



Associate Professor Peter Meikle  
Baker IDI Heart and Diabetes Institute  
St Kilda Road Central  
PO Box 6492  
MELBOURNE  
VIC 8008

Dear Associate Professor Meikle,

### **NHMRC RESEARCH FELLOWSHIP – APP1042095**

I am pleased to advise that the Minister for Health, the Hon. Tanya Plibersek MP, has approved your Reapplication with Promotion to the National Health and Medical Research Council's (NHMRC) Research Fellowships scheme in 2013. Unfortunately, on this occasion you have not been successful in gaining the requested promotion to PRF, however you have been successful in gaining a promotion to SRF B level.

This letter provides you with important information about how to accept the offer of funding and the final approved budget within this offer. The Peer Review Panel's (PRP) final report of your application is attached.

#### **Accepting this offer**

The formal offer of grant funding for your application will be made under the NHMRC Funding Agreement between the Australian Government and your Administering Institution (the Funding Agreement). Your Administering Institution is responsible for informing you about the requirements of the Funding Agreement, Researchers' Responsibilities and Direct Research Costs guidelines.<sup>1</sup>

Your Institution has until 31 January 2013 to advise NHMRC of your acceptance or the offer may be withdrawn. If you wish to accept the offer of funding, or have any queries, please contact your Research Administration Officer (RAO).

#### **Approved Budget**

All expenditure must be in accordance with the requirements of the Funding Agreement, noting that use of funding for some purposes is expressly excluded in the Funding Agreement.

Details for your Fellowship commencing in 2013 are as follows:

<b>Level</b>	<b>Trans Tasman pa</b>	<b>SEO pa</b>	<b>Annual Package</b>	<b>No of Years</b>	<b>Total</b>
SRF B		\$15,000.00	\$145,553.00	5	\$727,765.00

<sup>1</sup> Copies of the Funding Agreement, the Researchers' Responsibilities guidelines and Direct Research Costs guidelines are available at <http://www.nhmrc.gov.au/grants/administering-grants/nhmrc-funding-agreement>

The Fellowship provides support by means of a personal Research Fellowship Package (RFP). This package covers salary and all salary on-costs (including payroll tax, workers compensation, superannuation, long service leave).

With the exception of annual indexation, the level of the annual RFP will apply for the duration of the award and no additional funds will be provided. Under the Funding Agreement, you will be responsible for negotiating with your employing institution to finalise the split of the total RFP between items of expenditure.

We will shortly provide a Schedule to the Funding Agreement, which will include a breakdown of the Fellowship.

### **Participation in NHMRC Peer Review**

This year's assessment process for Research Fellowships involved approaching a large proportion of the research community, in addition to the work of the PRPs. NHMRC is grateful for this enormous contribution and will acknowledge it through our website's peer review honour roll.

NHMRC is now moving towards the opening of the Research Fellowships round for funding commencing in 2014. To ensure that every application in that round is appropriately assessed, we are reminding everyone that holds an NHMRC grant of their obligation to contribute to the peer review process, as set out in Clause 23.1 of the Funding Agreement, which states:

*"...the Administering Institution must make available to NHMRC, free of charge but subject to NHMRC providing reasonable notice to the Administering Institution, the services of Specified Personnel to provide professional input into reviewing or assessing applications made under a Scheme in the Personnel's area of expertise, as required by NHMRC. Each Specified Person may be required to review at least five (5) of Scheme applications each calendar year."*

As a Research Fellow, we ask that you ensure your CV/Profile information is up to date in the Research Grants Management System (RGMS) to assist in the identification of appropriate peer reviewers.

Any changes to your employment circumstances following your acceptance of the award must be notified to NHMRC, in writing, through the RAO at your Administering Institution, at the following address:  
postaward.management@nhmrc.gov.au

Congratulations on obtaining this prestigious NHMRC Research Fellowship.

Yours sincerely

*[Authorised for electronic transmission]*

Virginia Hart  
Executive Director  
Research Programs  
NHMRC

19 October 2012

Cc Research Administration Officer  
Baker IDI Heart and Diabetes Institute Holdings Limited

WORKING TO BUILD A HEALTHY AUSTRALIA

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ABN 88 601 010 284



**In reply please quote: NHMRC Research Fellowship Application APP1125691**

Professor Peter Clifton  
[peter.clifton@unisa.edu.au](mailto:peter.clifton@unisa.edu.au)

Dear Professor Clifton

\*\*\*\*\* UNDER EMBARGO AND PROVIDED IN CONFIDENCE \*\*\*\*\*

This advice and the document/s referred to below are provided under strict **embargo** and as such, on an In-Confidence basis. **The document/s and the information are not to be made public at this time by institutions or recipients.** NHMRC will notify your Administering Institution when your outcome is no longer under embargo.

\*\*\*\*\*

**Application ID: APP1125691**  
**Type: Research Fellowship**  
**Application Title: The role of intermittent energy restriction in type 2 diabetes.**

Thank you for applying for National Health and Medical Research Council (NHMRC) funding.

Your application (APP1125691) has been assessed by a Peer Review Panel in accordance with the Funding Rules for the scheme and Peer Review Guidelines. On this occasion your application was not recommended for NHMRC funding.

However, I can advise that the Minister for Health and Aged Care, the Hon. Sussan Ley MP has approved funding for a sixth year to commence in 2017.

This letter provides you with important information about the offer of Funding made to University of South Australia for this application.

### Assessment Details

Where available<sup>1</sup>, information about the assessment of your application is provided in a separate Application Assessment Summary. This can be accessed via RGMS following the instructions for accessing feedback in the [RGMS User Guide – Awarding Grants](#).

<sup>1</sup> An assessment summary is not available for applications to schemes where the NHMRC does not perform the peer review. Guidance on interpreting Project Grants Assessment Summaries is available at <http://www.nhmrc.gov.au/grants/outcomes-funding-rounds>.

## Accepting this offer

The offer of Funding for your Application is made under the NHMRC Funding Agreement (the Funding Agreement) between the Australian Government and your Administering Institution. Your Administering Institution is responsible for informing you about the requirements of the Funding Agreement (including its Schedules) the Direct Research Costs guidelines and other applicable policies<sup>2</sup>.

Your Administering Institution has until 31/10/2016 to certify that the information required prior to payment being made (see below) has been entered into RGMS, and to advise NHMRC of its acceptance of the offer. If the offer is not accepted by this date it may lapse. If you wish to discuss this offer of Funding, or have any queries, please contact your Research Administration Officer (RAO).

## Information required prior to payment being made

Where applicable, and except where otherwise indicated, NHMRC will temporarily withhold some or all of the funding under subclause 15.2.a of the Funding Agreement with your Administering Institution until Specified Personnel with outstanding obligations from previous NHMRC grants, including submission of a Final Report, have met those obligations.

In some circumstances, CIAs and Fellows may need to provide additional ethics information. This information must be entered into RGMS by the CIA or Fellow and certified by the RAO. The [RGMS User Guide - Awarding Grants](#) provides details on how to enter and certify this data at award. Should you have any questions concerning the provision of such information, please speak to your RAO.

If you need to seek approval to defer the start date of this grant, please refer to [Grantee Variations](#) or speak with your RAO.

## Funding

As set out in the Schedule to the Funding Agreement, the Research Fellowship GNT1020594, has been awarded \$152,769.00. Where applicable, this budget has been assessed by the expert peer review panel as sufficient to complete the aims and objectives of the research proposal stated in the application for funding. Any conditions relevant to receiving the Funding are set out in the Schedule to the Funding Agreement and, where applicable, the associated Funding Rules. All expenditure must be in accordance with the requirements of the Funding Agreement.

## Participation in NHMRC Peer Review

The NHMRC relies on the ongoing participation of the research community to ensure that every application receives expert peer review. The NHMRC is grateful for this enormous contribution which is acknowledged through our website's peer review honour roll.

To ensure that applications for future rounds are appropriately assessed, we are reminding all Chief Investigators, Fellows and Scholars working on NHMRC Funded Research Activities that they may be requested to make themselves available to contribute to the peer review process, in accordance with clause 23.1 of the Funding Agreement.

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<sup>2</sup> Copies of the Funding Agreement, and Direct Research Costs guidelines and other policies are available at <http://www.nhmrc.gov.au/grants/administering-grants/nhmrc-funding-agreement>

Accordingly, we ask that you ensure your CV/Profile information is up to date in RGMS to assist in the identification of appropriate peer reviewers.

Yours sincerely

*[Authorised for electronic transmission]*

Dr Tony Willis  
Executive Director  
Research Programs



# Research Program



Dr Jennifer Keogh  
Associate Professor, Dietetics  
School of Pharmacy & Medical Sciences  
University of South Australia  
GPO Box 2471  
ADEALIDE SA 5000

Heart Foundation  
ABN 98 008 419 761

Level 12, 500 Collins Street  
Melbourne VIC 3000

Telephone (03) 9329 8511  
Facsimile (03) 9321 1574

For heart health information  
1300 36 27 87  
[www.heartfoundation.org.au](http://www.heartfoundation.org.au)

2 November 2012

Dear Jennifer,

Award Reference Number: CR 12A 6750  
Project Title: Fruit & vegetables and vascular function

Congratulations, the Heart Foundation is very pleased to offer you a South Australian Cardiovascular Research Development Program (SACVRDP) Fellowship - \$450,000 over 3 years commencing 1 January 2013. This Fellowship is a flagship program under the SACVRDP where the Heart Foundation and the South Australian Department of Health have partnered to develop quality cardiovascular research capacity in South Australia.

The Fellowships Committee was impressed by the calibre of your work and agreed that the Fellowship will assist you to further develop your research career. We thank you for the time and effort spent in preparing your application.

## Information on your award

This letter is accompanied with the following documents:

- *Assessor Comments*

This is enclosed for your information. This may provide some useful feedback to further improve your project design.

- *Overview of Funding*

This document outlines the financial details of your award. Your stipend will be paid to your administering institution in equal installments in January, April, July and October for each year of your award.

- *SACVRDP Research Fellowship Agreement*

This document outlines terms and conditions of accepting the Award. Please read this document carefully as it contains important information about your award.

It must be noted that in this agreement there are two documents that need to be completed by you and the administering institution and returned to the Heart Foundation

- 1) The SACVRDP Agreement
- 2) Tripartite Intellectual Property Deed

The head of your administering institution (or nominee) must also sign the SACVRDP Research Fellowship Agreement and the Tripartite Intellectual Property Deed.

- *Acceptance of Award*

This document is used to officially confirm your acceptance of the Award. You are asked to check with your Research Office concerning your institution's process for returning the form, as some institutions prefer acceptances to be returned through them.

You will need to complete the Agreement (two parts) and the Acceptance of Award and return them by 16 November 2012.

### **Reporting Obligations**

Progress reports and Financial Acquittals are due on 30 March each calendar year from 2014 onwards for the duration of this Fellowship. An *End of Year Progress Report Form* and *Financial Acquittal Form* for the South Australian Cardiovascular Research Development Program are available from the Heart Foundation's website under the Research section to enable you to meet these requirements. Please note that failure to meet these reporting requirements can result in the suspension of your award.

### **How you can support the Heart Foundation**

The Heart Foundation is a charity and as such, we are almost completely reliant on donations from the Australian public to support our funding of cardiovascular research. Therefore, it is very important that we can show our donors the difference their support is, or could be, making. We do this by showcasing the work of our outstanding researchers, like yours, through donor functions, letters, profiles, media interviews and fundraising events. We would appreciate your assistance with these activities.

### **Acknowledgement of the Heart Foundation and the South Australian Department of Health**

It is expected that you and the institution ensure that there is appropriate acknowledgement of the contribution of the Heart Foundation and the South Australian Department of Health as stipulated in the Agreement to the Project in all relevant correspondence, public announcements, advertising material, research reports or other material produced by, on behalf of, or through the Institution in any manner relating to the Project. To facilitate this, a registered copy of relevant logos is available by contacting the Heart Foundation Research Office. The logos should be used on slide or poster presentations and the Heart Foundation and the South Australian Department of Health should be listed as funding bodies for your research.

All correspondence regarding this Fellowship should be addressed to the Research Office at Level 12, 500 Collins Street, Melbourne VIC 3000. You may also contact the Research Office on (03) 9321 1581 (phone), (03) 9326 3190 (fax) or via [research@heartfoundation.org.au](mailto:research@heartfoundation.org.au). Please quote the award reference number shown at the top of this letter in all correspondence.

The Heart Foundation views research as a real priority. We are very pleased to be able to support your research and we look forward to hearing about your progress.

Congratulations once again on this achievement!

Yours sincerely



**Dr Akiko Ono**  
**National Director - Research**  
**Heart Foundation**  
Ph: 03 9321 1581  
Fax: 03 9326 3190  
Email: [research@heartfoundation.org.au](mailto:research@heartfoundation.org.au)



**Dr Amanda Rischbieth**  
**Chief Executive Officer**  
**Heart Foundation- South Australia**  
155-159 Hutt Street  
Adelaide, SA 5000  
Phone: 08 8224 2888  
Fax: 08 8223 1416  
Email: [Amanda.Rischbieth@heartfoundation.org.au](mailto:Amanda.Rischbieth@heartfoundation.org.au)

cc: Professor Jason White, Head of School of Pharmacy and Medical Sciences, University of South Australia

Research and Innovation Services, University of South Australia





Wednesday, 14 September 2011

Dear Ms Natalie Blanch,

I am pleased to advise you that your application to undertake a Higher Degree by Research (HDR) program at the University of South Australia has been successful for both admission and scholarship. Please refer to the Details of Offer – Section 1

Please:

1. Read each section of the *Offer of Admission* carefully
2. Return the 'Acceptance of Offer' within 7 days\*, even if you have outstanding conditions
3. Once you meet the conditions of entry, your application will progress to the next step.

Please note that if conditions or eligibility requirements are not met the Offer of Admission and scholarship may be withdrawn at any time. The Acceptance of Offer which follows needs to be completed by you and returned within 7 days. Failure to return the form by this date may result in you forfeiting this offer. If you have previously been awarded a Research Training Scheme place, your prior candidature will be taken into consideration. Please contact me if you require any further information regarding this offer or matters relating to candidature.

Congratulations and best wishes for the successful completion of your research program at the University of South Australia.

Please note, this offer supersedes any previous offer(s) and associated acceptances that may have been made by or on behalf of the University of South Australia.

We look forward to receiving your response to this offer and welcoming you to the University of South Australia as an HDR student.

This offer contains important information that you should retain permanently.

Yours sincerely

Ms Elfriede Zwick  
Research Degrees Officer (EZ: ez)

*\*If you intend accepting the offer you must complete and return the acceptance form within 7 days, otherwise you risk the offer being withdrawn. You will have upto 60 days to meet any conditions of offer. If you require additional time you must advise the Graduate Research Centre.*

APPLICANT:  
**BLANCH**, Natalie

# Offer of Admission Higher Degree by Research (HDR) (Admission & Scholarship-Domestic)

This package contains:

SECTION 1	Offer Details
SECTION 2	Scholarship Benefits and Conditions
SECTION 3	HDR Candidature Information
SECTION 4	Acceptance Form
SECTION 5	Lodgement Details

Graduate Research Centre  
29 North Terrace (Cnr Gray Street)  
Adelaide

GPO Box 2471  
Adelaide  
South Australia 5001  
Australia

t: +61 8 8302 5880  
f: +61 8 8302 0828  
e: [research\\_degrees@unisa.edu.au](mailto:research_degrees@unisa.edu.au)

[www.unisa.edu.au](http://www.unisa.edu.au)  
CRICOS Provider Number 00121B



## Offer of Admission into a Higher Degree by Research Program

Thursday, 9 December 2010

Applicant Details			
Name	Ms Natalie Blanch	Application No.	128123

Offer Details	
Scholarship Name	University of South Australia Postgraduate Award (USAPA)
Non-taxable Scholarship Amount	\$27,651 per annum – 2011 rate (APA rate + UniSA Top-Up Scholarship)
Duration of Scholarship	3 years ( <b>less any prior candidature</b> )
Tuition Fees	Research Training Scheme (RTS) place awarded (Tuition Scholarship)
Program Name	Doctor of Philosophy
Program plan/code	HLT-IPHD (Health Sciences)
Duration of Program/Candidature	4 years less any prior candidature (including examination and conferral)
Commencing	Study Period 6, 2011
Preferred Commencement Date	26 September 2011
Study load/mode	Full-time, Internal
Division	Health Science
School	Pharmacy and Medical Science
Supervisor Details:	Principal Supervisor: Associate Professor Jennifer Keogh Associate Supervisor: Professor Kerin O'Dea
Research Degree Coordinator	Associate Professor Bob Milne
Head of School/Institute Director	Professor Jason White
Dean of Research (or equivalent)	Professor Pat Buckley

Condition(s) of Offer

Notes
<p>Please Note:</p> <ul style="list-style-type: none"> <li>4 years of PhD candidature includes the examination of your thesis and conferral of the award</li> <li>USAPA scholarship duration is 3 years, after this time, as a domestic student, tuition fees for the fourth year of candidature will be covered by the Research Training Scheme (RTS). If circumstances deem it necessary for your candidature to continue after the fourth year, you will be classified as overtime and will be required to pay overtime tuition fees unless either a fee relief scholarship or a completion scholarship is applied for and granted.</li> <li>Although it is expected that you will complete your PhD program in three years, the scholarship may be extended beyond the tenure of three years, up to a maximum of three and a half years should you experience any delays in your research which are beyond your control, and provided that your progress is satisfactory</li> </ul>

Deferral of Enrolment
The Research Degrees Committee acting on the recommendation of the relevant Dean, Research (or equivalent),



may permit the deferral of initial enrolment for a period of not exceeding twelve months. A request for deferral should be made in writing to the relevant Dean of Research (or equivalent) for consideration.

#### New Student Orientation

Please refer to this link for information regarding orientation:  
<http://www.unisa.edu.au/researchsupport/induction/resources.asp>

#### Resources

The University's Statement of Resources for Higher Degrees by Research (HDR) students can be found at:  
<http://www.unisa.edu.au/resdegrees/candidates/resources.asp>

Telephone and email contact details for UniSA staff members can be located at: <http://www.unisa.edu.au/directory/>

Academic Regulations for Higher Degree by Research: <http://www.unisa.edu.au/resdegrees/programs/policies.asp>

#### Enrolment in the Higher Degree by Research Program

Continued enrolment in your research program at UniSA is subject to acceptance of a research proposal within six months of commencement (full-time study) and monitoring of progress on a regular basis. Professional doctorate students (i.e. MPEU, MPCS, IPPJ, LPIN) are required to successfully complete 18 units of coursework within six months of commencement (full-time study).

Please note that the Academic Regulations for research degree programs do not permit concurrent enrolment. Therefore it is expected that enrolment in any other programs will cease once you have commenced candidature in the above research program Academic Regulations: <http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp>

### SCHOLARSHIP BENEFITS and CONDITIONS: Australian Higher Degree by Research (HDR) Students

*This document is to be read in conjunction with the  
Candidature Information for Higher Degree by Research Students*

#### Abbreviations

APA	Australian Postgraduate Award
DEEWR	Department of Education, Employment and Workplace Relations
DIISR	Department of Industry, Innovation, Science and Research
NH&MRC	National Health and Medical Research Council
RTS	Research Training Scheme place refers to Australian HDR students who are exempt from the payment of student contribution amounts and tuition fees, usually up to four years for a PhD and a maximum of two years for a Masters Degree by Research
UniSA	University of South Australia
USAPA	UniSA Australian Postgraduate Research Award

When information below refers to a Policy reference it refers to the Higher Degree by Research Scholarships and Prizes **POLICY NO: RES 9.1** unless otherwise stated. The policy can be found here:

<http://www.unisa.edu.au/policies/policies/resrch/res09.asp>

#### Scholarship Benefits

<b>Benefits:</b>	<b>APA</b>	<b>USAPA</b>	<b>Other UniSA funded scholarships*</b>
<b>Tuition Fees</b>	Research Training Scheme: Tuition Scholarship Up to 4 years (full-time equivalent) for a Doctoral Degree Maximum of 2 years (full-time equivalent) for a Masters by Research degree		
<b>Standard Living Allowance</b>	\$22,860 (2011 rate)	\$22,860 (2011 rate)	Refer to letter of offer
<b>University Top-up (where applicable)</b>	A University top-up scholarship will apply to match the Australian Postgraduate Award Industry (APAI) funding.		
<b>Sick Leave</b>	Up to ten days paid sick leave in any one year. This leave entitlement may be accrued. HDR students may also receive additional paid sick leave up to a total of twelve weeks during their scholarship for periods of illness lasting longer than ten days for which a medical certificate has been provided.		
<b>Carer's leave</b>	HDR students who have completed twelve months of their award will be entitled to ten days paid carers' leave.		
<b>Parental leave</b>	HDR students who have completed twelve months of their award will be entitled to ten days paid parental leave when the partner gives birth or adopts.		
<b>Maternity leave</b>	HDR students who have completed twelve months of their award will be entitled to twelve weeks paid maternity leave.		

\* Named scholarships (CRC, Govt dept, etc) may have different conditions which were included with your offer, which may override the standard conditions set out above

#### Length of Scholarship

The length of scholarship differs from the length of candidature. Scholarships generally are payable for less time than the tuition scholarship. The maximum period for a HDR scholarship will be up to three years for a Doctoral program or a maximum of two years for a Masters by Research. Periods of study towards the research degree within three years prior to commencement will be deducted from the period of the scholarship (Policy 13.4).

HDR students need to plan their program of research to enable them to complete in the required timeframe, normally



between 3/3.5 years (full-time equivalent) for a Doctoral degree or 2 years (maximum full-time equivalent) for a Masters degree.

The letter of offer will detail the duration of the scholarship. The scholarship (tuition fees – where applicable - and living allowance) will cease:

- when the thesis is submitted or when the maximum period of candidature expires, whichever is earlier. The living allowance ceases at the pay period after the date of submission of the thesis to the Graduate Research Centre;
- if the course of study is not being carried out with competence and diligence or in accordance with the offer of candidature, and no suitable alternative arrangements can be made for continuation of the postgraduate degree;
- if the HDR student does not resume study at the conclusion of a period of leave of absence or does not make arrangements to extend that period of leave of absence;
- on the death, incapacity, resignation or withdrawal of the HDR student;
- if the student takes up of full-time employment or
- if a HDR student is receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the APA stipend rate to undertake higher degree by research.

**Residency of Scholarship holders** - HDR students normally reside in South Australia from the date of their commencement and for the duration of the scholarship, except for periods where permission has been given to travel overseas or interstate for research purposes. Scholarship holders will be normally enrolled as an internal student (see Policy 13.3)

**Ongoing Eligibility** – Each HDR student must continue to meet the eligibility requirements as set out in this document and Section 3.10 of the Guidelines for Commonwealth Scholarships. (see also Policy 13.3)

**Suspension of Scholarship** – HDR students can apply to suspend their scholarship if necessary to take leave of absence.

**Extension to Scholarship** - HDR students undertaking Doctoral degrees may apply to UniSA for an extension of **up to 6 months**. UniSA must be satisfied that the grounds for extension are beyond the control of the HDR students and are related to his or her studies rather than of a personal nature such as illness. Extensions are not automatically granted. There are no extensions for Masters by Research scholarships.

The Dean of Graduate Studies, on application from the HDR student and supported by the Principal Supervisor, Research Degree Coordinator and Dean of Research, may grant an HDR student an extension to the scholarship funding for a period normally not exceeding six months (Policy 13.5)

#### Employment

The primary role of full-time HDR student is to work on their thesis and complete within the allocated time of candidature.

The University may not require a HDR student to undertake employment at the institution.

The Research Degrees Committee recommends that full-time HDR students undertake paid employment for no more than eight hours per week or for a total of the equivalent of eight hours per week over a twelve month period.

#### Relocation Allowance (APA/USAPA only)

In the case of scholarship holders relocating their place of residence to take up their APA or USAPA, Economy or student concession airfares or kilometre allowance for car travel, and removal expenses - up to a maximum of \$1,485 may be paid.

HDR students must lodge tax receipts within six months of commencement. For information about accommodation please visit: <http://www.unisa.edu.au/accommodation/default.asp> .

#### Thesis Allowance (APA/USAPA only)

The Thesis Allowance is payable to assist with the costs associated with the production and preparation of the thesis. Receipts are required for the reimbursement of costs involved in the thesis preparation and production.





The maximum allowance is A\$420 for a Master's thesis and A\$840 for a Doctoral thesis. Claims are to be lodged within 6 months of the thesis submission.

#### **Part time Scholarships** (See Policy 13.3)

Part time scholarships offered by UniSA may be approved if:

- (a) the student has exceptional circumstances; or
- (b) the student is undertaking Commercialisation Training Scheme (CTS) training concurrently with the HDR.

UniSA must be satisfied that the exceptional circumstances relate to significant caring commitments or a medical condition which limits the student's capacity to undertake full-time study.

Some externally funded scholarships allow part-time study, please refer to individual conditions.

#### **Additional Conditions**

Scholarship recipients may apply to vary their candidacy in accordance with the Academic Regulations for the Higher degree by Research and the University's established scholarship conditions, or where applicable, those applying to the named scholarship (Policy 15.3).

If you are in receipt of a named scholarship you may have additional or different conditions. Where different, the conditions set out by the named scholarship normally override the general conditions stated above.

#### **Legal Advice**

All students are strongly urged to seek their own independent legal advice regarding Intellectual Property and other contractual arrangements, both with the University and any external parties.

#### **Relinquished Scholarships**

An HDR student who relinquishes either an APA or USAPA scholarship may have it reinstated, subject to approvals and funding being available (Policy 15.4).

#### **Transfer of Scholarship**

Scholarships are not transferrable to another Higher Education Provider, unless specified in specific agreement governing the scholarship.

#### **Further information**

Full details of Commonwealth Scholarships and the Research Training Scheme can be found on:  
[http://www.innovation.gov.au/ScienceAndResearch/programs\\_funding/Pages/About\\_RBG.aspx](http://www.innovation.gov.au/ScienceAndResearch/programs_funding/Pages/About_RBG.aspx)

UniSA Higher Degree by Research Scholarships and Prizes  
<http://www.unisa.edu.au/policies/policies/resrch/res09.asp>

**All Enquiries:** [research.degrees@unisa.edu.au](mailto:research.degrees@unisa.edu.au)



### Definitions

- **Academic Regulations** set out the rules governing the research degree program: <http://www.unisa.edu.au/policies/policies/resrch/res10.asp>
- **Department of Innovation, Industry, Science and Research (DIISR)**: the Australian Government's department which funds Australian Postgraduate Awards and International Postgraduate Research Scholarships.
- **Department of Immigration and Citizenship (DIAC)**: the Australian Government's department which has responsibility for visas and citizenship.
- **UniSA or the University** means the University of South Australia.

### Abbreviations

CCB	Child Care Benefits
CoE	Confirmation of Enrolment
DEEWR	Department of Education, Employment and Workplace Relations
DIISR	Department of Innovation, Industry, Science and Research
DIAC	Department of Immigration and Citizenship
HDR students	Higher Degree by Research students
HECS	Higher Education Contribution Scheme
RTS	Research Training Scheme
NH&MRC	National Health and Medical Research Council
OSHC	Overseas Student Health Cover
UniSA	University of South Australia
HREC	Human Research Ethics Committee
GSO	Graduate Research Centre

## 1. HDR STUDENT RESPONSIBILITIES

All HDR students are required to comply with the Australian Code for the Responsible Conduct of Research, the National Statement on Ethical Conduct in Human Research 2007 and the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes and adhere to high standards of research integrity and honesty at all times.

HDR students **must read and comply with the responsibilities of HDR students** available at:

<http://www.unisa.edu.au/policies/codes/goodprac/mansupvising.asp#students>

- Australian Code for the Responsible Conduct of Research: <http://www.unisa.edu.au/res/australiancode.asp>
- National Statement on Ethical Conduct in Human Research 2007: <http://www.unisa.edu.au/res/nationalstatement.asp>
- Australian Code of Practice for the Care and Use of Animals for Scientific Purposes: <http://www.nhmrc.gov.au/files/nhmrc/file/publications/synopses/ea16.pdf>

## 2. ORIENTATION

It is compulsory that HDR students attend the orientation program which generally occurs early to mid February each year. Details regarding the dates and venue will be available on the Research Degrees website early February. The orientation generally consists of 4 sessions. Sessions can include: General HDR orientation, Responsible Research, Managing Your Research Degree and Laying the Foundations for Your Future Career (*these may vary from year to year*).

## 3. COMMENCEMENT

Confirmation of a place in the program is subject to the written acceptance of the offer and meeting any condition(s) outlined in the offer (refer to 'Conditions' under Section 1 'Details of Offer'). The preferred start date for new HDR Students is mid February for a Study Period 2/Semester 1 commencement or mid July for a Study Period 5/Semester 2 commencement. Students should commence no later than 31 March for a Study Period 2/Semester 1 commencement or 31 August for a Study Period 5/Semester 2 commencement.

If exceptional and documented circumstances prevent a student commencing by the nominated date, the student should contact the Graduate Research Centre ([research.degrees@unisa.edu.au](mailto:research.degrees@unisa.edu.au)) as soon as possible. If study is not commenced before 31 August of the year for which the place has been offered there is a risk of losing the place and any scholarships offered.



#### 4. ENROLMENT

When the Graduate Research Centre (GSO) receives the signed Acceptance of Offer, and any conditions outlined in the offer of admission have been met, HDR students are enrolled in the nominated program by GSO staff. GSO staff will then notify HDR students of their student identification number, university email account and other important information that should be retained for future reference. This information will be forwarded by email to the email account listed on the application form, shortly after enrolment into the HDR program.

Future enrolment is dependent upon HDR students making satisfactory progress. As part of the major review of progress in the second half of each year, GSO is responsible for enrolling HDR students every year for the duration of their candidature provided that the Major Review of Progress is completed and deemed satisfactory. Responsibility for ensuring the major review is completed each year lies with HDR students.

Please note that the Academic Regulations for research degree programs do not allow concurrent enrolment. Therefore it is expected that any enrolment in other programs will cease once you have commenced candidature in the nominated research program. <http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp>

#### 5. FEES

Domestic students who go over the normal allocated period of candidature (see Length of Candidature) may be liable for overtime tuition fees unless a fee relief scholarship or a completion scholarship is applied for and awarded. For more information see: <http://www.unisa.edu.au/resdegrees/scholarships/scholar.asp>

#### 6. LENGTH OF CANDIDATURE

Under the Academic Regulations, HDR students have the equivalent of up to four years full-time to complete their Doctoral\* studies (including examination and conferral of the award), or two years full-time for Masters by Research studies.

\*Note: This time includes submission of your thesis for examination and conferral of the award/degree. Doctoral students should endeavour to submit their thesis for examination within 3 to 3.5 years of commencement.

#### 7. CONFIRMATION OF CANDIDACY

All HDR Students are enrolled on a provisional basis. Students are required to have their research proposal approved by the Division/Institute Research Management Committee (or equivalent) within the first six months of full-time candidature (or 12 months of part-time candidature) in order to have their candidature confirmed.

Professional Doctorate by Research students are required to complete 18 units of coursework study within the equivalent of six months of full-time candidature (or 12 months of part-time candidature) before their candidacy is confirmed.

Students should discuss the Division/Institute/School requirements for the presentation of the research proposal with their Principal Supervisor.

If students are not able to submit their research proposal within the required timeframe, they need to apply for an extension. An application for an 'Extension to Lodge Research Proposal' can be downloaded at: <http://www.unisa.edu.au/resdegrees/forms/default.asp#confirm>

Students, who do not have their research proposal approved within the maximum time allowed, may have their candidature suspended.

For further information see clause 5 of the Academic Regulations: <http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp#5>

#### 8. STUDYING AWAY FROM THE UNIVERSITY

Where HDR students are studying away from the University to pursue research overseas or interstate for more than six weeks at any one time, the student must obtain written permission from the Principal Supervisor, the Division Dean of Research and UniSA's Dean of Graduate Studies.

Normally a request to study away from the University within the first six months of full-time equivalent enrolment will not be supported. Normally the maximum period of research away from the University will be six months.

Any HDR student permitted to study away from the University must comply with the requirements of the overseas institution, undertake appropriate health and vaccination advice, consult regularly the Australian Government's travel advisory and ensure appropriate insurance cover is held.

For more information see clause 4.13 of the Academic Regulations:

<http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp#4>.

#### **9 RESEARCH DEGREE GRADUATE QUALITIES**

The full range of competencies embedded in the research degree experience has been defined by the University in its statement on Research Degree Graduate Qualities, which appears as an Appendix to the Academic Regulations.

These qualities or competencies are considered to be transferable from the research degree environment to the workplace whether academic or professional.

Students are required to document the development of the Research Degree Graduate Qualities throughout their candidature at UniSA. When first meeting with their Supervisor, the student will go through a Welcome Checklist and be required to sign a Statement of Agreement and an Intellectual Property Agreement (IP), which should be completed within one month of commencement of candidature.

During each review of progress, students will review their progress with their supervisor and plan their activities for the coming months, including the participation in Research Education Support Activities. These activities are linked to the Research Degree Graduate Qualities.

In their final year, students are required to complete a Final Review of Progress, which provides evidence of achievement and experience in the seven areas of the Research Degree Graduate Qualities. Together, the thesis and the Final Review of Progress provide information about the totality of individual achievement.

For further information see: <http://www.unisa.edu.au/resdegrees/gradquals.asp#implement> and Clause 2 of the Academic Regulations: <http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp#2>

#### **10. SATISFACTORY PROGRESS**

HDR Students must undertake a minor and major review of progress each year. Re-enrolment in the following year is subject to submitting a Major Review of Progress and making satisfactory progress. It is the student's responsibility to ensure that the planning and review meetings take place. The report of progress enables the Graduate Research Centre to activate continuing enrolment.

If students fail to maintain satisfactory progress, their candidacy may be suspended or terminated.

For more information see: clause 8, 10 and 11 of the Academic Regulations:

<http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp>

#### **11. RESEARCH MISCONDUCT**

Integrity and honesty are fundamental to the University's reputation and its standing within the academic and general community. Cases of research misconduct are treated with the utmost seriousness when issues arise. For more information on what research misconduct specifically encompasses, but is not limited to, please refer to Clause 14 of the University of South Australia Academic Regulations for Higher Degrees by Research:

<http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp#14>

#### **12. LEAVE OF ABSENCE**

HDR students may apply to take leave of absence after enrolling, but not while in provisional enrolment, unless there are exceptional circumstances, as deemed exceptional by UniSA's Dean of Graduate Studies (or nominee).

HDR students are entitled to up to ten days sick leave in any one year of candidature. This entitlement may be accrued.

HDR students are entitled to up to twenty days recreation leave in any year of candidature and this may be accrued.





HDR students requiring leave of more than one month should discuss this with the Principal Supervisor and make a formal application to the University. Leave can only be taken for a maximum of six months at any one time.

The total period of the leave of absence accumulated in a given candidature will not normally exceed twelve calendar months. If the Research Degrees Committee deems the circumstances to be exceptional, leave in excess of twelve calendar months may be granted, but will not normally exceed twenty four calendar months.

For more information see clause 4.10 of the Academic Regulations:

<http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp#4>

### **13 SUSPENSION/TERMINATION OF CANDIDATURE**

Candidature may be suspended or terminated if the HDR Student:

- has failed to provide a Research Proposal within the required time
- has submitted a Research Proposal that is deemed not to be acceptable on academic grounds
- has failed to obtain the appropriate ethics and safety clearances for the conduct of the research
- has failed to meet agreed timelines and milestones
- is absent without approved leave for more than six months
- has failed to submit their research for examination within the prescribed time
- has failed to otherwise comply with the policy, procedures and regulations of the University

For more information see clause 10 and 11 of the Academic Regulations:

<http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp>

### **14. PERMANENT RESIDENCY IN AUSTRALIA**

An international HDR student who is granted permanent resident status in Australia may be liable for tuition fees.

Permanent resident status is recognised from the date stamped on the HDR student's passport, not the date on which the application for permanent resident status was lodged.

If a HDR student obtains Permanent Resident status after 31 March for Study Period 2/Semester 1 and 31 August for Study Period 5/Semester 2, the HDR student will be classified as an international HDR student for the remainder of that semester and the University will charge tuition fees applying to the HDR student for that semester. From the following semester, the HDR student will be classified as a Permanent Resident and may apply for an Australian Postgraduate Award or USAPA and/or be considered for a fee free place under the Research Training Scheme.

If this is not available, the HDR student may be liable for tuition fees.

### **15. CHANGE OF PROGRAM**

HDR students may convert from a Masters by Research degree to a Doctoral Research degree, or from a Doctoral Research degree to a Masters by Research degree, during their candidature. The time taken in the previous program is counted towards the maximum duration of the new research degree. The appropriate 'Change of Program' form must be completed and must receive final approval by UniSA's Dean of Graduate Studies (or nominee) before any changes can take place.

### **16. INTELLECTUAL PROPERTY**

HDR students are required to complete an Intellectual Property Agreement. For more information see:

<http://www.unisa.edu.au/resdegrees/candidates/ipagree.asp>

### **17. EMPLOYMENT**

The University's Research Degrees Committee recommends that full-time HDR students undertake paid employment for no more than eight hours per week or for a total of the equivalent of eight hours per week over a twelve month period. The hours of employment include marking and preparation associated with part-time teaching duties.

HDR students will require the approval of the University, and provided it does not interfere with the HDR student's study program. HDR students shall notify the Graduate Research Centre of any change in employment details.

The University may not require a HDR student to undertake employment at the institution.



## 18. RESEARCH AT OTHER ORGANISATIONS

By formal arrangement, UniSA may authorise a student to undertake substantial amounts of research at organisations outside the University. UniSA will satisfy itself as to arrangements for the student's supervision, training and research freedom and will retain overall responsibility for the research program.

### Approval to access research participants

If you require assistance or agreement from another organisation to undertake your research, you will need to gain written organisational permission/approval to access staff members, clients or other information for research purposes. This approval is separate from the ethics approval process and is usually required from the Chief Executive Officer or equivalent authorised person.

### Police Clearance/Criminal History Screening

Researchers whose position may require that they work with children in schools, pre-schools or child care centres must obtain, and provide to the reference group representing those sectors, a National Police Certificate for assessment of suitability to be placed with children. University staff working in a supervisory or research capacity in any of the above settings will be supervised by school staff when they work directly with students.

Please ensure that you visit the following important websites::

<http://www.unisa.edu.au/policies/codes/miscell/policeclear.asp>  
[http://www.unisa.edu.au/eds/working\\_with\\_minors.asp](http://www.unisa.edu.au/eds/working_with_minors.asp)

For more information see: <http://www.unisa.edu.au/policies/codes/miscell/ecomstudents.asp>

## 19. OCCUPATIONAL HEALTH SAFETY AND WELFARE (OHSW)

HDR students **must read and comply with the University OHSW guidelines**. For more information see:

<http://www.unisa.edu.au/ohsw/procedures/projectproposal.asp> AND  
<http://www.unisa.edu.au/ohsw/procedures/studentinformation.asp>

Particular attention should be paid to the Project Proposal Safety Authorisation – a system designed to identify and manage foreseeable hazards associated with research or student investigation projects and involves an analysis of possible hazards and senior management authorisation of hazard control measures.

## 20. COMMUNICATION

The main methods by which the University communicates with students are through student email, by messages posted on the University's student portal - myUniSA and PORTIA (POSTgraduate Research Training Information Assistant). Students must check their University email account regularly.

## 21. INFORMATION

If you have any queries, please see the Research degrees website: <http://www.unisa.edu.au/resdegrees/default.asp>  
Student Assistance: Email [research.degrees@unisa.edu.au](mailto:research.degrees@unisa.edu.au) or Telephone: 8302 5880

## 22. OTHER INFORMATION

### CHILD CARE ASSISTANCE

It is possible that HDR students may be eligible to claim Child Care Benefits (CCB) which assist families with the cost of their child care. CCB is a means tested payment and is paid through the Family Assistance Office in Centrelink. Any payment that you receive will depend on your family income.

Although the payment is usually restricted to Australian residents, people who are receiving direct financial assistance from the Australian Government (such as IPRS holders) may also be eligible. Further information on how to apply for CCB can be obtained by contacting the Family Assistance Office on the Centrelink free call number 13 61 50. This needs to be after arrival in Australia and after the scholarship has commenced.

### Acceptance of Offer of Admission and Scholarship

I agree to:

1. accept the offer of admission into the Higher Degree by Research program at the University of South Australia
2. abide by the Regulations and Policies of the University of South Australia
3. accept any Conditions of admission or scholarship which were enclosed with my letter of offer
4. pay the necessary fees to the University if I exceed the time allotted to me to complete my degree
5. I undertake to repay any monies overpaid to me

I authorise the University, as part of its academic integrity processes, to submit my written work to be checked for plagiarism using a variety of means, including electronic systems, and for this material to be held in databases for future matching purposes.

I acknowledge that I am not currently enrolled for a similar degree at another University.

I understand that the University of South Australia will enrol me in my program after I accept the offer. I understand that my commencement date in the program will be recorded as the date given below, unless another date is agreed with my principal supervisor. I accept that, provided I make satisfactory progress, the University will continue to enrol me in my program every year for the duration of my candidature unless I submit the appropriate variation to candidature form.

I have read both the *Scholarship Benefits and Conditions* and *Candidature Information sections* included in this offer.

Candidate Declaration	
HDR candidate signature:	
Name of candidate:	Natalie Blanch (128123)
I will commence my study on:	26 September 2011
Plan/Program Code:	HLT-IPHD
Type of Offer:	University of South Australia Postgraduate Award (USAPA)

*If you have agreed a different date with your supervisor please amend the date above*

Banking details	
Bank Name:	
Branch:	
Bank Address:	
Branch Number (BSB):	
Account number:	
Name(s) of account holder(s):	

Please return this form within 7 days of receiving this offer either by fax or email to:

Fax: +61 8 8302 0828 OR Email: [research.degrees@unisa.edu.au](mailto:research.degrees@unisa.edu.au)



Return the completed 'Acceptance form' to: *Please retain a copy of this document for your records*

**By Post:**

**University of South Australia**  
Graduate Research Centre (CWE-03)  
GPO Box 2471  
Adelaide 5000

**By Fax:** + 61 8 8302 0828

**By email:** [research\\_degrees@unisa.edu.au](mailto:research_degrees@unisa.edu.au)

*Please ensure that you have **signed** the acceptance form.*





University of  
South Australia

Friday, 16 December, 2011

Dear Kristina

I am pleased to advise you that your application to undertake a Higher Degree by Research (HDR) program at the University of South Australia has been successful for both admission and scholarship. Please refer to the Offer Details – Section 1

Please:

1. Read each section of the *Offer of Admission* carefully
2. Return the 'Acceptance of Offer' within 7 days\*, even if you have outstanding conditions
3. Once you meet the conditions of entry, your application will progress to the next step.

Please note that if conditions or eligibility requirements are not met the Offer of Admission and scholarship may be withdrawn at any time. The Acceptance of Offer (Section 4) needs to be completed by you and returned within 7 days. Failure to return the form by this date may result in you forfeiting this offer. If you have previously been awarded a Research Training Scheme place, your prior candidature will be taken into consideration. Please contact me if you require any further information regarding this offer or matters relating to candidature.

Congratulations and best wishes for the successful completion of your research program at the University of South Australia.

Please note this offer supersedes any previous offer and associated acceptances that may have been made by or on behalf of the University of South Australia.

We look forward to receiving your response to this offer and welcoming you to the University of South Australia as an HDR student.

This offer contains important information that you should retain permanently.

Yours sincerely

Ms Elfriede Zwick  
Research Degrees Advisor (EZAL)

*\*If you intend accepting the offer you must complete and return the acceptance form within 7 days, otherwise you risk the offer being withdrawn. You will have up to 60 days to meet any conditions of offer. If you require additional time you must advise the Graduate Research Centre in writing by emailing [research.degrees@unisa.edu.au](mailto:research.degrees@unisa.edu.au)*

APPLICANT:  
**PETERSEN**, Kristina  
138093

GRC Ref: Rnd0611

# Offer of Admission Higher Degree by Research (HDR) (Admission & Scholarship-Domestic)

This package contains:

SECTION 1	Offer Details
SECTION 2	Scholarship Benefits and Conditions
SECTION 3	HDR Candidature Information
SECTION 4	Acceptance Form
SECTION 5	Lodgement Details

Graduate Research Centre  
29 North Terrace (Cnr Gray Street)  
Adelaide

GPO Box 2471  
Adelaide  
South Australia 5001  
Australia

t: +61 8 8302 5880  
f: +61 8 8302 0828  
e: [research\\_degrees@unisa.edu.au](mailto:research_degrees@unisa.edu.au)

[www.unisa.edu.au](http://www.unisa.edu.au)  
CRICOS Provider Number 00121B



Offer of Admission into a Higher Degree by Research Program  
Friday, 16 December, 2011

Applicant Details			
Name	Kristina Petersen	Application No.	138093

Offer Details	
Scholarship Name	Australian Postgraduate Award (APA)
Non-taxable Scholarship Amount	\$28,715 per annum – 2012 rate (APA rate + UniSA Top-Up Scholarship)
Duration of Scholarship	3 years ( <b>less any prior candidature</b> )
Tuition Fees	Research Training Scheme (RTS) place awarded (Tuition Scholarship)
Program Name	Doctor of Philosophy
Program plan/code	PHAR-IPHD (Pharmacy)
Duration of Program/Candidature	4 years less any prior candidature (including examination and conferral)
Commencing	Study Period 2, 2012
Preferred Commencement Date	Monday, 20 February, 2012
Study load/mode	Full-time, Internal
Division/Institute	Health Sciences
School/Institute	Pharmacy and Medical Sciences
Supervisor Details:	Principal Supervisor: Associate Professor Jennifer Keogh Associate Supervisor: to be advised
Research Degree Coordinator	Associate Professor Bob Milne
Head of School/Institute Director	Professor Jason White
Dean of Research (or equivalent)	Associate Professor Pat Buckley

Condition(s) of Offer
This offer is subject to you providing evidence of successful completion of your Honours program with a minimum of <b>First Class Honours</b>

Notes
<p>Please Note:</p> <ul style="list-style-type: none"> <li>4 years of candidature includes the examination of your thesis and conferral of the award</li> <li>Scholarship duration is 3 years, after this time, as a domestic student, tuition fees for the fourth year of candidature will be covered by the Research Training Scheme (RTS). If circumstances deem it necessary for your candidature to continue after the fourth year, you will be classified as overtime and will be required to pay overtime tuition fees, unless an application for fee relief has been submitted and approved.</li> <li>Although it is expected that you will complete your PhD program in three years, the scholarship may be extended beyond the tenure of three years, up to a maximum of three and a half years should you experience any delays in your research which are beyond your control, and provided that your progress is satisfactory</li> </ul>

Deferral of Enrolment
The Research Degrees Committee acting on the recommendation of the relevant Dean, Research (or equivalent),



may permit the deferral of initial enrolment for a period of not exceeding twelve months. A request for deferral should be made in writing to the relevant Dean of Research (or equivalent) for consideration.

#### Induction Resources

Please refer to this link for information regarding orientation:  
<http://www.unisa.edu.au/researchsupport/induction/resources.asp>

#### Resources

The University's Statement of Resources for Higher Degrees by Research (HDR) students can be found at:  
<http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp#Appendix3>  
Telephone and email contact details for UniSA staff members can be located at: <http://www.unisa.edu.au/directory/>  
Academic Regulations for Higher Degree by Research: <http://www.unisa.edu.au/resdegrees/programs/policies.asp>

#### Enrolment in the Higher Degree by Research Program

Continued enrolment in your research program at UniSA is subject to acceptance of a research proposal within six months of commencement (full-time study) and monitoring of progress on a regular basis via the annual minor and major reviews of progress. Professional doctorate students (i.e. MPEU, MPCS, MPHS, IPPJ, LPIN, LPEX) are required to successfully complete 18 units of coursework within six months of commencement (full-time study).

Please note that the Academic Regulations for research degree programs do not permit concurrent enrolment. Therefore it is expected that enrolment in any other programs will cease once you have commenced candidature in the above research program Academic Regulations: <http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp>



## **SCHOLARSHIP BENEFITS and CONDITIONS: Australian Higher Degree by Research (HDR) Students**

***This document is to be read in conjunction with the  
Candidature Information for Higher Degree by Research Students***

### **Abbreviations**

<b>APA</b>	Australian Postgraduate Award
<b>DEEWR</b>	Department of Education, Employment and Workplace Relations
<b>DIISR</b>	Department of Industry, Innovation, Science and Research
<b>NH&amp;MRC</b>	National Health and Medical Research Council
<b>RTS</b>	Research Training Scheme place refers to Australian HDR students who are exempt from the payment of student contribution amounts and tuition fees, usually up to four years for a PhD and a maximum of two years for a Masters Degree by Research
<b>UniSA</b>	University of South Australia
<b>USAPA</b>	UniSA Australian Postgraduate Research Award

When information below refers to a Policy reference it refers to the Higher Degree by Research Scholarships and Prizes **POLICY NO: RES 9.1** unless otherwise stated. The policy can be found here:

<http://www.unisa.edu.au/policies/policies/resrch/res09.asp>

### **Scholarship Benefits**

<b>Benefits:</b>	<b>APA</b>	<b>USAPA</b>	<b>Other UniSA funded scholarships*</b>
<b>Tuition Fees</b>	Research Training Scheme: Tuition Scholarship Up to 4 years (full-time equivalent) for a Doctoral Degree Maximum of 2 years (full-time equivalent) for a Masters by Research degree		
<b>Standard Living Allowance</b>	Refer to letter of offer	Refer to letter of offer	Refer to letter of offer
<b>University Top-up (where applicable)</b>	A University top-up scholarship will apply to match the Australian Postgraduate Award Industry (APAI) funding.		
<b>Sick Leave</b>	Up to ten days paid sick leave in any one year. This leave entitlement may be accrued. HDR students may also receive additional paid sick leave up to a total of twelve weeks during their scholarship for periods of illness lasting longer than ten days for which a medical certificate has been provided.		
<b>Carer's leave</b>	HDR students who have completed twelve months of their award will be entitled to ten days paid carers' leave.		
<b>Parental leave</b>	HDR students who have completed twelve months of their award will be entitled to ten days paid parental leave when the partner gives birth or adopts.		
<b>Maternity leave</b>	HDR students who have completed twelve months of their award will be entitled to twelve weeks paid maternity leave.		

\* Named scholarships (CRC, Govt dept, etc) may have different conditions which were included with your offer, which may override the standard conditions set out above

### **Length of Scholarship**

The length of scholarship differs from the length of candidature. Scholarships generally are payable for less time than the tuition scholarship. The maximum period for a HDR scholarship will be up to three years for a Doctoral program or a maximum of two years for a Masters by Research. Periods of study towards the research degree within three years prior to commencement will be deducted from the period of the scholarship (Policy 13.4).

HDR students need to plan their program of research to enable them to complete in the required timeframe, normally





between 3/3.5 years (full-time equivalent) for a Doctoral degree or 2 years (maximum full-time equivalent) for a Masters degree.

The letter of offer will detail the duration of the scholarship. The scholarship (tuition fees – where applicable - and living allowance) will cease:

- when the thesis is submitted or when the maximum period of candidature expires, whichever is earlier. The living allowance ceases at the pay period after the date of submission of the thesis to the Graduate Research Centre;
- if the course of study is not being carried out with competence and diligence or in accordance with the offer of candidature, and no suitable alternative arrangements can be made for continuation of the postgraduate degree;
- if the HDR student does not resume study at the conclusion of a period of leave of absence or does not make arrangements to extend that period of leave of absence;
- on the death, incapacity, resignation or withdrawal of the HDR student;
- if the student takes up full-time employment or
- if a HDR student is receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the APA stipend rate to undertake higher degree by research.

**Residency of Scholarship holders** - HDR students normally reside in South Australia from the date of their commencement and for the duration of the scholarship, except for periods where permission has been given to travel overseas or interstate for research purposes. Scholarship holders will be normally enrolled as an internal student (see Policy 13.3)

**Ongoing Eligibility** – Each HDR student must continue to meet the eligibility requirements as set out in this document and Section 3.10 of the Guidelines for Commonwealth Scholarships. (see also Policy 13.3)

**Suspension of Scholarship** – HDR students can apply to suspend their scholarship if necessary to take leave of absence.

**Extension to Scholarship** - HDR students undertaking Doctoral degrees may apply to UniSA for an extension of **up to 6 months**. UniSA must be satisfied that the grounds for extension are beyond the control of the HDR student and are related to his or her studies rather than of a personal nature such as illness. Extensions are not automatically granted. There are no extensions for Masters by Research scholarships.

The Dean of Graduate Studies, on application from the HDR student and supported by the Principal Supervisor, Research Degree Coordinator/Research Education Portfolio Leader and Dean of Research, may grant an HDR student an extension to the scholarship funding for a period normally not exceeding six months (Policy 13.5)

#### **Employment**

The primary role of full-time HDR students is to work on their thesis and complete within the allocated time of candidature.

The University may not require a HDR student to undertake employment at the institution.

The Research Degrees Committee recommends that full-time HDR students undertake paid employment for no more than eight hours per week or for a total of the equivalent of eight hours per week over a twelve month period.

#### **Relocation Allowance (APA/USAPA only)**

In the case of scholarship holders relocating their place of residence to take up their APA or USAPA, economy or student concession airfares or kilometre allowance for car travel, and removal expenses - up to a maximum of \$1,485 may be paid.

HDR students must lodge tax receipts within six months of commencement. For information about accommodation please visit: <http://www.unisa.edu.au/accommodation/default.asp> .

#### **Thesis Allowance (APA/USAPA only)**

The Thesis Allowance is payable to assist with the costs associated with the production and preparation of the thesis. Receipts are required for the reimbursement of costs involved in the thesis preparation and production.



The maximum allowance is AUD\$420 for a Master's thesis and AUD\$840 for a Doctoral thesis. Claims are to be lodged within 6 months of the thesis submission.

#### **Part time Scholarships** (See Policy 13.3)

Part time scholarships offered by UniSA may be approved if:

- (a) the student has exceptional circumstances; or
- (b) the student is undertaking Commercialisation Training Scheme (CTS) training concurrently with the HDR.

UniSA must be satisfied that the exceptional circumstances relate to significant caring commitments or a medical condition which limits the student's capacity to undertake full-time study.

Some externally funded scholarships allow part-time study, please refer to individual conditions.

#### **Additional Conditions**

Scholarship recipients may apply to vary their candidacy in accordance with the Academic Regulations for the Higher degree by Research and the University's established scholarship conditions, or where applicable, those applying to the named scholarship (Policy 15.3).

If you are in receipt of a named scholarship you may have additional or different conditions. Where different, the conditions set out by the named scholarship normally override the general conditions stated above.

#### **Legal Advice**

All students are strongly urged to seek their own independent legal advice regarding Intellectual Property and other contractual arrangements, both with the University and any external parties.

#### **Relinquished Scholarships**

An HDR student who relinquishes either an APA or USAPA scholarship may have it reinstated, subject to approvals and funding being available (Policy 15.4).

#### **Transfer of Scholarship**

Scholarships are not transferrable to another Higher Education Provider, unless specified in specific agreement governing the scholarship.

#### **Further information**

Full details of Commonwealth Scholarships and the Research Training Scheme can be found on:

[http://www.innovation.gov.au/ScienceAndResearch/programs\\_funding/Pages/About\\_RBG.aspx](http://www.innovation.gov.au/ScienceAndResearch/programs_funding/Pages/About_RBG.aspx)

UniSA Higher Degree by Research Scholarships and Prizes

<http://www.unisa.edu.au/policies/policies/resrch/res09.asp>

**All Enquiries:** [research.degrees@unisa.edu.au](mailto:research.degrees@unisa.edu.au)



### Definitions

- **Academic Regulations** set out the rules governing the research degree program:  
<http://www.unisa.edu.au/policies/policies/resrch/res10.asp>
- **Department of Innovation, Industry, Science and Research (DIISR)**: the Australian Government's department which funds Australian Postgraduate Awards and International Postgraduate Research Scholarships.
- **Department of Immigration and Citizenship (DIAC)**: the Australian Government's department which has responsibility for visas and citizenship.
- **UniSA or the University** means the University of South Australia.

### Abbreviations

<b>CCB</b>	Child Care Benefits
<b>CoE</b>	Confirmation of Enrolment (applies to International Students only)
<b>DEEWR</b>	Department of Education, Employment and Workplace Relations
<b>DIISR</b>	Department of Innovation, Industry, Science and Research
<b>DIAC</b>	Department of Immigration and Citizenship
<b>HDR students</b>	Higher Degree by Research students
<b>HECS</b>	Higher Education Contribution Scheme
<b>RTS</b>	Research Training Scheme (applies to Domestic Students only)
<b>NH&amp;MRC</b>	National Health and Medical Research Council
<b>OSHC</b>	Overseas Student Health Cover
<b>UniSA</b>	University of South Australia
<b>HREC</b>	Human Research Ethics Committee
<b>GRC</b>	Graduate Research Centre

## 1. HDR STUDENT RESPONSIBILITIES

All HDR students are required to comply with the Australian Code for the Responsible Conduct of Research, the National Statement on Ethical Conduct in Human Research 2007 and the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes and adhere to high standards of research integrity and honesty at all times.

HDR students **must read and comply with the responsibilities of HDR students** available at:

<http://www.unisa.edu.au/policies/codes/goodprac/mansupvising.asp#students>

- Australian Code for the Responsible Conduct of Research: <http://www.unisa.edu.au/res/australiancode.asp>
- National Statement on Ethical Conduct in Human Research 2007:  
<http://www.unisa.edu.au/res/nationalstatement.asp>
- Australian Code of Practice for the Care and Use of Animals for Scientific Purposes:  
<http://www.nhmrc.gov.au/files/nhmrc/file/publications/synopses/ea16.pdf>

## 2. INDUCTION

All commencing Higher Degree by Research (HDR) students are expected to attend the Induction Programs for UniSA HDR students generally held early to mid March. Presentations and web videos for new students who miss or due to exceptional circumstances, cannot attend, the compulsory sessions are available in the RESA Online workshop once you commence your research program. Follow the link to the 'Induction for new HDR students', for valuable resources such as Responsible research, and Managing your study:  
<http://www.unisa.edu.au/researchsupport/default.asp>

## 3. COMMENCEMENT

Confirmation of a place in the program is subject to the written acceptance of the offer and meeting any condition(s) outlined in the offer (refer to 'Conditions' under Section 1 'Details of Offer'). The preferred start date for new HDR Students is mid February for a Study Period 2/Semester 1 commencement or mid July for a Study Period 5/Semester 2 commencement. Students should commence no later than 31 March for a Study Period 2/Semester 1 commencement or 31 August for a Study Period 5/Semester 2 commencement.

If exceptional and documented circumstances prevent a student commencing by the nominated date, the student should contact the Graduate Research Centre ([research.degrees@unisa.edu.au](mailto:research.degrees@unisa.edu.au)) as soon as possible. If study is not commenced before 31 August of the year for which the place has been offered there is a risk of losing the place and any scholarships offered.



#### 4. ENROLMENT

When the Graduate Research Centre (GRC) receives the signed Acceptance of Offer, and any conditions outlined in the offer of admission have been met, HDR students are enrolled in the nominated program by GRC staff. GRC staff will then notify HDR students of their student identification number, university email account and other important information that should be retained for future reference. This information will be forwarded by email to the email account listed on the application form, shortly after enrolment into the HDR program.

Future enrolment is dependent upon HDR students making satisfactory progress. As part of the major review of progress in the second half of each year, GRC is responsible for enrolling HDR students every year for the duration of their candidature provided that the Major Review of Progress is completed and deemed satisfactory. Responsibility for ensuring the major review is completed each year lies with HDR students.

Please note that the Academic Regulations for research degree programs do not allow concurrent enrolment. Therefore it is expected that any enrolment in other programs will cease once you have commenced candidature in the nominated research program. <http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp>

#### 5. FEES

Domestic students who go over the normal allocated period of candidature (see Length of Candidature) may be liable for overtime tuition fees unless a fee relief scholarship or a completion scholarship is applied for and awarded. For more information see: <http://www.unisa.edu.au/researchstudents/scholarships/default.asp>

#### 6. LENGTH OF CANDIDATURE

Under the Academic Regulations, HDR students have the equivalent of up to four years full-time equivalent to complete their Doctoral\* studies (including examination and conferral of the award), or two years full-time equivalent for Masters by Research studies.

\*Note: This time includes submission of the thesis for examination and conferral of the award/degree. Doctoral students should endeavour to submit their thesis for examination within 3 to 3.5 years of commencement.

#### 7. CONFIRMATION OF CANDIDACY

All HDR Students are enrolled on a provisional basis. Students are required to have their research proposal approved by the Division/Institute Research Management Committee (or equivalent) within the first six months of full-time candidature (or 12 months of part-time candidature) in order to have their candidature confirmed.

Professional Doctorate by Research students are required to complete 18 units of coursework study within the equivalent of six months of full-time candidature (or 12 months of part-time candidature) before their candidacy is confirmed.

Students should discuss the Division/Institute/School requirements for the presentation of the research proposal with their Principal Supervisor.

If students are not able to submit their research proposal within the required timeframe, they need to apply for an extension. An application for an 'Extension to Lodge Research Proposal' can be downloaded at: <http://www.unisa.edu.au/resdegrees/forms/default.asp#confirm>

Students, who do not have their research proposal approved within the maximum time allowed, may have their candidature suspended.

For further information see clause 5 of the Academic Regulations: <http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp#5>

#### 8. STUDYING AWAY FROM THE UNIVERSITY

Where HDR students are studying away from the University to pursue research overseas or interstate for more than six weeks at any one time, the student must obtain written permission from the Principal Supervisor, the Division Dean of Research and UniSA's Dean of Graduate Studies.



Normally a request to study away from the University within the first six months of full-time equivalent enrolment will not be supported. Normally the maximum period of research away from the University will be six months.

Any HDR student permitted to study away from the University must comply with the requirements of the overseas institution, undertake appropriate health and vaccination advice, consult regularly the Australian Government's travel advisory and ensure appropriate insurance cover is held.

For more information see clause 4.13 of the Academic Regulations:  
<http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp#4>.

## 9 RESEARCH DEGREE GRADUATE QUALITIES

The full range of competencies embedded in the research degree experience has been defined by the University in its statement on Research Degree Graduate Qualities, which appears as an Appendix to the Academic Regulations.

These qualities or competencies are considered to be transferable from the research degree environment to the workplace whether academic or professional.

Students are required to document the development of the Research Degree Graduate Qualities throughout their candidature at UniSA. When first meeting with their Supervisor, the student will go through a Welcome Checklist and be required to sign a Statement of Agreement and an Intellectual Property Agreement (IP), which should be completed within one month of commencement of candidature.

During each review of progress, students will review their progress with their supervisor and plan their activities for the coming months, including the participation in Research Education Support Activities. These activities are linked to the Research Degree Graduate Qualities.

In their final year, students are required to complete a Final Review of Progress, which provides evidence of achievement and experience in the seven areas of the Research Degree Graduate Qualities. Together, the thesis and the Final Review of Progress provide information about the totality of individual achievement.

For further information see: <http://www.unisa.edu.au/resdegrees/gradquals/default.asp> and Clause 2 of the Academic Regulations: <http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp#2>

## 10. SATISFACTORY PROGRESS

HDR Students must undertake a minor and major review of progress each year. Re-enrolment in the following year is subject to submitting a Major Review of Progress and making satisfactory progress. It is the student's responsibility to ensure that the planning and review meetings take place. The report of progress enables the Graduate Research Centre to activate continuing enrolment.

If students fail to maintain satisfactory progress, their candidacy may be suspended or terminated.

For more information see: clause 8, 10 and 11 of the Academic Regulations:  
<http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp>

## 11. RESEARCH MISCONDUCT

Integrity and honesty are fundamental to the University's reputation and its standing within the academic and general community. Cases of research misconduct are treated with the utmost seriousness when issues arise. For more information on what research misconduct specifically encompasses, but is not limited to, please refer to Clause 14 of the University of South Australia Academic Regulations for Higher Degrees by Research:  
<http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp#14>

## 12. LEAVE OF ABSENCE

HDR students may apply to take leave of absence after enrolling, but not while in provisional enrolment, unless there are exceptional circumstances, as deemed exceptional by UniSA's Dean of Graduate Studies (or nominee).





HDR students are entitled to up to ten days sick leave in any one year of candidature. This entitlement may be accrued.

HDR students are entitled to up to twenty days recreation leave in any year of candidature and this may be accrued.

HDR students requiring leave of more than one month should discuss this with the Principal Supervisor and make a formal application to the University. Leave can only be taken for a maximum of six months at any one time.

The total period of the leave of absence accumulated in a given candidature will not normally exceed twelve calendar months. If the Research Degrees Committee deems the circumstances to be exceptional, leave in excess of twelve calendar months may be granted, but will not normally exceed twenty four calendar months.

For more information see clause 4.10 of the Academic Regulations:

<http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp#4>

### 13 SUSPENSION/TERMINATION OF CANDIDATURE

Candidature may be suspended or terminated if the HDR Student:

- has failed to provide a Research Proposal within the required time
- has submitted a Research Proposal that is deemed not to be acceptable on academic grounds
- has failed to obtain the appropriate ethics and safety clearances for the conduct of the research
- has failed to meet agreed timelines and milestones
- is absent without approved leave for more than six months
- has failed to submit their research for examination within the prescribed time
- has failed to otherwise comply with the policy, procedures and regulations of the University

For more information see clause 10 and 11 of the Academic Regulations:

<http://www.unisa.edu.au/policies/policies/resrch/res10-regs.asp>

### 14. PERMANENT RESIDENCY IN AUSTRALIA

An international HDR student who is granted permanent resident status in Australia may be liable for tuition fees.

Permanent resident status is recognised from the date stamped on the HDR student's passport, not the date on which the application for permanent resident status was lodged.

If a HDR student obtains Permanent Resident status after 31 March for Study Period 2/Semester 1 and 31 August for Study Period 5/Semester 2, the HDR student will be classified as an international HDR student for the remainder of that semester and the University will charge tuition fees applying to the HDR student for that semester. From the following semester, the HDR student will be classified as a Permanent Resident and may apply for an Australian Postgraduate Award or USAPA and/or be considered for a fee free place under the Research Training Scheme.

If this is not available, the HDR student may be liable for tuition fees.

### 15. CHANGE OF PROGRAM

HDR students may convert from a Masters by Research degree to a Doctoral Research degree, or from a Doctoral Research degree to a Masters by Research degree, during their candidature. The time taken in the previous program is counted towards the maximum duration of the new research degree. The appropriate 'Change of Program' form must be completed and must receive final approval by UniSA's Dean of Graduate Studies (or nominee) before any changes can take place.

### 16. INTELLECTUAL PROPERTY

HDR students are required to complete an Intellectual Property Agreement. For more information see:

<http://www.unisa.edu.au/researchstudents/milestones/ip.asp>



## 17. EMPLOYMENT

The University's Research Degrees Committee recommends that full-time HDR students undertake paid employment for no more than eight hours per week or for a total of the equivalent of eight hours per week over a twelve month period. The hours of employment include marking and preparation associated with part-time teaching duties.

HDR students will require the approval of the University, and provided it does not interfere with the HDR student's study program. HDR students shall notify the Graduate Research Centre of any change in employment details.

The University may not require a HDR student to undertake employment at the institution.

## 18. RESEARCH AT OTHER ORGANISATIONS

By formal arrangement, UniSA may authorise a student to undertake substantial amounts of research at organisations outside the University. UniSA will satisfy itself as to arrangements for the student's supervision, training and research freedom and will retain overall responsibility for the research program.

### Approval to access research participants

If you require assistance or agreement from another organisation to undertake your research, you will need to gain written organisational permission/approval to access staff members, clients or other information for research purposes. This approval is separate from the ethics approval process and is usually required from the Chief Executive Officer or equivalent authorised person.

### Police Clearance/Criminal History Screening

Researchers whose position may require that they work with children in schools, pre-schools or child care centres must obtain, and provide to the reference group representing those sectors, a National Police Certificate for assessment of suitability to be placed with children. University staff working in a supervisory or research capacity in any of the above settings will be supervised by school staff when they work directly with students.

Please ensure that you visit the following important websites::

<http://www.unisa.edu.au/policies/codes/miscell/policeclear.asp>

[http://www.unisa.edu.au/eds/working\\_with\\_minors.asp](http://www.unisa.edu.au/eds/working_with_minors.asp)

For more information see: <http://www.unisa.edu.au/policies/codes/miscell/ecomstudents.asp>

## 19. OCCUPATIONAL HEALTH SAFETY AND WELFARE (OHSW)

HDR students **must read and comply with the University OHSW guidelines**. For more information see:

<http://www.unisa.edu.au/ohsw/procedures/projectproposal.asp> AND

<http://www.unisa.edu.au/ohsw/procedures/studentinformation.asp>

Particular attention should be paid to the Project Proposal Safety Authorisation – a system designed to identify and manage foreseeable hazards associated with research or student investigation projects and involves an analysis of possible hazards and senior management authorisation of hazard control measures.

## 20. COMMUNICATION

The main methods by which the University communicates with students are through student email, by messages posted on the University's student portal - myUniSA and PORTIA (POstgraduate Research Training Information Assistant). Students must check their University email account regularly.

## 21. INFORMATION

If you have any queries, please see the Research degrees website: <http://www.unisa.edu.au/resdegrees/default.asp>  
Student Assistance: Email [research.degrees@unisa.edu.au](mailto:research.degrees@unisa.edu.au) or Telephone: 8302 5880



## 22 OTHER INFORMATION

### CHILD CARE ASSISTANCE

It is possible that HDR students may be eligible to claim Child Care Benefits (CCB) which assists families with the cost of their child care. CCB is a means tested payment and is paid through the Family Assistance Office in Centrelink. Any payment that you receive will depend on your family income.

Although the payment is usually restricted to Australian residents, people who are receiving direct financial assistance from the Australian Government (such as IPRS holders) may also be eligible. Further information on how to apply for CCB can be obtained by contacting the Family Assistance Office on the Centrelink free call number 13 61 50. This needs to be after arrival in Australia and after the scholarship has commenced.



**Acceptance of Offer of Admission and Scholarship**

**I agree to:**

1. accept the offer of admission into the Higher Degree by Research program at the University of South Australia
2. abide by the Regulations and Policies of the University of South Australia
3. accept any Conditions of admission or scholarship which were included with my letter of offer
4. pay the necessary fees to the University if I exceed the time allotted to me to complete my degree
5. I undertake to repay any monies overpaid to me

I authorise the University, as part of its academic integrity processes, to submit my written work to be checked for plagiarism using a variety of means, including electronic systems, and for this material to be held in databases for future matching purposes.

I acknowledge that I am not currently enrolled for a similar degree at another University.

I understand that the University of South Australia will enrol me in my program after I accept the offer. I understand that my commencement date in the program will be recorded as the date given below, unless another date is agreed with my principal supervisor. I accept that, provided I make satisfactory progress, the University will continue to enrol me in my program every year for the duration of my candidature unless I submit the appropriate variation to candidature form.

I have read both the *Scholarship Benefits and Conditions* and *Candidature Information sections* included in this offer.

Candidate Declaration	
HDR candidate signature:	
Name of candidate:	PETERSEN, Kristina 138093
I will commence my study on:	Monday, 20 February, 2012
Plan/Program Code:	PHAR-IPHD (Pharmacy)
Type of Offer:	Australian Postgraduate Award (APA)

*If you have agreed a different date with your supervisor please amend the date above*

Banking details	
Bank Name:	
Branch:	
Bank Address:	
Branch Number (BSB):	
Account number:	
Name(s) of account holder(s):	

Please return this form within 7 days of receiving this offer either by fax or email to:

Fax: +61 8 8302 0828 OR Email: [research.degrees@unisa.edu.au](mailto:research.degrees@unisa.edu.au)



Return the completed 'Acceptance form' to: *Please retain a copy of this document for your records*

**By Post:**

**University of South Australia**

Graduate Research Centre (CWE-03)

GPO Box 2471

Adelaide 5000

**By Fax:** + 61 8 8302 0828

**By email:** [research.degrees@unisa.edu.au](mailto:research.degrees@unisa.edu.au)

*Please ensure that you have **signed** the acceptance form.*