

Swinburne Research

Conditions of Award  
Swinburne University Vice-Chancellor's  
International Scholarship (VCIS)



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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 Vice-Chancellor's Research Scholarship (VCIS) 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

To apply for an APA, complete the *Application for Admission to Higher Degrees by Research Candidature and Scholarship* form available on the web at <http://www.swinburne.edu.au/research/research-degrees/application-process/> and select the box for VCIS under the section on scholarships. You also need to send the referee report form (available from the same website) to two referees.

## 3 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

## 4 Description of Scholarship

Swinburne University Vice-Chancellor's Research Scholarships (VCIS) are awarded to students of exceptional research potential undertaking a research doctorate. The awards are provided to:

- assist with general living costs;
- to cover the cost of Overseas Health Cover (OSHC); and
- to cover the tuition fees.

## 5 Duration of a VCIS

The duration of a full-time VCIS 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, unless you are a currently enrolled student. Contact Swinburne Research for further information (see contact details).

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

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

The duration of a VCIS will be increased by any periods of leave of absence, paid maternity leave, additional sick leave or parenting leave approved by the University.

Swinburne University may also approve an extension to the duration of an VCIS 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/>

## **6 Eligibility Requirements**

To be eligible for a VCIS, a student:

- must be an international student; 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; and
- be ineligible for study under the Commonwealth's Research Training Scheme (RTS) at the commencement of the HDR; and
- must not hold a research doctorate or 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 (excluding an IPRS) or salary providing a benefit greater than 75% of the VCIS 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 Honours**

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

## **7 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.

## **8 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 Australian bank account. Payments commence on the date of enrolment and cannot be backdated.

### **8.1 Value of Scholarships and Indexation Arrangements**

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

- **\$25,849**

### **8.2 Reimbursement of Overseas Health Cover (OSHC)**

The reimbursement of the OSHC will be managed as per the International Postgraduate Research Scholarship (IPRS) Guidelines which are located on the web at: <http://www.swinburne.edu.au/research/funding-grants/scholarships/>

To make a claim for OSHC, you will need to present the following to Swinburne Research:

- Original receipts indicating payment of OSHC; and
- A copy of the policy summary indicating the period of cover.

### 8.3 Relocation allowance

The VCIS 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.

### 8.4 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 Guidelines.

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, or resubmission, 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.

## 9 Suspensions during Leave of Absence

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

## 10 Leave Entitlements

Students will receive up to 20 working days paid annual leave and 10 working days paid sick leave for each year of the scholarship. These leave entitlements may be accrued over the life of the VCIS but will be forfeited when the VCIS is terminated.

Students will also 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** for which a medical certificate has been provided.

Sick leave entitlements (including additional sick leave) may also be used to cover leave for students with family caring responsibilities, subject to the usual practice of the University.

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

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

## **11 Work**

VCIS are awarded for full-time study. As such, the employment commitments of candidates must not exceed a total of 8 hours per week on average. Students may undertake work subject to 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 study for their HDR or their ability to complete their study within the normal timeframe.

## **12 Change of Program**

The VCIS are for study at doctoral level and cannot be converted.

## **13 Transfer of a VCIS**

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

## **14 Termination of a VCIS**

A VCIS will be terminated:

- if the student ceases to meet the eligibility criteria specified in these Guidelines other than during a period in which the VCIS has been deferred; 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 VCIS; 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 VCIS on a part-time basis; or
- once the maximum duration of the VCIS has been reached; or
- on submission of thesis for examination; 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 VCIS is terminated, it cannot be re-activated unless the termination occurred in error.

## **15 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.

## **16 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