



THE UNIVERSITY  
of ADELAIDE

# Research Training Program Scholarship (RTPS) Conditions of Award

(Applicable to HDR students who commenced prior to 2017)

Updated 18 December 2017

## PLEASE NOTE

From 1 January 2017, support currently provided by the RTS, APA and IPRS grants, will be replaced by the Research Training Program (RTP), a new single grant capturing all three of the previous funding schemes. These changes only affect those students funded under the RTS, APA or IPRS schemes. International students funded by other schemes, such as Adelaide Scholarships International, will not be affected.

This change in funding source will not affect your status as a graduate researcher, your rights, your stipend (where relevant), nor your obligations; the change is simply a consequence of new legislation and will ultimately make life easier for Universities and candidates alike.

## 1. ELIGIBILITY

In order to be eligible to hold an award a student must:

- have completed and been awarded an Australian First Class Honours Degree or equivalent
- be eligible to enrol in a full-time postgraduate degree (for PhD or Masters by research) at the University of Adelaide prior to 2017 (Students who are interested in awards for half-time study should see Section 4)
- be an Australian citizen, a New Zealand citizen or an Australian Permanent Resident
- not have previously held an Australian Government Research Award towards completion of a Research Masters, a Research Doctorate or equivalent degree for more than 6 months
- not currently be in receipt of an IPRS
- not be in receipt of an equivalent award, scholarship or salary to undertake the proposed degree (equivalent being defined as greater than 75% of the base stipend)
- satisfy the minimum English language proficiency requirement as set by the University
- not hold a Research Masters, Research Doctorate or equivalent research qualification when applying for a Research Masters
- not hold a Research Doctorate or equivalent research qualification when applying for a Research Doctorate

Applicants for an APA who have commenced their Higher Degree by Research (HDR) must have at least 12 months full-time or half-time equivalent (half-time equivalent not permissible for International students) award tenure remaining to be eligible for the award.

Applicants who have completed a Masters by Coursework with a coursework scholarship are eligible to apply for a research scholarship for Masters or Doctoral studies.

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## 2. SELECTION

The selection and ranking of applicants within the University of Adelaide is undertaken by the Graduate Scholarships Committee, using the criteria of academic merit and research potential.

## 3. TENURE

**Major Round:** Commencement Dates: From 1 January to 31 March

A new award offered in the Major Round must be taken up from 1 January in the year for which the award is granted. A student is normally required to commence research within the University by 31 March at the latest in the year for which the award is granted and not later than 30 June.

**Mid-Year Round:** Commencement Dates: From 1 July to 30 November

A new award offered in the Mid-Year Round must be taken up in the year for which the award is granted. A student is required to commence research within the University after 1 July and by no later than 30 November in the year for which the award is granted.

### Award Duration

Masters Degree: up to a maximum of 2 years

PhD Degree: up to 3 years, with one possible extension up to 6 months

Where an award holder has enrolled for higher degree candidature prior to taking up the award, obtains credit for previous study towards the current degree or later suspends the award without intermitting the candidature, the maximum period for which the award is tenable will be reduced accordingly. (On a pro rata basis in the case of half-time candidature).

**Continuation** of an award is approved on an annual basis but is normally tenable, subject to satisfactory academic progress, for up to two years for studies for the degree of Master or up to a maximum of three years for the degree of PhD. For PhD candidates one extension of an additional six months (pro rata for half time candidates) may be considered.

**Extensions** would only be granted where it can be demonstrated that inability to complete the degree within three years was caused by circumstances beyond the control of the student and related directly to his or her studies. Illness, publications (excluding PhD by Publication candidates), work commitments and carer responsibilities are not considered as reasons for extension and should be addressed by use of the leave of absence, sick leave or half-time study provisions (see sections 4 and 10 for further information). All extensions are subject to the consideration and approval of the Graduate Scholarships Committee. Applications for extensions must be lodged on the correct form 8 weeks prior to the expiry of your award. Application for extensions submitted after expiry of award will not be considered. Application forms can be downloaded from <http://www.adelaide.edu.au/graduatecentre/scholarships/forms/>

The University may approve conversion of an award for Masters Degree study to a scholarship leading to a Doctorate. Similarly, an award for Doctoral studies can be converted to Masters as long as the conversion takes place within the first two years of candidature. A candidate may be required to reimburse any payments received in excess of the two year limit. The maximum duration of a converted award becomes that for the new candidature, either a maximum of two years for a Masters or three years for a PhD.

An award holder completing a Masters degree may continue the award for PhD studies provided that there is no interval between Masters and Doctoral candidature, or that such an interval is covered by suspension of the award. Because a scholarship normally expires on completion of a degree, the student must ensure that the progression to PhD or suspension of the award is arranged before the Masters studies are completed.

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Note that:

- the maximum period of the award for a student progressing from Masters to PhD study is three years (or three and a half years if an extension is approved) from the date the student took up the award as a Masters student;
- APA holders may undertake the PhD at a different institution from the Masters degree, provided the transfer of the award is arranged between the institutions before the Masters studies are completed (see transfer guidelines below).

Scholarships are renewable annually, subject to satisfactory progress, determined by the outcome of the Annual Review.

## 4. AWARDS FOR HALF-TIME STUDY

A student holding a half-time award must be enrolled at the University as a half-time higher degree candidate. These awards are approved where an applicant is able to demonstrate heavy carer commitments or a medical condition and are subject to the approval of the Institution. Half-time awards are not available to applicants seeking to undertake paid employment.

The University may require the holder of a half-time award to convert to full-time if the compelling reasons which were the basis of approval no longer apply. Holders of awards for half-time study may convert to awards for full-time study at any stage by completing the relevant form. Half-time awards are not considered to be exempt from taxation. Please note however, they may fall under the taxation threshold, depending on the individual situation of the recipient. You are advised to seek independent financial advice to ensure any taxation liability is met should your total income go beyond the tax-free threshold.

## 5. COMMENCEMENT

An award must be commenced in the year for which it was awarded.

- **Major Round:** An award holder shall commence study within such time as the University shall allow but will normally be required to commence by 31 March. However, under special circumstances, an award holder may be permitted to commence study after 31 March but not later than 30 June. You must contact the Adelaide Graduate Centre if you wish to discuss late commencement.
- **Mid-Year Round:** An award holder is required to commence after 1 July and no later than 30 November in the year for which the award is granted. Applicants who have commenced prior to 1 July are not eligible for scholarship in the Mid-Year Round.

Payment is made from the date on which full-time study/candidature commences in that year.

**Note: The University may withdraw the offer of a scholarship and allocate it to another applicant if an applicant does not commence by the agreed date, fails to provide documentation required after a provisional offer, does not meet legislative requirements or conditions as outlined by the Government and/or the University, or provides false or misleading documentation.**

## 6. DEFERMENT

An award must be taken up in the year for which it was awarded and may not be deferred until a later year. In addition, the University will not approve transfers of APAs, suspensions or overseas research earlier than six months.

**Periods of leave of absence applied for with the express purpose of deferral of the commencement date will not be approved unless permission is granted by the Adelaide Graduate Centre. Applications will only be considered under exceptional circumstances and the return from leave date must still be within the specified commencement period and in the year of award.**

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## 7. BENEFITS

2018 stipend rates and allowances are:

**Full-time students receive a tax free stipend of \$27,082pa (indexed annually)**

**Half-time students receive a taxable stipend of \$13,541pa (indexed annually)**

The level of the stipend does not depend on the award holder's personal circumstances. The stipend will not be reduced during the period of tenure unless a student converts from full-time to half-time candidature.

## 8. THESIS ALLOWANCE

A thesis allowance is payable to assist with the costs associated with the submission of the thesis. The maximum allowance is currently \$840 for a PhD thesis and \$420 for a Masters thesis.

Following the submission of the thesis a claim for payment may be made on the prescribed form, supported by original receipts of expenditure. The allowance is a contribution to the costs of production and does not include such costs as purchase of computer equipment, books or reproduction of articles.

**Claims must be made within two years of the date of termination or expiry of the scholarship or resubmission of the thesis.** The amount paid will be up to the maximum rate applicable at the time of submission of the thesis.

Thesis allowance claims are also payable for costs associated with the resubmission of a thesis, or the lodgment of bound copies of the thesis following examination, provided that the claim is made within one year of the resubmission or lodgment date. The combined total of the allowance for submission and re-submission must not exceed the maximum amounts specified above.

In exceptional circumstances, students may apply to their institution for a waiver of the relevant time limit on claiming the thesis allowance with any decision remaining at the discretion of the Institution. Any waiver of the time limit must be approved by the Graduate Scholarships Committee, subject to it being satisfied that the exceptional circumstances were beyond the student's control and warrant an extension of the period in which a thesis allowance may be claimed.

Claim forms can be downloaded from

<http://www.adelaide.edu.au/graduatecentre/scholarships/forms/>

## 9. RELOCATION ALLOWANCE

An award holder who relocates to Adelaide to commence their scholarship is entitled to receive, upon the production of original tax receipts attached to Relocation Allowance Claim Form, relocation expenses of up to a maximum amount equivalent to:

- Economy class or student airfare for award holder, spouse and dependants for travel to Adelaide, up to a maximum of \$530 per eligible person. Reimbursement will only be made for travel to Adelaide by scholarship holder, spouse and dependants and includes airfares to Adelaide from within Australia only.

OR

- Travel by car, for which a reimbursement of fuel costs can be claimed upon production of original tax receipts, to a maximum of \$530. Accommodation and meal costs for the journey are not included.
- Removal expenses of up to \$505 per adult and \$255 per child up to a maximum of \$1,455

Claim forms can be downloaded from

<http://www.adelaide.edu.au/graduatecentre/scholarships/forms/>

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## 10. LEAVE ENTITLEMENTS (all leave amounts are pro rata for half time award holders)

- Award holders are entitled to 20 days recreation leave per year, calculated on a pro-rata basis. Leave must be taken during the tenure of the award (leave of absence is not necessary but approval must be sought from the student's supervisor). Recreation leave that is not taken is forfeited.
- An award holder may take up to 10 days paid sick leave a year (accruable) within the tenure of their award. For medically substantiated periods of illness lasting longer than 10 working days, candidates may receive up to a total of twelve weeks paid sick leave that is additional to the normal duration of the award. This leave will only be utilised once the accruable sick leave within tenure has been exhausted.
- Periods of unpaid sick leave longer than three months may be accessed through leave of absence provisions. Carer leave related to the primary care of a family member may be applied for under the allocation of sick leave, and requires equivalent supporting documentation. Students must apply to the Graduate Centre for leave of absence when taking any type of paid or unpaid sick leave. Official medical certificates stating specified dates must be provided for all periods of sick leave applied for.
- Award holders who have been enrolled for a period of over 12 months full-time (or equivalent half-time) are able to apply for up to 12 weeks of paid maternity leave. Award holders who are partners of women giving birth and who have been enrolled for a period of over 12 months full-time (or equivalent half-time) are able to apply for up to 5 days of paid parenting leave. Those enrolled for less than 12 months full-time (or equivalent half-time) are advised to utilise the recreation leave or unpaid leave of absence provisions. Please note: no paid maternity or parenting leave provisions will apply during a scholarship extension period.
- The University of Adelaide recognises that students may occasionally be required to attend jury service. Jury service is usually for a period of four weeks and prospective Jurors are required to attend Court on each day to see if their services will be required. Students participating in jury service are required to continue working towards their Higher Degree by Research on any days when service as a juror is not required (excepting the time required to present for jury service each day). Scholarship award holders will continue to receive their regular stipend throughout the period of jury service, however any juror fees received, other than the travel and incidental allowance must be reimbursed to the University. After the period of jury service is complete, scholarship award holders are required to submit a leave of absence form claiming leave for the number of days on which they were required to participate in a trial. Candidature and scholarship expiry dates will be adjusted by the total number of days of jury service undertaken plus 5 days; the 5 days being an allowance for the daily appearance for duty. The total period being up to a maximum of four weeks.
- Award holders granted leave of absence are required, on the prescribed form, to inform the Adelaide Graduate Centre of resumption of candidature within fourteen days of the approved date of return. Failure to do so may result in termination of scholarship and/or candidature
- Leave of absence will not be permitted during the final 14 days of the scholarship.

## 11. SUPPLEMENTARY or TOP UP SCHOLARSHIPS

Scholarships or top up funding from industry sources may be accepted by scholarship holders as supplements to their main award. Supplementary or top up scholarships can only be paid if you are currently in receipt of a Major Scholarship at the University of Adelaide. The total value of the supplementation must not exceed 75% of the value of the main award. Students may also obtain operating funds for fieldwork, equipment, travel or other expenses not covered by the major award. The Adelaide Graduate Centre must be informed of any proposed supplementation of a major award via the scholarship establishment form.

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## 12. EXTERNALLY FUNDED AWARD (including scholarships and awards funded from grants and by Centres)

All scholarships administered by the University are subject to the acceptance and approval of the Graduate Scholarship Committee. A checklist to facilitate the establishment of a new scholarship is available by contacting the Adelaide Graduate Centre or via the web at <http://www.adelaide.edu.au/graduatecentre/scholarships/staff/setup-scholarship/>

Except where specified otherwise the minimum stipend of an APA will apply. Benefits and allowances may vary at the discretion of the funding body and individuals should check the conditions with the Adelaide Graduate Centre. The University can accept no responsibility if funding ceases or if an external scholarship is terminated for any reason before the holder may be expected to complete his/her course.

If an award holder transfers from the University without approval, the funds designated for the award revert to the grantee or Centre. These awards are generally not transferable. Conditions of award for externally funded scholarships are subject to the specifications of the funding body. Information contained in this document does not apply.

## 13. EMPLOYMENT

### Full-time students

The University does not require an award holder to undertake employment.

An award holder is only permitted to undertake a limited amount of paid employment, and for International students must be consistent with the conditions of their student visa.

Employment may only be undertaken with the approval of the Head of Department and **should not exceed 8 hours per week** on a regular basis during normal working hours (Monday to Friday, 9.00am to 5.00pm).

Outside of normal working hours there is no limit on the amount of time that a student can work, however the Head of the School/Discipline in which a student is enrolled will be responsible for ensuring that excessive employment is not undertaken to the detriment of the award holder's study program.

Students will be expected to maintain an appropriate level of contact hours in accordance with their enrolment.

Excessive employment will not be considered applicable grounds for extension to the scholarship.

### Half-time students

Half-time scholarship holders are subject to the same employment restrictions and obligations as a full-time scholarship holder indicated above.

Where there are exceptional circumstances, a written request to increase the allowable hours may be lodged with the Graduate Centre. Please note however, that lodgement of a request is not a guarantee of approval.

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## 14. SUSPENSION OF AN AWARD

### Leave of absence or discontinuation of award

An award holder who wishes to take leave of absence from his/her higher degree candidature or otherwise discontinue the approved program of full-time research must notify the Adelaide Graduate Centre at least two weeks in advance and the award will be suspended or terminated. This must be done by application for leave of absence.

- A student may apply for suspension for a period or periods not exceeding 12 months in total during the tenure of an award.
- If suspension is required because of circumstances beyond the student's control the maximum period(s) of suspension may be extended to a total of 24 months with the permission of the Graduate Scholarships Committee. Requests for further periods of suspension will not be considered.
- A student will be required to repay allowances received to which he or she ceased to be entitled by reason of discontinuation or suspension of studies. Any overpayment will be automatically recovered in full upon the student's return from leave.

Periods of study during suspension of the award (eg half-time study) toward the degree will be deducted from the maximum period of tenure.

### Suspension for non-lodgement of milestones:

Award holders who do not meet required program milestones (eg CCSP, Major and Minor Reviews) will have their stipend payments suspended. No reimbursement for periods of suspension under these circumstances will be granted.

## 15. RESEARCH OFF CAMPUS

The University may permit award holders to undertake research outside Australia for a period or periods not exceeding 12 months in total during the tenure of an award, (up to 18 months for Anthropology students and for students undertaking research in Antarctica). Interested students should consult the Adelaide Graduate Centre as soon as such a period of absence is proposed and should not leave Australia before approval for study leave is given. Approval for continued tenure of an award will only be given where the overseas study is essential for completion of the student's degree at the University of Adelaide. The student must remain enrolled at the University of Adelaide and have arrangements for supervision approved.

Students enrolled in remote candidature may hold their awards whilst studying elsewhere. By formal arrangement, the University may approve that an award holder undertake research at organisations outside the higher education system. The University will satisfy itself as to arrangements for the student's supervision, training, research freedom and support and will retain overall responsibility for the study program. The student must remain enrolled as a full-time Higher Degree by Research candidate at the University of Adelaide.

The award may be terminated if the scholar does not resume full-time studies at the University of Adelaide at the end of any period of approved absence.

## 16. TRANSFER OF AWARD

Students who wish to transfer to another institution may continue to receive their APA only if their new institution agrees to its continuation and subject to the new institution having sufficient APA grant amounts available. The new institution must ensure that it has received information from the former institution on any APA payment the student has received and the duration of the APA already consumed.

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Students who wish to transfer their APA from another institution to the University of Adelaide should first apply for admission to the degree through the normal process, then contact the Adelaide Graduate Centre to ascertain whether the University is able to accept the transfer of their award.

## 17. RESEARCH INTERNSHIPS AND PLACEMENTS

The University of Adelaide will endeavour to make available arrangements for optional industry placements, research internships or professional practice activities as part of scholarship holders' HDR experience.

- RTP students may undertake industry placements internships, and professional practice activities of up to six months' duration that are approved as part of their eligible HDR. Approvals will be made in writing and on an individual basis by the Adelaide Graduate Centre.
- RTP Fee Offset scholarship students will have their scholarship extended by the duration of the placement, internship, or professional practice activity up to the maximum period of RTP support.
- RTP stipend scholarships may be available for the duration of industry placements, research internships and professional practice activities if:
  - the student already holds an RTP stipend
  - there is no other income associated with these activities
  - the maximum duration of the academic program has not been reached; and
  - the thesis examination process has not been finalised.
- Students undertaking a placement, internship, or professional practice are not eligible to have their RTP stipend scholarship extended beyond the maximum period of RTP support.

## 18. TERMINATION

An award will be terminated upon submission of the thesis or when the award expires, whichever is the earlier. An award will be terminated before this time if the University concludes that a student has not fulfilled the obligations of the award, has not met or continued to meet eligibility criteria, has not completed all compulsory milestones by the due date or made satisfactory progress.

An award may be terminated if the holder ceases to study or ceases to be enrolled and does not apply for or is not approved for suspension of the award. Any allowances received during this period will be required to be repaid to the University.

## 19. STUDENT OBLIGATIONS

Award holders must abide by the NHMRC codes on human and animal experimentation, guidelines established by the Australian Government's Recombinant DNA Monitoring Committee and rulings of the safety and ethics committees of the University of Adelaide.

Award holders are required to comply with the Regulations of the University of Adelaide.

Award holders must provide progress reports as required by the University including an Annual Review of Progress submitted through the supervisor.

The award may be terminated or the award holder placed on probation if the University does not consider that progress is satisfactory and the situation cannot be favourably resolved after consultation with the student and the department concerned.

Award holders are required to notify the Adelaide Graduate Centre in writing in the event they:

- discontinue their studies
- change their attendance status

- are unable to work at full-time capacity
- require sick leave
- intermit higher degree candidature
- propose to study overseas
- change from PhD to Masters candidature or vice versa
- change department/supervisor
- change address or bank accounts
- take up employment at the rate of more than 8 hours per week, Monday to Friday, 9am-5pm
- submit their thesis
- make any changes that in any way affect their candidature
- are in receipt of any scholarship monies they may not be entitled to

**Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in an academic program other than that for which they are in receipt of the scholarship. Failure to comply with this condition will result in immediate termination of the scholarship.**

Award holders are requested to give advice of any such change of circumstances at least ten working days in advance of the event in order to implement the necessary changes before the payroll is run. If a student receives benefits in excess of his or her entitlement as a result of a change in circumstances the University will take action to recover the amount overpaid.

## 20. SUPERVISION

Candidates will be subject to the University's rules as outlined in the 'Research Student Handbook' which can be found at <http://www.adelaide.edu.au/graduatecentre/handbook/>

## 21. GRIEVANCE PROCEDURES

The appropriate appeal procedures for higher degree candidates are those defined in the Student Complaints Policy. Information can be found at:

<http://www.adelaide.edu.au/graduatecentre/handbook/05-candidature/10-grievances-complaints-problems/>

## 22. UNIVERSITY FEES

Award holders will normally be exempt from liability under the Higher Education Contribution Scheme (HECS) charges through the allocation of a Research Training Scheme place for the duration of their award.

## 23. ENQUIRIES AND INFORMATION

A summary of information about available scholarships is published on the scholarships web page at <http://www.adelaide.edu.au/graduatecentre/scholarships>.

Enquiries may be addressed to:

### Domestic Students

Alison Birbeck (Faculty of ECMS, Arts & Professions) Senior Scholarships Officer Telephone: (08) 8313 1133 Email: <a href="mailto:scholarships@adelaide.edu.au">scholarships@adelaide.edu.au</a>	Andrea Przygonski (Faculty of Sciences) Senior Scholarships Officer Telephone: (08) 8313 4739 Email: <a href="mailto:scholarships@adelaide.edu.au">scholarships@adelaide.edu.au</a>
Rachel Harvey (Faculty of Health Sciences) Senior Scholarships Officer Telephone: (08) 8313 5420	Antoinette Brincat (General Enquiries) Postgraduate Scholarships Officer Telephone: (08) 8313 3044

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Email: [scholarships@adelaide.edu.au](mailto:scholarships@adelaide.edu.au)

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**Further Information**

Adelaide Graduate Centre  
Level 2, Schulz Building  
The University of Adelaide, South Australia 5005

Ph: (08) 8313 5882  
Fax: (08) 8313 5725  
Email: [graduatecentre@adelaide.edu.au](mailto:graduatecentre@adelaide.edu.au)  
Web: [www.adelaide.edu.au](http://www.adelaide.edu.au)

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## 24. CLOSING DATE

The closing date for applications in the **Major Round** is **31 October each year**.

The closing date for applications in the **Mid-Year Round** will be **31 May each year**.

Late applications will be considered if possible, but the University is under no obligation to do so.

This Information is correct at the time of publication.

Please note, the conditions of the award may be changed without notice to comply with legal requirements or University policy