



## MASTER OF PHILOSOPHY IN APPLIED EPIDEMIOLOGY SCHOLARSHIP CONDITIONS OF AWARD

### 1. INTRODUCTION

Each year the National Centre for Epidemiology and Population Health ('NCEPH') in the ANU College of Health and Medicine ('the College') may offer a number of awards known as the *Master of Philosophy in Applied Epidemiology Scholarship* ('the Award').

The objective of the Award is to support students undertaking a Master of Philosophy in Applied Epidemiology, which is the Australian Field Epidemiology Training Program. The program teaches scholars to investigate and respond to events affecting human health, such as infectious disease outbreaks.

Funding for this Award is provided by field placements, which are hosted by various organisations, agencies and government departments.

### 2. BENEFITS

The value of the Award is stated in the letter of offer. The Award will be paid in fortnightly instalments unless otherwise stated in the letter of offer.

The Award may contain any or all of the following benefits:

- A. **Stipend Scholarship:** The Award includes a stipend to cover the costs of daily living in the city of their field placement. The stipend will be paid in fortnightly instalments, in arrears, unless otherwise stated in the letter of offer; and/or
- B. **Relocation Reimbursement:** A reimbursement may be claimed as a one-off payment to recipients to assist with relocation costs, including those in respect of the recipient's spouse, de facto partner, and dependent child or children, incurred when recipients are required to relocate to the location of their field placement to take up the Award. Where a claim for a relocation reimbursement is in respect of a recipient's spouse, de facto partner, or dependent child or children, they must accompany the recipient to take up his/her program, or join the recipient within 12 months of the recipient commencing the program.

Recipients are eligible to receive a one-off relocation reimbursement, up to \$3,000 towards the costs of moving to their field placement, on production of original tax invoice/receipts. This may take the form of flight, bus or train fares, petrol costs, removal of personal effects, storage of furniture and/or other personal effects, or necessary accommodation costs incurred in the course of direct travel to the field placement. Accommodation is capped at \$200 per night and maximum of five nights.

Insurance and meal costs related to relocation cannot be claimed.

Applications for relocation reimbursement must be submitted within 12 months of the recipient commencing the program. No relocation reimbursement is payable after this time or after the Award ceases; and/or

- C. **Conference Reimbursement:** Reimbursements may be claimed to assist with costs associated with attending national or international conferences, where the recipient is presenting an oral presentation related to their work in the Master of Applied Epidemiology (MAE). Recipients will be reimbursed up to \$3,000 on production of

original tax invoice/receipts within 12 months of attending the conference or other event. To be eligible for reimbursement the conference attendance must take place before the recipient has attended their final viva.

In situations where there is funding remaining after the recipient has met their requirement to present at a conference, funding may be used in other ways to support their studies (e.g. attending a relevant workshop or other training). To be eligible for reimbursement, any other use of the funding must take place before the recipient has attended their final viva, and must be agreed to by the recipient's supervisor in advance.

- D. **Thesis Allowance:** A recipient may be eligible to claim a reimbursement of up to \$450 for services associated with the production of their thesis. The reimbursement must be claimed in accordance with the [thesis allowance requirements](#).

**Recipients may apply for reimbursement by submitting a reimbursement form with original tax invoice/receipts to [mae.nceph@anu.edu.au](mailto:mae.nceph@anu.edu.au).**

The recipient is responsible for making payment of all tuition fees by the prescribed date as set out by the University each session. Recipients of the Award are responsible for the costs of books, study materials, accommodation and all other costs of study.

### 3. DURATION

The duration of the full-time Award will be the same as standard duration of the MAE program in the first instance, less:

- i. periods of study already undertaken for the Master of Philosophy degree; and
- ii. periods of study undertaken for the Master of Philosophy degree during suspension of the Award; or
- iii. such shorter period as is stated in the letter of offer.

No extension is available.

### 4. PROGRAM LEAVE

Periods of program leave must be taken in accordance with the *Research Awards Rule*.

#### (a) Unpaid Program Leave

A recipient may apply for unpaid program leave on personal grounds. If the leave does not exceed a total period of 12 months during the duration of the Award, the recipient may resume the Award at the completion of the leave.

Program leave exceeding a total of 12 months will only be considered where there are exceptional circumstances beyond the control of the recipient and must be approved by the Delegated Authority in the College.

Unpaid program leave is aggregated and awarded only in one-week blocks for a full-time recipient and two-week blocks for a part-time recipient.

A recipient must apply for unpaid program and scholarship leave by completing the relevant section of the [Manage my Degree - HDR form in ISIS](#).

#### (b) Paid Recreation Leave

A recipient is entitled to a maximum of 20 working days paid recreation leave for each year of the Award. Leave entitlements may be accrued over the life of the Award but are forfeited when the Award ceases.

A recipient may apply for paid recreational leave in writing to their Field Placement and academic supervisors, and once approved must notify the NCEPH HDR Administrators ([mae.nceph@anu.edu.au](mailto:mae.nceph@anu.edu.au)).

Paid recreation leave does not extend the duration of the Award and must not be taken during MAE coursework intensives.

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(c) Paid Medical/Carer/Personal Leave

A recipient is entitled to a maximum of 10 working days paid medical/carers/personal leave for each year of the Award. Leave entitlements may be accrued over the life of the Award but are forfeited when the Award ceases.

A recipient may apply for medical/carers/personal leave in writing to their Field Placement and academic supervisors in the first instance. Once approved, a recipient must complete the appropriate form as detailed by the NCEPH HDR Administrators ([mae.nceph@anu.edu.au](mailto:mae.nceph@anu.edu.au)).

Paid medical leave does not extend the duration of the Award.

(d) Parental Leave

Paid parental leave is not available under this Award. See 4a0 Unpaid Program leave for conditions on unpaid parental leave.

(e) Additional Paid Medical Leave

Additional paid medical/carers/personal leave is not available under of this Award.

(f) Public Holidays

Recipients take public holidays in accordance with their field placement.

## 5. ELIGIBILITY

The Award is available each year to prospective candidates who:

- (a) fulfil the criteria for a domestic candidate; and
- (b) have applied for and been offered admission into the Master of Philosophy in Applied Epidemiology at the Australian National University.

## 6. SCHOLARSHIP APPLICATION

No application for the Award is required as eligible candidates who have indicated their interest will be automatically considered.

## 7. SELECTION

Selection is made on the basis of:

- (a) academic merit and potential, based on their academic record, referee reports and other evidence; and
- (b) availability of a suitable field placement.

The Award will be offered to a candidate by a selection committee chaired by the MAE Program Convenor (or their delegate) and will include at least two other representatives from the MAE Program and/or nominated field placements.

The selection committee reserves the right to make no award if it considers there is no applicant of sufficient merit. The selection committee may also vary the number of Awards and/or offer the Award at other times in exceptional circumstances or based on the standard of applications or students (where funds allow).

## 8. CONCURRENT HOLDING OF AWARDS

A recipient is permitted to hold other scholarships, awards, grants and bursaries concurrently with this Award, provided the terms of the other scholarship permits this also.

However a recipient may not receive another allowance, award, grant or bursary to undertake the proposed program, which exceeds the value of 75 per cent of the Award stipend.

## 9. DEFERMENT

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The Award must be taken up no later than the date specified in the letter of offer, unless otherwise approved by the Delegated Authority.

#### 10. ONGOING ELIGIBILITY

A recipient of this Award is required remain enrolled full-time in an eligible program of study for the degree of MAE at the Australian National University.

In exceptional circumstances, a part-time Award may be offered or approved if the recipient has reasons acceptable to the University which preclude full-time study for part or all of the program of study. In such cases the University must be satisfied that the reasons relate to caring commitments, a medical condition, a disability or other circumstance which limits the recipient's capacity to undertake full-time study. In such cases, the scholarship will be paid on a pro-rata basis.

An Award cannot be transferred to another institution or ANU College or School.

#### 11. SUSPENSION OF AWARD

A recipient may not apply for suspension of their Award.

The University may suspend the Award where a recipient has:

- (a) outstanding fees; or
- (b) an outstanding debt with the University; or
- (c) outstanding HDR program milestone/s; or
- (d) been found to be in breach of a statute, rule or policy or procedure of the University.

The Award will be suspended when at least five working days have passed since the University advised the recipient in writing that the milestones, debt and/or fees are outstanding, until the milestones have been met or the outstanding fees and/or debt have been paid. Under these circumstances, the recipient will forfeit payment of the Award for the period of time that their Award is suspended.

#### 12. CESSATION OF AWARD

The Award ceases or should be surrendered:

- (a) if a student no longer meets the eligibility requirements;
- (b) at the conclusion of the period outlined in section 3;
- (c) on the date on which the recipient withdraws or ceases to attend the University other than for approved absences;
- (d) if a recipient fails to enrol as required in section 5;
- (e) if a recipient changes their program or course without permission to retain the Award;
- (f) if a recipient breaches academic or behavioural standards set by the University under the *Discipline Rule (2021)* and *Academic Integrity Rule (2021)*;

whichever is earliest.

#### 13. REPAYMENT OF FUNDS

A recipient who is taking leave from their program, or changing their enrolment intensity from full-time to part-time, must submit the prescribed [Manage My Degree - HDR](#) form in a timely manner and, where possible in advance, in order to avoid receiving an overpayment of their Award. In circumstances where an overpayment does occur, these will be recovered in accordance with the *ANU Procedure - Overpayments*.

#### 14. PROVIDING FALSE OR MISLEADING INFORMATION

The Award is based on the information provided to the University. The Award may be withdrawn at any stage if incorrect, false or misleading information is provided or relevant information is withheld. This includes circumstances where the false information is unrelated to the assessment for the Award.

#### **15. VARIATION TO CONDITIONS OF AWARD**

In exceptional circumstances and on a case-by-case basis, sections 8 and/or 9 of these Conditions of Award may be varied by the Dean on the recommendation of the chair of the selection committee.

#### **16. TAXATION & CENTRELINK**

Recipients are responsible for seeking taxation and Centrelink advice (if applicable) regarding their own individual circumstances. Awards may be regarded as taxable income if a recipient is enrolled on a part-time basis.

For information on how the Award may affect Centrelink benefits, see this website <http://www.humanservices.gov.au/customer/enablers/income/>

#### **17. ACCOMMODATION**

It is the recipient's responsibility to obtain residential accommodation. Information on student accommodation and application forms are available from the University Accommodation Services. Information may be found at: <http://www.anu.edu.au/study/accommodation>

#### **18. PUBLICITY**

A recipient may be invited to participate in publicity for the Award from time to time, including an interview and photograph.

#### **19. CONTACT WITH THE COLLEGE**

All enquiries regarding the Award, or further information after acceptance should be made to:

*National Centre for Epidemiology and Population Health*

*ANU College of Health and Medicine*

[mae.nceph@anu.edu.au](mailto:mae.nceph@anu.edu.au)

#### **20. DISCLAIMER**

The recipient of the Award is subject to *The Australian National University Act 1991* as amended, and to the Statutes, Rules, Regulations and Resolutions of the University.

The Award does not carry any commitment by the University for conferral of the recipient's doctorate, or of future employment.

These Conditions of Award should be read in conjunction with the *Research Awards Rule* and Higher Degree Research Policy and Procedures available from the [ANU website](#).

#### **21. RELATED POLICIES, PROCEDURES & RULES**

HDR Legislation, policies and procedures - <https://www.anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures>

ANU Academic Integrity Rule - <https://www.legislation.gov.au/Details/F2021L00997>

ANU Discipline Rule - <https://www.legislation.gov.au/Details/F2021L00998>

ANU Student Code of Conduct <https://www.anu.edu.au/students/program-administration/program-management/student-code-of-conduct>

ANU Overpayments Procedure - [https://policies.anu.edu.au/ppl/document/ANUP\\_000599](https://policies.anu.edu.au/ppl/document/ANUP_000599)

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ANU Insurance Overview - <https://www.anu.edu.au/students/careers-opportunities/global-programs/understanding-overseas-study/travel-insurance-and-anu>

Research Scholarship Information (including reimbursement and claim forms) - <http://www.anu.edu.au/students/scholarships-support/research-scholarship-information>

**Candidature and Supervision Policies:**

ANU College of Health and Medicine Current Student Information: <https://students.science.anu.edu.au/>

ANU National Centre for Epidemiology and Population Health Intranet (Staff and Students): <https://intranet.nceph.anu.edu.au/>

**Other resources:**

Master of Philosophy in Applied Epidemiology at the Australian National University: <https://programsandcourses.anu.edu.au/2019/program/8721XMPHIL>

Master of Philosophy in Applied Epidemiology Working Rules – Please contact [mae.nceph@anu.edu.au](mailto:mae.nceph@anu.edu.au) for this document.