Southern Cross Business School

POLICY IDENTIFICATION
Policy Title: SCBS Postgraduate Research Scholarship (STIPEND)
Policy No: RES 003
Revision No: 1

The aim of these scholarships is to increase the number of high-calibre PhD and MPhil research students in the SCBS. The scholarships are competitive and will be advertised to attract the very best domestic and international higher degree research students to study full-time at one of the main campuses of the school. Awards are made to support the students maintenance costs and do not cover the tuition fees that may apply. Higher degree research students who are required to pay fees, e.g. International students, can apply for a fee-waiver to the Deputy Head (Research) for consideration by SCU's Higher Degree Research Committee (Note that, the award of a SCBS scholarship does not entitle the student to a fee-waiver which is normally only awarded to the very top students). Applications for scholarships are accepted twice a year in December and June for commencement in the following February and August. Closing dates are advertised on the SCBS web site.

1. Eligibility for Scholarship: To qualify for a scholarship, applicants must be eligible for enrolment and immigration at the time the application is considered. Candidates will be selected on the basis of qualifications, research experience and publications, together with assessment of the proposed project's alignment with SCBS research objectives, and overall quality by the SCBS Research Leadership Management Committee.

2. Duration of Scholarship: The duration of the scholarship will be determined on a case by case basis. Awards should be commenced within three months of the date of the letter of offer, but at the discretion of the Head of School, a later starting date may be permitted The award will cease on expiry of the award or upon submission of the thesis, whichever occurs first. However, if the award has not expired, it may be re-instated, upon the work being returned to the candidate for amendment, and continued until it either reaches the limit or the thesis is re-submitted, whichever occurs first. Periods of study already undertaken towards the degree or undertaken during suspension of the award may be deducted from the period of tenure.

3. Mode of study: Scholarship holders will be required to pursue their course of study on a full-time basis. Holders of a full-time scholarship may not engage in any academic course of study leading to a qualification which is not an essential part of their research programme without the approval of the Head of School.

4. Allowances: Awards shall carry a stipend and an allowance for research support.

5. Other Awards: Scholars may not hold an award concurrently with any other award, without the approval of the Head of School. However, it is expected that SCBS Scholarship recipients also apply for external funding, for example, APA, IPRS and CRC

funding, in the round of offers following acceptance of the SCBS award. Students who meet the eligibility criteria for external funding will be given preferential consideration.

6. Employment: Full-time scholarship holders may, with the approval of the SCBS, be permitted to undertake casual teaching or other duties. Where such approval is given it must be equivalent to not more than 20% of the normal teaching load of a level A academic.

   20% of the normal teaching load of a level A academic is defined as:

   8 hours per week demonstrating/marking, or

   4 hours per week tutoring, or

   2 hours per week lecturing, or some proportional mix of all or any of these.

7. Leave: Scholars are entitled to 20 days paid recreation leave a year calculated on a pro-rata basis. No more than 20 days recreation leave may be accumulated and leave must be taken during the tenure of the scholarship. The principal supervisor's agreement must be obtained before leave is taken. Any other absence from studies in excess of 2 weeks must be reported to the Head of School.

8. Interruption of Scholarship: A scholar may apply for interruption to the scholarship for a period or periods of up to 12 months in total. During this period benefits are not payable and the period will be added to the tenure of the award*. Any further period of interruption will be subject to the approval of the HOS SCBS and the Academic Board. Where permission for interruption is sought, scholarship holders must consult the Head of School.

   * Where candidature continues part-time, the equivalent period may be deducted from the tenure of the scholarship.

9. Extension of Scholarship: A scholar may apply to the HOS SCBS for an extension to a scholarship of up to six months provided that:

   (a) the research has been delayed due to circumstances beyond the awardee's control and where the delay is related to the research rather than being of a personal nature, or

   (b) progress has been satisfactory and where, in the view of the SCBS, it would serve the interests of the School better to commit funds to an extension of an existing scholarship rather than to a new scholarship, and, in either case,

   (c) the scholarship was full-time and was for a period of at least 3 years in the case of a PhD and at least one year in the case of a Masters by thesis.

Any extension will require the approval of the HOS SCBS and will be funded by the SCBS. The rate of payment will be in accordance with the rate applicable to Australian Postgraduate Award.

10. Termination of Scholarship: The award will be terminated:

    (a) if, in the opinion of the SCBS and the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of award, and no suitable alternative arrangements can be made for continuation of the postgraduate degree;

    (b) on the completion, death, incapacity, resignation or withdrawal of the student;

    (c) if the award holder does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension.

11. Appeal: The SCBS and the University recognises the rights of award holders to appeal against decisions. In the first instance problems should be directed to the SCBS Deputy Head (Research).

12. Contact with supervisor: A scholar is required to maintain contact with the supervisor in accordance with the document signed by the scholar entitled *Arrangement between Principal Supervisor and Applicant*.

13. Progress Reports, Confirmation and Renewal of Scholarship: Scholars will be required to submit at least two (2) progress reports each year. Other reports may be required at the discretion of the Head of School and the Deputy Head (Research). Students are also required to undertake a confirmation process at the conclusion of the first year of studies. The date for confirmation is determined at the beginning of their studies, in negotiation with supervisors, and set out in the Supervisor/Candidate Agreement Form. Guidelines for the confirmation process are available from SCU's Division of Research. An unsatisfactory report or a failed confirmation may result in cancellation of the scholarship or the scholarship holder being placed on probation.

14. Intellectual Property: In consideration of the Student receiving the Scholarship Funds, the Student assigns to the University any right, title and interest in and to the Project Intellectual Property (other than copyright in Student Material), which has come into existence or which may in the future come into existence. "Student Material" means any examinable materials for the Degree Program created or developed by the Student in the course of the Project.

    The University agrees copyright in Student Material vests in and remains the property of the Student at all times.

15. Administration of Awards: All correspondence relating to scholarships is to be directed to the Deputy Head (Research), Southern Cross Business School.

Where permission for suspension, overseas study, research at other institutions, etc., is sought, award holders must also consult the Head of School.

MODIFICATION RECORD
Policy Category: Research
Approval Date: 15 February 2012
Revision Date: 15 February 2012

Southern Cross Business School

SCBS Postgraduate Scholarships: Applicant Information

1. It is recommended that students considering applying should firstly contact the Southern Cross Business School Deputy Head (Research) to discuss the alignment of the proposal to the SCBS research aims and objectives

2. Applications are open for both PhD and Masters by Thesis, and both domestic and international students.

3. Candidates will be selected on the basis of qualifications, research experience and publications, together with assessment of the proposed project's alignment with the SCBS research areas, aims and objectives, and overall quality by the Research Leadership Management Committee (see attached Application Checklist).

4. Candidates must be in a position to commence their PhD/Masters by Thesis within three months of the scholarship offer.

5. The applicant must be eligible for enrolment and immigration at the time the application is considered. Documentation for overseas candidates must include clear information on immigration status and IELTS English Score.

6. The application must include:

   . A two-page proposal (using the template provided)

   . Resume

   . Copy of academic records

   . Copy of language and immigration status documents (for international students

7. Applications can be made to the SCBS twice each year and will be considered at the monthly Research Leaders Management Committee.

For more information contact:

Professor Peter Croll, Deputy Head (Research), Southern Cross Business School, Southern Cross University, Riverside Campus, Brett Street, Tweed Heads, NSW, 2485

Email: peter.croll@scu.edu.au Telephone (07) 5506 9311

Applications are to be Submitted to:

Jaki Martin, Administrative Assistant, Academic Support, Southern Cross Business School, Southern Cross University, Riverside Campus Room A3.19, Brett Street, Tweed Heads, NSW, 2485

Email: jaki.martin@scu.edu.au Telephone (07) 5506 9233

Southern Cross Business School

SCBS Scholarship Application Check List	
Name:	**Course: Phd/Masters**
Student Number:	

Office Use/Check List			Points Awarded	
	Y/N/ NA	**Comment**	**Category of Points**	**Max Points**
App Complete			**(1) Previous Study** Aust Research Hons (H!) or equiv (20) Aust Research Hons (H2A) or equiv (18) Aust Research Hons (H2B) or equiv (16) Hons/Masters with reduced research component (40-60% research) (14) Hons/Masters with reduced research component (25-40% (12) Masters/PhD Qualifier at SCU or other Aust University (10) Hons/Masters coursework (8) Other Postgraduate non-research qual (4)	20
Resume Included				
App complies with SCU enrolment procedures (for HDR program)				
Supervisor details included				
Cert copy of birth certificate or passport included				
Cert copies of academic transcripts (if not from SCU/UNE)			**(2) Research Experience** (1 point per year)	5
Publications			**(3) Applicability of Proposal to SCBS Research Areas, Aims and Objectives**	7.5
Referees (at least 2)			**(4) Alignment with SCU strategic research objectives**	7.5
IELTS required			**(5) Originality/innovation of research proposal**	5
Currently receiving a PG award or scholarship			**(6) Research Plan**: well grounded, logical and coherent	5
Already enrolled at SCU and commenced research?			**(7) Publications** Books/book chapters (2) Refereed journal articles (2) Other publications (0.5)	10
Sent copy to International Office to compare Degree			**TOTAL POINTS**	60

Comments by Research Leadership Committee Member:

Southern Cross Business School

SCBS Postgraduate Scholarship
Two Page Proposal

[Insert title of your proposal]

Name of Applicant: [insert your name here]

Contact Tel Number: [your phone number]

Contact Email: [your email address]

❖ *Outline of research proposal (approx. 2 pages):*

[insert a brief outline/details of the proposal, for example:

- Background
- Originality/Innovation
- Aims/objectives
- Major research question/s
- Research Plan, including description of research methods (i.e. how are you going to carry out the research?)
- Key references used

❖ *Supervisory Team:*

Proposed **School** of enrolment: …….

Name and contact details of proposed **Supervisor**:
Name: ……..

Email: ……

Telephone: …….

Name and contact details of proposed **Co-Supervisor**:
Name: ……..

Email: ……

Telephone: …….