**Guidelines for setting up Non-Established Scholarships**

(Extracted from Academic Board policy and Vice-Chancellor’s Advisory Committee guidelines on Establishment and Award of Scholarships.)

- **Non-Established Scholarships**

  Scholarships are from time to time created within the University through faculty or departmental funds, external sponsorship, research grants or philanthropic gifts. Such scholarships are awarded under the following conditions:
  
  1. A scholarship shall be awarded on the basis of academic merit.
  2. A scholarship shall be awarded by the Head of Department or School most concerned.
  3. The value and duration of a scholarship may be recommended by the Head of Department or School. In determining the value of a scholarship, the Head will take into account:
     - (a) availability of funds, and
     - (b) the general level of the value of scholarships offered by the University.
  4. A scholarship may provide allowances if the Head of Department or School so recommends, subject to the availability of funds.
  5. All non-established scholarships must be advertised.

**Special conditions for postgraduate research scholarships**

  1. The object of each scholarship is to promote and encourage postgraduate research within the University of Sydney.
  2. Awards shall be granted to graduates who are eligible for admission to candidature for a higher degree by research and who enrol accordingly as full-time candidates.
  3. A scholarship shall be tenable for one year in the first instance but subject to satisfactory progress may be renewed for a second year and in the case of a PhD candidate for a third, and in special circumstances, a further six months.
  4. A scholarship may be renewed subject to:
     - (a) progress satisfactory to the Head of Department or School, and
     - (b) availability of funds.
  5. The holder of a scholarship shall acknowledge the donor of the funds in any publication arising out of the research.

The University uniformly applies the APA regulations on part-time award to non-established scholarships and all scholarship holders. That is, the University may approve a part-time scholarship for a student only if he/she has exceptional circumstances relate to significant caring commitments, a medical condition or a disability which limits his/her capacity to undertake full-time study.

- **Types of Award**

  **Scholarship with Stipend**

  Scholarships with stipend provide a living allowance to students. The award may include a relocation allowance, maintenance allowance, thesis allowance, conference travel allowance, sick leave and maternity leave. These scholarships are often set up to provide some or all
benefits in line with Australian Postgraduate Awards (APA – Conditions of Award available from the Fees and Scholarships) which are indexed annually on 1 January by DIICCSRTE.

Where the funding is provided by industry, the Faculty/Department should draw up the terms of the award in accordance with these guidelines. However, if negotiations are required or an agreement about intellectual property is involved, the Department/Faculty should liaise with the Sydnovate.

(1) ARC/NH&MRC/Other Government Funds
If scholarships are funded by research grants, they must be established in accordance with the conditions as set out in the offer of grant from the granting body. Advice may be sought from the Fees and Scholarships if the terms of the grant are unclear. Any proposed variation must be negotiated with the granting body. Please also note that while government grant funds can be used to provide a stipend for international students, grant holders cannot use these funds to pay for the students’ tuition fees.

When a scholarship is offered using grant funds from ARC, NH&MRC, or other government funds, the stipend should be set at or above the level of the APA (e.g. $24,653 pa from 1 January 2013). The payment of thesis and other allowances is optional.

For Linkage Projects commencing in 2011 Round 1 and after, Australian Postgraduate Award (Industry) stipends are under personnel in the budget of the grant. These awards will need to be set up by the grant holders as non-established scholarships in accordance with these guidelines. The advertising of the scholarship can be done while the Partner Organisation Agreement (POA) is being negotiated by Sydnovate but the scholarship cannot be offered until the POA is signed.

(2) Department-funded extensions to existing scholarship holders
Additional funding may be provided for short periods of time (a maximum of six months) to allow scholarship holders who have not exhausted their RTS (HECS exemption) entitlement extra time to complete their degree. These awards require the approval of the Head of Department and usually do not need to be advertised. Please refer to the Request to set up a PhD Completion Scholarship information at http://sydney.edu.au/scholarships/research/create_award.shtml.

As a general rule, the University does not support scholarship for research students who have exhausted their RTS entitlement, irrespective of the source of funds. Any request for scholarship support in these circumstances requires written justification and support from the Dean of the relevant Faculty and should be sent to the Deputy Vice-Chancellor (Education) for approval. If approved, the maximum period of support beyond the RTS entitlement is one semester.

Supplementary Scholarship
Supplementary awards, commonly called a ‘top-up’, provide an additional allowance to assist with living expenses to current scholarship holders and generally have the same tenure (and extensions) as the primary scholarship. Supplementary scholarships to current scholarship holders do not need to be advertised and please refer to the “Request to set up a Top-up Scholarship” information at http://sydney.edu.au/scholarships/research/create_award.shtml.

• Advertising
The advertising of non-established scholarships is mandatory*. New scholarships must be advertised to comply with University’s policies on EEO. Scholarships must be advertised in the Scholarships Office website (http://www.sydney.edu.au/scholarships/research) and may also be advertised on Research Supervisor Connect (http://sydney.edu.au/research-opportunities.shtml) as part of the research project available and in newspapers and employment websites. The costs of advertising in external publications and on employment websites...

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websites must be borne by the scholarship account or the Department/Faculty advertising the scholarship. Closing dates for applications should be at least 10 days after publication.

* Non-established scholarships need not be advertised if a specific student was named to receive a scholarship in a successful application to a granting body/sponsor for funding. To organise a formal scholarship offer for the student, please complete the form *Proposal to create a Non-Established Scholarship* (see last page of this document), attach evidence that the student has been named (e.g. a particular page of the grant application) and send these to the Scholarships Office.

- **Scholarships and Taxation**
  
  Section 51-10 of the *Income Tax Assessment Act 1997* provides an income tax exemption in relation to payments to a full-time student at a university; made by way of a scholarship, bursary, educational allowance or educational assistance; on the conditions that the student will not become an employee of, or enter into a labour contract with the payer and payments made under a scholarship is provided principally for educational purposes.

- **Number of Scholarships Which May be Held**
  
  A postgraduate student may hold no more than one scholarship providing a living allowance although this may be held with a scholarship providing a supplementary allowance, unless otherwise permitted by the Deputy Vice-Chancellor (Education) who shall take into account the value of the awards and their purposes.

- **Procedures to create a ‘Non-Established’ Award**
  
  To create a ‘non-established’ scholarship:

  1. Complete the form entitled *Proposal to Create a Non-Established Scholarship* (see last page of this document). This form must be signed by the Head of Department/School.

  2. Complete the *Request to Advertise Scholarship Opportunity*.

  **Selection and Offer process**
  
  The receipt of applications, selection and notifying the unsuccessful applicants are to be handled by the Department/School proposing the scholarship. After the selection process, a brief written report should be sent to the Scholarships Office which includes the number of applications received, the name of the successful applicant(s) and the reason for the decision. A copy of the scholarship application from the successful applicant(s) should also be attached. Provided the successful applicant has been officially accepted as a postgraduate research degree candidate by the relevant Faculty, a formal scholarship offer letter, together with the necessary forms to commence scholarship payments, will be issued by the Scholarships Office promptly.

  For scholarships funded by Linkage Project grants, the Scholarships Office will also advise Research Grants and Contracts to prepare a *Student Deed Poll* which will be sent with the scholarship offer letter. The Deed Poll must be signed before payment to the scholarship recipient can commence.

  **Commencement of Scholarship Payments**
  
  Scholarship recipients must be enrolled before their payments can commence. Please note that student enrolments must usually be completed by **31 March for the first semester or 31 August for the second semester.** Please discuss with your Faculty’s Postgraduate Office if a student needs to enrol outside these times.
The University of Sydney

PROPOSAL TO CREATE A NON-ESTABLISHED SCHOLARSHIP

1. SCHOLARSHIP DETAILS

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<tr>
<th>Scholarship Title:</th>
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<td>Department/ School:</td>
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<tr>
<th>Type:</th>
<th>Primary Scholarship</th>
<th>Supplementary Scholarship</th>
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<tr>
<th>Candidature (e.g. Masters, PhD):</th>
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<td>Proposed commencement date:</td>
<td>Duration:</td>
<td>Possible extension:</td>
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Tenure: If the award is to provide a living allowance for full-time postgraduate students, there is a reasonable expectation that funding is available for the duration of their studies - two years for a Masters candidate and three years for a doctoral candidate. A further six months extension may be offered to PhD students in line with the conditions of the Australian Postgraduate Award (APA). The scholarship is tax exempt for full-time students who are not required, as a condition of the scholarship, to render any services to the authority granting the award.

2. FUNDING DETAILS

<table>
<thead>
<tr>
<th>Funding source/granting body and grant/contract number (if applicable):</th>
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<td>Name of academic staff holding the grant/funding: (if applicable)</td>
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Stipend/Supplement rate to be paid: (refer to Notes below and state the per annum rate)

If the stipend rate is the same as APA or APA (Industry), please check the grant budget/funding and advise whether you want to index it annually in line with APA or APAI.

- NO
- YES, to index it on 1 January as per APA (irrespective of when the scholarship will commence).
- YES, to index it on the anniversary of the scholarship commencement date.

Account code to be charged:

Funding: Scholarships funded from grants from the ARC or NHMRC and other government bodies should be offered at or above the rate as the Australian Postgraduate Award ($25,392 in 2014). The APA (Industry) rate for 2014 has not been announced and the 2013 rate is $29,844 pa.

3. ADVERTISING DETAILS * Please complete the Request to Advertise Scholarship Opportunity

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<tr>
<th>Where do you propose to advertise?</th>
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<td>Account code to be charged:</td>
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(only required if advertised externally)

Advertising: It is Academic Board policy that new scholarships must be advertised (refer to section on ‘Advertising’ in Guidelines) to comply with University’s policies on EEO. Scholarships must be advertised in the Scholarships Office website: www.sydney.edu.au/scholarships/research. They may also be advertised externally in, e.g. employment websites.

4. APPROVAL DETAILS

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<tr>
<th>Proposer:</th>
<th>Signature:</th>
<th>Date:</th>
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<tbody>
<tr>
<td>Head of Department or School:</td>
<td>Signature:</td>
<td>Date:</td>
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Return both this COMPLETED FORM and a DRAFT ADVERTISEMENT to:

Fees and Scholarships, Level 3, Jane Foss Russell Building, G02, The University of Sydney NSW 2006.
Ph: (02) 8627 8112

Please also e-mail the draft advertisement to: scholarships.officer@sydney.edu.au.

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