



THE UNIVERSITY OF  
**NOTRE DAME**  
A U S T R A L I A

# Procedure:

## Conditions for Award of Research Training Program (RTP) Scholarships

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Policy sub-category: Research

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## 1 PURPOSE

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- 1.1** This document sets out the conditions for the Research Training Program (RTP) Scholarships to students undertaking a research degree in compliance with the Commonwealth Scholarships Guidelines (Research) 2017<sup>1</sup>.

## 2 RELATED POLICIES AND REGULATIONS

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- 2.1** This Procedure should be read in conjunction with the following:
- 2.1.1 *Commonwealth Scholarships Guidelines (Research) 2017*
  - 2.1.2 *Policy: Research Training Program (RTP) Scholarships*
  - 2.1.3 *General Regulations*
  - 2.1.4 *Code of Conduct: Students*
  - 2.1.5 *Code of Conduct for Research*
  - 2.1.6 *Policy: International Students*
  - 2.1.7 *Policy: International Student Transfer*
  - 2.1.8 *Policy: Academic Integrity*
  - 2.1.9 *Policy: Student Appeals*
  - 2.1.10 *Procedure: Student Grievance*
  - 2.1.11 *Policy: Drugs*
  - 2.1.12 *Policy: Use of Alcohol by Students*
  - 2.1.13 *Policy: Sexual Assault and Sexual Harassment*
  - 2.1.14 *Procedure: Disclosing Sexual Assault and Sexual Harassment*

## 3 TYPES OF RTP SCHOLARSHIPS

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- 3.1** The University may provide a RTP Scholarship to support students in relation to one or more of the following:
- 3.1.1 **Fees Offset:** to provide a fee waiver;
  - 3.1.2 **Stipend:** to assist students with their living costs while undertaking a higher degree by research;
  - 3.1.3 **Allowances:** to assist students with ancillary costs of a research degree, including but not limited to:
    - a) a standard Overseas Health Cover policy, for overseas students, approved by the Pro Vice Chancellor Research (or delegate)
    - b) relocation costs to undertake the research degree at the discretion of the Pro Vice Chancellor Research (or delegate), and
    - c) Research degree thesis printing and academic publication costs.
- 3.2** The University will automatically offer a Fee Offset scholarship to domestic students who are offered a place in a higher degree by research, in keeping with the eligibility requirement (section 4).

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<sup>1</sup> It is acknowledged that information in this document has been adapted from the Commonwealth Scholarships Guidelines (Research) 2017

- 3.3 Domestic students are required to apply for a Stipend scholarship. Stipend scholarship applications for domestic students undergo a competitive selection process.
- 3.4 Overseas students are required to apply for a Fee Offset and/or Stipend scholarship. All scholarship applications for overseas students undergo a competitive selection process.
- 3.5 The University may give priority to a class of students when awarding RTP Scholarships. For example, to a class of students such as Indigenous students, low socioeconomic status (SES) students, students undertaking research in a particular discipline or emerging area of research strength, or students undertaking a HDR for the first time.

## 4 STUDENT ELIGIBILITY REQUIREMENTS

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- 4.1 To be eligible for a Fee Offset, Stipend and/or Allowance, a student must be a domestic student or an overseas student<sup>2</sup> enrolled in an accredited course leading to a research degree at the University.
- 4.2 To be eligible for a Fees Offset, a student must not be receiving an award or scholarship designed to offset research degree fees from the Commonwealth or any other source.
- 4.3 To be eligible for a RTP Stipend, a student must not be receiving income from another source to support that student's general living costs while undertaking their *course of study* if that income is greater than 75 per cent of that student's RTP Stipend rate. Income unrelated to the student's course of study or income received for the student's course of study but not for the purposes of supporting general living costs is not to be taken into account.
- 4.4 It is the student's responsibility to ensure that they continue to meet the eligibility criteria and conditions for all awards they receive, including their RTP stipend place.

## 5 PERIOD OF SUPPORT

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- 5.1 Fees Offset, Stipend and Allowances are available for a course of study:
  - 5.1.1 For a minimum of three years and up to a maximum of four years at the discretion of the University if the student is undertaking an eligible research doctorate at a full-time student load or up to a maximum of eight years at the discretion of the University for a part-time student load, or
  - 5.1.2 for a maximum of two years if the student is undertaking a research masters at a full-time student load or a maximum of four years for a part-time student load.
  - 5.1.3 Student support for approved part-time students will be proportional to that of a full-time student and in accord with their enrolment load.
- 5.2 The student's period of support can be increased for any periods of leave approved by the University as stated in Section 7.
- 5.3 The period of support is calculated from the course of study commencement date.
- 5.4 Domestic students offered support under the former Research Training Scheme (RTS) continue to receive Fee Offset support similar to that which the student received under the RTS.

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<sup>2</sup> Note: A HEP may only expend up to a maximum of 10 per cent of its RTP Grant Amount on the provision of RTP Scholarships to overseas students

- 5.5** International students offered support under the former International Postgraduate Research Scholarships continue to receive Fee Offset and Allowance support similar to that which the student received under the International Postgraduate Research Scholarships.
- 5.6** Students supported or offered support under the former Australian Postgraduate Awards continue to receive Stipend and Allowance support similar to that which the student received under the Australian Postgraduate Awards.

## 6 RTP STIPEND AMOUNT

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- 6.1** The University will ensure:
- 6.1.1** Students awarded a Stipend on a full-time student load basis (EFTSL  $\geq 75\%$ ), will be remunerated at 100 per cent of the full-time RTP Stipend rate.
- 6.1.2** Students awarded a Stipend on a part-time student load basis (EFTSL  $\geq 50\%$  and  $< 75\%$ ) will be remunerated at 50 per cent of the full-time RTP Stipend rate.

## 7 LEAVE FOR RTP STIPEND SCHOLARSHIPS

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- 7.1** Full-time students are entitled to receive up to 20 working days paid annual leave and 10 working days paid sick leave for each year of the RTP Stipend. Leave entitlements may be accrued over the life of the RTP Stipend, but will be forfeited when the RTP Stipend scholarship ceases. Part-time students' paid leave and paid sick leave are calculated at a pro-rata amount of 10 working days paid annual leave and 5 working days paid sick leave.
- 7.2** Full-time students are entitled to receive additional paid sick leave of up to a total of 60 working days for the duration of the RTP Stipend scholarship for periods of illness where the student has insufficient sick leave entitlements available under Section 7.1, provided that a medical certificate has been produced by the student to the University. Part-time students' additional paid sick leave is calculated at a pro-rata amount of 30 working days for the duration of the scholarship.
- 7.3** Sick leave entitlements (including additional sick leave) may also be used to cover leave for students with family caring responsibilities, subject to written approval of the student's supervisor and the approval of the Pro Vice Chancellor Research (or delegate).
- 7.4** Full-time students who have completed 12 months of their Stipend are entitled to a maximum of 60 working days paid maternity leave during the duration of the RTP Stipend. Paid leave may also be approved if the student has adopted a child, subject to written approval of the student's supervisor and the approval of the Pro Vice Chancellor Research (or delegate).
- 7.5** Part-time students who have completed 12 months of their Stipend scholarship are entitled to a pro-rata amount to a maximum of 30 working days paid maternity leave during the duration of their scholarship.
- 7.6** Partners of women giving birth while receiving a RTP Stipend who have completed 12 months of their RTP Scholarship may be entitled to a period of paid parenting leave at the time of the birth or adoption, subject to the written approval of the student's supervisor and the approval of the Pro Vice Chancellor Research (or delegate).

## 8 WORK

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## Domestic Students

- 8.1** Domestic students who have been awarded a Fees Offset scholarship may undertake paid work without approval from the University, but should enrol in a study load that is appropriate to their employment commitments.
- 8.2** Domestic students who have been awarded a Stipend scholarship may undertake paid work:
  - 8.2.1 for which they must obtain the written approval of the University prior to commencement of the work, and
  - 8.2.2 if that paid work does not impact detrimentally on their progress in their course of study.

## Overseas Students

- 8.3** Overseas students who have been awarded a RTP scholarship may undertake paid work:
  - 8.3.1 that is consistent with the conditions of their student visa
  - 8.3.2 that complies with the University's *Policy: International Students*
  - 8.3.3 for which they have obtained the approval of the University prior to commencement of the work, and
  - 8.3.4 if that paid work does not impact detrimentally on their progress in their course of study.
- 8.4** Work commitments may not be accepted as grounds for an extension of the duration of a scholarship and the University expects full-time students to engage in their research work for at least 35 hours a week, for at least 48 weeks of the year.

## 9 INDUSTRY PLACEMENT, INTERNSHIPS AND PROFESSIONAL ACTIVITIES

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- 9.1** Industry placements, internships and professional activities are negotiated in consultation with the relevant School and the Research Office and in accordance with University policies.

## 10 ACKNOWLEDGEMENT OF RTP SCHOLARSHIP

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- 10.1** In accordance with the Commonwealth Scholarships Guidelines (Research) 2017, the RTP scholarship recipient, his/her supervisor or any other party, must acknowledge the Commonwealth's contribution if they publish or produce material such as books, articles, newsletters or other literary or artistic works which relate to the research project carried out by the RTP scholarship recipient.
- 10.2** The Commonwealth's contribution must be acknowledged in a prominent place and in an appropriate form. The acknowledgement must include the mention of the student's support through an "Australian Government Research Training Program Scholarship".

## 11 CHANGING STUDY LOAD

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- 11.1** Domestic students awarded a Fees Offset scholarship can change between full-time and part-time study at any time with permission of the University.
- 11.2** Overseas students awarded a Fee Offset scholarship are required to perform full-time studies

as a condition of their visa.

- 11.3** Domestic and overseas students awarded a Stipend scholarship are expected to study full-time.
- 11.4** The Pro Vice Chancellor Research (or delegate) will consider requests to undertake part-time study in exceptional circumstances that relate to caring commitments, a medical condition, a disability or other circumstance which limits the student's capacity to undertake full-time study.
- 11.5** An approved change in study load will have a corresponding impact on the Stipend scholarship previously awarded.

## 12 TRANSFER BETWEEN RESEARCH DEGREES

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- 12.1** A Stipend scholarship recipient may transfer between a research degree, at the discretion of the Pro Vice Chancellor Research (or delegate) and continue to receive their RTP Stipend.
- 12.2** A Fees Offset scholarship recipient may transfer between research degrees, at the discretion of the Pro Vice Chancellor Research (or delegate) and continue to receive their Fees Offset scholarship.
- 12.3** The maximum duration of a transferred RTP scholarship becomes that for the new research degree minus periods of study undertaken towards the degree prior to the transfer.
- 12.4** RTP scholarship recipients who wish to transfer between research degrees, should refer to the *Procedure: Higher Degree by Research Candidature*.

## 13 CHANGES IN A STUDENT'S COURSE OR FIELD OF EDUCATION

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- 13.1** If a RTP scholarship recipient changes course of study to another research degree at the same level, the period of the scholarship support remains unchanged. This includes changes from one field of education to another.

## 14 TRANSFER FROM ANOTHER HIGHER EDUCATION PROVIDER

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- 14.1** A RTP scholarship recipient who is currently enrolled at another HEP may apply for transfer of candidature to the University.
- 14.2** Prior to the application being accepted, due diligence will be carried out by the Research Office to ascertain the reason for the proposed transfer.
- 14.3** Continuation of the RTP scholarship for candidates who are accepted to be transferred from another HEP to Notre Dame will need to be assessed and approved by Notre Dame.

### Domestic Students

- 14.4** Domestic students who wish to transfer from another HEP may continue to receive their scholarship support only if:
  - 14.4.1 the University accepts the application to transfer their candidature; and
  - 14.4.2 the University agrees to continue the student's RTP Scholarship support;
  - 14.4.3 the University has sufficient grant funds available;

14.4.4 the University has received information from the former HEP about payments the student has already received and the duration of the RTP scholarship support already consumed; and

14.4.5 change of HEP does not constitute grounds for a subsequent extension of RTP scholarship support.

### Overseas Students

**14.5** The RTP scholarship may be transferred with the student only in exceptional circumstances and in accordance with the University's *Policy: International Students* and *Policy: International Student Transfer*.

**14.6** Students may continue to receive RTP scholarship support where the:

14.6.1 former HEP supports the student's transfer; and

14.6.2 University accepts the transfer admission application; and

14.6.3 University agrees to continue the scholarship support; and

14.6.4 University has sufficient grant funds available.

**14.7** The University must have received information from the former HEP about payments the student has already received and the duration of the RTP scholarship support already consumed.

**14.8** Change of HEP does not constitute grounds for a subsequent extension of the RTP scholarship support.

## 15 TRANSFER TO ANOTHER HIGHER EDUCATION PROVIDER

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**15.1** A RTP scholarship recipient who is currently enrolled at the University may apply for transfer of candidature to another HEP.

**15.2** Students applying to transfer to another HEP may continue to receive RTP scholarship support and should check their eligibility with the other HEP.

## 16 SUSPENSION OF RTP SCHOLARSHIPS

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**16.1** A RTP scholarship can be suspended at the discretion of the Pro Vice Chancellor Research (or delegate) in the following circumstances:

16.1.1 a student takes leave of absence without approval (AWOL) for more than a semester; or

16.1.2 when the student submits a thesis for examination; or

16.1.3 a student commits misconduct as described in the University's *Regulations: General (Student Discipline)*.

**16.2** In relation to item 16.1.1, RTP scholarship support is placed on hold during periods of suspension until the suspension period ends. The duration period of the suspension is added onto the tenure of the scholarship.

**16.3** In relation to items 16.1.2 and 16.1.3, RTP scholarship support will be placed on hold during the suspension period and will not be added onto the tenure of the scholarship when the suspension period ceases. Depending on the reasons for items 16.1.2 and severity of conduct for item 16.1.3, the RTP scholarship may be terminated.

## 17 TERMINATION OF RTP SCHOLARSHIPS

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**17.1** A RTP scholarship can be terminated by the University in the following circumstances:

- 17.1.1 if the student no longer meets the eligibility criteria specified in Section 4 of this document, other than during a period in which a suspension has been approved; or
- 17.1.2 on completion of the course of study; or
- 17.1.3 if the University determines that the student has not complied with academic progress requirements as specified in the *Procedure: Higher Degree by Research Candidature*; or
- 17.1.4 If the student takes leave of absence without approval (AWOL) for more than a semester; or
- 17.1.5 if the student has had their enrolment terminated due to the student committing a serious misconduct as specified in the University's *General Regulations (Student Discipline)*; or
- 17.1.6 if the University knows or has reason to believe that a student in receipt of a scholarship has provided false or misleading information to the University in relation to the scholarship, the University will immediately:

17.1.6.1 re-assess the students entitlement to the scholarship; and

17.1.6.2 notify the Department of the suspected offence and provide a copy of the Student's application and other relevant information requested by the Department.

**17.2** RTP scholarship support, as outlined in section 3 will end immediately when a RTP Scholarship is terminated.

## 18 GRIEVANCES AND REVIEWS

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**18.1** In the case of scholarship termination, RTP scholarship recipients are to follow the appeals process stipulated in the *Policy: Student Appeals*.

**18.2** Students may also refer to the [Higher Degree by Research Student Grievance Fact Sheet](#) for information.

## 19 RELATED DOCUMENTS

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**19.1** *Higher Degree by Research Student Grievance Fact Sheet*

## 20 DEFINITIONS

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**20.1** For the purpose of this Procedure, the definitions outlined in the *Policy: Research Training Program (RTP) Scholarships* apply.

**20.2** In addition, the following definitions apply to this Procedure:

20.2.1 **the Act** means the *Higher Education Support Act 2003*.

20.2.2 **AQF** means the *Australian Qualifications Framework Second Edition January 2013*.

20.2.3 **the Department** means the Commonwealth Department of Education and Training.

- 20.2.4 **EFTSL** means Equivalent Full-time Student Load.
- 20.2.5 **Full-time Student Load** in respect of a course of study, is at least 75 per cent of an equivalent full-time Student load in the period for which RTP Scholarship support is received.
- 20.2.6 **HEP** means a higher education provider as specified in section 16-15 of *the Act* (Table A Providers) or section 16-20 of *the Act* (Table B Providers).
- 20.2.7 **Part-time Student Load** in respect of a course of study, is less than 75 per cent of an equivalent full-time Student load in the period for which RTP Scholarship support is received.
- 20.2.8 **Higher Degree by Research** has the same meaning as defined in the *Policy: Higher Degree by Research Supervision*.
- 20.2.9 **Research Doctorate** means a Level 10 Doctoral Degree (Research) qualification as described in the AQF.
- 20.2.10 **Research Masters** means a Level 9 Masters Degree (Research) qualification as described in the AQF.
- 20.2.11 **Supervisor** has the same meaning as in the *Policy: Higher Degree by Research Supervision*.

Version	Date of approval	Approved by	Amendment
1	15 September 2017	Vice Chancellor	Effective date.
2	16 October 2023	Pro Vice Chancellor Research	Minor amendments - to remove <i>Regulations: Research Degrees</i> and <i>Guideline: Research Degrees</i> and <i>Scholarships Committee Guidelines on Awarding of Scholarships</i> , as both have been rescinded; and rename the procedure to <i>Conditions for Award of Research Training Program Scholarships</i> .