

Postgraduate student top-up scholarships guidelines

Contents

1	PURPOSE OF THE TOP-UP SCHOLARSHIPS	1
1.1	Eligibility for a Top-up Scholarship	1
1.2	Obligations of Top-up Scholarship holders and universities	1
1.3	Retrospective awarding of Top-up Scholarship	1
1.4	Responsibilities of Research Centres.....	1
1.5	Taking leave, illness and extensions	2
1.6	Disbursement of funds	2
2	APPLICATION	3

1 PURPOSE OF THE TOP-UP SCHOLARSHIPS

Annually, each AHURI Research Centre has access to a two-year Masters or three-year PhD Top-up Scholarship funded at \$7000 per annum, per student. The aims of the scheme are to attract new postgraduate students to housing and urban studies, to develop the quantity and quality of the research talent in the AHURI network and to maintain and improve the standard of the AHURI National Housing Research Program.

1.1 Eligibility for a Top-up Scholarship

Students eligible to hold an AHURI Postgraduate Top-up Scholarship are full-time students who have been awarded an Australian Postgraduate Award (APA), an Australian Postgraduate Award Industry (APAI), or a university awarded scholarship. These students must be commencing studies in 2011–12 at a university participating in the AHURI National Housing Research Program. Holders of an APA, APAI or university scholarship awarded prior to 1 July 2011 are ineligible for a full AHURI Postgraduate Top-up Scholarship.

Each application form must demonstrate that the research topics of the scholarship holder are directly relevant to the policy research aims detailed in the AHURI National Housing Research Program—Research Agenda 2012, which is found at: http://www.ahuri.edu.au/research_agenda_funding/research_agenda/.

If a Research Centre is unable or unwilling to award the Top-up Scholarship to an APA or university scholarship student, the Top-up Scholarship can be included in an ARC Linkage grant application.

1.2 Obligations of Top-up Scholarship holders and universities

Top-up Scholarship holders are required to attend an annual Postgraduate Symposium. The Postgraduate Symposium is an event that assists in creating and fostering a housing research community for emerging researchers. Prior to their attendance at the symposium, researchers must prepare a paper for presentation to the symposium.

The Top-up Scholarship is paid annually in advance, subject to satisfactory performance. At the end of each year of study (and before June 30 each year), formal written notice of satisfactory performance and continuing full-time enrolment must be sent to the AHURI National Office by the relevant university.

The funds involved in the Top-up Scholarship are to be administered by the university at which the student is enrolled, with the assistance of the relevant Research Centre. This means that the funds can be dispersed in line with those made available through the student's main scholarship. The funds are fixed amounts and further funding beyond the maximum three-year PhD (\$21 000) or two-year Masters (\$14 000) allocation will not be available to the same student.

1.3 Retrospective awarding of Top-up Scholarship

Research Centre Directors may recommend students who have already commenced their postgraduate study up to 12 months after the commencement of their scholarship. This is to allow for students that may have become eligible for a Top-up Scholarship in their consultation period, due to a shift towards a topic that is relevant to the AHURI National Housing Research Program Research Agenda 2012. Funding will be granted to these students on a pro rata basis for the remaining period of study.

1.4 Responsibilities of Research Centres

In order to secure funding, Research Centres are asked to:

1. Identify Research Agenda themes to be the focus of postgraduate study.
2. Advertise AHURI Top-up Scholarships to eligible students.
3. Select candidates based on merit and topic.
4. Upon selection of student, forward application, including details of topic, to the AHURI National Office (within the timelines outlined below).
5. Provide the AHURI National Office with formal notification that the student is enrolled full-time and progressing as planned.
6. Provide the AHURI National Office with an annual report (e.g. copies of base scholarship progress reports).
7. Upon the withdrawal of the student, provide written notice to AHURI National Office and return the balance of the Top-up Scholarship within 30 days of the date of the notification letter.

1.5 Taking leave, illness and extensions

The AHURI National Office must be notified as soon as practicable if a student has deferred or discontinued their studies. Students transferring to part-time candidature or to a university that is not part of an AHURI Research Centre will cease to be eligible for the Top-up Scholarship.

The AHURI National Office must be notified, in writing, by the Research Centre when the student is intending to take extended leave of absence (longer than three months), so arrangements can be made to suspend funding for the period. However, payments may continue in the case of illness. In the event that a student terminates their studies, the remaining funds not utilised will be returned to the AHURI National Office.

1.6 Disbursement of funds

The National Housing Research Program (NHRP) Funding Round is based on the financial year.

Timelines for the application and funding disbursement process

Action	Date
AHURI 2010 Top-up Scholarship NHRP Funding Round opens. Applications will be accepted by AHURI between 26 September 2011 and 30 April 2012, with a view to notifying the successful candidate within 21 days of the receipt of their application by AHURI.	26 September 2011
AHURI Top-up Scholarship Funding Round closes.	COB 30 April 2012
AHURI Top-up Scholarship funding contract issued.	By 30 June 2012
Notification of application outcome	Within 21 days of receipt by AHURI
Dissemination of year one funds to Research Centre.	Within 30 days of agreement

2 APPLICATION

An application for an AHURI Postgraduate Top-up Scholarship should contain:

- Application Form (including a Research Summary that specifies the links between the proposed research and the AHURI National Research Program Research Agenda 2012).
- Evidence of enrolment in full-time Masters or PhD.
- Evidence of acceptance of scholarship—an Australian Postgraduate Award (APA), Australian Postgraduate Award Industry (APAI), or a university awarded scholarship at a university participating in the AHURI Network.

Enquiries

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