

Conditions of Award**1.0 Introduction**

A limited number of scholarships are made available to assist higher degree research candidates who are at the writing-up stage of their program. This scholarship is known as the Griffith University Completion Assistance Postgraduate Research Scholarship (CAPRS).

2.0 Funding

2.1 The scholarship is funded by the Griffith Graduate Research School. In the event that the candidate does not submit the thesis by the scholarship expiry date, 50% of the scholarship value will be borne by the candidate's Element or Group. Where the candidate's non-submission is a result of extenuating circumstances that are beyond their control, the Dean Griffith Graduate Research School will review on a case-by-case basis the Element or Group liability to contribute 50%. International candidates who are awarded a CAPRS will also be awarded a Griffith University International Postgraduate Research Scholarship (GUIPRS) to cover the cost of tuition fees for the duration of the CAPRS.

3.0 Application Procedure

There are four competitive application rounds per year. Applications must be submitted with supporting documentation by the specified due date. Applications will be considered by the Principal Supervisor, HDR Convenor, and Dean (Research)

Round 1, 2024 applications will close on 19 January 2024 (for commencement between 1 March and 31 May 2024)

Round 2, 2024 applications will close on 19 April 2024 (for commencement between 1 June and 31 August 2024)

Round 3, 2024 applications will close on 19 July 2024 (for commencement between 1 September and 30 November 2024)

Round 4, 2024 applications will close on 11 October 2024 (for commencement between 1 December 2024 and 28 February 2025)

Incomplete or late applications will not be considered.

4.0 Eligibility

Scholarships will be available only to those who:

- 4.1 are enrolled in a higher degree research doctoral program at Griffith University and are able to enrol full-time and maintain their approved enrolment status (i.e. on campus enrolment) for the duration of the scholarship; and
- 4.2 have completed a minimum of 24 months equivalent full-time (EFT) enrolment; and
- 4.3 will not be in receipt of any other full living allowance scholarship during the tenure of the scholarship; and
- 4.4 have sufficient effective full-time candidature remaining to complete their thesis within the tenure of the scholarship, before their maximum submission date and have not received an extension to their maximum submission date.

5.0 Selection and Award

The scholarship selection panel will determine the awardees. The scholarships will be awarded to the nominated candidates who, in the opinion of the panel, best meet the following selection criteria:

- 5.1 Thesis progress at the time of application, including the likelihood of completion by the expiration date of the completion scholarship.
- 5.2 Details of a completion plan that corresponds with the proposed scholarship start and end dates.
- 5.3 The strength of the recommendation from the relevant Element/Group.
- 5.4 The duration of HDR candidature. Priority will be given to candidates where submission of the thesis will occur within three and a half years (EFT), or where exceptional circumstances have hampered progress.
- 5.5 Lack of previous scholarship support (higher priority will be given to applicants who have not been in receipt of other scholarship support).
- 5.6 The candidate's publication record or other evidence of relevant research outputs.
- 5.7 The candidate's completion of an HDR internship (higher priority will be given to applicants who have undertaken an approved HDR internship).

6.0 Commencement of Scholarship

The scholarship will commence on the date specified in the letter of offer or on an alternative date agreed in advance with the Dean, Griffith Graduate Research School.

7.0 Tenure

The tenure of a scholarship will normally be up to 12 weeks, with each application and completion plan considered on a case-by-case basis. An extension to the scholarship expiry date may be granted by the Dean, Griffith Graduate Research School, on the recommendation of the principal supervisor. The extension shall relate to the scholarship expiry date only for the purpose of submitting the thesis within the tenure of the award and shall not result in an extension to the scholarship stipend amount (exceptions may be made to extend the stipend duration in exceptional circumstances only). Where a GUIPRS has been awarded as a package with a CAPRS, the GUIPRS scholarship expiry date will also be extended. Requests for extension will not be considered in instances where the thesis submission date will exceed the scholarship holder's original maximum submission date. Requests for extension made after the expiry date of the award will not be considered.

8.0 Scholarship Rate and Payment

- 8.1 The rate for the scholarship will be at the Research Training Program Stipend rate at the time of offer.
- 8.2 Income derived by way of a Scholarship by a student receiving full-time education at a university may be exempt from tax under Section 23(z) of the Income Tax Assessment Act. It is the responsibility of the scholarship holder to assess the tax liability of their scholarship.
- 8.3 The scholarship will be paid as a fortnightly stipend into an account in a bank, building society or credit union.

9.0 Leave Arrangements

A scholarship holder is entitled to up to 5 working days sick leave during the tenure of the scholarship. A formal request is not required to access the sick leave entitlement, and if taken will not result in an extension to the scholarship end date.

10.0 Suspension of Scholarship

Completion scholarship holders will not normally be eligible for unpaid Leave of Absence during the tenure of the award.

11.0 Study Load and Employment

- 11.1 Awardees are required to maintain a full-time study load, refer to Section 3.5.4 of the *HDR Enrolment and Variations to Candidature Procedure*.
- 11.2 Awardees are permitted to undertake work, paid or otherwise, that is unrelated to their research project. However, it must not affect their ability to maintain their study load commitment, nor interfere with the timely progression and completion of their research project, in accordance with the completion plan.

12.0 Completion Plan

At the time of application, applicants must lodge a completion plan that corresponds with the proposed scholarship start and end dates. The completion plan must include anticipated submission dates of the Intention to Submit and Nomination of Examiners forms. Successful awardees must ensure that the completion plan corresponds with the scholarship start and end dates prior to commencing the scholarship.

13.0 Progress Review

Progress will be monitored by the scholarship holder's principal supervisor. If progress is deemed to be unsatisfactory, as per the agreed completion plan, a decision will be made as to whether to terminate the scholarship.

14.0 Termination

A scholarship will be terminated in any of the following circumstances:

- at the end of the period of tenure provided for by the award.
- on submission of the thesis.
- if the candidate ceases to meet the eligibility criteria specified in section 4.0 or the scholarship holder obligations as specified in section 15.0 of these conditions of award.
- if the University is satisfied that the course of study is not being carried out with competence and diligence or in accordance with the offer of the award, and no suitable arrangements can be made for continuation of the degree.

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

15.0 Specific Scholarship Holder Obligations

- 15.1 A scholarship holder shall diligently and to the best of their ability apply themselves to the successful completion of the degree.
- 15.2 A scholarship holder is required to meet the objectives as set out in the completion plan (submitted at the time of application).
- 15.3 A scholarship holder must submit the thesis on or before the scholarship expiry date. Any extension to the submission date must be approved by the Dean, Griffith Graduate Research School in advance.
- 15.4 A scholarship holder is required to notify the University in writing if any conditions of the scholarship, or obligations as specified above cannot be met.

16.0 Supervisor Support

The supervisor must provide the appropriate support to the HDR candidate for the duration of the scholarship.