

# CTC STIPEND SCHOLARSHIPS

Terms and Conditions

February 2018

## 1. Background

The NHMRC Clinical Trials Centre offers scholarships, both as primary and/or a secondary scholarship to full time students enrolled in a PhD or higher degree at the University of Sydney.

## 2. Eligibility

### 2A Primary Scholarship

- a) The scholarship is offered subject to the applicant having an unconditional offer of admission or being currently enrolled in a University of Sydney higher degree by Research or PhD with research aligned to the academic endeavours of the CTC .
- b) Applicants must conduct research under the auspices of the Clinical Trials Centre research programs.
- c) The primary PhD supervisor is an academic staff member of the Clinical Trials Centre.
- d) If employed by the University of Sydney, the appointment must not exceed half time or 50% of a full time position.
- e) Any paid work undertaken must not interfere with the student's study program or progress.

### 2B Secondary Scholarship

- f) The Secondary scholarship may be offered to candidates who are currently enrolled in a University of Sydney higher degree by Research or PhD with research aligned to the academic endeavours of the CTC.
- g) Applicants must conduct research under the auspices of the Clinical Trials Centre research programs.
- h) The primary PhD supervisor is an academic staff member of the Clinical Trials Centre.
- i) If employed by the University of Sydney, the appointment must not exceed half time or 50% of a full time position.
- j) Any paid work undertaken must not interfere with the student's study program or progress.

## 3. Selection Criteria

The successful applicant(s) will be awarded the CTC scholarship on the basis of:

- I. previous relevant research experience
- II. area of study and research proposal, and
- III. academic merit
- IV. timeline for completion

The successful applicant will be awarded the Scholarship by the Director of the NHMRC Clinical Trials Centre on the recommendation of an appropriate committee, which may consist of three members

of the CTC's Research Committee or other senior academic members of the NHMRC Clinical Trials Centre.

#### **4. Value**

- a) The Primary Scholarship will provide a stipend equivalent to the NHMRC PhD Stipend rates most appropriate to the areas of study, as escalated on or after 1 January of each year, for up to two years for a Masters by Research and up to three years for a PhD, subject to satisfactory academic performance, reviewed annually.
- b) The Scholarship will be awarded for the first year, and successful applicants will need to demonstrate that they have applied for or sought alternative sources of funding for PhD or Masters by Research support beyond the first year, where ever possible, to secure further stipend for their PhD support beyond the first year.
- c) A successful PhD applicant may apply for an extension of up to twelve months.
- d) If a successful applicant converts from a Research Masters to a PhD or vice-versa, the maximum duration of the scholarship becomes that of the new candidature.
- e) The scholarship will be offered subject to the availability of funding.
- f) The Secondary Scholarship will provide a stipend allowance up to the value of 50% of the CTC Primary Scholarship stipend.

#### **5. Eligibility for Progression**

Progression is subject to passing the CTC's internal annual progress review, as well as the University's review.

#### **6. Leave Arrangements**

- a) The Scholarship recipient receives up to 20 working days Annual leave each year of the Scholarship and this may be accrued. However, the student will forfeit any unused leave remaining when the Scholarship is terminated or complete. Annual leave does not attract a leave loading and the supervisor's agreement must be obtained before leave is taken.
- b) The Scholarship recipient may take up to 10 working days sick leave each year of the Scholarship and this may be accrued over the tenure of the Scholarship. Students with family responsibilities, caring for sick children or relatives, or experiencing domestic violence, may convert up to five days of their annual sick leave entitlement to carers leave on presentation of medical certificate(s). Students taking sick leave must inform their supervisor as soon as practicable.

#### **7. Conversion between Research Masters and Research Doctorate degrees**

- a) Holders of the Scholarship may convert from Research Masters degree to a Research Doctorate degree or a vice-versa provided such change in candidature is approved by the HDRAC. The maximum duration of a converted CTC Stipend Scholarship becomes that for the new candidature. See Clause 9.

## 8. Suspension

- a) Holders of the Scholarship cannot suspend their award within the first six months.
- b) Holders of the Scholarship may apply for up to 12 months suspension for any reason during the tenure of their award. Periods of suspension are cumulative and failure to resume study after suspension will result in the award being terminated. Approval to suspend must be given by both the HDRAC and the Director of the CTC. Periods of study towards the degree during suspension of the Scholarship will be deducted from the maximum tenure of the award.
- c) Female and Male holders of the Scholarship are entitled to up to an additional 12 month suspension following each birth for unpaid parental leave. The Scholarship holder should apply for the suspension within four weeks of the expected date of confinement.

## 9. Changes in Enrolment

Holders of the Scholarship must notify HDRAC promptly of any planned changes to their enrolment including but not limited to: attendance pattern, suspension, leave of absence, withdrawal, course transfer, and candidature upgrade or downgrade. If the award holder does not provide notice of the changes identified above, the University may require repayment of any overpaid stipend.

## 10. Termination

- a) Unless terminated earlier under this paragraph, the Scholarship will terminate:
  - I. On resignation or withdrawal of the student from their Masters by Research or PhD,
  - II. Upon the student having completed 4 years equivalent full-time study for a PhD, or 2 years equivalent full time study for a Masters by Research.
  - III. Upon submission of the thesis or at the end of the award,
  - IV. If the student ceases to be a full-time student and prior approval has not been obtained to hold the Scholarship on a part-time basis,
  - V. If the recipient receives an alternative primary scholarship. In such circumstances this Scholarship will be terminated in favour of the alternative scholarship where it is of equal/higher value.
  - VI. Does not resume study at the end of a period of approved leave, or
  - VII. If the student ceases to meet the eligibility requirement specified for this Scholarship, (other than during a period in which the Scholarship has been suspended or during a period of approved leave)
- b) The Scholarship may also be terminated by the University before this time if, in the opinion of the University:
  - I. The course of study is not being carried out with competence and diligence or in accordance with the terms of this offer,
  - II. The students fails to maintain satisfactory progress, or
  - III. The student has committed misconduct or other inappropriate conduct.
- c) Stipend payments will be suspended throughout the duration of any enquiry/appeal process.

- d) Once the Scholarship has been terminated, it will not be reinstated.

### **11. Misconduct**

- a) Where, during the Scholarship a student engages in misconduct, or other inappropriate conduct (either during the Scholarship or in connection with the student's application and eligibility for the Scholarship), which in the opinion of the University warrants recovery of funds paid to the student, the University may require the student to repay stipend amounts and any other payments made to the student in connection with the Scholarship. Examples of such conduct include and without limitation; academic dishonesty, research misconduct within the meaning of the [Research Code of Conduct](#) (for example, plagiarism in proposing, carrying out or reporting the results of research, or failure to declare or manage a serious conflict of interests), breach of the [Code of Conduct for Students](#) and misrepresentation in the application materials or other documentation associated with the Scholarships.
- b) The University may require such repayment at any time during or after the Scholarship period. In addition, by accepting this Scholarship, the student consents to all aspects of any investigation into misconduct in connection with this Scholarship being disclosed by the University to the funding body and/or any relevant professional body

### **12. Reporting**

- a) The Scholarship recipient must complete an annual report towards the end of the year.

### **13. Acknowledgement**

- a) The Scholarship recipient must acknowledge the support of the Scholarship in any media publications or presentations arising from the research whilst on the Scholarship.