

Guidelines for applications for AHURI Postgraduate Scholarship Top-ups

Purpose of the scheme

Annually, each AHURI Research Centre has access to a two-year Masters or three-year PhD Scholarship Top-up funded at \$7,000 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.

Eligibility for a Scholarship Top-up

Students eligible to hold an AHURI Postgraduate Scholarship Top-up are full-time students who have been awarded a Research Training Program (RTP) or a university awarded scholarship. These students must be commencing studies in 2017–18 at a university participating in the AHURI [National Housing Research Program](#). Holders of an RTP (previously Australian Postgraduate Award) or university scholarship awarded prior to 11 April 2017 are ineligible for a full AHURI Postgraduate Scholarship Top-up.

Each application form must demonstrate that the research topics of the scholarship holder are directly relevant to AHURI Research priorities detailed in the current or recent AHURI National Housing Research Program Research Agendas, which are available on the AHURI website at: <http://www.ahuri.edu.au/ahuri-research/research-agenda>.

In the case of multiple eligible applicants, the AHURI Research Centre Director is responsible for selection of the preferred applicant. In some cases it may be possible to fund more than one applicant, particularly if a Research Centre has not had a top-up scholar commencing in the previous year. It is the responsibility of the Research Centre Director to consult with AHURI Limited to determine whether they are eligible for an additional Scholarship Top-up.

Obligations of Scholarship Top-up holders and universities

Scholarship Top-up holders are required to attend three Postgraduate Symposiums over the course of their candidature. 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 Scholarship Top-up is a lump sum and is paid on commencement and annually in advance, subject to satisfactory performance. At the end of each year of study (and before 30 June each year), formal written notice of satisfactory performance and continuing full-time enrolment must be sent to the AHURI Limited by the relevant university.

The funds involved in the Scholarship Top-up 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.

Retrospective awarding of Scholarship Top-up

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 Scholarship Top-up in their consultation period, due to a shift towards a topic that is relevant to the AHURI National Housing Research Program Research Agenda 2018. Funding will be granted to these students on a pro rata basis for the remaining period of study.

Responsibilities of Research Centres

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

- 1 Identify Research Agenda topics to be the focus of postgraduate study.
- 2 Advertise AHURI Scholarship Top-ups 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 Limited (within the timelines outlined below).
- 5 Provide the AHURI Limited with formal notification that the student is enrolled full-time and progressing as planned.
- 6 Provide the AHURI Limited with an annual report (e.g. copies of base scholarship progress reports).
- 7 Upon the withdrawal of the student, provide written notice to AHURI Limited and return the balance of the Scholarship Top-up within 30 days of the date of the notification letter.

Taking leave, illness and extensions

AHURI Limited must be notified as soon as practicable if a student has deferred or discontinued their studies. Any circumstances which impact on the students' candidature should be discussed with AHURI and the eligibility for continued support confirmed.

AHURI Limited must be notified, in writing, by the Research Centre when the student is intending to take extended leave of absence (longer than three months). In the event that a student terminates their studies, the remaining funds not utilised will be returned to AHURI Limited.

Disbursement of funds

The following table provides timelines for the application and funding disbursement process:

Action	Date
Funding Round 2018 opens. Applications accepted by AHURI between 18 April 2017 and 13 April 2018, with a view to notifying the successful candidate within 21 days of the receipt of their application by AHURI.	18 April 2017
AHURI Scholarship Top-up Funding Round closes.	COB 13 April 2018
AHURI Scholarship Top-up funding contract issued.	By 30 June 2018
Notification of application outcome.	Within 21 days of receipt by AHURI
Dissemination of year one funds to Research Centre.	Within 30 days of receipt of an invoice from the university

Application

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

- Application Form (including a Research Summary that specifies the links between the proposed research and AHURI research priorities, as identified in current or recent Research Agendas).
- Evidence of enrolment in full-time Masters or PhD.
- Evidence of acceptance of scholarship—a Research Training Program (RTP) or a university awarded scholarship at a university participating in the AHURI Network.

Applications should be submitted to the Research Centre Director, who will forward the successful application to AHURI Limited. For a list of current Research Centre Directors see:

<http://www.ahuri.edu.au/about-us/research-partners>.

Enquiries

Any queries regarding the Scholarship top-up process can be made to:

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