

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

UTS Research Excellence Scholarship (RES)

Funded by the Commonwealth Government Department of Education and Training, the UTS Research Excellence Scholarship (UTS RES) are offered to highly ranked, newly-commencing doctoral students who demonstrate outstanding academic achievement and potential to succeed in a research career. These prestigious scholarships have a stipend valued at \$40,000 per annum for a period of up to three years.

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 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 UTS Research Excellence Scholarship (RES), a student must:

- (a) be undertaking a Doctoral Research Degree (PhD) at the University in the year of the RES (Stipends are not available to applicants whose enrolment into a Doctoral Research Degree (PhD) has not been accepted by the University); and
- (b) be enrolled as a full-time student, unless the University has approved a part-time Stipend for a domestic student under paragraph 5.2 of these Conditions; and
- (c) not be receiving an equivalent award, stipend or salary providing a benefit greater than 75% of the RES 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 UTS RES 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 RES DURATION

3.1. Acceptance

Scholarship recipients should indicate the acceptance of their UTS RES by the prescribed deadline in their offer letters; otherwise, the University may withdraw the UTS RES 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 RES Stipend offer letter, but not before the first day.
- 3.2.3. The UTS RES cannot be deferred to a later year.

3.3. Duration

- 3.3.1. A full-time UTS RES may be held for three years for doctoral studies. The duration of a part-time award is six years for doctoral studies (see paragraph 5.2 below).
- 3.3.2. The maximum UTS RES tenure will be reduced by any periods of study undertaken:
- (a) towards the degree prior to commencement of the RES; and/or
 - (b) towards the degree during suspension of the RES; and/or
 - (c) previously while receiving an Australian Government Research Training Program Scholarship (UTS RES) or an Australian Postgraduate Coursework Award.
- 3.3.3. The duration of a 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 Stipend is converted to a full-time Stipend, at the point of conversion the period of the time that the student was in receipt of the part-time Stipend immediately prior to the conversion will be halved to determine the duration of the Stipend remaining as a full-time award immediately after conversion.
- 3.3.5. If a full-time Stipend is converted to a part-time Stipend, at the point of conversion the period of the time that the student was in receipt of the full-time Stipend immediately prior to the conversion will be doubled to determine the duration of the Stipend remaining as a part-time award immediately after conversion.

3.4. Extension

- 3.4.1. The University may consider extending the duration of a Stipend for a doctoral student 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.

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 Stipend on the grounds of employment commitments will not be accepted.

4. BENEFITS

4.1. Annual Stipend

The annual stipend rates are:

- (a) \$40,000 (currently tax-free) for full-time study mode; and
- (b) \$20,000 (currently taxable) for part-time study mode.

4.1.1. Payments are made in equal fortnightly instalments directly to a nominated account in the 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.

4.1.2. 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>

4.2. Relocation Allowance

The University may pay a Stipend recipient a relocation allowance for the cost of relocating to Sydney from within Australia to take up the 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 Stipend.

4.2.6. Relocation allowances are not payable for travel undertaken after completion of studies, or termination of 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 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 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. 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 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 tenure of the Stipend. Leave periods for these purposes are not added to the tenure of the 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, 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. Stipend recipients are entitled to receive **additional paid sick leave** of up to a total of twelve (12) weeks during the duration of the 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 tenure of the 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. Stipend recipients who have completed twelve (12) months of their Stipend are entitled to a maximum of twelve (12) weeks of paid **maternity leave** during the duration of the Stipend. This period of leave is added to the tenure of the Stipend. Unpaid maternity leave may be accessed through the suspension provision.
- 4.4.5. Stipend recipients who are partners of women giving birth within the duration of their Stipend award, and who have completed twelve (12) months of their 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 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 UTS RES 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 UTS RES 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 Stipend recipient must give at least twenty-one days' notice of intention to relinquish the Stipend (e.g.: on discontinuation of studies).

5.2. UTS RES Stipends for Part-time Study

5.2.1. The University may approve a part-time 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 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 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 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 Stipend on a part-time basis.

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

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

5.2.8. Part-time 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. A Part-time 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 Stipend the student may be granted up to twelve months (two sessions) suspension of his/her Stipend with the permission of the University.
- 5.3.2. Periods of approved suspension will be added to the normal time for which the Stipend may be held.
- 5.3.3. If the UTS RES Stipend holder remains enrolled whilst his/her UTS RES Stipend is suspended, this period of enrolment will be deducted from the UTS RES Stipend duration; that is, the duration of the UTS RES Stipend will be reduced. It is therefore recommended that the UTS RES 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 Candidate Management, Thesis Preparation and Submission Procedures which is available on the UTS website.
- 5.3.4. Note that if the 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 Stipend will be terminated.
- 5.3.5. If prior approval of a suspension of the Stipend is not obtained, the Stipend recipient will be deemed to be absent without permission and the Stipend will terminate.

5.4. Paid Employment

- 5.4.1. Full-time 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.
- 5.4.2. 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. 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.
- 5.4.3. 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.

5.5. Termination of Award

- 5.5.1. The UTS RES will terminate:

- (a) if the student ceases to meet the eligibility criteria specified in paragraph 1 other than during a period in which the Stipend has been suspended with approval or during a period of leave in accordance with paragraph 4.4; or
- (b) when the Stipend recipient ceases to be a full-time student and approval has not been obtained from the University to hold the Stipend on a part-time basis; or
- (c) upon submission of the thesis for examination or when the 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 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.

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

5.6. **Stipend Overpayment**

A Stipend recipient is required to repay any Stipend overpayment within thirty calendar days of being requested to do so by the University. 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 Stipend has provided false or misleading information to the University in relation to that Stipend, the University will immediately:

- (a) re-assess the student's entitlement to the 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 a Commonwealth Government Department of Education and Training funded 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.