



## Information Sheet

# Scholarship Proposal Kit

Please use the Scholarship Proposal Kit (SPK) to establish a scholarship for a candidate 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 and rate 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will stop once, and only when, the scholarship period has finished, the candidate has submitted their thesis or withdrawn/discontinued, or when the candidature has been terminated.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 from external funding bodies must either be included in the proposed amount, or to be paid directly to the candidate. These will not be paid separately by GRS.

### Instructions for completing:

If the scholarship is to be funded from a project that has not yet been opened, please contact the UNSW Research Grants and Contracts (<https://research.unsw.edu.au/about-research-grants-contracts-rgc>) to arrange opening of an account.

Scholarships must be paid from one UNSW account into an Australian bank account nominated by the candidate. If funding is in multiple accounts, funding should be journaled into the nominated UNSW account on the SPK.

Once a project has been established, and a candidate has been identified, complete Part A and B. Ensure details are consistent in both parts. The Head of School or PostGraduate Coordinator needs to sign (must be different from proposer), and if the funding is Faculty based, the Faculty ADRT or equivalent. Part B needs to be signed by the candidate.

Once the candidate enrolls, the completed SPK should be emailed by the proposer or nominee (not the candidate) to the relevant Graduate Research School email address (as indicated by the candidate in Part B, section 1):

- Domestic candidates: [domestic.grs@unsw.edu.au](mailto:domestic.grs@unsw.edu.au)
- International candidates: [international.grs@unsw.edu.au](mailto: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](#).

The SPK cannot be processed until all sections are complete and signatures provided.

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 extension 55500.

### **Calculation of rate**

Scholarships set up as a total amount over a specific period **cannot** be adjusted in any way. Should a candidate holding an in total over period scholarship submit, discontinue, or have their candidature terminated, the remaining amount will be paid out to them.

Scholarship rates should on a per annum basis, which pays the candidate each fortnight. Payments are pro-rated based on the candidate's start and thesis submission dates, periods of leave, suspension of candidature, etc.

In order to ensure rates are paid in this way, total budgets can be calculated as such:

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:

$$\$200,000 / 1461 * 365 = \$49,965.78$$

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).

GRS will confirm payment details once the payment has been processed.

## 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;

For further information regarding taxation, please visit the Australian Taxation Office website:

<http://calculators.ato.gov.au/scripts/axos/axos.asp?CONTEXT=&KBS=iScholarship.XR4&go=ok>

## Changes to established scholarships

All changes to the scholarship need to be notified to the GRS in writing a month in advance, and will only apply to active scholarships. If a scholarship is no longer active (eg expired), a new SPK needs to be submitted.

Changes only apply to specific SPK scholarships, only where the rate is per annum fortnightly, and only where the change is for future payments.

Future changes to the rate, account, and/or extension of the scholarship need to be emailed to the relevant Graduate Research School email address:

- Domestic candidates: [domestic.grs@unsw.edu.au](mailto:domestic.grs@unsw.edu.au)
- International candidates: [international.grs@unsw.edu.au](mailto:international.grs@unsw.edu.au)

GRS will confirm payment details once the payment has been processed.