

2010 Scholarship Conditions of Award

(last updated: November 2009)

PhD Scholarship: “Acehnese Music”

1 Eligibility

1.1 General

The PhD Scholarship: “Acehnese Music” (refer to as ‘Scholarship’) is offered for full-time research at doctoral level. Persons intending to undertake, or who are currently enrolled for a PhD degree in the School of Music – Conservatorium are eligible to apply.

1.2 Minimum scholarship entitlement

The scholarship will not be available to those who, as a result of prior candidature and/or prior scholarship, would be entitled to a maximum tenure of less than 12 months (see 2.1).

1.3 Qualifications and research experience

Applicants must hold an Australian or New Zealand research masters degree or qualifications and/or research experience deemed equivalent by the School of Music – Conservatorium to be eligible for the scholarship.

1.4 Citizenship

Australian citizens, Australian permanent residents and overseas citizens are eligible for the scholarship.

Overseas students should note that the Scholarship does not cover international tuition fees for the PhD degree. However, tuition fee-paying awards are offered through the Monash Research Graduate School. See www.mrgs.monash.edu.au/scholarships/index.html#research for application and award details.

1.5 Ineligibility

The Scholarship will not be available to those who:

- are in receipt of another equivalent award/scholarship/salary to undertake the PhD, providing a benefit greater than 75% of the Australian Postgraduate Award (APA) rate;
*Note: (i) "Salary" refers to time release for full-time candidature on salary
(ii) Where an award or salary offering similar benefits is to be used to meet course fees for international students, a case may be made to the Arts Research Graduate School.*
- have already completed a PhD or research professional doctorate or equivalent; unless there is a significant change in research direction
- are enrolled or are intending to enrol as a research candidate under Monash’s external mode regulations.

2 Duration and conversion of award

2.1 Duration of award

The maximum duration of a full-time award is three years for PhD studies.

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.

Tenure is always subject to satisfactory progress and terminates upon withdrawal from the course of study, completion of the prescribed course of study, or on the submission of a thesis for examination.

3 Stipend and Allowances

3.1 Stipend

The Scholarship currently pays an annual stipend of \$A 24,000 (2010 rate). Payments are made in fortnightly instalments. The stipend rates are indexed for subsequent years.

Under Australian Taxation Law full-time awards are presently considered to be non-taxable by the Australian Government. Nevertheless, the university cannot give advice regarding taxation and it is the responsibility of individual students to seek their own taxation advice.

The Research Training Scheme (RTS) provides a Commonwealth-funded place for Australian citizens, Australian permanent residents and New Zealand citizens. The RTS covers course fees for the duration of an accredited HDR course, up to a maximum period of four years' full-time equivalent study for a doctorate by research and two years' full-time equivalent study for a masters by research.

Scholarship holders are permitted to:

- obtain funds for fieldwork, equipment or other expenses not covered by the award;
- obtain funding from overseas travel costs from other Australian Government awards or any other source;
- receive income derived from part-time work within the guidelines set by the university (see *5 Employment* below); and
- receive a concurrent award, scholarship or salary to undertake their research provided that:
 - the concurrent award, scholarship or salary provides a benefit less than 75% of the Scholarship stipend rate; or
 - the Scholarship is suspended for the tenure of the concurrent award, scholarship or salary and the period of study undertaken towards the degree during suspension is deducted from the maximum period of tenure.

3.2 Relocation allowance (travel)

3.2.1 General

Awardees who relocate their place of residence to take up their scholarship may claim for a relocation allowance for themselves, their spouse and any dependants, subject to the eligibility criteria for each award listed below.

An eligible adult is either a spouse or adult dependant. A spouse (for the purpose of relocation entitlements) is defined as another person who is married to or in a de facto relationship with the awardee. An adult dependant is a person for whom the awardee or their spouse has substantial caring responsibilities.

An eligible child (for the purpose of relocation entitlements) is defined as a natural or adopted child of the awardee or their spouse, who is less than 18 years of age; or less than 25 years of age and is undertaking full-time study.

Original receipts/tax invoices must be supplied. Relocation allowances must be claimed within a year of commencing the scholarship.

3.2.2 Travel

The actual cost of travelling to Melbourne (from within Australia or overseas) to commence the scholarship, up to a maximum equal to the economy class or student airfare, may be paid to the awardee, spouse and any dependants upon production of original receipts/tax invoices. Reimbursement of fuel expenses (up to the equivalent airfare) may also be payable to award holders who travel by car. Awardees cannot claim for accommodation or meal costs if they elect to travel by car.

3.3 Thesis allowance

Subject to the production of original receipts/tax invoices, awardees may claim reimbursement of up to \$A840 (2009 rate) towards the cost of PhD thesis preparation. The allowance is a

contribution to the costs of production of the thesis and does not include costs such as purchase of computer equipment.

The allowance must be claimed within one year of submission of the thesis for examination and no more than two years after termination or expiry of the award.

A thesis allowance is also payable for costs associated with the re-submission of a thesis or lodgement of hard-bound and digital copies of the thesis following notification that the awardee has met the requirements of the degree. The allowance must be claimed within one year of re-submission or lodgement of hard-bound copies.

The combined total of allowances for submission, re-submission or lodgement of hard-bound copies must not exceed the maximum amounts specified above.

4 Annual leave entitlements

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 leave is taken and the academic unit should be notified.

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.

5 Employment

An award holder is permitted, with the approval of his/her main supervisor, to undertake a strictly limited amount of paid employment throughout the year, being no more than 15 hours of work on average in any one week. Up to a maximum of six hours only on average of this employment may be undertaken during normal working hours (9 am – 5 pm Monday to Friday). However, this may be extended to a maximum of eight hours if the employment is limited to one weekday.

The candidate's supervisor/s must be satisfied that any part-time work undertaken does not interfere with the candidate's study program and progress.

International students need to be aware that the employment restrictions outlined above apply even though a student visa permits students to work up to 20 hours a week.

There is no limit on how much income an awardee can receive from part-time work.

6 Residency

Awardees are normally required to reside within daily commuting distance to a Victorian campus to allow frequent and systematic use of university facilities, including use of physical resources, formal research training and daily face-to-face 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 from Monash* will apply.

7 Study away from Monash

If the Graduate Coordinator, Associate Dean (Graduate Research) 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 students. A shorter period of study away may be approved for masters by research students. At all other times, awardees are expected to reside at a location that will allow daily attendance on campus.

7.1 Research overseas

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 before they have successfully undertaken the confirmation or review of their candidature.

All absences overseas, for whatever period, need to be reported to the Monash Research Graduate School for PhD candidates and the Arts Research Graduate School for masters candidates (except for approved annual leave).

7.2 Study away from Monash (within Australia)

Subject to the appropriate masters and PhD candidature regulations, an awardee may be permitted to conduct a strictly limited portion of the research at research sites, organisations and research institutions outside Monash.

The award holder will not generally be allowed to undertake research at research sites, organisations and research institutions outside Monash before they have successfully undertaken the confirmation or review of their candidature.

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.

8 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 which is not an essential part of the award holder's postgraduate program.

9 Suspension

The award holder will not generally be allowed to suspend in the first six 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 PhD or research professional doctorate candidature, prolonged illness, etc) a suspension in the first six months of candidature may be permitted. In special cases, an additional period of suspension may also be sought beyond the 12 months normally 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.

10 Penalties

The Arts Research Graduate School 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.

11 Termination

The award will be terminated on the day the thesis is submitted for examination or at the end of the award; whichever is earlier. It is the awardee's responsibility to advise the Arts Research Graduate School if the thesis is *submitted for examination* prior to the expiration of the award.

Awards will be terminated before this time:

- if, in the opinion of the institution, 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 it is determined that the awardee has not fulfilled his/her obligations, has not met the eligibility criteria or fails to maintain satisfactory progress;
- when the awardee ceases to be a full-time student 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 student;
- if the awardee has been found guilty of academic 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 Monash after a period of study away from the university or does not make arrangements to extend that period of study away;
- if the awardee accepts another equivalent award, scholarship or salary to undertake his/her research degree providing a benefit greater than 75% of the Faculty of Arts ARC Scholarship rate and does not comply with the criteria as outlined in section 3.1.
- if the awardee's probationary candidature is not confirmed.

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

12 Monash's obligations to awardee

12.1 Supervision

A code of practice for supervision of doctoral and research masters candidates has been drawn up by the Research Graduate School Committee in consultation with the Monash Postgraduate Association.

12.2 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 department in the first instance.

12.3 Entitlements

All entitlements under the award will be payable to the award holder.

12.4 Facilities

Awardees have adequate facilities to undertake the proposed research program.

13 Award holder's contract with the university

13.1 Pursuit of research program

The awardee shall diligently and to the best of his/her ability apply himself/herself to the successful completion of the degree.

13.2 Ethics and Occupational Health and Safety guidelines

The awardee shall abide by the National Health and Medical Research Council (NHMRC) codes on human and animal experimentation, the Australian Government's Recombinant DNA Monitoring Committee, and rulings of the relevant university safety and ethics committees.

13.3 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.

13.4 Regulations and statutes

An award holder is required to conform to Monash's regulations and statutes (refer to www.monash.edu.au/pubs/calendar/statutes). Attention is drawn in particular to Statutes 4.1, 5.2, 5.3, 6.3, and 11.2 and regulations made thereunder, including PhD or research professional doctorate and masters candidature regulations and intellectual property matters.

With specific reference to the postgraduate award the awardee must notify the Research Graduate School Committee of:

- an intention to leave Australia for reasons other than approved annual leave;
- discontinuance of studies in the approved postgraduate course;
- submission of a thesis for examination;
- absence for any reason for a period of 14 days or longer from study, except on approved recreation leave;
- the award of another Commonwealth or other Government award/or other award offering similar benefits to APA/MGS.

13.5 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 Program (REP) exercise relating to their projects during, and for a reasonable period after the conclusion of their project.

13.6 Acknowledgments, publications & 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.

13.7 Scholarship overpayment

An awardee is required to repay scholarship overpayments within 30 days of being requested to do so by the university.

14 Annual progress reports

Awardees shall submit each year, through their supervisor and Graduate Coordinator, a report of their work during the year, together with a list of publications.

15 Transfer of scholarship

The Faculty of Arts ARC Scholarship cannot be transferred to another faculty at Monash University or to another institution.