

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

To apply for a SUPRA 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 SUPRA 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 http://www.immi.gov.au/
<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 http://www.aqf.edu.au/doctor.htm
<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>	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 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).

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

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

The duration of a SUPRA 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 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, online at <http://www.swinburne.edu.au/intranet/research/higher-degrees/forms/>

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

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

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 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 SUPRA for the student under these Guidelines; 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 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 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.

8 Ongoing Eligibility

Swinburne University monitors students' ongoing eligibility to ensure that the students continue to meet the eligibility requirements set out in these Guidelines 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 2016:

- **\$26,682**

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 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 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

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) 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 SUPRA but will be forfeited when the SUPRA 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).

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.**

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 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 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.

12 Work

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.

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 Guidelines other than during a period in which the SUPRA 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 SUPRA; 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 SUPRA on a part-time basis; 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 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

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

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