



HIGHER DEGREE RESEARCH SCHOLARSHIPS Terms and Conditions

These terms and conditions relate to your Award and should be read in conjunction with the Schedule and Acceptance Form, which details your specific entitlements.

Accepting this Offer

To accept this scholarship offer, a student is required to:

- complete, sign and return the Schedule and Acceptance Form by the date listed;
- complete the personal details form, including your Australian bank account details to the HDR Unit; *and*
- Complete all enrolment requirements (for students not currently enrolled) by the date prescribed in the Letter of Offer for the Scholarship.

Amount and duration of Award

The Schedule and Acceptable Form details the duration and value of your Award, including start and end date. It is important that you are aware of the Award amount and relevant dates.

Your stipend may be indexed annually. This is specified in the Schedule and Acceptance Form. Bond University will publish the Living Stipend rate for each year on the website.

The part-time stipend rate will be 50 per cent of the student's full-time stipend rate. If a student is part-time, the stipend is not tax-free.

Stipends will be paid fortnightly directly to the Awardee's nominated Australian bank account. This must be an account in the Awardee's name, with an Australian Authorised Deposit-Taking Institution (ADI).

Fee Wavier

The Schedule and Acceptable Form details the any fee-waiver, granted as a part of this Award, including the end date. It is important that you are aware of these dates. After this period, the Awardee is liable for fees in accordance with the Postgraduate Program Fee Schedule.

Where applicable, a student is required to notify the University of a Leave of Absence, reduction or increase in FTE, conversion of degree, transfer to another University, suspension, and completion of the HDR program will affect an Awardee's residual entitlements for the fee waiver.

Overseas Student Health Cover

For International Students, the Schedule and Acceptable Form will indicate whether your Award includes Overseas Student Health Cover policy approved by the Commonwealth Department of Health which covers the student and their spouse and dependents (if any).

Where included in the Award, the Overseas Student Health Cover policy, approved by the Commonwealth Department of Health, covers the student and their spouse and dependents (if any);

Interruption of the Award

As with all financial support, a leave of absence, reduction or increase in FTE (e.g. full-time to part-time), conversion of degree, transfer to another university, suspension, and completion of the HDR program will affect an Awardee's residual entitlement to the Award.

Awardees who downgrade from a Research Doctoral program to a Research Masters program will forfeit their scholarship.

Any changes to your candidature must be reported to the HDR Unit.

Other Employment

A student undertaking their program of study, must not receive another source of income for general living expenses which is greater than 75% of the Living Stipend rate.

Employment must not interfere with study and students must maintain satisfactory progress.

A fulltime student, an Award recipient is permitted to engage in paid employment for no more than eight (8) hours per week (Monday to Friday, 9am to 5pm). Approval must be sought from the HDR Unit for periods of employment amounting to more than 8 hours per week.

A part time student is permitted to engage in paid employment for no more than fifteen (15) hours per week. Approval must be sought from the HDR Unit for periods of employment amounting to more than 15 hours per week.

Employment commitments will not be accepted as grounds for an extension of the duration of the Award.

Outside of normal working hours there is no limit on the amount of time that a student can work. However, paid employment must not significantly impede academic progress.

International students may undertake work consistent with the conditions of their student Visa and subject to the approval of Bond University, prior to undertaking such work.

Requirement for Satisfactory Progression

Awardees are subject to progression and milestone requirements as per the [University Regulations, Part 1, Division 11, sections 80-81](#).

Mid-year and End of Year Progress Reports are required to be completed in a timely manner by the Awardee and their supervisor. Failure to complete a Progress Report will place a student “*At risk*”.

The University will monitor and report on HDR student progress to the Higher Degree by Research Subcommittee (HDRS).

Where HDR students are identified as being ‘*at risk*’ the following action will be taken:

- The HDRS will be forwarded a list of all at risk students by the Faculty, as compiled by the HDR Unit;
- All at risk students identified must, with their Supervisor, meet with their Faculty Associate Dean (Research) to discuss their candidature; options for appropriate supports to be put in place moving forward; and, to agree, document and action a clear plan for improved progress;
- This meeting and outcomes must be documented by the Faculty and placed on the student’s file, with a copy to the student;
- The Faculty must also notify the Chair of Graduate Research.

Acknowledgement of Scholarship Support

All students receiving Scholarship Support must acknowledge the support when they publish or produce material such as books, articles, newsletters or other literary or artistic works which relate to the research project, whether this is during or after completion of their HDR studies.

This requirement applies to the Awardee, their supervisor or any other party who publishes or produces material carried out by the recipient of the Scholarship.

The required acknowledgement text is specified in the Scheduled and Acceptance Form. The acknowledgement must be displayed in a prominent place using the specified text.

Extensions

Living Stipend holders, who have maintained satisfactory progress through their candidature, *may* be granted an extension for a duration of up to six (6) months where the extension relates to extenuating circumstances beyond the Awardees' control that have prevented completion of the research within the original timeframe.

Personal issues, illness, publications, and carer responsibilities are not considered reasons for extension. Similarly, work commitments cannot be accepted as grounds for an extension.

Awardees must submit a request for extension to the Chair Graduate Research at least one (1) month prior to the end of their current Award, with supporting evidence. This must

include a completion plan that details the work to be undertaken by the student and supervisor to achieve a timely completion within the extension period.

Termination

Bond University will terminate a student's Scholarship:

- If the Awardee ceases to meet the specified eligibility criteria, other than during a period in which a suspension has been approved
- On completion of the course of study;
- Two (2) weeks after the thesis is submitted for examination, or at the end of the Award, whichever is earlier;
- If the University determines that the course of study is not being carried out with competence and diligence in accordance with the offer of the Award;
- On the death or incapacity of the Awardee;
- Following withdrawal from the research program for any reason;
- If the Awardee does not resume study following a period of intermission or decide to extend that suspension;
- If the Awardee has failed to maintain satisfactory academic progress as evidenced by progress reports
- If the Awardee has committed a serious breach of research integrity or committed serious misconduct, including but not limited to the provision of false or misleading information;
- If the Awardee has their HDR program candidature terminated under the University's Award [Regulations, Part 1, Section 85](#);
- For any other reason determined by the HDR Subcommittee.

Leave Entitlements

Recreation Leave

Recreational Leave can only be taken with the approval of the student's supervisor.

Students are entitled to receive up to twenty (20) working days' paid Recreation Leave, pro rata.

Up to four (4) weeks Recreation Leave may be accrued over the life of the Award. Accrued Recreational Leave will be forfeited at the completion of the Award, or when the Award is terminated.

Recreation Leave will not normally be approved within the first six (6) months of the Award.

Students are required to report the number of days Recreation Leave taken each semester on the Annual Progress Report.

The Scholarship Award will not be extended by the period of approved Recreational Leave.

Sick Leave

Sick Leave can only be taken with the approval of the student's supervisor.

Students are entitled to ten (10) working days paid Sick Leave for each year of the Award, pro rata.

Sick Leave entitlements may be accrued over the life of the Award, however, accrued Sick Leave will be forfeited at the completion of the Award, or when the Award is terminated.

Students are required to report the number of day's Sick Leave taken each semester on the Annual Progress Report.

Sick Leave entitlements may also be used to provide care to dependants with a short-term medical condition supported by a medical certificate.

The Scholarship Award will not be extended by the period of approved Sick Leave.

Additional Paid Sick Leave

Additional paid Sick Leave can only be taken with the approval of the student's supervisor, the Associate Dean (Research) in their Faculty of enrolment and the Chair of Graduate Research.

Where a student's base Sick Leave entitlements are exhausted, students are entitled to receive additional paid Sick Leave of up to a total of sixty (60) working days during the duration of the Award for periods of illness on provision of a medical certificate. The Scholarship Award will be extended by the period of approved additional sick leave.

Additional paid Sick Leave entitlements may also be used to provide care to dependants with a medical condition supported by a medical certificate.

Parental Leave

Parental Leave can only be taken with the approval of the student's supervisor, the Associate Dean (Research) for their Faculty and the Chair of Graduate Research.

Entitlements

Female Award holders who have completed twelve (12) months of their Award are entitled to a maximum of sixty (60) working days, pro rata, paid Parental Leave during the duration of the Award.

Award holders who are the partner of a woman giving birth, who have completed twelve (12) months of their Living Stipend, are entitled to ten (10) working days, pro rata, of paid Parental Leave at the time of the birth or adoption.

The Scholarship Award will be extended by the period of approved Parental Leave.

Applying for Parental Leave

To make an application for Parental Leave, a student must provide their supervisor, Associate Dean (Research) and the Chair of Graduate Research with:

Ten (10) weeks' notice in writing that they intend to take Parental Leave. This notice must also specify the types of Parental Leave the student is seeking and the date the Awardee anticipates starting leave;

If the Awardee is pregnant, a medical certificate stating that the student is pregnant and the expected date of birth of the child;

If the Awardee or Awardee's partner is applying for adoption related leave, a statement from the adopting agency or other appropriate body regarding the expected date of placement of the child;

If the Awardee's partner is pregnant, a medical certificate stating that the partner is pregnant and the expected date of birth of the child.

Start date of Parental Leave

Female Award holders who are pregnant, may start Parental Leave six (6) weeks before the expected due date, and no later than the expected due date of the child or placement of an adopted child.

If a pregnant Award holder continues to work during the six (6) weeks prior to her expected due date, the University may request that the Awardee provide a certificate from her medical practitioner stating that she is fit to continue working.

Overseas Research

Applications for overseas study (off-Campus study) must be submitted for approval to Chair of Graduate Research.

Transfer of the Award to another Institution

Awardees seeking to transfer their Award to another Australian Institution, should seek advice from the HDR Unit regarding transferability of their Award.

Transfer between Research Degrees

If an Awardee converts/downgrades from a Research Doctoral degree to a Research Masters their scholarship may be terminated at the discretion of the Chair of Graduate Research.

Grievance and Review Procedures

Refer to [University Regulations, Part 2, Division 9](#).