

Swinburne Research

A Guide for
Swinburne University Chancellor's Centenary
Research Scholarship (CCRS) holders



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 Chancellor's Centenary Research Scholarship (CCRS) students. Further information can be sought from Swinburne Research (see section on contact details).

2 Definitions

| | |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>date of commencement</i> | is usually the date of first enrolment |
| <i>deferral</i> | in respect of a scholarship, means a period of time during which a scholarship holder is not receiving scholarship payments |
| <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>Research Masters</i> | has the meaning given in the Australian Qualifications Framework http://www.aqf.edu.au/masters.htm |
| <i>RTS</i> | means the Commonwealth Government's Research Training Scheme |
| <i>University</i> | means Swinburne University of Technology |

3 Description of Scholarship

The Swinburne University **Chancellor's Centenary Research Scholarship (CCRS)** is the University's premier research award. They are awarded to students of exceptional research potential to undertake a higher degree by research (HDR). The successful applicants will become members of a research team working under the direction of senior researchers.

The awards provide an annual stipend of \$25,000, an Establishment Grant of up to \$3,000 and up to \$5000 for a 6 month overseas placement in a collaborating laboratory or organisation nominated by Swinburne. This overseas placement is a condition of the award. The scholarship also covers tuition fees.

CCRS' are **open to all research doctorate applicants** - international and Australian and New Zealand citizens.

4 Duration of a CCRS

The duration of a full-time CCRS 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, however other arrangements are possible. Contact Swinburne Research for further information (see contact details).

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

- towards the degree prior to the commencement of the CCRS; and
- during suspension of the CCRS.

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

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

5 Basic Eligibility Requirements

To become and remain eligible for a CCRS, a student:

- may be a local or an international student, and
- must meet the University's enrolment eligibility criteria including language proficiency, 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
- be undertaking a Higher Degree by Research (HDR); and
- be enrolled as a full-time student, unless the University has approved a part-time CCRS for the student under these Guidelines; and
- must not previously have held an Commonwealth Government-funded postgraduate research scholarship (excluding an International Postgraduate Research Scholarship), unless it was terminated within six months of the scholarship's payments commencing; and
- must not be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the CCRS stipend rate, to undertake the HDR.
- must study in an identified area of research strength for Swinburne University.
- must undertake a 6 months overseas research placement at an institution identified and approved by Swinburne University.

5.1 Equivalent Attainment to Bachelor with First Class Honours

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

6 Establishment Grant

The university will contribute up to \$3,000 as an establishment grant at the start of each scholarship holder's candidature to ensure a rapid start to the research program. Funds will be transferred to the Faculty at the commencement of candidature. The establishment grant may be used for equipment, computer software, reference materials, access to specialist facilities, or consumables.

7 Overseas Placement

In addition to the stipend, the University will contribute up to \$5,000 to assist CCRS holders to undertake research for up to six months in a collaborating laboratory or organisation at one of the world's leading universities, nominated and approved by Swinburne University.

This overseas research is a **requirement** of the scholarship.

Scholarship holders must present a one page plan for the placement to the Swinburne Research Higher Degrees Committee. The plan should include the location, duration and purpose of the placement and must be endorsed by the Coordinating Supervisor and the Associate Dean (Research) or equivalent in the student's faculty. On acceptance of the plan, funds will be transferred to the Faculty.

8 Approval of a Part-time CCRS

The University may only approve a part-time CCRS 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 CCRS, 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 CCRS may revert to full-time study at any time with the permission of the University.

9 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.

10 Payments to Students

The 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.

10.1 Value of Scholarships

The value of a CCRS stipend over the full year is:

- \$25,000 (normally tax-free)

10.2 Relocation allowance

The CCRS provides students with an allowance for the cost of relocating themselves, their spouse and dependants to a new place of residence to enable the student to undertake their HDR. A claim for relocation allowance will not be paid unless maintaining the former place of residence would have been a significant impediment to undertaking the 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**.

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 will not 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 bona fide de facto relationship with the student. An adult dependant is a person for whom the student or their spouse has substantial caring responsibilities; and
- an eligible child is a natural or adopted child of the student or their spouse, who is:
 - less than 18 years of age; or
 - less than 25 years of age and is undertaking full-time study.

10.3 Thesis preparation allowance

The CCRS provides an allowance for costs associated with the production of a thesis. The allowance represents a contribution **towards the costs of production of the thesis** and does not include such costs as purchase of computer equipment.

- Doctoral thesis - up to **\$840**

You must provide original receipts to receive payment. You must claim the allowance within 6 months of submitting your thesis and no more than 2 years after the termination of your award. The amount paid will be up to the maximum rate applicable at the time you submitted your thesis.

If you need to resubmit your thesis for re-examination, you may claim the thesis preparation allowance for costs associated with the resubmission. You must make the claim 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 amounts specified above.

11 Supplementary payments

Award holders may enter into contractual arrangements and receive top-up funding from industry. They may also obtain funds for fieldwork, equipment or other expenses not covered by the award from other sources, and may receive minor awards, allowances or other earnings, which are supplementary to their CCRS.

12 Suspension

Students may apply to Swinburne University for a suspension of their scholarship 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.

13 Transfer of a CCRS

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

14 Change of Program

Chancellor's Centenary Research Scholarships are for study at doctoral level only and may not be converted.

15 Leave Entitlements

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

Students will also 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 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 paid maternity leave during the tenure 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, under the usual terms of the University.

16 Work

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 program of study.

17 Termination of a CCRS

A CCRS will be terminated:

- if the student ceases to meet the eligibility criteria specified in these Guidelines other than during a period in which the CCRS has been suspended; or
- if the student fails to meet the requirements under the University's policies as they relate to HDR students, 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 CCRS; 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 CCRS on a part-time basis; or
- on completion of the program; or

- if the student does not resume study at the conclusion of a period of deferral and has not arranged to extend that period of deferral; or
- if the student fails to maintain satisfactory progress, as determined by the University.

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

18 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.

19 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 or 9214 8744

Email: ehill@swin.edu.au
jmathews@swin.edu.au

Website: <http://www.swinburne.edu.au/research/schols.htm>

Location: Building 60Wm, Level 7, 60 William Street
Hawthorn campus