

2020 Australian Government Research Training Program (RTP) Fee Offset Scholarship

Conditions of Award

These Conditions of Award are to be read together with the Recipient's Scholarship Offer.

Research Training Program Fee Offset Scholarships are funded by the Australian government and awarded to students undertaking a Higher Degree by Research (HDR) to assist with tuition fee liability.

1. Australian Government RTP Fee Offset Scholarship Student Eligibility Criteria

- 1.1. An Australian Government RTP Fee Offset Scholarship Recipient ("**Recipient**") must:
 - 1.1.1. be a **Domestic** student, awarded an Australian Government RTP Fee Offset Scholarship ("**Scholarship**") as result of admission to an accredited Higher Degree by Research ("**HDR**") course of study at Curtin University;
 - 1.1.2. be enrolled as a full-time **Internal** student, unless the student has been granted approval otherwise as per clause (6);
 - 1.1.3. be undertaking a Higher Degree by Research ("**HDR**") at Curtin University; and
 - 1.1.4. not be receiving an equivalent award or scholarship from the Commonwealth designed to offset HDR fees.
- 1.2. For the purposes of this 2020 Australian Government RTP Fee Offset Scholarship – Conditions of Award:
 - 1.2.1. a student complying with (1) above is defined as a Recipient;
 - 1.2.2. a Domestic Student is as defined in the Higher Education Support Act (HESA) 2003 Act;
 - 1.2.3. the HESA Act 2003 is defined as the main piece of legislation governing higher education in Australia;
 - 1.2.4. a Higher Degree by Research is defined as a Doctor of Philosophy, Masters by Research or Professional Doctorate by Research course, where research typically forms two-thirds or more of the program of learning;
 - 1.2.5. a Higher Education Provider (HEP) is defined as:
 - (a) a constitutional corporation that offers or confers a regulated higher education award; or
 - (b) a corporation that:
 - (i) offers or confers a regulated higher education award; and
 - (ii) is established by or under a law of the Commonwealth or a Territory; or
 - (iii) a person who offers or confers a regulated higher education award for the completion of a course of study provided wholly or partly in a Territory.
 - 1.2.6. an Internal student is defined as an on-campus student whose mode of attendance involves regular ongoing face-to-face learning at the institution for the purpose of supervision and/or instruction;
 - 1.2.7. a Leave of Absence is defined as a formally approved break in candidature which does not count against the minimum and maximum duration of study, per Rule No. 10 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Research and Rule No. 11 Made Pursuant to Statute No. 12 – Enrolment: Degree of Master by Research;
 - 1.2.8. Conditional status is defined as the academic status associated with the Recipient's enrolment where the Recipient is constrained by conditions to be met by a set deadline determined by the Faculty Graduate Studies Committee or the Associate Deputy Vice-Chancellor, Research Excellence.

- 1.2.9. Good Standing is defined as the academic status associated with the Recipient's enrolment where the Recipient has achieved satisfactory course progress and is permitted to continue in the course;
- 1.2.10. the two-year exclusion period is defined as the two-year exclusion rule, as defined in the Australia Awards Scholarships Policy Handbook (January 2017).

2. Commencement

- 2.1. Applicants offered a Scholarship are expected to enroll within the dates specified in the letter of offer.
- 2.2. Scholarships can be deferred for up to 12 months subject to approval from the Enrolling School.
- 2.3. Any subsequent Scholarship deferral, in excess of the period defined in clause 2.2, will only be considered in exceptional circumstances, and assessed on a case-by-case basis.

3. Period of Support

- 3.1. Recipients are entitled to a tuition fee offset for the approved course for the tenure of the Scholarship to assist with tuition fee liability, unless otherwise specified in the letter of offer.
- 3.2. Recipients are entitled to three and a half (3.5) years full-time equivalent study if undertaking an eligible Research Doctorate and a maximum of one and a half (1.5) years full-time equivalent study if undertaking a Masters by Research. Respectively, the period of support for Recipients enrolled in a part-time capacity is seven (7) years and three (3) years for a Research Doctorate and a Master by Research.
- 3.3. The duration of the Scholarship will be reduced by any period of study undertaken towards the degree prior to the commencement of the Scholarship.
- 3.4. The duration of the Scholarship will be increased by periods of additional paid sick or maternity leave approved by the University.
- 3.5. The maximum period of entitlement is calculated from the enrolment date.
- 3.6. Recipients who have not submitted their thesis by the end of the Scholarship tenure may be required to pay the course tuition fees applicable at the time of Scholarship expiry.

4. Completion Scholarships

- 4.1. Recipients making satisfactory progression may apply to the University for a Completion Scholarship for a period of up to six months where the study exceeds durations listed in clause 3.2, after which fees may be incurred.
- 4.2. Completion Scholarships are granted on a case-by-case basis.
- 4.3. A request for a Completion Scholarship will be submitted no sooner than six (6) months before the Scholarship end date and no less than four weeks prior to the end date of the Scholarship. Completion Scholarships will not be approved if requested after the Scholarship end date.
- 4.4. The transfer of a Scholarship, as defined in (11), does not constitute sufficient grounds for a Completion Scholarship.
- 4.5. Employment commitments, as defined in (12), do not constitute sufficient grounds for a Completion Scholarship.

5. Changing Course and Resumption of HDR Studies after Withdrawal

- 5.1. Recipients changing course of study to another HDR degree at the same level, or enrolling in a HDR course after having previously withdrawn from a HDR course may be entitled to:
 - 5.1.1. the full period of support defined in (3) if the current enrolment in the HDR course represents a new research project and consequently a new body of work; or
 - 5.1.2. an adjusted period of support defined in (3), less any period of study undertaken in the

prior HDR course, if the current enrolment in the HDR course represents a continuation or overlap on the research project and body of work from the previous HDR enrolment.

- 5.2. The provisions of clause 5.1 include for changes from one field of education to another, and are assessed by the Associate Deputy Vice-Chancellor, Research Excellence (or delegate) on a case-by-case basis.

6. Approval of a Part-time Scholarship

- 6.1. Request to undertake a part-time Scholarship will be made in writing to the Associate Deputy Vice-Chancellor, Research Excellence. In approving a part-time Scholarship, the institution will be satisfied that the Recipient has an exceptional circumstance which limits the Recipient's capacity to undertake full time study.
- 6.2. Scholarship Recipients approved to study part-time may revert to full-time study at any time with the permission of the institution.

7. Progression to a Research Doctorate Degree after Completing a Masters by Research Degree

- 7.1. Where a Recipient completes a Masters by Research degree and then progresses to a Research Doctorate degree, the Recipient will be entitled to the maximum period of support as defined in (3) of these Conditions for the subsequent Scholarship.

8. Conversion from a Masters by Research Degree to a Research Doctorate Degree

- 8.1. Where a Recipient commences studies in a Masters by Research degree and then upgrades to a Research Doctorate, the Recipient's total period of support under the Scholarship will be extended to the maximum period of support provided to a Research Doctorate Recipient as detailed in (3) of these Conditions.
- 8.2. A conversion may be sought where:
 - 8.2.1. a Recipient who has achieved candidacy in a Masters by Research is deemed to be undertaking research equivalent to doctoral standards;
 - 8.2.2. there is no break between the candidature for the Masters by Research degree and the Research Doctorate degree unless the interval is covered by a period of suspension; and
 - 8.2.3. the research undertaken by the Recipient while enrolled in the Masters by Research is modified to meet the requirements for the Research Doctorate.

9. Conversion from a Research Doctorate Degree to a Masters by Research Degree

- 9.1. Where a Recipient elects or is required, for academic or personal reasons, to change their enrolment from a Research Doctorate to a Masters by Research, the Recipient's period of support under the Scholarship will be reduced to the maximum period of support provided to a Masters by Research Recipient as detailed in (3) of these Conditions.
- 9.2. At the point of course conversion, where the consumed period of support in the previous Research Doctorate exceeds the maximum period of support available for a Masters by Research as detailed in (3) of these Conditions, the Recipient may be required to pay the course tuition fee applicable at the time.

10. Suspension of Scholarship

- 10.1. Recipients who have an approved Leave of Absence, per clause 16, will have their Scholarship suspended for the concurrent period, unless otherwise approved by the Associate Deputy Vice-Chancellor, Research Excellence.

11. Transfer of a Scholarship to another Higher Education Provider (HEP)

- 11.1. The decision to approve a transfer of a Recipient to another HEP is assessed on a case-by-case

basis, and is at the discretion of both HEPs in question.

- 11.2. The HEP accepting the transferring Recipient is responsible for funding the Recipient's Australian Government RTP Fee Offset Scholarship.
- 11.3. The period of support for the Recipient transferring to Curtin University will be calculated based on the initial course commencement date at the originating HEP.
- 11.4. Recipients seeking to transfer their Scholarship to Curtin from another HEP will be required to provide evidence of:
 - 11.4.1. the scholarship award at the originating HEP;
 - 11.4.2. course commence and withdrawal at the originating HEP; and
 - 11.4.3. the equivalent full-time student load consumed in that course at the originating HEP.
- 11.5. Recipients transferring to Curtin University will be subject to the provisions of (3) where the period of support is concerned.

12. Employment

- 12.1. The University does not require Recipients to undertake employment.
- 12.2. In agreed circumstances, the University may permit a full-time Recipient to undertake a limited amount of University teaching or other work, as long as these activities do not interfere with progress in the HDR course.
- 12.3. Full-time Recipients are expected to dedicate at least four days a week to study.

13. Research Off-campus and/or outside Australia

- 13.1. The University may approve Recipients conducting up to 12 months of their research off-campus and/or outside Australia if:
 - 13.1.1. the research is essential for completion of the degree;
 - 13.1.2. appropriate risk management is undertaken;
 - 13.1.3. there is adequate supervision;
 - 13.1.4. the Recipient remains enrolled; and
 - 13.1.5. the candidacy has been approved and the appropriate ethics clearance has been obtained.
- 13.2. In the situation where Recipients have to conduct more than 12 months of their research off-campus and/ or outside Australia, Recipients will require approval from the Enrolling School.
- 13.3. Part-time Scholarship Recipients seeking to conduct research outside of Australia will require approval from the Associate Deputy Vice-Chancellor, Research Excellence (or delegate).
- 13.4. For research outside of Australia, International Recipients on a student visa will contact Student Services, International Student Visas to seek advice to ensure that their student visa remains valid for their return to Australia

14. Research at Other Organisations

- 14.1. The University may approve a Recipient conducting substantial amounts of research at organisations outside the higher education sector provided that adequate support, supervision, training, and research freedom for the Recipient is available at the other organisation and on the understanding that the University will still be responsible for the Recipient.
- 14.2. The rights to intellectual property should be resolved prior to commencement at the other organisation.
- 14.3. The required ethics approval from the University will be obtained prior to conducting this research.

15. Termination of Scholarship

- 15.1. The Scholarship will be terminated in the following circumstances:
- 15.1.1. on the day the thesis is submitted for examination or at the end of the Scholarship, whichever is earlier;
 - 15.1.2. if the Recipient ceases to be enrolled; and/or
 - 15.1.3. on the death or incapacity of the Recipient, or course withdrawal.

16. Leave of Absence

- 16.1. Where relevant, Recipients unable to pursue their studies will apply for a Leave of Absence in accordance with Rule No. 10 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Research or Rule No. 11 Made Pursuant to Statute No. 12 – Enrolment: Degree of Master by Research.

17. Confidentiality

- 17.1. The deliberations and decisions of authorised officers relating to allocation, selection and award of Scholarships are confidential

18. Legal Advice

- 18.1. All Recipients are strongly recommended to seek their own independent legal advice regarding intellectual property and other contractual arrangements, both with the University and any other external parties.

19. Variation of Conditions

- 19.1. These conditions may be varied from time to time at the discretion of the Associate Deputy Vice-Chancellor, Research Excellence, or at the request of the relevant statutory or legislative bodies.

20. Provision of False or Misleading Information

- 20.1. If the University knows or has reason to believe that a Recipient has provided false or misleading information to the University in relation to the Scholarship, the University will immediately:
- 20.1.1. re-assess the Recipient's Scholarship entitlements; and
 - 20.1.2. notify the Department of Education and Training (DET) of the suspected offence and provide where requested, a copy of the Recipient's application and any other relevant information.

21. Acknowledgment of Commonwealth Support

- 21.1. Recipients are required to acknowledge the Australian Government's support in any published materials relating to their HDR by mention of support through an "Australian Government Research Training Program Scholarship".
- 21.2. This requirement will be exercised both during and after completion of the HDR. Materials include items such as books, articles, newsletters or other literary or artistic works which relate to the Recipient's HDR project.

22. Specific University Obligations

- 22.1. The University will abide by the Australian Code for the Responsible Conduct of Research;
- 22.2. The University will be fair and equitable in the use of its discretionary powers.
- 22.3. The right of the Recipient to appeal decisions is recognised. The University will advise Recipients of appropriate appeal mechanisms for resolution of any disputes which might arise during their candidature.

23. Specific Recipient Obligations

- 23.1. A Recipient acknowledges and agrees that he or she :
- 23.1.1. will diligently and to the best of their ability apply themselves to the successful completion of the degree;
 - 23.1.2. will conform to the rules (including disciplinary provisions) of the University;
 - 23.1.3. will abide by the Australian Code for the Responsible Conduct of Research;
 - 23.1.4. will provide all reports required by the University including an annual progress report submitted through the Graduate Research School. If the University does not consider that progress to be satisfactory the Recipient will be placed on Conditional status and/or the Scholarship may be terminated; and
 - 23.1.5. will abide where relevant by the National Health and Medical Research (NHMRC) and Australian Research Council (ARC) Codes on Human and Animal Research Conditions and decisions of the Safety and Ethics committees of the University.

24. Related Links

Australian Code for the Responsible Conduct of Research

<https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018>

Curtin RTP Scholarship Policy webpage

<http://research.curtin.edu.au/postgraduate/rtp-scholarship-policy/>

Curtin Scholarships webpage

<http://Scholarships.curtin.edu.au/>

HESA Act 2003

<https://www.education.gov.au/higher-education-support-act-2003-and-guidelines>

Research Training Program (RTP) Scholarship Procedures

<http://policies.curtin.edu.au/findapolicy/>

Rule No. 10 Made Pursuant to Statute No. 12 – Enrolment: Degree of Doctor by Research

http://policies.curtin.edu.au/legislation/statutes_rules.cfm

Rule No. 11 Made Pursuant to Statute No. 12 – Enrolment: Degree of Master by Research

http://policies.curtin.edu.au/legislation/statutes_rules.cfm