



Fiji National University Graduate Studies Scholarship Guidelines

Prepared by: Research Office

Approving Authority: URC

Date Approved: 07.10.2024

Next Review: 3 years or on need basis

Version Number: 1

1. Purpose

1.1. Background

The Fiji National University is keen to fund graduate studies in any of its disciplines for Masters by Research programme with a period of two years and Doctor of Philosophy with a period of three years on full-time study basis. We will also consider interdisciplinary research.

2. Services

2.1. Scope of the Scheme

- a. The graduate studies scholarships are open to Fiji citizens only.
- b. The scholarships cover the below disciplines of study:
 - Agriculture, Fisheries and Forestry
 - Business, Hospitality and Tourism Studies
 - Engineering, Science and Technology
 - Humanities, Education and Law
 - Medicine, Nursing and Health Sciences
- c. The Scheme will align to FNU's Strategic Plan 2024 - 2026
<https://www.fnu.ac.fj/wp-content/uploads/2024/07/Strategic-Plan-2024-2026.pdf>

3. FNU Graduate Studies Scholarship Conditions

3.1. Residency Requirements

- a. Candidates must be Fiji Citizens.

3.2. Scholarship Conditions

- a. During the term of this Scholarship, candidate shall:
 - devote 40 hours per week to your studies for the entire scholarship period;
 - submit the thesis for examination before the end of the scholarship term unless an extension has been granted; and
 - comply with all FNU regulations and research policies for the duration of your candidature.

3.3. Scholarship Allowances

- a. Candidate will receive the following benefits during the term of the Scholarship:
 - Tuition Fees (paid directly)
 - General Service Fees (paid directly)
 - Book Allowance of up to FJD750 (one-off payment)
 - Living Allowance of FJD21,600 per year
 - Dependent Allowance (if applicable)
 - Research Grant up to FJ\$10,000 for Masters by Research and up to FJD15,000 for Doctor of Philosophy after confirmation of candidature.

b. DEPENDENT ALLOWANCE CRITERIA

This Scholarship only provides dependent allowances for primary dependents residing with the scholarship holder during the term of the scholarship.

DEPENDENT SPOUSE

Eligibility: A dependent spouse shall be a spouse who is unemployed.

Documentation for proof of marriage and the employment status of the spouse is required.

DEPENDENT CHILD

Eligibility: A dependent child shall be

- An awardee's natural child;
- An awardee's legally adopted child; or
- An awardee's stepchild, if residing with the awardee.

For any of the above-mentioned children to be recognized as awardee's dependent child, the following requirements (with evidence) must be met:

- The child must be under the age of 18 years;
- The awardee must provide primary and continuing support for the child.

** If a child over the age of eighteen years is physically or mentally incapacitated for substantial gainful employment, the requirements of age shall be waived.

3.4. Scholarship Extension

- a. Extensions to the scholarship period and total grant awarded will only be considered in exceptional circumstances (case by case basis), demonstrably beyond the control of the student.
- b. Any application for such an extension must be submitted, with the support of the supervisors, for the approval of the Chair of the committee, on the recommendation of the relevant College Associate Dean Research and College Dean.

3.5. Progress Reporting

- a. Candidates are required to submit a progress report endorsed by the supervisors to the Research Office every six months for the duration of your scholarship. A candidate's continuation on the scholarship will be subject to satisfactory progress in the studies. Candidates must successfully complete their milestone/progress reviews within the specified timeframe set in the [HDR Policy & Procedure](#).
- b. Candidates are also required to complete the fortnightly Student–Supervisor Meetings Log (signed by both) and submit it to the ACIAR Graduate and Scholarship Officer.
- c. The award may be terminated, and all allowances stopped if the student fails to maintain adequate progress in academic courses or project research.

3.6. Academic Supervision

- a. All candidates are supervised by at least two supervisors, one Principal and one Co-supervisor.
- b. Supervisors must monitor and report on candidates' academic progress, with the following:
 - supervisory expectations and arrangements; and
 - a schedule of supervisory meetings.

3.7. Employment

- a. Students may not engage in paid employment while enrolled in the scholarship scheme.
- b. In the case of applicants who are already employed in the private or public sector, a letter confirming the release of the applicant, if successful, from his/her duties by the relevant employer for the term of the scholarship, is a requirement.


4. Operation of the Scheme

4.1. FNU Graduate Studies Scholarships Selection Committee

- a. FNU will convene (as required) an appropriately constituted FNU Graduate Studies scholarships selection committee representing the college participating in the scholarship scheme, under the Chairmanship of the Pro-Vice-Chancellor (Research & Innovation) to review, assess and consider scholarship applications. The Committee will comprise of the following:
 - i. Pro-Vice-Chancellor Research & Innovation or nominee (as Chair);
 - ii. Director of Research, FNU Research Office;
 - iii. Director of Graduate Studies, FNU Centre of Graduate Studies;
 - iv. Associate Dean Research – CAFF;
 - v. Associate Dean Research – CBHTS;
 - vi. Associate Dean Research – CETVET;
 - vii. Associate Dean Research – CHE;
 - viii. Associate Dean Research – CMNHS;
 - ix. A graduate student nominated by the FNU Student Association (as observer);
 - x. The ACIAR-FNU Graduate and Scholarship Officer (as observer and Secretary)

5. Assessment of Applications

- a. Applications will be assessed as per below:
 - i. On the basis of academic standing of the applicant.
 - ✓ The Minimum Entry Requirement for PhD and Masters (by research or coursework);
 - ✓ A GPA of 4.0 or above (using the FNU grading scale).
 - ii. Relevant research and work experience.
 - ✓ With research experience inclusive of research publications, dissertations, reports, or other evidence.
 - iii. Attention will also be given to appropriate balance of gender and academic discipline while trying to accommodate all Colleges.

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- iv. Complete documentation required as follows:
 - ✓ Scholarship Form
 - ✓ Application for Admission Form or via Online Admission Portal
 - ✓ Birth Certificate
 - ✓ Passport size photo
 - ✓ TIN Letter/FRCA Card
 - ✓ Tertiary Certificate and Transcript
 - ✓ Research Statement (up to 1000 words)
 - ✓ Full Resume/CV
 - ✓ Journal Articles / Publications (if applicable)
 - b. The comments of the relevant college Associate Dean Research are of particular importance to the Committee.
 - c. The proposal topic of research should be in line with the extant FNU Strategic Plan.
 - d. All application data will be recorded on a spreadsheet and sent to members of the Scholarships Selection Committee along with copies of the applications.

6. Notification of Awardees

- a. The outcome of the applications will be communicated to the applicants will be notified by ACIAR-FNU Graduate and Scholarship Officer
- b. Students must notify FNU by the beginning of the semester of their intention to take up the award.

7. Termination of the Scholarship by the University

An award will be terminated by the University on the following grounds:

- a) The candidate is suspended or excluded from the University as a result of a breach of University rules or regulations;
- b) The candidate neglects the responsibilities in Clause 3.2 above;
- c) The candidate does not make satisfactory progress in your studies;
- d) The candidate undertakes paid employment; or
- e) The candidate receives other financial assistance or scholarships from other sources without notifying the Research Office.

8. Termination by Scholar

A candidate may terminate the award at any time of the academic year by giving one month's notice subject to clause 9 below.

9. Effect of Termination

In the event of such termination either by a candidate or the University:

- a) the University shall have no further obligation to the candidate, and the candidate shall be bound to repay the amount that the University paid to you under clause 5 of the scholarship contract and any other additional funds and fees paid by the University;
- b) If a candidate cannot pay the amount in one full payment, the candidate shall present a repayment plan, to pay instalments over a fixed period by signing a Deed of Settlement;

- c) If a candidate cannot pay the amount under the terms and conditions mentioned above, the University shall seek repayment from the guarantor(s) who signed the Bond form;
- d) In exceptional circumstances, the University may consider granting an exemption on repayment where mitigating circumstances are beyond the reasonable control of the candidate.

10. Timely Thesis Submission

- a) The University will provide the student with all the avenues to complete and submit the thesis for examination. The candidate shall advise the University, giving reasons three months in advance if the thesis will likely not be submitted on the due date;
- b) The University may consider an extension of time based on the veracity of the reasons provided by the candidate to complete the thesis by a new due date; and
- c) If after all the above is considered and a candidate still fails to submit the thesis for examination, then the University shall demand reimbursement of the research grant component of the award, unless it is waived by the University.

11. The University will place an embargo on the records of an awardee until the money specified in clause 9 and clause 10 above has been paid back to the University in full within one month of the termination date.

12. Approval Agency

URC

13. Revision Log

This table will be used to insert dates of the different versions made on the guideline.

Version	Date of Approval	Comment
1.0	07.10.2024	Approved

14. Policy Sponsor

Research Office

15. Contact Person

The following person may be contacted in relation to this policy:

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