

UNSW Scientia PhD Scholarship Scheme

Terms and Conditions

1 Introduction

The UNSW Scientia PhD Scholarship Scheme aims to attract candidates of exceptional quality into strategic research areas in an environment of research excellence, mentoring, career development, leadership and community. It is a 4 year scholarship with additional support provided through a structured career and professional development program. Scientia Scholars are expected to participate in all aspects of the Scheme.

The scholarship provides PhD candidates with a stipend of \$40,000 p.a. (indexed) as well as a support package of up to \$10,000 p.a. for career and professional development.

Scientia PhD scholarships are awarded in accordance with the eligibility requirements outlined in this document and on a competitive basis, in line with the following key criteria:

- 1. Excellence** – candidates must demonstrate their capability to carry out high quality research, using a combination of qualifications, experience and outputs.
- 2. Research Area** – the proposed research must be of the highest quality and be closely aligned with the nominated research areas in the round. It should also align with the goals of the UNSW 2025 Strategy.
- 3. Global Impact and Social Engagement** – candidates must demonstrate a strong commitment to making a difference in the world with evidence of potential for contributing to the learning and teaching excellence, social engagement and/or global impact pillars of the 2025 Strategy. This may encompass such themes as knowledge exchange, equity and diversity or specific initiatives relating to indigenous communities, global development and disability.
- 4. Career and Development** – candidates must demonstrate a strong commitment to how they will use the resources provided to develop their careers and to engage with knowledge exchange activities.

Scientia candidates are subject to all the conditions of UNSW PhD candidates and these terms and conditions should be read in conjunction with the [Higher Degree Research Scholarships Policy](#) and the [Higher Degree Research Scholarships Procedure](#).

The following terms and conditions apply to all candidates commencing on the Scientia PhD Scholarship Scheme from Semester 1, 2017. The terms and conditions that are particular to the Scheme are detailed in the following sections.

2 Eligibility

The Scientia Scheme is a **structured 4-year program** and so candidates must commence in year 1 of the PhD.

To be eligible for the scholarship, the candidate must:

- (a) meet the UNSW admission requirements; and
- (b) meet residency requirements; and

- (c) not be enrolled in a PhD program either at UNSW or another institution at the time of application; and
- (d) be accepted for admission to a PhD at UNSW supervised by an approved supervisory team; and
- (e) be undertaking a PhD program commencing at the University in the year of the scholarship; and
- (f) be enrolled as a full-time candidate unless the University has approved a part-time award under section 3.5.
- (g) be located on a UNSW campus for a minimum of two years including the first year of the scholarship

3 Tenure conditions

3.1 Supervisory team

The candidate must be supervised by an approved supervisory team of three of an approved Scientia project.

3.2 Acceptance

Awardees should accept their scholarship by the prescribed deadline in their letter of offer. The University may withdraw the scholarship offer if the awardee does not respond by the deadline.

3.3 Enrolment

To be eligible for enrolment at the University, the candidate must:

- (a) commence their candidature within 2 semesters of the letter of offer; and
- (b) be enrolled in full-time study at UNSW for the appropriate semester; and

See section 6 in the [Higher Degree Research Scholarships Procedure](#) for full details.

3.4 Duration

- (a) The duration of the scholarship is for a maximum period of four years, full time with no possibility of extension
- (b) The duration of the scholarship will be increased by any periods of leave approved by the University

3.5 Part-time awards

Part-time scholarships are only approved in exceptional circumstances and will be reviewed on a case by case basis. Further details are available in Section 4.5 of the [Higher Degree Research Scholarships Procedure](#).

3.6 Leave entitlements

Candidates are entitled to paid leave entitlements. See [Appendix A](#) in the [Higher Degree Research Scholarships Procedure](#) for full details.

3.7 Expectations

To meet ongoing eligibility in addition to requirements in Section 2, the candidate must:

- (a) submit a development plan and detailed budget each year (see section 4.2); and
- (b) provide a plan for publication and presentation in the first year of their candidature; and
- (c) participate at least once in a communication opportunity (such as the annual Three Minute Thesis (3MT) Competition at **Faculty level**); and
- (d) present at least one domestic and one international conference during their candidature; and
- (e) attend the mandatory Scientia events during their candidature

3.8 Progress Reviews and Candidature Variations

Like all PhD candidates enrolled at UNSW Sydney, the progress of Scientia PhD Scholarship holders must be managed in accordance with the University's [Variation of Candidature Procedure](#) and [Progress Review and Confirmation of Research Candidatures Procedure](#). Changes to the project and/or the supervisory team requires approval from the SHARPEst Committee and requests to do so must be submitted to the Scientia Team in the Graduate Research School.

4 Benefits

4.1 Annual stipend and additional benefits

The benefits provided in the scholarship is as follows:

- (a) Stipend: \$40,000 (tax free) stipend (indexed) for full-time study
- (b) Support package: Up to \$10,000 for full-time study
- (c) tuition fee offset (domestic candidates)
- (d) international candidates
 - single standard Overseas Student Health Cover (OSHC) (48 months)
 - tuition fees

Stipend payments are made in equal fortnightly instalments directly to a nominated account in the scholarship holder's name.

4.2 Annual support package

Candidates have a support package of up to \$10,000 per annum for development activities. Support package funds are an auditable scholarship benefit and must be expended in accordance with the principles set out in the [UNSW Business Expense Procedure](#). Costs claimed from the support package can only be reimbursed after a development plan has been submitted and approved by the Pro Vice-Chancellor of Research Training (or Delegate). Candidates will not be able to rollover unused support package funds to the subsequent year.

4.2.1 Eligibility for support package

To be eligible for support package funding, each year the candidate must include the following in the plan:

- (a) details of each development activity (including activity name, dates of the activity, location of the activity and official web link of the activity); and
- (b) rationale for the development activity; and
- (c) budget for the development activity; and
- (d) approval from career mentor supervisor; and
- (e) achievable outcomes from the development activity

4.2.2 Eligibility for support package in subsequent years

To be eligible for funding in subsequent years, the candidate must meet the requirements set out in section 4.2.1 and satisfy the following:

- (a) include an annual report of the previous year's activities and achievements in the development plan; and
- (b) satisfy confirmation of candidature within the first year of commencement or achieve satisfactory progress in research progress reviews

4.2.3 Development activities covered by support package

The support package will cover a range of career development activities. Examples of activities that will be supported include:

- (a) Short courses
- (b) Workshops
- (c) Conferences
- (d) Networking and collaborations

4.2.4 Travel expenses

To be eligible for funding for local, interstate or international travel and accommodation, the candidate must:

- a) attend the development activity on the plan; and
- b) have provided a detailed budget of the travel costs (including local transport and/or flights and accommodation to and from the activity's venue); and

- c) have referred to the [UNSW Travel Procedure](#); and
- d) have entered trip details on [MyTrips](#) if the travel booking was not made through the [UNSW Preferred Travel Agents](#) via the UNSW Travel Management system ([Serko](#)); and
- e) submit a variation of candidature 'work away from UNSW' via the [Graduate Research Information System \(GRIS\)](#)

4.2.5 Childcare

To be eligible for childcare costs, the candidate must:

- a) attend a domestic or overseas development activity; and
- b) be able to demonstrate the dependant/s has no access to adequate childcare during the development activity; and
- c) declare any potential conflict of interest (eg, childcare costs are provided by a professional (paid) carer who is related to the candidate)

The candidate can claim the following per annum:

- up to \$1,000 for a domestic based development activity domestic; or
- up to \$2,000 for an overseas based development activity

The following expenses cannot be claimed:

- food and beverage for the dependant/s or carer
- private or public transportation (eg taxis, hire cars, bus) associated with transiting with the dependant/s or carer
- entertainment related expenses for the dependant/s or carer

4.2.6 Thesis allowance

To be eligible for the maximum thesis allowance of \$400 for the production of the PhD thesis, the candidate must:

- Follow the procedures set out in the [Thesis Submission](#) section on the University website; and
- complete and submit the [Thesis Allowance Claim Form](#) to the [Thesis Management Team](#) in the Graduate Research School

4.3 Costs not covered by the Support Package

The support package cannot be used to pay for the following:

- Technology equipment (laptops, desktop computers or general computer equipment)
- Research expenses (items that are a necessity to conduct research, eg, laboratory items)
- Fieldwork
- Program costs (such as bench fees)
- Professional membership exams
- Professional association membership fee

4.4 Establishment costs

Candidates can use the support package funds to contribute to establishment costs. Any claimed establishment costs will be deducted from the support package. Claims will only be reimbursed after commencing the UNSW research degree and must be claimed within six months of enrolment. If the candidate uses their support package to cover establishment costs, the amount of the establishment costs can be distributed evenly over four years to ensure candidates have funding available to support development each year.

4.4.1 Relocation costs

To claim relocation costs for the candidate (and candidate's partner and/or dependants), the candidate must:

- a) be living overseas or interstate at the time of applying for the scholarship; and

- b) not have studied at an institution in New South Wales within 12 months prior to applying for the scholarship; and
- c) relocate to Sydney (by air or road travel) to commence the UNSW course; and
- d) provide evidence the partner and/or dependants are relocating to Sydney at the same time as the candidate

4.4.2 Family OSHC costs

To claim family (partner and/or dependants) OSHC costs at the Medibank rate for the duration of the standard award, the candidate must:

- a) commence the UNSW program; and
- b) provide evidence the partner and/or dependants are relocating to Sydney at the same time as the candidate

4.4.3 Visa processing costs

To claim visa processing costs for the candidate (and candidate and/or dependants), the candidate must:

- a) commence the UNSW program; and
- b) not be applying for a visa extension after returning from a Leave of Absence; and
- c) provide evidence the partner and/or dependants are relocating to Sydney at the same time as the candidate

4.5 Costs not covered by the Support Package

The support package cannot be used to pay for the following:

- Shipping personal effects from overseas or interstate
- Rental bond or rent after relocating to Sydney
- Internet set-up or monthly fees
- Utilities (eg, electricity)
- Personal or household items (eg, furniture)

4.6 Submitting establishment costs claim

To claim reimbursement for establishment costs, the candidate must complete an [Additional Allowance Claim Form](#) and include copies of receipts for each item. Once complete, submit the form to the [Scientia team](#) for approval and reimbursement.

5 Other information

5.1 Related documents

Other documentation related to scholarship holders enrolled in a PhD program at UNSW can be found in the following:

- [Conditions for Award of Doctor of Philosophy](#)
- [Higher Degree Research Scholarships Policy](#)
- [Higher Degree Research Scholarships Procedure](#)
- [Higher Degree Research Supervision Procedure](#)
- [Variation of Candidature Procedure](#)
- [Admissions to Higher Degree Research Programs Procedure](#)
- [Higher Degree Research Admissions and Pathway Guideline](#)

5.2 Contact information

Contact the Scientia PhD Scholarship Team:

Email: scientiaphd@unsw.edu.au

Tel: +61 2 9385 5571

Version	Approved by	Approval date	Effective date	Next full review
2.0	Pro Vice-Chancellor Research Training	10/04/2018	10/04/2018	23/03/2019