The Scholarship Proposal Kit (SPK) is used to set up scholarships for current candidates enrolled in any of the following programs: Research Masters, Research Doctorate, or incoming research practicum exchange.

The standard duration of a Higher Degree Research scholarships should normally not exceed two years for a Research Masters, and four years for a Research Doctorate. The full stipend value should be $30,000 minimum per annum, and top up $10,000 minimum, and these should include leave entitlements as per the HDR Scholarships Procedure.

Scholarships created using this SPK will have the same conditions as the Australian Government’s Research Training Program (RTP) unless otherwise stipulated. If alternative conditions are proposed, these cannot breach UNSW conditions, and must still include the following:

- The SPK can only be used for a scholarship - working conditions cannot be imposed
- Scholarship payments will stop once, and only when, the scholarship period has finished, the candidate has submitted their thesis or withdrawn/discontinued, or when the candidature has been terminated.
- Additional benefits such as research costs are managed by the School.

Instructions for completing:

The Account needs to be set up and the candidate enrolled before the scholarship can be set up.

The Scholarship Proposer needs to complete the Scholarship Proposal Kit to set up the Scholarship, and organize all relevant signatures. The Proposer is a UNSW Staff member who is the account owner (eg for NHMRC) and/or scholarship manager.

Has this award already been established? If the scholarship has already been set up previously, complete the Scholarship code (eg RSRT7050/80), and signatures/recipient details. If the Scholarship code is not known, include a student ID of a previous recipient and confirm rate so details can be linked.

Source name: Name of funding source needs to be provided. Eg if a Donor scholarship, include the name of the award as outlined in the Gift Acknowledgement; If Industry, the name of the Company; if Grant, name of the Grant.

Value: The value needs to be the value of the payment rate and enrolment load – eg if the candidate
is enrolled part time, the value needs to be the part time rate.
Ensure top ups do not exceed the 75% limitation of UNSW main awards (if relevant). If this scholarship is meant to replace a current scholarship, this needs to be clearly outlined.

**Payment dates:** First date cannot be earlier than the day of enrolment and/or day after other scholarship has stopped (if scholarship is replacing a different award).
Lump sums only require start date.
Multiple lump sums require start date & the payment schedule (eg 1/year x 3)

Once the candidate is enrolled for the relevant term, submit SPK to:

- Domestic candidates: domestic.grs@unsw.edu.au
- International candidates: international.grs@unsw.edu.au

If the funding is from an external source:

- Attach relevant documentation
- External funding for research scholarships is counted as eligible income for the Higher Education Research Data Collection (HERDC). It is therefore important to ensure that any external funds, meeting the definition of research, are included in the collection. If you are unsure whether the funding meets this definition, please contact Research Grants and Contracts.

SPKs may take 2 weeks to be processed and payment details will be confirmed once processed.

This SPK has been designed to ensure that all parties involved have a clear understanding of the conditions and benefits of the scholarship. Please give a copy of the completed SPK to the candidate to ensure they are aware of the conditions and entitlements available under their Scholarship. Further information on the establishment and administration of new scholarships is available from the Graduate Research School on 9385 5500.

**Calculation of rate**

Scholarships are set up as single lump sums, multiple lump sums, or on a per annum basis (which pays the candidate each fortnight).

For Multiple lump sums, the Proposer needs to outline the payment schedule – eg one payment per year for 3 years.

Per annum awards are pro-rated based on the candidate’s enrolment and thesis submission dates, periods of leave, suspension of candidature, etc. Per annum awards can’t be for less than one month, or from one month of set up – these should be set up as single lump sum payments.
To calculate per annum awards from total amounts:

Total amount / number of total days * days in year

Eg for a $200,000 budget for a PhD candidate (4 years), can be calculated thus:

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\frac{200,000}{1461} \times 365 = \$49,965.78
\]

Therefore, the per annum rate would be $49,965.

Note, leave entitlements must also be taken into account (add number of leave entitlement days to the number of total days).

Taxation of Scholarships

Scholarships are exempt from income tax under Division 51 of the ITAA1997 if:

1. Made to a full-time student at a school, college or university, and
2. Made by way of a scholarship, bursary, educational allowance or educational assistance, and
3. Not subject to the exceptions set out in s51-35, as listed below

A scholarship will not be exempt from income tax if any of the following apply:

1. a Commonwealth education or training payment, or an education entry payment under Part 2.13A of the Social Security Act 1991
2. a payment by an entity or authority the condition that the student will (or will if required) become, or continue to be, an employee of the entity or authority
3. a payment by an entity or authority the condition that the student will (or will if required) enter into, or continue to be a party to, a contract with the entity or authority that is wholly or principally for the labour of the student;
4. a payment under a scholarship where the scholarship is not provided principally for educational purposes;