

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

## **Conditions for Award 2019**

### **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 undertaking a higher degree by research (HDR) as an overseas student as defined in the Higher Education Support Act 2003 (Cth) at the University in the year of the IRTP Stipend (IRTP Stipends are not available to applicants whose enrolment into a postgraduate research program has not been accepted by the University) in an accredited HDR course; and
- (b) not be receiving an equivalent award, stipend or salary providing a benefit greater than 75% of the IRTP Scholarship stipend rate to undertake the HDR. Income earned from sources unrelated to the course of study is not subject to the 75% rule. And
- (c) Not receive an equivalent award or scholarship from the Commonwealth designed to offset HDR fees.

#### **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 tenure conditions apply to the IRTP:

- a) Scholarship recipients should indicate the acceptance of their IRTP by the prescribed deadline in their offer letter; otherwise, the University may withdraw the IRTP offer if the scholarship recipient does not respond by the prescribed date; and
- b) The IRTP cannot be deferred to a later year; and
- c) 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

#### 4. VALUE AND DURATION OF IRTP

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 (HDR fees)**, as specified in the value or amount of fees specified for the course subject. A full listing of courses and maximum fee amount is available at UTS [Tuition Fees Search](#).  
The tuition fee scholarship will be for a maximum period of 3 years for PhD and 2 years for Masters by Research and part-time equivalent if approved.
- 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 57 months
- iii. IRTP Stipend at the minimum indexed Commonwealth RTP stipend rate (currently \$27,596) for a period of 3 years for PhD and 2 years for Masters by Research 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

IRTP Scholarship covers the estimated annual **tuition fee (HDR fees)**, as specified in the value or amount of [fees specified for the course subject](#). The tuition fee scholarship will be for a maximum period of 3 years for PhD and 2 years for Masters by Research and part-time equivalent if approved.

##### 5.2. ANNUAL STIPEND

The annual Stipend is \$27,596 (currently tax-free) for full-time study mode; and these rates are indexed every year.

5.2.1. Payments are made in equal fortnightly instalments directly to a nominated account in the IRTP Stipend recipient's name with an Australian Authorised Deposit-taking Institution through the University's payment system. The stipend rates are indexed annually from the 1st of Jan every year.

5.2.2. Under Section 23(z) of the Income Tax Assessment Act 1936 (as amended), full-time Stipends are presently exempt from taxation. It is the responsibility of the Stipend recipient to assess the tax liability of their 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 from within Australia to take up the IRTP Stipend at the University subject to Section [5.3.5](#). 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
- 5.3.2. 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. Proof of purchase and boarding passes must be provided.
- 5.3.3. 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. The total travel cost must not exceed the cheapest equivalent airfare (excluding accommodation and meal cost) as per Section [5.3.2](#). Fuel receipts may be used as evidence of travel.
- 5.3.4. Removal expenses are only for moving personal items to Sydney. Original tax receipts with the supplier’s ABN and receipts must be provided.
- 5.3.5. 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 IRTP Stipend.
- 5.3.6. 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 conditions set out in Section [5.4.2](#). The allowance is a contribution to the cost of production of the thesis (e.g. printing, binding, editing) and does not include costs such as the purchase of computer equipment or postage. The thesis allowance limit is 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 intranet (Staff Connect). 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. EXTENSION

- 6.1. The University **may** consider extending the duration of the IRTP components of tuition fee and stipend for a period of up to six months provided the student is making satisfactory progress and the grounds for the extension relate to the study and are beyond the control of

the student. The circumstances affecting the research should also be evident in the student's Review of Progress.

- 6.2. Applications for [extension](#) IRTP components as specified in Section [6.1](#), must be supported by the Principal Supervisor and be endorsed by the Faculty/Institute. [Extensions](#) will be subject to approval by the Dean of the Graduate Research School. The [procedure](#) for applying for an extension is available from the UTS intranet (Staff Connect) after the student is enrolled:
- 6.3. The duration of a IRTP Scholarship will be increased by any periods of Leave of Absence approved by the University.
- 6.4. Extensions to the duration of the IRTP Scholarship on the grounds of employment commitments will not be accepted.
- 6.5. If extension is not granted, tuition fee will be charged at the estimated annual tuition fee (HDR fees), as specified in the value or amount of fees specified for the course subject, for the remainder of the enrolment period. A full listing of courses and maximum fee amount is available at [UTS Tuition Fees Search](#).

## 7. LEAVE ENTITLEMENTS

- 7.1. IRTP recipients are entitled to take up to twenty (20) working days' paid recreation leave and up to ten (10) days' paid sick leave per year while in receipt of their IRTP, pro rata basis. Up to 5 days of their paid sick leave may be used for family leave or family caring responsibilities. Recreation and/or paid sick leave periods are not added to the tenure of the IRTP as students continue to be paid during the period of leave. Application for recreation and standard sick leave (up to 10 days per year) is not required. However, IRTP Stipend recipients are required to report the number of days of recreation and sick leave taken each session in their Review of Progress.
- 7.2. 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 student has insufficient sick leave entitlements available under Section 14.1 for which a medical certificate has been provided. This period of leave is added to the tenure of the IRTP Stipend.
- 7.3. Additional sick leave entitlements may also be used to cover family leave or family caring responsibilities after exhausting their recreation and sick leave entitlements.
- 7.4. 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 tenure of the IRTP Stipend. Unpaid maternity leave may be accessed through the suspension provision.
- 7.5. 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 five (5) days of paid **parenting leave** at the time of the birth or adoption. This period of leave is added to the tenure of the IRTP Stipend. Unpaid parenting leave may be accessed through the suspension provision.
- 7.6. Periods of leave do not attract leave loading. Stipend leave application forms for additional paid sick leave, maternity and parenting leave are downloadable from the UTS intranet (Staff Connect). Completed forms must be submitted to the Graduate Research School along with relevant certified supporting documents.

## **8. ONGOING ELIGIBILITY**

The University must monitor the ongoing eligibility of a student to ensure that the student continues to meet the eligibility requirements for the IRTP. The continuation of an IRTP is subject to the IRTP holder maintaining satisfactory progress. IRTP holders must also comply with the University's rules and regulations relating to Graduate Research Study available on the University website at:

<http://www.gsu.uts.edu.au/rules/11-index.html>.

## **9. EMPLOYMENT**

The following conditions apply if an IRTP holder wishes to undertake work other than work that is specified as a course requirement:

- a) 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.
- b) Graduate Research students are expected to devote a minimum of 35 hours per week for full-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.
- c) 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.

## **10. SUSPENSION OF SCHOLARSHIP**

A student may apply to the University for a suspension of their IRTP if they are intending on suspending their candidature. The approval of suspensions will be at the discretion of the Dean of the Graduate Research School. Periods of approved suspension will be added to the normal time for which the IRTP may be held.

## **11. Conversion of Degrees**

- 1.1. Students may convert from a Master's by Research degree to a doctoral degree or from a doctoral degree to a Master's by Research degree and continue to receive their IRTP Scholarship. The tenure of the Scholarship will be adjusted accordingly.
- 1.2. The maximum duration of a converted IRTP Scholarship becomes that for the new research degree plus or minus periods of study undertaken towards the related degree prior to the conversion.

## **12. TERMINATION OF AN IRTP**

12.1. The IRTP Scholarship will be terminated in the event of one of the following:

- a) if the IRTP holder ceases to meet the eligibility criteria as specified other than during a period in which the IRTP has been suspended.
- b) once the maximum duration of the IRTP has been reached.

- c) upon submission of thesis for examination or when the IRTP expires, whichever is earlier.
  - d) if the IRTP holder is granted permanent residency status in Australia.
  - e) if the University determines that:
    - i. the course of study is not being carried out with competence and diligence; or
    - ii. the IRTP holder has failed to maintain satisfactory academic progress; or
    - iii. the IRTP holder has committed serious misconduct including, but not limited to the provision of false or misleading information in terms of Section [15.1](#).
- 12.2. If the IRTP is terminated, it cannot be re-activated unless the termination occurred in error, or on re-submission of the thesis. For thesis re-writes, the IRTP may be re-activated until the thesis is finally submitted, to the maximum duration of the IRTP.
- 12.3. An IRTP recipient must give at least twenty-one days' notice of intention to relinquish the IRTP (e.g.: on discontinuation of studies).

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

- 13.1. Current IRTP recipients from another Australian university who wish to transfer their IRTP to the University of Technology Sydney are required to apply in the annual IRTP round of applications at UTS. 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.
- 13.2. A transfer of the IRTP will not in itself constitute grounds for an extension of the IRTP duration.

### **14. STIPEND OVERPAYMENT**

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 the student's candidature as per Rule 4.4 of the Student and Related Rules at UTS. More information is available at <http://www.gsu.uts.edu.au/rules/4-4.html>.

### **15. OTHER INFORMATION**

#### **15.1. 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) notify the Department of Education and Training of the suspected offence and provide a copy of the student's application and any other relevant information requested by the Department.

#### **15.2. INSURANCE**

Graduate 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.

Graduate 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. For information on insurance please go to the UTS Insurance Website at <https://fsu.uts.edu.au/procurement/travel/travel-insurance.html>.

### 15.3. **ACKNOWLEDGEMENT**

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."