This guide is prepared for reference by domestic students (IPRS students should refer to the Information Sheet issued by the Admissions Office). You should read your Conditions of Award carefully and check them when you have any queries. You should also keep a file on all information pertaining to your award, including the offer letter, Conditions of Award, any related correspondence and documents.

**Advanced Standing**
If you have already commenced candidature towards the degree, or your candidature has been upgraded from a Research Masters to a Research Doctorate before you receive an APA/UPA, all such periods of enrolment will be deducted from the maximum tenure of your award. The Scholarships and Financial Support Service will confirm the period of advanced standing in writing after you have commenced your award.

**Candidature Details**
You must notify the Faculty and Scholarships and Financial Support Service promptly of any planned changes in your candidature such as change of department, change of 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.

**Scholarship Commencement Date**
This is the date that your Head of Department states on your Scholarships Commencement Form to indicate that you are enrolled in the Department and have commenced full-time research. If you have enrolled in the degree prior to 2014, please note that the APA/UPA payments can only commence from 2014. If you are commencing your candidature in 2014, your candidature commencement date, as recorded by the University, is the earliest possible date for commencement of APA/UPA payments. Please note that if you are offered an APA/UPA in the second half of the year, the earliest Scholarship Commencement date for continuing students is July 16th 2014.

**Commencement of Payments**
To formally accept the award you must return a signed copy (including both pages) of the Conditions of Award to the Scholarships and Financial Support Service. To commence payments you must enrol in the degree and provide the Scholarships and Financial Support Service with a completed Scholarships Commencement Form. You also need to log into your Sydney Student portal (via MyUni) and enter your bank details under the My Finance tab. Your commencement will not be processed until your bank details have been entered.

**Frequently Asked Questions**
To view a list of frequently asked questions for current scholarship recipients, visit the FAQ page at http://sydney.edu.au/scholarships/research/faq.shtml

**Forms**
Forms for research scholarship recipients can be downloaded from http://sydney.edu.au/scholarships/research/psa_forms.shtml. All forms referred to in this quick reference guide can be obtained from this webpage.

**Maternity Leave**
A maximum of twelve weeks paid maternity leave is available during the tenure of the award, after you have completed twelve months of your award. An application supported by a medical certificate, must be lodged at the Scholarships and Financial Support Service at least four weeks prior to the expected date of confinement. You must apply to change your enrolment status to one of ‘paid leave’ which means that you remain enrolled and therefore eligible to receive scholarship payments, but you do not consume your RTS entitlement for this period. Paid maternity leave is not available during the first twelve months of an award although unpaid leave can be accessed through the suspension provisions. To apply for maternity leave, use the Research Scholarships Leave Application Form.
Part-time Employment
Award holders are permitted to undertake up to 20 hours of part-time work per week (evening, weekend and holiday work included) if not employed by the University. If employed by the University, the appointment must not exceed half time or 50% of a full time position. Work must not interfere with your research and progress. Income from part-time work will not be tax-exempt.

Part-time Study
Only permitted for students with a significant caring commitment, a medical condition or a disability which limits their capacity to undertake full-time study. You must apply to the Scholarships and Financial Support Service in writing with an accompanying letter of support from your supervisor. Evidence of your carer commitments, medical condition or disability must be attached and if applicable, details of childcare arrangements and any part-time employment. Stipends are NOT tax-exempt for part-time award holders who may undertake part-time employment up to a maximum of 10 hours per week (half the 20-hour limit for full-time award holders). Part-time stipends are paid at 50% of the full-time rate.

Relocation Allowances (VCRS and APA only)
APA holders relocating their place of residence in Sydney in order to take up the APA may be eligible for the relocation allowance in accordance with the University's APA Relocation Allowance Policy (see http://sydney.edu.au/scholarships/research/psa_forms.shtml). The value of the allowance is up to $515 for each eligible adult and $255 for each eligible child. The absolute maximum value of relocation expenses that a student may receive is $1,485. The amount for VCRS holders is up to $5,000 and includes any eligible claims under the APA.

Research Overseas
Award holders may undertake up to 12 months (18 months for students of Anthropology and other special cases) of their research overseas. However, students may not normally conduct research overseas within the first six months of an award.

You need the approval of your supervisor and Head of Department on the Application to Hold Postgraduate Award Overseas form. Permission will only be granted if the research is essential to the completion of your degree. Students must remain enrolled at the University and receive approval to count time away from their Faculty. Progress reports must be submitted to the University at three-month intervals during the period overseas.

Scholarships and Financial Support Service
Located on Level 5, Jane Foss Russell Building, G02, and open from 9.00 am to 5.00 pm, Monday to Friday. Telephone: 02 8627 8112, Fax: 02 8627 8485, E-mail: scholarships.officer@sydney.edu.au, Web Site: http://sydney.edu.au/scholarships/research/.

 Sick Leave
Up to 10 working days sick leave each year and this may be accrued over the tenure of the award. Students with family responsibilities, caring for sick children or relatives, 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. Students may receive additional paid sick leave of up to a total of 12 weeks for medically substantiated periods of illness where the student has insufficient sick leave entitlement as described at the beginning of this paragraph. You should apply to change your enrolment status to one of ‘paid leave’ for paid sick leave periods. This means that you remain enrolled and therefore eligible to receive scholarship payments, but you do not consume your RTS entitlement for this period. To apply for sick leave, use the Research Scholarships Leave Application Form.

Stipend
The 2014 rate is $25,392 per annum for full-time awards and is tax-exempt. The part-time rate is $12,696 per annum and is NOT exempt from taxation. The rates are indexed annually on 1 January.

Suspensions
You cannot suspend your award within the first six months. After that, you may apply for up to 12 months suspension during the award period. You must submit a Research Scholarships Suspension Form, approved by your Supervisor and Head of Department, to the Scholarships and Financial Support Service at least two weeks prior to start of the intended suspension. You must also suspend
your candidature (or apply for leave of absence) as periods of study undertaken towards the degree during suspension of the award will be counted as advanced standing and deducted from the maximum period of award tenure.

**Tenure of Award and Application for Extension (PhD students only)**

Research Masters: up to two years, no extensions are possible.

Research Doctorate: up to three years with the possibility of an extension of up to six months subject to satisfactory progress, provided the grounds are related to study, are beyond the control of the candidate and are not of a personal nature. To apply for an extension download the Research Scholarships Extension Application Form and follow instructions on the form.

**Termination**

The award will be terminated upon submission of the thesis or at the end of the award, whichever is earlier. Awards will be terminated before this time if you have not carried out the course of study with competence and diligence or in accordance with the offer of the award, or fail to maintain satisfactory progress, or have committed serious misconduct. Stipend payment will need to be suspended throughout the duration of the enquiry/appeal process.

**Thesis Allowance**

Reimbursement of up to $420 for Masters candidates and up to $840 for Doctoral candidates will be made for eligible claims for direct costs of producing a thesis in accordance with the University’s thesis allowance policy. The claim must be lodged with the Scholarships and Financial Support Service within one year of submission of the thesis and no more than two years after termination of the award. Refer to the Thesis Allowance Claim Information document (see [http://sydney.edu.au/scholarships/research/psa_forms.shtml](http://sydney.edu.au/scholarships/research/psa_forms.shtml)).

**Top-up Scholarships**

Award holders may receive a concurrent award or scholarship from other sources to undertake their research higher degree if such award or scholarship provides a benefit less than 75% of the base APA/UPA stipend rate. The APA/UPA will be terminated if this limit is exceeded.

**Transfer (APAs only)**

APAs are allocated to universities based on their research performance and students who change from one university to another may continue to receive their APA only if their new university agrees to its continuation and subject to the new university having APA grant amounts available.