

**IMPORTANT:** Please ensure you retain this copy of the conditions of award and continue to refer to them throughout your candidature.

## Conditions of Award 2024

### International Research Training Program Scholarship (IRTP)

The International Research Training Program Scholarship (**IRTP**) is funded by the Australian Government, under the Department of Education and Training. The objective of the IRTP is to maintain and develop international research linkages and to attract top quality international postgraduate research students to areas of research strength within Australian tertiary Institutions.

The IRTP covers the tuition fees, the cost of a standard Overseas Student Health Cover (**OSHC**) for the scholarship holder, their spouse and dependants (if any), and a living stipend at the minimum Australian Government established indexed rate. It does not provide for costs associated with the issue or renewal of a student visa, compulsory Student Services and Amenities Fee (SSAF), the cost of English language testing, tuition fees for bridging English language courses, or costs associated with study-related field trips.

The information contained in this document is based on the Commonwealth Scholarships Guidelines (Research) available at <https://www.legislation.gov.au/Details/F2016L01602> and the [UTS Research Training Program Scholarship Policy](#).

#### 1. ELIGIBILITY

1.1. To be eligible for an IRTP, a student must:

- (a) be an overseas student as defined in *the Higher Education Support Act 2003* (Cth); and
- (b) be a holder of a current valid international student visa, meeting requirements as specified by the Department of Home Affairs, including the requirement to purchase and maintain a standard Overseas Student Health Cover policy approved by the Commonwealth Government Department of Health. Cancellation of student visa and/or termination will result in stipend being withheld or cancelled; and
- (c) meet the admissions criteria for research doctorate degrees or Master by Research studies as outlined in [UTS Admissions and Recognition of Prior Learning Policy](#); and
- (d) be awarded a living stipend scholarship or demonstrated confirmed funding for living expenses for the duration of the IRTP unless otherwise indicated in the letter of award; and
- (e) be nominated by the Faculty for the IRTP; and
- (f) not be receiving a scholarship for which course tuition is a component under any other scholarship scheme.

#### 2. OFFER PROCESS

2.1. The University may only offer the IRTP as a result of:

- (a) an application lodged as part of a competitive application process; or
- (b) the University agreeing to continue an IRTP for a student who is already in receipt of an IRTP as a result of the student transferring from another Higher Education Provider (HEP) and being offered a candidature at UTS.

### 3. TENURE CONDITIONS

3.1. The following conditions apply to the duration of the IRTP:

- (a) The IRTP must be taken up by the census date of the relevant session for which the offer is made. The University may approve deferment of an IRTP for up to one session within the same calendar year.
- (b) The duration of an IRTP will be reduced by any periods of study undertaken:
  - i. towards the course of study prior to the commencement of the IRTP; and
  - ii. during suspension of the IRTP.
- (c) No extensions are possible.

### 4. VALUE AND DURATION OF IRTP

4.1. The IRTP consists of 3 main components with the maximum value as below along the following allowances:

- i. IRTP Scholarship covering the estimated annual tuition fee, as specified in your Letter of Offer for the course.  
  
The tuition fee scholarship is three (3) years and six (6) months for research doctorate degrees and two (2) years for Master by Research studies.
- ii. The cost of a standard OSHC policy approved by Department of Health and which covers the student, their spouse and dependants (if any) for the period for a maximum period of 56 months.
- iii. IRTP Stipend at \$37,000 per annum (currently tax-free) for full-time study mode for a period of three (3) years and six (6) months for research doctorate degrees and two (2) years for Master by Research studies and part-time equivalent if approved.
- iv. Relocation Allowance and Thesis Allowance subject to Sections 5.3 and 5.4.

### 5. BENEFITS

#### 5.1. Tuition Fee

Where your enrolment goes beyond your IRTP funded period, you will incur tuition fees until you submit your thesis. The University fee information is available on the UTS website (<https://www.uts.edu.au/study/international/essential-information/fees-information>).

## 5.2. Annual Stipend

### 5.2.1. The annual stipend rate is:

- (a) \$37,000 (currently tax-free) for full-time study mode.

The annual stipend rates will match [base RTP stipend rate](#) after its full-time base rate exceeds \$37,000 pa and will be indexed thereafter.

### 5.2.2. Payments are made in equal fortnightly instalments directly to a nominated account in the IRTP Stipend recipient's name with an active Australian Authorised Deposit-taking Institution through the University's payment system. Part-time stipends may be adjusted to withhold tax.

### 5.2.3. Under Section 23(z) of the Income Tax Assessment Act 1936 (as amended), full-time IRTP Stipends are presently exempt from taxation. It is the responsibility of the IRTP Stipend recipient to assess the tax liability of their IRTP Stipend. The University cannot provide advice regarding taxation. Please refer to the Australian Tax Office Website for further information: <http://www.ato.gov.au>.

## 5.3. Relocation Allowance

### 5.3.1. The University may pay an IRTP Stipend recipient a relocation allowance for the cost of relocating to Sydney only from a permanent residence from within Australia to take up the IRTP Stipend at the University.

### 5.3.2. This covers travel & removal expenses for themselves, their spouse and dependants up to the maximum rate applicable in addition to the annual stipend. The relocation allowance limits are:

- (a) up to \$505 per eligible adult; and
- (b) up to \$255 per eligible child; and
- (c) up to a maximum total value of \$1,520

### 5.3.3. Where travel is by air, an eligible student will be reimbursed for travel cost 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.

### 5.3.4. Where travel is by car, an eligible student will be reimbursed for travel cost 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.

### 5.3.5. Removal expenses are only for moving personal items to Sydney. Original tax receipts with the supplier's ABN and receipts must be provided.

### 5.3.6. A completed Stipend 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 Stipend.

- 5.3.7. Relocation allowances are not payable for travel undertaken after completion of studies, or termination of IRTP Stipend.

#### 5.4. Thesis Allowance

- 5.4.1. The University may pay a thesis allowance up to the maximum rate applicable at the time of submission of the thesis in addition to the annual stipend subject to the IRTP Stipend recipient satisfying the below conditions. The allowance is a contribution to the cost of production of the thesis (e.g. editing, proofreading costs) and does not include costs such as the purchase of computer equipment or postage. The thesis allowances limit are:

- (a) up to \$420 for a master by research thesis; and
- (b) up to \$840 for a doctoral thesis.

- 5.4.2. The allowance must be claimed within one year of re/submission date of the thesis, or lodgement date and within two years of termination of the IRTP Stipend. The combined total of allowances for submission and re-submission cannot exceed the approved maximum rate applicable at the time of submission of the thesis.

- 5.4.3. The application form for the thesis allowance is available from the UTS webpage. Original tax receipts with the supplier's ABN associated with the submission and re-submission of a thesis or the lodgement of the bound copies must be attached.

## 6. SCHOLARSHIP LEAVE

### 6.1. Annual Leave and Sick Leave

Students are entitled to receive up to **20** working days (4 weeks) paid annual leave and **10** working days paid sick leave for each year of the IRTP Stipend. These leave entitlements may be accrued over the life of the IRTP Stipend but will be forfeited when the IRTP Stipend is terminated. Leave periods for these purposes are not added to the duration of the IRTP Stipend as students continue to be paid during the period of leave.

Periods of annual leave and sick leave (of 10 days or less) will not result in a suspension of enrolment and therefore will be included for the purpose of calculating candidature and IRTP Scholarship end dates.

### 6.2. Leave of Absence

During [Leave of Absence](#), 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, IRTP 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.

### 6.3. 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, IRTP 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.

Paid Leave of Absence can only be sought in the following circumstances:

#### 6.3.1. Sick Leave

IRTP Stipend recipients are entitled to receive **additional paid sick leave** of up to a total of twelve (12) weeks during the duration of the IRTP Stipend 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.

#### 6.3.2. Maternity and Parenting Leave

IRTP Stipend recipients who have completed twelve (12) months of their IRTP Stipend are entitled to a maximum of twelve (12) weeks of paid **maternity leave** during the duration of the IRTP Stipend. This period of leave is added to the duration of the IRTP Stipend. Unpaid maternity leave may be accessed through the scholarship leave provision.

IRTP Stipend recipients who are partners of women giving birth within the duration of their IRTP Stipend award, and who have completed twelve (12) months of their IRTP Stipend are entitled to four (4) weeks of paid **parenting 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 IRTP Stipend. Unpaid parenting leave may be accessed through the scholarship leave provision.

Periods of leave do not attract leave loading. Stipend leave application forms for additional paid sick leave, maternity and parenting leave are accessible from the UTS webpage. Completed forms must be submitted to the Graduate Research School along with relevant certified supporting documents.

## 7. ONGOING ELIGIBILITY

- 7.1. The University monitors IRTP holders' ongoing eligibility and progress to ensure that each student continues to meet the eligibility requirements set out in section 1 and maintain satisfactory progress. Except in special circumstances as determined by Higher Degree Research Board, throughout the term of the IRTP a student shall:

- (a) diligently pursue a course of study in the University as a candidate for the degree enrolled in; and
- (b) maintain satisfactory progress of candidature as evidenced in the annual Review of Progress and Candidature Assessment in with the guidelines approved by the Higher Degree Research Board from time to time as per [UTS Student Rules 11.13](#); and
- (c) comply with the [UTS Student Rules Section 11](#) and regulations of the University concerning graduate research students.

## **8. PAID EMPLOYMENT**

- 8.1. Full-time IRTP 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.
- 8.2. HDR students are expected to devote a minimum of 35 hours per week for full-time study and 17.5 hours per week for part time study. Students engaging in other activities such as paid employment must not compromise the average weekly amount of time they devote to their research project. IRTP recipients must seek approval of the RAO in their Faculty or Institute prior to engaging in part-time work in excess of 8 hours per week.
- 8.3. The RAO's decision will take the principal supervisor/s' recommendation into consideration. Details of paid employment or other activities, which temporarily interfere with the capacity to devote the required minimum hours per week to the research project, must be recorded in the student's review of progress.

## **9. CONVERSION OF DEGREES**

- 9.1. Students may convert from a Master by Research degree to a doctoral degree or from a doctoral degree to a Master by Research degree and continue to receive their IRTP Stipend.
- 9.2. The maximum duration of a converted IRTP Stipend becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion.

## **10. TRANSFER OF AWARDS BETWEEN INSTITUTIONS**

- 10.1. Current IRTP Stipend recipients who wish to transfer to another institution may continue to receive their IRTP Stipend only if their new institution agrees to its continuation and is able to support the transferring student from its IRTP Stipend grant amounts.
- 10.2. Current RTP Stipend recipients from another Australian university who wish to transfer their RTP Stipend to the University of Technology Sydney are required to apply in the annual IRTP Stipend round of applications at this University. 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.

10.3. A transfer of the IRTP Stipend will not in itself constitute grounds for an extension of the IRTP Stipend duration.

## **11. TERMINATION OF AN IRTP**

11.1. IRTP Scholarships will be immediately terminated in the event of an unsatisfactory progress (as outlined in [UTS Student Rules 11.14](#)) and/or discontinuation of candidature following candidature assessment (as outlined in [UTS Student Rules 11.23 to 11.25](#)) or suspension due to student misconduct ([UTS Student Rules Section 16](#)).

11.2. The IRTP Stipend will terminate:

- (a) if the student ceases to meet the eligibility criteria specified in section 1 other than during a period in which the IRTP Stipend has been suspended with approval or during a period of leave in accordance with section 6; or
- (b) upon submission of the thesis for examination or when the IRTP Stipend expires, whichever is the earlier; or
- (c) if the student submits a request to relinquish their stipend; or
- (d) if, after due enquiry, the University determines that:
  - i. University the course of study is not being carried out with competence and diligence or in accordance to the offer of the IRTP Stipend; 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 13.1.

11.3. If the IRTP Stipend is terminated, it cannot be re-activated unless the termination occurred in error.

## **12. STIPEND OVERPAYMENT**

12.1. An IRTP recipient is required to repay any living allowance overpayment within thirty calendar days of being requested to do so by the University. Living allowance overpayments are viewed as financial obligations by the University and failure to repay may result in sanctions being placed on your candidature as per [UTS Student Rules Section 4.4](#) of the Student and Related Rules at UTS.

## **13. OTHER INFORMATION**

### **13.1. Provision of False or Misleading Information**

If the University knows or has reason to believe that a student in receipt of an IRTP Scholarship has provided false or misleading information to the University in relation to the IRTP, the University will immediately:

- (a) re-assess the student's entitlement to the IRTP; and
- (b) take action in accordance with the Student Misconduct and Appeals rules ([UTS Student Rules Section 16](#)).

### 13.2. Insurance

- 13.2.1. Research students should be aware that the University only provides a minimal level of automatic insurance cover for personal accidents for enrolled students, and only whilst the student is on campus. Where a student's research involves high-risk activities or the student research is located off-campus, he/she should contact the Faculty Research Office to request approval so that the activity is covered by insurance.
- 13.2.2. Research students conducting fieldwork or conference presentations interstate or overseas will have insurance cover only if the activity is approved UTS business. Please contact the Faculty Research Office for approval.
- 13.2.3. Overseas students must meet the Overseas Student Health Cover insurance requirements as specified in the eligibility section at section 1.1.

## 14. ACKNOWLEDGEMENT

- 14.1. There is a legislative requirement that the IRTP recipient acknowledge the support in any published materials related to their HDR. This relates to any time, both during and after completion of the HDR project. Materials include items such as books, articles, newsletters or other literary or artistic works which relate to the HDR project. The acknowledgement must include the mention of the support through an "Australian Government Research Training Program Scholarship". A recommendation for the statement to be used is "This research is supported by an Australian Government Research Training Program Scholarship."

## 15. COMPLAINTS AND APPEALS PROCESSES

- 15.1. For information on the UTS complaints and appeals processes, refer to the UTS Handling of [Student Complaints Policy](#), as well as the [Student Complaints Management Procedure](#).