

# 2018 Curtin ATN-South American Scholarship

## Conditions of Award

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In collaboration with the Australian Technology Network (ATN), Curtin University will provide scholarships to selected international students of exceptional research potential to undertake a doctorate by research at Curtin University under the ATN — LATAM Research Scholarship Scheme.

### 1. Curtin ATN-South American Scholarship Student Eligibility Requirements

- 1.1. A Curtin ATN-South American scholarship recipient (“**Recipient**”) will:
  - 1.1.1. be a citizen of Brazil, Argentina, Chile, Colombia, Peru, Ecuador, Paraguay or Uruguay;
  - 1.1.2. be an International student, awarded a Curtin ATN-South American Scholarship (“**Scholarship**”) as result of a competitive selection process. The selection of Recipients for a Scholarship will be based on the published selection criteria for the Scholarship, as detailed on the Curtin Scholarship webpage;
  - 1.1.3. satisfy all academic entry requirements for a Research Doctorate, including the English proficiency levels set by Curtin University;
  - 1.1.4. be undertaking a Higher Degree by Research (“**HDR**”) at Curtin University;
  - 1.1.5. be enrolled as a full-time **Internal** student, unless the student has been granted approval otherwise;
  - 1.1.6. if undertaking a Research Doctorate, not hold a Research Doctorate degree or an equivalent research qualification; and
  - 1.1.7. not be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the stipend rate to support their general living costs while undertaking their course of study. Income unrelated to the Recipient’s course of study or income received for the Recipient’s course of study but not for the purposes of supporting general living costs is not to be taken into account.
- 1.2. The eligibility requirements detailed in clause 1.1.6 are assessed on a case-by-case basis and may be waived at the discretion of the Associate Deputy Vice-Chancellor, Research Training.
- 1.3. International students awarded a Curtin ATN-South America Scholarship will be provided a Curtin funded fee offset scholarship for the duration stipulated in clause 3.1 to assist with tuition fee liability. In the event that the International Recipient is granted Australian Permanent Resident status, the Curtin funded fee offset scholarship will be terminated and replaced by a RTP Fee Offset Scholarship.
- 1.4. Recipients seeking to transfer their Scholarship to Curtin from another Higher Education Provider (HEP) will be required to provide evidence of:
  - 1.4.1. the scholarship award at the originating HEP;
  - 1.4.2. course commence at the originating HEP; and
  - 1.4.3. the equivalent full-time student load consumed in the course at the originating HEP.
- 1.5. Recipients who have previously held an Australia Awards Scholarship funded by the Department of Foreign Affairs and Trade (DFAT), and are still within the **two-year exclusion period** following the completion or termination of the Australia Awards Scholarship must have received approval from the Australia Awards Delivery Section to remain or return to Australia to be eligible to accept a Curtin ATN-South American Scholarship.
- 1.6. For the purposes of this 2018 Curtin ATN-South American Scholarship – Conditions of Award:
  - 1.6.1. a student complying with (1) above is defined as a Recipient;
  - 1.6.2. an International Student is defined an overseas student, as defined in the Higher Education Support Act (HESA) 2003 Act (“**the Act**”), and who is a student having met

International student visa requirements as specified by the Australian Government Department of Immigration and Border Protection;

- 1.6.3. an Australian Permanent Resident is defined as a non-citizen who is the holder of an Australian permanent visa, who can live, work and study without restriction in Australia;
- 1.6.4. a Higher Degree by Research is defined as a Doctor of Philosophy, Masters by Research or Professional Doctorate by Research course, where research typically forms two-thirds or more of the program of learning;
- 1.6.5. a Higher Education Provider is defined as:
  - (a) a constitutional corporation that offers or confers a regulated higher education award; or
  - (b) a corporation that:
    - (i) offers or confers a regulated higher education award; and
    - (ii) is established by or under a law of the Commonwealth or a Territory; or
    - (iii) a person who offers or confers a regulated higher education award for the completion of a course of study provided wholly or partly in a Territory.
- 1.6.6. an Internal student is defined as an on-campus student whose mode of attendance involves regular ongoing face-to-face learning at the institution for the purpose of supervision and/or instruction;
- 1.6.7. a Leave of Absence is defined as a formally approved break in candidature which does not count against the minimum and maximum duration of study, per Rule No. 10 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Research and Rule No. 11 Made Pursuant to Statute No. 12 – Enrolment: Degree of Master by Research;
- 1.6.8. Conditional status is defined as the academic status associated with the Recipient's enrolment where the Recipient is constrained by conditions to be met by a set deadline determined by the Faculty Graduate Studies Committee or the Associate Deputy Vice-Chancellor, Research Training;
- 1.6.9. Good Standing is defined as the academic status associated with the Recipient's enrolment where the Recipient has achieved satisfactory course progress and is permitted to continue in the course;
- 1.6.10. Remote areas are areas considered inner regional, outer regional, remote or very remote as defined in the Australian Statistical Geography Standard;
- 1.6.11. a De facto relationship is as defined in the Family Law Act 1975; and
- 1.6.12. the two-year exclusion period is defined as the two-year exclusion rule, as defined in the Australia Awards Scholarships Policy Handbook (January 2017).

## **2. Commencement**

- 2.1. Unless there are exceptional circumstances, Recipients offered a Scholarship are expected to commence the degree within the dates specified in the letter of offer or the Scholarship will be withdrawn by the University.
- 2.2. Approval to commence the Scholarship after the dates specified in the letter of offer of the awarding year must be obtained from the Associate Deputy Vice-Chancellor, Research Training.
- 2.3. Scholarship commencement cannot be deferred to the following year.

## **3. Period of Support**

- 3.1. Recipients are entitled to a maximum of three years full-time equivalent study if undertaking an eligible Research Doctorate, and six (6) years if enrolled in a part-time capacity.
- 3.2. The duration of the Scholarship will be reduced by:

- 3.2.1. any period of study undertaken towards the degree prior to the commencement of the Scholarship; or
- 3.2.2. any periods of suspension of the Scholarship.
- 3.3. The duration of the Scholarship will be increased by any periods of paid sick leave approved by the University.
- 3.4. The maximum period of entitlement is calculated from the course commencement date.

#### **4. Scholarship Extensions**

- 4.1. Recipients making satisfactory progression may apply to the University for a Scholarship extension for a period of up to six months where the study exceeds durations listed in clause 3.1.
- 4.2. Recipients who have applied for a Scholarship extension will be considered at this point in time for an extension of the Recipient's Curtin funded fee offset scholarship.
- 4.3. Scholarship extensions are granted on a case-by-case basis.
- 4.4. A request for an extension will be submitted no sooner than six (6) months before the Scholarship end date and no less than four weeks prior to the end date of the Scholarship. Extensions will not be approved if requested after the Scholarship end date.
- 4.5. Changes to course enrolment, as defined in (7), does not constitute sufficient grounds for a Scholarship extension.
- 4.6. Employment commitments, as defined in (9), do not constitute sufficient grounds for a Scholarship extension.

#### **5. Value of Scholarship**

- 5.1. Stipend
  - 5.1.1. The University will administer to each Recipient an annual stipend for which the value of the Scholarship will be detailed in the Recipient's Scholarship letter of offer.
  - 5.1.2. The ATN-South American Scholarship is:
    - (a) exempt from taxation for full-time Scholarship Recipients;
    - (b) not exempt from taxation for part-time Scholarship Recipients
  - 5.1.3. The annual ATN-South American Scholarship will be pro-rated to the equivalent full-time student load consumed in the course.
  - 5.1.4. Fortnightly payments will be made direct to the Recipient in respect of their ATN-South American Scholarship. Payment into an account in the Recipient's name, with an Australian Approved Deposit-taking institution such as a bank, is considered to be a payment direct to the Recipient.
- 5.2. Fee offset scholarship
  - 5.2.1. The University will provide Recipients with a Curtin funded tuition fee offset for the approved course, for the tenure of the Scholarship, to assist with tuition fee liability.
  - 5.2.2. Recipients who have not submitted their thesis by the end of the Curtin funded fee offset scholarship tenure may be subject to tuition fee liability applicable at the time of scholarship expiry.
- 5.3. Overseas Health Cover allowance
  - 5.3.1. Recipients, granted and in possession of a valid student visa, will be provided an allowance to cover the cost of basic Overseas Health Cover (OSHC) for the period of support outlined in (3).
  - 5.3.2. This allowance is additional to the stipend.
- 5.4. Relocation allowance

- 5.4.1. Recipients who relocate their place of residence to Perth, Western Australia (Perth) from **Remote** Western Australia, interstate or overseas to commence their Scholarship may be eligible for a relocation allowance.
- 5.4.2. The allowance:
- (a) is additional to the Stipend;
  - (b) will cover the cost of relocating the Recipient, and where relevant the Recipient's spouse and/or dependent/s;
  - (c) is paid at the maximum rate of \$600 per adult and \$250 per child up to an absolute maximum of \$1,700;
  - (d) is only payable where the relocation to Perth occurs after the date of the Scholarship offer; and
  - (e) must be claimed within six (6) months of Scholarship commencement.
- 5.4.3. In lodging a claim, the Recipient will provide:
- (a) proof of marriage or **De facto relationship** for the spouse to be covered under the relocation allowance, for which the status of the relationship must be in effect prior to the date of the Scholarship offer; and
  - (b) birth or adoption certificates for each dependent to be covered under the relocation allowance.
- 5.4.4. A claim will be processed on provision of original tax receipts, and reimbursements made by the University will include any GST amounts specified in the original tax receipt provided.
- 5.5. Thesis allowance
- 5.5.1. Recipients may be eligible for a thesis allowance to contribute towards the cost of printing and binding a thesis.
- 5.5.2. The allowance is:
- (a) additional to the stipend;
  - (b) payable for costs associated with the re-submission of a thesis, or the lodgment of bound copies of the thesis following approval;
  - (c) paid at a maximum of \$500 for a Doctoral thesis; and
  - (d) must be claimed within 6 months of course conferral.
- 5.5.3. A claim will be processed on provision of original tax receipts, and reimbursements made by the University will include any GST amounts specified in the original tax receipt provided.
- 5.6. Funding outside the Scholarship
- 5.6.1. The Recipient is permitted to:
- (a) obtain funds for fieldwork, equipment or other expenses not covered by the Scholarship; and
  - (b) obtain funding for overseas travel costs from other Australian Government awards or any other source.

## 6. Approval of a Part-time Scholarship

- 6.1. Request to undertake part-time study will be made in writing to the Associate Deputy Vice-Chancellor, Research Training. In approving a part-time Scholarship, the institution will be satisfied that the Recipient has an exceptional circumstance which limits the Recipient's capacity to undertake full time study.
- 6.2. The intent to undertake employment on a full-time or substantial part-time basis does not constitute grounds for approval of a part-time Scholarship.

- 6.3. The University may approve a part-time Scholarship where a Recipient has:
- 6.3.1. carer responsibilities for a pre-school child;
  - 6.3.2. carer responsibilities for school-aged children as a sole parent with limited access to outside support;
  - 6.3.3. carer responsibilities for an invalid or disabled spouse, child or parent; or
  - 6.3.4. a medical condition, which limits the capacity to undertake full-time study (supported by medical certification).
- 6.4. Scholarship Recipients approved to study part-time may revert to full-time study at any time with the permission of the institution.

## 7. Changing Course

- 7.1. Where a Recipient changes course of study to another HDR degree at the same level, the period of support remains unchanged. This includes changes from one field of education to another. For example, a Recipient who has completed one year of a Doctorate by Research and then changes to a different Doctorate by Research, will only be entitled to a further 24 months full-time equivalent study.

## 8. Suspension of Scholarship

- 8.1. Recipients may apply for a suspension of their Scholarship for up to 12 months. The approval of suspensions will be at the discretion of the University.
- 8.2. In exceptional circumstances, Recipients may apply for suspensions of their Scholarship beyond 12 months, and the Associate Deputy Vice-Chancellor, Research Training will be satisfied that the exceptional circumstances are beyond the Recipient's control and warrant a further suspension of the Scholarship.
- 8.3. Recipients are not normally allowed suspension of their Scholarship within six (6) months of taking up the Scholarship or prior to having their candidacy approved.
- 8.4. Periods of suspension approved pursuant to clause 8.1 will be covered by a Leave of Absence.
- 8.5. The University may suspend the Scholarship if the Recipient:
- 8.5.1. has been placed on Conditional status by the University, and has failed to meet those conditions within the specified timeframe;
  - 8.5.2. has failed to obtain approval for overseas travel; and/or
  - 8.5.3. has failed to resume study at the University on the return date specified after a period of approved research off-campus and/or outside Australia as detailed in (10).
- 8.6. The Scholarship stipend will not be back paid during the suspension period, per clause 8.5, if a Recipient is re-instated to Good Standing.

## 9. Employment

- 9.1. The University does not require Recipients to undertake employment.
- 9.2. In agreed circumstances, the University may permit a Recipient to undertake a limited amount of University teaching or other work which is unrelated to their research topic, as long as these activities do not interfere with progress in the HDR course, and where relevant are consistent with the conditions of the Recipient's student visa.
- 9.3. There is no limit on the income a Recipient can receive from part-time employment which is unrelated to their research topic. Recipients are expected to seek independent taxation advice relating to such employment.
- 9.4. A Recipient is permitted to undertake no more than 8 hours per week of paid employment between the work hours of 9.00am to 5.00pm, Monday to Friday. This excludes university holidays. Part-time Scholarship Recipients seeking paid employment exceeding 8 hours per

week between the work hours of 9.00am to 5.00pm, Monday to Friday, are required to obtain permission from the Associate Deputy Vice-Chancellor, Research Training.

- 9.5. Full-time Recipients are expected to dedicate four days a week to study.
- 9.6. Fractional-time or casual academic-equated appointments will not be permitted unless there is compliance with clause 12.4.
- 9.7. Volunteer work or service to University committees will not be permitted unless there is compliance with clause 12.4.
- 9.8. Remuneration from income received directly related to a Recipients research topic should not be greater than 75% of the Recipient's stipend rate.

## **10. Research Off-campus and/or outside Australia**

- 10.1. The University may approve Recipients conducting up to 12 months of their research off-campus and/or outside Australia if:
  - 10.1.1. the research is essential for completion of the thesis;
  - 10.1.2. appropriate risk management is undertaken;
  - 10.1.3. there is adequate supervision;
  - 10.1.4. the Recipient remains enrolled; and
  - 10.1.5. the candidacy has been approved and the appropriate ethics clearance has been obtained.
- 10.2. Part-time Scholarship Recipients seeking to conduct research outside of Australia will require approval from the Associate Deputy Vice-Chancellor, Research Training.
- 10.3. For research outside of Australia, Recipients will contact Student Services, International Student Visas to seek advice to ensure that their student visa remains valid for their return to Australia.

## **11. Research at Other Organisations**

- 11.1. The University may approve a Recipient conducting substantial amounts of research at organisations outside the higher education sector provided that adequate support, supervision, training, and research freedom for the Recipient is available at the other organisation and on the understanding that the University will still be responsible for the Recipient.
- 11.2. The rights to intellectual property should be resolved prior to commencement at the other organisation.
- 11.3. The required ethics approval from the University will be obtained prior to conducting this research.

## **12. Termination of Scholarship**

- 12.1. The Scholarship will be terminated in the following circumstances:
  - 12.1.1. on the day the thesis is submitted for examination or at the end of the Scholarship, whichever is earlier;
  - 12.1.2. if the Recipient ceases to meet the eligibility requirements specified per (1) of these Conditions, other than during a period in which the Scholarship has been suspended or during a period of approved leave;
  - 12.1.3. if in the opinion of the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of the Scholarship;
  - 12.1.4. if the University has suspended the Scholarship per clause 8.5 and the Recipient fails to demonstrate progress within a reasonable time frame;
  - 12.1.5. on the death or incapacity of the Recipient, or course withdrawal;

- 12.1.6. if the University determines the Recipient has committed serious misconduct, including but not limited to the provision of false or misleading information;
  - 12.1.7. if the Recipient does not resume study at the conclusion of a period of suspension or does not make arrangements to extend the period of suspension; and/or
  - 12.1.8. if the Recipient does not resume study at the University on the date specified for return after a period of approved research off-campus and/or outside Australia.
- 12.2. Termination of the stipend Scholarship may result in concurrent termination of the Curtin funded fee offset scholarship.

### **13. Leave Entitlements**

- 13.1. Recipients are entitled up to 20 working days paid annual leave and 10 working days paid sick leave for each year of the Scholarship. These periods of leave must be discussed with and approved by the Recipient's supervisor. These leave entitlements may be accrued over the life of the Scholarship but will be forfeited when the Scholarship is terminated.
- 13.2. On provision of a medical certificate, Recipients are entitled to receive additional paid sick leave of up to a total of 60 working days during the duration of the Curtin ATN-South American Scholarship for periods of illness where the Recipient has exhausted the provisions of clause 13.1.

### **14. Erroneous Overpayment of Scholarship**

- 14.1. A Recipient who is taking leave from their HDR course is expected to submit the prescribed approval form in a timely manner and, where possible in advance in order to avail receiving an overpayment of their Scholarship. In circumstances where an overpayment does occur, reimbursement of the overpaid amount is required in accordance with the instructions of the University.
- 14.2. In the situation where a Recipient is overpaid an amount in excess of a full fortnightly Scholarship disbursement, the University may recover the overpayment by withholding future stipend payments at the same rate which the stipend was overpaid.

### **15. Confidentiality**

- 15.1. The deliberations and decisions of Faculty Graduate Study Committee (FGSC) and/or delegate officers relating to allocation, selection and award of Scholarships are confidential.

### **16. Legal Advice**

- 16.1. All Recipients are strongly recommended to seek their own independent legal advice regarding intellectual property and other contractual arrangements, both with the University and any other external parties.

### **17. Variation of Conditions**

- 17.1. These conditions may be varied from time to time at the discretion of the Associate Deputy Vice-Chancellor, Research Training.

### **18. Provision of False or Misleading Information**

- 18.1. If the University knows or has reason to believe that a Recipient has provided false or misleading information to the University in relation to the Scholarship, the University will immediately:
  - 18.1.1. re-assess the Recipient's Scholarship entitlements; and
  - 18.1.2. where relevant, notify the Department of Immigration and Border Protection of the suspected offence and provide where requested, a copy of the Recipient's application and any other relevant information.

## 19. Acknowledgment of Curtin University Funded Support

Recipients are required to acknowledge Curtin University's support in any published materials relating to their HDR by mention of support through a "Curtin Australian Technology Network (ATN) -South American Scholarship".

- 19.1. This requirement will be exercised both during and after completion of the HDR. Materials include items such as books, articles, newsletters or other literary or artistic works which relate to the Recipient's HDR project.

## 20. Specific University Obligations

- 20.1. The University will abide by the Australian Code for the Responsible Conduct of Research.
- 20.2. The University will be fair and equitable in the use of its discretionary powers.
- 20.3. The right of the Recipient to appeal decisions is recognised. The University will advise Recipients of appropriate appeal mechanisms for resolution of any disputes which might arise during their candidature.

## 21. Specific Recipient Obligations

- 21.1. A Recipient acknowledges and agrees that he or she :
- 21.1.1. will diligently and to the best of their ability apply themselves to the successful completion of the degree;
  - 21.1.2. will conform to the rules (including disciplinary provisions) of the University;
  - 21.1.3. will abide by the Australian Code for the Responsible Conduct of Research;
  - 21.1.4. will provide all reports required by the University including an annual progress report submitted through the Graduate Research School. If the University does not consider that progress to be satisfactory, the Recipient will be placed on Conditional status and/or the Scholarship may be terminated; and
  - 21.1.5. will abide where relevant by the National Health and Medical Research (NHMRC) and Australian Research Council (ARC) Codes on Human and Animal Research Conditions and decisions of the Safety and Ethics committees of the University.
- 21.2. A Recipient will advise the University within ten (10) working days in writing if he or she:
- 21.2.1. leaves Australia for reasons other than approved overseas study, approved suspension or approved annual leave;
  - 21.2.2. discontinues full time study;
  - 21.2.3. is absent from full time study for a period of ten (10) working days or longer without prior approval; and/or
  - 21.2.4. is in receipt of additional income, surplus to the stipend Scholarship, which is for the purpose of supporting general living costs per the provisions of clause 1.1.7 and (9).

## 22. Related Links

Australia Awards Scholarships Policy Handbook (January 2017)

<http://dfat.gov.au/about-us/publications/pages/australia-awards-scholarships-policy-handbook.aspx>

Australian Code for the Responsible Conduct of Research

<https://www.nhmrc.gov.au/guidelines-publications/r39>

Australian Statistical Geography Standard

<http://www.abs.gov.au/>

Curtin Scholarships webpage

<http://Scholarships.curtin.edu.au/>

Family Law Act 1975

<https://www.legislation.gov.au>

HESA Act 2003

<https://www.education.gov.au/higher-education-support-act-2003-and-guidelines>

Rule No. 10 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Research

[http://policies.curtin.edu.au/legislation/statutes\\_rules.cfm](http://policies.curtin.edu.au/legislation/statutes_rules.cfm)

DO NOT DETACH SCHOLARSHIP ACCEPTANCE FROM CONDITIONS OF AWARD

**2018 CURTIN ATN-SOUTH AMERICANSCHOLARSHIP ACCEPTANCE**

- I have read, understood and accept the attached Conditions of Award governing the Scholarship and I agree to abide by these conditions and obligations outlined therein.
- I accept Curtin University's offer of a Scholarship under the conditions specified.
- I understand if I fail to meet my obligations as outlined in the Conditions of Award, I risk my Scholarship being terminated. Should this occur, I understand I will not be eligible to receive the Scholarship for the remainder of my studies with the university.
- I consent to the collection, use, storage and disclosure of my personal information by Curtin University in connection with the Scholarship, including (without limitation) for the administration of the Scholarship, Curtin University's general administrative purposes which includes communications involving surveys, the availability of courses, alumni activity, newsletters and promoting the Scholarships program through any medium whatsoever (including, without limitation, through advertisements, posters, books, articles, social media websites and on the world wide web generally) for public relations, promotional, commercial and advertising purposes.

**DECLARATION**

- I declare I have not consumed any entitlement of a Commonwealth scholarship with Curtin or any other Higher Education Provider I have not previously disclosed during the application process.

Recipient's Curtin Student ID: \_\_\_\_\_

Recipient's Full Name: \_\_\_\_\_

Recipient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Anticipated Thesis Enrolment Start Date (if applicable): \_\_\_\_\_

Anticipated Scholarship Start Date: \_\_\_\_\_

Witness's Full Name: \_\_\_\_\_

Witness's Signature: \_\_\_\_\_ Date: \_\_\_\_\_