



# CONDITIONS OF AWARD

## Postgraduate Research Scholarships

### Australian Government Research Training Program (RTP) Scholarship

- The Australian Government Research Training Program (RTP) Scholarship includes RTP Stipend, RTP Fees Offset and RTP Allowances.
- Including awards to Indigenous applicants

### University of Adelaide Research Scholarship

#### University of Adelaide Research Scholarship (Master of Philosophy) No Honours

- University of Adelaide Research Scholarships include Stipend, RTP Fees Offset (domestic students) or Tuition Fee Waiver (international students) and RTP equivalent Allowances.

**Please note:** For the purposes of this document, periods of support and leave benefits are indicated as full-time equivalent. Entitlements for half-time enrolled students are on a pro-rata basis.

These Conditions of Award apply to recipients of the above-named scholarships only. However, all students should refer to their Letter of Offer for any specific benefits, entitlements, allowances or obligations which may apply.

## 1. ELIGIBILITY

To be eligible for scholarship consideration:

- Applicants must be eligible to enrol in a full-time Higher Degree by Research (HDR) program at the University of Adelaide (Students who are interested in awards for half-time study should see **Section 3 Study Load**).
- International applicants must maintain 'international student' status for the duration of their enrolment at the University. Should applicants subsequently be granted a different visa sub-class, or be granted permanent residency, they must advise the Adelaide Graduate Centre to obtain information on any applicable transition arrangements.
- Qualifications in progress will not be considered when determining scholarship eligibility unless the qualification has been satisfactorily completed (and acceptable evidence provided) by the scholarship closing date. Domestic applicants completing a qualification in the semester of application at an Australian university will be eligible for consideration.
- International applicants must provide evidence of meeting the minimum English language proficiency requirements for direct entry by the scholarship closing date for their application to be considered.
- International applicants who have already commenced their HDR program at the University of Adelaide are ineligible for scholarship consideration.
- Applicants must not currently be in receipt of a RTP Scholarship, an overseas sponsored scholarship, or any other equivalent award or scholarship from the Commonwealth Government designed to offset HDR fees.
- Applicants must 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).
- Applicants must be able to commence their research in the periods listed in **Section 4 Commencement**.
- Master of Philosophy (No Honours) applicants only:
  - Must be completing, or have completed and been awarded a relevant Bachelor Degree or equivalent with an achieved minimum of a distinction average (GPA of 6.0 or above).
  - Eligibility for international students is restricted to students completing, or who have completed, their Bachelor degree at the University of Adelaide only.

- c. Applicants must not have commenced, be currently enrolled or hold an Honours Degree or a postgraduate qualification of any kind at any university.

#### ADDITIONAL ELIGIBILITY REQUIREMENTS

(x) Previous Applicants

- a. Domestic applicants who have previously applied and were unsuccessful in gaining a scholarship are eligible to reapply for a scholarship in any subsequent round. All rounds are extremely competitive and applying in a subsequent round will not guarantee success.
- b. International applicants who have been considered in two scholarship rounds within an 18 month period must wait for a minimum of two years, from the date of their most recent application outcome, before reapplying. After this two year period, applicants must be able to demonstrate evidence of significant additional research output or additional qualifications in order for their subsequent scholarship application to be considered.

(xi) Continuing Domestic Students

- a. As at 1 January (Major Round) or 1 July (Mid-Year Round), continuing domestic students should have a minimum of 2 years candidature remaining (if applying for a PhD scholarship) or 6 months (if applying for a Masters scholarship).

As per 1 (v) above, continuing international students are ineligible for scholarship consideration.

(xii) Applicants who hold a PhD

Applicants who already hold a qualification equivalent to an Australian Doctor of Philosophy (PhD) are ineligible for scholarship consideration.

(xiii) Indigenous applicants

To be eligible for the Australian Government Research Training Program Scholarship (Indigenous), applicants must provide a formal 'Confirmation of Aboriginality or Torres Strait Islander Heritage'.

## 2. BENEFITS

RTP Scholarships are provided by the University of Adelaide on behalf of the Australian Government. University of Adelaide Research Scholarships are funded by the University of Adelaide.

The following benefits for RTP Scholarships and University of Adelaide Research Scholarships are provided as applicable:

### 2.1 Stipends

(i) RTP Stipend and University of Adelaide Research Scholarships

Full-time students receive a tax free stipend of \$ 28,597 pa in 2021 (indexed annually)

Half-time students receive a taxable stipend of \$ 14,298 pa in 2021 (indexed annually)

(ii) RTP Stipend for Indigenous applicants

Full-time students receive a tax free stipend of \$ 44,674 pa in 2021 (indexed annually)

Half-time students receive a taxable stipend of \$ 22,337 pa in 2021 (indexed annually)

- (iii) Half-time awards are not considered to be exempt from taxation. **Note:** award amounts may fall below the tax-free threshold; however, depending on the individual situation of the recipient may be subject to taxation. Students are advised to seek independent financial advice to ensure any taxation liability is able to be met should total income go beyond the tax-free threshold.

- (iv) The level of the stipend does not depend on the student'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.

### 2.2 Research Training Program (RTP) Fees Offset / Tuition Fee Waiver

All students receive the benefit of an RTP Fee Offset (or Tuition Fee Waiver for international students in receipt of a University of Adelaide Research Scholarship) which covers the cost of tuition fees as a Higher Degree by Research student of the University for the standard duration of the program. The RTP Fee Offset is provided through the support of the Australian Government and is valued at \$31,231 (2021 rate) per annum (indexed annually). Note that these funds are not paid to the student, but are paid to the University by the Australian Government to offset tuition fees.

For international students holding a Research Training Program Scholarship, any gap between the RTP Fee Offset and the tuition fees charged is waived by The University of Adelaide for the standard duration of the academic program.

### 2.3 Allowances

(i) Overseas Student Health Cover (OSHC) (International students only)

For Student Visa (Subclass 500) visa holders, the award may provide compulsory standard Overseas Student Health Cover (OSHC) Allianz Global Assistance policy for the student, their partner and eligible accompanying dependents for the standard duration of the student visa, as nominated at time of acceptance. Upgrades to an existing policy will be at the expense of the candidate. The award does not cover the additional 6 month extended student visa period post thesis submission.

- a. OSHC is included for all RTP Stipend recipients on a Student Visa (Subclass 500)
- b. Recipients of other scholarships should refer to their Letter of Offer to confirm whether OSHC is included

(ii) Relocation Allowance

A student who relocates to Adelaide to commence their program of study at the University of Adelaide is entitled to receive a relocation allowance to contribute towards incoming travel and removal expenses (for one-way travel via the most direct route). A Relocation Allowance Claim Form must be completed and lodged within 3 months of travel. Original receipts must be attached; if the original receipts are not in English, a translation must be provided. The maximum value of the allowance is:

- \$1,000 per adult (maximum of 2 adults); and
- \$500 per dependent child.

Claim forms can be downloaded from <https://www.adelaide.edu.au/graduatecentre/current-students/forms#scholarships>

(i) Publication Allowance

Scholarship holders are eligible to receive reimbursement for costs related to the production and submission of the thesis (eg editing, printing, binding) and the costs relating to publishing of academic papers or book chapters. The maximum claimable allowance is:

- \$840 for Doctoral candidates
- \$420 for Masters by Research candidates

Following submission of the thesis or acceptance of an academic paper for publishing, a claim for reimbursement of costs can be made on the prescribed form, supported by original receipts of expenditure.

**Note:** The allowance does not cover costs such as purchase of computer equipment, books or reproduction of articles.

**Claims for costs related to the production and submission of the thesis and/or publication of academic papers or book chapters must be made within 6 months of the date of initial submission of the thesis.** The amount paid will not exceed the maximum allowance applicable at the time of submission of the thesis.

Claim forms can be downloaded from <https://www.adelaide.edu.au/graduatecentre/current-students/forms#scholarships>

(ii) Visa Entitlements and Requirements

International candidates are required to pay any visa application fees and meet the costs of any medical examinations associated with the issue or renewal of visas for themselves, their partners and their eligible accompanying dependents.

It is the responsibility of the candidate to ensure they hold a valid visa while in Australia.

### 3. STUDY LOAD

**3.1** The scholarship is conditional on maintaining full-time enrolment in an HDR program at the University of Adelaide.

**3.2** Half-time enrolment **for domestic students** may be approved at the discretion of the University where an applicant is able to demonstrate heavy carer commitments or a medical condition that precludes them from enrolling full-time. Half-time scholarships are not available to applicants seeking to undertake paid employment.

**3.3** **International** students are not permitted to enrol half time, except for COVID related reasons, and only with the approval of the University.

**3.4** 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.

**3.5** 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. Award amounts may fall below the tax-free threshold; however, individual circumstances vary and scholarship holders are advised to seek independent financial advice to ensure any taxation liability is met.

See also: **Section 5.2 Extensions** and **Section 7 Employment**.

## 4. COMMENCEMENT

### 4.1 Scholarship Rounds and Deadlines

**Major Round:** Commencement in Semester 1

**Mid-Year Round:** Commencement in Semester 2

Domestic students should commence within 3 months of the start of the semester listed on their offer letter.

International students should commence within the semester listed on their offer letter.

### 4.2 Payment

- (i) Scholarship payments commence in the year of award and not before 1 January (1 February in 2021) in that year.
- (ii) Stipend payments for students commencing their studies begin from the date on which full time study/candidature commences (as long as the student is in Australia), and will commence 3 to 4 weeks after submission of a completed Enrolment Form and Banking Authority to the Adelaide Graduate Centre.
- (iii) Students will be paid fortnightly in arrears, directly into the Australian bank account nominated by the student. No payments will be made into overseas bank account.

### 4.3 The University may withdraw the offer of a scholarship and allocate it to another applicant if an applicant:

- (i) Does not commence by the agreed date.
- (ii) Fails to provide documentation required after a provisional offer.
- (iii) Does not meet legislative requirements or conditions as outlined by the Australian Government and/or the University.
- (iv) Provides false or misleading information or documentation.

## 5. PERIOD OF SUPPORT

Research Masters: Stipend and RTP Fees Offset / Tuition Fee Waiver: up to a maximum of **2 years**

Research Doctorate: Stipend: up to a maximum of **3 years** with a possible 6 month extension

RTP Fees Offset / Tuition Fee Waiver: up to a maximum of **4 years**, no extension

The duration of the scholarship will be reduced by any:

- (i) Previous enrolment in the program of study prior to taking up the award.
- (ii) Credit received for previous study towards the current degree.
- (iii) Suspension of the award without intermission of the candidature.

### 5.1 Continuation

Scholarships are renewable annually, subject to satisfactory progress determined by the outcome of the Annual Review and/or other formal progress reviews undertaken throughout the year.

### 5.2 Extensions (PhD candidates only – students enrolled in a Master degree are not eligible to apply for an extension)

The University of Adelaide has an expectation that students will submit their thesis within 3 years.

One extension of up to an additional six months may be considered and will only be granted where it can be demonstrated that inability to complete the degree within three years was caused by academic delays beyond the control of the student and related directly to their studies.

Delays and time lost must be documented in the University's standard review processes (Major Review, Annual Review and Pre-Submission Review). The only exception to this is if the delay occurred after the last Annual Review of Progress, in which case, the application must clearly state this, including time lost.

Academic circumstances that may be considered include:

- Equipment failure;
- Changes in supervision;
- Delays in :
  - Recruitment of participants;
  - Obtaining data;
  - Supply; or
  - Ethical approval.

The following will not be considered as reasons for extension and should be addressed by use of the leave of absence or sick leave provisions:

- Illness;
- Preparation of publications (excluding thesis by publication);
- Studying remotely, unless on approved study leave for a defined period;
- Work commitments; or
- Carer responsibilities.

All extensions are subject to the consideration and approval of the Graduate Scholarships Committee through the Dean of Graduate Studies. Applications for extensions must be lodged no sooner than 8 weeks prior to the expiry of the award. Application for extensions submitted after expiry of award will not be considered. Any applications for extension which are approved after the expiry of the award will result in an interruption in scholarship payments.

Application forms can be downloaded from <https://www.adelaide.edu.au/graduatecentre/current-students/forms#scholarships>.

### 5.3 Conversion of Award

The university may approve conversion of an award for a Research Masters study to a scholarship leading to a PhD. Similarly, an award for PhD studies can be converted to a Research Masters as long as the conversion takes place within the first two years of candidature. A student may be required to reimburse the University for 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 Research Masters or three years for a PhD.

A student completing a Research Masters degree may continue the award for PhD studies provided there is no interval between Masters and PhD 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 the PhD or suspension of the award is arranged before the Research Masters studies are completed. Note that the maximum period of the award for a student progressing from Research 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 Research Masters student.

RTP Scholarship holders may undertake a Doctorate by Research at a different university from the Masters degree, provided the transfer of the award is arranged between the universities before the Masters studies are completed. See **Section 12 Transfer of Award**.

### 5.4 Deferral

An award must usually be taken up in the intake for which it was awarded and may not normally be deferred (see **Section 5. Commencement**). Application for periods of leave with the express purpose of deferring the commencement date of the award will not be approved unless exceptional circumstances exist and permission is granted by the Adelaide Graduate Centre. Where permission has been granted, the return from leave date must fall within the same commencement period (refer to **Section 4 Commencement** and **Section 5 Period of Support**) and may not extend into a subsequent period.

## 6. LEAVE ENTITLEMENTS (entitlements are adjusted accordingly for half-time students)

Leave of absence will not be permitted during the final 14 days of the scholarship.

**Domestic** students must apply to the Graduate Centre for leave of absence (**excluding** Recreation Leave) at least 15 working days in advance.

**International** students are required to lodge an application for **all** leave of absence (**including** Recreation Leave) at least 15 working days in advance.

When taking any periods of sick leave (paid or unpaid) or parental leave, official medical certificates stating specified dates must be provided.

Application for leave forms can be downloaded from <https://www.adelaide.edu.au/graduatecentre/current-students/forms#managing-your-candidature>

### 6.1 Recreation Leave

Students are entitled to 20 working days paid recreation leave per year (accruable). Leave must be taken during the tenure of the award and in the year in which it is accrued. Periods of recreation leave do not extend the normal duration of the award. Recreation leave that is not taken is forfeited. Domestic students are not required to lodge an application, however approval must be sought from the principal supervisor. International students are required to lodge an application for recreation leave at least 15 working days in advance.

### 6.2 Sick Leave

- Students are entitled to 10 working days paid sick leave per year (accruable). This period does not extend the normal duration of the award.
- All applications for sick leave must be accompanied by an official medical certificate from a registered medical practitioner. Certificates must clearly specify the dates for all periods of sick leave applied for.

- (iii) For medically substantiated periods of illness lasting longer than 10 working days, candidates may receive up to a total of 60 working days paid sick leave that is additional to the normal duration of the award. This leave will only be utilised once all accruable sick leave within tenure has been exhausted.
- (iv) Unpaid Sick Leave – periods of unpaid sick leave longer than 60 working days may be accessed through leave of absence provisions. Carer’s 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.

### **6.3 Parental Leave**

- (i) Students who are the birth parent or primary adoptive parent, who have been enrolled for a period of over 12 months full-time are able to apply for up to 60 working days of paid parental leave.
- (ii) Students who are partners of the birth parent or primary adoptive parent and who have been enrolled for a period of over 12 months full-time are able to apply for up to 10 working days of paid parental leave.
- (iii) Those enrolled for less than 12 months full-time are required to utilise recreation leave or unpaid leave of absence provisions.

### **6.4 Leave Without Pay**

- (i) Students may not apply for Leave Without Pay in the first six months of their award.
- (ii) Students may apply for leave without pay for periods not exceeding 12 months in total during tenure of the award. In special circumstances, this may be extended to a total of 24 months with the permission of the Graduate Scholarships Committee. Note: requests for further periods beyond 24 months will not be considered.
- (iii) The scholarship will be suspended during periods of Leave without Pay.
- (iv) Students will be required to repay any monies received to which they ceased to be entitled to for any periods of unpaid leave. Any overpayment will either be automatically recovered in full upon return from leave, or be invoiced for payment.

### **6.5 Study Leave**

- (i) Payments will continue during periods of study leave.
- (ii) Except in the case of Endeavour and Fulbright Scholarships, any period of study leave will not extend the period of award.
- (iii) Endeavour and Fulbright Scholars must apply for study leave prior to taking up their award. Scholarship payments will be suspended during tenure of these awards, however candidature will remain active.
- (iv) For information regarding ‘Research Internships and Placements’ refer to **Section 13**

### **6.6 Jury Service Leave (domestic students only)**

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.

- (i) 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).
- (ii) Scholarship students will continue to receive their regular scholarship payments throughout the period of jury service, however any juror fees received, other than the travel and incidental allowance must be reimbursed to the University.
- (iii) After the period of jury service is complete, scholarship students 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.
- (iv) 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.

### **6.7 Return from Leave of Absence**

Students 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.

## **7. EMPLOYMENT (Paid or voluntary work)**

### **7.1 Full-time students**

- (i) The University does not require a scholarship student to undertake employment.
- (ii) Full-time candidates should limit work/activity unrelated to their research project to eight hours per week during normal office hours (Monday to Friday 9am to 5pm), and any work undertaken must be consistent with the conditions of the student’s visa, where applicable.
- (iii) Employment may only be undertaken with the approval of the Principal Supervisor and Head of Department.



- (iv) Outside of normal working hours, there is no limit on the amount of time that a student can work.
- (v) Students are required to maintain an appropriate level of contact hours in accordance with their enrolment. If students undertake employment they must ensure that it does not impede academic progress. A student's award may be terminated or a student may be placed on probation if the University does not consider that progress is satisfactory.
- (vi) The Principal Supervisor and 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 student's study program.
- (vii) Work commitments will not be considered applicable grounds for extension to the scholarship.
- (viii) Where there are exceptional circumstances, a written request to increase the allowable hours may be lodged with the Adelaide Graduate Centre. **Note:** lodgement of a request is not a guarantee of approval.

## 7.2 Half-time students

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

## 8. SUPPLEMENTARY or TOP UP SCHOLARSHIPS

- 8.1 Scholarships or top-up funding from other sources may be accepted by scholarship holders as supplements to their main award.
- 8.2 Supplementary or top up scholarships can only be paid if a student is currently in receipt of a Major Scholarship at the University of Adelaide.
- 8.3 The total value of the additional awards must not exceed 75% of the value of the main award.
- 8.4 Students must forward a copy of any external scholarship agreements to the Adelaide Graduate Centre (for review and legal clearance) prior to acceptance of any other scholarship.
- 8.5 Student may also obtain operating funds for fieldwork, equipment, travel or other expenses not covered by the major award. There is no limit on the value of these funds.
- 8.6 The Adelaide Graduate Centre must be informed of any proposed supplementation of a major award from University of Adelaide sources via the scholarship establishment form, to be completed and approved by the Principal Supervisor and Head of School.

## 9. EXTERNALLY FUNDED AWARDS

- 9.1 All scholarships administered by the University are subject to the acceptance and approval of the Graduate Scholarship Committee.
- 9.2 Except where specified otherwise, the minimum stipend value of an RTP scholarship 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.
- 9.3 The University accepts no responsibility if funding ceases or if an external scholarship is terminated for any reason before the holder has completed their program.
- 9.4 If a student transfers from the University without approval, the funds designated for the award revert to the grantee or Centre. These awards are generally not transferable.
- 9.5 Conditions of award for externally funded scholarships are subject to the specifications of the funding body. Information contained in this document therefore does not apply.

## 10. SUSPENSION OF AN AWARD

- 10.1 The University will not approve suspensions or study leave earlier than six months into the program.
- 10.2 A student who wishes to take leave of absence should refer to **Section 6 Leave Entitlements**.
- 10.3 Students who receive payments during a period of leave without pay (due to late lodgement of leave form) will be required to repay monies received to which they are not entitled. Any overpayment will either be automatically recovered in full upon return from leave, or be invoiced for payment.
- 10.4 **Non-Lodgement of Milestones:** Students who do not meet required program milestones (e.g. Core Component of the Structured Program (CCSP), Annual Reviews, Major Review, Pre-Submission Review) will have their stipend payments suspended. No reimbursement for periods of suspension under these circumstances will be granted.

## 11. RESEARCH OFF CAMPUS

- 11.1 Students may undertake research outside Australia for 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). Joint Higher Degree by Research students are exempt from this Clause.
- 11.2 Domestic Students should consult with the Adelaide Graduate Centre and should not leave Australia before approval for study leave is given. See also **Section 6 Leave Entitlements**.
- 11.3 International Students should consult with International Student Support to check any visa implications as soon as possible and should not leave Australia before approval for study leave is given. See also **Section 7: Leave Entitlement**
- 11.4 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.
- 11.5 By formal arrangement, the University may approve a student to undertake research at organisations outside the higher education system. Arrangements for the student's supervision, training, research freedom and support must be approved by the University of Adelaide who 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.
- 11.6 The award may be terminated if the student does not resume full-time studies at the University of Adelaide at the end of any period of approved absence.

## 12. TRANSFER OF AWARD

- 12.1 Students who wish to transfer to another university may continue to receive their RTP scholarships only if their new university agrees to their continuation and subject to the new university having sufficient RTP grant amounts available. The new university must ensure that it has received information from the University of Adelaide on any RTP payments the student has received and the duration of the RTP already consumed.
- 12.2 Students who wish to transfer their RTP scholarships from another university 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 awards. There is no guarantee that a RTP scholarship awarded by another institution can be transferred to the University of Adelaide.
- 12.3 University of Adelaide Research Scholarships (including Master of Philosophy (No Honours) Scholarships) are not transferable to another university.

## 13. RESEARCH INTERNSHIPS AND PLACEMENTS (PhD candidates only)

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' higher degree by research experience. Different conditions apply to domestic and international students. Please refer to the appropriate section below.

### 13.1 Domestic students

- (i) Students may undertake industry placements internships, and professional practice activities of up to six months' duration that are approved as part of their eligible research degree. Approvals will be made in writing and on an individual basis by the Adelaide Graduate Centre.
- (ii) Students must provide a copy of any agreements related to their internship (especially if not facilitated by the University of Adelaide) and may not commence an internship until permission has been received from the Adelaide Graduate Centre.
- (iii) Students will have their scholarship expiry date extended by the duration of the placement, internship, or professional practice activity up to the maximum period of RTP support.
- (iv) RTP stipend scholarships may be available for the duration of industry placements, research internships and professional practice activities if:
  - a. The student already holds an RTP stipend.
  - b. There is no other income associated with these activities.
  - c. The maximum duration of the academic program has not been reached.
  - d. The thesis examination process has not been finalised.
- (v) 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.



### 13.2 International students

- (i) Students may undertake industry placements internships, and professional practice activities of up to **three** months' duration (Industry Engaged PhD) that are approved as part of their eligible Higher Degree by Research. Approvals will be made in writing and on an individual basis by the Adelaide Graduate Centre.
- (ii) Students must provide a copy of any agreements related to their internship (especially if not facilitated by the University of Adelaide) and must not commence an internship until permission has been received from the Adelaide Graduate Centre.
- (iii) Approval to participate in a placement, internship, or professional practice is contingent on:
  - a. Satisfactory progress in the academic program;
  - b. The ability to complete the placement and academic program within the standard program duration; and
  - c. The establishment of a placement agreement with defined learning objectives which are agreeable to all parties.
- (iv) Students will continue to receive their scholarship stipend during the placement, internship, or professional practice;
- (v) Students will **not** have their scholarship extended by the duration of the placement, internship, or professional practice activity
- (vi) If a student receives additional funding support to undertake a placement, internship or professional practice, the payment must not exceed 75% of the value of the major scholarship. Such payment will be made in one lump sum upon confirmation that the placement has been completed satisfactorily
- (vii) For specific information regarding scholarship holders intending to undertake an APR Internship opportunity (3-5 months), please contact the Adelaide Graduate Centre:

## 14. TERMINATION

Termination of the scholarship will take place in the following circumstances:

- (i) Submission of the thesis.
- (ii) Scholarship expires or is no longer available.
- (iii) Student no longer meets the eligibility criteria to hold the award.
- (iv) The student has not fulfilled the obligations of the award.
- (v) Where a student has not completed compulsory milestones by the due date or has not made satisfactory progress.
- (vi) A student withdraws from study, ceases to be enrolled or does not apply for approved leave or suspension of award.
- (vii) A student has provided false or misleading information.
- (viii) A student is guilty of serious misconduct in terms of the University Policy Rules for Student Conduct in the University.

A student receiving benefits to which they are not entitled will be required to repay the University on receipt of an invoice.

International students only: if the Fee Offset / Tuition Fee Waiver expires or is terminated before submitting the thesis for examination (and candidature is extended beyond the standard program duration) then a student will revert to a full fee-paying student for the remainder of candidature and all associated expenses will be the student's responsibility.

## 15. STUDENT OBLIGATIONS

Students are subject to the University's rules and requirements as outlined in the 'Academic Program Rules' for the degree of enrolment: <http://calendar.adelaide.edu.au/agc> and the 'Research Student Handbook' which can be found at:

<https://www.adelaide.edu.au/graduatecentre/current-students/handbook>.

International students are also subject to the requirements of the Education Services for Overseas Students Act 2000 (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students (The National Code 2018) and to the University's policies and procedures, which can be found online at <http://www.adelaide.edu.au/policies>.

- 15.1** Students 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.
- 15.2** Students are required to comply with the Regulations of the University of Adelaide.
- 15.3** Students must provide progress reports as required by the University including an Annual Review of Progress.
- 15.4** The award may be terminated or the student 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. See also **Section 14 Termination**.

**15.5** Students are required to notify the Adelaide Graduate Centre in writing in the event they:

- (i) Obtain permanent residency (international students).
- (ii) Receive a living allowance or stipend from any other source.
- (iii) Discontinue their studies.
- (iv) Change their attendance status.
- (v) Are unable to work at full-time capacity.
- (vi) Require sick leave.
- (vii) Intermit higher degree candidature.
- (viii) Propose to study overseas.
- (ix) Transfer from a Doctorate to a Masters by Research candidature or vice versa.
- (x) Change department/supervisor(s).
- (xi) Submit a thesis for examination.
- (xii) Make any changes that in any way affect their candidature.
- (xiii) Are in receipt of any scholarship monies they may not be entitled to.

**Note:** Students 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.

#### **15.6 Concurrent Enrolment**

Except with the permission of the Dean of Graduate Studies, a candidate may not enrol concurrently in another academic program. Failure to comply with this condition **will result in immediate termination of the scholarship.**

### **16. SUPERVISION**

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

### **17. GRIEVANCE PROCEDURES**

The appropriate appeal procedures for higher degree candidates are those defined by the Student Grievance Resolution Process. Information can be found online at: <http://www.adelaide.edu.au/student/grievance/>.

### **18. ACKNOWLEDGEMENT OF RTP SCHOLARSHIP IN PUBLICATIONS**

RTP Scholarship holders are required to acknowledge the Commonwealth's contribution to their RTP Scholarship when at any time during or after completion they, their supervisor or any other party publishes or produces materials which relate to the research project carried out during the period of support. Materials include the thesis, books, articles, newsletters or other literary or artistic works. The acknowledgement must be in a prominent place and include the mention of the student's support through an "Australian Government Research Training Program Scholarship".

### **19. ENQUIRIES AND INFORMATION**

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

Enquiries about these Conditions of Award may be addressed to the Scholarships Team at:

Telephone: (08) 8313 3044

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

#### **Further Information on Higher Degrees by Research:**

Adelaide Graduate Centre  
Level 10, Schulz Building  
The University of Adelaide, South Australia 5005

Telephone: (08) 8313 5882  
Email: [research\\_degrees@adelaide.edu.au](mailto:research_degrees@adelaide.edu.au)  
Web: [www.adelaide.edu.au](http://www.adelaide.edu.au)

This Information is correct at the time of publication.

Please note, these Conditions of the Award may be changed without notice to comply with legal requirements or University policy