

Return the completed form to the

Adelaide Graduate Centre
Level 6, 115 Grenfell Street
SA 5005



Stipend Scholarship Establishment Form

Higher Degree by Research (HDR)

Please complete this page before you commence the following form.

NOTE: When using the editable PDF version of this document, for best results, you are advised to open, edit and save using Adobe Acrobat Reader only.

Will the intended scholarship or the associated funds be subject to any of the following?

- Intellectual Property (IP) considerations
 - Memorandum of Understanding (MOA)
 - Funding rules
 - Agreement
 - Deed
 - Conditions of award
 - Other legal document
- No - Please continue to complete the 'HDR Stipend Scholarship Establishment Form' (attached)**
- Yes - Please inform the intended recipient's Principal Supervisor they must liaise directly with Adelaide Research and Innovation (ARI) in the first instance.**

To find the relevant legal portfolio manager please click on "Legal" on the ARI - Our Team web page.

<http://www.adelaideresearch.com.au/contact/>

Where MOA's, agreements, deeds or conditions require a University of Adelaide Authorised Signature, please ensure you and/or the student **DO NOT** sign until you have sought legal advice from ARI.

The Dean of Graduate Studies has the final approval for any external HDR Stipend Scholarship Awards and any associated legal documents. **Approval will only be given where ARI has been consulted and all matters have been finalised.**

The HDR Stipend Scholarship Establishment Form will not be processed nor any offer made until:

- Legal documentation has been finalised, and
- Adelaide Graduate Centre (AGC) has received confirmation to this effect, from ARI.

1. Name of Proposed Scholarship

2. Name of Funding Body

If funded from an external grant please write 'grant-funded' here.

3. Field of Research/Study to be Supported

4. Number of Scholarships to be Offered

- One award only More than one award - please give details below:

5. Scholarship Type and Stipend Details

RESEARCH EDUCATION AND DEVELOPMENT COMMITTEE (REDC 1/2014 – 24 February 2014) prescribes that the tenure and living allowance for full scholarships must not be less than the current stipend rate for the Australian Postgraduate Awards.

- Full Scholarship at level of APA rate (indexed annually): **\$26,288 in 2016**
 Full Scholarship at level of APAI (Industry) rate (indexed annually): **\$31,561 in 2016**
 Full Scholarship to be fixed at an annual value. Please indicate value: \$ _____

IMPORTANT NOTE: *As per REDC determination above, if in subsequent years a fixed rate falls below the APA rate, the AGC will automatically increase the yearly scholarship value to match the APA rate and the Department and/or external funding body will be responsible for meeting these costs*

- Supplementary or top-up scholarship to increase APA to APAI rate (indexed annually): **\$5,273 in 2016**
 Supplementary or top-up scholarship to be fixed at an annual value. Please indicate value: \$ _____

Please note: *a top-up must not exceed 75% of the value of the full scholarship held.*

- Supplementary or top-up scholarship equivalent to 75% of APA (indexed annually): **\$19,716 in 2016**

6. Duration of Scholarship

- 3 years maximum – no extension (PhD candidates only)
 3 years with a possible 6 month extension (PhD candidates only)
 3 years with an automatic 6 month extension upon expiry (PhD candidates only)
 3 years with a possible 6 months extension – ****Conditional**. (PhD candidates only). Start date: _____
 2 years– ****Conditional**. (Masters candidates only – no extension possible). Start date: _____
 2 years (Masters candidates only – no extension possible)
 Other - please specify dates: From: _____ To: _____

PLEASE NOTE:

- If you are providing a full scholarship, ie 3 years of funding, the student who receives the scholarship will not be eligible to apply for an Australian Postgraduate Award or University funded scholarship for the following year.
- If your intention is to fund a student until such time as they are able to apply for an Australian Postgraduate Award or University funded scholarship (not Divisional Scholarships) you must make this a ****Conditional** scholarship. In the event the student is not successful in being awarded an APA or University funded scholarship, you agree to continue funding under the conditional scholarship for the full duration of the conditional scholarship.
- Continuing postgraduate research students are not eligible for Divisional Scholarships.

7. Level of Study

- PhD
- Masters by research
- PhD or Masters (dependent on selected student – relates to more than one award for the same Scholarship Type)

8. Residence Qualification

Is this scholarship only for students who are Australian citizens or who have permanent residence status?

- Yes
- No - If No, is the student already in receipt of a scholarship for (or inclusive of), fee payments?

Yes Scholarship name:

- No **If No**, in addition to the stipend provided, the scholarship should provide for payment of the FULL TUITION FEES FOR THE COURSE, otherwise the recipient will be liable to pay these fees. [A Proposal to Establish a Full Fee Scholarship Form should be completed](#). This form is available for download by staff only from the Adelaide Graduate Centre website at: <http://www.adelaide.edu.au/graduatecentre/scholarships/research-international/>

9. Benefits

Please Note:

- Indicate Yes/No
- All are optional
- This section MUST be completed

Thesis Allowance (reimbursement of thesis expenses)

- Yes - up to \$_____
- No

Research Maintenance Allowance (equipment/consumables)

- Yes
- No

If yes, please nominate one of the following invoicing arrangements for the maintenance allowance:

- Set amount of \$_____ per annum, Invoiced _____ (Please indicate period)
- No Limit OR Maximum Annual Value \$_____, Invoiced only upon presentation of receipts

Travel Allowance* (travel during candidature to attend conferences or for research purposes)

- Yes, up to \$_____
- No

Relocation Allowance* (once off travel - the cost of moving to take up the award)

- Yes, up to \$_____
- No

Other Allowances (please give details)

- Yes, up to \$_____
- No

Sick Leave Yes No

If YES, select only one of the following 3 options:

- 10 days per annum - within tenure** (does not increase the tenure (funding period) of the award)
- Equivalent to APA** (The APA rules allow 10 days per annum paid with no extension to the scholarship expiry date, and once this entitlement is exhausted, students can access up to three months paid sick leave in addition to the normal tenure of the award - this will increase the cost of the overall award which must be borne by the funding body/area)
- Other** _____

* Re airfares - only economy class will be reimbursed

Maternity Leave (equivalent to APA)

- Yes
- No

The APA rules allow up to twelve weeks maternity leave if the birth of a child is within the tenure of the award. Paid

maternity leave may not be taken within the first twelve months of an award; however unpaid maternity leave may be accessed through the leave of absence provisions. Periods of paid maternity leave are additional to the normal duration of the award. There is no provision for paid paternity leave. Award holders are advised to utilise the recreation leave or unpaid leave of absence provisions.

10. Funding Arrangements For A University Funded Scholarship

Please note: If a University account code is provided NO INVOICES WILL BE SENT BY THE GRADUATE CENTRE. It is the responsibility of the person completing this form to ensure that funds are/will be available in this account to cover the costs of the scholarship. If a University code is not provided and you do require invoicing to be arranged, please complete Section 12 instead.

Please provide a University account code:

		Only use this column if funding is to be split between two different projects 50/50
Business Unit		
Fund Code		
Department Code		
Campus Code		
Project Code		

Finance Officer of School/Discipline/Centre (please print name): _____

Please go to section 11 (Grant Information)

11. Grant Information

Please note: if grant funds are currently already held in a University account code, Section 10 must be completed (not section 13).

Is this scholarship funded from a grant obtained by the University? Yes No

If 'Yes', please provide the following information:

Grant Title: _____

Funding Body: _____

Project No.: _____

Chief Investigator CI (eg for ARC Grants): _____

Do the terms of this grant allow for payment of a Higher Degree Scholarship? Yes No

12. Funding Arrangements for a Non-University Funding Body

Please note: This section must be completed if Section 10 is incomplete. By completing this section you are requesting the AGC invoice the funding body.

Contact details for enquiries relating specifically to invoicing:

Name	
Address	
E-mail	
Telephone	

Preferred invoicing frequency:

- Full amount in advance
 12 months in advance
 6 months in advance
 Quarterly in advance
 Other: _____ (invoicing should always be in advance)

Do you require an invoice for each period?

- Yes No

16. Facilities

Please indicate if your Department/organisation is able to offer special research or laboratory facilities or access to equipment relevant to the field of study and give details:

17. Obligations of the Scholarship Holder

In order to qualify for tax exemption under the Income Tax Assessment Act, income must be by way of a scholarship, bursary or other education allowance and must be received by a full time higher degree candidate. The student must not be under any obligation or be rendering any service to the funding body or the University. The student must be supervised to the same extent as other students enrolled for the degree and must not be required to render any service to the granting authority or the University.

Will the scholarship holder be under any obligation whatsoever to your organisation?

Yes No

If YES, please give details:

18. Selection/Renewal

Do you require an Annual Progress Report (separate to the University's Annual Review of Progress process)?

Yes No

Any special requirements? (Please specify, ie work experience, publications, etc.):

19. Intellectual Property

The University of Adelaide's Intellectual Property policy (available here: <http://www.adelaide.edu.au/policies/1263/>) applies to all staff members, students, titleholders and visitors of the University of Adelaide. The University requires arrangements dealing with intellectual property to be specified and agreed to early on in candidature and in any case at the time of completing the Core Component of the Structured Program (CCSP) milestone at six months (or half time equivalent) after of commencement of candidature. However, please indicate if you believe any matter concerning intellectual property is likely to arise which should be resolved at or prior to commencement of the funding of this scholarship.

20. Nomination of a Student as the Recipient of the Scholarship

If the scholarship is not advertised and you wish to nominate a particular student as the recipient, please complete the details below. All nominated students are subject to the approval of the University of Adelaide. Please note that postgraduate students are required to be acceptable for admission to postgraduate candidature and hold an Honours degree of at least 2A standard or equivalent. Any other qualification will be subject to the approval of the University of Adelaide.

Is the student currently enrolled in the proposed degree at the University of Adelaide?

Yes

No

If NO, please advise the student to apply for candidature. All new postgraduate research students are required to apply via the usual process of admission. The Online Application Form is available at:

<http://www.adelaide.edu.au/graduatecentre/admission/apply-now/>

Student Name	
Student ID	
Email	
Telephone	
Qualification	
Year of Award	
Honours Level	
Proposed School/Discipline/Centre	
Proposed Degree/Degree Enrolled	
Scholarship Commencement Date	

Supervisor and School approval:

Principal Supervisor's name

Sign here

Date

Head of School/Discipline name

Sign here

Date

Return the completed form to the
Adelaide Graduate Centre
Level 6, 115 Grenfell Street
University of Adelaide SA 5005

For Office Use Only	
<input type="checkbox"/> Scholarship proposal and/or nomination accepted on behalf of the university <input type="checkbox"/> Refer to Committee for discussion and approval _____ Dean of Graduate Studies Signature Date	Comment: