UNIVERSITY OF SYDNEY POSTGRADUATE AWARD (UPA)

TERMS AND CONDITIONS 2018

Eligibility

1. Applicants must be an Australian citizen, a New Zealand citizen or an Australian permanent resident at the time of award.

2. Applicants must have completed a Bachelor Degree with First Class Honours or equivalent results or have completed a four-year degree with an outstanding record of professional and/or research achievements since graduation.

3. UPA holders must enrol in a full-time postgraduate research degree. The University may approve a part-time UPA where a student is able to demonstrate significant caring commitments or a medical condition which limits the capacity to undertake full-time study. Part-time UPA recipients may undertake part-time employment up to a maximum of 10 hours per week (half the 20-hour limit for full-time award holders as per Clause 14 below).

Tenure

4. A full-time UPA may be held for three years for Research Doctorate studies, or for two years for Research Masters studies. A Research Doctorate candidate may apply for a maximum 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. No extensions are possible for Research Masters candidates. Periods of study undertaken towards the degree prior to the commencement of the award will be deducted from the maximum tenure of the award.

5. A student must commence his or her UPA by the census date of their commencing intake or the intake, unless they have already commenced their postgraduate research program.

Stipend and Allowances

6. Full-time UPA holders receive a tax-exempt stipend of $27,082 per annum. The stipend rate will be indexed annually on 1 January.

7. 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 claim information. The claim must be lodged with the Higher Degree by Research Administration Centre (HDRAC - hdrac.scholarships@sydney.edu.au) within one year of submission of the thesis and no more than two years after termination of the award. Costs associated with printing a thesis are not eligible as printed thesis is no longer required for submission and examination.

8. UPA holders may receive a concurrent award, scholarship or salary to undertake their research degree provided such award, scholarship or salary provides a benefit less than 75% of the UPA. The UPA will be terminated if this limit is exceeded. Salary for work unrelated to the student’s research is not subject to this limit.
Tuition Fee

9. As an eligible Higher Degree by Research student, your tuition fees will be met by the Commonwealth Government’s Research Training Program for a period of two years for Research Masters and four years for Research Doctorate degrees.

Leave Arrangements

10. UPA holders receive up to 20 working days recreation leave each year of the award and this may be accrued. However, the student will forfeit any unused leave remaining when an award is terminated or completed. Recreation leave does not attract a leave loading and the supervisor’s agreement must be obtained before leave is taken.

11. UPA holders may take up to 10 working days sick leave each year of the award 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.

12. UPA holders may receive additional paid sick leave of up to a total of twelve weeks during their award for medically substantiated periods of illness where the student has insufficient sick leave entitlements available under Clause 11 above. Students applying for additional paid sick leave must do so at the start of absence or as soon as practicable. Periods of additional paid sick leave are added to the duration of the award.

13. Once UPA holders have completed twelve months of their award, they are entitled to a maximum of twelve weeks’ paid maternity leave during the tenure of the award. Students applying for paid maternity leave must do so at least four weeks prior to the expected date of confinement. Periods of paid maternity leave are added to the duration of the award. UPA holders who have not completed twelve months of their award may access unpaid maternity leave through the suspension provisions.

Part-time Work

14. UPA holders may undertake part-time work up to a maximum of twenty hours per week, evening, weekend and holiday work included. If employed by the University, the appointment must not exceed half time or 50% of a full time position. Work undertaken must not interfere with the student’s study program and progress. If the work is unrelated to the student’s research there is no limit on how much income an award holder can receive from part-time work. However, income from part-time work will not be tax-exempt.

Research Overseas

15. UPA holders may not normally conduct research overseas within the first six months of an award.

16. UPA holders may conduct up to 12 months (18 months for students of Anthropology and other special cases) of their research outside Australia. Approval must be sought from the student’s supervisor, head of department and 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 at the University and received approval to Count Time Away from their Faculty.
Conversion between Research Masters and Research Doctorate degrees

17. UPA holders may convert from a Research Masters degree to a Research Doctorate degree or vice-versa provided such change in candidature is approved by the HDRAC. The maximum duration of a converted UPA becomes that for the new candidature. See also Clause 21 below.

Suspension

18. UPA holders cannot suspend their award within the first six months.

19. UPA holders 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 HDRAC and the head of the department concerned. Periods of study towards the degree during suspension of the UPA will be deducted from the maximum period of the award.

20. Female UPA holders are entitled up to an additional 12 month suspension (less any period of paid maternity leave) following each birth. The Scholarship holder should apply for the suspension within four weeks of the expected date of confinement.

Changes in Enrolment

21. UPA holders must notify their Faculty and 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.

Termination

22. The award will be terminated on resignation or withdrawal of the student, upon submission of the thesis or at the end of the award, whichever is earlier. Awards will be terminated before this time if after due enquiry the University concludes that a student has not carried out the course of study with competence and diligence or in accordance with the offer of the UPA, or fails to maintain satisfactory progress, or has committed serious misconduct. Stipend payment will need to be suspended throughout the duration of the enquiry/appeal process.

Appeal

23. The University recognises the right of any student to appeal to the Deputy Vice-Chancellor (Registrar) against any decision affecting the award or tenure of a University of Sydney Postgraduate Award (UPA).