



THE UNIVERSITY OF
SYDNEY

Scholarships Office
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27 November 2012

Mr Llewellyn Willem Mills
10 Macaulay Road
Stanmore NSW 2048

Dear Mr Mills

2013 Semester one Australian Postgraduate Award

Congratulations! On behalf of The University of Sydney, I am pleased to offer you a 2013 Semester one **Australian Postgraduate Award (APA)**. Please note that you have not received an offer for a University top-up scholarship as only around 10% of the applicants who are highly ranked will be considered for these scholarships.

The APA is valued at \$24,653* per annum, to be indexed on the anniversary of the commencement date of the award, with allowances and benefits as set out in the enclosed *Conditions of Award**. An APA may be held for three years for a full-time Research Doctorate or two years for a full-time Research Masters degree. An extension of up to six months may be granted to Research Doctorate candidates where the University is satisfied that the grounds for extension are related to the students' studies and are beyond their control. If a student has already commenced candidature in a research degree or has been upgraded from a Research Masters to a Research Doctorate, this is regarded as advanced standing. All such periods of enrolment prior to the commencement of the APA will be deducted from the maximum tenure of the award and the student will be informed of the details in writing after commencement of the award.

* Subject to any changes announced by the Department of Industry, Innovation, Science, Research, and Tertiary Education.

This offer is conditional on the following: a) confirmed Honours I or equivalent results; b) admission to candidature in the research degree; and c) confirmation of enrolment in the research degree and commencing the APA by Friday, 29 March 2013. You must complete your enrolment for candidature separately through your Faculty Office.

Accepting or declining the offer

To accept this offer of award, **please read and return one signed copy of the enclosed *Conditions of Award* to this office by 10 December 2012.** (If you wish, you can e-mail this office indicating your acceptance or fax the back page bearing your signature but you must also return the signed copy of *Conditions* by mail as soon as possible.) The other copy and this letter should be retained for your future reference. You should also provide a certified copy of your results if you have just completed examinations at an institution other than The University of Sydney.

If you wish to decline the award, please complete and return the enclosed *Notice of Rejection of Offer* to this office as soon as possible so that the award can be offered to the next reserve applicant. Similarly, if your circumstances change (e.g. accepting another scholarship, planning to study overseas) **after** you have accepted/commenced the award and cannot continue with the APA, you should notify us without delay and check the eligibility rule on re-applying for an APA in future.

Commencement of the award

The commencement date of your APA will depend on your enrolment status in the postgraduate research course:

- If you have already commenced the postgraduate research degree at this University and you have successfully **pre-enrolled as a full-time student for 2013, your APA can commence from 1 January 2013**. The Scholarships Office will check your pre-enrolment after receiving the two forms as explained in (a) and (b) below.
- If you have already commenced the postgraduate research degree at this University but you have not pre-enrolled for 2013 or you need to change your enrolment from part-time to full-time or from Research Masters to Research Doctorate, your APA cannot commence until you are **officially enrolled or have changed your enrolment status at the Faculty**.
- If you are commencing the postgraduate research degree at this University, your APA can only commence **after you have officially enrolled at the Faculty and started your research work**.

Payment of the stipend

The stipend is paid **in arrears** on a fortnightly basis on alternate Thursdays through the University payroll. Payments will only commence after the Scholarships Office receives:

- a) A **fully** completed *Scholarships Payment Authority Form* (failure to provide all the requested information will cause delay). If you have been employed by this University or have received fortnightly scholarship payments in the past, please provide your Payroll ID Number.
- b) The *Scholarships Commencement Form* signed by your Supervisor and Head of Department **after** you have enrolled in the postgraduate research degree and **started** your research work.

If you are commencing the postgraduate research degree at this University, please check with your Faculty on the 2013 enrolment date, as the APA cannot commence prior to your 2013 official enrolment date recorded by the University.

Download the forms and reference guide

Please download the (a) ***Scholarships Payment Authority Form***, (b) ***Scholarships Commencement Form***, and (c) ***Quick Reference Guide for 2013 APA/UPA Holders*** from the Scholarships Office forms webpage at:
http://sydney.edu.au/scholarships/research/psa_forms.shtml.

If you have further questions concerning your award, please do not hesitate to contact this office. Finally, I would like to take this opportunity to wish you every success in your studies at the University.

Yours sincerely

Carmen Ng
Manager, Research Scholarships

Christmas closedown: please note that the University will close from 5 pm on Tuesday, 18 December 2012 and will re-open on Wednesday, 2 January 2013.