



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

**POLICY:**

**INTERNATIONAL FEE REMISSION RESEARCH SCHOLARSHIPS**

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<b>Purpose:</b>	To outline the University's policy for international fee remission research scholarships.
<b>Responsible Executive:</b>	Pro Vice Chancellor – Research
<b>Responsible Office:</b>	Research Office
<b>Contact Officer:</b>	Marc Fellman
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## 1 Introduction and purpose

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- 1.1 This document *International Fee Remission Research Scholarships Policy* (“Policy”) establishes a policy and procedure for the consideration and awarding of fee remission scholarships by The University of Notre Dame Australia (University) to international students who wish to undertake a higher degree by research.
- 1.2 The University is keen to support research and research students. While domestic students are eligible for fee support from the government, many international students find it difficult to bear the cost of studying a higher degree by research.
- 1.3 In accordance with its mission, the University is keen to support high calibre international students who wish to earn a higher degree by research. Consequently, the Vice Chancellor has established five (5) fee remission scholarships for international research students each year, commencing in 2012. These scholarships shall be known as International Fee Remission Research Scholarships.
- 1.4 The Scholarships are intended primarily to support high calibre international students wishing to undertake research degrees (including Research Master and Doctoral studies) in the University’s areas of research strength, namely Health, Education, Indigenous Studies, Theology and Philosophy (including Ethics). However, the University will consider awarding Scholarships to students in other discipline areas where the University considers that there is a compelling case for supporting the research student and the particular project, and where appropriate supervision is available.
- 1.5 This Policy must be read in conjunction with any relevant University policies, procedures and other guidelines as may apply from time to time, including but not limited to, the *Guideline: Support for higher degree by research students*.

## 2 Definitions

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For the purposes of these Guidelines:

- 2.1 **RDSC** means the University’s Research Degrees and Scholarships Committee;
- 2.2 **Scholarship** means the International Fee Remission Research Scholarships established in this Policy;
- 2.3 **University** means The University of Notre Dame Australia;
- 2.4 **Vice Chancellor** means the Vice Chancellor of the University.

## 3 Eligibility

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- 3.1 In order to be eligible for a Scholarship, applicants are required to meet the following criteria:
  - 3.1.1 They must demonstrate an understanding of, and commitment to, the University’s Objects;
  - 3.1.2 They must meet the standard University Higher Degree entry requirements, as advised by the University’s Research Office;
  - 3.1.3 They must not be a citizen or permanent resident of Australia;
  - 3.1.4 They must be in possession of a valid and appropriate visa and any other documentation as required by the relevant Australian government authorities and there must be no apparent reason why they would not remain in possession of all such documentation for the duration of the Scholarship.

## 4 Procedure

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- 4.1 Applications shall be considered on an ongoing basis.
- 4.2 Applications must be submitted to the Research Office in the required form with supporting documents.
- 4.3 All applications received will be considered by the Research Degrees and Scholarship Committee (RDSC) which will then make a recommendation to the Vice Chancellor.
- 4.4 For the purpose of making a recommendation to the Vice Chancellor, the RDSC will consider:
  - 4.4.1 The past academic performance of the applicant;
  - 4.4.2 The area of study the applicant wishes to pursue including whether appropriate supervision can be provided;
  - 4.4.3 The applicant's capacity to bring their research project to successful completion within three (3) years for Doctoral students and within two (2) years for Masters students, as consistent with relevant course regulations;
  - 4.4.4 The financial position of the applicant;
  - 4.4.5 Any additional costs that would be incurred by the research program the applicant intends to undertake, including costs of external supervision;
  - 4.4.6 Any other matters the RDSC deems relevant.
- 4.5 The RDSC may request any further information from the applicant and may, if it wishes, choose to interview the applicant.
- 4.6 The RDSC will, following consideration of the application, make a recommendation to the Vice Chancellor whether or not to award the applicant a Scholarship.
- 4.7 Each application will be considered on its merits and the decision whether or not to award a Scholarship to a particular applicant will be made at the sole discretion of the Vice Chancellor, upon recommendation by the RDSC.
- 4.8 All applications will be considered and the applicant advised of the outcome within one (1) month of a complete application being received by the Research Office.

## 5 Conditions

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- 5.1 Scholarships are awarded on the following conditions and any other conditions specified by the Vice Chancellor:
- 5.1.1 The recipient will be required to enrol within six (6) months of being notified of the successful outcome of their application, or within such other period as notified to them by the University;
  - 5.1.2 The Scholarship is solely for remission of fees. Any accommodation and living costs, mandatory health care expenses and any other expenses incurred must be borne by the recipient;
  - 5.1.3 Fee remissions will be applied for the benefit of the recipient for three (3) years for Doctoral students or two (2) years for Masters students, with the possible extension to a maximum of four (4) years for Doctoral students and (2.5) two years and six months for Masters students (at the discretion of the Vice Chancellor on the recommendation of the RDSC);
  - 5.1.4 The recipient must at all times hold a valid and appropriate visa and any other documentation as required and must comply with any conditions or requirements imposed by the relevant Australian government authorities;
  - 5.1.5 The recipient must agree in writing to have regular and direct contact with their research supervisor and must comply with this written agreement and any other reasonable requirements of their supervisor and the University;
  - 5.1.6 The recipient must be assessed by their supervisor as making satisfactory progress each semester and must act in accordance with the research objectives and culture of the School in which the candidature is held;
  - 5.1.7 The recipient must comply with the Student Code of Conduct, *Policy: Code of Conduct for Research*, and all other regulations, policies, procedures and rules of the University as applicable from time to time.
- 5.2 If, at any time, the recipient becomes unable to comply with any of the conditions set out in clause 5.1, the University may choose to terminate the Scholarship and the student shall be liable to pay their own fees from the following semester. This clause does not limit the University from taking any other disciplinary action against the recipient as applicable under its regulations, policies and procedures.
- 5.3 Notwithstanding receipt of this Scholarship, the recipient shall remain eligible for support offered to all Higher Degree by Research students in accordance with the *Guideline: Support for Higher Degree by Research Students*.