

Swinburne Research

Conditions of Award  
Swinburne University Postgraduate Research  
Award (SUPRA)



SWINBURNE UNIVERSITY  
OF TECHNOLOGY

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## 1 Introduction

This booklet is intended as a short guide to entitlements and requirements for new Swinburne University Postgraduate Research Award (SUPRA) students. Further information can be sought from Swinburne Research (see the section at the end of this guide for contact details).

## 2 How to apply

An applicant must be invited to apply for a SUPRA. To apply for a SUPRA applicants will be directed to apply by following the candidature and scholarship application process described on the [Research Degrees webpage](#). Applicants will also be required to send the referee report form (available from the same website) to two referees.

## 3 Definitions

<i>the ACT</i>	means the <i>Higher Education Support Act 2003</i>
<i>AQF</i>	means the Australian Qualifications Framework Second Edition January 2013
<i>Date of commencement</i>	is usually the date of first enrolment
<i>HDR</i>	means a Higher Degree by Research that is a Research Doctorate or a Research Masters for which at least two-thirds of the student load for the course is required as research work
<i>Research Doctorate</i>	means a Level 10 Doctoral Degree (Research) qualification as described in the AQF
<i>RTP</i>	means the Research Training Program
<i>RTP Fees Offset</i>	is a type of RTP Scholarship to assist with course fees that would otherwise be payable by a HDR student
<i>Suspension</i>	means a period of time during which a scholarship holder is not receiving SUPRA support, which has been approved in accordance with the University
<i>University</i>	means Swinburne University of Technology

## 4 Description of Scholarship

Swinburne University Postgraduate Research Awards (SUPRAs) are awarded to students of exceptional research potential undertaking doctoral studies. The awards are provided to assist with general living costs. Tuition fees are also covered by the award.

## 5 Duration of a SUPRA

The duration of a full-time SUPRA 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, except where the student is already enrolled at the time of award. Contact Swinburne Research for further information (see contact details at the end of this document).

The duration of a SUPRA will be reduced by any periods of study undertaken towards the degree prior to the commencement of the SUPRA.

The duration of a SUPRA will be increased by any periods of paid leave of absence approved by the University.

Any periods of suspension approved by the University do not contribute to the period of support.

Swinburne University may also approve an extension to the duration of a SUPRA 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](#).

## 6 Eligibility Requirements

To be eligible for a SUPRA, a student:

- may be a domestic or an international student; and
- must have completed a Bachelor Degree with First Class or Upper Second Class Honours, or be regarded by the University as having an equivalent level of attainment in accordance with these Conditions of Award; and
- must be undertaking a Research Doctorate; and
- must be enrolled as a full-time student, unless the University has approved a part-time SUPRA for the student under these Conditions of Award; and
- must not hold a Research Doctorate or an equivalent research qualification; 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 or salary providing a benefit greater than 75% of the SUPRA 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'.

### 6.1 Equivalent Attainment to Bachelor with First Class or Upper Second Class Honours

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

## 7 Approval of a Part-Time SUPRA

The University may only approve a part-time SUPRA for a student 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 SUPRA, 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 SUPRA may revert to full-time study at any time with the permission of the University.

To calculate the remaining period of scholarship after conversion of a SUPRA from part-time to full-time the period of time remaining on the SUPRA is halved.

To calculate the remaining period of scholarship after conversion of a SUPRA from full-time to part-time the period of time remaining on the SUPRA is doubled.

## 8 Ongoing Eligibility

Swinburne University monitors students' ongoing eligibility to ensure that the students continue to meet the eligibility requirements set out in these Conditions of Award including maintaining satisfactory progress. Continuation of the scholarship is dependent on the student maintaining satisfactory progress.

## 9 Payments to Students

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

### 9.1 Value of Scholarships and Indexation Arrangements

The value of a SUPRA stipend over the full year in 2018:

- **\$27,082**

### 9.2 Relocation allowance

The SUPRA provides students with an allowance toward the cost of relocating themselves, their spouse and dependants to a new place of residence to enable the student to undertake their 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.

Expenses for the cost of any accommodation or meals obtained during the course of travel cannot 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.

An eligible child is a natural or adopted child of the student or their spouse, who is:

- younger than 18 years of age; or
- younger than 25 years of age and undertaking full-time study.

### 9.3 Thesis allowance

The maximum value of thesis allowance which may be received by a student is **\$840** for a doctoral thesis.

Swinburne University will make reimbursement payments to students for eligible claims for thesis allowance up to the approved maximum amount specified in these Conditions of Award.

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An eligible claim for thesis allowance is a claim made by a student for the costs of producing a doctoral thesis. The claim may include the cost of printing, binding, and proofreading. These costs may include costs associated with the re-submission of a thesis, or the lodgement of bound copies of the thesis following approval.

A claim for thesis allowance is not an eligible claim unless the student has produced complete receipts for the claim and made the claim within one year of submission of the thesis and no more than two years after termination of the award. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis. The allowance is a contribution to the costs of production of the thesis and does not include costs such as purchase of computer equipment.

If a student is required to resubmit the thesis for re-examination, he/she may claim the thesis preparation allowance for costs associated with the resubmission. The claim must be made 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 amount specified above.

## 10 Suspensions during Leave of Absence

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

## 11 Leave Entitlements

### Annual Leave

Students are entitled to receive up to 20 working days (4 weeks) paid annual leave and 10 working days paid sick leave for each year of their SUPRA. These leave entitlements may be accrued over the life of the SUPRA but will be forfeited when the SUPRA is terminated.

Periods of annual leave and sick leave (of 10 days or less) will not result in a suspension of enrolment and therefore will be included for the purpose of calculating candidature and SUPRA Scholarship end dates.

### 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.

If the Leave of Absence is unpaid, SUPRA payments will be stopped for the full period of leave and the scholarship end date will be extended by the same number of days as the approved period of leave.

### 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.

If the Leave of Absence is paid, SUPRA payments will continue during the period of leave (or for the part of the leave period), and the scholarship end date will be extended by the same number of days as the approved period of leave.

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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 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. Subject to the usual practice of the University, paid leave may also be approved if the student has adopted a child.

Maternity leave must be for an unbroken period.

- *Maternity Leave*

Students who have completed at least 12 months of their scholarship are entitled to a maximum of 12 weeks 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.

### **Applying for Leave of Absence**

Students may apply for Leave of Absence as per section 3.1.3 of the [Research Training Statement of Practice](#).

Students may apply for Maternity Leave as per section 3.1.5 of the [Research Training Statement of Practice](#).

The Leave of Absence application form can be downloaded by clicking on the candidature tab on the [HDR Forms webpage](#).

International students should read the Leave of Absence form very carefully to assess whether they are eligible to apply for Leave of Absence.

## **12 Employment Commitments**

SUPRAs 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 only undertake work with the approval of the University. Swinburne University may not approve a student undertaking work unless it is satisfied that the work will not interfere with the student's ability to complete their study within the normal timeframe. Work commitments cannot be accepted as grounds for an extension of the duration of the SUPRA.

## **13 Change of Program**

SUPRAs are for study at doctoral level only and cannot be converted.

## **14 Transfer of a SUPRA**

Swinburne University Postgraduate Research Awards are only for study at Swinburne University and are not transferable.

## **15 Termination of a SUPRA**

A SUPRA will be terminated:

- if the student ceases to meet the eligibility criteria specified in these Conditions of Award other than during a period in which a suspension has been approved; 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 these Conditions of Award and the offer of the SUPRA; or

- if the University determines that a student is guilty of serious academic misconduct; or
- once the maximum duration of the SUPRA 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; or
- on submission of thesis for examination; or
- on withdrawal from the course of study; or
- when the student ceases to be a full-time student and when approval has not been obtained from the University to hold the SUPRA on a part-time basis; or
- if the student's candidature in the course of study is terminated by the University. The grounds for termination of candidature are described in Chapter 9 of the [Research Training Regulations](#).

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

## 16 Supervision and Facilities

Swinburne University will endeavour to:

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

## 17 Contact details

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

Phone: 9214 3859

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

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