

Higher Degree by Research Short Term Stipend Scholarship (STSS)

Conditions of Award

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

1. Student Eligibility Requirements

1.1 A Fee Offset Scholarship Recipient ("**Recipient**") must:

- 1.1.1. be an **Domestic** or **International** student, selected for a Short Term Stipend Scholarship ("**Scholarship**") by nomination at the discretion of the University, or as a result of a competitive selection process. The selection of the Recipients for a Scholarship will be based on the published selection criteria for the Scholarship, as detailed on the Curtin Scholarship webpage and/or the webpage elected by the External Funding Party, as applicable.
- 1.1.2. satisfy all admission requirements for entry into a Masters by Research or a Research Doctorate, including the English proficiency levels set by Curtin University for International students;
- 1.1.3. be enrolled into a Higher Degree by Research ("**HDR**") course;
- 1.1.4. be enrolled as a full-time **internal** student;
- 1.1.5. if undertaking:
 - (i) a Masters by Research, not hold a Research Doctorate or a Masters by Research degree or an equivalent research qualification; unless approved by the Associate Deputy Vice Chancellor Research Excellence or
 - (ii) a Research Doctorate, not hold a Research Doctorate degree or an equivalent research qualification, unless approved by the Associate Deputy Vice Chancellor Research Excellence; and
- 1.1.6. not be receiving other stipends or allowances to support HDR studies that total a benefit greater than 175% of the minimum base Research Training Program (RTP) stipend rate (75% Rule). Income earned from sources unrelated to the course of study is not subject to the 75% Rule.

1.2. For the purposes of this Short Term Stipend 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. an International Student is as defined in the Higher Education Support Act (HESA) 2003 Act, and who is a student having met International student visa requirements as specified by the Australian Government Department of Immigration and Border Protection (DIBP);
- 1.2.4. the HESA Act 2003 is defined as the main piece of legislation governing higher education in Australia;
- 1.2.5. a stipend or lump sum allowance is defined as financial support provided to a student, or on behalf of a student, to assist with expenses associated with their HDR;
- 1.2.6. 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;
- 1.2.7. a Higher Education Provider (HEP) is defined as:
 - 1.2.7.1. a constitutional corporation that offers or confers a regulated higher education award; or
 - 1.2.7.2. 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.
 - 1.2.8. 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.
 - 1.2.9. a Leave of Absence is defined as a formally approved break in enrolment which does not count against the minimum and maximum duration of study, per the [Higher Degree by Research \(HDR\) Admission and Enrolment Procedures](#).
 - 1.2.10. 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 Associate Deputy Vice-Chancellor, Research Excellence.
 - 1.2.11. An Australian Permanent Resident is defined as a non-citizen who is the holder of an Australian permanent visa, who can live, work and study without restriction in Australia.
 - 1.2.12. 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.
 - 1.2.13. a Scholarship Letter of Offer is a proposal of support provided to a Recipient to assist with expenses associated with study at Curtin which includes acceptance of terms and conditions relating to the Scholarship.
- 1.3. For the purposes of these Conditions of Award:
- (i) External Funding Party is defined as an external individual or an entity with which the University engages, transacts or associates in the achievement of its objectives.
 - (ii) Research Training Program (RTP) is defined as a single flexible pool of government funding to support both Domestic and International students undertaking Research Doctorate and Masters by Research degrees.

2. Commencement

- 2.1 Recipients offered a Scholarship are expected to commence the degree within the dates specified in the letter of offer or the Scholarship may be withdrawn by the University.
- 2.2 Approval to commence the Scholarship after the dates specified in the letter of offer must be obtained from the Associate Deputy Vice-Chancellor, Research Excellence (or delegate).
- 2.3 Where the applicable Scholarship is funded by an External Funding Party, approval to commence Scholarship after the dates specified in the letter of offer must be provided by the External Funding Party before the request can be considered by the University.

3. Period of Support

- 3.1 A Recipient's period of support is detailed in the Recipient's Scholarship Offer.
- 3.2 Extensions to the period of support will be considered on a case-by-case basis. Where the applicable Scholarship is funded by an External Funding Party, approval to extend the Scholarship must be provided in writing by the External Funding Party.
- 3.3 Changes to course enrolment, as defined in clause 7 do not constitute sufficient grounds for a subsequent extension.
- 3.4 Employment commitments, cannot be accepted as grounds for an extension of duration of the Scholarship.

4. Value of Scholarship

- 4.1 The value of the Scholarship will be detailed in the Recipient's Scholarship letter of offer.

- 4.2 The stipend may be disbursed to the Recipient in the form of a fortnightly stipend or lump sum allowance. The disbursement schedule will be detailed in the Recipient's Scholarship letter of offer.
- 4.3 The University will administer to each full time Recipient an approved stipend or allowance rate that is exempt from taxation.
- 4.4 Part-time Recipients are only entitled to the approved part-time stipend or allowance rates and are not exempt from taxation. The part-time rate is adjusted for taxation so that part-time Recipients receive half the amount paid to full-time Recipients.
- 4.5 The short term stipend rates may be indexed each year in accordance with the HESA Act 2003 and will be detailed on your letter of offer. Lump sum allowances will not be indexed.

5. Funding outside the Scholarship

- 5.1 The Recipient is permitted to:
 - a) obtain funds for fieldwork, equipment or other expenses not covered by the Scholarship;
 - b) obtain funding for overseas travel costs from other Australian Government awards or any other source; and
 - c) receive income derived from part-time work undertaken within the Conditions set by the University as per clause 9.

6. Approval of a Part-time Scholarship

- 6.1 Request to undertake part-time study must be made in writing and will be considered by the Associate Deputy Vice Chancellor, Research Excellence. In approving a part-time Scholarship, the institution must be satisfied that the Recipient has an exceptional circumstance which limits the Recipient's capacity to undertake full time study.
- 6.2 The University may approve a part-time Scholarship where a Recipient has:
 - 6.2.1 carer responsibilities for a pre-school child;
 - 6.2.2 carer responsibilities for school-aged children as a sole parent with limited access to outside support;
 - 6.2.3 carer responsibilities for an invalid or disabled spouse, child or parent; or
 - 6.2.4 a medical condition, which limits the capacity to undertake full-time study (supported by medical certification).
- 6.3 Part-time Recipients are subject to the same restrictions on employment as full-time Scholarship Recipients.
- 6.4 Where the applicable Scholarship is funded by an External Funding Party, approval to undertake part-time study must be provided by the funding body before the request can be considered by the Associate Deputy Vice Chancellor, Research Excellence.
- 6.5 Where applicable Associate Deputy Vice Chancellor, Research Excellence has the discretion to offer part-time Scholarships falling outside clause 6.2. Such Scholarships may be subject to variation in period of support as defined in clause 3, and will be defined within the Scholarship letter of offer.
- 6.6 An International Recipient as defined by clause 1.2.3 will not be permitted to undertake part time study.
- 6.7 Scholarship Recipients approved to study part-time may revert to full-time study at any time with the permission of the University.

7. Changing Courses

- 7.1 Curtin University may approve a Recipient's request to change research area providing:
 - 7.1.1 the new research area is one of the University's areas of research concentration;

- 7.1.2 there is agreement between the relevant two Heads of Enrolling Schools who will be impacted by the change; and
- 7.1.3 where the applicable Scholarship is funded by an External Funding Party, approval to change course must be provided by the External Funding Party before the request can be considered by the University.
- 7.2 Where a Recipient changes course of study to another HDR degree at the same level, the period of support remains unchanged.
- 7.3 Where a Recipient changes course of study to another HDR degree at a different level, the period of support detailed in the letter of offer will remain unchanged where:
 - 7.3.1 Permission from the scholarship funder has been sought;
 - 7.3.2 The recipient has not passed their Fully EFTSL Consumed (FEC Date); and
 - 7.3.3 The Recipient has not submitted their thesis unless otherwise approved by the Associate Deputy Vice Chancellor, Research Excellence
- 7.4 Scholarships may not be transferred to another University. Recipients are expected to complete their Higher Degree by Research course at Curtin University.

8. Suspension of Scholarship

- 8.1 In exceptional circumstances, Recipients may apply for suspensions of their Scholarship, where the Associate Deputy Vice Chancellor, Research Excellence must be satisfied that the exceptional circumstances are beyond the Recipient's control.
- 8.2 Where relevant, periods of suspension approved will be covered by a Leave of Absence.
- 8.3 Where the applicable Scholarship is funded by an External Funding Party, approval to suspend the Scholarship must be provided by the External Funding Party.
- 8.4 Recipients are not normally allowed suspension of their Scholarship within six (6) months of taking up the Scholarship or prior to having their Milestone 1 approved.
- 8.5 The University may suspend the Scholarship if the Recipient:
 - 8.6 has been placed on Conditional status by the University, and has failed to meet those conditions within the specified timeframe;
 - 8.7 has failed to obtain approval for overseas travel; and/or
 - 8.8 has failed to resume study at the University on the return date specified after a period of approved research off-campus and/or outside Australia as detailed in clause 13.
- 8.9 The Short Term Scholarship Stipends will not be back paid during the suspension period, per clause 8.6, if a Recipient is re-instated to Good Standing.

9. Employment

- 9.1 The University does not require Recipients to undertake employment.
- 9.2 In agreed circumstances, the University may permit a 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, and where relevant are consistent with the conditions of the Recipient's student visa.
- 9.3 There is no limit on the income amount a Recipient can receive from part-time employment. Recipients are expected to seek independent taxation advice relating to such employment.
- 9.4 A Recipient is permitted to undertake during weekdays no more than eight hours in total of part-time paid employment between 9.00am to 5.00pm. This excludes university holidays.
- 9.5 Full time Recipients are expected to dedicate four days a week to study.
- 9.6 Fractional-time or casual academic-equated appointments will not be permitted unless there is compliance with clause 9.4.

- 9.7 Volunteer work or service to University committees will not be permitted unless there is compliance with clause 9.4.

10. Research Off-Campus and/or outside Australia

- 10.1 The University may approve Recipients conducting up to 12 months of their research off-campus and/or outside Australia if:
- 10.1.1 the research is essential for completion of the degree.
 - 10.1.2 appropriate risk management is undertaken;
 - 10.1.3 there is adequate supervision;
 - 10.1.4 the Recipient remains enrolled; and
 - 10.1.5 the Milestone 1 has been approved and the appropriate ethics clearance has been obtained.
- 10.2 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.
- 10.3 Part-time Scholarship Recipients seeking to conduct research outside of Australia will require approval from the Associate Deputy Vice-Chancellor, Research Excellence.
- 10.4 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.
- 10.5 Failure to resume study at the University on the date specified for return after a period of approved off-campus research may result in the Scholarship being terminated as detailed in clause 12.

11. Research at Other Organisations

- 11.1 The University may approve a Recipient conducting a substantial amount 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.
- 11.2 The rights to intellectual property should be resolved prior to commencement at the other organisation.
- 11.3 The required ethics approval from the University will be obtained prior to conducting this research.

12. Termination of Scholarship

- 12.1 The Scholarship will be terminated in the following circumstances:
- 12.1.1 on the day the thesis is submitted for examination or at the end of the Scholarship, whichever is earlier;
 - 12.1.2 if the Recipient ceases to meet the eligibility requirements specified per clause 1 of these Conditions, other than during a period in which the Scholarship has been suspended or during a period of approved leave;
 - 12.1.3 if in the opinion of the University, or the External Funding Party, whichever of the two entities is responsible for funding the Scholarship, the course of study is not being carried out with competence and diligence or in accordance with the offer of the Scholarship;
 - 12.1.4 if the University has suspended the Scholarship and the Recipient fails to demonstrate progress within a reasonable time frame;
 - 12.1.5 on the death or incapacity of the Recipient, or course withdrawal;
 - 12.1.6 if the University determines the Recipient has committed serious misconduct, including but not limited to the provision of false or misleading information;

- 12.1.7 if the Recipient does not resume study at the conclusion of a period of suspension or does not make arrangements to extend the period of suspension;
- 12.1.8 if the Recipient accepts additional awards, scholarships or salaries to undertake their HDR providing a benefit total greater than 175% of the base RTP Stipend Scholarship rate pro rata; and/or
- 12.1.9 if the Recipient ceases to be a full-time student and when approval has not been obtained from the institution to hold the Scholarship on a part-time basis.
- 12.1.10 If the Scholarship is terminated, it cannot be re-activated unless the termination occurred in error.

13. Eligibility for Concurrent Scholarships

- 13.1 A Recipient may receive a concurrent scholarship or allowance to undertake their HDR if all stipends and allowances provide a benefit less than a total of 175% of the base RTP Stipend Scholarship rate pro rata.
- 13.2 Income earned from sources unrelated to the course of study is not subject to the 13.1.

14. Leave Entitlements

- 14.1 Short term stipend scholarships do not provide provision for paid leave on top on the standard leave provisions provided to all HDR students as part of enrolment into a HDR course.
- 14.2 Recipients are required to take a Leave of Absence from their HDR course for periods of extended sick leave in excess of 4 weeks.

15. Erroneous Overpayment of Scholarship

- 15.1 A Recipient who is taking leave from their HDR course is expected to submit the prescribed approval form in a timely manner and, where possible in advance in order to avail receiving an overpayment of their Scholarship. In circumstances where an overpayment does occur, reimbursement of the overpaid amount is required in accordance with the instructions of the University.
- 15.2 In the situation where a Recipient is overpaid an amount, the University may recover the overpayment by withholding future payments at the same rate which the amount was overpaid.

16. Confidentiality

- 16.1 The deliberations and decisions of the University and/or delegate officers and/or External Funding Party relating to allocation, selection and award of Scholarships are confidential.

17. Legal Advice

- 17.1 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.

18. Variation of Conditions

- 18.1 These conditions may be varied from time to time at the discretion of the Associate Deputy Vice Chancellor, Research Excellence.

19. Provision of False or Misleading Information

- 19.1 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:
 - 19.1.1 re-assess the Recipient's Scholarship entitlements; and

19.1.2 where relevant, notify the Department of Education and Training or Department of Immigration and Border Protection of the suspected offence and provide where requested, a copy of the Recipient's application and any other relevant information.

20. Specific University Obligations

- 20.1 University will abide by the Australian Code for the Responsible Conduct of Research.
- 20.2 The University will be fair and equitable in the use of its discretionary powers.
- 20.3 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 period of enrolment.

21. Specific Recipient Obligations

- 21.1 A Recipient acknowledges and agrees that he or she :
 - 21.1.1 will diligently and to the best of their ability apply themselves to the successful completion of the degree;
 - 21.1.2 will conform to the rules (including disciplinary provisions) of the University;
 - 21.1.3 will abide by the Australian Code for the Responsible Conduct of Research;
 - 21.1.4 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
 - 21.1.5 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.
- 21.2 A Recipient will advise the University within ten (10) working days in writing if he or she:
 - 21.2.1 leaves Australia for reasons other than approved overseas study, approved suspension or approved annual leave;
 - 21.2.2 discontinues full time study;
 - 21.2.3 is absent from full time study for a period of ten (10) working days or longer without prior approval; and/or
 - 21.2.4 is granted another scholarship from the Australian Government or its statutory authorities, or other industry support in the form of a scholarship of equal value.

22. 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 Scholarships webpage

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

DO NOT DETACH SCHOLARSHIP ACCEPTANCE FROM CONDITIONS OF AWARD

SCHOLARSHIP ACCEPTANCE

- I have read, understood and accept the attached Conditions of Award governing the Scholarship and I accept the nominated Short Term Stipend Scholarship Value and Period of Support as detailed in the Scholarship Offer letter. I agree to abide by these conditions and obligations outlined therein.
- Where applicable, I understand and accept the External Funding Party necessitates the Scholarship Recipient to execute specific requirements as detailed in the Scholarship Offer or Student Agreement as scheduled to the Conditions of Award. I agree to abide by these obligations outlined therein.
- Where applicable, I provide consent for details relating to my enrolment and research progression to be made available to the External Funding Party upon request, for the purposes of on-going scholarship administration and assessment.
- I understand if I fail to meet my obligations as outlined in the Conditions of Award, I risk my Scholarship being terminated. Should this occur, I understand I will not be eligible to receive the Scholarship for the remainder of my studies with the University.
- I consent to the collection, use, storage and disclosure of my personal information by Curtin University in connection with the Scholarship, including (without limitation) for the administration of the Scholarship, Curtin University's general administrative purposes which includes communications involving surveys, the availability of courses, alumni activity, newsletters and promoting the Scholarships program through any medium whatsoever (including, without limitation, through advertisements, posters, books, articles, social media websites and on the world wide web generally) for public relations, promotional, commercial and advertising purposes.

DECLARATION

- I declare I have not consumed any entitlement of a Commonwealth scholarship with Curtin or any other Higher Education Provider I have not previously disclosed during the application process.

Recipient's Curtin Student ID: _____

Recipient's Full Name: _____

Recipient's Signature: _____ Date: _____

Anticipated Scholarship Start Date _____

Note: You must be enrolled to commence your scholarship.

Witness Full Name: _____

Witness Signature: _____ Date: _____