

# 2024 Thesis Completion Support Grant Guidelines

For Higher Degree by Research Students

Graduate Research School [grs@uts.edu.au](mailto:grs@uts.edu.au)

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## General Instructions

These guidelines are designed to assist you in completing the Thesis Completion Support Grant.

It is recommended that you consult with the [Scholarships Team](#) at the Graduate Research School to discuss the required supporting documentation and eligibility criteria prior to submitting your application, or submit your application early to allow ample time to retrieve any additional requested documents.

## Application deadlines:

	Round 1	Round 2*
For thesis submission between	January to June 2024	July to December 2024
Applications close	31 January 2024	31 May 2024
Outcome	29 February 2024	30 June 2024
Reporting due	Within one month of submitting your thesis	

\*Round 2 is subject to the availability of funding for the year

## Eligibility

The Thesis Completion Support Grant Round 1 and 2 is open to both **Domestic and International** Higher Degree by Research students who:

1. Demonstrate financial hardship (low income) and meet eligibility for one or more of the following criteria:
  - Australian Aboriginal and/or Torres Strait Islander. Find out more about confirmation of Aboriginal or Torres Strait Islander descent via the [Australian Institute for Aboriginal and Torres Strait Islander Studies website](#). Applicants may be required to provide evidence of the above to the Jumbunna Institute for Indigenous Education and Research.
  - student with a disability, impairment, chronic medical condition, illness, or long-term medical condition that affects their studies
  - student who is a sole parent\*\*\*
  - Student who has carer responsibilities\*\*\*\*
  - female student in a non-traditional area of study (Accounting; Finance and Economics; Applied Physics; Architecture; Building Studies; Engineering and Information Technology)
- \*\*\* To be considered as having sole parenting responsibilities, an applicant must meet the criteria of being a person of any age who is single and has at least one dependent child under 18 who is wholly or primarily in their care and who is in Australia.
- \*\*\*\* To be a considered having carer responsibilities an applicant must meet the criteria of being a person of any age who, without being paid, cares for another person who is in Australia and who needs ongoing support because of a long-term medical condition including COVID-19 related, a mental illness, a disability, frailty or the need for palliative care. A carer may or may not be a family member and may or may not live with the person they care for, but must be residing in Australia; or may be in receipt of a Centrelink Carer Allowance or Carer Payment. Volunteers under the auspices of a voluntary organisation are not included.
2. Are estimated to be within six months of thesis completion and need to establish a block of time for concentrated work to finalise their thesis as demonstrated by timeline provided.
3. Are not currently receiving a full-time scholarship (e.g. JUM, RES, RTPS, IRTP, IRS, UTSP). Students may apply for a Thesis Completion Support Grant for any period they are not on another full-time

scholarship.

4. Have not previously received the Thesis Completion Support Grant (formerly known as Thesis Completion Equity Grant).

### Point Score System

#### Criteria:

- |   |          |
|---|----------|
| 1. Australian Aboriginal and/or Torres Strait Islander  | <b>3</b> |
| 2. Student with a disability, impairment, chronic medical condition, illness, or long-term medical condition which affects their studies                                      | <b>2</b> |
| 3. Student who is a sole parent   | <b>2</b> |
| 4. Student who has carer responsibilities: one of your dependents, experienced a significant health-related matter that prevented you from engaging in your research studies. | <b>2</b> |
| 5. Female student in a non-traditional area of study  | <b>2</b> |

### Certification of Documents

Please provide certified copies of all original supporting documents, per the UTS [Certifying and translating documents](#) requirements.

You are also required to submit a statutory declaration as part of this application.

A Statutory Declaration is a written statement that allows a person to declare something to be true. When you make a statutory declaration, you are declaring that the statements in it are true. If you intentionally make a false statement in a declaration, you can be charged with an offence. The penalty for making a false statement in a statutory declaration is a maximum of four years imprisonment.

Statutory declaration forms are available from the [Attorney-General's Department website](#) (opens an external website). Please refer to the requirements listed under "[Statutory Declarations](#)".

**Please refer to below instructions on how to complete "Thesis Completion Support Grant Form"**

### Section 1: Student Details

Please enter your personal details, course name and study mode on the application form.

### Section 2: Financial Consideration

All applicants must be assessed as experiencing financial hardship, before you can be considered for the Thesis Completion Support Grant.

In this section local students will need to demonstrate financial hardship by providing supporting documents, where relevant to your circumstance such as:

- certified copy of a current Health Care/Pension/Low Income Card; and/or
- certified evidence of currently receiving Centrelink payment such as Austudy, parenting payment, carer payment, rental allowance or other financial assistance.

Local and International students are required to demonstrate your financial hardship by completing the monthly household income and expense table (found on the form), in addition to submitting evidence of financial hardship in the form of the following documentation:

- copy of your Australian Tax Office *Notice of Assessment* for the most recent Financial Year;
- copy of your partner's most recent Australian Tax Office *Notice of Assessment* for the most recent

Financial Year if household income was earned in Australia;

- copy of other evidence of income e.g. three recent payslips; copies of all bank account transactions for ALL accounts held in your name. Please provide the past 3-months of transactions in pdf format which includes the bank logo and the account holder's name (your name) and account number and account balances.
- Copies of your partners/dependents' bank accounts and their transactions, and any payslips of the most recent 3-months, if relevant to your application.

### Section 3: Eligibility Consideration

In addition to financial hardship, applicants will need to demonstrate your eligibility for one or more of the eligibility groups.

Please indicate which group(s) you are eligible for on the form, and attach relevant supporting documentation as applicable. Note that any statements provided will need to be included in the Statutory Declaration required in Section 4.

1. Australian Aboriginal and/or Torres Strait Islander (as defined in Eligibility section of this document)
2. Student with a disability, impairment, chronic medical condition, illness, or long term medical condition which affects their studies
  - A statement in the form of a statutory declaration, describing the difficulties you face as a result of your condition, and the impact this has on your educational performance;
  - Certified copies of your medical certificate(s) from medical professional(s).
3. Student who is a sole parent
  - A statement in the form of a statutory declaration, describing your major daily care responsibilities (e.g. how many children and/or dependents other than children you support and their ages, what level of care they require, how you look after their daily needs, and comment on their special needs).
4. Student who has carer responsibilities
  - A statement in the form of a statutory declaration, identifying yourself as a carer to one of your dependents, experienced a significant health-related matter including COVID-19 related that prevented you from engaging in your research studies.
  - Medical certificate(s) and any relevant ongoing treatment documentation must be provided.
5. Female student in a non-traditional area of study
  - A statement in the form of a statutory declaration, describing the difficulties you face as a female student in the non-traditional area of study you are in.

### Section 4: Proposed Use of the Grant

In this section you will need to demonstrate how you will use the grant to complete your thesis within the next 6 months.

Please respond to the questions on the application form regarding:

- Grant amount
- If you are within your Funded EFTSL period i.e. Expected Work Submission (EWS) date
- When you plan to submit your thesis (this date must be within the current round of Thesis Completion Support Grant submission date range)

You are also required to submit a Statutory Declaration addressing the following:

- Your own assessment of your progress on your thesis to date
- A summary of how you plan to use the Grant to complete your thesis within 6 months
- And as the carer, one of your dependents, experienced a significant health-related matter including COVID-19 related, which prevented you from progressing your research studies.

To support the statements you have made in your Statutory Declaration, please attach the following:

1. Detailed schedule/timeline for completion of your thesis (be realistic about what you can achieve within a concentrated period of time)
2. Detailed budget showing how you would use the Grant to complete your thesis within 6 months (use of the funds may include, but are not limited to, your thesis submission costs, support for your studies, or household costs). Please check your Conditions of Award attached to your scholarship offer letter if you hold an active primary scholarship or were previously on a scholarship, as you may already be eligible for a thesis allowance.

### Section 5 & 6: Student Declaration and Faculty Support

Your supervisor will be required to endorse your application by providing a brief letter stating the progress of your research as well as confirming the completion timeline.

Please complete the student declaration section on the form, and obtain your Principal Supervisor and RAO support **prior** to submitting your Thesis Completion Support Grant application. Late and incomplete applications, including those submitted to Graduate Research School without the faculty support will **not** be assessed.

### Accountability and Reporting

If your application for the Thesis Completion Support Grant is successful, you will be required to submit a brief report outlining how the Grant helped you to complete your thesis.

The report must be signed by your Principal Supervisor and endorsed by your RAO, then submitted to the Graduate Research School within one month of completing your thesis or within one month of completing the six-month block, whichever comes first.

### Where to Submit the Form

**Please submit your completed Supervisor endorsed application form to your Faculty for RAO approval, and ensure that you allow sufficient time for faculty processing to be completed prior to submission to GRS by the prescribed deadline.**

**Note that incomplete, late and retrospective applications will not be assessed.**

**By Email:** [grs@uts.edu.au](mailto:grs@uts.edu.au)

**In Person:** Graduate Research School,

UTS Level 3; Building 05C  
01 Quay Street, Haymarket

**By Post:** Graduate Research School  
University of Technology Sydney  
PO Box 123  
Broadway NSW 2007

**For any enquiries** about the application process, please email [grs@uts.edu.au](mailto:grs@uts.edu.au).