



# CONDITIONS OF AWARD

## Australian Government Research Training Program Scholarships - International Students

Last updated 4 June 2019

### 1. ELIGIBILITY

- 1.1. Applicants must be international students who are acceptable to commence a Masters or Doctorate by research degree at the University of Adelaide.
- 1.2. Successful recipients are required to apply and enrol in their academic program of study at The University of Adelaide as 'international students' to retain their scholarship.
- 1.3. Applicants with a qualification in progress will not be eligible for consideration until the qualification has been satisfactorily completed (and acceptable evidence provided) or evidence of withdrawal has been provided.
- 1.4. Applicants are required to provide evidence of meeting the University of Adelaide's English language proficiency requirements for direct entry by the application deadline.
- 1.5. Applicants are required to have successfully completed at least the equivalent of an Australian Honours degree.
- 1.6. Successful recipients must commence study at the University of Adelaide in the semester the scholarship is offered. It is not possible to defer the award.
- 1.7. International applicants are not eligible if they have already commenced the degree for which they are seeking an award.
- 1.8. The offer of a scholarship is contingent upon a student not being offered another award by the Commonwealth of Australia, the University of Adelaide, or an overseas sponsor. The University reserves the right to withdraw an offer of a scholarship at any time prior to enrolment if it is advised that an awardee has been offered a scholarship equal to or in excess of the financial value of the award offered by the University.
- 1.9. NOTE: If an applicant has previously been awarded an international higher degree by research scholarship by the University of Adelaide, and failed to successfully complete the corresponding academic program, that applicant will not be reconsidered for any future international higher degree by research scholarships.

### 2. BENEFITS

RTP Scholarships are provided by the University of Adelaide on behalf of the Australian Government. The following benefits are provided where applicable:

#### 2.1 Stipend

An annual living allowance of AUD\$27,596 (tax free, 2019 value) for up to two years for a Research Masters degree, and up to three years for a Research Doctorate degree. The level of the stipend does not depend on the award holder's personal circumstances.

#### 2.2 RTP Fees Offset

The Australian Government provides a Fee Offset which covers the cost of tuition fees as a higher degree by research student of the University of Adelaide for the standard duration of the academic program (Research Master: up to 2 years; Doctor of Philosophy: up to 4 years). This is valued at AUD\$30,154 per annum (2019 rate, indexed annually). Note that these funds are not paid to you as the student, but are paid to the University by the Australian Government to offset your tuition fees. 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

##### 2.3.1 Overseas Student Health Cover

For Student Visa (Subclass 500) visa holders, the award provides compulsory standard Overseas Student Health Cover (OSHC) Worldcare policy for the student, their partner and dependents for the standard duration of the student visa. It does not cover the additional 6 month extended student visa period post thesis submission. Note that the amount of OSHC

coverage will be fixed at acceptance. Upgrades from single coverage to dual family or multi family will not be funded and any amendments to an existing policy will be at the expense of the candidate.

### 2.3.2 Relocation Allowance

An award holder who relocates to Adelaide to commence their program of study at the University of Adelaide is entitled to receive a relocation allowance to cover travel and removal expenses. A Relocation Allowance Claim Form must be completed and lodged with original receipts attached. The maximum value of the allowance is:

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

Claim forms can be downloaded from <http://www.adelaide.edu.au/graduatecentre/scholarships/forms/>

### 2.3.3 Publication Allowance

RTP holders are eligible to receive reimbursement for costs related to the production and submission of the thesis (e.g. editing, printing, binding) and the costs relating to publishing of academic papers or book chapters. The maximum allowance that can be claimed for all of the above mentioned costs is:

- AUD\$840 for Doctoral candidates
- AUD\$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 12 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.

In exceptional circumstances, students may apply for a waiver of the relevant time limit on claiming the allowance with any decision remaining at the discretion of the University. 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 this allowance may be claimed.

Claim forms can be downloaded from <http://www.adelaide.edu.au/graduatecentre/scholarships/forms/>

## 3. VISA ENTITLEMENTS AND REQUIREMENTS

International candidates are required to pay for 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 dependents. It is the responsibility of the candidate to ensure they hold a valid visa while in Australia. If a visa expires, the candidate may be removed from Australia.

## 4. STUDY LOAD

The scholarship is conditional on maintaining full-time enrolment in your program at the University of Adelaide.

## 5. TENURE

A new award may be taken up from 1 January 2019. Applicants are encouraged to commence studies as soon as possible in the approved semester. A student is required to commence research within the University by no later than 30 June 2019 to retain the scholarship. Students are not permitted to enrol on a part-time basis.

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.

These scholarships are not transferable to another institution. (See Section 12: Transfer of Award).

### 5.1 Continuation

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

## 5.2 Extensions – Stipend (For PhD candidates only)

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 your control and related directly to your studies.

Illness, publications, work commitments and carer responsibilities will not be considered as reasons for extension and should be addressed by use of the leave of absence or sick leave provisions.

**Please note:** All extensions are subject to the consideration and approval of the Graduate Scholarships Committee. Applications for extensions must be lodged 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>.

## 5.3 Conversion of an Award

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 the University 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. 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.

## 5.4 Deferral

An award must be taken up in the year for which it was awarded and may not be deferred until a later year.

Note: Application for periods of leave with the express purpose of deferring the commencement date of your 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 meet the specified commencement period within the year of award.

## 6. LEAVE ENTITLEMENTS

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

Students must apply to the Graduate Centre for leave of absence at least 15 working days in advance. When taking any periods of sick leave (paid or unpaid) or maternity/adoption, official medical certificates stating specified dates must be provided.

### 6.1 Recreation Leave

Award holders are entitled to 20 working days paid recreation leave per year (accruable). Leave must be taken during the tenure of the award. Periods of recreation leave do not extend the normal duration of the award. Recreation leave that is not taken is forfeited. International students are required to lodge an application for leave of absence and/or Recreation Leave.

### 6.2 Sick Leave

- (i) Official medical certificates stating specified dates must be provided for all periods of sick leave applied for.
- (ii) Award holders are entitled to 10 working days paid sick leave per year (accruable). This period does not extend the normal duration of the award.
- (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 the 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 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 Maternity Leave/Parenting and Adoption Leave

- (i) Award holders 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 maternity/adoption leave.
- (ii) Award holders who are partners of women giving birth 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 parenting leave.
- (iii) Those enrolled for less than 12 months full-time are advised to utilise the recreation leave or unpaid leave of absence provisions.

### 6.4 Leave Without Pay

- (i) 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.

- (ii) The scholarship will be suspended during periods of Leave without Pay.
- (iii) 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) Award holder payments will continue during periods of study leave.
- (ii) Any period of study leave will not extend the period of award.
- (iii) See also Section 8: Research Internships and Placements.

### 6.6 Return from Leave of Absence

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.

## 7. RESEARCH OFF CAMPUS

- 7.1. Award holders 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.
- 7.2. International Students should consult with the Student Life to check any Visa implications as soon as possible and should not leave Australia before approval for study leave is given. See also Section 6: Leave Entitlements.
- 7.3. 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.
- 7.4. By formal arrangement, the University may approve an award holder 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.
- 7.5. 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.

## 8. 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.

- 8.1 Award holders 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 HDR. Approvals will be made in writing and on an individual basis by the Adelaide Graduate Centre.
- 8.2 Approval to participate in a placement, internship, or professional practice is contingent on
  - i. satisfactory progress in the academic program;
  - ii. the ability to complete the placement and academic program within the standard program duration; and

iii. the establishment of a placement agreement with defined learning objectives which are agreeable to all parties.

- 8.3 Award holders will continue to receive their RTP stipend during the placement, internship, or professional practice.
- 8.4 Award holders will not have their RTP extended by the duration of the placement, internship, or professional practice activity.
- 8.5 If an award holder receives additional funding support to undertake a placement, internship, or professional practice the payment must not exceed 75% of the value of the major award. Such payment will be made in one lump sum upon completion of the placement and confirmation of satisfactory completion.
- 8.6 For information regarding scholarship holders intending to undertake APR Internship Opportunities (3 to 5 months) please contact the Adelaide Graduate Centre.

#### 9. EMPLOYMENT (Paid or voluntary work)

- 9.1. The University does not require an award holder to undertake employment.
- 9.2. It is recommended that full-time candidates limit work/activity unrelated to their research project to eight hours per week during normal office hours (Monday to Friday 9am to 5pm). Any work undertaken must be consistent with the conditions of your student visa.
- 9.3. Employment may only be undertaken with the approval of the Principal Supervisor and Head of Department.
- 9.4. Outside of normal working hours there is no limit on the amount of time that a student can work.
- 9.5. You are required to maintain an appropriate level of contact hours in accordance with your enrolment. If you undertake employment you must ensure that it does not impede your academic progress. You acknowledge that your award may be terminated or that you may be placed on probation if the University does not consider that your progress is satisfactory.
- 9.6. 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 award holder's study program.
- 9.7. Work commitments will not be considered applicable grounds for extension to the scholarship.

#### 10. SUPPLEMENTARY or TOP UP SCHOLARSHIPS

- 10.1. Scholarships or top-up funding from industry sources may be accepted by scholarship holders as supplements to their main award.
- 10.2. Supplementary or top up scholarships can only be paid if you are currently in receipt of a Major Scholarship at the University of Adelaide.
- 10.3. The total value of the additional awards must not exceed 75% of the value of the main award.
- 10.4. Students 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.
- 10.5. The Adelaide Graduate Centre must be informed of any proposed supplementation of a major award via the Scholarship Establishment Form, to be completed and approved by your Principal Supervisor and Head of School.

#### 11. SUSPENSION OF AN AWARD

- 11.1 The University will not approve suspensions or study leave earlier than six months into the program.
- 11.2 An award holder who wishes to take leave of absence should refer to Section 6: Leave Entitlements.
- 11.3 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 they are not entitled to. Any overpayment will either be automatically recovered in full upon return from leave, or be invoiced for payment.
- 11.4 Non-Lodgement of Milestones: Award holders who do not meet required program milestones (eg Core Component of the Structured Program (CCSP), Annual Review, Major and Minor Reviews) will have their stipend payments suspended. No reimbursement for periods of suspension under these circumstances will be granted.

#### 12. TRANSFER OF AWARD

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.

### 13. TERMINATION

Termination of your 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) An award holder 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.

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

If the Fee Offset expires or is terminated before you submit your thesis for examination (and you extend your candidature beyond the standard program duration) then you will revert to a full fee-paying student for the remainder of candidature and all associated expenses will be your responsibility.

### 14. 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 <http://www.adelaide.edu.au/graduatecentre/handbook>.

Overseas 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>.

- 14.1 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.
- 14.2 Award holders are required to comply with the Regulations of the University of Adelaide.
- 14.3 Award holders must provide progress reports as required by the University including an Annual Review of Progress.
- 14.4 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. See also Section 13: Termination.
- 14.5 Award holders are required to notify the Adelaide Graduate Centre in writing in the event they:
  - (i) obtain permanent residency
  - (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:** 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.

- 14.6 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.

15. 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/>.

16. 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/>.

17. 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**".

18. ENQUIRIES AND INFORMATION

The University Australian Government Research Training Program (RTP) Scholarship policy is available on the University Policy website: <https://www.adelaide.edu.au/policies/4243/>.

Enquiries may be addressed to: [hdr\\_intl\\_schols@adelaide.edu.au](mailto:hdr_intl_schols@adelaide.edu.au).

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

**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.**