



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

PROCEDURE:

CONDITIONS: RESEARCH TRAINING PROGRAM (RTP) SCHOLARSHIPS

Purpose: This procedure specifies the conditions for the Research Training Program (RTP) Scholarships funded by the Commonwealth Government.

Responsible Executive: Pro Vice Chancellor, Research

Responsible Office: Research Office

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1 Purpose

- 1.1 This Procedure 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) 2017¹.

2 Related Policy and Regulations

This Procedure should be read in conjunction with the following:

- 2.1 Policy: Research Training Program Scholarships
- 2.2 [Regulations: General](#)
- 2.3 [Regulations: Research Degree](#)
- 2.4 [Code of Conduct: Student Code of Conduct](#)
- 2.5 [Policy: Code of Conduct for Research](#)
- 2.6 [Policy: International Students](#)
- 2.7 [Policy: International Student Transfer](#)
- 2.8 [Policy: Research Integrity](#)
- 2.9 [Policy: Student Appeals](#)
- 2.10 [Policy: Student Drug and Alcohol](#)

3 Definitions

- 3.1 For the purpose of this Procedure, the definitions outlined in the *Policy: RTP Scholarships* apply.
- 3.2 In addition, the following definitions apply to this Procedure:

<i>the Act</i>	means the <i>Higher Education Support Act 2003</i> .
<i>AQF</i>	means the <i>Australian Qualifications Framework Second Edition January 2013</i> .
<i>ASCED</i>	means the Australian Standard Classification of Education - 1272.0 - 2001 specified by the <i>Australian Bureau of Statistics</i> .
<i>Australian ADI</i>	is an Authorised Deposit-Taking institution, has the same meaning as defined in the <i>Corporations Act 2001</i> .
<i>the Department</i>	means the Commonwealth Department of Education and Training.
<i>EFTSL</i>	means Equivalent Full-time Student Load.
<i>FOE</i>	means a Field of Education code as defined in the <i>ASCED</i> .
<i>Full-time Student Load</i>	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.
<i>Grant Year</i>	means the year in respect of which the grant is made, and of which the Department has notified the University.

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

HEP	means a higher education provider as specified in section 16-15 of <i>the Act</i> (Table A Providers) or section 16-20 of <i>the Act</i> (Table B Providers).
HESDC	means the Higher Education Student Data Collection maintained by the Department.
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.
Research Degree	has the same meaning as defined in the <i>Regulations: Research Degree</i> .
Research Doctorate	means a Level 10 Doctoral Degree (Research) qualification as described in the AQF
Research Masters	means a Level 9 Masters Degree (Research) qualification as described in the AQF
Supervisor	has the same meaning as in the Research Degree Regulations.

4 Types of RTP

- 4.1 The University may provide a RTP Scholarship to support Students in relation to one or more of the following:
- 4.1.1 **Fees Offset:** to provide a fee waiver;
 - 4.1.2 **Stipend:** to assist Students with their living costs while undertaking a Research Degree;
 - 4.1.3 **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.

5 Student Eligibility Requirements

- 5.1 To be eligible for a Fee Offset, Stipend and/or Allowance, a Student must be a Domestic Student or an Overseas Student enrolled in an accredited course leading to a Research Degree at the University.
- 5.2 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.
- 5.3 To be eligible for a 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 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.

6 Period of Support

- 6.1 Fees Offset, Stipend and Allowances are available for a course of study:
 - 6.1.1 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
 - 6.1.2 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;
 - 6.1.3 Student support for approved part-time Students will be proportional to that of a full-time student and in accord with their enrolment load.
- 6.2 The Student's period of support can be increased for any periods of leave approved by the University as stated in Section 10.
- 6.3 The period of support is calculated from the course of study commencement date.
- 6.4 Periods of support apply to Continuing Students based on course of study commencement dates (not the commencement of the RTP Scholarship).

7 Transitional Position

- 7.1 Domestic Students offered support under the former Research Training Scheme (RTS) have been offered Fee Offset support similar to that which the Student received under the RTS.
- 7.2 International Students offered support under the former International Postgraduate Research Scholarships have been offered Fee Offset and Allowance support similar to that which the Student received under the International Postgraduate Research Scholarships.
- 7.3 Students supported or offered support under the former Australian Postgraduate Awards have been offered Stipend and Allowance support similar to that which the Student received under the Australian Postgraduate Awards.

8 RTP Stipend Amount

- 8.1 The University will ensure:
 - 8.1.1 Students awarded a Stipend on a full-time Student load basis, will be remunerated at 100 per cent of the full-time RTP Stipend rate.
 - 8.1.2 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.
 - 8.1.3 The RTP Stipend amount paid is within the RTP Stipend Base and Maximum Value range, the current rates are available at www.education.gov.au/research-training-program.

9 Application, Selection, Offers for Awarding RTP Scholarships

- 9.1 The University will automatically offer a Fee Offset Scholarship to Domestic Students who are offered a place in a Research Degree course of study.
- 9.2 Domestic Students are required to apply for a Stipend Scholarship. Stipend Scholarship applications for Domestic Students undergo a competitive selection process as described in the University's *Guidelines: HDR Research Degrees and Scholarships Committee Guidelines on Awarding of Scholarships*.
- 9.3 Overseas Students are required to apply for a Fee Offset and/or Stipend Scholarship. Stipend Scholarship applications for Overseas Students undergo a competitive selection process as described in the University's *Guidelines: HDR Research Degrees and Scholarships Committee Guidelines on Awarding of Scholarships*.
- 9.4 The University may give priority to a class of students when awarding RTP Scholarships.

10 Leave for RTP Stipend Scholarships

- 10.1 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 Student 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.
- 10.2 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 10.1, provided that a medical certificate has been produced by the Student to the University. Part-time Student additional paid sick leave is calculated at a pro-rata amount of 30 working days for the duration of the scholarship.
- 10.3 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).
- 10.4 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).
- 10.5 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.
- 10.6 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).

11 Leave for all RTP Scholarships

- 11.1 Leave of Absence for Research Degree Enrolment conditions are detailed in the *Regulations: General (Leave of Absence - Research Degree Enrolments)*.
- 11.2 Students who do not re-enrol by the published date will be placed on Absent Without Leave (AWOL) status. The conditions for AWOL are detailed in the *Regulations: Research Degree*.

12 Work

Domestic Students

- 12.1 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.
- 12.2 Domestic Students who have been awarded a Stipend Scholarship may undertake paid work:
 - 12.2.1 for which they have obtained the written approval of the University prior to commencement of the work; and
 - 12.2.2 if that paid work does not impact detrimentally on their progress in their course of study.

Overseas Students

- 12.3 Overseas Students who have been awarded a RTP Scholarship may undertake paid work:
 - 12.3.1 that is consistent with the conditions of their Student visa;
 - 12.3.2 that complies with the University's *Policy: International Students*;
 - 12.3.3 for which they have obtained the approval of the University prior to commencement of the work; and
 - 12.3.4 if that paid work does not impact detrimentally on their progress in their course of study.
- 12.4 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.

13 Industry Placements, Internships and Professional Activities

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

14 Acknowledgement of RTP Scholarship

- 14.1 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.

- 14.2 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".

15 Changing Study Load

- 15.1 Domestic Students awarded a Fees Offset Scholarship can change between full-time and part-time study at any time with permission of the University.
- 15.2 Overseas Students awarded a Fee Offset Scholarship are required to perform full-time studies as a condition of their visa.
- 15.3 Domestic and Overseas Students awarded a Stipend Scholarship are expected to study full-time.
- 15.4 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.

16 Transfer Between Research Degrees

- 16.1 A Stipend Scholarship recipient may transfer between a Research Degree, and continue to receive their RTP Stipend.
- 16.2 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.
- 16.3 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.
- 16.4 RTP Scholarship Recipients who wish to transfer between Research Degrees, should refer to the University's *Regulations: Research Degree (Transfer from a Master to a Doctoral Degree)*.

17 Changes in a Student's Course or Field of Education

- 17.1 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.
- 17.2 The conditions for approval to changes to a Study Program are described in the *Regulations: Research Degree (Study Program)*.

18 Transfer from another HEP

- 18.1 A RTP Scholarship Recipient who is currently enrolled at another HEP may apply for transfer of candidature to the University.
- 18.2 Prior to the application being accepted, due diligence will be carried out by the Research Office to ascertain the reason for the proposed transfer.

Domestic Students

- 18.3 Domestic Students who wish to transfer from another HEP may continue to receive their scholarship support only if:
- 18.3.1 the University accepts the application to transfer their candidature; and
 - 18.3.2 the University agrees to continue the Student's RTP Scholarship support;
 - 18.3.3 the University has sufficient grant funds available;
 - 18.3.4 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
 - 18.3.5 change of HEP does not constitute grounds for a subsequent extension of RTP Scholarship support.

Overseas Students

- 18.4 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*.
- 18.5 Students may continue to receive RTP Scholarship support where the:
- 18.5.1 former HEP supports the Student's transfer; and
 - 18.5.2 University accepts the transfer admission application; and
 - 18.5.3 University agrees to continue the scholarship support; and
 - 18.5.4 University has sufficient grant funds available.
- 18.6 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.
- 18.7 Change of HEP does not constitute grounds for a subsequent extension of the RTP Scholarship support.

19 Transfer to another HEP

- 19.1 A RTP Scholarship Recipient who is currently enrolled at the University may apply for transfer of candidature to another HEP.

Domestic Students

- 19.2 Domestic Students who transfer to another HEP may continue to receive their RTP Scholarship support only if their new HEP:
- 19.2.1 agrees to accept the Student's application to transfer candidature; and
 - 19.2.2 agrees to the continuation of the Student's scholarship support; and
 - 19.2.3 has sufficient grant funds of its own to provide the continued scholarship support to the Student.
- 19.3 Change of HEP does not constitute grounds for a subsequent extension of RTP Scholarship support.

Overseas Students

- 19.4 A 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*.

- 19.5 Students may continue to receive RTP Scholarship support only if the:
- 19.5.1 University supports the Student's transfer; and
 - 19.5.2 new HEP accepts the transfer admission application; and
 - 19.5.3 new HEP agrees to continue the scholarship support; and
 - 19.5.4 new HEP has sufficient grant funds of its own to provide support to the Student.
- 19.6 Change of HEP does not constitute grounds for a subsequent extension of RTP Scholarship support.

20 Suspension of RTP Scholarships

- 20.1 A RTP Scholarship can be suspended at the discretion of the Pro Vice Chancellor, Research (or delegate) in the following circumstances:
- 20.1.1 a Student takes absence without leave (AWOL) for more than a semester; or
 - 20.1.2 a Student commits misconduct as described in the University's *Regulations: General (Student Discipline)*.
- 20.2 In relation to item 20.1.1, 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.
- 20.3 In relation to items 20.1.2 and 20.1.3, 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 20.1.2 and severity of conduct for item 20.1.3, the RTP Scholarship may be terminated. Refer to Termination of RTP Scholarships in this document.
- 20.4 During a suspension period, a Student will cease to have rights of access to University resources related to the thesis project and will not engage in any research and/or communication with Supervisors during this period.

21 Termination of RTP Scholarships

- 21.1 A RTP Scholarship can be terminated by the University in the following circumstances:
- 21.1.1 if the Student no longer meets the eligibility criteria specified in Section 5 of this document, other than during a period in which a suspension has been approved; or
 - 21.1.2 on completion of the course of study; or
 - 21.1.3 if the University determines that the Student has not complied with academic progress requirements as specified in the University's *Regulations: Research Degree (Satisfactory Progress and Progress Reports)* and *Regulations: Research Degree (Termination of Candidature)*.
 - 21.1.4 If the Student takes absence without leave (AWOL) for more than a semester
 - 21.1.5 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)*.

21.1.6 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:

- (a) re-assess the Students entitlement to the scholarship; and
- (b) notify the Department of the suspected offence and provide a copy of the Student's application and other relevant information requested by the Department.

21.2 RTP Scholarship support, as outlined in section 4 will end immediately when a RTP Scholarship is terminated.

22 Grievance and Reviews

22.1 RTP Scholarship Recipients are to follow the appeals process stipulated in the *Policy: Student Appeals*.

22.2 In the case of Thesis Examination appeals, the appeal process is detailed in the *Regulations: Research Degree*.

22.3 In the case of Scholarship termination, the appeal process is detailed in the *Regulations: Research Degree (Termination of Candidature)*.

23 Related Procedures and Guidelines

23.1 [Commonwealth Scholarships Guidelines \(Research\) 2017](#)

23.2 [Guidelines: Research Degrees and Scholarships Committee on Awarding of Scholarships](#)

23.3 [Procedure: Student Grievance](#)

Version	Date of approval	Approved by	Amendment
1	15.09.2017	Vice Chancellor	New Conditions