

IMPORTANT: Please ensure you retain this copy of the conditions of award and continue to refer to them throughout your candidature.

Conditions of Award 2024

The Ross Milbourne Research Scholarship in Economics

The Ross Milbourne Research Scholarship in Economics is funded by the Australian Government, Department of Education and Training alongside University of Technology Sydney (UTS) in honour of Professor Ross Milbourne to support students of exceptional research potential to undertake a higher degree by research in a field of economics at UTS. The scholarship is provided to assist with general living costs.

1. ELIGIBILITY

1.1. To be eligible for the scholarship, a student must:

- (a) be enrolled in an accredited HDR course of study at the University of Technology Sydney (UTS); and
- (b) be undertaking a research project in the field of economics; and
- (c) meet the admissions criteria for research doctorate degrees or Master by Research studies as outlined in [UTS Admissions and Recognition of Prior Learning Policy](#); and
- (d) not be receiving an equivalent award, stipend or salary providing a benefit greater than 75% of the Scholarship stipend rate to undertake the HDR course of study. Income earned from sources unrelated to the HDR course of study is not subject to the 75% rule.

2. SELECTION POLICY

2.1 The scholarship is awarded based on a competitive process using the scoring system determining :

- (a) academic merit in previous studies; and
- (b) research and other relevant experience of the applicant; and
- (c) research capacity of the applicant; and
- (d) relevance of the proposed research to the field of economics.

3. ACCEPTANCE

3.1. Awardees should indicate the acceptance of their scholarship by the prescribed deadline in their offer letters; otherwise, the University may withdraw the scholarship if the awardee does not respond by the prescribed date.

4. COMMENCEMENT

- 4.1. Newly commencing students must enrol and commence their award during the official enrolment period for the session in which the offer is made. The University may grant delayed commencement of the award to the following session of the same year where, due to significant prior commitments or exceptional circumstances, an awardee is not able to commence by the offered session.
- 4.2. Currently enrolled students may only commence their award from the first day of the session of the Stipend offer letter, but not before the first day.
- 4.3. The scholarship cannot be deferred to a later year.

5. DURATION

- 5.1. A full-time scholarship may be held for three (3) years and six (6) months for doctoral studies and two (2) years for Master by Research studies. The first date of enrolment is usually the commencement date for the scholarship, except where the student is already enrolled at the time of award.
- 5.2. Stipend duration will be reduced by any periods of study undertaken towards the degree prior to commencement of the Stipend at UTS.
- 5.3. The duration of a Stipend will be increased by any periods of paid leave approved by the University (see section 7).
- 5.4. If a part-time award is converted to a full-time award, the period of the time that the student is regarded as having been in receipt of the part-time award immediately prior to the conversion will be halved for the purpose of determining the duration the awardee is regarded as having been in receipt of a full-time award immediately after conversion.
- 5.5. If a full-time award is converted to a part-time award, the period of the time that the student is regarded as having been in receipt of the full-time award immediately prior to the conversion will be doubled for the purpose of determining the duration the awardee is regarded as having been in receipt of a part-time award immediately after conversion.
- 5.6. No extensions are possible.

6. BENEFITS

6.1. Annual Stipend

The annual stipend rates is as follows:

- (a) \$32,500 (currently tax-free) for full-time study mode.

- 6.2. Payments are made in equal fortnightly instalments directly to a nominated account in the scholarship holder's name with an active Australian Authorised Deposit-taking Institution

through the University's payment system. Part-time stipends may be adjusted to withhold tax.

- 6.3. Under Section 23(z) of the Income Tax Assessment Act 1936 (as amended), full-time scholarships are presently exempt from taxation. It is the responsibility of the scholarship holder to assess the tax liability of their scholarship. The University cannot provide advice regarding taxation. Please refer to the Australian Tax Office Website for further information: <http://www.ato.gov.au>.

6.4. Relocation Allowance

6.4.1. The University may pay a Stipend recipient a relocation allowance for the cost of relocating to Sydney only from a permanent residence from within Australia to take up the Stipend at the University.

6.4.2. This covers travel & removal expenses for themselves, their spouse and dependants up to the maximum rate applicable in addition to the annual stipend. The relocation allowance limits are:

- (a) up to \$505 per eligible adult; and
- (b) up to \$255 per eligible child; and
- (c) up to a maximum total value of \$1,520

6.4.3. Where travel is by air, an eligible student will be reimbursed for travel cost equivalent to the cheapest economy or student airfare for a one-way trip from within Australia to Sydney, as calculated on the date of their relocation allowance claim form (excludes domestic flights as a transiting leg of a journey from overseas). Proof of purchase and boarding passes must be provided.

6.4.4. Where travel is by car, an eligible student will be reimbursed for travel cost of a "per kilometre" allowance for one direct trip, as per the University's motor vehicle kilometre reimbursement claim procedure (excludes travel from the Sydney airport by taxi, ride share companies and hire cars). The total travel cost must not exceed the cheapest equivalent airfare (excluding accommodation and meal cost) as per paragraph 4.2.2. Fuel receipts may be used as evidence of travel.

6.4.5. Removal expenses are only for moving personal items to Sydney. Original tax receipts with the supplier's ABN and receipts must be provided.

6.4.6. A completed scholarship allowance form must be submitted to Graduate Research School detailing the expenses with the relevant original tax invoice and receipts attached and evidence of travel. Claims must be made within six (6) months of commencement of the scholarship.

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

6.5. Thesis Allowance

6.5.1. The University may pay a thesis allowance up to the maximum rate applicable at the time of submission of the thesis in addition to the annual stipend subject to the scholarship holder satisfying the conditions set out in paragraph 6.5.2. The allowance is a contribution to the cost of production of the thesis (e.g. editing, proofreading costs) and does not include costs such as the purchase of computer equipment or postage. The thesis allowances limit are:

- (a) up to \$420 for a master by research thesis; and
- (b) up to \$840 for a doctoral thesis.

6.5.2. The allowance must be claimed within one year of re/submission date of the thesis, or lodgement date and within two years of termination of the scholarship. The combined total of allowances for submission and re-submission cannot not exceed the approved maximum rate applicable at the time of submission of the thesis.

6.5.3. The application form for the thesis allowance is available from Graduate Research School website. Original tax receipts with the supplier's ABN associated with the submission and re-submission of a thesis or the lodgement of the bound copies must be attached.

7. SCHOLARSHIP LEAVE

7.1. Annual Leave and Sick Leave

Students are entitled to receive up to **20** working days (4 weeks) paid annual leave and **10** working days paid sick leave for each year of the Stipend. These leave entitlements may be accrued over the life of the Stipend but will be forfeited when the Stipend is terminated. Leave periods for these purposes are not added to the duration of the Stipend as students continue to be paid during the period of leave.

Periods of annual leave and sick leave (of 10 days or less) will not result in a suspension of enrolment and therefore will be included for the purpose of calculating candidature and Scholarship end dates.

7.2. Leave of Absence

During [Leave of Absence](#), the scholarship payments will be stopped for the equivalent number of calendar days to the period of leave. At the time that the Leave of Absence is approved, payments will be stopped for the full period of leave and the scholarship end date will be extended by the same number of days as the approved period of leave. Scholarship recipients will be advised, via email, of the date when the scholarship will be stopped and when it will be restarted.

7.3. Paid Leave of Absence

In the case of approved Paid Leave of Absence, the scholarship payments will be stopped during the Leave of Absence for part of the leave that is not paid.

If the Leave of Absence is paid, payments will continue during the period of leave (or for part of the leave period) and the scholarship end date will be extended by the same number of days as the approved period of leave.

Paid Leave of Absence can only be sought in the following circumstances:

7.3.1. Sick Leave

Stipend recipients are entitled to receive **additional paid sick leave** of up to a total of twelve (12) weeks during the duration of the Stipend for periods of illness, where a leave of absence request must be accompanied with medical certificates; if a medical certificate is not available a statutory declaration is required.

Medical certificates are not limited to a specified list of medical professionals, and can therefore be provided by a range of health professionals such as registered physiotherapists, doctors, maternal and child health care nurses and occupational therapists. It is allowable for individual higher education providers to determine what is acceptable for required documentation of medical certificates.

Additional sick leave entitlements may also be used to cover family leave or family caring responsibilities after exhausting their recreation and sick leave entitlements.

7.3.2. Maternity and Parenting Leave

Stipend recipients who have completed twelve (12) months of their Stipend are entitled to a maximum of twelve (12) weeks of paid **maternity leave** during the duration of the Stipend. This period of leave is added to the duration of the Stipend. Unpaid maternity leave may be accessed through the scholarship leave provision.

Stipend recipients who are partners of women giving birth within the duration of their Stipend award, and who have completed twelve (12) months of their Stipend are entitled to four (4) weeks of paid **parenting leave**, which may be taken at any time in the three-month period following the birth of a child or adoption date. This period of leave is added to the duration of the Stipend. Unpaid parenting leave may be accessed through the scholarship leave provision.

Periods of leave do not attract leave loading. Stipend leave application forms for additional paid sick leave, maternity and parenting leave are accessible from the UTS webpage. Completed forms must be submitted to the Graduate Research School along with relevant certified supporting documents.

8. OTHER CONDITIONS

8.1. Ongoing Eligibility

- 8.1.1. The University monitors Stipend recipient's ongoing eligibility and progress to ensure that each student continues to meet the eligibility requirements set out in section 1 and maintain satisfactory progress. Except in special circumstances as determined by the Higher Degree by Research Board, throughout the term of the Stipend a student shall:

- (a) diligently pursue a course of study in the University as a candidate for the degree enrolled in; and
- (b) maintain satisfactory progress of candidature as evidenced in the annual Review of Progress and Candidature Assessment in with the guidelines approved by the Higher Degree Research Board from time to time as per [UTS Student Rules 11.13](#) of the UTS Student Rules; and
- (c) comply with the [UTS Student Rules Section 11](#) and regulations of the University concerning postgraduate students.

8.2. Conversion of Degrees

- 8.2.1. Students may convert from a master by research degree to a doctoral degree or from a doctoral degree to a master by research degree and continue to receive their scholarship.
- 8.2.2. The maximum duration of a converted scholarship becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion.

8.3. Paid Employment

- 8.3.1. Full-time scholarship holders are required to work on their research project and complete their thesis within the allocated period and are only permitted to undertake a limited amount of paid employment which must not interfere with the student's study and progress.
- 8.3.2. HDR students are expected to devote a minimum of 35 hours per week for full-time study and 17.5 hours per week for part-time study. Students engaging in other activities such as paid employment must not compromise the average weekly amount of time they devote to their research project. Scholarship holders must seek approval of the RAO in their Faculty or Institute prior to engaging in part-time work in excess of 8 hours per week.
- 8.3.3. The RAO's decision will take the principal supervisor/s' recommendation into consideration. Details of paid employment or other activities, which temporarily interfere with the capacity to devote the required minimum hours per week to the research project, must be recorded in the student's review of progress.

8.4. Termination of Award

- 8.4.1. Scholarships will be immediately terminated in the event of an unsatisfactory progress (as outlined in [UTS Student Rules 11.14](#)) and/or discontinuation of candidature following candidature assessment (as outlined in [UTS Student Rules 11.23 to 11.25](#)) or suspension due to student misconduct ([UTS Student Rules Section 16](#)).
- 8.4.2. The Stipend will terminate:
 - (a) if the student ceases to meet the eligibility criteria specified in section 1 **Error! Reference source not found.** other than during a period in which the Stipend has

been suspended with approval or during a period of leave in accordance with section 7; or

- (b) when the Stipend recipient ceases to be a full-time student and approval has not been obtained from the University to hold the Stipend on a part-time basis; or
- (c) upon submission of the thesis for examination or when the Stipend expires, whichever is the earlier; or
- (d) if the student submits a request to relinquish their stipend; or
- (e) if, after due enquiry, the University determines that:
 - i. University the course of study is not being carried out with competence and diligence or in accordance to the offer of the Stipend; or
 - ii. the student has failed to maintain satisfactory academic progress; or
 - iii. the student has been discontinued; or
 - iv. the student has committed serious misconduct, including, but not limited to, the provision of false or misleading information as outlined in section 9.1.

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

8.5. Scholarship Overpayment

8.5.1. The scholarship holder is required to repay any scholarship overpayment within thirty calendar days of being requested to do so by the University. Scholarship overpayments are viewed as financial obligations by the University and failure to repay may result in sanctions being placed on your candidature as per [UTS Student Rules Section 4.4](#) of the Student and Related Rules at UTS.

9. OTHER INFORMATION

9.1. Provision of False or Misleading Information

If the University knows or has reason to believe that a student in receipt of a Stipend has provided false or misleading information to the University in relation to that Stipend, the University will immediately:

- (a) re-assess the student's entitlement to the Stipend; and
- (b) take action in accordance with the Student Misconduct and Appeals rules ([UTS Student Rules Section 16](#)).

9.2. Insurance

9.2.1. Research students should be aware that the University only provides a minimal level of automatic insurance cover for personal accidents for enrolled students, and only whilst the student is on campus. Where a student's research involves high-risk activities or the

student research is located off-campus, he/she should contact the Faculty Research Office to request approval so that the activity is covered by insurance.

- 9.2.2. Research students conducting fieldwork or conference presentations interstate or overseas will have insurance cover only if the activity is approved UTS business. Please contact the Faculty Research Office for approval.

10. NOTIFICATION OF COMMONWEALTH HIGHER EDUCATION STUDENT SUPPORT NUMBER (CHESSN)

- 10.1. To be eligible for a Ross Milbourne scholarship the University is required to issue you a CHESSN and report this number to the Department of Education and Training. If you already have a CHESSN from previous study, the number will remain the same. If not the University will seek a number on your behalf and will notify you of this number prior to the research census date found in the [UTS: Handbook](#).