

Swinburne Research

Conditions of Award  
Swinburne University Chancellor's Research  
Scholarship (CRS)



SWINBURNE UNIVERSITY  
OF TECHNOLOGY

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## 1 Introduction

This guide is intended as a short guide to entitlements and requirements for new Swinburne University Chancellor's Research Scholarship (CRS) students. Further information can be sought from Swinburne Research (see section on contact details).

## 2 Definitions

<i>Date of commencement</i>	is usually the date of first enrolment
<i>DIAC</i>	means the Commonwealth Department of Immigration and Citizenship. See <a href="http://www.immi.gov.au/">http://www.immi.gov.au/</a>
<i>HDR</i>	means a Higher Degree by Research that is a Research Doctorate or a Research Masters
<i>HESA</i>	means the <i>Higher Education Support Act 2003</i>
<i>Research Doctorate</i>	has the meaning given in the Australian Qualifications Framework <a href="http://www.aqf.edu.au/doctor.htm">http://www.aqf.edu.au/doctor.htm</a>
<i>RTS</i>	means the Commonwealth Government's Research Training Scheme
<i>Suspension</i>	in respect of a scholarship, means a period of time during which a scholarship holder is not receiving scholarship payments
<i>University</i>	means Swinburne University of Technology

## 3 Description of Scholarship

The Swinburne University **Chancellor's Research Scholarship** (CRS) is the University's premier research award. The CRS is offered each year to attract domestic students with an outstanding track record of academic achievement and research potential to pursue full time doctoral studies at Swinburne. The aim of these scholarships is to help attract the very best domestic students to the University.

They are offered as a top-up scholarship to the highest-ranked commencing doctoral students who are awarded an Australian Postgraduate Award (APA).

The awards provide an annual stipend of \$30,000, an Establishment Grant of up to \$3,000 and up to \$5,000 for a 6 month overseas placement in a collaborating laboratory or organisation approved by Swinburne. This overseas placement is a condition of the award. The scholarship also covers tuition fees.

The CRS is only **available to local students** - Australian and New Zealand citizens.

## 4 Duration of a CRS

The duration of a full-time CRS is **three years** for a student undertaking Research Doctorate studies. Awards are not available to Masters candidates. The date of first enrolment is usually the commencement date for the scholarship, however other arrangements may be possible. Contact Swinburne Research for further information (see contact details).

The duration of a CRS will be reduced by any periods of study undertaken:

- towards the degree prior to the commencement of the CRS;
- during suspension of the CRS; and/or
- previously, while receiving an Australian postgraduate coursework award.

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The duration of an CRS will be increased by any periods of leave of absence, paid maternity leave, additional sick leave and parenting leave approved by the University.

Swinburne University may also approve an extension to the duration of an CRS for a Research Doctorate student of up to six months subject to satisfactory academic progress. For more information about scholarship extensions, please consult the Application for Scholarship Extension Guidelines, online at <http://www.swinburne.edu.au/intranet/research/higher-degrees/forms/>

To calculate the remaining period of scholarship after conversion of an CRS from part-time to full-time the period of time already expended is halved.

To calculate the remaining period of scholarship after conversion of an CRS from full-time to part-time the period of time already expended is doubled.

## 5 Basic Eligibility Requirements

To become and remain eligible for a CRS a student:

- must be a local student; and
- must meet the University's enrolment eligibility criteria including language proficiency; and
- must not hold a Research Doctorate or an equivalent research qualification; and
- must have completed a Bachelor Degree with First Class Honours, or be regarded by the University as having an equivalent level of attainment in accordance with these Guidelines; and
- must be undertaking a Research Doctorate; and
- must be enrolled as a full-time student, unless the University has approved a part-time CRS for the student under these Guidelines; and
- must not previously have held a postgraduate research scholarship (some exceptions may apply, contact Swinburne Research for more information); and
- must not be receiving an equivalent award, scholarship (excluding an IPRS) or salary providing a benefit greater than 75% of the APA stipend rate, to undertake the HDR. Income from sources unrelated to the course of study is permitted but must be within the confines of HDR policy section 7.9 'Employment Commitments'; and
- must study in an identified area of research strength for Swinburne University; and
- must undertake a 6 month overseas research placement at an institution approved by Swinburne University.

### 5.1 Equivalent Attainment to Bachelor with First Class Honours

If a student does not hold a Bachelor degree with First Class Honours, then the University may determine that the student has demonstrated an equivalent level of academic attainment. In making a determination, the University may consider previous study, relevant work experience, research publications, referees' reports and other research experience.

## 6 Establishment Grant

The university will contribute up to \$3,000 as an establishment grant at the start of each scholarship holder's candidature to ensure a rapid start to the research program. Funds will be transferred to the Faculty at the commencement of candidature. The establishment grant may be used for equipment, computer software, reference materials, access to specialist facilities, or consumables.

## 7 Overseas Placement

In addition to the stipend, the University will contribute up to \$5,000 to assist CRS holders to undertake research for up to six months in a collaborating laboratory or organisation at one of the world's leading universities, approved by Swinburne University.

This overseas research is a **requirement** of the scholarship.

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Scholarship holders must present a one page plan for the placement to the Swinburne Higher Degrees Research Committee. The plan should include the location, duration and purpose of the placement and must be endorsed by the Principal Coordinating Supervisor and the Associate Dean (Research) or equivalent in the student's faculty. On acceptance of the plan, funds will be transferred to the Faculty.

## 8 Approval of a Part-time CRS

The University may only approve a part-time CRS for a student if the student is in exceptional circumstances.

The exceptional circumstances must relate to significant caring commitments or a medical condition, such as:

- caring responsibilities for a pre-school child; or
- caring responsibilities for school-aged children as a sole parent with limited access to outside support; or
- caring responsibilities for an invalid or disabled spouse, child or parent; or
- a medical condition, the existence of which is supported by medical certification, and which limits the student's capacity to undertake full-time study.

In determining exceptional circumstances when approving a part-time CRS, the University may not determine that a student is in exceptional circumstances unless it is satisfied that the student's personal or family circumstances are such that it would be unreasonable to expect the student to study on a full-time basis.

A student who has been approved for a part-time CRS may revert to full-time study at any time with the permission of the University.

## 9 Ongoing Eligibility

Swinburne University monitors students' ongoing eligibility to ensure that the students continue to meet the eligibility requirements set out in these Guidelines and University policies as they relate to HDR students. Continuation of the scholarship is dependent on the student maintaining satisfactory progress.

## 10 Payments to Students

The University makes fortnightly payments to students in respect of their annual stipend. Payments may only be made directly to a student's Australian bank account. Payments commence on the date of enrolment and cannot be backdated.

### 10.1 Value of Scholarships

The value of a CRS stipend over the full year in 2015 is:

- **\$30,000**

### 10.2 Relocation allowance

The CRS provides students with an allowance for the cost of relocating themselves, their spouse and dependants to a new place of residence to enable the student to undertake their HDR. A claim for relocation allowance will not be paid unless maintaining the former place of residence would have been a significant impediment to undertaking the HDR.

The maximum relocation allowance which may be received by a student is calculated by allowing **\$505** for each eligible adult and **\$255** for each eligible child. The absolute maximum value of relocation expenses that a student may receive is **\$1,455** (if also claiming for accompanying family members, please refer to eligibility criteria for accompanying family members stated below).

To make a claim for relocation, you will need to present original receipts to Swinburne Research.

Only costs for air travel, travel by car or removal expenses to the new place of residence are allowable.

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Expenses for the cost of any accommodation or meals obtained during the course of travel will not be reimbursed through relocation allowance.

For the purposes of relocation allowance:

- an eligible adult is either a spouse or adult dependant. A spouse is a person who is married to or in a de facto relationship with the student. An adult dependant is a person for whom the student or their spouse has substantial caring responsibilities; and
- an eligible child is a natural or adopted child of the student or their spouse, who is:
  - less than 18 years of age; or
  - less than 25 years of age and is undertaking full-time study.

### 10.3 Thesis preparation allowance

The CRS provides an allowance for costs associated with the production of a thesis. The allowance represents a contribution towards the costs of production of the thesis including printing, binding and proofreading or similar.

- Doctoral thesis allowance - up to **\$840**

You must provide original receipts to receive payment. You must claim the allowance within 6 months of submitting your thesis and no more than 2 years after the termination of your award. The amount paid will be up to the maximum rate applicable at the time you submitted your thesis.

If you need to resubmit your thesis for re-examination, you may claim the thesis preparation allowance for costs associated with the resubmission. You must make the claim within six months of the resubmission date and within 2 years of the termination of the award. The combined total of allowance for submission and resubmission must not exceed the maximum amounts specified above.

## 11 Supplementary payments

Award holders may enter into contractual arrangements and receive top-up funding from industry. They may also obtain funds for fieldwork, equipment or other expenses not covered by the award from other sources, and may receive minor awards, allowances or other earnings, which are supplementary to their CRS.

## 12 Suspension during Leave of Absence

Students may apply to Swinburne University for suspension of their scholarship during a period of leave of absence for up to 12 months (full-time equivalent). In exceptional circumstances, students may apply for suspensions beyond 12 months. The approval of all suspensions will be at the discretion of Swinburne University.

## 13 Leave Entitlements

As per section 4.1 of the Research Training Statement of Practice (see [http://www.swinburne.edu.au/media/intranet/research/docs/grad-studies-pdfs/HDR-Statement-of-Practice\\_v1.2\\_March-2015.pdf](http://www.swinburne.edu.au/media/intranet/research/docs/grad-studies-pdfs/HDR-Statement-of-Practice_v1.2_March-2015.pdf)) students will receive up to 4 weeks annual leave per annum. Stipend scholarship students will also receive up to 10 working days paid sick leave for each year of the scholarship. This sick leave entitlement may be accrued over the life of the CRS but will be forfeited when the CRS is terminated.

Students may apply for Leave of Absence as per section 3.1.3 of the Research Training Statement of Practice (see [http://www.swinburne.edu.au/media/intranet/research/docs/grad-studies-pdfs/HDR-Statement-of-Practice\\_v1.2\\_March-2015.pdf](http://www.swinburne.edu.au/media/intranet/research/docs/grad-studies-pdfs/HDR-Statement-of-Practice_v1.2_March-2015.pdf)).

The Leave of Absence application form can be downloaded by clicking on the candidature tab at this link <http://www.swinburne.edu.au/intranet/research/higher-degrees/forms/>. **International students should read the Leave of Absence form very carefully to assess whether they are eligible to apply for Leave of Absence.**

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### Unpaid Leave of Absence

Unless otherwise indicated on the Leave of Absence application form, leave will be processed as Unpaid Leave of Absence. During Unpaid Leave of Absence, the scholarship payments will be stopped for the equivalent number of calendar days to the period of leave. At the time that the Unpaid Leave of Absence is approved, scholarship recipients will be advised, via email, of the date when the scholarship will be stopped and when it will be restarted.

### Paid Leave of Absence

In the case of approved Paid Leave of Absence, the scholarship payments will not be stopped during the Leave of Absence (or may only be stopped for a part of the leave). If Paid Leave of Absence is sought, the student **must** clearly indicate this on the Leave of Absence application and provide relevant supporting documentation, such as a medical certificate.

Paid Leave of Absence can only be sought in the following circumstances:

- *Sick Leave*

Students may receive additional paid sick leave of up to a total of 12 weeks (full-time equivalent) during their scholarship for periods of illness **lasting longer than ten days** and for which a medical certificate has been provided.

Sick leave entitlements may be used to cover leave for students with family caring responsibilities, subject to the usual practice of the University.

- *Maternity Leave*

Students who have completed at least 12 months of their scholarship are entitled to a maximum of 12 weeks (full-time equivalent) paid maternity leave over the duration of the scholarship.

Students who are partners of women giving birth, and who have completed at least 12 months of their scholarship, may be entitled to a period of paid parenting leave at the time of the birth or adoption, subject to the usual practice of the University.

### Leave of Absence and the effect on the Scholarship End Date

When a Leave of Absence is taken, the end date of the scholarship is extended in the following way(s):

- If the Leave of Absence is **paid**, the payments will continue during the period of leave (or for part of the leave period) AND the duration of the stipend scholarship will be extended (the scholarship end date will be extended) by the same number of days as the approved period of leave.
- If the Leave of Absence is **unpaid**, the payments will be stopped for the full period of leave, AND the duration of the stipend scholarship will be extended (the scholarship end date will be extended) by the same number of days as the approved period of leave.

## 14 Work

Chancellor's Research Scholarships are awarded for full-time study. As such, the employment commitments of candidates must not exceed a total of 8 hours per week. Students may undertake work subject to the approval of the University. Swinburne University will only approve a student undertaking work if it is satisfied that the work will not interfere with the student's program of study.

## 15 Transfer of a CRS

Chancellor's Research Scholarships are only for study at Swinburne University and are not transferable.

## 16 Change of Program

Chancellor's Research Scholarships are for study at doctoral level only and cannot be converted.

## 17 Termination of a CRS

A CRS will be terminated:

- if the student ceases to meet the eligibility criteria specified in these Guidelines other than during a period in which the CRS has been suspended; or
- if the student fails to meet the requirements under the University's policies as they relate to HDR students; or
- if, in the opinion of the University, the program of study is not being carried out with competence and diligence or in accordance with the offer of the CRS; or
- if the University determines that a student is guilty of serious academic misconduct; or
- when the student ceases to be a full-time student and when approval has not been obtained from the University to hold the CRS on a part-time basis; or
- on submission of thesis for examination; or
- once the maximum duration of the CRS has been reached; or
- if the student does not resume study at the conclusion of a period of suspension and has not arranged to extend that period of suspension; or
- if the student fails to maintain satisfactory progress, as determined by the University.

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

## 18 Supervision and Facilities

Swinburne University will endeavour to:

- ensure that adequate facilities and appropriate supervision are available for each student undertaking a HDR; and
- establish, make publicly available, and abide by, a code of supervisory practice for students undertaking a HDR.

## 19 Contact details

Staff members in Swinburne Research are always happy to answer any questions you might have. They can be contacted on:

Phone: 9214 5547

Email: [HDRscholarships@swin.edu.au](mailto:HDRscholarships@swin.edu.au)

Website: <http://www.swinburne.edu.au/research/funding-grants/scholarships/>

Location: Level 1, SPS Building  
24 Wakefield Street  
Hawthorn campus