

**The Australian National University**  
**TUCKWELL SCHOLARSHIP**  
**Conditions of Award 2019**

**1. INTRODUCTION**

- 1.1 The objective of the Scholarship is to provide financial assistance and a program of support and enrichment to outstanding students who are undertaking an undergraduate degree, double degree (flexible or vertical), or undergraduate degree followed by the Doctor of Medicine and Surgery (MChD) at the ANU (**Scholars**).
- 1.2 These Conditions of Award update any previous conditions of award signed by the Scholar or notified to the Scholar.
- 1.3 The Scholar agrees to comply with the provisions of the Tuckwell Scholars Handbook (as amended from time to time). To the extent of any inconsistencies between these Conditions of Award and the Handbook, these Conditions of Award will prevail.
- 1.4 References to the Tuckwell Scholarship Board in these Conditions of Award includes any delegate or committee authorised by the Board (which may include the ANU, or an employee of the ANU), and references to the Head of Scholars House includes any delegate of the Head of Scholars House.

**2. VALUE**

- 2.1 The annual scholarship amount has been set at \$21,850 for 2019. The value of the Scholarship in future years shall be determined each year by the Tuckwell Scholarship Board and will be applied to all Scholars in that year regardless of their commencement date. It is anticipated that the annual value of the Scholarship will move in line with the CPI, based on a starting value of \$20,000 in 2014.
- 2.2 Each year, Scholars will be paid the annual amount in four equal instalments. In 2019, these payments will be paid by the following dates:

<b>Payment 1</b>	<b>Payment 2</b>	<b>Payment 3</b>	<b>Payment 4</b>
Friday 8 February	Friday 26 April	Friday 19 July	Friday 20 September

- 2.3 Scholars are responsible for making payment of their tuition and accommodation fees by the prescribed dates as set by the ANU each year. Scholars are responsible for the costs of books, study materials, accommodation and all other costs of study.
- 2.4 Scholars will also be entitled to:
- (a) An annual allowance of up to \$2,000 to assist with their move to Canberra and to support up to two annual return journeys (e.g. airfares) between their permanent home and the ANU for each year of the Scholarship, and a one-way journey at the end of their final semester as a Scholar. The allowance will be paid in accordance with the Tuckwell Scholarship Travel Policy; and
  - (b) An annual ANU Sport Fitness Centre membership for each year of the Scholarship or reimbursement of health and wellbeing related expenses up to a maximum of \$450 per calendar year which are approved by the Head of Scholars House.

### **3. ELIGIBILITY**

- 3.1 The award of a Scholarship is based on the eligibility conditions set out in the application process in the year of application and award. Any Scholar who does not satisfy their relevant eligibility conditions must immediately notify the Head of Scholars House and the Tuckwell Scholarship Board may determine whether a Scholarship will be terminated or other action to be taken.
- 3.2 Any Scholar who breaches a condition of the Conditions of Award during their Scholarship must notify the Head of Scholars House and the Tuckwell Scholarship Board may determine whether a Scholarship will be terminated or other action to be taken.

### **4. CONCURRENT HOLDING OF SCHOLARSHIPS**

A Scholarship is awarded on the condition that, during the tenure of the Scholarship, a Scholar is not in receipt of another award, scholarship or salary to undertake the proposed program, without the prior approval of the Head of Scholars House.

### **5. NO DEFERMENT**

Applicants who were awarded a Scholarship following the interview period in July 2018 may not defer their study program and must commence their studies at the beginning of Semester 1 in 2019.

### **6. RESIDENCE**

- 6.1 Scholars must live in an ANU Hall, College or Lodge in their first year and are very strongly encouraged to stay in residence for their first three years of study.
- 6.2 Any Scholar wishing to leave their ANU residence prior to the end of their third year must first notify and discuss this with the Head of Scholars House.
- 6.3 The above two conditions can be waived by the Head of Scholars House if a scholar for any reason feels unsafe in a residence, or where staying in a residence is having a serious negative impact on their health. However, before moving out, Scholars are in the strongest terms encouraged to seek help by first by discussing the issue with relevant staff and/or student leaders in the residence and also with their Tuckwell Fellow and/or the Head of Scholars House.

### **7. ACADEMIC PERFORMANCE**

- 7.1 Scholars are required to meet ANU academic progress rules and policies relevant to the Program in which they are enrolled.
- 7.2 Failure of courses, without demonstration of appropriate and genuine help-seeking behavior, or engagement in remedial action following announcement of results will be taken seriously and may lead to suspension or termination of the Scholarship (See Section 16).

### **8. SCHOLARS HOUSE ENGAGEMENT**

- 8.1 Scholars are expected to participate in the Tuckwell Enrichment Program and other events organised as part of the Tuckwell Scholarship Program, as outlined in the Tuckwell Scholars Handbook (distributed to all Scholars in O-Week).
- 8.2 Non-attendance or non-participation in the Tuckwell Enrichment Program and other events organised as part of the Tuckwell Scholarship Program to the satisfaction of the Head of Scholars House may result in referral of the non-compliance to the Tuckwell Scholarship

Board, to determine whether the Scholarship will be terminated or other action to be taken (See Section 16).

## **9. SCHOLARSHIP AMOUNT AND DURATION**

- 9.1 The Scholarship is awarded for the duration of the Degree Program being undertaken by the Scholar, up to a maximum of five years full-time equivalent study (based on a full-time load of 48 units per year) for undergraduate degree courses including double degree (flexible or vertical) and courses to which clause 9.2 applies.
- 9.2 Scholars offered a place in the Tuckwell Scholar Medicine Pathways program who are entering the Doctor of Medicine and Surgery (MChD) program will, at the end of their first undergraduate degree, continue to receive their Scholarship at an apportioned amount, calculated so that the remaining Scholarship covers the four years of their MChD program. A Scholar undertaking another Program that extends beyond five years that has been approved by the Head of Scholars House will have their Scholarship apportioned in a manner determined by the Tuckwell Scholarship Board.

## **10. ACADEMIC PROGRAM TRANSFER**

- 10.1 If a Scholar wishes to transfer programs, they must submit a written request for approval to the Head of Scholars House providing detailed reasons why the Scholar should retain the Scholarship for the new Program.
- 10.2 Upon receiving the approval of the Head of Scholars House, Scholars may change their Program to increase or decrease the duration of their Program and the total Scholarship amount will be increased or decreased to equal to full-time equivalent of their new Program. If any change might require an increase or decrease to their Scholarship amount going forward, then the remaining Scholarship will be apportioned in a manner determined by the Tuckwell Scholarship Board

## **11. ENROLMENT**

- 11.1 A Scholar must enrol in and remain enrolled in an undergraduate degree, double degree (flexible or vertical), or undergraduate degree followed by the Doctor of Medicine and Surgery (MChD) offered by the ANU.
- 11.2 A Scholar is expected to enrol in 24 units per semester. If a Scholar wishes to drop below this unit load in any given semester, they must first receive approval from the Head of Scholars House.
- 11.3 If a Scholar is unable to pursue full time study for medical or serious personal reasons during a semester, and must withdraw from enrolment (and therefore the Scholarship), their final Scholarship payment for that Semester will be that most recently paid to them at the point of withdrawal.

## **12. PART-TIME ENROLMENT**

- 12.1 In exceptional circumstances, a Scholar may request approval from the Head of Scholars House to hold the Scholarship on a part-time basis for an agreed period of time. The Scholar must submit a written request and make a case citing the exceptional circumstances. If the Head of Scholars House approves the request, the Scholarship payment will be made on a pro-rata basis for the agreed period of time.
- 12.2 If in their final semester a Scholar has less than 18 units left to complete their Program due to a previous underload or overload of their enrolment, a Scholar may request approval from the

Head of Scholars House to hold the Scholarship on a part-time basis. If the Head of Scholars House approves the request, the Scholarship payment will be made on a pro-rata basis.

- 12.3 The Scholarship shall be terminated if the Scholar changes to part-time enrolment without approval of the Head of Scholars House or withdraws from their Program while holding the Scholarship (see section 16).

### **13. PROGRAM LEAVE**

- 13.1 In exceptional circumstances, a Scholar may request approval from the Head of Scholars House to take leave from their Program for up to one semester. The Scholar must submit a written request and make a case citing the exceptional circumstances. If the leave is approved, payment of the Scholarship will be suspended until the first day of the next teaching period that the Scholar is enrolled.

### **14. INTERNATIONAL EXCHANGE AND STUDY ABROAD**

- 14.1 A Scholar must obtain written approval from the Head of Scholars House to undertake an approved international exchange or study abroad program that is one-semester or greater in length.
- 14.2 Scholars will be permitted to retain the Scholarship for up to one semester of an approved international exchange or study abroad program. Scholars undertaking further approved international experiences one-semester or greater in length will have their Scholarship suspended until their return to study at ANU.
- 14.3 Scholars undertaking the Bachelor of Asia-Pacific Studies (Year in Asia) may retain their Scholarship for the full year.

### **15. EMPLOYMENT**

- 15.1 A key purpose of the Scholarship is to obviate the need for Scholars to work in paid employment during their time at ANU so that they can make full use of the benefits that the Scholarship offers
- 15.2 The ANU, however, acknowledges the many educational and career benefits that paid employment can offer students. As such:
- (a) Scholars are permitted to take on paid employment, especially positions within ANU residences where a residential scholarship is paid;
  - (b) Scholars must inform their Tuckwell Fellow about the work they are doing and discuss the benefits of their particular employment; and
  - (c) The onus is on the Scholar to manage their work commitments so they do not negatively impact on their studies or on their ability to engage with the Scholarship Program.
- 15.3 The Head of Scholars House may ask a Scholar to cease or change any paid employment arrangements if the employment causes non-attendance or non-participation in Scholars House activities.

### **16. TERMINATION**

- 16.1 Subject to earlier termination in accordance with these Conditions, the Scholarship terminates at the end of its duration as outlined in clauses 9 and 10.
- 16.2 The Tuckwell Scholarship Board may terminate, suspend or reduce the Scholarship (or take other action the Board deems appropriate) if the Scholar:

- (a) does not comply with any provision of these Conditions of Award; or
  - (b) in the opinion of the Head of Scholars House, is not making satisfactory progress in their approved Program; or
  - (c) fails to demonstrate attendance or participation in Scholars House activities to the satisfaction of the Head of Scholars House; or
  - (d) changes their enrolment status without written permission from the Head of Scholars House; or
  - (e) is found to have engaged in misconduct under the ANU Discipline Rule (<https://www.legislation.gov.au/Details/F2015L02046>); or
  - (f) is found to have engaged in academic misconduct under the ANU Academic Misconduct Rule (<https://www.legislation.gov.au/Details/F2015L02025>).
- 16.3 The Scholarship will not be reinstated if a Scholar who has formally withdrawn from their academic program subsequently decides to resume their enrolment.
- 16.4 Subject to paragraph 16.5, before a decision to suspend or terminate a Scholarship is made, the Scholar will be given a formal written warning from the Head of Scholars House and an opportunity to address the concerns with the Head of Scholars House.
- 16.5 Where a decision to suspend or terminate a Scholarship relates to a finding of misconduct under the ANU Discipline Rule, academic misconduct under the ANU Academic Misconduct Rule or any other breach of these Conditions of Award determined by the Tuckwell Scholarship Board to be sufficiently serious that clause 16.4 should not apply, the Head of Scholars House is not required to provide a formal written warning or an opportunity to address the concerns in accordance with clause 16.4.
- 16.6 In the event that a Scholarship is terminated, suspended or reduced, the Board shall determine if any or all of the Scholarship monies must be repaid (see Section 17).
- 17. REPAYMENT OF SCHOLARSHIP MONIES**
- 17.1 If a Scholar terminates their study at the ANU to accept an offer to study at another institution, they will be required to repay 100% of the Scholarship monies received during the last 12 months, including any travel and parents' allowances.
- 17.2 Scholars are required to inform the Head of Scholars House if they commence an application for admission at another institution.
- 17.3 If a Scholar's Scholarship is terminated, suspended or reduced in accordance with these Conditions, the ANU may require the Scholar to re-pay the Scholarship monies from the date of:
- (a) termination;
  - (b) suspension;
  - (c) reduction; or
  - (d) the date the non-compliance commenced.
- 18. PUBLICITY**
- 18.1 It is anticipated that Tuckwell Scholars may be requested to participate in publicity of the Scholarship from time to time. Scholars may be contacted for an interview and/or photograph.

- 18.2 The ANU intends to promote the Scholarships by publishing the name, photograph and a brief profile of the Scholars on the ANU website and in the annual Tuckwell magazine.
- 18.3 Scholarship holders are also required to attend events organised by the ANU for scholarship recipients.

## 19. MISCELLANEOUS

- 19.1 The award of a Scholarship does not constitute a payment in the nature of salary or wages by the ANU, nor does it imply any commitment by the ANU for future employment.
- 19.2 Scholars are responsible for seeking taxation advice regarding their own circumstances.
- 19.3 No undertakings by the ANU, Head of Scholars House or the Tuckwell Scholarship Board beyond these Conditions of Award are authorised, nor can they be binding on the ANU or the Tuckwell Scholarship Board.
- 19.4 The Tuckwell Scholarship Board reserves the right to alter these Conditions of Award at any time and any changes will apply to all Scholars regardless of when they signed the Conditions of Award. However, no changes will have retrospective application.
- 19.5 All requests, notifications and approvals from, to or between Scholars, the Head of Scholars House and the Tuckwell Scholarship Board will only be valid if sent from and to ANU email addresses.

## 20. PRIVACY CONSENT

- 20.1 The Scholar consents to the ANU providing the Scholar's personal information (as that terms in defined in the Privacy Act 1988 (Cth)) to the Tuckwell Scholarship Board and members and staff of Tuckwell Scholars House Pty Ltd and related entities, where relevant to the Scholarship or to these Conditions of Award.

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I hereby accept the offer of a Tuckwell Scholarship at the Australian National University on the Conditions specified above and as amended by the ANU from time to time and notified to me.

SIGNED: .....

DATED: .....

PRINT FULL NAME: .....