

The Helpmann Family Fellowships

Terms and Conditions

1. Background

- a. Established in 1996, The Helpmann Family Fellowships is to assist outstanding students to undertake studies in opera at the Sydney Conservatorium of Music.
- b. This Scholarship was established from the Estate of Sheila Mary Helpmann.

2. Eligibility

- a. This Scholarship is offered subject to the applicant having an unconditional offer of admission or being currently enrolled full time in a coursework or research degree at the Sydney Conservatorium of Music at the University of Sydney.
- b. Candidates must be studying opera.
- c. Applicants must come from a financially disadvantaged background.

3. Selection Criteria

- a. The Scholarship will be awarded on the basis of:
 - I. academic merit, and/or
 - II. personal statement, and/or
 - III. demonstrated evidence of disadvantage, and/or
 - IV. portfolio and/or performance.
- b. For a postgraduate research applicant, the Scholarship may also be awarded on the basis of research achievements and potential.
- c. Applicants may be required to attend an interview.
- d. The Scholarship will be awarded by the Dean of the Sydney Conservatorium of Music.

4. Value

- a. The Scholarship value and duration will be determined by the Dean of the Sydney Conservatorium of Music and will be stipulated in the Scholarship Offer Letter to the successful recipient(s).
- b. For a coursework student, the annual payment will be made in two equal instalments after the census date of each semester.
- c. For a postgraduate research student, the value of the Scholarship will be paid as a stipend on a fortnightly basis.
- d. Deferral of the Scholarship is not permitted.
- e. Transfer of the Scholarship, within the same faculty, may be permitted with the written approval of the Dean.

The Helpmann Family Fellowships

- f. The Scholarship will be offered subject to the availability of funds.
- g. No other amount is payable.

FOR COURSEWORK STUDENTS:

5. Ongoing eligibility

- a. To continue receipt of the Scholarship, the recipient must maintain a minimum WAM of 65 each semester.
- b. Recipients undertaking an exchange during the tenure of this Scholarship are required to have achieved a Satisfied Requirements grade (SR) to receive their next payment.

6. Termination

- a. The Scholarship will be terminated if the recipient:
 - I. withdraws from an eligible course or fails to enrol,
 - II. commences part-time study without prior approval of the Dean of the Sydney Conservatorium of Music,
 - III. does not maintain satisfactory academic performance,
 - IV. is determined by the University to be guilty of serious misconduct, including, but not limited to, having provided false or misleading information as part of their Scholarship application,
 - V. does not resume study at the end of a period of approved leave, or
 - VI. any other provision as indicated in these terms that would lead to termination.
- b. Once a Scholarship has been terminated, it cannot be reinstated.
- c. Where a student is found guilty of serious misconduct or withdraws from the relevant course, the University reserves the right to request that any Scholarship funds paid to the Scholarship recipient be reimbursed.

FOR POSTGRADUATE RESEARCH STUDENTS:

7. Eligibility for Progression

- a. Progression is subject to passing the annual progress review.

8. Leave Arrangements

- a. The Scholarship recipient receives up to 20 working days recreation 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. Recreation leave does not attract a leave loading and the supervisor's agreement must be obtained before leave is taken.

The Helpmann Family Fellowships

- 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.

9. Research Overseas

- a. The Scholarship recipient may not normally conduct research overseas within the first six months of award.
- b. The Scholarship holder may conduct up to 12 months of their research outside Australia. Approval must be sought from the student's supervisor, Head of School and the Faculty via application to the Higher Degree by Research Administration Centre (HDRAC), and will only be granted if the research is essential for completion of the degree. All periods of overseas research are cumulative and will be counted towards a student's candidature. Students must remain enrolled full-time at the University and receive approval to count time away.

10. Suspension

- a. The Scholarship recipient cannot suspend their award without written approval of the Dean.

11. Changes in Enrolment

- a. The Scholarship recipient must notify HDRAC and their supervisor 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 Scholarship funds.

12. 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. does not resume study at the end of a period of approved leave, or
 - VI. If the student ceases to meet the eligibility requirements 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,

The Helpmann Family Fellowships

- II. the student fails to maintain satisfactory progress, or
 - III. the student has committed misconduct or other inappropriate conduct.
- c. Once the Scholarship has been terminated, it will not be reinstated.

13. 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 Scholarship funds 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 Scholarship.
- 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.