

<b>Portfolio:</b>	<b>Education Development and Delivery</b>	<b>Ref. No.</b>	<b>POL-4894</b>
<b>Department:</b>	<b>Scholarships &amp; Grants Department</b>		
<b>Title:</b>	<b>Scholarship Program Part-Time</b>		

## 1. PURPOSE AND SCOPE

The purpose of this policy is to support accessibility of post-graduate research scholarships. The policy governs the circumstances under which part-time research scholarships will be offered. It covers the definition of part-time, payment, relevant awards and conditions. This policy is limited to addressing the issues and conditions relevant to part-time scholars. All other scholarship conditions, approvals and reporting requirements remain as detailed in the Research Scholarship Policy and Learning and Development Policy.

## 2. KEYWORDS

Scholarship, research, part-time, accessibility.

## 3. BODY OF POLICY

### 3.1. Background

Successful research scholarship recipients may undertake their scholarship on a part-time basis, as outlined in this Policy.

Part-time scholarships are available to post-graduate research scholars supported by a research institution only.

### 3.2. Part-time Research Workload

Part-time is defined as half of the usual research hours worked by a research scholar. The actual number of research hours required per week to meet this criterion is to be determined between the recipient and supervisor within the research department. The supervisor is to sign off that these are the hours the recipient will be working on this research.

### 3.3. Applicable Scholarships and Fellowships

Unless stated otherwise on their individual conditions, all post-graduate research scholarships and Fellowships may be undertaken part-time.

### 3.4. Duration of Award

One-year research scholarships, when completed in a part-time capacity, may be taken over two years at half time from the commencement of the scholarship. Two- and three-year scholarships may be taken over a maximum of four and six years respectively.

Where research is undertaken on a part-time basis for an odd number of years or for a portion of a year, the scholar will complete their scholarship as negotiated with RACS.

### 3.5. Notice

#### 3.5.1 Changing from full to part-time

Recipients may change from full-time to part-time should their circumstances change and in agreement with their institution, unless otherwise stated for their scholarship. To do so, a scholarship amendment form stating the expected start and finish date of the part-time study period, and showing evidence of agreement with their institution, must be submitted to the Scholarships and Grants Department in advance of the reduction of research hours.

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### 3.5.2 Changing from part to full-time

Recipients may change from part-time to full-time should their circumstances change, and in agreement with their institution. To do so, a scholarship amendment form stating the expected start and finish date of the full-time study period must be submitted to the Scholarships and Grants Department in advance of the increase in research hours.

### 3.6. Restrictions

Recipients may opt to undertake part-time scholarships for reasons including, but not limited to caregiving, health and parental responsibilities. Part-time scholarships are restricted to recipients wishing to undertake research as their primary focus over professional work. Recipients may engage in professional work in Australia or Aotearoa New Zealand for additional remuneration, up to a recommended average of 20% of the research hours being undertaken each working week.

Professional work for additional remuneration should be undertaken with the permission of the recipient's supervisor and employing institution. Permission could be sought for, but not limited to, clinical sessional work, teaching and consulting.

### 3.7. Value of the Scholarship

Part-time scholarships will be paid at half of the advertised rate per annum. If the scholar changes from a full-time load to half-time load or the reverse, payments will be adjusted accordingly.

### 3.8. Payment of the scholarship

Recipients who are undergoing their scholarship part time over two years will be paid the full annual advertised rate in line with arrangements for full-time recipients. Payments for multi-year scholarships will involve a full-time equivalent payment, every second year, for the duration of the scholarship. Should they not complete the entire tenure, then they will have to repay any overpayment.

### 3.9. Reporting

A progress report will be requested at the end of each year which will determine continuance in the following year. At the end of the tenure a final report will be requested.

## 4. ASSOCIATED DOCUMENTS

Research Scholarship Policy

**Approver** ANZSGC  
**Authoriser** PSFSC

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