



# **School of Engineering Research Scholarship Conditions**

## ***Scholarship Conditions***

Effective from July 2017

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## 1. SCHOOL OF ENGINEERING RESEARCH SCHOLARSHIP (SOERS)

The School of Engineering Research Scholarship covers the stipend/living allowance and provides tuition fee sponsorship for the recipient.

The cost Overseas Student Health Cover (OSHC) and student visa application fees are **not** covered by the School of Engineering Research Scholarship.

## 2. MINIMUM AWARDEE ELIGIBILITY REQUIREMENTS<sup>1</sup>

Applicants must have obtained entry plus, normally at least one of the following;

- **must** have completed a four year Australian First Class Bachelor Honours Degree<sup>2</sup>, or be regarded by ECU as having an equivalent level of attainment in accordance with these guidelines; **OR**
- a completed Master degree with the equivalent of at least 6 months full time research<sup>3</sup> and a course weighted average of 70% or higher; **OR**
- a current research Doctoral enrolment at ECU with a timely Confirmation of Candidature<sup>4</sup>; **OR**
- at least one sole or first authored:
  - refereed<sup>5</sup> article in a scholarly journal (HERDC C1); **OR**
  - refereed<sup>5</sup> full written conference publication (HERDC E1); **OR**
  - scholarly research book or book chapter (HERDC A1, A2 or B); **OR**
  - commissioned or peer reviewed<sup>5</sup> creative work, or refereed exhibition of creative work, or referred exhibition of creative artifacts (HERDC J1 or J2); **OR**
  - creative or design work that has received respected public/industry reviews in state or national/international media; **OR**
  - creative or design work that is the recipient of a grant from authorised philanthropic trusts and/or state or federal arts funding body.

Note: For applicants currently enrolled in a higher degree by research, a continued record of good standing and a timely Confirmation of Candidature may be taken into consideration as part of the minimum eligibility requirements.

<sup>1</sup> Qualifications obtained more than 5 years from the date of application require approval from the Dean of the School.

<sup>2</sup> At least 25% of the honours assessment must be determined by the project/thesis component that was formally examined.

<sup>3</sup> The six months may include research, research training and independent study. At a minimum, research must involve a research output which includes the conception and design of the project, and analysis and interpretation of findings.

<sup>4</sup> A 'timely' doctoral confirmation of candidature is one that is completed not more than 12 months FTE after commencement of the degree.

<sup>5</sup> An acceptable peer review process is "one that involves impartial and independent assessment or review of the research publication in its entirety before publication, conducted by independent, qualified experts. Independent in this context means independent of the author" (2015 Higher Education Research Data Collection Specifications, <https://docs.education.gov.au/node/36749>).

Awardees must meet **all** of the following criteria:

- **must** be undertaking a *research doctoral* program at ECU;

- **must** be enrolled as a full-time and on-campus student at ECU upon commencement of scholarship;
- **must** have their application for study in the *research doctoral* program approved by ECU before being considered for an offer of a scholarship. Where an offer of a place in the course is conditional, an applicant is normally not eligible for scholarship consideration until that condition has been met;
- **must not** hold a *research doctorate* degree or equivalent if they are seeking a research scholarship to undertake a *research doctorate*;
- whilst on an SOERS, awardees **must not** be receiving another equivalent award, scholarship or salary to undertake the research higher degree (an equivalent award, scholarship or salary would be regarded as income greater than 75% of the **base SOERS** stipend rate);
- **may not** concurrently receive an ECU School funded Scholarship or other major scholarship but could receive a stipend supplement.
- scholarship applications are limited to two previous unsuccessful applications, unless a case is made for significant changes to circumstances.

#### Additional Awardee Eligibility for International Students

**In addition** to the above eligibility criteria for International students must meet ALL of the following criteria:

- **must** be a citizen of any country other than Australia or New Zealand at the commencement of the *Higher Degree by Research (HDR)*;
- **must** meet international student visa requirements as specified by the *Department of Immigration and Border Protection (DIBP)* including the requirement to purchase and maintain an *Overseas Student Health Cover* policy approved by the *Commonwealth Government Department of Health* <http://www.health.gov.au/> ;
- **must not** have held an *Australian Agency for International Development (AusAID)* or an Australia Award scholarship within the two years prior to commencing the SOERS;
- **must not** be receiving a scholarship for which course tuition is a component under any other scholarship scheme to which the Australian Government makes a substantial contribution;
- **must not** previously have received an HDRS for a research doctorate degree;

An applicant will not be considered for or awarded a School of Engineering Research Scholarship unless ECU is satisfied that the applicant meets the conditions above. Where an applicant is expected to meet these conditions in good time (*except English proficiency*) then no payments will be made until the conditions are met.

#### ***Equivalent Level of Attainment to a Bachelor degree with First Class Honours***

If a student does not hold a Bachelor degree with First Class Honours, then ECU may determine that the student has demonstrated an equivalent level of academic attainment through consideration of previous study, relevant work experience, research publications, referees' reports and other research experience (see ECU's '*Documenting Your Research Experience*').

### **3. PROVISION OF DOCUMENTATION TO THE AUSTRALIAN GOVERNMENT, DEPARTMENT OF EDUCATION AND TRAINING (AGDOET)**

Applicants for any *ECU* scholarship should be aware that application documentation might be provided to AGDOET if that Department requests the University to provide such information.

### **4. COMMENCEMENT**

Applicants must notify the Scholarships Office within 14 days (unless otherwise stated) whether they will accept the offer of scholarship. Acceptance includes a declaration that the recipient accepts the *Scholarship Conditions* (stated in this document). If an applicant does not contact the Scholarships Office by the date specified the scholarship offer will lapse.

Doctoral Degree Awardees should normally start their study program as soon as possible (in the same semester that the scholarship is offered).

#### ***Deferral of Commencement***

*A scholarship cannot be deferred to a later year.*

Should an awardee, having already commenced the scholarship, decide to discontinue study and commence again in a later year, then the awardee must formally apply to terminate the award within 6 months of commencing.

Future admission to a course and scholarship will be subject to the standard application process at the time of that application. There is no guarantee of course placement or scholarship availability.

### **5. DURATION OF AWARD**

#### ***Doctor of Philosophy Program***

The duration of a full-time School of Engineering Research Scholarship is three (3) years from the commencement date verified by the Principal Supervisor for an awardee undertaking a research doctorate.

The duration of a scholarship will be reduced by any period of study undertaken:

- (a) towards the degree prior to the commencement of the scholarship; OR
- (b) towards the degree during suspension of the scholarship.

Recipients must maintain *Satisfactory Progress* whilst on scholarship.

Due to student visa requirements international students cannot study part-time therefore cannot receive a part-time scholarship.

## 6. VISA REQUIREMENTS (INTERNATIONAL STUDENTS)

It is the responsibility of the awardees to ensure that their student visa is valid. If the visa expires the awardee may be required to leave Australia.

Awardees planning to depart and return to Australia during their course should ensure that they hold a valid visa for re-entry into Australia.

If the awardee is granted Permanent Residency status in Australia they must notify ECU Research Admissions ([hdr.enquiries@ecu.edu.au](mailto:hdr.enquiries@ecu.edu.au)) and the Scholarships Office ([scholarships@ecu.edu.au](mailto:scholarships@ecu.edu.au)) immediately.

## 7. PAYMENTS TO AWARDEE

### ***Stipend***

The amount of the stipend for a *School of Engineering Research Scholarship* will be a total of \$26,000 per annum. This will be paid in equal fortnightly instalments through the University payroll system. Under current legislation a stipend paid at the full-time rate is not subject to taxation.

### ***Health Cover***

All international students studying in Australia are required to purchase and maintain Overseas Student

Health Cover (OSHC) for the duration of their study in Australia. It is the personal responsibility of awardees to ensure that their health cover is current. The *School of Engineering Research Scholarship* does **not** cover OSHC.

### ***School Education for Dependents***

This allowance may not apply to School of Engineering Research Scholarship recipients but eligibility will be determined by the Australian Government. Contact ECU Student Connect [studentconnect@ecu.edu.au](mailto:studentconnect@ecu.edu.au).

## 8. ACADEMIC PROGRESS

### ***Progress Report***

Towards the end of each semester, a Progress Report notification is sent to the awardee and the Principal Supervisor. This report must be completed by the awardee and the Principal Supervisor online and submitted by the due date. Students who do not complete their progress report by the due date are discontinued, which will impact their scholarship. The Principal Supervisor, via the progress report will advise Research Assessments if he/she considers an awardee to be achieving Satisfactory Progress (SP) towards his/her PhD goals. Awardees who do not maintain satisfactory progress may be awarded a grade of Marginal Progress (MP) and be required to undertake a Progress Contract in the following semester in conjunction with their Principal Supervisor. In the event that the conditions in the Progress Contract are not met the scholarship will be terminated.

### ***Confirmation of Candidature***

Candidates must achieve confirmation of candidature by the deadlines prescribed in the Admission, Enrolment and Academic Progress Rules.

Progress may be regarded as unsatisfactory if the research proposal has not been approved within six months of full-time study. This may result in a grade of *Marginal Progress (MP)*. Where exceptional circumstances can be substantiated, a consideration of these circumstances should be requested in writing prior to the completion of 6 months of enrolment.

After formal approval of a research proposal and ethics, it is expected that progress will be compatible with the nominated research schedule.

## **9. EMPLOYMENT**

Awardees may undertake part-time employment subject to the condition that work undertaken does not interfere with the progress of the awardee's study program.

It is expected that part-time work between Monday and Friday should not exceed an average of 8 hours per week over a 6 month period (January to June or July to December). The total number of hours worked for each 6 month period should not exceed 208 hours.

Working hours are to be noted on the biannual *Progress Reports* and scholarship holders should note either the average hours they worked each week OR the total number of hours they worked over the previous 6 months. Scholarship holders should also note what kind of work was undertaken.

Scholarship holders accepting employment as lecturers or tutors are reminded that when determining the average or total number of hours worked then they must use the following multiplier:

- One hour (1) of lecturing equates to three (3) hours of employment
- One hour (1) of tutoring equates to two (2) hours of employment

Therefore, eight hours of lecturing and/or tutoring is not permitted. An acceptable employment load must take account of any multiplication factor.

### ***Application to Undertake Paid Employment***

Awardees intending to undertake paid employment should complete an '*Application to Undertake Paid*

*Employment*' form and submit it to their Principal Supervisor for approval. In considering the application the

Principal Supervisor should be satisfied that the work will not interfere with the student's study program. Once completed, the form should be returned to the Scholarships Office.

Forms to calculate the number of hours worked in a week are available from: [scholarships@ecu.edu.au](mailto:scholarships@ecu.edu.au)

## 10. ADDITIONAL FUNDING

Scholarship holders are permitted to:

- obtain funds from other sources for fieldwork, equipment or other expenses not covered by the award;
- obtain funding for overseas travel costs;
- receive income derived from part-time work undertaken within the guidelines set out under the *Employment* section of these conditions;
- receive another award, scholarship or salary to undertake the research higher degree as long as it is less than 75% of the SOERS base stipend rate.

The University provides travel insurance cover for personal accident and sickness, hijack and detention, baggage/business property, travel documents etc. for enrolled students travelling with authorisation from Edith Cowan University.

## 11. LEAVE ENTITLEMENTS

### ***Annual Recreation Leave***

Scholarship holders are entitled to up to 20 working days of annual recreation leave each year of the scholarship. Recreation leave is part of the scholarship allowance and normal stipend payments will continue to be paid throughout the period of annual leave.

Annual leave days may be accrued to be used in another year, however, the awardee will forfeit any unused leave remaining once the thesis is submitted for examination or when the scholarship is terminated or expired, whichever occurs first.

No application is required for annual leave however the dates should be arranged in consultation with the Principal Supervisor. Awardees are required to report the number of days of annual leave taken each semester on the *Progress Report*.

### ***Sick Leave***

Scholarship holders may take up to a total of 10 working days of sick leave each year of the scholarship. Sick leave is part of the scholarship allowance and normal stipend payments will continue to be paid throughout the period of leave.

Sick leave days may be accrued and used in subsequent years, however, the awardee will forfeit any unused leave remaining once the thesis is submitted for examination or when the scholarship is terminated or expired whichever occurs first.

No application is required for sick leave (up to 10 days per year), however, for periods exceeding 5 consecutive days, awardees must forward a medical certificate to the Scholarships Office. Awardees are required to report the number of days of sick leave taken each semester in the *Progress Report*.

Sick leave entitlements may be used to cover scholarship holders with family responsibilities, caring for sick children or relatives, subject to the usual practice of the University.



## 12. SUSPENSION OF SCHOLARSHIP AND PAYMENTS

After completion of the first 6 months of scholarship, awardees may be granted up to a total 12 months suspension of scholarship during the remaining tenure. In exceptional circumstances, which arise from causes outside the awardee's control, an extension beyond 12 months may be considered by the Graduate Research Committee (GRC).

Requests for suspension should be made via the Application for Suspension form at the earliest opportunity. Application forms for scholarship suspension are available from the student intranet (<http://intranet.ecu.edu.au/student/forms/home>)

Awardees may suspend their scholarship for either 6 or 12 months (one or two semesters) and intermit from their course of study. Application for variation of Higher degrees by research candidature is available on-line at <http://intranet.ecu.edu.au/student/forms/overview>

International awardees, should note that a course intermission may have visa implications. Students considering intermission should seek guidance from a Student Connect Officer regarding this matter via [enquiries@ecu.edu.au](mailto:enquiries@ecu.edu.au). *Any periods of study undertaken towards the degree during suspension of the scholarship will be deducted from the maximum period of scholarship duration.*

## 13. RESEARCH OVERSEAS

The Graduate Research Committee (GRC) may approve the continuation of awards during periods spent conducting research outside Australia. The Committee must be satisfied that:

- the research is essential for completion of the degree;
- there will be continued regular supervision;
- the awardee will remain enrolled as a full-time student complying with all scholarship and course enrolment conditions; and
- the work will be credited to the awardee's course.

It is normally expected that the awardee will have had his/her research proposal approved (Confirmation of Candidature) before an application to carry out overseas study is considered.

At least one month before departure, an awardee planning international fieldwork must submit an *Application to Continue Scholarship Whilst Travelling* form to the Scholarships Office, endorsed by the Principal Supervisor. The awardee must also personally make prior arrangements for his/her enrolment to be maintained and for his/her semester *Progress Reports* to be completed and returned to Research Assessments by the due date.

Application forms to *Continue Scholarship Whilst Travelling* are available at:

<http://intranet.ecu.edu.au/student/forms/overview>. This documentation must be lodged with the Scholarships Office at least one month prior to departure. Approval to continue on scholarship whilst conducting research overseas does **not** constitute approval to travel. This must be organised through the School of Engineering.

Whilst an awardee is abroad, the scholarship stipend will only be paid into a bank account in Australia. Any arrangements for the transfer of money overseas will be the responsibility of the awardee.

### ***Travel Insurance***

The University provides travel insurance cover such as personal accident and sickness, baggage/business property, travel documents etc. Enrolled students travelling must have authorisation from the University. Further information regarding travel insurance should be sought from the awardee's School.

## **14. SUBMISSION OF THESIS**

Scholarship awardees will cease/stop to be entitled to stipend payments once their thesis has been submitted for examination. This means that stipend payments will cease/stop within 2 weeks of the date of thesis submission. An awardee must advise the Scholarships Office of submission within 5 days of the event. If an awardee fails to advise the Scholarships Office, any stipend payment received after the date of thesis submission must be repaid to the University.

## **15. TERMINATION**

A *School of Engineering Research Scholarship* will be terminated:

- if the awardee ceases to meet the eligibility criteria specified in these *Scholarship Conditions*, other than during a period in which the scholarship has been suspended or during a period of approved leave as outlined in these *Scholarship Conditions*;
- when the awardee ceases to be a full-time student;
- in death, incapacity or withdrawal of the student;
- if the University determines that:
  - the course of study is not being carried out with competence and diligence or in accordance with the offer of the scholarship; or
  - the awardee has failed to maintain satisfactory academic progress (*SP*) and then to meet the required conditions outlined in their progress contract; or
  - the awardee has committed serious academic misconduct including, but not limited, to the provision of false or misleading information as outlined in these *Scholarship Conditions*;
- on submission of the thesis for examination;
- if the awardee does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension;
- if the award holder accepts another equivalent award, scholarship or salary to

undertake their research degree providing greater than 75% of the SOERS base stipend rate and does not comply with the requirements outlined in *Additional Funding*;

- once the maximum duration of the scholarship tenure has been reached.

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

Benefits will cease on the date of termination of the Scholarship. Any overpayment made must be repaid to the University.

## **16. PROVISION OF FALSE INFORMATION**

If the University knows, or has reason to believe, that a student in receipt of a scholarship has provided false or misleading information to the University in relation to that scholarship, the University will immediately re- assess the students entitlement to the scholarship.

Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

## **17. OBLIGATIONS OF EDITH COWAN UNIVERSITY**

- For detailed information on the conduct of research degrees, awardees are referred to the Research Intranet, Forms, Policies and Guidelines, which is available on-line at: <http://intranet.ecu.edu.au/research/for-research-students/research-journey/forms-policies-and-guidelines>
- For details of academic regulations, including grievance resolution, students are referred to *Student Information* (<http://intranet.ecu.edu.au/student/my-studies/home>).
- The Scholarships Office will administer the Scholarship, monitor progress, and arrange payment of all entitlements to awardees.
- The ECU Graduate Research Committee has the right to vary conditions with due cause at any time and will advise applicants and awardees of such changes.

## **18. OBLIGATIONS OF AWARDEES**

- Awardees shall conform to the regulations of Edith Cowan University and the Scholarship Conditions.
- Awardees shall diligently and to the best of their ability apply themselves to their research and successful completion of their degree. Awardees and their Principal Supervisors shall report the progress of their research each semester via the Progress Report that will be sent to the Awardee and Principal Supervisor at the end of each semester. Continuation of the Scholarship will depend on an awardee completing their progress report by the due date and meeting any conditions which may be specified in the Progress Contract.
- PhD students must have their research proposal approved within 6 months of full-time

- study.
- Awardees shall notify the Scholarships Office of any changes in their circumstances that may affect their eligibility to continue receiving payments under the award. In particular:
    - If the awardee withdraws or defers their enrolment;
    - If study is discontinued for more than 5 consecutive days for reasons other than agreed annual recreation leave or sick leave;
    - If thesis submission is achieved prior to expiry of the scholarship.
  - Notification of any change of address or contact details should be promptly updated in SIMO and Staff Kiosk.
  - Immediate notification to the Scholarships Office of any overpayment of scholarship stipend or award, or payment made that was not due.
  - If, in the opinion of the Graduate Research Committee, an awardee has been overpaid with respect to the entitlements and conditions listed above for any reason whatsoever, the student shall be liable to refund the overpayment.
  - If a School of Engineering Research Scholarship holder is granted Permanent Residency status in Australia the awardee must notify ECU Research Admissions ([hdr.enquiries@ecu.edu.au](mailto:hdr.enquiries@ecu.edu.au)) and the Scholarships Office ([scholarships@ecu.edu.au](mailto:scholarships@ecu.edu.au)) immediately.



EDITH COWAN UNIVERSITY  
SCHOOL OF ENGINEERING RESEARCH SCHOLARSHIP  
Scholarship Offer Response Form

Please complete this form and return to the Scholarships Office.

OFFER RESPONSE:

I, \_\_\_\_\_ **accept/decline** the offer of  
Print full name

SCHOOL OF ENGINEERING RESEARCH SCHOLARSHIP

I plan to commence study on approximately \_\_\_\_\_

DECLARATION: (To be completed if accepting the scholarship)

1. I have read and accept the attached School of Medical and Health Sciences Research Scholarship - Scholarship Conditions.
2. I understand that I am required to commence study as specified in the offer of the Scholarship.
3. I provide an assurance that I shall devote myself to my studies during all normal working hours throughout the year, subject to the concessions described therein.
4. I agree to my name being used by ECU in printed and online promotional materials. I would also be willing to have my photograph taken for ECU printed and online promotional materials.
5. I understand my research can be used by ECU in printed and online promotional materials.
6. I understand that my entitlement to the scholarship will terminate immediately if I cease to be enrolled in full-time study (except where a concession described therein applies), fail to maintain satisfactory progress or upon submission of my thesis.
7. I understand that if I do not meet all of the obligations listed, my scholarship may be terminated and I may be required to repay funds awarded under this scholarship.
8. I understand I am expected to complete my course within the scholarship tenure, if I do not submit within this period I may be awarded a grade of Marginal Progress (MP).
9. I agree to use my student email and check it regularly.

SIGNATURE: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_