costs associated with overseas fieldwork, or medical costs associated with the issue or renewal of a student visa (see Part 7: Student visa requirements of this document).

#### **6 Overseas Student Health Cover (OSHC)**

##### **6.1 Requirement for Overseas Student Health Cover (OSHC)**

Awardees and their dependants under the age of 18 years are covered for the cost of a standard OSHC policy approved by the Commonwealth Department of Health and Ageing (refer to <http://www.health.gov.au/internet/wcms/publishing.nsf/content/health-privatehealth-consumers-oshc.htm> for details).

The Faculty of Science arranges payment of the standard Overseas Student Health Cover (OSHC) through Medibank Private for new commencing students for the duration of candidature. Overseas Student Health Cover must be continuous for the entire duration of stay in Australia.

Awardees may wish to purchase extra OSHC if they require cover for ancillary services such as dental, optical, and physiotherapy. The scholarship does **not** cover the cost of extra OSHC.

For detailed information on OSHC provisions, please refer to the [Department of Health and Ageing](#) website.

##### **6.2 Change of OSHC provider**

Awardees who wish to change OSHC providers should seek advice from the Faculty of Science Research Degrees Committee (RDC), as there are only a small number of approved OSHC providers.

Reimbursement for OSHC will not be made to awardees who arrange cover with a provider that has not been approved by the Commonwealth Department of Health and Ageing.

## 7 Student visa requirements

### 7.1 General

It is the responsibility of awardees to ensure that they hold a valid visa while in Australia. If a visa expires, the awardee may be required to leave Australia. Students who are planning to depart and return to Australia at any time during their candidature (ie annual leave, approved period of study away or intermission) must ensure that they hold a valid visa for re-entry.

### 7.2 Renewal of student visa

Where an awardee is granted an extension to his or her scholarship, they are also normally required to renew their student visa. Under current arrangements, international students are required to have a medical check-up before applying for a renewal of their visa. The compulsory medical examination and x-ray are administered through Health Services Australia (HSA). Further details can be obtained from the [HSA](#) website. The scholarship does not cover any medical costs associated with the renewal of a student visa.

## 8 Leave entitlements

### 8.1 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 annual 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.

### 8.2 Sick leave / maternity leave

An awardee is not entitled to sick or maternity leave. Sick or maternity leave may be accessed through the suspension provisions. An awardee's Overseas Student Health Cover will, however, continue during this period.

## 9 Employment

International students are not automatically given the right to work when they are issued with a student visa. Students who wish to work while studying in Australia will need to apply for and be granted a new student visa with permission to work attached as a condition of that visa. Awardees and their dependants can only apply for a visa with work rights after they arrive in Australia and the awardee has begun studying. Work rights cannot be given with a student visa granted outside Australia.

In addition to work restrictions attached to a student visa, any part-time work must also be approved by the university and is subject to **additional conditions** as determined by the university. At Monash University, 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 week. However, up to a maximum of six (6) hours **only** on average of the employment may be undertaken during normal 9 am - 5 pm Monday to Friday working hours. There is no limit on how much income an awardee can receive from part-time work.

The university must be satisfied that any part-time work does not interfere with the study program. Part-time work commitments cannot be accepted as grounds for an extension of the scholarship.

## 10 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](#) will apply.

## 11 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>

### 11.1 Travel warnings issued by the Australian Department of Foreign Affairs and Trade

Awardees should consult the Australian [Department of Foreign Affairs and Trade](#) (DFAT) website and heed any travel warnings before electing to travel overseas.

### 11.2 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.

### 11.3 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.

#### **11.4 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 by research candidates) or the Monash Research Graduate School (doctoral candidates).

### **12 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.

### **13 Suspension**

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.

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.

Awardees **must** seek advice from Monash International Recruitment Services as to the effect that a period of suspension may have on visa regulations. An awardee's Overseas Student Health Cover will **not** continue during a period of suspension except where a suspension is for sick or maternity leave (see [Part 8: Leave entitlements](#) of this document).

## 14 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.

## 15 Termination of scholarship

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 International Postgraduate Research Scholarship (MIPRS) in **any** of the end-of-year rounds for which they are eligible for an MIPRS;
- 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; or
- if the awardee accepts another equivalent award or scholarship.

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

## 16 Monash's obligations to awardee

### 16.1 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).

### 16.2 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.

### 16.3 Facilities

Awardees have adequate facilities to undertake the proposed research program.

## **17 Award holder's obligation to the Faculty of Science**

The awardee is obliged to apply for a Monash University International Postgraduate Research Scholarship (MIPRS) at each end-of-year round for which they are eligible for an MIPRS award.

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

## **18 Award holder's contract with Monash University**

### **18.1 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.

### **18.2 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](#).

### **18.3 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.

### **18.4 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; and
- absence for any reason for a period of 14 days or longer from study, except on approved recreation leave.

### **18.5 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.

### **18.6 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.

## 19 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.

## 20 Transfer

Awards won in competition at one institution cannot be taken up at another.

## 21 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](mailto:tom.keegan@sci.monash.edu.au)  
Internet: [www.sci.monash.edu.au/postgrad](http://www.sci.monash.edu.au/postgrad)

## 22 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 and that there are severe penalties for providing false or misleading information.

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: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_