COMMONWEALTH OF AUSTRALIA

Higher Education Support Act 2003

GUIDELINES FOR COMMONWEALTH SCHOLARSHIPS

(i) CITATION
These Guidelines may be cited as the Commonwealth Scholarships Guidelines.

(ii) AUTHORITY
These Guidelines are made under section 238-10 of the Higher Education Support Act 2003.

(iii) DATE OF EFFECT
These Guidelines shall come into effect on 1 March 2004.
CHAPTER 1  INTRODUCTION

1.1 PURPOSE
The purpose of these Guidelines is to provide for Commonwealth Scholarships under section 46-20 of the
Higher Education Support Act 2003 (HESA).

1.2 INTERPRETATION
In these Guidelines, unless the contrary intention appears, the terms within the Commonwealth
Scholarships Guidelines have the same meaning as in the HESA. The following terms are defined
specifically for these Guidelines:

Administering Provider is the higher education provider that is administering the scholarship on behalf of the Commonwealth Government

APA means an Australian Postgraduate Award as outlined at Chapter 3 of these Guidelines

CAS means a Commonwealth Accommodation Scholarship as outlined at Chapter 2 of these Guidelines

CECS means a Commonwealth Educational Costs Scholarship as outlined at Chapter 2 of these Guidelines

CLS means a Commonwealth Learning Scholarship as outlined at Chapter 2 of these Guidelines

CRICOS means the Commonwealth Register of Institutions and Courses for Overseas Students

date of commencement is the date that DEST receives the Letter of Acceptance signed by the successful student

deferral in respect of a scholarship, means a period of time during which a scholarship holder is not receiving scholarship payments

DEST means the Commonwealth Department of Education, Science and Training

DIMIA means the Commonwealth Department of Immigration and Multicultural and Indigenous Affairs

Employing provider is the HEP that is employing the recipient of the ISS

Employment means all tenured and contract positions within the public higher education sector

HDR means a Higher Degree by Research that is a Research Doctorate or a Research Masters

HEP means Higher Education Provider

HESA means the Higher Education Support Act 2003
Indigenous in respect of a person means being a member of the Aboriginal race of Australia or a descendant of the Indigenous inhabitants of the Torres Strait Islands

IHEAC means Indigenous Higher Education Advisory Council

IPRS means an International Postgraduate Research Scholarship as outlined at Chapter 4 of these Guidelines

ISS means an Indigenous Staff Scholarship as outlined at Chapter 5 of these Guidelines

Research Doctorate has the meaning given in the Australian Qualifications Framework

Research Masters has the meaning given in the Australian Qualifications Framework

RTS means the Commonwealth Government’s Research Training Scheme

rural or regional area means a location that is outside of a State or Territory capital city and has a population of less than 120,000 people

study period is a period of study for which a student is liable to pay all or part of the cost of a course that is specified in the CRICOS listing

undergraduate course of study is a course of study leading to a higher education award that qualifies a student to enter a course at a level higher than a bachelor degree

Schedule 1 (2004 Commonwealth Scholarship Allocations) forms part of these Guidelines.
CHAPTER 2 COMMONWEALTH LEARNING SCHOLARSHIPS

2.1 PROGRAMME OBJECTIVES
The objectives of the Commonwealth Learning Scholarships (CLS) Programme are to facilitate choice in higher education and to increase higher education participation by students from low socio-economic backgrounds.

2.1.1 Description of Scholarships
The CLS Programme consists of:
- Commonwealth Education Costs Scholarships (CECS) to assist with general education costs; and
- Commonwealth Accommodation Scholarships (CAS) to assist with accommodation costs.

2.1.2 Class of Commonwealth Scholarship
CLS are standard scholarships.

2.2 GRANTS

2.2.1 Total Programme Grant Amounts and Indexation
The total grant amount available for CLS in 2004 will be $17,014,348. This consists of $5,006,522 for CECS and $12,007,826 for CAS. These amounts will be indexed for subsequent years in accordance with Division 198 of Part 5-6 of the HESA as in force from time to time.

2.2.2 How Grant Amounts are to be Determined
The amount of CLS grant to be paid to a Higher Education Provider (HEP) for a year will equal the sum of the CECS grant amount and the CAS grant amount. Grant amounts for both CECS and CAS for 2004 will be calculated as follows:

\[
\text{2004 Grant Amount} = \text{Number of scholarships allocated to the HEP} \times \text{The value of the scholarship in 2004}
\]

The numbers of CECS and CAS scholarships allocated to a HEP are the numbers for the HEP specified in Schedule 1 of these Guidelines.

The value of the scholarship is the amount specified in paragraph 2.5.1 of these Guidelines.

2.3 STUDENT ELIGIBILITY REQUIREMENTS

2.3.1 Basic Eligibility Requirements
A student is not eligible for a CECS if they have received a CECS for the maximum duration. A student is not eligible for a CAS if they have received a CAS for the maximum duration.

To be eligible for a CLS in 2004 a student must:
- be an Australian citizen or the holder of a permanent humanitarian visa; and
- be undertaking an undergraduate course of study as a contributing student, as defined in the Higher Education Funding Act 1988, at the HEP; and
- meet the low socio-economic background criteria specified in paragraph 2.3.2 of these Guidelines; and
- meet the full-time student requirements specified in paragraph 2.3.3 of these Guidelines; and
- not hold a bachelor degree or higher level award unless each such award is a prerequisite to their current undergraduate course of study.
2.3.2 Low Socio-economic Background Criteria
A student is not eligible for a CLS unless the HEP that is to make scholarship payments is satisfied that the student meets one of the following criteria:

- the student is in receipt of a pension or allowance under the Social Security Act 1991 or Veterans’ Entitlements Act 1986 or ABSTUDY; or
- the student, on the basis of a comprehensive assessment conducted by the HEP, is able to demonstrate financial hardship.

2.3.3 Full-time Study requirements
A student undertaking less than a full-time study load is not eligible for a CLS unless there are exceptional circumstances which prevent the student from studying full-time. A full-time study load for this purpose is a study load of at least 75% of an equivalent full-time study load (EFTSL).

The decision that a person cannot study full-time due to exceptional circumstances is to be made by the HEP. A HEP must take into account factors such as disability, significant carer responsibilities and the unique circumstances of Indigenous students in determining inability to study full-time.

A student whose course load falls below 75% of an EFTSL must have their eligibility status reviewed and will be ineligible to retain their CLS unless there are exceptional circumstances which prevent them from continuing to study on a full-time basis.

2.3.4 Additional CAS Eligibility Requirements
In addition to basic eligibility requirements, for a student to be eligible for a CAS, the HEP must be satisfied that:

1. Either:
   a. the student has lived in a rural or regional area for at least the previous three years immediately preceding the commencement of their course of study; or
   b. the student is/was a school leaver who has/had completed the final two years of schooling in a high school or college in a rural or regional area immediately prior to commencement of study; and
2. the location of the home from which the student moved is a rural or regional area; and
3. it was necessary for the student to move away from the rural or regional area in order to undertake their course of study, as demonstrated by at least one of the following:
   a. that travelling from the student’s previous address would be an unreasonable demand and present a barrier to meeting the requirements of their course; or
   b. that the student’s personal circumstances made it necessary for them to move to undertake their chosen course of study; and
4. the student is enrolled as an internal student. An internal student is a student who, for the majority of the units of study in which they are enrolled, is required to attend a campus of the HEP on a regular basis; and
5. the student is not living with either of their natural or adoptive parents, unless Department of Education, Science and Training (DEST) has agreed to waive the requirement due to exceptional circumstances.

2.4 APPLICATION, SELECTION AND OFFER PROCESSES

2.4.1 Application Process
A HEP must be responsible for its own application process and must be the first point of contact for students interested in applying for a scholarship under the CLS programme.

A HEP must make information about the application, selection and offer processes, selection policy and conditions of scholarship available to all students who may be interested in applying for a CLS.
2.4.2 Selection Policy

A HEP must maintain a CLS selection policy which is publicly available and which accords with these Guidelines and the fairness requirements in Subdivision 19-D of Part 2-1 of the HESA as in force from time to time. A HEP must select students for a CLS in accordance with the policy.

A HEP’s selection policy must specify that a student is not to be selected for a CLS unless the HEP is satisfied that the student meets, or will meet before any CLS payment is made, the eligibility criteria for a CLS as set out in these Guidelines.

A HEP’s selection policy must specify that special consideration is to be given to Indigenous students to ensure a fair proportion of the HEP’s CLS are awarded to Indigenous students. A fair proportion means that the proportion of scholarships to be awarded to Indigenous students should be at least equal to the proportion of all eligible applicants which is Indigenous. That is, if there were 100 total eligible applicants for 20 scholarships and 20 eligible applicants were Indigenous, a minimum of four Indigenous applicants (20% of total Indigenous eligible applicants) would be awarded scholarships.

A HEP’s selection policy must specify the circumstances (if any) in which a student transferring from another HEP may continue to receive a CLS.

A HEP’s selection policy may specify that a student can only be selected for either a CECS or a CAS but not both.

A HEP’s selection policy may preclude students who are in receipt of other types of scholarships and awards.

2.4.3 Offer Process

A HEP must offer at least the number of scholarships it is allocated for a year in that year.

A HEP must offer additional scholarships where such offers can be supported through its CLS grant funds, taking into account its liabilities arising from additional scholarship offers and the deferral of scholarships by its students. The HEP is responsible for managing these liabilities.

A HEP may only offer a student a CLS as a result of:

- an application lodged as part of a competitive application process; or
- the student transferring from another HEP and being allowed to continue to receive their CLS.

A HEP must offer a scholarship to a student in writing and advise the student in writing of the assistance to which they are entitled and the conditions of the scholarship.

Offers of a CLS may be made prior to a student’s confirmation of enrolment with a HEP but such offers must be made on the condition that the student is eligible on the first census date for a unit of study.

Students, at the time of accepting an offer of a CLS, must accept the conditions of the scholarship and agree to provide personal information relevant to assessing their ongoing eligibility for a CLS to their HEP on request.

2.5 PAYMENTS TO STUDENTS

A HEP must spend CECS grant amounts only on the making of CECS payments to students who have been awarded a CECS and are undertaking their undergraduate course of study at the HEP.

A HEP must spend CAS grant amounts only on CAS payments to students who have been awarded a CAS and are undertaking their undergraduate course of study at the HEP.

CLS payments may only be made using funds from CLS grants.
2.5.1 Value of Scholarships and Indexation Arrangements
The value of a CLS in 2004 is as follows:

- CECS - $2,000 a year;
- CAS - $4,000 a year.

These amounts will be indexed in subsequent years in accordance with Division 198 of Part 5-6 of the HESA as in force from time to time.

2.5.2 Commencement of Payments
Commonwealth funded scholarship payments to students must not be made from CLS funds prior to the student’s first census date for a unit of study following initial enrolment.

2.5.3 Payment Arrangements
Payments may only be made directly to students. The payments are to be made as follows:

- CECS – one or more payments a year, to be made on or after the student’s first census date, as determined in accordance with section 169-25 of Part 5-2 of the HESA as in force from time to time, for a unit of study being undertaken in that year.
- CAS – one or more payments totalling 50% of annual value of a CAS to be made in the first half of the year and one or more payments totalling 50% of the annual value of a CAS to be made in the second half of the year. The first payment of a CAS in each half of the year is to be made on or after the student’s first census date, as determined in accordance with section 169-25 of Part 5-2 of the HESA as in force from time to time, for a unit of study in that half of the year.

2.5.4 Maximum Duration of Payments
A student may be paid a CECS for a maximum of four years. A student may be paid a CAS for a maximum of eight half years. For the purpose of determining the number of periods a person has received a CLS, a CLS (either a CECS or a CAS as the case may be) was received in a period if any amount of the value of the scholarship in respect of that period was paid to the student.

2.5.5 Rollover of Unspent Grants to Meet Future Liabilities
A HEP must forward to DEST, within six months of the end of each year, a request to rollover unspent grant amounts under section 46-35 of Part 2-4 of the HESA as in force from time to time.

2.6 CONDITIONS OF SCHOLARSHIP

2.6.1 Ongoing Eligibility Requirements
A HEP is responsible for monitoring the ongoing eligibility of its students to ensure that each student continues to meet the eligibility requirements for a CLS as set out in paragraph 2.3 of these Guidelines.

A HEP must confirm a student’s ongoing eligibility for a CECS on an annual basis prior to payment for each year. A HEP must confirm a student’s ongoing eligibility for a CAS on a twice-yearly basis prior to payment in each half of the year.

A HEP must require students holding a CLS to achieve satisfactory academic progress, as determined by the HEP.

2.6.2 Deferral of a CLS
A HEP may approve requests for periods of deferral in accordance with the HEP’s own policies.

2.6.3 Transfer of a CLS
CLS holders who transfer from one HEP to another may continue to receive a CLS only if their new HEP agrees to its continuation and subject to the new HEP having CLS grant amounts available. A HEP must ensure that transferring students declare any previous CLS support they have received.
2.6.4 Termination of a CLS

A HEP must terminate a CLS:

- if the student ceases to meet the eligibility criteria specified in paragraph 2.3 of these Guidelines, other than during a period in which the scholarship has been deferred; or
- once the full value of the scholarship has been paid in respect of the fourth year of a CECS or the eighth half year of a CAS; or
- if the student does not resume study at the conclusion of a period of deferral; or
- if the HEP determines that a student is guilty of serious academic misconduct; or
- if the student fails to maintain satisfactory academic progress as determined by the HEP.

A HEP may not terminate a student’s CLS for any other reason.
CHAPTER 3  AUSTRALIAN POSTGRADUATE AWARDS

3.1 PROGRAMME OBJECTIVES

3.1.1 Description of Scholarship
Australian Postgraduate Awards (APA) Scholarships are awarded to students of exceptional research potential undertaking a higher degree by research (HDR). The Scholarships are provided to assist with general living costs.

3.1.2 Class of Commonwealth Scholarship
APAs are postgraduate research scholarships.

3.2 GRANTS

3.2.1 Total Grant Amounts and Indexation
The total grant amount available for APAs in 2004 will be $89,298,000. This amount will be indexed for subsequent years in accordance with Division 198 of Part 5-6 of the HESA as in force from time to time.

3.2.2 How Grant Amounts are to be Determined
The amount of APA grant to be paid to a HEP for a year will be determined using the number of new APAs that the HEP has been allocated for that year and the previous three years.

The amount of APA grant to be paid to a HEP for a year is the sum of the following amounts:

- the number of new APAs allocated to the HEP for that year multiplied by \((SR^* + $375)\]
- the number of new APAs allocated to the HEP for the year prior to that year multiplied by \((SR \times 0.9)\]
- the number of new APAs allocated to the HEP for the year two years prior to that year multiplied by \((SR \times 0.75)\]; and
- the number of new APAs allocated to the HEP for the year three years prior to that year multiplied by \([SR \times 0.40597343 + $750]\)

* where SR is the stipend rate for a full-time student for the current year.

The number of new APAs allocated to the HEP for 2004 is the number for the HEP specified in Schedule 1 of these Guidelines. The number of new APAs allocated to the HEP for each of the three previous years is the number that was approved by the Minister for those years.

3.3 STUDENT ELIGIBILITY REQUIREMENTS

3.3.1 Basic Eligibility Requirements
To be eligible for an APA, a student must:

- have completed a Bachelor Degree with First Class Honours, or be regarded by the HEP as having an equivalent level of attainment in accordance with paragraph 3.3.2 of these Guidelines; and
- be undertaking a Higher Degree by Research (HDR); and
- be enrolled as a full-time student, unless the HEP has approved a part-time APA for the student under paragraph 3.3.3 of these Guidelines; and
- be a domestic student; and
- if undertaking a Research Masters not hold a Research Doctorate or a Research Masters degree awarded by a HEP or an equivalent degree; and
3.3.2 Equivalent Attainment to Bachelor with First Class Honours
If a student does not hold a Bachelor degree with First Class Honours, then the HEP may determine that the student has demonstrated an equivalent level of academic attainment. In determining that a student has demonstrated an equivalent level of academic attainment, a HEP may consider previous study, relevant work experience, research publications, referees’ reports and other research experience.

3.3.3 Approval of a Part-time APA
A HEP may only approve a part-time APA for a student if the student is in exceptional circumstances. The exceptional circumstances must relate to significant caring commitments or a medical condition, such as:

- caring responsibilities for a pre-school child; or
- caring responsibilities for school-aged children as a sole parent with limited access to outside support; or
- caring responsibilities for an invalid or disabled spouse, child or parent; or
- a medical condition, the existence of which is supported by medical certification, and which limits the student’s capacity to undertake full-time study.

In determining exceptional circumstances when approving a part-time APA, a HEP may not determine that a student is in exceptional circumstances unless it is satisfied that the student’s personal or family circumstances are such that it would be unreasonable to expect the student to study on a full-time basis.

A student who has been approved for a part-time APA may revert to full-time study at any time with the permission of the HEP.

3.4 APPLICATION, SELECTION AND OFFER PROCESSES

3.4.1 Application Process
A HEP must be responsible for its own application process and be the first point of contact for persons interested in applying for an APA.

A HEP must make information about the application, selection and offer process, selection policy and conditions of scholarship available to all students who may be interested in applying for an APA.

3.4.2 Selection Policy
A HEP must maintain an APA selection policy which is publicly available and which accords with these Guidelines the fairness requirements in Subdivision 19-D of Part 2-1 of the HESA as in force from time to time. A HEP must select students for an APA in accordance with the policy.

A HEP’s selection policy must specify that a student is not to be selected for an APA unless the HEP is satisfied that the student meets, or will meet before any APA payment is made, the eligibility criteria for an APA set out in these Guidelines.

A HEP’s selection policy must specify the circumstances (if any) in which a student transferring from another HEP may continue to receive an APA.

3.4.3 Offer Process
A HEP must only offer a student an APA as a result of:

- an application lodged as part of a competitive application process; or
• the student transferring from another HEP and being allowed to continue to receive their APA, as set out in paragraph 3.6.3 of these Guidelines.

A HEP must offer a scholarship to a student in writing and advise the student in writing of the assistance to which they are entitled and the conditions of the scholarship.

The number of students who commence an APA in a year must not exceed the number of scholarships allocated to the HEP for that year.

3.5 PAYMENTS TO STUDENTS
A HEP must spend APA grant amounts only on the making of APA payments to students who have been awarded an APA and are undertaking their HDR at the HEP.

Each year, a HEP must pay each student the full value of their APA stipend unless that student has commenced late or suspended their APA. Where a student is not enrolled over the full period of the year, because of a late commencement or periods of deferral, the HEP must provide at least the proportion of the annual stipend for the period in which study is undertaken for that year.

A HEP must make fortnightly payments to students in respect of their annual stipend. Payments may only be made directly to students.

3.5.1 Value of Scholarships and Indexation Arrangements
The value of an APA stipend over the full year in 2004 is as follows:
• for a full-time APA: $18,484
• for a part-time APA: $9,906

Students may also be eligible for the relocation and thesis allowances in addition to the annual stipend, up to an approved maximum amount for each allowance. Students are entitled to receive full reimbursement for the eligible claims they make, up to the approved maximum amount for each allowance. This includes reimbursement for any Goods and Services Tax amounts specified in the receipts provided.

The maximum value of relocation allowance which may be received by a student is calculated by allowing $505 for each eligible adult and $255 for each eligible child. The absolute maximum value of relocation expenses that a student may receive is $1,455.

The maximum value of thesis allowance which may be received by a student is $420 for a Masters thesis and $840 for a Doctorate thesis.

The APA stipend for full-time students and each of the maximum amounts for relocation expenses will be indexed for subsequent years in accordance with Division 198 of Part 5-6 of the HESA as in force from time to time.

The APA stipend for part-time students for any year is equal to:

\[(Y - $1020) \div 0.83 \text{ (rounded to the nearest dollar)}\]

where \(Y\) = half the full-time APA stipend for that year.

The maximum value of thesis allowance will remain unchanged in subsequent years.

3.5.2 Relocation Allowance
A HEP will make reimbursement payments to students for eligible claims for relocation allowance up to the approved maximum amount specified in paragraph 3.5.1 of these Guidelines. An eligible claim for relocation allowance is a claim made by a student for the cost of relocating themselves, their spouse and dependants to a new place of residence to enable the student to undertake their HDR. A claim for relocation allowance is not an eligible claim unless maintaining the former place of residence would have been a significant impediment to undertaking the HDR.
A claim for relocation allowance is not an eligible claim unless the student has produced complete receipts for the claim.

A claim for relocation allowance is not an eligible claim unless it is a claim for the cost of air travel, travel by car or removal expenses to the new place of residence.

A HEP must pay relocation allowance for an eligible claim as follows:
- the cost of:
  - air travel expenses, up to a maximum amount equivalent to the comparable economy class or student airfare whichever is the lower amount; or
  - travel by car calculated using a per kilometre rate of allowance as determined by the HEP up to the comparable economy class or student airfare whichever is the lower amount; and
- removal expenses.

Expenses for the cost of any accommodation or meals obtained during the course of travel may not be reimbursed through relocation allowance.

For the purposes of relocation allowance:
- an eligible adult is either a spouse or adult dependant. A spouse is a person who is married to or in a bona fide de facto relationship with the student. An adult dependant is a person for whom the student or their spouse has substantial caring responsibilities; and
- an eligible child is a natural or adopted child of the student or their spouse, who is:
  - less than 18 years of age; or
  - less than 25 years of age and is undertaking full-time study.

3.5.3 Thesis Allowance
A HEP will make reimbursement payments to students for eligible claims for thesis allowance up to the approved maximum amount specified in paragraph 3.5.1 of these Guidelines.

An eligible claim for thesis allowance is a claim made by a student for the costs of producing a Masters thesis or Doctorate thesis. These costs may include costs associated with the re-submission of a thesis, or the lodgement of bound copies of the thesis following approval.

A claim for thesis allowance is not an eligible claim unless the student has produced complete receipts for the claim and made the claim within one year of submission, or resubmission, of the thesis and no more than two years after termination of the APA. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis. The allowance is a contribution to the costs of production of the thesis and does not include costs such as purchase of computer equipment.

In exceptional circumstances, students may apply to their HEP for a waiver of the relevant time limit on claiming the thesis allowance with any decision being at the discretion of the HEP. A HEP may not waive the time limit unless it is satisfied that the exceptional circumstances were beyond the student’s control and warrant an extension of the period in which thesis allowance may be claimed.

3.5.4 Rollover of Unspent Grants to Meet Future Liabilities
A HEP must forward to DEST, within six months of the end of each year, a request to roll over unspent grant amounts under section 46-35 of Part 2-4 of the HESA as in force from time to time.

3.5.5 Duration of an APA
The duration of a full-time APA is three years for a student undertaking Research Doctorate studies, and two years for a student undertaking Research Masters studies. The duration of a part-time APA is six years for Research Doctorate studies and four years for Research Masters studies.

The duration of an APA will be reduced by any periods of study undertaken:
- towards the degree prior to the commencement of the APA; and
- during deferral of the APA; and
• while receiving an Australian Postgraduate Course Award.

The duration of an APA will be increased by any periods of paid maternity leave, additional sick leave and parenting leave approved by the HEP.

A HEP may also approve an extension to the duration of an APA for a Research Doctorate student of up to six months provided the student is making satisfactory progress and the grounds for the extension are related to study and are beyond the control of the student. A HEP must not approve an extension to the duration of an APA for a Research Masters student.

If a part-time APA is converted to a full-time APA then the period of time that the student is regarded as having been in receipt of the part-time APA immediately prior to the conversion will be halved for the purpose of determining the duration the student is regarded as having been in receipt of a full-time APA immediately after conversion.

If a full-time APA is converted to a part-time APA then the period of time that the student is regarded as having been in receipt of the full-time APA immediately prior to the conversion will be doubled for the purpose of determining the duration the student is regarded as having been in receipt of a part-time APA immediately after conversion.

3.6 CONDITIONS OF SCHOLARSHIP

3.6.1 Ongoing Eligibility
A HEP must monitor students’ ongoing eligibility to ensure that the students continue to meet the eligibility requirements set out in paragraph 3.3 of these Guidelines.

3.6.2 Deferrals
Students may apply to their HEP for a deferral of their scholarship for up to 12 months. In exceptional circumstances, students may apply for deferrals beyond 12 months. The approval of all deferrals will be at the discretion of the HEP.

3.6.3 Transfer of an APA
Students who transfer from one HEP to another may continue to receive their APA only if their new HEP agrees to its continuation and subject to the new HEP having APA grant amounts available for any student who commenced their APA in 2002 or a later year. The new HEP and the former HEP must agree on the transfer arrangements and the new HEP must ensure that it has received information from the former HEP on any APA payment the student has received.

3.6.4 Change of Degrees
Students may convert from a Research Masters degree to a Research Doctorate degree or from a Research Doctorate degree to a Research Masters degree, and continue to receive their APA.

A student who completes a Research Masters degree may continue to receive their APA for a Research Doctorate degree provided there is no interval between the completion of the Research Masters and the commencement of Research Doctorate degree, or that such an interval is covered by deferral of the APA.

A student may convert to a Research Doctorate degree at a different HEP from that at which the student was previously undertaking a Research Masters degree, provided the transfer of the APA is arranged between the HEPs before the Research Masters degree is completed.

3.6.5 Leave Entitlements
Students will receive up to 20 days recreation leave and 10 days sick leave for each year of the scholarship. These leave entitlements may be accrued over the life of the APA but will be forfeited when the APA is terminated.

Students will also receive additional paid sick leave of up to a total of 12 weeks during their scholarship for periods of illness lasting longer than ten days for which a medical certificate has been provided.
Sick leave entitlements (including additional sick leave) may also be used to cover leave for students with family caring responsibilities, subject to the usual practice of the HEP.

Students who have completed 12 months of their scholarship are entitled to a maximum of 12 weeks paid maternity leave during the duration of the scholarship.

Students who are partners of women giving birth and who have completed 12 months of their scholarship, may be entitled to a period of paid parenting leave at the time of the birth, subject to the usual practice of the HEP.

### 3.6.6 Work

Students may undertake work subject to the approval of their HEP. The HEP may not approve a student undertaking work unless it is satisfied that the work will not interfere with the student’s study for their HDR.

### 3.6.7 Termination of an APA

A HEP must terminate an APA:

- if the student ceases to meet the eligibility criteria specified in paragraph 3.3 of these Guidelines other than during a period in which the APA has been deferred; or
- if, in the opinion of the HEP, the course of study is not being carried out with competence and diligence or in accordance with the offer of the APA; or
- if the HEP determines that a student is guilty of serious academic misconduct; or
- when the student ceases to be a full-time student and when approval has not been obtained from the HEP to hold the APA on a part-time basis; or
- on completion of the course; or
- if the student does not resume study at the conclusion of a period of deferral and has not arranged to extend that period of deferral; or
- if the student fails to maintain satisfactory progress, as determined by the HEP.

If an APA is terminated, it cannot be re-activated unless the termination occurred in error.

### 3.7 MISCELLANEOUS

### 3.7.1 Supervision and Facilities

A HEP must:

- ensure that adequate facilities and appropriate supervision are available for each student undertaking a HDR; and
- establish, make publicly available, and abide by, a code of supervisory practice for students undertaking a HDR.
CHAPTER 4  INTERNATIONAL POSTGRADUATE RESEARCH SCHOLARSHIPS

4.1 PROGRAMME OBJECTIVES

4.1.1 Description of Scholarship
The International Postgraduate Research Scholarships (IPRS) programme was established to maintain and develop international research linkages and specifically aims to:

- attract top quality international postgraduate students to areas of research strength in the Australian higher education sector; and
- support Australia's research effort.

4.1.2 Class of Commonwealth Scholarship
IPRS are postgraduate research scholarships.

4.2 GRANTS

4.2.1 Total Grant Amounts and Indexation
The total amount available for IPRS in 2004 will be $17,742,000. This amount will be indexed for subsequent years in accordance with Division 198 of Part 5-6 of the HESA as in force from time to time.

4.2.2 How Grant Amounts are to be Determined
The amount of IPRS grant to be paid to a HEP for a year will be determined using the number of new IPRSs that the HEP has been allocated for that year and the previous three years.

The amount of IPRS grant to be paid to a HEP for a year is equal to:

\[(A + B + C + D) \times E / F\]

where:

- \(A\) = number of new IPRSs allocated to the HEP for that year multiplied by 0.925
- \(B\) = number of new IPRSs allocated to the HEP for the year prior to that year multiplied by 0.925
- \(C\) = number of new IPRSs allocated to the HEP for the year two years prior to that year multiplied by 0.775
- \(D\) = number of new IPRSs allocated to the HEP for the year three years prior to that year multiplied by 0.65
- \(E\) = total amount available for IPRS in the year
- \(F\) = sum of \((A+B+C+D)\) for all HEPs.

The number of new IPRSs allocated to the HEP for 2004 is the number for the HEP specified in Schedule 1 of these Guidelines. The number of new IPRSs allocated to the HEP for each of the three previous years is the number that was approved by the Minister for those years.

4.2.3 Adjustments to the IPRS Grant
The amount of IPRS grant paid to a HEP for a year will be adjusted in the following year to reconcile it against the total expenditure of the HEP on IPRS payments in that year.

The amount of IPRS grant paid to a HEP for a year will be adjusted by subtracting from the grant an amount equal to:

\[(\text{the amount of IPRS grant paid to the HEP in that year}) \text{ less (the total expenditure of the HEP on IPRS payments in that year)}\]
4.3 STUDENT ELIGIBILITY REQUIREMENTS
To be eligible for an IPRS, a student must:

- be a citizen of a country other than Australia and New Zealand; and
- meet international student visa requirements as specified by the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA), including the requirement to purchase and maintain a standard Overseas Student Health Cover policy approved by the Commonwealth Government Department of Health and Ageing; and
- be undertaking a HDR at a HEP on a full-time basis; and
- be undertaking study in a subject area identified by the HEP as one of its areas of research concentration; and
- be ineligible for study under the Commonwealth’s Research Training Scheme (RTS) at the commencement of the HDR; and
- not be a student for the purposes of the Commonwealth’s RTS; and
- satisfy the HEP’s academic entry requirements for a Research Masters or a Research Doctorate programme (as the case may be), including the English proficiency levels set by individual HEPs for international students; and
- not hold a Research Doctorate degree regarded by the HEP to be equivalent to an Australian Research Doctorate degree; and
- if undertaking a Research Masters degree, not hold a Research Masters degree regarded by the HEP to be equivalent to, or a higher qualification than, an Australian Research Masters degree; and
- not have held an Australian Agency for International Development scholarship within the two years prior to the commencement of their IPRS; and
- not be receiving a scholarship under any other Commonwealth Government scholarship scheme or any other scholarship scheme to which the Commonwealth Government makes a substantial contribution; and
- not previously have received an IPRS for a Research Doctorate degree; and
- not previously have received an IPRS for a Research Masters degree, unless:
  - that degree was completed and the student is undertaking a Research Doctorate degree; or
  - the student has converted their IPRS under paragraph 4.6.3 of these Guidelines.

4.4 APPLICATION, SELECTION AND OFFER PROCESSES

4.4.1 Application Process
A HEP must be responsible for its own application process and must be the first point of contact for students interested in applying for an IPRS.

A HEP must make information about the application, selection and offer process, selection policy and conditions of scholarship available to all students who may be interested in applying for an IPRS.

4.4.2 Selection Policy
A HEP must maintain an IPRS selection policy which is publicly available and which accords with these Guidelines and the fairness requirements in Subdivision 19-D of Part 2-1 of the HESA as in force from time to time. The HEP must select students for an IPRS in accordance with the policy.

A HEP’s selection policy must specify that a student is not to be selected for an IPRS unless the HEP is satisfied that the student meets, or will meet before any IPRS payment is made, the eligibility criteria for an IPRS set out in these Guidelines.
A HEP’s selection policy must specify that preference is to be given to students from the regions identified as priorities under the Commonwealth Government’s Endeavour Programme. These regions are Asia, Europe, North and South America, and the Middle East.

A HEP’s selection policy must specify the circumstances (if any) in which a student transferring from another HEP may continue to receive an IPRS.

4.4.3 Offer Process
A HEP is to offer in a year at least the number of scholarships it is allocated in that year to students who are to commence their HDR in that year.

The number of students who commence an IPRS in a year with the HEP must not exceed the number of scholarships allocated to the HEP in that year, other than in the circumstances specified in the next paragraph.

Where a student has completed a Research Masters degree, was receiving an IPRS in respect of that degree and is proceeding to a research doctorate degree, a HEP may offer the student an IPRS despite the preceding paragraph. For the purposes of the preceding paragraph, the student is to be regarded as commencing the IPRS in the year following the actual commencement of the second IPRS.

A HEP may only offer an IPRS as a result of:
- an application lodged as part of a competitive application process; or
- the student transferring from another HEP and being allowed to continue to receive their IPRS.

A HEP must:
- offer a scholarship to a student in writing and advise the student in writing of the benefits to which they are entitled and the conditions of the scholarship. Where a HEP does not include the cost of compulsory fees (such as student union or activity fees) in the cost of the course specified in the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) listing, the letter of offer must state that the prospective student will be responsible for the payment of these compulsory fees; and
- provide an IPRS student with a duly authorised Confirmation of Enrolment which meets the requirements of the DIMIA to enable the student to obtain their student visa to enter Australia. The Confirmation of Enrolment must not be sent until written acceptance of the scholarship offer has been received from the student.

4.5 PAYMENTS TO STUDENTS
A HEP must spend IPRS grant amounts only on the making of IPRS payments in respect of students who have been awarded an IPRS and are undertaking their HDR at the HEP.

A HEP must use IPRS grants amounts to pay, on behalf of the student, the estimated annual course cost, as specified in CRICOS, for the HDR being undertaken by the student.

4.5.1 Value of Scholarship
The maximum value of an IPRS in a year is equal to:
- the estimated annual course cost, as specified in the CRICOS, for the HDR being undertaken by the student; plus
- the cost of a standard Overseas Student Health Cover policy approved by the Commonwealth Government Department of Health and Ageing and which covers the student and their spouse and dependants (if any) for the period of the IPRS.

4.5.2 Non-commencements and Withdrawals
A HEP must apply its usual policies concerning:
- the non-refundability of course costs for students who withdraw after commencing study; and
• administrative charges for students who do not commence their study after having received an offer of a place.

A HEP may use IPRS funds to:
• discharge course costs, where the course fee is not refundable to a withdrawing student; or
• pay administrative charges for a student who does not commence their study after receiving an offer of a place.

The maximum amount of IPRS funds that a HEP may use for these purposes is:
• up to 10 per cent of the course cost for each student who did not notify the HEP of an inability to undertake the course or whose notice of this fact was provided less than four weeks before the start of the relevant study period; or
• up to 50 per cent of the course cost where the course fee is non-refundable for each student who has withdrawn within the first four teaching weeks of the relevant study period; or
• up to 100 per cent of the course cost where the course fee is non-refundable for each student who has withdrawn after the first four teaching weeks of the relevant study period.

If the number of students who commence an IPRS in the year equals the number of scholarships allocated to the HEP in that year, a HEP may not use IPRS funds in that year to pay any administrative charge for a student who does not commence their study in that year.

4.5.3 Duration of an IPRS
The duration of an IPRS is three years for Research Doctorate degrees and two years for Research Masters degrees.

The duration of an IPRS will be reduced by any periods of study undertaken:
• towards the course of study prior to the commencement of the IPRS; and
• during deferral of the IPRS.

A HEP may approve extensions to the duration of an IPRS of up to a total of 12 months. A HEP may not approve an extension of longer than six months at any one time.

4.5.4 Rollover of Unspent Grants to Meet Future Liabilities
A HEP must forward to DEST, within six months of the end of each year, a request to roll over unspent grant amounts under section 46-35 of Part 2-4 of the HESA as in force from time to time.

4.6 CONDITIONS OF SCHOLARSHIP

4.6.1 Ongoing Eligibility
A HEP must monitor the ongoing eligibility of a student to ensure that the student continues to meet the eligibility requirements for an IPRS as set out in paragraph 4.3 of these Guidelines.

4.6.2 Deferrals
A student may apply to their HEP for a deferral of their scholarship for up to 12 months. In exceptional circumstances, students may apply for deferrals beyond 12 months. The approval of all deferrals will be at the discretion of the HEP.

4.6.3 Transfer of an IPRS
Students who transfer from one HEP to another may continue to receive their IPRS only if their new and the former HEP agree to the continuation of the IPRS. The new HEP and the former HEP must agree on the transfer arrangements and the new HEP must ensure that it has received information from the former HEP on any IPRS payment the student has received.
4.6.4 Change of Degrees
Students may convert from a Research Masters degree to a Research Doctorate degree, or from a Research Doctorate degree to a Research Masters degree, and continue to receive their IPRS.

4.6.5 Change of Research Area
A HEP may approve a student's request to change from the research area indicated in the original placement/scholarship offer, providing:

- the new research area is one of the areas of research concentration in that HEP; and
- there will be no extension of the period of the new course arising from the change of research area beyond the period of the original placement/scholarship offer, including any previously approved extensions. The only exception to this rule is where the change of research area results from circumstances relating to the research which are outside the control of the student and the HEP.

4.6.6 Work
Students with a student visa permitting them to work may only undertake work unrelated to their course requirements up to a maximum of 20 hours a week while undertaking their studies. The student must obtain the approval of their HEP prior to undertaking such work. A HEP may not approve a student undertaking work unless it is satisfied that the work will not interfere with the student's study programme. A HEP may approve work subject to conditions determined by the HEP.

4.6.7 Termination of an IPRS
A HEP must terminate an IPRS:

- if the student ceases to meet the eligibility criteria specified in paragraph 4.3 of these Guidelines other than during a period in which the IPRS has been deferred; or
- if, in the opinion of the HEP, the course of study is not being carried out with competence and diligence in accordance with the offer of scholarship; or
- if the HEP determines that a student is guilty of serious academic misconduct: or
- when the student ceases to be a full-time research student; or
- if the student does not resume study at the conclusion of a period of deferral and has not made arrangements to extend that period of deferral; or
- if the student fails to maintain satisfactory progress, as determined by the HEP; or
- if the HEP is able to offer the student a HDR place funded by the Commonwealth's RTS.

4.7 MISCELLANEOUS

4.7.1 Supervision and Facilities
A HEP must:

- ensure that adequate facilities and appropriate supervision are available for each student undertaking a HDR; and
- establish, make publicly available, and abide by, a code of supervisory practice for students undertaking a HDR.
CHAPTER 5  INDIGENOUS STAFF SCHOLARSHIPS

5.1  PROGRAMME OBJECTIVES

The objective of the Indigenous Staff Scholarship (ISS) programme is to develop Indigenous leadership in the higher education sector through the provision of opportunities for professional development, with priority given to:

a) people undertaking postgraduate awards, and

b) people who have not previously been in receipt of an ISS.

5.1.1  Description of Scholarship

ISSs are awarded nationally to enable Indigenous staff (academic or general) of a HEP to take leave from their employment to undertake 12 months full-time higher education study in their chosen academic or professional area. The ISSs are directed towards Indigenous staff who have actively encouraged Indigenous students to participate in higher education and complete their studies.

Five ISSs will be awarded each year from 2004.

5.1.2  Class of Commonwealth Scholarship

The ISSs are standard scholarships.

5.2  GRANTS

5.2.1  Total Grant Amounts and Indexation

The total grant amounts allocated for ISSs for 2004 will be up to $156,500. This amount will be indexed in subsequent years in accordance with Division 198 of Part 5-6 of the HESA as in force from time to time.

5.2.2  How Grant Amounts are to be Determined

The amount of grants to HEPs administering the ISS (administering provider) in 2004 will be equal to the value of the stipend ($20,900) plus up to $10,400 for payment of the student's tuition fees and/or student contribution amounts, as defined under the Higher Education Funding Act 1988, for each student who is studying with the administering provider. The amount of tuition fee and/or student contribution amount will be paid to the administering provider only upon production of evidence of the level of tuition fees and/or student contribution amount by the administering provider.

5.3  STUDENT ELIGIBILITY REQUIREMENTS

5.3.1  Basic Eligibility Requirements

To be eligible for an ISS, the applicant must:

• be a member of the Aboriginal race of Australia; or
• be a descendant of the Indigenous inhabitants of the Torres Strait Islands; and
• be employed by a HEP as defined in the HESA (“the employing provider”); and
• be enrolled in a full-time course of study leading to a higher education award with an eligible HEP upon commencement of the ISS; and
• have a Letter of Support from their employing provider. The Letter of Support must include an undertaking from the employing provider that the provider will hold the applicant’s position of employment with the provider for 12 months while the applicant undertakes full-time study. The undertaking must include holding the applicant’s position where the applicant has:
  o changed their course of study; or
  o transferred to another HEP
since accepting the ISS where this change or transfer has been approved by the Indigenous Higher Education Advisory Council (IHEAC) in accordance with paragraphs 5.6.6 and 5.6.7 of these Guidelines.

The following documentation is acceptable as evidence of being Indigenous:
• birth records or genealogies verified by a suitable authority as relevant to the applicant; or
• an affirmation signed by the applicant, declaring that s/he identifies as an Australian Aboriginal or Torres Strait Islander; or
• confirmation in writing with the corporate seal from the chairperson of the Aboriginal or Torres Strait Islander incorporated organisation in a community in which the applicant lives or has previously lived.

5.4 APPLICATION, SELECTION AND OFFER PROCESSES

5.4.1 Application Process
Applications for ISSs must be made to DEST according to the published application form. Applications forms are available at http://www.dest.gov.au/schools/indigenous/reforms.htm.

Eligible applications will be forwarded to the IHEAC for assessment. The IHEAC will advise the Minister on the applicants the IHEAC determines are most suitable.

5.4.2 Selection Policy
ISSs will be awarded by the Minister who may accept advice from the IHEAC and who may take into account any other relevant matter.

The primary considerations in assessment of applications will be:
• The extent to which applicants have actively encouraged Indigenous students to participate in higher education and complete their course; and
• The extent to which applicants have demonstrated leadership with regard to Indigenous issues within the higher education sector.

Additional criteria for assessment of applications for the ISSs may be published in these Guidelines from time to time.

5.4.3 Offer Process
A Letter of Offer will be forwarded to successful applicants. The conditions in accepting the ISS are outlined in paragraph 5.6 of these Guidelines. In accepting an ISS, the applicant is agreeing to abide by the conditions of the ISS.

5.5 CONDITION OF GRANTS TO HEPs

5.5.1 Payments to HEPs
The Commonwealth will grant amounts for ISSs to the administering provider, in accordance with approved payment arrangements made under the HESA. Grant amounts must only be used for the purpose of making ISS payments to students and for the payment of student’s tuition fees and/or student contribution amounts, otherwise funds will be recovered under the HESA.
5.5.2  Payment of Stipend to Students
The stipend of $20,900 for each ISS must be paid in advance to students, each fortnight in 26 equal payments.

5.5.3  Recovery of Funds on Termination or Transfer of ISS
Where an ISS has been terminated, or the IHEAC has approved a transfer under paragraph 5.6.7 of these Guidelines, any overpayments or unspent amounts will be recovered under section 164-15 of Part 5-1 of HESA as in force from time to time.

5.5.4  Administering Provider Reporting and Notice Requirements
5.5.4.1  General Final Report
A grant to the administering provider to pay ISSs is made on the condition that the administering provider provides a report three months after the completion of the tenure of the ISS. The report must comment on the programme and advise whether the administering provider considers the Programme is achieving its objectives and, if not, where in the administering provider’s opinion improvements may be made.

5.5.4.2  General Notice Requirements
The administering provider must provide notification in writing to the IHEAC through DEST immediately:

- if, in the administering provider’s opinion, the student is not carrying out the conditions of the ISS in accordance with the conditions set out in these Guidelines; or
- advising if the student has deferred studies, in accordance with paragraph 5.6.4 of these Guidelines; or
- if the student has withdrawn from the course of study.

5.5.4.3  Audited Financial Statement
Administering providers are required to submit a Financial Statement to DEST within three months of completion of the ISS. The Financial Statement must cover the period of payments showing final expenditure against total funds provided, and a declaration made by the administering provider stating that all funds were expended on the purposes for which they were granted.

The Financial Statement must be signed by the Chief Executive Officer or Chief Internal Auditor at the administering provider.

5.5.4.4  Final Report
Three months after the completion of the ISS, the administering provider must provide a final report to the IHEAC including a statement from the student’s supervisor, or a relevant academic authority employed by the administering provider, outlining the studies undertaken and including a copy of the academic record for the period.

5.6  CONDITIONS OF SCHOLARSHIP
A grant to an administering provider is made on the condition that ISS payments are made to students in accordance with the following Conditions of Scholarship.

5.6.1  Value of the ISS
Students will be paid a stipend of $20,900 and will receive a reimbursement of tuition fees and/or student contribution amounts for the course of study in which they are enrolled, up to $10,400.

5.6.2  Duration of the ISS
The ISSs are for a period of 12 months from the date of commencement of study.
5.6.3 Commencement of the ISS

The ISSs must begin within a 12 month period after the Letter of Acceptance has been signed. The ISS and payment to the administering provider cannot commence until the signed Letter of Acceptance is received by DEST.

5.6.4 Deferrals

After commencement of the ISS, a student may seek to defer the remainder of the ISS by applying in writing to the IHEAC through DEST. Unless otherwise specified in writing to the student by DEST, the maximum period of a deferral allowable will be six months.

5.6.5 Withdrawal from Course

If a student withdraws from or completes the course of study in which they are enrolled, they must immediately advise the IHEAC through DEST in writing.

5.6.6 Change of Course of Study

A student may transfer to another course of study with the administering provider during the tenure of the ISS with the approval of the IHEAC. Students must apply in writing to the IHEAC for approval.

5.6.7 Transfer of a Scholarship

The IHEAC may approve transfer to another eligible administering provider of an ISS during the tenure of the ISS. Any request to transfer an ISS requires the written support of both the student’s current and proposed administering providers. Transfer is subject to the student being offered a higher degree place with the new HEP. Once approval for a transfer has been obtained from the IHEAC, written advice will be provided to the Student, the original administering provider and the new administering provider.

5.6.8 Eligibility for Concurrent Scholarships or Awards

A student may receive a concurrent award or scholarship separate to the ISS to assist in their course of study where the concurrent award or scholarship is not for the purposes of tuition fees.

5.6.9 Work

There is no limit on the income a student may receive from work. However, the administering provider must be satisfied that a student’s work does not interfere with their studies.

5.6.10 Leave

Students shall be entitled to leave from study in accordance with the conditions applying at the administering provider.

5.6.11 Student Reporting Requirements

5.6.11.1 Student Statement of Progress

A month after completion of the first six month period of study, the student must provide a Statement of Progress to the IHEAC from the student’s supervisor or a relevant academic authority employed by the administering provider.

5.6.11.2 Student Final Report

Three months after the completion of the ISS, the student must provide a final report to the IHEAC including a copy of their academic transcript.
5.6.12 Termination

The Minister may terminate an ISS:

- if, in the opinion of the IHEAC, after being informed by the administering provider, the ISS is not being carried out in accordance with the offer of the ISS; or
- if the student fails to provide the necessary reports as stated under paragraph 5.6.11 of these Guidelines; or
- if the student ceases to study full-time; or
- if the student withdraws from the course of study to which the ISS applies; or
- if the student resigns from their position of employment with the employing provider; or
- if the student fails to take up the ISS within 12 months of being awarded the ISS; or
- if the student does not resume study at the conclusion of a period of deferral; or
- if the student is found guilty of serious academic misconduct; or
- if the student fails to comply with any condition of the ISS as identified in these Guidelines.

5.7 MISCELLANEOUS

5.7.1 Appeals

Any disputes arising from the Programme will be dealt with through the IHEAC in accordance with appeals procedures published by DEST from time to time.
## 2004 COMMONWEALTH SCHOLARSHIP ALLOCATIONS

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### ALLOCATION TOTAL

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