

UTS HIGHER DEGREE RESEARCH (HDR) SCHOLARSHIP TERMS AND CONDITIONS

1. INTRODUCTION

These terms and conditions apply to all merit-based higher degree research (HDR) scholarships awarded by UTS under the framework of the [Graduate Research Scholarships Procedure](#).

2. ELIGIBILITY

To be eligible for a UTS-administered scholarship, including an RTP Scholarship, a student must:

- 2.1 be enrolled in an accredited HDR course of study at the University of Technology Sydney (UTS) at a UTS approved location and meet the minimum residency requirement of two-thirds of their degree at the university or at a UTS affiliated institution during their candidature. HDR students must have access to appropriate supervision, support, infrastructure and research environment to successfully complete their HDR program in accordance with university requirements. Students should be actively engaged with the UTS research community, and
- 2.2 meet the admissions criteria for research doctorate degrees or masters degree (research) as outlined in the [Admissions and Recognition of Prior Learning Policy](#).

3. ONGOING ELIGIBILITY

- 3.1 UTS monitors the scholarship recipient's ongoing eligibility and progress to ensure that each student continues to meet the eligibility requirements set out in section 1 and maintain satisfactory progress. Throughout the term of the scholarship a recipient shall:
 - (a) diligently pursue a course of study in the university as a candidate for the degree enrolled in. This includes spending 35-40 hours per week on their research for a total of 48 weeks per year. Approved part-time candidates are expected to spend 15-20 hours per week on their research for a total of 48 weeks per year
 - (b) continue to meet any conditions relating to external income, employment and scholarship holding limitations as required under the Higher Education Support (Commonwealth Scholarships) Guidelines 2025
 - (c) maintain satisfactory progress of candidature as evidenced by the Candidature Stage Assessment in line with the Procedures and as per [Student Rule 11.15](#), and
 - (d) comply with the [Student Rules](#) (in particular, [section 11](#)), the [Student Conduct Rules](#) and UTS requirements as outlined in [UTS policies and procedures](#).

4. SCHOLARSHIP TYPES

UTS Higher Degree Research (HDR) Scholarships are awarded under the following types:

Domestic

[Australian Government Research Training Program Scholarship](#) Tuition Fee-Offset Scholarship

[Australian Government Research Training Program Scholarship](#) RTP Scholarship and Allowance

[Australian Government Research Training Program Scholarship](#) RTP Scholarship and Allowance
(Jumbunna Postgraduate Research Scholarship)

[Australian Government Research Training Program Scholarship](#) RTP Scholarship and Allowance
(Quentin Bryce Law Doctoral Scholarship)

[Australian Government Research Training Program Scholarship](#) RTP Scholarship and Allowance (Ross
Milbourne Research Scholarship in Economics)

International

[Australian Government Research Training Program Scholarship](#) including Tuition Fee Scholarship, RTP
Scholarship and Allowance.

UTS Presidents Scholarship including Tuition Fee Scholarship, Scholarship and Allowance

UTS Presidents Scholarship including Tuition Fee Scholarship, Scholarship and Allowance
(Quentin Bryce Law Doctoral Scholarship)

UTS Presidents Scholarship including Tuition Fee Scholarship, Scholarship and Allowance (Ross
Milbourne Research Scholarship in Economics)

UTS International Research Scholarship (Tuition Fees) (supporting scholarships and allowances funded
by internal (grants and/or faculty) or external (agencies/sponsors/partner institutions)

UTS Top Up Scholarship (supporting scholarships funded by internal (grants and/or faculty) or external
(agencies/sponsors/partner institutions)

5. SCHOLARSHIP OFFER AND ACCEPTANCE

The scholarship offer will be made as soon as the outcome of the prescribed round is complete and will outline the amount and duration of the scholarship award and due date for acceptance of offer. Where there is a request to defer the scholarship, this must be done within acceptance timeframe and concurrently with the admission offer. Where acceptance is not received by the prescribed date, the offer will lapse.

Acceptance of the scholarship mean the acceptance of these terms and conditions.

6. SCHOLARSHIP TYPE AND DURATION

Tuition Fee Offset

Awarded under the [Australian Government Research Training program](#), the scholarship awards tuition fee offset for domestic full-time or part-time recipients for the maximum duration of the candidature.

The value of tuition fees varies depending on the course/subject (refer [Tuition fees search](#)). An RTP Fees Offset may not be held concurrently with another Commonwealth-funded tuition fee scholarship for the same course of study.

Scholarships

RTP and all UTS-administered scholarships are provided solely to support general living costs while undertaking the HDR program and must not be used for other purposes inconsistent with Commonwealth requirements. Scholarships are indexed annually taking effect from 1 January of each year. The annual base rate is advertised on the UTS website. UTS at its discretion may offer scholarships at a rate above the UTS base rate to support strategic priority areas (refer [How to fund your PhD or masters by research](#)). The scholarship rate will be outlined in the letter of offer.

Top Up Scholarships

The top-up scholarships are provided as a top up to the UTS base rate scholarship and can be at any value and/or duration. These scholarships can be from varied sources and must comply with the [Graduate Research Scholarships Procedure](#) and these terms and conditions.

Tuition Fee Scholarships

The scholarship provides tuition fee coverage from the date of enrolment for the duration of the scholarship as outlined in the letter of offer. All scholarship recipients are liable for tuition fees for any period beyond the duration of the matching scholarship. The tuition fee will be applicable at the value of tuition fees depending on the course/subject (refer [Tuition fees search](#)).

Duration

Unless otherwise stated in the admission offer and/or scholarship letter of offer, the duration of the scholarship is for three (3) years and six (6) months for doctoral studies and two (2) years for masters degrees (research). The first date of enrolment is usually the commencement date for the scholarship, except where the student is already enrolled at the time of award.

The period of support includes all periods of enrolment except where the scholarship is formally suspended. Variations to duration, including extensions arising from approved leave, will be managed in accordance with Commonwealth requirements. Scholarship duration will be reduced by any periods of study undertaken towards the degree prior to commencement of the scholarship at UTS.

The duration of the scholarship will be increased by any periods of paid leave approved by the university.

Extensions to the scholarship are not normally permitted, except where required under Commonwealth provisions (for example, approved periods of paid parental leave, partner leave or other eligible leave) or where expressly approved under the applicable scholarship conditions.

7. SCHOLARSHIP PAYMENTS



Scholarship payments are made in equal fortnightly instalments directly to a nominated account in the scholarship recipient's name with an active Australian authorised deposit-taking institution through the university's payment system. Part-time scholarships may be adjusted to withhold tax.

Under Section 23(z) of the Income Tax Assessment Act 1936 (as amended), full-time RTP Scholarships are presently exempt from taxation. It is the responsibility of the scholarship recipient to assess the tax liability of their scholarship. UTS cannot provide advice regarding taxation. Please refer to the [Australian Taxation Office](#).

8. SCHOLARSHIP ALLOWANCES

Scholarship allowances are limited to the types of items permitted under the Higher Education Support (Commonwealth Scholarships) Guidelines 2025 and may include relocation, health cover and other approved ancillary costs.

a. Relocation Allowance

- i. UTS may pay a scholarship recipient a relocation allowance for the cost of relocating to Sydney only from a permanent residence from within Australia to take up the RTP Scholarship at the university.
- ii. This covers travel and removal expenses for themselves, their spouse and dependants up to the maximum rate applicable in addition to the annual scholarship. The relocation allowance limits are:
 - (a) up to \$505 per eligible adult
 - (b) up to \$255 per eligible child, and
 - (c) up to a maximum total value of \$1,520.
- iii. Where travel is by air, an eligible student will be reimbursed for travel costs equivalent to the cheapest economy or student airfare for a one-way trip from within Australia to Sydney, as calculated on the date of their relocation allowance claim form (excludes domestic flights as a transiting leg of a journey from overseas). Proof of purchase and boarding passes must be provided.
- iv. Where travel is by car, an eligible student will be reimbursed for travel costs of a 'per kilometre' allowance for one direct trip, as per the university's motor vehicle kilometre reimbursement claim procedure (excludes travel from the Sydney airport by taxi, ride share companies and hire cars). The total travel cost must not exceed the cheapest equivalent airfare (excluding accommodation and meal cost). Fuel receipts may be used as evidence of travel.
- v. Removal expenses are only for moving personal items to Sydney. Original tax receipts with the supplier's ABN and receipts must be provided.
- vi. A completed scholarship allowance form must be submitted to Graduate Research School detailing the expenses with the relevant original tax invoice and receipts attached, and evidence of travel. Claims must be made within six (6) months of commencement of the

RTP Scholarship.

- vii. Relocation allowances are not payable for travel undertaken after completion of studies, or termination of the RTP Scholarship.

b. Overseas Health Cover (OSHC)

Overseas Health Cover applies for international scholarship recipients only, and proof of payment needs to be provided at the time of enrolment. The rate is set at the time of offer at the standard single OSHC policy of UTS's preferred provider rate for 3.5 years (42 months) or 2 years (24 months) (masters degree (research)). No further amendments of cover and/or duration will be provided.

9. SCHOLARSHIP LEAVE

Leave entitlements are administered in accordance with the Higher Education Support (Commonwealth Scholarships) Guidelines 2025. The effect of leave on scholarship duration and payments will be determined in line with Commonwealth 'period of support' rules.

a) Annual Leave and Personal Leave

Students are entitled to receive paid annual leave of up to **20** working days (4 weeks) if on full-time study load or **10** working days if on part-time study load.

Students are entitled to receive paid personal leave of up to **20** working days (4 weeks) if on full-time study load or **10** working days if on part-time study load.

These leave entitlements may be accrued over the life of the scholarship but will be forfeited when the scholarship is terminated. Leave periods for these purposes are not added to the duration of the scholarship as students continue to be paid during the period of leave.

Periods of annual and personal leave will not result in a suspension of enrolment and therefore will be included for the purpose of calculating candidature and scholarship end dates.

b) Leave of Absence

During a leave of absence ([Student Rule 11.9](#)), the scholarship payments will be stopped for the equivalent number of calendar days to the period of leave. At the time that the leave of absence is approved, scholarship payments will be stopped for the full period of leave and the scholarship end date will be extended by the same number of days as the approved period of leave. Scholarship recipients will be advised, via email, of the date when the scholarship will be stopped and when it will be restarted.

c) Paid Leave of Absence

In the case of approved paid leave of absence, the scholarship payments will be stopped during the leave of absence for part of the leave that is not paid.

If the leave of absence is paid, scholarship payments will continue during the period of leave (or for part of the leave period) and the scholarship end date will be extended by the same number of days as the approved period of leave.

Periods of leave do not attract leave loading. Scholarship leave application forms for additional leave are accessible from the UTS website. Completed forms must be submitted to the Graduate Research School along with relevant certified supporting documents.

Paid leave of absence can only be sought in the following circumstances:

d) Sick Leave

Scholarship recipients are entitled to receive **additional paid sick leave** of up to a total of 60 working days during the duration of the scholarship for periods of illness, where a leave of absence request must be accompanied with medical certificates. If a medical certificate is not available a statutory declaration is required.

Medical certificates are not limited to a specified list of medical professionals and can therefore be provided by a range of health professionals such as registered physiotherapists, doctors, maternal and child health care nurses and occupational therapists. It is allowable for individual higher education providers to determine what is acceptable for required documentation of medical certificates.

Additional sick leave entitlements may also be used to cover family leave or family caring responsibilities after exhausting their recreation and sick leave entitlements.

e) Maternity and Parenting Leave

Scholarship recipients who have completed twelve (12) months of their scholarship are entitled to a maximum of twenty (20) weeks of paid **parental leave** during the duration of the scholarship for each child the scholarship recipient will be the primary carer of on the birth or adoption of that child. This period of leave is added to the duration of the scholarship. Unpaid maternity leave may be accessed through the scholarship leave provision.

Scholarship recipients who are partners of the primary carer of the child and who have completed twelve (12) months of their scholarship are entitled to four (4) weeks of paid **partner leave**, which may be taken at any time in the three-month period following the birth of a child or adoption date. This period of leave is added to the duration of the scholarship. Unpaid parenting leave may be accessed through the scholarship leave provision.

f) Family and Domestic Violence Leave

Full-time scholarship recipients are entitled to up to ten (10) working days paid family and domestic violence leave, or five (5) days for part-time recipients. This total does not accrue over the life of a scholarship or roll over to subsequent years.

10. TRANSFER OF LEAVE

Where a scholarship recipient has transferred from another higher education provider and has accessed leave within the calendar year, UTS reserves the right to deduct the leave accessed from the leave entitlements listed in Section 9.

11. SCHOLARSHIPS FOR PART-TIME STUDY

UTS may approve a part-time scholarship if:

- a) The student is a domestic student or international student who is permitted under the conditions of their visa; and the student has reasons acceptable to the university that preclude full-time study for part or all of the course of study. A scholarship may not be held part-time for employment reasons.
- b) The provider of the scholarship allows for the provision of scholarship availability for part-time study.
- c) The university is satisfied that the reasons relate to significant caring commitments, a medical condition, a disability or other circumstance which limits the student's capacity to undertake full-time study.
- d) The application for the part-time scholarship consists of a written request to the Pro-Vice Chancellor (Higher Degree by Research) with the support of the primary supervisor and the school HDR coordinator. A separate application form for part-time enrolment for the candidature is available from the UTS website

Students holding a scholarship on a part-time basis are required to change to full-time if a change to their circumstances means that they no longer qualify to hold their scholarship on a part-time basis.

UTS will subject part-time scholarship recipients to the same restrictions on employment as full-time scholarship recipients.

Part-time scholarship recipients may revert to full-time study at any time with the permission of their primary supervisor and HDR coordinator. Recipients must advise the Graduate Research School via submission of a variation of candidature from part-time to full-time study load. The submission process is available from the UTS website.

A part-time scholarship is taxable by the Australian Government. As the university does not provide advice regarding taxation matters, it is the responsibility of the individual recipient to seek their own independent professional advice prior to submitting their tax return.

12. CONVERSION OF DEGREES

Students who wish to convert their candidature from a masters degree (research) to a doctoral degree will need to apply for a new scholarship to cover the new duration of the PhD as the original scholarship will end at two years of enrolment.

If students are converting their candidature from a PhD to a masters degree (research), the maximum duration of the scholarship will be two years from the start of their studies. If the scholarship has already been held for two years, it will end on the date of transfer.

13. ACKNOWLEDGEMENT

All scholarship recipients must acknowledge the contribution of the scholarship provider when publishing material that relates to the research project.

RTP scholarship recipients only: there is a legislative requirement that recipients acknowledge the support in their thesis, and in any published materials related to their HDR. This relates to any time, both during and after completion of their degree. Materials include items such as books, articles, newsletters or other literary or artistic works. The acknowledgement must state: "This research was supported by the Commonwealth through an Australian Government Research Training Program (RTP) Scholarship [doi.org/10.82133/C42F-K220]".

RTP scholarship recipients who have an Open Researcher and Contributor ID (ORCID) profile will also need to include the RTP DOI in their profile. There is no requirement for RTP supported candidates without an ORCID profile to create one.

14. PAID EMPLOYMENT

Scholarship recipients are required to work on their research project and complete their thesis within the allocated period and are only permitted to undertake a limited amount of paid employment which must not interfere with their study and progress.

15. TRANSFER FROM ANOTHER HIGHER EDUCATION INSTITUTION (RTP SCHOLARSHIP ONLY)

RTP scholarship recipients only: Recipients transferring from another Australian higher education provider to UTS who wish to receive an RTP Scholarship are required to apply in the annual RTP Scholarship round of applications. Their application will be considered and ranked with all other applications received in that round and in accordance with the university's selection policy specified in this document. If the student previously held an RTP scholarship at the other provider, the previous tenure holding the scholarship will be deducted from the duration of the scholarship at UTS.

16. TERMINATION OF AWARD

Scholarships will be immediately terminated in the event of an unsatisfactory candidature stage assessment (as outlined in [Student Rule 11.15](#)) and/or discontinuation of candidature following candidature assessment (as outlined in [Student Rules 11.23 to 11.25](#)) or suspension due to student misconduct ([refer section 16 of the Student Rules](#) and the [Student Conduct Rules](#)).

Scholarship will terminate:

- (a) where required under the Higher Education Support (Commonwealth Scholarships) Guidelines 2025 or where continuation would result in a breach of Commonwealth funding conditions.
- (b) if the student ceases to meet the eligibility criteria specified in section 0 other than during a period in which the RTP Scholarship has been suspended with approval or during a period of leave in accordance with section 9; or
- (c) when the Scholarship recipient ceases to be a full-time student and approval has not been obtained from the University to hold the Scholarship on a part-time basis; or
- (d) upon submission of the thesis for examination or when the Scholarship expires, whichever is the earlier; or
- (e) if the student submits a request to relinquish their scholarship; or
- (f) if, after due enquiry, the University determines that:
 - i. the course of study is not being carried out with competence and diligence or in accordance to the offer of the Scholarship; or
 - ii. the student has failed to maintain satisfactory academic progress; or
 - iii. the student has been discontinued; or
 - iv. the student has committed serious misconduct, including, but not limited to, the provision of false or misleading information as outlined in section 16.

If the RTP Scholarship is terminated, it cannot be re-activated unless the termination occurred in error.

17. SCHOLARSHIP OVERPAYMENT

A Scholarship recipient is required to repay any Scholarship overpayment within thirty calendar days of being requested to do so by the University. Scholarship overpayments are viewed as financial obligations by the University and failure to repay may result in sanctions being placed on your candidature as per [Student Rule 4.4](#).

18. OTHER INFORMATION

a) Provision of False or Misleading Information

If the university knows or has reason to believe that a student in receipt of a scholarship has provided false or misleading information in relation to that scholarship, UTS will immediately re-assess the student's entitlement to the scholarship; and take action in accordance with [section 16 \(Student misconduct and appeals\)](#), [Student Rules](#) or the [Student Conduct Rules](#).

b) Insurance

- i) HDR students should be aware that UTS only provides a minimal level of automatic insurance cover for personal accidents for enrolled students, and only while the student is on campus. Where a student's research involves high-risk activities, or the student's



research is located off-campus, they should contact the faculty research office to request approval so that the activity is covered by insurance.

- ii) Research students conducting fieldwork or conference presentations interstate or overseas will have insurance cover only if the activity is approved UTS business and the travel is recorded through the official UTS travel system. Contact the faculty research office for approval.

19. NOTIFICATION OF COMMONWEALTH HIGHER EDUCATION STUDENT SUPPORT NUMBER (CHESSN)

To be eligible for a scholarship the university is required to issue students with a CHESSN and report this number to the Department of Education. If a student already has a CHESSN from their previous study, the number will remain the same. If not, UTS will seek a number on their behalf and will notify the student of this number prior to the research census date (available at [Academic year dates](#)).

20. Complaints and Review Procedures

Applicants and scholarship recipients may seek a review of decisions relating to scholarship eligibility, award, continuation or termination in accordance with UTS policy. Complaints are managed in line with the [Student Complaints Policy](#) and [Student Complaints Management Procedure](#).

21. Internships

Formal internship programs managed by UTS provide an opportunity for a candidate to gain industry experience as part of their research program.

If there is a reason a candidate cannot continue to receive their scholarship during their internship, they may request to have the scholarship suspended during the period of the internship, to a maximum of 6 months. Candidates will need to submit a recommencement after completion of the internship to re-commence the scholarship. The scholarship duration will not be reduced for the period of the internship.

Candidates should check their individual internship agreements for confirmation and ensure that they have discussed how the internship fits into their overall plan for on-time completion.