

## Scholarships

Please note that the Discipline of Paediatrics and Child Health does *not* administer scholarships. Enquiries should be directed to: the Manager, Research and Development Office, CHW, [research@chw.edu.au](mailto:research@chw.edu.au) or 9845 1316

Reference USyd:

<http://www.usyd.edu.au/ro/training/index.shtml>

<http://www.usyd.edu.au/fstudent/postgrad/research/costs/scholarships.shtml>

### Part time work while on a scholarship

Students with Australian Postgraduate Award (APA) Scholarships may engage in paid employment for **up to 20 hours** per week, evening and weekend work included. For a scholarship holder to be entitled to tax-free exemption, the candidate **must be enrolled full time**, and no additional requirements may be imposed by the employer/provider of the scholarship, other than the provision of an annual report. There must be a guarantee that the candidate will be able to devote a minimum of 35 hours/week to the research project.

Recipients of **NHMRC Scholarships must be enrolled full time**. NHMRC guidelines stipulate that a scholar is **NOT** entitled to hold an additional scholarship or fellowship award that provides the major portion of the stipend (ie. more than 50% of the value of the NHMRC scholarship).

Students may work after hours to supplement their income, but this must not interfere with research performance. Any such arrangements must have the approval of the student's supervisor and the Postgraduate Co-ordinator. In addition, if this income exceeds a certain threshold, then all of the student's income (including tax exempt scholarships) may potentially be considered taxable.

These financial arrangements are relevant only for scholarship holders i.e. individuals enrolled in a full-time postgraduate research degree program. They do not apply to Hospital Fellowships, i.e. clinical training fellowships where there is no requirement to undertake a postgraduate research degree or students being paid a salary.

### Rates for Scholarships

Information on rates can be found at the NHMRC's website: <http://www.nhmrc.gov.au/>

The CHW or individual departments may decide, in the case of exceptional students, to provide an additional tax-free stipend (supplementary scholarship), should funds be available. This may not be more than 50% of the value of the original scholarship stipend. This rule will apply to all full time postgraduate research scholarships. Note that full time students on scholarships are **not** employees of CHW.

## Scholarship Extensions

You should check the scholarship offer letter and/or conditions of award on whether it is possible to apply for an extension (usually a maximum of six months for PhD candidates only).

Applications for scholarship extensions should be lodged six weeks (and no earlier than ten weeks) before your scholarship is due to end. To apply for an extension of your scholarship, you will need to write a letter formally requesting the extension. There is no form to complete for this purpose.

See guidelines for scholarship extension at:

[http://www.usyd.edu.au/ro/documents/scholarships/scholarship\\_extension.doc](http://www.usyd.edu.au/ro/documents/scholarships/scholarship_extension.doc)

The Postgraduate Co-ordinator and your supervisor must provide letters to support your extension request based on performance.

If your scholarship is funded by your supervisor's research grant, you will need to check with your supervisor directly.

### For NHMRC and APA scholarships:

Approval of an extension is subject to the student making satisfactory progress and the grounds for the extension are related to study and are beyond the control of the student. The student needs to state what the delays were, when they occurred, and how long they set back the research.

### For UPA Faculty of Medicine scholarships:

The Faculty will consider extensions for up to six months, but only in exceptional circumstances involving illness and/or misadventure. In such cases, the student should write to the Dean of the Faculty of Medicine outlining the circumstances. This application should be accompanied by a supporting letter from the supervisor and the Postgraduate Co-ordinator. Enquiries should be made directly to the Scholarships Officer, Postgraduate Student Administration Unit, Faculties of Dentistry, Medicine and Pharmacy (tel. 9351 8676).

## Taxation and Scholarships

As the law pertaining to income taxation and exempt income is complex, students receiving any income in addition to an established tax-free scholarship are advised to seek expert advice as to their taxation liability.

## Sick Leave and Scholarships

In the first instance, contact the Research Office

<http://www.usyd.edu.au/ro/staff.shtml>

Documentation required may include: a medical certificate stating length of absence from the University; "Application for Postgraduate Leave" form download from

[http://www.usyd.edu.au/ro/training/psa\\_forms.shtml](http://www.usyd.edu.au/ro/training/psa_forms.shtml)

### Scholarship Payments

The CHW Research Office scholarship payment system (cc691635) provides a service to students paid by scholarships. It is not to be used to make payments beyond its initial purpose. The system is not to be used for one-off payments or living allowances. It is the responsibility of the cost centre controller to organise such payments directly from their cost centre.

To request a stipend or top-up payment, the *Scholarship Request Form* must be completed and submitted to the Grant & Scholarships Officer, Research & Development Office, CHW (download from the CHW intranet, Research, Scholarships)

[http://intranet.kids/ou/research/resources/scholarships/scholarship\\_request\\_form.pdf](http://intranet.kids/ou/research/resources/scholarships/scholarship_request_form.pdf)