Research Training Program (RTP),
ECU Higher Degree by Research Scholarship (HDRS)
and Other Ad Hoc Higher Degree Research Scholarships

Scholarship Conditions

Effective from September 2018
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1. **RESEARCH TRAINING PROGRAM (RTP) SCHOLARSHIPS**

The Research Training Program (RTP) is a pool of funding provided by the Australian Government to support the research training of domestic students and overseas students\(^1\) undertaking higher degree research courses. This program includes RTP fee offsets, RTP stipends and RTP allowances, as described in ECUs Research Training Program Scholarship Policy.


2. **EDITH COWAN UNIVERSITY HIGHER DEGREE BY RESEARCH SCHOLARSHIPS (HDRS)**

The University provides scholarships for financial support to students of outstanding research promise undertaking a higher degree by research at ECU. The guidelines for the HDRS scheme are based on the Commonwealth Scholarships Guidelines (Research) 2017, except where alternative guidelines are indicated in this document.

Domestic scholarship holders receive an annual stipend and may also be eligible for other allowances (as outlined in Appendix A).

International scholarship holders receive a stipend/living allowance and Overseas Student Health Cover (OSHC) for the scholarship holder and their dependent(s), if any, residing in Australia for the period of the student visa.

The cost of study-related field trips are not covered by the HDRS, however, the relevant School may be able to assist with some costs associated with research and travel once scholarship holders have met the confirmation of candidature milestone.

3. **EXTERNALLY FUNDED AND INTERNATIONAL SCHOLARSHIPS**

Recipients of scholarships negotiated with external funders (other than RTP or HDRS) must read the scholarship conditions in conjunction with their specific scholarship offer. These include:

- Industry engagement scholarships where industry partner provides some funding and in-kind (non-cash) support;
- Scholarships supported by externally funded research grants;
- School-funded scholarships; and
- Other scholarships e.g. Forrest, Endeavour etc.

International Strategic scholarships sponsored by foreign governments (where ECU may or may not co-fund are not covered by the scholarship conditions in this document. Recipients of International Strategic Scholarships should refer to ECU’s HEC-ECU Scholarship Conditions and CSC-ECU Scholarship Conditions respectively. Additionally, scholarship holders should refer to any specific conditions provided by the HEC and CSC in respect of their scholarships.

\(^1\) Domestic and overseas students are defined under the Higher Education Support Act 2003
4. ELIGIBILITY REQUIREMENTS
Scholarship applications are limited to two previous unsuccessful applications, unless a case is made for significant changes to circumstances.

Applicants must meet all of the following criteria:

- **Must** be a domestic student or an overseas student enrolled in an accredited Higher Degree by Research (HDR) course of study. Master by Research students and Doctor of Philosophy Integrated students must be enrolled before census, while Doctor of Philosophy students may commence any time during the year in which the scholarship is offered. Applicants unable to commence by census due to prior commitments may be granted permission to commence at a later date (see Commencement). Where a course offer is conditional, an applicant is normally not eligible for scholarship consideration until the required conditions have been met;
- **Must not** be receiving income from another source to support general living costs while undertaking their course of study if that income is greater than 75% of the RTP stipend rate;
- **Must not** be receiving an equivalent award or scholarship from the Commonwealth designed to offset HDR fees;
- **Must** be enrolled as a full-time and on-campus student upon commencement of scholarship or, in exceptional circumstances, may apply for and be granted approval for a part-time scholarship in line with criteria in Part-Time Scholarship Holders;
- **Must not** hold a research doctorate degree or equivalent if they are seeking a research scholarship to undertake a research doctorate. This condition may be relaxed at the discretion of a School for applicants of school-funded scholarships only;
- **Must not** hold a research doctorate or equivalent, or hold a Master by Research or equivalent when they are seeking a research scholarship to undertake a Master by Research;
- **Must not** previously have held an APA, HDRS, APA (Industry) or an Australian Government-funded Postgraduate Research Award (excluding an International Postgraduate Research Scholarship), unless it was terminated within six months of the commencement of benefits. This condition may be relaxed at the University’s discretion; and
- **May not** concurrently be receiving an ECU school-funded scholarship or other major scholarship, but could receive a stipend supplement.

Additional Eligibility Criteria for International Students
**In addition** to the above eligibility criteria, International students must meet ALL of the following criteria:

- **Must** be a citizen of any country other than Australia or New Zealand at commencement of the Higher Degree by Research (HDR);
- **Must** meet international student visa requirements as specified by the Department of Home Affairs including the requirement to purchase and maintain an Overseas Student Health Cover policy approved by the Commonwealth Government Department of Health [http://www.health.gov.au/];
- **Must not** have held an Australian Agency for International Development (AusAID) or an Australia Award scholarship within two years prior to commencing the HDRS;
- **Must not** be receiving a scholarship for which course tuition is a component under any other scholarship scheme to which the Australian Government makes a substantial contribution;
- **Must** meet all University admission requirements, including English proficiency, and be made an unconditional offer of a place in a higher degree by research (either a Doctor of Philosophy (PhD) or Master by Research) before a scholarship can be considered/offered.
Completion of Course Practicum Requirements (Bachelor of Engineering & Master of Psychology)
Students currently enrolled in courses such as the ECU Bachelor of Engineering or the Master of Psychology who intend to apply for a scholarship must have the practicum component of their course completed.

Applicants from Creative and Performing Arts
Applicants intending to study a creative area may be required to submit a portfolio together with their application or be required to attend an audition or interview. Further information on what should be included in the portfolio can be obtained from Course Coordinators.

4. PROVISION OF DOCUMENTATION TO THE AUSTRALIAN GOVERNMENT, DEPARTMENT OF EDUCATION AND TRAINING (AGDOET)
Application documentation may be provided to AGDOET if requested by the Department.

5. ACCEPTANCE, COMMENCEMENT AND DEFERRAL

Acceptance/Commencement
Applicants must notify the Scholarships Office within 14 days (unless otherwise stated) whether they will accept the offer of scholarship. Acceptance includes a declaration that the recipient accepts the Scholarship Conditions (stated in this document). If an applicant does not contact the Scholarships Office by the date specified, the scholarship offer will lapse. If an applicant does not expect to be at their nominated correspondence address at the time of notification, it is recommended that alternative arrangements be made.

- Doctoral Program Scholarship holders should normally start their study program as soon as possible after 1 January. Scholarship holders may commence their study program at any time but must commence study within the calendar year the offer is made and in accordance with the conditions of their offer.
- Master by Research Scholarship holders should normally start their study program at the commencement of semester one. Scholarship holders who are unable to commence by census may be granted permission to defer commencement to the beginning of semester two. Scholarship holders must apply in writing to the Scholarships Office for consideration of late commencement. Approval is not automatically granted.

Deferral Limit
A scholarship cannot be deferred to a later year. Applicants must notify the Scholarships Office within 14 days (unless otherwise stated) whether they will accept the offer of scholarship. Acceptance includes a declaration that the recipient accepts the Scholarship Conditions (stated in this document). If an applicant does not contact the Scholarships Office by the date specified, the scholarship offer will lapse. If an applicant does not expect to be at their nominated correspondence address at the time of notification, it is recommended that alternative arrangements be made.
6. VOLUNTARY SUSPENSIONS AND INTERMISSION

Suspension and Termination of Course and Scholarship within 6 Months of Commencing
Course and scholarship suspensions are not permitted until a minimum of one semester of enrolment has been completed. A scholarship holder must formally apply to terminate the award within 6 months of commencing. Eligibility to reapply for a scholarship at a later date will be forfeited unless the scholarship is officially terminated within six months of the date of commencement of benefits. This condition may be relaxed at the discretion of the University. Future admission to a course and scholarship will be subject to the admission requirements at the time of application. There is no guarantee of course entry or scholarship availability.

Suspension of Scholarship after 6 Months of Commencing
After completing the first 6 months of enrolment, scholarship holders may be granted up to a total of 12 months voluntary suspension of scholarship during the remaining candidature. In exceptional circumstances, due to causes outside the scholarship holder’s control, an extension of the suspension period beyond 12 months may be considered by the Graduate Research School Committee (GRSC). Periods of study undertaken towards the degree during suspension of the scholarship will be deducted from the maximum period of scholarship duration. Requests for suspension should be made via the HDR Scholarship Variation form at the earliest opportunity. Application forms for scholarship suspension are available from the student intranet (http://intranet.ecu.edu.au/student/forms/home).

Intermission of Course and Scholarship
Scholarship holders may intermit from their course of study and suspend their scholarship for either 6 or 12 months (one or two semesters). Application for Variation of Higher degrees by Research Candidature is available online at http://intranet.ecu.edu.au/student/forms/overview. International scholarship holders should note that course intermission may have visa implications. Students considering intermission should seek guidance from Student Connect via enquiries@ecu.edu.au.

Suspension of Scholarship Stipend Payments
Scholarship stipend payments may be suspended (and reinstated) upon request of the Associate Dean (Research) to the Scholarships Office in cases where scholarship holders have not maintained satisfactory progress or have been absent without leave or approval. The Associate Dean (Research) may stipulate a period of suspension, and terms/conditions in order to satisfy reinstatement of payment.

7. TERMINATION

Benefits will cease on the date of termination of the Scholarship. Any overpayments must be repaid to the University. If a scholarship is terminated it cannot be re-activated unless the termination occurred in error. A scholarship will be terminated:

- On submission of the thesis for examination;
- If the scholarship holder ceases to meet the eligibility criteria specified in these Scholarship Conditions, other than during a period in which the scholarship has been suspended or during a period of approved leave as outlined in these Scholarship Conditions;
- When the scholarship holder ceases to be a full-time student and approval has not been obtained to hold the scholarship on a part-time basis;
- In death, incapacity or withdrawal of the student;
- If the scholarship holder does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend the period of suspension;
• If the scholarship holder accepts another equivalent award, scholarship or salary to undertake their research degree providing more than 75% of the base RTP stipend rate and does not comply with the requirements outlined in Additional Funding;
• Once the maximum duration of the scholarship tenure has been reached; and
• If the University determines that:
  o The course of study is not being carried out competently and diligently or in accordance with the offer of the scholarship; or
  o The scholarship holder has failed to maintain Satisfactory Progress and to meet the required conditions outlined in their progress contract; or
  o The scholarship holder has committed serious academic misconduct, including, but not limited to the provision of false or misleading information as outlined in these Scholarship Conditions.

8. DURATION OF AWARD

Doctral Programs
The duration of a full-time scholarship is three years from the commencement date as verified by the Principal Supervisor for a scholarship holder undertaking a research doctorate. The scholarship duration is separate and not linked to the duration of candidature (course duration).\footnote{Duration of candidature refers to the length of time available for completing a higher degree by research including any periods of provisional candidature, which is defined in the Admission, Enrolment and Academic Progress Rules}

The duration of a scholarship will be reduced by any period of study undertaken:
(a) Towards the degree prior to the commencement of the scholarship; OR
(b) Towards the degree during non-voluntary suspension of the scholarship.

Master by Research Program
A scholarship is offered for up to two years full-time for a two-year Master by Research or up to one year for a one-year Master by Research from the commencement date verified by the Principal Supervisor.

Part-time Scholarship Holders
Approved part-time scholarship holders are expected to progress at half the rate of a full-time scholarship holder.

9. PART-TIME SCHOLARSHIP HOLDERS

Eligibility
Part-time awards are not available to applicants or scholarship holders seeking to work more than 50% of a Full Time Equivalent (FTE) position. Also, due to student visa requirements, international students cannot study part-time and therefore cannot receive a part-time scholarship.

The School Associate Dean (Research) may recommend part-time scholarships under the following conditions:
• Industry Engagement Scholarships where stipulated in the agreement with the Industry partner; and,
• Students wishing to engage in employment activities that are complementary to their research project and a case can be made that these activities will not interfere with the student’s progress.

The University may approve a part-time award where the applicant or scholarship holders can demonstrate a significant caring commitment or medical condition that limits the scholarship holder’s capacity to undertake full-time study, such as:

• Carer responsibilities for pre-school or school aged children (supported by the child’s birth certificate and/or Centrelink sole parent documentation); or
• Carer responsibilities for an invalid or disabled spouse, child or parent (supported by a Centrelink carer allowance document or similar); or
• A medical condition or disability which limits the capacity to undertake full-time study (supported by medical certification or Centrelink disability pension document); or
• Other circumstances (this does NOT include work commitments).

Converting to Full-Time
Part-time scholarship holders may revert to full-time study at any time, prior to the University census dates. Please note that amendments to enrolment status can only be made before census date for first semester and second semester.

Tax Implications for Part-Time Scholarship Holders
Part-time awards are taxable. The taxable nature of a part-time stipend may affect other payments made by Government departments, including Centrelink. The University cannot give advice regarding taxation – it is the responsibility of part-time scholarship holders to seek their own taxation advice. Scholarship holders need to seek advice directly from the appropriate Government department as to the effect of scholarship income and/or other entitlements.

10. VISA REQUIREMENTS

It is the responsibility of international scholarship holders to ensure their student visa is valid. Scholarship holders planning to depart and return to Australia during their course should ensure they hold a valid visa for re-entry into Australia.

If a HDRS holder is granted Permanent Residency or Citizenship status in Australia, the scholarship holder must notify ECU Research Admissions (hdr.enquiries@ecu.edu.au) and the Scholarships Office (scholarships@ecu.edu.au) immediately.

11. PAYMENTS AND ALLOWANCES TO SCHOLARSHIP HOLDERS

Rates for stipends and allowances are listed in Appendix A.

Stipend and Tax Implications
The minimum amount of a HDRS stipend will be equal to the current RTP stipend as published by AGDOET, and ECU may top up the stipend amount. Stipends will be paid in equal fortnightly instalments. Stipend base rates may be indexed annually.

If a part-time scholarship is approved, the student’s part-time rate will be 50% of the student’s full-time HDRS rate. Part-time stipend rates are taxable (see Part-time Scholarship Holders).

Full-time awards are currently non-taxable by the Australian Government.
**Research Training Program (RTP) Tuition Fee Offset**
A RTP tuition fee offset is normally offered to domestic PhD and Master by Research scholarship holders. This effectively means that these scholarship holders will be exempt from tuition fees for the duration of their course for a maximum period of time (see course offer to clarify).

**Relocation Allowance**
This allowance only applies to domestic recipients of a HDRS under specific conditions. Where HDRS holders move from their place of residence in order to take up their award, or an approved HDRS transfer, the holder is entitled to the allowances outlined in Appendix A upon submission of receipts.

There is no relocation allowance for international recipients.

**Visa Application Fee Reimbursement**
International HDRS holders are entitled to a reimbursement of their initial visa application fee upon submission of receipts (see Appendix A).

**Health Cover**
All international students studying in Australia are required to purchase and maintain Overseas Student Health Cover (OSHC) for the duration of their study in Australia. A scholarship covers the cost of standard OSHC for the scholarship holder, their spouse and their dependents (if any) for the duration of the student visa. It is the responsibility of scholarship holders to ensure their health cover is current.

A scholarship does not cover the cost of ancillary health services or extra costs associated with an OSHC, including medical costs associated with the issuance or renewal of a student visa.

**School Education for Scholarship Holders’ Children**
International scholarship holders may not be required to pay education costs for any of their children attending government primary and secondary schools in Australia. However, exemption from education costs for dependents at government schools will vary according to the state/territory. HDRS holders should contact the school they propose to send their children to in order to determine what costs may apply, particularly in relation to English as a Second Language (ESL) tuition which is not funded by the Australian Government.

NB: Eligibility will be determined by the Australian Government.

**English Language Testing or Tuition Fees**
A scholarship does not cover costs associated with English Language testing or tuition fees for a bridging course or English Language Intensive Course for Overseas Students (ELICOS).

**12. ACADEMIC PROGRESS**

**Progress Report**
Towards the end of each semester, a Progress Report notification is sent to the scholarship holder and the Principal Supervisor. This report must be completed (online) by the scholarship holder and the Principal Supervisor and submitted by the due date. Scholarship holders who do not complete their Progress Report by the due date will have their candidature discontinued, which will impact their scholarship.
The Principal Supervisor, via the Progress Report, will advise Research Assessments if the scholarship holder is achieving Satisfactory Progress (SP) towards his/her PhD goals. Scholarship holders who do not maintain satisfactory progress may be allocated a grade of Marginal Progress (MP) and required to complete a Research Progress Contract in the following semester in conjunction with their Principal Supervisor. In the event that the conditions in the Progress Contract are not met the scholarship will be terminated.

**Confirmation of Candidature**

Scholarship holders must achieve Confirmation of Candidature by the deadlines prescribed in the Admission, Enrolment and Academic Progress Rules.

Progress will be regarded as unsatisfactory if the research proposal has not been approved within twelve months of full-time study or part-time equivalent. This may result in a grade of Marginal Progress (MP) or exclusion from the course. Consideration of extenuating circumstances should be requested in writing prior to the completion of 6 months of enrolment.

**13. EMPLOYMENT FOR FULL-TIME SCHOLARSHIP HOLDERS**

Full-time scholarship holders can undertake part-time employment on condition that the work undertaken does not interfere with the progress of the scholarship holder’s study program.

Scholarship holders intending to undertake paid employment should complete a HDR Scholarship Entitlement Request form and obtain their Principal Supervisor’s approval. In considering the application, the Principal Supervisor should be satisfied that the work will not interfere with the scholarship holder’s study program. Once completed and signed, the form should be returned to the Scholarships Office.


It is expected that part-time work between Monday and Friday should not exceed an average of 8 hours per week over a 6-month period (January to June or July to December). The total number of hours worked in each 6-month period between Monday and Friday should not exceed 208 hours.

In exceptional circumstances the Associate Dean (Research) may approve additional hours of paid employment if a case can be made that the additional employment has a direct benefit to the student’s research degree (for example practicum or industry experience) and will not interfere with progress. The scholarship holder’s research proposal and ethics approval should be formally confirmed prior to considering additional work. In such cases, the supervisor must support the scholarship holder’s application for extra employment, keeping in mind the possible impact on progress. Where additional paid employment is approved, the arrangements must be reviewed each semester for continued approval.

Working hours are to be noted on the biannual Progress Reports. Scholarship holders should note either the average hours they worked each week or the total number of hours they worked over the previous 6-month period, including the kind of work that was undertaken. Scholarship holders should also specify the average or total number of hours they intend to work in the coming 6-month period, and if more than the 208 hours allowed, seek approval from the relevant Associate Dean Research.
Scholarship holders accepting employment as lecturers or tutors are reminded to use the following multiplier when determining the average or total number of hours worked:

- One hour (1) of lecturing equates to three (3) hours of employment
- One hour (1) of tutoring equates to two (2) hours of employment

Therefore, eight hours of lecturing and/or tutoring is not permitted. An acceptable employment load must take account of any multiplication factor.

ECU academic staff accepting a scholarship must, with the approval of the respective School Executive Dean or Institute Director, either take leave without pay and accept sessional employment within the above limits or reduce their employment load to a maximum of 0.25 FTE.

Forms to calculate the number of hours worked in a week are available from: scholarships@ecu.edu.au

14. ADDITIONAL FUNDING

Scholarship holders are permitted to:

- Obtain funds from other sources for fieldwork, equipment or other expenses not covered by the award;
- Obtain funding for overseas travel costs from other Australian Government awards or any other sources;
- Receive income derived from part-time work undertaken within the guidelines set out under the Employment section of these guidelines; and
- Receive another award, scholarship or salary to undertake the research higher degree as long as it is less than 75% of the RTP base stipend rate.

The University provides travel insurance cover for personal accident and sickness, hijack and detention, baggage/business property, travel documents, etc. for enrolled students travelling with authorisation from Edith Cowan University.

15. LEAVE ENTITLEMENTS

All leave (except maternity leave) for a scholarship with duration of less than the maximum period of the relevant award is calculated proportionally based on the duration of that scholarship.

**Annual Recreation Leave**

Scholarship holders are entitled to up to 20 working days of annual recreation leave in each year of the scholarship. Recreation leave is part of the scholarship allowance and normal stipend payments will continue throughout the period of annual leave.

Annual leave days may be accrued to be used in another year, however, the scholarship holder will forfeit any unused leave remaining once the thesis is submitted for examination or when the scholarship is terminated or expired, whichever occurs first.

No application to the Scholarships Office is required for annual leave, however the dates should be arranged in consultation with the Principal Supervisor and in line with School requirements for HDR student leave.

Scholarship holders are required to report the number of days of annual leave taken each semester on the Progress Report.
Other Approved Leave
Scholarship holders may apply for:
- Short leave (with sufficient cause) of up to 3 days per annum;
- Compassionate leave (life-threatening illness/injury of someone close) of up to 3 days per annum;
- Cultural leave for Aboriginal and Torres Straight Islanders of up to 3 days per annum;
- Defence Force Leave for domestic students of up to 10 days per annum;
- Jury Duty/Witness Leave if no other payments are being received.

Sick Leave
Scholarship holders may take up to a total of 10 working days of sick leave each year. Sick leave is part of the scholarship allowance and normal stipend payments will continue throughout the period of leave.

Sick leave days may be accrued and used in subsequent years. However, the scholarship holder will forfeit any unused leave once the thesis is submitted for examination or when the scholarship is terminated or expired, whichever occurs first.

Scholarship holders are required to report the number of days of sick leave taken each semester in the Progress Report. For periods exceeding 2 consecutive days, scholarship holders must provide a medical certificate upon their return from sick leave to their School, and upload a medical certificate with their progress report.

No application is required for standard sick leave (up to 10 days per year). Sick leave entitlements may be used to cover scholarship holders with family responsibilities, caring for sick children or relatives, subject to the usual practice of the University.

Extended Sick Leave*
Scholarship holders may also receive additional/extended paid sick leave of up to a total of 12 weeks during their scholarship after all sick leave entitlements have been utilised. Extended sick leave will be applied to periods of illness where the scholarship holder has insufficient sick leave entitlements for which a medical certificate has been/can be provided. For extended paid sick leave, the duration of the award will be extended by that period, up to a maximum of 12 weeks.

The maximum period Extended Sick Leave may be approved is 60 days, inclusive of all public holidays but excluding weekends.

HDR Scholarship forms are available on-line at: http://intranet.ecu.edu.au/student/forms/overview.

Maternity Leave*
Scholarship holders who have completed 12 months of their scholarship are entitled to a maximum of 12 weeks (inclusive of public holidays and working public holidays) paid maternity leave during their scholarship. As paid maternity leave may not be taken within the first 12 months of an award, unpaid maternity leave may be accessed through the Suspension provisions outlined in these Conditions. In the case of paid maternity leave, the duration of the award would be extended by that period, for up to 12 weeks. Part-time scholarship holders are eligible for pro-rata paid maternity leave entitlements.

HDR Scholarship forms are available on-line at: http://intranet.ecu.edu.au/student/forms/overview.
*NB: Scholarship holders will continue to consume candidature while on Extended Sick/Maternity Leave if the enrolment has not been amended. Enrolment can only be amended for full semesters.

**Parenting Leave**
Scholarship holders who are the partner of a birth mother or an adoptive parent who is not the primary care giver and has completed 12 months on scholarship may apply for single continuous period of 2 weeks paid partner leave immediately after the birth or placement of the child (As per ECU Enterprise Agreement 2017 section 41.11)

In this case the scholarship holder shall advise the Scholarships Office at least 4 weeks (where possible) prior to the commencement of parenting leave, and submit an application for leave that includes:
(i) Notice of his or her intention to take short partner leave and the dates of such leave; and
(ii) A certificate from a medical practitioner or midwife stating that the employee’s partner is pregnant and the expected date of birth. (As per ECU Parental Leave Policy HR156 section 4.5.2)

In this case, scholarship holders are not required to defer from their course.

A scholarship holder who is not the primary care giver may also request up to 6 weeks unpaid partner leave to be taken:
(a) Concurrently with any paid partner leave granted; or
(b) Within 12 months of the birth or placement of the child in separate periods, normally no shorter than 2 weeks in duration.

Scholarship holders who have not completed 12 months of the award may access unpaid parenting leave through the *Suspension* provisions outlined in these *Conditions*.

### 16. RESEARCH OVERSEAS

Stipend payments will continue while students are conducting research outside Australia, where:
- The research is essential for completion of the degree;
- There will be continued regular supervision;
- The scholarship holder will remain enrolled as a full-time student complying with all scholarship and course enrolment conditions; and
- The work will be credited to the scholarship holder’s course.

Where the scholarship holder is undertaking a Joint PhD, the scholarship conditions will be determined in accordance with the Joint Doctor of Philosophy Programs Policy ac097 [http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000394](http://www.ecu.edu.au/GPPS/policies_db/policies_view.php?rec_id=0000000394)

It is normally expected that the scholarship holder will have their research proposal approved (Confirmation of Candidature) before an application to conduct study overseas is considered.

At least one month before departure, a scholarship holder planning to undertake international fieldwork must submit a *HDR Scholarship Entitlement Request* form to the Scholarships Office, endorsed by their Principal Supervisor. The scholarship holder must make prior arrangements for his/her enrolment to be maintained and for his/her semester *Progress Reports* to be completed, signed and returned to Research Assessments by the due date.
HDR Scholarship forms are available at: http://intranet.ecu.edu.au/student/forms/overview. This documentation must be lodged with the Scholarships Office at least one month prior to departure.

Whilst abroad, the scholarship stipend will only be paid into a scholarship holder’s bank account in Australia. Any arrangements for the transfer of money overseas will be the responsibility of the scholarship holder.

Approval to continue on scholarship whilst conducting research overseas does not constitute approval to travel. This must be organised through the appropriate School.

**Travel Insurance**
The University provides travel insurance for personal accident and sickness, baggage/business property, travel documents etc. Enrolled students travelling must have authorisation from the University. Further information regarding travel insurance should be sought from the scholarship holder’s School.

**17. SCHOLARSHIP VARIATIONS**

**Extension of Scholarship Tenure**
Scholarship holders enrolled in a PhD may be granted an extension of scholarship duration up to a maximum of 6 months (from 3 years to 3.5 years equivalent full-time load), if the GRSC is satisfied that the grounds for the extension relate to the study and circumstances beyond the scholarship holder’s control and prevented completion of the research within the original tenure.

A HDR Scholarship Variation form, which outlines the reasons for the extension, a revised schedule for completion and the intended thesis submission date should be submitted to the Scholarships Office two months before the scholarship is due to expire. A supporting statement from the Principal Supervisor and endorsement from the Associate Dean Research are also required. Forms are available on-line at: http://intranet.ecu.edu.au/student/forms/overview

Transferring institution, changing course or research area, or work commitments are not sufficient grounds for an extension. However, a change of research area resulting from circumstances outside the control of the student and the University may be considered.

Scholarship holders receiving a stipend top-up will need to refer to their scholarship offer to determine if an extension is possible for top-up funding.

No extension is possible for a student on scholarship enrolled in a Master by Research course, unless they had approved maternity or extended sick leave.

**Upgrade from Master by Research to Doctoral Candidature**
Scholarship holders upgrading from a Master by Research degree may continue the scholarship award for PhD studies provided there is no interval between Master and Doctoral candidature or that such an interval is covered by suspension of the award. Arrangements for continuation of the scholarship must be made before the Master by Research studies are concluded. In such cases the maximum duration of a converted HDRS is the equivalent of the timeframe for the new research degree minus periods of study undertaken towards the related degree prior to conversion (i.e. 3 years minus 1 or 2 years of scholarship awarded for a Master by Research).
Where a PhD scholarship holder converts to a Master by Research degree, the scholarship may continue, however the duration is reduced to two years from the commencement of the PhD.

**Transfers**

Transfers of Research Training Program Scholarships are described in the Research Training Program Scholarship Policy. Other scholarship awards are not transferable to another provider/institution.

**Change of Research Area or Transfer of Course**

Subject to the usual practices of the University, a scholarship holder may change their research area or transfer from a course originally indicated at the time of being awarded an HDRS, as long as appropriate supervision is available. The transfer must be accommodated within the original tenure of the scholarship (i.e. no extension of the scholarship will be approved for a change in research area or course alone).

There may be visa implications for a change in course. Scholarship holders should contact a Student Connect Officer for further information and advice.

**Change from International student to Australian Citizen or Permanent Resident**

If an international scholarship holder is granted Australian Citizenship or permanent residency, the student must notify ECU Admissions and the Scholarships Office.

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### 18. PROVISION OF FALSE OR MISLEADING INFORMATION

If the University knows or has reason to believe that a scholarship holder has provided false or misleading information to the University in relation to the scholarship, the University will immediately:

- Re-assess the student’s entitlement to the scholarship; and
- Notify AGDOET of the suspected offence and provide a copy of the student’s application and any other relevant information requested by AGDOET.

Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth).

### 19. OBLIGATIONS OF EDITH COWAN UNIVERSITY

- For detailed information on the conduct of research degrees, scholarship holders are referred to the Research Forms, Policies and Guidelines, which is available online at: [http://intranet.ecu.edu.au/research/for-research-students/research-journey/forms-policies-and-guidelines](http://intranet.ecu.edu.au/research/for-research-students/research-journey/forms-policies-and-guidelines)
- For details of academic regulations, including grievance resolution, students are referred to Student Information ([http://intranet.ecu.edu.au/student/my-studies/home](http://intranet.ecu.edu.au/student/my-studies/home)).
- The Scholarships Office will administer the scholarship, monitor progress and arrange payment of all entitlements to scholarship holders.
- The GRSC has the right to vary conditions with due cause at any time. The Scholarships Office will advise applicants and scholarship holders of such changes.
- Applicants have the right of appeal against process issues, but not against committee decisions or assessor ratings and comments. To initiate an appeal on due grounds, a letter which specifies the grounds for appeal can be sent to the Scholarships Office within 14 days of the date on the letter/email advising the outcome of the scholarship application. The case
will be reviewed by the GRSC (or nominee) and a response to the applicant will be provided within 28 days.

- Provision of scholarships under the above conditions by Edith Cowan University is subject to continuing funding from the AGDOET.
APPENDIX A

STIPEND AND ALLOWANCES
Effective for 2019

1. STIPEND

(i) For full-time students receiving a HDRS or RTP stipend, the amount is $28,420, paid fortnightly in equal instalments through the University payroll system.

(ii) For part-time students (domestic only) a pro-rata annual stipend is payable. This stipend is tax liable. A tax file declaration form must be completed, otherwise the highest tax will be deducted.

2. RELOCATION ALLOWANCE – Domestic Students only
The maximum value of a relocation allowance to a student is $515 for each eligible adult and $255 for each eligible child.

Where HDRS holders must move between Australian cities to take up an award or approved transfer, a relocation allowance is payable for their spouse and dependents to a new place of residence comprising:

(i) Air travel expenses, up to a maximum amount equivalent to the comparable economy class or student airfare, whichever is the lower amount; OR

(ii) Travel by car, calculated using a per kilometre rate as determined by the University up to the comparable economy class or student airfare, whichever is the lower amount; PLUS

(iii) Removal expenses.

The absolute maximum value of relocation expenses that a student may receive is $1,485, payable on submission of original receipts.

3. Visa Application Fee reimbursement up to a maximum amount of $550.00.

4. A Research Training Program (RTP) place is normally offered to each domestic PhD or Master by Research scholarship holder. This effectively means that scholarship holders will not be subject to HECS fees for the duration of the course to a maximum length (see course offer to clarify).
Please complete this form and return to the Scholarships Office whether or not you intend to accept.

OFFER RESPONSE:

I, ___________________________________________________ accept/decline the offer of
Print full name

☐ EDITH COWAN UNIVERSITY HIGHER DEGREE BY RESEARCH SCHOLARSHIP

☐ Other _____________________________________________

I plan to commence study on approximately ________________________________

DECLARATION: (To be completed if accepting the scholarship)

1. I have read and accept the attached Scholarship Conditions.

2. I understand that I am required to commence study as specified in the offer of the Scholarship.

3. I provide an assurance that I shall devote myself to my studies during all normal working hours throughout the year, subject to the concessions described therein.

4. I agree to my name being used by ECU in printed and online promotional materials. I would also be willing to have my photograph taken for ECU printed and online promotional materials.

5. I understand my research can be used by ECU in printed and online promotional materials.

6. I understand that my entitlement to the scholarship will terminate immediately if I cease to be enrolled in full-time study (except where a concession described therein applies), fail to maintain satisfactory progress or upon submission of my thesis.

7. I understand that if I do not meet all of the obligations listed, my scholarship may be terminated and I may be required to repay funds awarded under this scholarship.

8. I understand I am expected to complete my course within the scholarship tenure, if I do not submit within this period I may be awarded a grade of Marginal Progress (MP).

9. I agree to use my student email and check it regularly.

SIGNATURE: ________________________________ Date _____/_____/______