

## Victoria Doctoral Scholarships

### Information

To encourage postgraduate research Victoria offers scholarships to those about to begin their doctoral studies. These scholarships are awarded on academic merit and are open to New Zealand and international students in any discipline.

All offers of Victoria Doctoral Scholarships from 2011 will consist of a \$23,500 per annum stipend plus domestic tuition fees for up to three years. As part of the Scholarship, the recipient is expected to contribute 150 hours per annum to the academic life of the School in which they undertake study. The purpose of this contribution is to provide them with an insight into the work undertaken by, and the expectations placed on, the academic community in the University. It also provides an opportunity to develop enduring relationships with the School. This contribution may be as a tutor, research assistant, laboratory demonstrator or supervisor or teaching assistant; the nature of this contribution is to be agreed between the recipient, the supervisory team and the Head of School.

The Scholarships are offered to the top ranked candidates in any Doctoral admission and scholarship application round throughout the year. To be considered for a Victoria Doctoral Scholarship the applicant must have a strong academic record and excellent academic references, or

- a demonstrated potential for high quality research; or
- a record of publication in high quality journals commensurate with experience and education.

Other considerations may be taken into account such as the alignment between the applicant's research interests and those of the School, Institute or Centre. Strategic interests including collaboration between institutions or research involving potential joint initiatives with the research and business communities may also be factors in determining offers of scholarship.

Applicants other than those who have completed all of their study at Victoria must include a certified copy of their academic record from other institutions with the application form. Applicants whose degree has been conferred at any university other than a New Zealand university will be considered in two categories:

+ Category 1 – Applicants from the UK, Ireland, USA, Canada, Germany or Australia must supply an original or certified copy of their university transcript and a Diploma supplement if available.

+ Category 2 – Applicants from any other country are strongly advised to have the transcript of their prerequisite degree verified and assessed with a course-by-course evaluation by Educational Credential Evaluators; <http://www.ece.org/>

Currently the closing dates are 1 March, 1 July and 1 November. All applicants for the Scholarships will be notified by email of the outcome within six weeks of the closing date for applications.

## Terms and Conditions

**These terms and conditions apply to Victoria Doctoral Scholarships awarded from April 2011 onwards.**

1. Applications are accepted from those who are eligible at the time of application, or who reasonably expect to become eligible within three months of their application, to register as a candidate for a Doctoral degree at Victoria University.
2. Applicants would normally be expected to have completed a Bachelor's or Masters degree with academic distinction equivalent to a First Class Honours degree at a New Zealand University.
3. The scholarship offer shall lapse in the event that the scholarship recipient does not gain full enrolment as a Doctoral student within 15 months of first enrolment.
4. Academic staff at Victoria University of Wellington or any other University may not hold a Victoria Doctoral Scholarship while currently employed.
5. Scholarships will be awarded on the basis of academic merit by the University Research Scholarships Committee (the Committee), a sub-committee of the University Research Committee.
6. Every scholarship shall be tenable at Victoria for a period of up to three years except as otherwise provided in this statute. If a recipient submits within the tenure of the Scholarship, stipend payments will cease no more than one month after submission. Such candidates may be eligible to apply for a Victoria Doctoral Completion Award within one month of submission.
7. If an applicant has already been enrolled for a PhD at Victoria for more than three months at the time when the offer of a scholarship is made, the maximum length of tenure of the scholarship will be reduced at the discretion of the Committee.
8. Scholarship recipients will be expected to sign a Victoria Doctoral Research Scholarship Contract. The administrative supervisor and the primary or VUW supervisor will also sign the contract to indicate that they are aware of the terms and conditions of the Scholarship and the contribution to the School required by this award.
9. The tenure of every scholarship shall commence on a date to be determined in each case by the Faculty of Graduate Research after discussion with appropriate School and supervisor. The date of commencement shall normally be no later than six months after the scholarship has been accepted by the scholarship recipient for domestic students and nine months for international students.
10. The Committee may grant a scholarship recipient a deferment of the commencement of the scholarship for longer periods if it considers that such a deferment would benefit the scholarship recipient's programme of research and the University.
11. The scholarship's emolument shall be paid to each scholarship recipient by monthly instalments in advance during the tenure of the scholarship. The first such payment shall be made by the Scholarships Office as soon as practicable after confirmation of enrolment. Up to \$500 will also be paid towards the cost of producing the thesis. The thesis allowance entitlement will lapse if it is not taken up within four years of the original enrolment for PhD including periods of suspension.
12. Tuition fees will be paid on confirmation of enrolment and on the presentation of the fees assessment documentation to the Scholarships Office (this is not currently an automatic process).

13. Scholarship recipients must inform the University Scholarships Manager of any other awards held. Approval for the co-tenure of awards of greater than a total one third of the value of this scholarship stipend may result in a reduction in the value of the Victoria PhD scholarship stipend. Faculty Research Grants are not considered under these regulations to constitute an award.
14. Scholarship recipients must meet with their Head of School within one month of their enrolment date each year to draw up a programme outlining their contribution to the School as a research or teaching assistant for the coming year. A copy of this programme must be provided to the Scholarships Manager. The scholarship recipient will be responsible to the Head of School or to such other permanent member of the academic staff as has been designated by the University for the Employment component of this award.
15. Allocation of hours shall include preparation time, delivery, student consultation, meetings, marking and other duties, as applicable and will be negotiated with the Head of School.
16. Scholarship recipients shall be required to maintain full time enrolment and devote themselves full-time to their programme of research during the tenure of the scholarship and may not hold a position of emolument in addition to the work experience component of this scholarship without the approval of the Scholarships Manager. Approval may be given for scholarship recipients to undertake paid employment for up to a maximum of 400 hours in any one calendar year. All requests to undertake part-time employment must be supported in writing by the supervisor(s) and Head of School.
17. Once the period of tenure of a scholarship has commenced, the Scholarships Manager may, grant a scholarship recipient a suspension of their scholarship for a period not exceeding six months or a total of twelve months during the first three years of registration. As the monthly stipend is paid in advance the recipient must provide notification in advance of the suspension. In most cases the scholarship suspension will coincide with a formal suspension from their Doctoral enrolment. Scholarship recipients must ensure that any commitments related to their work experience are discussed with the Head of School before the suspension is agreed.
18. A scholarship shall be terminated if a scholarship recipient ceases to resume the aforesaid programme of research within one month of the last day of the period of the suspension.
19. The scholarship recipient must complete six monthly reports outlining their progress to date and ensure that copies of these reports are submitted by their Faculty to the Scholarships Manager.
20. The Committee may at any time suspend or terminate a scholarship, or require the forfeiture of such proportion of the scholarship emolument as it may determine, if the scholarship recipient is not diligently pursuing their programme of research and is not making satisfactory progress, has violated the University Statute on Conduct, or has failed to comply with any of the terms and conditions on which the scholarship was awarded and of their Victoria Doctoral Scholarship Contract.
21. At the discretion of the Committee, the application of any of the terms and conditions of a Victoria Doctoral Scholarship may be modified or relaxed in special circumstances or in order to avoid hardship to any scholarship recipient or misuse of the scholarship funding
22. The Committee shall review these Terms and Conditions from time to time.