

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

Conditions of Award 2019

Research Training Program Scholarship (RTP Stipend)

The Australian Government Research Training Program Scholarship (RTP Stipend) funded by the Australian Government, Department of Education and Training. RTP Stipend is awarded to students of exceptional research potential undertaking a Higher Degree Research (HDR) in Australia to assist with students' general living costs.

The duration of a full-time RTP stipend is three years for a doctoral candidate and two years for a Master's by Research candidate. The University has the expectation that, with an appropriately scoped project and consistent effort, the Stipend recipients will complete their work and submit theses for examination within this time frame. In accepting the Stipend, the recipient undertakes work towards this goal. The University may approve a part-time RTP Stipend in accordance with paragraph 5.2 of these conditions.

For further details on the Australian Government Research Training Program can be obtained from <http://www.education.gov.au/research-training-program-frequently-asked-questions-students>

1. ELIGIBILITY

1.1. To be eligible for a RTP Stipend, a student must:

- (a) be undertaking a higher degree by research (HDR) at the University in the year of the RTP Stipend (RTP 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 of study; and
- (b) not be receiving an equivalent award, stipend or salary providing a benefit greater than 75% of the RTP Scholarship stipend rate to undertake the HDR. Income earned from sources unrelated to the course of study is not subject to the 75% rule.

2. SELECTION POLICY

2.1. The RTP Stipend is awarded in accordance with the eligibility requirements outlined in section 1 of the Conditions and on a competitive basis using the scoring system based on:

- (a) academic merit of the applicant; and
- (b) research and other relevant experience of the applicant; and
- (c) publications record of the applicant; and
- (d) relevance of the proposed research to the University's research strengths.

3. UTS RTPS DURATION

3.1. Acceptance

Scholarship recipients should indicate the acceptance of their RTP Stipend by the prescribed deadline in their offer letters; otherwise, the University may withdraw the RTP Stipend if the scholarship recipient does not respond by the prescribed date.

3.2. Commencement

- 3.2.1. Newly commencing students must enrol and commence their award during the official enrolment period for the session in which the offer is made. The University may grant delayed commencement of the award to the following session of the same year where, due to significant prior commitments or exceptional circumstances, an awardee is not able to commence by the offered session.
- 3.2.2. Currently enrolled students may only commence their award from the first day of the session of the RTP Stipend offer letter, but not before the first day.
- 3.2.3. The RTP Stipend cannot be deferred to a later year.

3.3. Duration

- 3.3.1. A full-time RTP Stipend may be held for three years for doctoral studies and two years for Master's by Research studies. The duration of a part-time award is six years for doctoral studies and four years for Master's by Research studies (see paragraph 5.2 below).
- 3.3.2. The maximum RTP Stipend duration will be reduced by any periods of study undertaken:
- (a) towards the degree prior to commencement of the RTP Stipend; and/or
 - (b) towards the degree during suspension of the RTP Stipend; and/or
 - (c) previously while receiving an Australian Postgraduate Award
- 3.3.3. The duration of a RTP Stipend will be increased by any periods of paid sick or maternity leave approved by the University (see paragraph 4.4).
- 3.3.4. If a part-time RTP Stipend is converted to a full-time RTP Stipend, at the point of conversion the period of the time that the student was in receipt of the part-time RTP Stipend immediately prior to the conversion will be halved to determine the duration of the RTP Stipend remaining as a full-time award immediately after conversion.
- 3.3.5. If a full-time RTP Stipend is converted to a part-time RTP Stipend, at the point of conversion the period of the time that the student was in receipt of the full-time RTP Stipend immediately prior to the conversion will be doubled to determine the duration of the RTP Stipend remaining as a part-time award immediately after conversion.

3.4. Extension

- 3.4.1. The University may, in its discretion, approve an extension to the duration of the Stipend for a Doctoral degree by research student of up to one session.

In order for the University to consider an extension request, the student must be making satisfactory progress in their degree and the grounds for an extension must relate to the study only and be for reasons beyond the control of the student.

Applications for an extension must be supported by the Principal Supervisor and endorsed by the Responsible Academic Officer. Extensions will be subject to approval by the Dean, Graduate Research School and funding availability.

Applications for extension 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: <https://staff.uts.edu.au/howdoi/Pages/Researching/Research%20students/Research%20scholarships/apply-for-scholarship-extension.aspx>

- 3.4.2. Extensions to the duration of a RTP Stipend on the grounds of employment commitments will not be accepted.
- 3.4.3. Extensions to the duration of a RTP Stipend for a Master's by Research candidate are not permitted.

4. BENEFITS

4.1. Annual Stipend

The annual stipends are:

- (a) \$27,596 (currently tax-free) for full-time study mode; and
- (b) \$13,798 (currently taxable) for part-time study mode.

These rates are indexed every year.

4.1.1. Payments are made in equal fortnightly instalments directly to a nominated account in the RTP Stipend recipient's name with an Australian Authorised Deposit-taking Institution through the University's payment system. Part-time stipends may be adjusted to withhold tax. The stipend rates are indexed annually from the 1st of January every year.

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

4.2. Relocation Allowance

The University may pay a RTP Stipend recipient a relocation allowance for the cost of relocating to Sydney only from within Australia to take up the RTP Stipend at the University subject to paragraph 4.2.5.

4.2.1. 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

4.2.2. 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.

4.2.3. 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 paragraph 4.2.2. Fuel receipts may be used as evidence of travel.

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

4.2.5. 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 RTP Stipend.

4.2.6. Relocation allowances are not payable for travel undertaken after completion of studies, or termination of RTP Stipend.

4.3. Thesis Allowance

4.3.1. 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 RTP Stipend recipient satisfying the conditions set out in paragraph 4.3.2. The allowance is a contribution to the cost of production of the thesis (e.g. printing, binding) 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 masters by research thesis; and
- (b) up to \$840 for a doctoral thesis.

4.3.2. 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 RTP 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.

4.3.3. 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.

4.4. Leave Entitlements

4.4.1. RTP Stipend recipients are entitled to take up to twenty (20) working days' paid recreation leave and up to ten (10) days' paid sick leave for each year of their RTP Stipend, pro rata basis. Up to 5 days of their paid sick leave may be used for family leave or family caring responsibilities. Leave for these purposes may be accrued but must be taken within the duration of the RTP Stipend. Leave periods for these purposes are not added to the duration of the RTP Stipend 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, RTP Stipend recipients are required to report the number of days of recreation and sick leave taken each session in their Review of Progress.

4.4.2. RTP Stipend recipients are entitled to receive **additional paid sick leave** of up to a total of twelve (12) weeks during the duration of the RTP Stipend for periods of illness where a student has insufficient sick leave entitlements available under paragraph 4.4.1 for which a medical certificate has been provided. This period of leave is added to the duration of the RTP Stipend.

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

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

4.4.5. RTP Stipend recipients who are partners of women giving birth within the duration of their RTP Stipend award, and who have completed twelve (12) months of their RTP 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 duration of the RTP Stipend. Unpaid parenting leave may be accessed through the suspension provision.

4.4.6. 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.

5. OTHER CONDITIONS

5.1. Ongoing Eligibility

The University monitors RTP Stipend 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. Except in special circumstances as determined by the Graduate Research School Board of the Academic Board, throughout the term of the RTP Stipend a student shall:

- (a) diligently pursue a course of study in the University as a candidate for the degree enrolled in; and
- (b) submit to the relevant Faculty each half year a report to enable review of progress in accordance with the guidelines approved by the Graduate Research School Board from time to time as per Section 11.13 of the UTS Student Rules found at <http://www.gsu.uts.edu.au/rules/11-13.html> ; and
- (c) successfully complete the required stage assessments as per Section 11.15 of the UTS student and related rules found at <http://www.gsu.uts.edu.au/rules/11-15.html> ; and
- (d) comply with the rules and regulations of the University concerning postgraduate students which can be found at: <http://www.gsu.uts.edu.au/rules/11-index.html>.

A RTP Stipend recipient must give at least twenty-one days' notice of intention to relinquish the RTP Stipend (e.g.: on discontinuation of studies).

5.2. RTP Stipends for Part-time Study

5.2.1. The University may approve a part-time RTP Stipend if:

- (a) the student is a domestic student; **and**
- (b) the student has reasons acceptable to the University that preclude a full-time study for part or all of the course of study.

5.2.2. A RTP Stipend may not be held part-time for employment reasons.

5.2.3. For the purpose of 5.2.1 (b), the University must be satisfied that the reasons relate to caring commitments, a medical condition, a disability or other circumstance which limits the student's capacity to undertake full-time study.

5.2.4. Application for the part-time RTP Stipend requires a written request to the Dean of the Graduate Research School with the support of the principal supervisor and the Responsible Academic Officer (RAO). A separate application form for part-time enrolment for the candidature is from the UTS intranet (Staff Connect) after the student is enrolled:

<https://staff.uts.edu.au/howdoi/Pages/Researching/Research%20students/Research%20student%20administration/change-my-study-load.aspx>

5.2.5. Students holding a RTP Stipend 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 RTP Stipend on a part-time basis.

5.2.6. The University will subject part-time RTP Stipend recipients to the same restrictions on employment as full-time RTP Stipend recipients.

5.2.7. A part-time RTP Stipend recipient is expected to progress at half the rate of a full-time RTP Stipend recipient.

5.2.8. Part-time RTP Stipend recipients may revert to full-time study at any time with the permission of the Faculty. A separate application form for full-time enrolment for the candidature is from the UTS intranet (Staff Connect) after the student is enrolled: <https://staff.uts.edu.au/howdoi/Pages/Researching/Research%20students/Research%20student%20administration/change-my-study-load.aspx>

5.2.9. Part-time RTP Stipend is taxable by the Australian Government. As the University does not provide advice regarding taxation matters, it is the responsibility of the individual student to seek his/her own independent professional advice prior to submitting his/her tax return.

5.3. Suspension of Award

5.3.1. After completion of the first six months of the RTP Stipend the student may be granted up to twelve months (two sessions) suspension of his/her RTP Stipend with the permission of the University.

5.3.2. Periods of approved suspension will be added to the normal time for which the RTP Stipend may be held.

5.3.3. If the RTP Stipend holder remains enrolled whilst his/her Stipend is suspended, this period of enrolment will be deducted from the Stipend duration; that is, the duration of the Stipend will be reduced. It is therefore recommended that the Stipend holder applies for a leave of absence with respect to his/her candidature. Information regarding leave of absence is available in the Graduate Research Candidature Management, Thesis Preparation and Submission Procedures which is available on the UTS website.

5.3.4. Note that if the RTP Stipend recipient does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend the period of suspension, the RTP Stipend will be terminated.

5.3.5. If prior approval of a suspension of the RTP Stipend is not obtained, the RTP Stipend recipient will be deemed to be absent without permission and the RTP Stipend will terminate.

5.4. Conversion of Degrees

5.4.1. 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 RTP Stipend.

5.4.2. A student who completes a Master's by Research degree may continue to receive their RTP Stipend for a doctoral degree provided there is no interval between the completion of the Master's by Research degree and the commencement of the doctoral degree or that such an interval is covered by suspension of the RTP Stipend.

5.4.3. The maximum duration of a converted RTP Stipend becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion.

5.5. Paid Employment

5.5.1. Full-time RTP Stipend 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.

5.5.2. 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. RTP Stipend 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.

5.5.3. 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.

5.6. Transfer of Awards between Institutions (RTP Stipend only)

5.6.1. Current RTP Stipend recipients who wish to transfer to another institution may continue to receive their RTP Stipend only if their new institution agrees to its continuation and is able to support the transferring student from its RTP Stipend grant amounts.

5.6.2. 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 RTP 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.

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

5.7. Termination of Award

5.7.1. The RTP Stipend will terminate:

- (a) if the student ceases to meet the eligibility criteria specified in paragraph 1 other than during a period in which the RTP Stipend has been suspended with approval or during a period of leave in accordance with paragraph 4.4; or

- (b) when the RTP Stipend recipient ceases to be a full-time student and approval has not been obtained from the University to hold the RTP Stipend on a part-time basis; or
- (c) upon submission of the thesis for examination or when the RTP Stipend expires, whichever is the earlier; or
- (d) 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 RTP Stipend; or
 - ii. the student has failed to maintain satisfactory academic progress; or
 - iii. the student has committed serious misconduct, including, but not limited to, the provision of false or misleading information as outlined in paragraph 6.1.

5.7.2. If the RTP Stipend 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 RTP Stipend may be re-activated until the thesis is finally submitted, to the maximum duration of the RTP Stipend.

5.8. Stipend Overpayment

A RTP Stipend recipient is required to repay any RTP Stipend overpayment within thirty calendar days of being requested to do so by the University. RTP Stipend overpayments are viewed as financial obligations by the University and failure to repay may result in sanctions being placed on your 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>

6. OTHER INFORMATION

6.1. Provision of False or Misleading Information

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

- (a) re-assess the student's entitlement to the RTP Stipend; 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.

6.2. Insurance

6.2.1. 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.

6.2.2. 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.

7. ACKNOWLEDGEMENT

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

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

To be eligible for an RTP scholarship the University is required to issue you a CHESSN and report this number to the Department of Education and Training. If you already have a CHESSN from previous study, the number will remain the same. If not the University will seek a number on your behalf and will notify you of this number prior to the research census date found in the [UTS: Handbook](#).