Introduction
1 Each year, Griffith University makes available a number of awards for full-time postgraduate research leading to the degrees of Master of Philosophy (MPhil), Doctor of Philosophy (PhD), PhD in Clinical Psychology, PhD in Organisational Psychology, and approved professional doctorate and masters programs. These awards are known as the Griffith University Postgraduate Research Scholarship (GUPRS).

How to Apply
2 Persons wishing to apply for a GUPRS may do so when completing the Griffith University Application for Higher Degree by Research Candidature & Application for a Postgraduate Research Scholarship form, or the relevant application form in the case of persons applying for admission to another doctoral program approved for the award of a GUPRS. Persons wishing to be considered for the award of a GUPRS must lodge their applications by 31 October of the year prior to the year in which they intend to commence study.

Eligibility Requirements
3 Awards will only be available to those who -
   (1) have completed a Bachelors Degree with First Class Honours or equivalent as defined in the University’s Research Postgraduate Scholarship Application Assessment and Award Policy.
   (2) are enrolling as full-time students (or part-time for those with part-time awards) in a research masters program or a doctoral degree (as listed in the ‘Introduction’ above), at Griffith University
   (3) have not already completed a degree at the same level as the proposed candidature, or at a higher level
   (4) are not receiving another award/scholarship/salary providing a benefit greater than 75% of the GUPRS stipend rate to undertake the proposed program
   (5) have not held a GUPRS, an APA or APA (Industry) or Australian Government-funded Postgraduate Research Award (excluding an International Postgraduate Research Scholarship) previously unless it was terminated within six months of the commencement of the benefits

Selection Process and Timing
4 The awards are offered to individuals on the basis of excellence. Selection is highly competitive. Applicants are ranked by the University on the basis of their academic achievement. The University may award GUPRS to applicants from designated equity groups.
5 The University commences offering the awards in mid-December and continues to make offers on an ad hoc basis until all awards are accepted. Awards must be taken up in the year for which they are granted, and may not be deferred for study in a later year. Successful applicants will be asked to advise the University without delay whether or not they wish to take up an award.

Conditions of Award

Tenure
7 A GUPRS holder may hold the award for up to two years, in the case of a masters candidate, and up to three years in the case of a doctoral candidate. The award is renewed on an annual basis subject to the maintenance of satisfactory progress by the candidate. In the case of a doctoral candidate only, an extension of six months may be granted where the University is satisfied that the reason for the requested extension is beyond the candidate’s control and
related to the research, rather than to personal reasons. Requests for extensions must be made at least one month before (but no more than two months before) the expiry date of the award. Requests for extension made after the expiry date of the award will only be considered in exceptional circumstances (e.g. medical or compassionate grounds).

8 A candidate who is enrolled in a masters or doctoral program prior to being offered an award will have the full-time equivalent enrolment period deducted from the maximum tenure for the award. If, as a consequence of this condition of award, an applicant would be eligible to be in receipt of an award for less than twelve months, (not including the additional six months available for doctoral candidates), the University may decide against granting an award to that applicant.

9 An award holder who commenced studies as a research masters candidate and who, before the expiry of the award, is given approval to upgrade his/her candidature to doctoral status, may hold the award for a maximum of three years, with the possibility of the six month extension mentioned above.

10 An award holder who remains enrolled while the award is suspended will have the equivalent full-time period deducted from the tenure of the award.

Commencement of Study

11 Doctoral and MPhil Candidates

Awards must be taken up between 1 January and 31 March. Where exceptional circumstances prevent an award holder from taking up the award by 31 March, the Dean, Griffith Graduate Research School may approve a delayed commencement. Full details of the reasons for the request will be required. If an award holder cannot commence by the approved date the University may withdraw the award.

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12 Students Admitted to Approved Masters Programs and Doctoral Programs with Coursework

The commencement of the award will be from the first week of teaching (Week 1) for coursework Research Higher Degree programs.

Residence Requirement

13 Award holders are required to have an on-campus enrolment. Following confirmation of candidature, scholarship holders may apply for remote candidature. In exceptional circumstances, a case for remote candidature from commencement may be approved by the Dean, Griffith Graduate Research School on the recommendation of the Dean (Research) or appropriate delegate. Such cases would need to demonstrate that the candidate had a high likelihood of success as evidenced by qualifications, a strong record of work experience, and a well-defined commitment to participation in the research culture of the University.

Stipend

14 The stipend payable is $22,860 per annum (2011 rate). The stipend is indexed. Income derived by way of a Scholarship by a student receiving full-time education at a university may be exempt from tax under the Income Tax Assessment Act 1997. It is the responsibility of the scholarship holder to assess the tax liability of their scholarship. The stipend rate for Part-time students is $12,388 per annum (2011 rate).

15 The stipend will be paid fortnightly into an account in a bank, building society or credit union. Payment will be made from the date of commencement of study, except where a scholar is already enrolled in the program, in which case payment may commence from the date of advice of the grant of the award providing this is on or after 1 January.

Dependent Child Allowance

16 Dependent Child Allowance is paid by the University to scholarship holders who are international students and ineligible to apply for the Family Payment available through Centrelink. The allowance payable will be $3,000 per annum per child. A scholarship holder who wishes to apply for the Dependent Child Allowance will be required to certify that the spouse is dependent and to notify the University of any change in the spouse’s situation. To be
dependent, the spouse must not have an income from any source of more than $60.00 per week. A candidate is not entitled to receive the dependent child allowance while in receipt of the Family Payment.

Relocation Allowance

17 An award holder who moves between Australian cities or travels from overseas to take up the award is entitled to receive a maximum of $515 for each eligible adult and $255 for each eligible child to an absolute maximum of $1,485 for the following on production of original receipts:

(1) travel expenses equivalent to the economy/student airfare for student, spouse and dependants to Brisbane via the most direct route. Where a student elects to travel by car, a per kilometre allowance up to the equivalent airfare for the student will be calculated. Students cannot claim for accommodation or meal costs if they elect to travel by car; and

(2) removal expenses.

18 Relocation allowances are not payable for travel undertaken after completion of studies, or termination of the award.

Thesis Allowance

19 An allowance of up to $420.00 (2010 rate) for costs associated with the production of a masters thesis or $840.00 (2010 rate) for a doctoral thesis will be paid on production of original receipts. The allowance must be claimed within twelve (12) months of submission of the thesis and no more than two (2) years after termination of the award. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis. The allowance is a contribution to the cost of production of the thesis and does not include such costs as the purchase of computer equipment.

20 Thesis allowance is payable for costs associated with the resubmission of a thesis, or lodging the bound copies, provided that the claim is made within twelve (12) months of the resubmission date and two (2) years of the termination of the award. The combined total of allowance for submission and resubmission will not exceed the maximum amounts specified above.

Program Tuition Fees

21 Award holders who are Australian or New Zealand citizens or Australian permanent residents are exempt from payment of tuition fees under the Research Training Scheme. Payment of tuition fees is required for all other award holders.

Leave Arrangements

22 Award holders are entitled to -

(1) 20 days paid recreation leave and 10 days sick leave each year calculated on a pro-rata basis within the tenure of the award. No formal approval to take this leave is required however leave should be taken with the agreement of the holder's supervisor.

(2) up to twelve weeks paid sick leave within the tenure of the award where the sick leave mentioned in (1) is not available. A medical certificate must be presented. Claims must be made within 30 days of the end of the period of illness claimed. Sick leave entitlements may also be used to cover leave for students with family caring responsibilities.

(3) up to twelve weeks paid maternity leave within the tenure of the award. Maternity leave may not be taken within the first 12 months of an award. An extension of the award may be sought on the production of appropriate certification.

(4) up to five days paid parenting leave within the tenure of the award for partners of women giving birth. Parenting leave may not be taken within the first 12 months of an award. An extension of the award may be sought on the production of appropriate certification.

Suspensions (Leave of Absence)

23 Approval may be given for up to twelve months suspension during the tenure of the award, at the discretion of the Dean, Griffith Graduate Research School. The period of suspension may be extended by up to 12 months, at the discretion of the Dean, Griffith Graduate Research School, for reasons beyond the control of the award holder. Such periods of approved suspension will be added to the normal time for which the award may be held. Before an award is restored after a period of leave of absence, the holder may be required to satisfy the Dean,
24 Approval to suspend an award within the first six months will not normally be given. An application to suspend an award within the first six months may be considered if there are exceptional circumstances beyond the award holders’ control. Such applications require the approval of the Dean, Griffith Graduate Research School.

25 International students should be aware that prolonged suspensions of their program of research may contravene the conditions of their visas. In such instances, students may be required by Australian immigration authorities to return home. An appointment with Griffith International Student Advisors must be sought.

Employment

26 Award holders are only permitted to undertake a strictly limited amount of paid employment: between the hours of 9.00am to 5.00pm Monday to Friday, no more than nine (9) hours a week will be permitted. Work performed outside of these hours should be at the approval of the principal supervisor.

Other Income

27 Holders of a GUPRS with dependent children may be eligible for the Family Payment paid by Centrelink. Enquiries must be directed to Centrelink.

Progress Reports

28 In common with all research postgraduate candidates, an award holder is required to complete a progress report in respect of each year of candidature. Continuation of award tenure each year will be dependent upon the maintenance of satisfactory progress. Reports are due on the 31 July each year.

Transfer

29 Awards offered to a student for enrolment in one School may not be taken up in another School in the first six months of award. Awards may be transferred from one School to another only after at least six months of enrolment (or one semester in the case of an approved research masters program), and providing there are sound personal or academic reasons for doing so. In unforeseen or exceptional circumstances the Dean, Griffith Graduate Research School may approve a transfer between Schools where the award has been held for less than six months with the approval of the Dean (Research) or other appropriate delegate. Normal transfer arrangements between Schools apply when a student has held an award for at least six months.

Termination of Award

30 An award will be terminated in any of the following circumstances -

(1) at the end of the period of tenure provided for by the award;

(2) on submission of the thesis, or in the case of an approved research masters program or professional doctorate degrees, on 30 November of the year the award is due to terminate;

(3) if the University is satisfied that the program of study is not being carried out with competence and diligence or in accordance with the offer of award, and no suitable arrangements can be made for continuation of the degree;

(4) when the student ceases full-time enrolment without indication of a date at which full-time enrolment will be resumed or when approval has not been obtained to hold the GUPRS on a part-time basis;

(5) if the award holder commences a period of suspension, or relocates remote from Griffith University (ie, Brisbane/Gold Coast), without the approval of the Dean, Griffith Graduate Research School.

(6) if the award holder does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension;

(7) if the student ceases to meet the eligibility criteria specified in paragraph 3 of these Conditions of Award other than during a period in which the GUPRS is suspended;

(8) if the University determines that a student is guilty of serious academic misconduct;
(9) if the student fails to maintain satisfactory progress, as determined by the University.

31 If an award is terminated, it cannot be reactivated unless the termination occurred in error.

**Specific University Obligations**

**Reconsideration of Decision**

32 Applicants who wish to appeal any decision made in respect of their application may refer the matter in writing to the Dean, Griffith Graduate Research School not more than 21 days after the date of the formal advice conveying the decision to the applicant.

**Problem Resolution**

33 The right of award holders to appeal against decisions is recognised. The University’s Student Appeals and Grievances Policy is published on the World Wide Web at:

www.griffith.edu.au/ua/aa/studentappeals/

**Specific Student Obligations**

34 Award holders shall diligently, and to the best of their ability, apply themselves to the successful completion of the degree. Award holders must immediately notify the University in writing if the award holder -

1. relocates away from Griffith University (ie, Brisbane/Gold Coast), other than for approved overseas study, approved suspension or approved recreation leave

2. discontinues full-time study

3. is absent for any reason for a period of fourteen days or longer from the award holder’s place of study, except on approved recreation leave.

4. takes on employment exceeding clause 26

**Ethics**

35 Where necessary, award holders will abide by the National Health and Medical Research Council codes on animal and human experimentation, “Australian Code for the Responsible Conduct of Research” and “National Statement on Ethical Conduct in Human Research”, and the University’s safety practices.

**Part-time Awards**

36 Applicants with heavy care commitments or with a medical condition precluding full-time study may be permitted to apply for the award part-time. Part-time awards are not available to applicants seeking to work full-time or on a substantial part-time basis. Holders of a part-time award may convert to full-time at any stage. The University may also require holders to convert to full-time if the reasons for which the part-time award was granted no longer apply. The Taxation Act prevents this award being tax free. The part-time GUPRS stipend is $12,176 per annum (2010 rate). Part-time awards may be held for twice the duration of full-time awards.

**Change to Award Conditions**

37 The conditions of award may change from time to time and will apply to both commencing and continuing students.