

The Australian National University

TUCKWELL SCHOLARSHIP

Conditions of Award

1. Introduction

- 1.1 Study at the Australian National University (**ANU**) as a Tuckwell Scholar is intended to be an exciting and enriching experience. These Conditions of Award comprise a formal document designed to help ensure that experience is as well-supported as possible.
- 1.2 Each year the ANU may offer awards known as the Tuckwell Scholarship (**the Scholarship**). 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**).
- 1.3 Scholars agree 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. These Conditions of Award update any previous conditions of award signed by the Scholar or notified to the Scholar.
- 1.4 References to the Tuckwell Scholarship Board (**the 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.
- 1.5 Scholars who breach a condition of these Conditions of Award during their Scholarship may have their Scholarship terminated, suspended, reduced or other action be taken (See Condition 15).

2. Who is eligible for the Scholarship?

- 2.1 Details of the full application and selection process, including the current eligibility conditions and deadlines, are found in the application guide for the Tuckwell Scholarship. Prospective applicants for the Scholarship must first apply directly for admission to study at the ANU.
- 2.2 Successful applicants must immediately notify Scholars House if they become ineligible between the time of their application and their commencing studies at the ANU, and the Board may determine whether a Scholarship will be terminated or other action taken.
- 2.3 A Scholar cannot defer the award of a Scholarship.

3. What is the value and duration of the Scholarship?

- 3.1 Scholars are supported by a team of experienced staff who help them to find opportunities, build networks and achieve their personal and professional goals through mentoring, events and workshops. Scholars are funded and encouraged to pursue activities that promote and sustain their health and wellness. The value of the Scholarship is stated in the letter of offer and Tuckwell Scholarship Handbook, and includes the annual scholarship amount, a health and wellbeing allowance, and travel allowances.
- 3.2 The annual scholarship amount is determined each year by the Board. It is anticipated that the annual scholarship amount will move in line with the CPI. Each year, Scholars will be paid the annual amount in four equal instalments. Scholars will be informed each year of the annual scholarship amount for that year and the payment dates for that year.

- 3.3 The Scholarship is awarded for the duration of the Degree Program (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 Condition 3.4 applies.
- 3.4 (a) Scholars offered a place in the Tuckwell Scholar Medicine Pathways program who are entering the Doctor of Medicine and Surgery (MChD) program will, ordinarily, 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. Such Scholars may make a written request to the Head of Scholars House for alternative funding scheduling.
- (b) A Scholar undertaking another Program with a duration longer than five years, and that has been approved by the Head of Scholars House, may make a written request to the Head of Scholars House to have their Scholarship apportioned pro rata for part or all of the duration of the Program.
- 3.5 Scholars are also entitled to:
- (a) travel allowances to assist with 1) their move to Canberra, 2) up to two annual return journeys (e.g. airfares) between their permanent home and the ANU for each year of the Scholarship, and 3) a one-way journey at the end of their final semester of their Scholarship. The allowance will be calculated and paid in accordance with the Tuckwell Scholarship Travel Policy; and
- (b) An ANU Sport Fitness Centre membership for each year of the Scholarship OR reimbursement of health and wellbeing related expenses up to a maximum amount announced each year. Reimbursements will be calculated and paid in accordance with the Tuckwell Health & Wellbeing Reimbursement Policy.
- 3.6 Scholars are responsible for making payment of their tuition and accommodation fees by the prescribed dates as set by the ANU each year, and for the costs of books, study materials, accommodation and all other costs of study.

4. **Can I hold another scholarship too?**

Scholars wishing to hold another award, scholarship or salary to undertake the proposed Program of study will need to ensure they are complying with the University's *Scholarships, grants and bursaries (coursework)* Procedure, and must also obtain written approval from the Head of Scholars House.

5. **What academic Programs can I enrol in?**

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.

6. **Can I transfer academic Programs, and can I do an Honours year?**

6.1 If a Scholar wishes to

- (a) transfer to a new or additional Program, or
- (b) enrol in an Honours year Program

they must submit in advance a written request for approval to the Head of Scholars House providing detailed academic, professional, and/or personal reasons why the Scholar should retain the Scholarship for the new Program.

6.2 In approving a request under Condition 6.1, the Head of Scholars House may also approve a correlated increase or decrease of the total Scholarship amount available to the Scholar, up to to a

maximum duration of five years full-time equivalent study (based on a full-time load of 48 units per year).

- 6.3 In approving a request to enrol in an Honours year Program under Condition 6.1(b), the Head of Scholars House may take into account whether there is any gap proposed between the conclusion of the current Program and the proposed Honours year Program, and whether there are compelling academic or professional reasons for the proposed gap.

7. How many units should I be studying each semester, and can I study part-time?

- 7.1 A Scholar is expected to enrol in 24 units per semester.
- 7.2 In exceptional circumstances, a Scholar may make a written request to the Head of Scholars House for approval to enrol in 18 units per semester for an agreed period of time.
- 7.3 In extremely exceptional circumstances, including if in their final semester a Scholar has fewer than 18 units left to complete their Program due to a previous underload or overload of their enrolment, a Scholar may make a written request to the Head of Scholars House for approval to enrol in fewer than 18 units for a period of one semester.
- 7.4 If a request is approved under condition 7.2 or 7.3, the Head of Scholars House may decide that the Scholarship payment will be made on a pro-rata basis for a period of time, but not such that the overall payment to the Scholar throughout their Program will exceed what the Scholar would have been entitled to receive if they had completed their Program by enrolling in 24 units per semester.

8. Where do I live?

- 8.1 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. Scholars are responsible for securing their own residential accommodation (information is available at the ANU accommodation website).
- 8.2 Any Scholar wishing to leave their ANU Hall, College or Lodge prior to the end of their third year must obtain written approval from the Head of Scholars House.
- 8.3 If a Scholar for any reason feels unsafe in a residence, or if staying in a residence is having a serious negative impact on a Scholar's mental health, the Head of Scholars House may waive the requirements in 8.1 and 8.2.
- 8.4 Scholars who do not live in an ANU Hall, College, or Lodge, are required to live within easy access of the ANU Acton campus, except:
- (a) where the Scholar's academic Program temporarily requires their residence elsewhere; or
 - (b) where the Head of Scholars House has approved a request to be resident elsewhere, whether with or without conditions.

9. What academic standards do I have to meet?

- 9.1 Scholars are required to meet ANU academic progress rules and policies relevant to the Program of study in which they are enrolled.
- 9.2 If a Scholar fails multiple courses in a semester, or fails at least one course in multiple semesters:
- (a) The Head of Scholars House will meet with the Scholar to discuss their academic progress and what support and advice services may be available for the Scholar; in association with that meeting a formal warning may be sent to the Scholar by the Head of Scholars House, and
 - (b) If the Scholar then fails a further course or courses, the Head of Scholars House may make a recommendation to the Board under Condition 15.

- 9.3 In considering a Scholar's academic performance, the Head of Scholars House and the Board will at all times take into account whether the Scholar has demonstrated appropriate and genuine help-seeking behavior, or engagement in remedial action.

10. What events and activities are organised by Scholars House?

- 10.1 One of the features of the Tuckwell Scholarship Program are the events and activities organised within Scholars House and designed to support and develop Scholars.
- 10.2 Scholars are expected to participate in the events and activities organised as part of the Tuckwell Scholarship Program, as communicated from time to time by the Head of Scholars House and the staff of Scholars House, and as set out in the Tuckwell Scholars Handbook.
- 10.3 Non-attendance or non-participation in the events and activities of the Tuckwell Scholarship Program to the satisfaction of the Head of Scholars House may lead to suspension or termination of the Scholarship (see Condition 15).
- 10.4 Scholars are expected to respond promptly to messages from Scholars House, and to check their official ANU email account regularly.

11. In exceptional circumstances, can I take leave from my Program?

- 11.1 In exceptional circumstances, a Scholar may make a written request to the Head of Scholars House for approval to take leave from their Program for up to one semester. The Scholar must submit a written request citing the exceptional circumstances. If the leave is approved:
- (a) payment of the Scholarship will be suspended and Condition 11.3 will apply; and
 - (b) the Head of Scholars House may place conditions on the Scholar's access to other non-financial Program supports (including access to Scholars House and events).
- 11.2 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) during a semester, the Head of Scholars House may make arrangements with respect to future Scholarship payments to the Scholar, and may make arrangements with respect to the Scholarship payment most recently paid to the Scholar at the point of withdrawal.
- 11.3 The Head of Scholars House will determine arrangements for the resumption and continuation of Scholarship payments on the return of a Scholar to their Program after a period of leave approved under condition 11.1 or a withdrawal under condition 11.2, to reflect the leave or withdrawal, but not such that the overall payment to the Scholar will exceed what the Scholar would have been entitled to receive if they had completed their Program without leave or withdrawal.

12. Can I go abroad for exchanges or study abroad programs?

- 12.1 Scholars wishing to undertake an international exchange or study abroad program that is one-semester or greater in length must obtain written approval from the Head of Scholars House well in advance of their application being submitted.
- 12.2 The Head of Scholars House may approve a Scholar retaining the Scholarship for up to one semester of an approved international exchange or study abroad program, however this may be conditional on the international exchange or study abroad program not extending the duration of their approved Degree Program.
- 12.3 Subject to Condition 12.2, Scholars undertaking an approved international exchange or study abroad program that continues for more than one-semester may have their Scholarship suspended from the expiry of the period of one-semester until the Scholar's return to study at ANU.

12.4 Scholars undertaking the Bachelor of Asia-Pacific Studies (Year in Asia) may retain their Scholarship for the full year.

13. Can I have a part-time job while I'm studying?

Scholars are permitted to take on paid employment, especially positions within ANU residences where a residential scholarship is paid, or positions which will be beneficial to the Scholar's professional life.

14. What if I am found to have engaged in misconduct or breach of the academic integrity principle?

14.1 If a Scholar:

- (a) is found to have engaged in misconduct under the Discipline Rule 2021, as amended or replaced from time to time; or
- (b) is found to have breached the academic integrity principle under the Academic Integrity Rule 2021, as amended or replaced from time to time;

the Scholar must promptly inform the Head of Scholars House, in writing, of the finding and the action (if any) taken in relation to that finding.

14.2 Selection for the Scholarship is based on the information provided to the ANU by the Scholar. The Scholarship may be withdrawn at any stage if incorrect, false or misleading information is provided or relevant information is withheld. This includes circumstances where the incorrect, false or misleading information is not directly related to the selection criteria for the Scholarship.

15. When is the Scholarship terminated, suspended, or reduced?

15.1 Subject to earlier termination in accordance with these Conditions, the Scholarship terminates at the end of its duration as outlined in Condition 3.

15.2 The 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) is found to have engaged in misconduct under the Discipline Rule 2021, as amended or replaced from time to time; or
- (c) is found to have breached the academic integrity principle under the Academic Integrity Rule 2021, as amended or replaced from time to time.

15.3 Subject to Condition 15.4, 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.

15.4 Where a decision to suspend or terminate a Scholarship relates to a finding of misconduct under the Discipline Rule 2021, breach of the academic integrity principle under the Academic Integrity Rule 2021 or any other breach of these Conditions of Award determined by the Board to be sufficiently serious that Condition 15.3 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 Condition 15.3.

15.5 In the event that a Scholarship is terminated, suspended or reduced in accordance with these Conditions, the Board shall determine if any or all of the Scholarship monies must be repaid, and may require the Scholar to re-pay the Scholarship monies from the date of termination, suspension, reduction, or from the date the non-compliance commenced.

15.6 Where a Scholar has had their Scholarship terminated in accordance with these Conditions, the Scholarship will not be reinstated if the Scholar subsequently decides to resume their enrolment or to continue their studies at the ANU.

- 15.7 A Scholar wishing to withdraw from the Scholarship Program may resign the Scholarship, in writing, to the Head of Scholars House. The Head of Scholars House will seek to have a meeting with the Scholar before any resignation is accepted.
- 15.8 In the interests of health, wellbeing, and safety, the Head of Scholars House may place conditions on attendance at Scholars House or involvement in Program events and activities.

16. What are the consequences if I apply to study at another institution?

Scholars are expected to consult with the Head of Scholars House if they commence an application for undergraduate admission at another university or institution of higher education. Notwithstanding any other Conditions, if a Scholar terminates their study at the ANU to accept an offer to study at another institution, the Board may require the Scholar to repay 100% of the Scholarship monies received during the last 12 months, including any travel and parents' allowances under the Tuckwell Scholarship Travel Policy.

17. How will the Scholarships be publicised?

- 17.1 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.
- 17.2 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.
- 17.3 Scholars may be asked to write to, or meet with, donors. Any contact between donors and Scholars will be facilitated by the Tuckwell Scholarship Program or an authorised representative of the ANU.

18. Miscellaneous

- 18.1 Scholars are subject to the statutes, rules, orders, and policies of the ANU. These Conditions of Award should be read in conjunction with the *Student financial awards Policy* and the *Scholarships, grants and bursaries (coursework) Procedure* available from the ANU website. 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.
- 18.2 Scholars are responsible for seeking independent taxation advice regarding their own individual circumstances. In particular, Scholars should be aware that the ATO regards scholarships as taxable income if a Scholar is enrolled on a part-time basis. If you are receiving Centrelink benefits, student financial awards may impact your Centrelink payments. For more information, visit the ATO and Services Australia websites.
- 18.3 If a Scholar's financial entitlements under the Scholarship have ceased (otherwise than as a result of a termination, suspension, or reduction), but the Scholar remains a student at the ANU, the Head of Scholars House may approve the 'non-funded Scholar' having access to certain non-financial Scholarship Program supports (including, for example, access to Scholars House or events).
- 18.4 No undertakings by the ANU, Head of Scholars House, or the Board beyond these Conditions of Award are authorised, nor can they be binding on the ANU or the Board.
- 18.5 The 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.
- 18.6 All requests, notifications and approvals from, to or between Scholars, the Head of Scholars House and the Board will only be valid if sent from and to ANU email addresses.

19. Privacy Consent

The Scholar consents to the ANU disclosing the Scholar's personal information (as that term is defined in the Privacy Act 1988 (Cth)) throughout the Scholar's program of study, to the Board and Selection Committee, for the purpose of refining and improving the selection process, the Scholarship Program and related purposes. The University will take reasonable steps to ensure the Board and Selection Committee handle Scholars' personal information in accordance with the Australian Privacy Principles.

20. Contact with the Award owner

All enquiries regarding the Scholarship and changes, issues, or further information after acceptance should be made to: Tuckwell Scholarship Program tuckwell@anu.edu.au

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: