



Agenda

College of Science HDR Committee

MEETING NO. 5/2023
DATE / TIME 05 December 2023, 2:00pm
VENUE Science Conference Room – Building 42, Peter Baume (room 2.18A)

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Part 1. Procedural Matters

1.1 Welcome and apologies

1.2 Minutes from previous meeting

Action required For information For discussion For decision For endorsement

Recommendation Committee to endorse the previous minutes as an accurate record.

Attachments CoS HDR Committee 4/2023 (17 October 2023) – unconfirmed, page 5.

1.3 Matters arising from previous meeting

Action ID	Details	Responsibility	Status	Notes
Meeting 2/2018 Item 4.1	eForms	Committee Members	Ongoing	Any issues with the eForm system to be passed to hdr.shm@anu.edu.au , or science.enquires@anu.edu.au
Meeting 4/2018 Item 4.1	Visa delays	Committee Members	Ongoing	Any significant visa delays should be passed to HDR Project Officer (via hdr.shm@anu.edu.au) for collation – to be passed to Dean HDR.
Meeting 3/2023 Item 2.4	CoS AG RTP Protocol	HDR Governance Officer Committee Chair	Complete In Progress	Alison to provide statistics on the age / experience of applicants, plus countries. Tony to look at how other Colleges rank their applications.
Meeting 3/2023 Item 2.8	HDR Scholarship Extension – Gender Affirmation Leave	HDR Governance Officer	In Progress	Alison to find out how this is managed within RSPHys and send a communication to the schools within CoS.
Meeting 4/2023 Item 2.1	Reform of International student scholarship selection	HDR Governance Officer	Complete	Alison to provide statistics for allocation of scholarships across schools for the past 7yrs.
Meeting 4/2023 Item 3.1	H1 equivalency for FRT scholars	Associate Dean HDR	In Progress	Tony to speak with Dean HDR to discuss H1 equivalency issues for FRT scholars.

Meeting 4/2023 Item 4.0	Next Meeting	HDR Governance Officer	Complete	Alison to add to next meeting agenda for discussion UPDATE: See agenda item 2.2
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1.4 Report from Chair / Associate Dean (HDR)

Part 2. New Business

2.1 Deakin Scholarship – Conditions of Award update.

Action required For information For discussion For decision For endorsement

Purpose	<p>The Deakin Scholarship has been updated as follows:</p> <ul style="list-style-type: none"> • Eligibility extended to include international candidates. • Value to increase from \$34,000pa to \$36,652pa for 2024 (indexed annually). • Duration to increase from 3yrs with possible 6mth extension to 3.5yrs with possible 6mth extension (up to 4yrs maximum). • Relocation costs updated to \$1,000 (domestic) and \$2,500 (international) reimbursement only. • Thesis reimbursement from \$840 to \$500 allowance only.
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Attachments	Deakin Scholarship Conditions of Award
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2.2 2024 HDRC meeting schedule

Action required For information For discussion For decision For endorsement

Purpose	To discuss the proposed dates for the 2024 meetings, and whether the meetings should commence at 10am rather than 2pm on Wednesday.
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Meeting #1 – 20 March 2024
Meeting #2 – 29 May 2024
Meeting #3 – 07 August 2024
Meeting #4 – 02 October 2024
Meeting #5 – 11 December 2024

Attachments	NA
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2.3 College international student scholarship selection

Action required For information For discussion For decision For endorsement

Purpose	To discuss further the selection and allocation of international student scholarships within the College.
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Attachments	NA
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Part 3. Other business

Part 4. Next meeting

Meeting dates and times are:

- TBC



Minutes Unconfirmed

College of Science HDR Committee

MEETING NO.	4/2023	
DATE / TIME	17 October 2023, 2:00pm	
VENUE	Science Conference Room – Building 42, Peter Baume (room 2.18A)	
ATTENDING	Tony Travouillon (Chair) Mark Humphrey Vince Craig Celeste Linde Will Grant Christoph Federrath Rob Dyball Stewart Fallon Giel Van Dooren Vladimir Mangazeev James Tener	Associate Dean (HDR) CoS Associate Director (HDR), RSC, CoS Associate Director (HDR), RSPHys, CoS Associate Director (HDR), RSB, CoS Associate Director (HDR), CPAS, CoS Associate Director (HDR), RSAA, CoS Associate Director (HDR), FSES, CoS Associate Director (HDR), RSES, CoS HDR Convenor, RSB, CoS HDR Convenor, RSPHys, CoS Representative for MSI
APOLOGIES	Spencer Whitney Bryan Wang Vanessa Robins Libbie Dinn	HDR Convenor, RSB, CoS Associate Director (HDR), MSI, CoS HDR Convenor, RSPHys, CoS Manager, Student Services, CoS/CHM
SECRETARIAT	Alison Scott, HDR Governance Officer, STLC, CoS/CHM	

Part 1. Procedural Matters

1.1 Welcome and apologies

Attendance and apologies received were noted as recorded above.

1.2 Minutes from previous meeting

The minutes from the previous meeting were endorsed as an accurate record of the meeting.

1.3 Matters arising from previous meeting

Action ID	Details	Responsibility	Status	Notes
Meeting 2/2018 Item 4.1	eForms	Committee Members	Ongoing	Any issues with the eForm system to be passed to hdr.shm@anu.edu.au , or science.enquires@anu.edu.au
Meeting 4/2018 Item 4.1	Visa delays	Committee Members	Ongoing	Any significant visa delays should be passed to HDR Project Officer (via hdr.shm@anu.edu.au) for collation – to be passed to Dean HDR.
Meeting 7/2022	Report from PARSA	Committee Chair	Complete	College Associate Dean HDR to discuss with committee members regarding student representation on the committee. <u>UPDATE 03/2023</u> HDR ANUSA rep has been appointed and invited to meeting #4/2023 via functional email account. Alison to invite Jewel Joanna Cabardo via ANU account to next meeting.
Meeting 3/2023 Item 2.1	Draft HDRC Terms of Reference	HDR Governance Officer	Complete	Alison to make changes to ToR document and pass to College Executive for approval.
Meeting 3/2023 Item 2.4	CoS AG RTP Protocol	HDR Governance Officer Committee Chair	In Progress In Progress	Alison to provide statistics on the age / experience of applicants, plus countries. Tony to look at how other Colleges rank their applications.
Meeting 3/2023 Item 2.7	Confirmation of Candidature	HDR Governance Officer	Complete	Alison to resend the schedule to all Committee members.
Meeting 3/2023 Item 2.8	HDR Scholarship Extension – Gender Affirmation Leave	HDR Governance Officer	In Progress	Alison to find out how this is managed within RSPHys and send a communication to the schools within CoS.
Meeting 3/2023 Item 2.9	Compliance Report - update	HDR Governance Officer	Complete	Alison to send RSAA compliance report to the new AD HDR.

Meeting 3/2023 Item 3.1	eForm Transition	HDR Governance Officer	Complete	Alison to send to RSES representative for feedback.
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1.4 Report from Chair / Associate Dean (HDR)

Maitri Scholarship Opportunity – all schools have received details of a Government Program to offer up to six scholarships, across Australia, for Indian candidates undertaking research in the areas of advanced manufacturing, critical technology (incl batteries), critical minerals and clean energy solutions.

Fee Waivers – extensions beyond 5 years are no longer being approved by the Dean HDR for candidates. Tony to seek exemptions for supervisory / COVID affected candidates.

Confirmation of Candidature – this ‘milestone’ has been approved by Academic Board and will be in effect for candidates enrolled from 01 January 2024. Office of Dean HDR are developing a communication strategy and the College will provide guidance on the new structure and what schools need to consider as soon as information is provided.

Oral Examination – this is being reviewed again by the Dean HDR, and a framework is being developed based on the UK system – called ‘UK Lite’. The new model is expected to be implemented by July 2024.

Post-Submission Candidate Status – the Dean HDR is reviewing the current Student Administration System (SAS) to enable candidate’s status to be retained following thesis submission to enable candidates to continue to receive their scholarship payments up until the 3.5yrs mark. This will enable candidates to also receive the research internship payments (6mths) following thesis submission.

Part 2. New Business

2.1 Reform of International student scholarship selection

The committee discussed the current methods used to rank international scholarship applications to determine best practice methods, and improved guidelines. In addition, the committee discussed the allocation of scholarships across the schools for 2025 Round.

Tony provided a PowerPoint presentation to identify what the College is trying to achieve and what the problem with the current system is. The following points were raised:

- Proposed changes to the selection criteria used to rank applications.
- An allocation system which could ensure some or all scholarships are allocated to each school automatically for school based ranking.
 - In general all schools agree a hybrid model is preferred where some scholarships are allocated and some held by the College for allocation.
- Internal ranking will still need to be processed through a College Scholarship Committee for allocation of scholarships to the Dean HDR.
- Schools will be required to ensure a similar ranking process is undertaken to ensure transparency and equity across the College.

ACTION: College to provide statistics for allocation of scholarships across schools for the past 7yrs.

Part 3. Other business

3.1 H1 equivalency for FRT scholars

The Future Research Talent scholars program is managed by the College of Science and encourages talented Indian students to visit ANU to undertake research courses as part of their undergraduate degree program. These students are often interested in undertaking a PhD program with the ANU but due to the current H1 equivalency guidelines they are often not eligible.

The Chair will review the current H1 equivalency guidelines to determine if other methods of determining H1 can be agreed.

Action: Tony to speak with Ann Evans (Dean HDR) to discuss the H1 equivalency issue for FRT scholars.

Part 4. Next meeting

Meeting dates and times are:

- 05 December 2023 @2pm – Mtg #5, Science Conference Room – Bldg 42, Peter Baume

Committee to discuss timing of 2024 meetings to be changed to earlier in the day to avoid school pick up issues.

Action: Alison to add to next meeting agenda for discussion.



Deakin PhD Scholarship CONDITIONS OF AWARD

1. INTRODUCTION

Each year the ANU College of Science ('the Colleges') may offer a number of awards known as the *Deakin PhD Scholarship* ('the Award').

The objective of the Award is to support outstanding domestic¹ and international² candidates who are conducting research which aligns with the strategic directions of the University.

Funding for this Award has been provided by the John Anthony Deakin Endowment.

2. BENEFITS

The value of the Award is stated in the letter of offer. The Award will be paid in fortnightly instalments unless otherwise stated in the letter of offer.

- A. **Stipend Scholarship:** A recipient may be awarded a stipend scholarship equivalent to, or higher than, the value of the ANU standard [Australian Government Research Training Program \(AG RTP\) stipend scholarship](#). The Award is indexed each year on 1 January and is tax free in Australia;
- B. **Dependent Child³ Allowance:** An International recipient may apply to receive an allowance for dependent child or children, where the dependent child/ren reside with the recipient. This allowance is up to \$3,000 per annum for each dependent child (to a maximum of \$9,000 per annum) and is paid in fortnightly instalments at the same time as the Award payments; and
- C. **Relocation Reimbursement:** A recipient may be eligible to claim a reimbursement as a one-off payment to assist with relocation costs, including those in respect of the recipient's spouse, de facto partner, and dependent child or children, incurred in commencing their HDR program. Where a claim for a relocation reimbursement is in respect of a recipient's spouse, de facto partner, or dependent child/ren, they must accompany the recipient to take up his/her program, or join the recipient within 12 months of the recipient commencing their HDR program.

Recipients who are resident outside the Australian Capital Territory, or who are permanently resident outside Australia at the time of application, may be eligible to receive a one-off relocation reimbursement capped at a maximum of \$1,000 for Domestic students, or \$2,500 for International students, towards the costs of moving to take up their HDR program, on production of original tax invoice/receipts.

Insurance, accommodation and meal costs related to relocation cannot be claimed. Applications for relocation reimbursement must be submitted within 12 months of the

¹ A student who is an Australian citizen, a New Zealand citizen, the holder of an Australian Permanent Resident visa or the holder of an Australian humanitarian visa

² A student who is not an Australian or New Zealand citizen or the holder of Australian permanent resident status, and is required to hold a visa to study in Australia and liable for international student fees (ISF) payable to the University either by the student or a sponsor

³ A dependent child is a child under the age of 16 wholly dependent on the recipient or, if aged between 16 and 24, is a full-time student and wholly dependent on the recipient. A recipient who pays maintenance in respect of a child or children may be eligible for the Dependent Child Allowance, or the amount of the maintenance payable, whichever is less.

recipient commencing their HDR program. No relocation reimbursement is payable after this time or after the Award ceases; and/or

- D. **Thesis Allowance:** A recipient may be eligible to claim a reimbursement of up to \$500 for services associated with the production of their thesis, in accordance with the [thesis allowance requirements](#).

The recipient is responsible for making payment of all tuition fees by the prescribed date as set out by the University each session. Recipients of the Award are responsible for the costs of books, study materials, accommodation and all other costs of study.

3. DURATION

- a) The duration of the full-time Award will be 3.5 years; less
- i. periods of enrolment already undertaken for the PhD degree; and/or
 - ii. such shorter period as is stated in the letter of offer.
- b) Extension
A recipient may apply for an extension of the stipend scholarship by completing the [Manage my Degree - HDR form](#).

Recipients may apply for an extension of scholarship, where a candidate meets the following eligibility criteria:

- i. research has been delayed by circumstances beyond the recipient's control⁴, up to three months;
- ii. completion of an industry internship of at least 60 days FTE duration (see internship requirements [here](#)), up to six months;
- iii. Indigenous PhD candidates, six months.

Subject to approval. The application must be submitted at least three months before the expiry of the scholarship. The maximum period of extension is six months, to a total maximum of four years.

4. PROGRAM LEAVE

Periods of program leave must be taken in accordance with the *Research Awards Rule 2021*.

(a) Unpaid Program Leave

A recipient may apply for unpaid program leave on personal grounds. If the leave does not exceed a total period of 12 months during the duration of the Award, the recipient may resume the Award at the completion of the leave.

Program leave exceeding a total of 12 months will only be considered where there are exceptional circumstances beyond the control of the recipient and must be approved by the Delegated Authority in the College.

Unpaid program leave is aggregated and awarded only in one-week blocks for a full-time recipient and two-week blocks for a part-time recipient.

A recipient must apply for unpaid program and scholarship leave by completing the relevant section of the [Manage my Degree - HDR form](#) in ISIS.

(b) Paid Recreation Leave

A recipient is entitled to a maximum of 20 working days paid recreation leave for each year of the Award. Leave entitlements may be accrued over the life of the Award but are forfeited when the Award ceases.

⁴ Where this may include illness, recipients are encouraged to use relevant program leave at the time of illness (if applicable) prior to seeking a program extension. Other circumstances may include internships of less than 60 days FTE. Research visits and internships completed at a Higher Education Provider (or international equivalent) are excluded.

A recipient must apply in writing to their Chair of Panel.

Paid recreation leave does not extend the duration of the Award.

(c) Paid Medical Leave

A recipient is entitled to a maximum of 10 working days paid medical leave for each year of the Award. Leave entitlements may be accrued over the life of the Award but are forfeited when the Award ceases.

A recipient must apply in writing to their Chair of Panel.

Paid medical leave does not extend the duration of the Award.

(d) Additional Paid Leave

A recipient is entitled to additional paid medical or carer's leave to a maximum of 60 working days on provision of a medical certificate. Medical certificates must:

- i. be signed by a registered medical practitioner;
- ii. state the likely duration of the required leave; and
- iii. certify that the recipient requires the leave for medical/caring reasons.

Additional paid medical leave is aggregated and awarded only in one-week blocks for full-time recipients and two-week blocks for part-time recipients.

A recipient may apply for additional paid medical leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ISIS.

Additional paid leave extends the duration of the Award.

(e) Paid Parental Leave

Recipients who have completed 12 months of their Award and are the primary caregiver of a new child (by birth or legal adoption) are entitled to a maximum of 60 working days paid parental leave.

HDR candidates whose partner gives birth, who have completed 12 months of their stipend, are entitled to 60 working days leave if the candidate is the primary carer of the child in the first year of the child's life. HDR candidates who access partner leave will only be eligible for 55 working days parental leave.

These provisions also apply if the HDR candidate is the legal parent and primary caregiver of an adopted child:

- i. less than five years of age;
- ii. not a step-child of the student; and
- iii. has not previously lived continuously with the student for six months or more.

Paid parental leave is aggregated and awarded only in one-week blocks for a full-time recipients and two-week blocks for a part-time recipient.

Recipients may apply for paid parental leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ISIS.

Paid parental leave extends the period of duration of the Award.

(f) Paid Partner Parental Leave

Recipients who have completed 12 months of their Award and who are the partner of a person who is the primary caregiver of a new child⁵ (by birth or legal adoption) may be entitled to five days paid partner parental leave. The University may require the recipient to provide evidence of the date of birth or adoption.

⁵ A new child is a child who is less than five years of age, not a step-child of the student and has not previously lived continuously with the student for six months or more

Paid partner parental leave is aggregated and awarded only in one-week blocks for a full-time recipients and two-week blocks for a part-time recipient.

Recipients may apply for paid partner parental leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ISIS.

Paid partner parental leave extends the duration of the Award.

5. ELIGIBILITY

The Award is available each year to a prospective or continuing student who:

- (a) is enrolled or enrolling in a program of study for the degree of Doctor of Philosophy at the Australian National University; and
- (b) has been awarded a Bachelor degree with first-class honours, or a Master degree with a research component or equivalent from a recognised university.

6. SCHOLARSHIP APPLICATION

No application for the Award is required as eligible students who have indicated their interest will be automatically considered.

7. SELECTION

Selection is made on the basis of:

- (a) academic merit and research potential, based on their academic record, referee reports and other evidence; and
- (b) discipline research interests and support from the prospective supervisor.

The selection committee will be chaired by Dean of the College (or approved delegate) and will include at least two senior academic staff from across the University.

The selection committee reserves the right to make no award if it considers there is no applicant of sufficient merit. The selection committee may also vary the number of Awards and/or offer the Award at other times in exceptional circumstances or based on the standard of applications or students (where funds allow).

8. CONCURRENT HOLDING OF AWARDS

A recipient is permitted to hold other scholarships, awards, grants and bursaries concurrently with this Award, provided the terms of the other scholarship permits this also.

However a recipient may not receive another allowance, award, grant or bursary to undertake the proposed program, which exceeds the value of 75 per cent of the Award stipend.

9. DEFERMENT

The Award must be taken up no later than the date specified in the letter of offer, unless otherwise approved.

10. ONGOING ELIGIBILITY

A recipient of this Award is required remain enrolled full-time in an eligible program of study for the degree of Doctor of Philosophy at the Australian National University.

A part-time Award may be offered or approved if the recipient has reasons acceptable to the University which preclude full-time study for part or all of the program of study. In such cases, the University must be satisfied that the reasons relate to caring commitments, a

medical condition, a disability or other circumstance which limits the recipient's capacity to undertake full-time study.

An award cannot be transferred to another institution or ANU College.

11. SUSPENSION OF AWARD

A recipient may apply to the College for suspension of their Award. A suspension may be appropriate if a recipient is studying at another institution and receives an award for that study. In these circumstances the duration of the Award will be reduced by the periods of study undertaken towards the degree during suspension of the Award (unless the study was undertaken overseas as part of a Commonwealth Government financially supported international postgraduate research scholarship or award).

The University may suspend the Award where a recipient has:

- (a) outstanding fees; or
- (b) an outstanding debt with the University; or
- (c) outstanding HDR program milestone/s; or
- (d) been found to be in breach of a statute, rule or policy or procedure of the University.

The Award will be suspended when at least five working days have passed since the University advised the recipient in writing that the milestones, debt and/or fees are outstanding, until the milestones have been met or the outstanding fees and/or debt have been paid. Under these circumstances, the recipient will forfeit payment of the Award for the period of time that their Award is suspended.

12. CESSATION OF AWARD

The Award ceases or should be surrendered:

- (a) if a student no longer meets the eligibility requirements;
- (b) at the conclusion of the period outlined in section 3;
- (c) on the date on which the recipient withdraws or ceases to attend the University other than for approved absences;
- (d) if a recipient fails to enrol as required in section 5;
- (e) if a recipient changes their program or course without permission to retain the Award;
- (f) if a recipient breaches academic or behavioural standards set by the University under the Discipline Rule (2021) and Academic Integrity Rule (2021);

whichever is earliest.

13. REPAYMENT OF FUNDS

A recipient who is taking leave from their program, or changing their enrolment intensity from full-time to part-time, must submit the prescribed [Manage My Degree - HDR](#) form in a timely manner and, where possible in advance, in order to avoid receiving an overpayment of their Award. In circumstances where an overpayment does occur, these will be recovered in accordance with the ANU Procedure - Overpayments.

14. PROVIDING FALSE OR MISLEADING INFORMATION

The Award is based on the information provided to the University. The Award may be withdrawn at any stage if incorrect, false or misleading information is provided or relevant information is withheld. This includes circumstances where the false information is unrelated to the assessment for the Award.

15. VARIATION TO CONDITIONS OF AWARD

In exceptional circumstances and on a case-by-case basis, section 7 of these Conditions of Award may be varied by the Dean of the College (or their nominee) on the recommendation of the chair of the selection committee.

16. TAXATION & CENTRELINK

Recipients are responsible for seeking taxation and Centrelink advice (if applicable) regarding their own individual circumstances. Awards may be regarded as taxable income if a recipient is enrolled on a part-time basis.

For information on how the Award may affect Centrelink benefits, see this website <http://www.humanservices.gov.au/customer/enablers/income/>

17. ACCOMMODATION

It is the recipient's responsibility to obtain residential accommodation. Information on student accommodation and application forms are available from the University Accommodation Services. Information may be found on the Web at: <http://www.anu.edu.au/study/accommodation>

18. PUBLICITY

The recipient may be requested to participate in publicity for the Award from time to time. This may include publicity in the country of residence or of schooling. Recipients may be contacted for an interview and photograph. The University may also publicise the Award by publishing the names of the recipients. Arrangements for such publicity will be made through the ANU College or ANU Communications and Engagement (ACE).

Recipients will also be required to acknowledge funding from the Award should the outcomes lead to publication.

19. DISCLOSURE AND DONOR CONTACT

For the purposes of reporting on the impact of awards, the name, program name and demographics (for example: age, country or town of residence) relating to a recipient of the Award may be disclosed to donors supporting the Award. This will not include recipient contact details. The recipient may be asked to write a personal note of thanks or to meet with donors. Any contact between a donor and a recipient will be facilitated by the ANU Advancement Office or an authorised representative of the University.

20. CONTACT WITH THE AWARD OWNER

All enquiries regarding the Award, issues, or further information after acceptance should be made to your ANU College.

College of Science (COS), science.enquiries@anu.edu.au

21. DISCLAIMER

The recipient of the Award is subject to *The Australian National University Act 1991* as amended, and to the Statutes, Rules, Regulations and Resolutions of the University.

The Award does not carry any commitment by the University for future employment.

These Conditions of Award should be read in conjunction with the *Research Awards Rule 2021* and Higher Degree Research Policies and Procedures available from the [ANU website](#).

22. RELATED POLICIES, PROCEDURES & RULES

Deakin PhD Scholarship (xxx/2023)

HDR Legislation, policies and procedures - <https://www.anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures>

ANU Academic Integrity Rule - <https://www.legislation.gov.au/Details/F2021L00997>

ANU Discipline Rule - <https://www.legislation.gov.au/Details/F2021L00998>

ANU Student Code of Conduct <https://www.anu.edu.au/students/program-administration/program-management/student-code-of-conduct>

ANU Policy: Student grievance and complaint resolution - https://policies.anu.edu.au/ppl/document/ANUP_000468

Deakin PhD Scholarship (xxx/2023)

The Australian National University

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider Code: 00120C



**Australian
National
University**

DEAKIN PHD SCHOLARSHIP

ACCEPTANCE OF OFFER

I _____ (print name) hereby accept the offer of the Deakin PhD Scholarship on the conditions set out in your letter of _____ (date) and in the *Deakin PhD Scholarship Conditions of Award* (##/2023).

I have read and understood the Conditions of Award and agree to be bound by them. I acknowledge that no undertakings regarding the award beyond the terms of this letter and the Conditions of Award are authorised or will be binding on the University unless they are contained in an official letter from the Graduate Research Office, Office of the Dean, Higher Degree Research.

Print Name	Signature	ANU Student ID	Date

Deakin PhD Scholarship (xxx/2023)

The Australian National University

TEQSA Provider ID: PRV12002 (Australian University) | CRICOS Provider Code: 00120C