

**Edith Cowan University  
Research Training Program (RTP) Scholarship**

**BACKGROUND**

RTP Scholarships are funded by the Australian Government and awarded by University to persons (**Recipients**) with exceptional research potential undertaking a Higher Degree by Research (**HDR**), to assist with tuition fee liabilities and general living costs. RTP Scholarships include RTP Fees Offset, RTP Stipends and RTP Allowances as described in the University's [Research Training Program Scholarship Policy](#).

The Commonwealth Scholarships Guidelines (Research) 2017 (**RTP Guidelines**) are available for download from the Federal Register of Legislation website: <https://www.legislation.gov.au/Series/F2016L01602>.

These **Conditions of Award** are to be considered together with the University's [Research Training Program Scholarship Policy](#) and the Recipient's offer letter.

Scholarships may have tax implications and it is the Recipient's responsibility to check on an ongoing basis any tax liability of receiving a scholarship. This is particularly important for Candidates receiving a part-time scholarship or receiving funding outside their scholarship. Please refer to the [Australian Taxation Office website](#) for information about scholarships and taxation.

**1. ELIGIBILITY REQUIREMENTS**

Candidates receiving an RTP Scholarship must:

- a. be enrolled, or have received an unconditional offer to be enrolled, and thereafter continue to be enrolled in an accredited University HDR Course, including meeting all University admission and English proficiency requirements;
- b. throughout their RTP Scholarship, not receive income from another source to support their general living costs while undertaking their HDR Course if such income is greater than 75% of the Recipient's RTP Stipend rate. Income that is unrelated to a Candidate's research project, or income received for the Candidate's HDR Course but not for the purposes of supporting general living costs is not included in this total;
- c. not be receiving an equivalent award or scholarship from the Commonwealth designed to offset HDR fees;
- d. 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;
- e. be proposing research that aligns with the University's research priority areas, as determined by the University;
- f. be able to be supervised by a supervisory team that has appropriate strengths and experience to support the Candidate and maximise outcomes from the proposed research, as determined by the University;

- g. be enrolled as a full-time Candidate or be granted approval for a part-time scholarship (less than 75 per cent of an equivalent full-time student load) in line with criteria in Condition 4 - Part-Time Scholarship;
- h. (for international Candidates only), meet 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; and
- i. not have held an Australian Agency for International Development (AusAID) or an Australia Award scholarship within two years before commencing the RTP Scholarship.

## **2. OFFERS AND ACCEPTANCE**

- a. Applications for a RTP Scholarship will be assessed in accordance with the [Research Training Program Scholarship Policy](#). Applicants do not have the right to review or appeal a determination relating to whether a RTP Scholarship will be given but may access the University's usual [complaint processes](#) for process related matters.
- b. The University Fees and Scholarships Office may provide an offer of a RTP Scholarship in writing to a proposed Recipient.
- c. Recipients must accept offers and commence the RTP Scholarship by the deadlines in the RTP Scholarship offer letter. If the offer is not accepted and the RTP Scholarship commenced by the relevant deadlines, the offer will lapse, and the RTP Scholarship will be rescinded.

## **3. PERIOD OF SUPPORT**

- a. The period of support for a RTP Fees Offset or RTP Stipend commences on the relevant date set out in the Recipient's offer letter.
- b. For an RTP Fees Offset, unless otherwise specified in the Recipient's offer letter, the period of support will be up to:
  - four (4) years if undertaking an eligible PhD full-time;
  - eight (8 years) pro-rated if undertaking an eligible PhD part-time;
  - two (2) years if undertaking an eligible MbR full-time; or
  - four (4 years) pro-rated if undertaking an eligible MbR part-time.
- c. For an RTP Stipend, unless otherwise specified in the Recipient's offer letter, the period of support will be up to:
  - three (3) years if undertaking an eligible PhD full-time;
  - six (6 years) pro-rated if undertaking an eligible PhD part-time;
  - two (2) years if undertaking an eligible MbR full-time; or
  - four (4 years) pro-rated if undertaking an eligible MbR part-time.
- d. RTP Scholarships will conclude at the expiry of the period of support, or if the RTP Scholarship is terminated under Condition 8. If the Recipient remains enrolled in their HDR Course after termination of the RTP Scholarship, the Recipient may be required to pay the Course tuition fees applicable at the time of termination.

- e. The period of support will be reduced by any period of study undertaken at ECU or another university towards the HDR Course before the commencement of the of the RTP Scholarship.
- f. The duration of the of the RTP Scholarship will be increased by periods of Extended Leave approved by the University (refer to Condition 12 – Leave Entitlements).
- g. Approved part-time Recipients are expected to progress at half the rate (50%) of a full-time Recipients.

#### **4. PART-TIME SCHOLARSHIP**

- a. In approving a part-time RTP Scholarship, the Deputy Vice-Chancellor (Research) or their nominee must be satisfied that the Recipient has a verifiable circumstance that limit the Recipient's capacity to undertake full-time study. Such circumstances may include:
  - Carer responsibilities for pre-school or school aged children (supported by the child's birth certificate and/or Centrelink sole parent documentation);
  - Carer responsibilities for an invalid or disabled spouse, child or parent (supported by a Centrelink carer allowance document or similar);
  - A medical condition or disability which limits the capacity to undertake full-time study (supported by medical certification or Centrelink disability pension document); or
  - Engagement in employment activities that will not interfere with their progress (supported by a recommendation from the relevant Associate Dean (Research)).

The ability for a Recipient to study part-time may be affected by their relevant visa requirements.

- b. Employment, or intentions to commence employment, are not definitive grounds to the provision of a part-time scholarship and part-time RTP Scholarships are unlikely to be approved for Recipients seeking to work more than 50% of a Full Time Equivalent (FTE) position.
- c. Part-time RTP Scholarships are not available to Recipients studying at less than 0.5FTE. Recipients reducing their enrolment to 0.25FTE temporarily can consider suspending their RTP Scholarship payments (refer to Condition 5 – Scholarship Suspension).
- d. Part-time Recipients may revert to full-time study at any time, before the University census dates with University's approval, using the University's Prescribed Process. Please note that amendments to enrolment status can only be made before [census date](#) for the relevant Teaching Period (i.e. first semester and second semester).

#### **5. SCHOLARSHIP SUSPENSION**

- a. Course Intermission
  - i. If a Recipient intermits from their Course, their RTP Scholarship will be automatically intermitted for the same period.
  - ii. International Recipients should note that Course intermission may have visa implications. International Recipients considering Course intermission should seek guidance from Student Success via [enquiries@ecu.edu.au](mailto:enquiries@ecu.edu.au)

- b. Scholarship Suspension
  - i. This paragraph applies when a Recipient continues to be enrolled in Units for their Course, but wishes to apply for a RTP Scholarship suspension.
  - ii. RTP Scholarship suspension is not permitted until a minimum of one teaching period has been completed, unless otherwise approved by the Deputy Vice-Chancellor (Research) or nominee where there are Exceptional Circumstances.
  - iii. If a Recipient wishes to cease, rather than suspend their scholarship, they are required to notify the Scholarships Office that they intend to terminate the RTP Scholarship. If a RTP Scholarship is terminated, Recipients will be required to reapply for a should they later wish to recommence a RTP Scholarship. There is no guarantee of course entry or scholarship availability.
  - iv. Recipients may suspend their RTP Scholarship (including for Course intermission) for a maximum of 12 months during their Candidature. This period may only be extended beyond 12 months in Exceptional Circumstances as approved by the Deputy Vice-Chancellor (Research) or nominee.
  - v. Recipients that cease their RTP stipend scholarship but wish to remain enrolled must seek approval from their relevant Associate Dean (Research) and Deputy Vice-Chancellor (Research) or nominee if seeking continuation of their RTP tuition offset.
- c. Suspension of RTP Stipend by School / Teaching Area
  - i. The Director, Research Services or nominee may suspend or reinstate RTP Stipend payments upon the relevant Associate Dean (Research)'s recommendation if a Recipient has been absent (but remains enrolled) without leave or approval. The Director, Research Services or nominee may stipulate a period of suspension, and conditions required to be satisfied in order for payments to be reinstated.
- d. Voluntary suspension of RTP Stipend
  - i. Recipients may voluntarily suspend or cease their RTP Stipend without intermitting their Course or varying their candidature.
  - ii. Periods of study undertaken towards the HDR Course during suspension of the RTP Scholarship will be deducted from the maximum period of support.
- e. Requests for scholarship suspensions should be made via the University's Prescribed Processes at the earliest opportunity.
- f. A Recipient who is suspended pursuant to any University Rule, including the [Admission, Enrolment and Academic Progress Rules](#), the [Academic Misconduct Rules \(Students\)](#) or the [General Misconduct Rules \(Students\)](#), will also have their RTP Scholarship suspended for the equivalent period.

## 6. ELIGIBLE RESEARCH INTERNSHIPS

- a. The Dean, Graduate Research, in consultation with relevant stakeholders, may approve a Recipient to undertake an Eligible Research Internship. An Eligible Research Internship must:
  - i. be a minimum of three calendar months in duration;
  - ii. include 60 full-time equivalent days of engagement in research and development activities undertaken by the Recipient;
  - iii. be related to the student's doctorate area of research; and
  - iv. be documented in accordance with section 1.4.13 of the [Commonwealth Scholarships Guidelines \(Research\) 2017](#).

- b. An Eligible Research Internship may be undertaken on-campus, onsite with a research end-user, or online, and may be part-time or full-time.
- c. An Eligible Research Internship may be undertaken during a period of enrolment or suspension.
- d. If an Eligible Research Internship is not undertaken during a period of suspension, the University may ensure continued scholarship during the Internship. A candidate will only be eligible for continuation of the scholarship if they are not provided a similar value salary, stipend or equivalent as part of the internship. If approved, the University will provide, after the period of support has expired, an additional period of (non-RTP) scholarship and an extension of candidature. The additional period and extension will:
  - i. only be awarded for a completed Eligible Research Internship, unless non-completion is outside of the reasonable control of the Candidate;
  - ii. be equivalent to the number of full-time equivalent days (plus relevant reckoning of weekends) of internship completed by the Candidate outside of a period of suspension;
  - iii. be for a maximum of 90 calendar days; and
  - iv. only be awarded provided that the Recipient remains enrolled during the additional period and has not submitted their thesis.

## **7. VALUE OF SCHOLARSHIP AND PAYMENTS**

- a. The Recipient's offer letter must stipulate the value of the proposed RTP Scholarship.
- b. RTP Stipend
  - i. The University will pay to Recipients an annual stipend at least equivalent to the base full-time RTP Stipend rate, published by the [Department of Education](#) for the relevant year of award. The annual RTP Scholarship stipend will be pro-rated to the equivalent full-time study load consumed in each calendar year.
  - ii. Part-time Recipients will be administered a RTP Stipend at a rate equivalent to half (50%) the base full-time RTP Stipend rate. RTP Scholarships are not available to Recipients studying at less than 0.5FTE.
  - iii. Base RTP Stipend rates are indexed each year in accordance with the *Higher Education Support Act 2003* (Cth).
  - iv. Fortnightly payments of RTP Stipends will be made directly to Recipients to an Australian Approved Deposit-taking institution (such as an Australian bank).
- c. RTP Fees Offsets
  - i. RTP Fees Offsets can only be used to extinguish the Recipient's liability to pay tuition fees.
- d. RTP Allowances
  - Relocation Allowance (Domestic Recipient only)
    - i. The Director, Research Services, may at their discretion provide relocation allowances to domestic Recipients who relocate their place of residence to Perth, Western Australia from remote Western Australia or interstate to commence their HDR Course.
    - ii. A relocation allowance is payable for a Recipient, their spouse and their dependents, and may comprise both removal expenses and either:
      - Air travel expenses, up to a maximum amount equivalent to the comparable economy class or student airfare, whichever is the lower amount; or

- 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.
- iii. The maximum value of a relocation allowance to a domestic Recipient is \$515 for each eligible adult and \$255 for each eligible child, up to a cumulative total of \$1,485.
- iv. Relocation allowances are payable by way of reimbursement on submission of original receipts.

#### Overseas Health Cover Allowance

- i. International Recipients, with a valid student visa, may be provided a RTP Allowance to cover the cost of a standard (single) Overseas Student Health Cover (OSHC) for the duration of their study in Australia.
- ii. A RTP Allowance 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.
- iii. It is the responsibility of Recipients to ensure their health cover is current.

#### Other Allowances

- i. International Recipients may, via the University's Prescribed Processes, be provided an allowance to reimburse their visa application fee (excluding surcharges), up to a maximum amount of \$710, via the University's Scholarships Office. The University may increase this allowance to align with increases in the prescribed government fee.

## **8. TERMINATION**

- a. Benefits will cease on the date of termination of the RTP Scholarship. If a scholarship is terminated it cannot be re-activated unless the termination occurred in error.
- b. A RTP Scholarship will be terminated:
  - i. on initial submission of the thesis for examination;
  - ii. if the Recipient ceases to meet the eligibility criteria specified in these Conditions of Award;
  - iii. if the Recipient ceases to be a full-time Recipient and approval has not been obtained to hold the RTP scholarship on a part-time basis;
  - iv. upon death, incapacity or withdrawal of the Recipient from the University;
  - v. if the Recipient does not resume study at the conclusion of a period of Course intermission, or does not make arrangements to extend the period of Course intermission;
  - vi. if the Recipient accepts another equivalent award, scholarship or salary to undertake their HDR Course providing more than 75% of the Recipient's RTP Stipend rate that does not comply with the requirements outlined in Condition 11 – Additional Funding (noting that a student may be able to suspend their scholarship as outlined in Condition 5);
  - vii. once the maximum duration of the period of support has been reached;
  - viii. if the University determines that the Recipient has breached the terms and conditions of the RTP Scholarship, including a breach of University's [Research Training Program Scholarship Policy](#) or these Conditions of Award, as determined by the Deputy Vice-Chancellor (Research) or nominee; or
  - ix. in the event the Recipient's enrolment in the Course is terminated for any reason, subject to any right to provisional enrolment.

- c. The University may seek reimbursement of RTP Scholarship payments where there is a breach of these Conditions of Award, or if the Recipient does not meet the relevant RTP Scholarship criteria.

## **9. ERRONEOUS OVERPAYMENT**

- a. A Recipient who is changing their enrolment, intermitting, taking leave or any other changes that may influence their scholarship are required to submit the appropriate approval form in a timely manner and, where possible at least 4 weeks in advance in order to avoid receiving an overpayment of their RTP Scholarship.
- b. In circumstances where an overpayment of an RTP Scholarship occurs, the Recipient must refund the overpayment to the University, unless the University determines otherwise.

## **10. OUTSIDE WORK AND OTHER ACTIVITIES**

- a. Full-time Recipients can undertake part-time employment, a paid research fellowship, an industry placement, or other enrichment activities ("**Outside Work**"), on condition that the Outside Work undertaken does not interfere with the progress of the Recipient's study program. An Eligible Research Internship (refer to Condition 6 – Scholarship Suspension) is not considered Outside Work.
- b. Recipients intending to undertake Outside Work must complete a [HDR Living Stipend Employment Entitlement Request](#) form, and obtain the prior written approval of the Recipient's Principal Supervisor and Associate Dean (Research). Before approval is given, the Principal Supervisor and Associate Dean (Research) must be satisfied that the Outside Work will not interfere with the Recipient's study program or contravene the terms of any agreement the Recipient or University may have with an Industry Collaborator who is providing support for the Recipient's HDR studies.
- c. Recipients who undertake a paid research fellowship, industry placement or other similar enrichment activity may be required to apply to suspend their RTP Stipend for the duration of the activity. A candidate will only be eligible for continuation of the RTP Stipend if they are not provided with a similar value salary, stipend or equivalent from any other source.
- d. It is expected that part-time work between Monday and Friday (9am to 5pm) should not exceed an average of 8 hours per week on average 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.
- e. In Exceptional Circumstances, with the endorsement of the Candidate's Principal Supervisor, 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 Recipient's Course (for example practicum or industry experience) and will not interfere with progress. The Recipient's research proposal and ethics approval should be formally confirmed before considering additional work. Where additional paid employment is approved, the arrangements must be reviewed each academic semester for continued approval.
- f. The Recipient must keep a record of their working hours, and these are to be noted on the Recipient's Progress Reports. Recipients 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. Recipients 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).

- g. Recipients accepting employment as lecturers or tutors are reminded to consider additional work completed outside of face-to-face delivery. Given considerations for paid preparation eight hours of face-to-face lecturing or tutoring per week is not permitted.
- h. ECU academic staff accepting a RTP Scholarship must, with the approval of the relevant School Executive Dean (or equivalent), 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: [scholarshipsadmin@ecu.edu.au](mailto:scholarshipsadmin@ecu.edu.au)

## 11. ADDITIONAL FUNDING

- a. Recipients are permitted to:
  - i. obtain funds from other sources for fieldwork, equipment or other expenses not covered by the RTP Scholarship;
  - ii. obtain funding for overseas travel costs from other Australian Government awards or any other sources;
  - iii. receive income derived from part-time work undertaken within the guidelines set out under the Employment section of these guidelines; and
  - iv. receive another award, scholarship or salary to undertake the research higher degree as long as it not greater than 75% of the Recipient's RTP Stipend rate.
- b. The University may provide travel insurance cover for personal accident and sickness, hijack and detention, baggage/business property, travel documents, etc. for Recipients travelling with the University's prior authorisation.

## 12. LEAVE ENTITLEMENTS

Recipients may be eligible for a range of paid and unpaid leave. Leave entitlements are separated into short-term and extended leave. Applicants applying for leave that may influence their scholarship or payments must submit their application as early as practicable to avoid an erroneous payment (refer to Condition 9 – Erroneous Overpayment). Recipients who are already on intermission are ineligible to apply for any leave entitlements.

- a. Short-term leave
  - Short-term leave includes Annual Recreation Leave and Sick Leave. All short-term leave entitlements are included within the period of support. Normal stipend payments will continue throughout periods of short-term leave.
    - i. Annual Recreation Leave
      - Full-time enrolled Recipients are entitled to up to 20 working days of annual recreation leave in each year of the RTP Stipend. Recipients on part-time enrolment are entitled to pro-rata annual recreation leave.
      - Annual recreation leave days may be accrued to be used in another year; however, the Recipient will forfeit without compensation any unused leave remaining when the scholarship is terminated or expires.
      - No application to the Scholarships Office is required for annual recreation



leave, however Recipients should submit a request for annual recreation leave prior to the leave using the [online portal](#) which will be reviewed by the Principal Supervisor and in line with School/Teaching Area requirements for Recipient leave.

- Recipients are required to report the number of days of annual recreation leave taken on each Progress Report.

ii. Sick Leave

- Recipients may take up to a total of 10 working days of sick leave each year. Recipients on part-time enrolment are entitled to pro-rata sick leave.
- Sick leave days may be accrued and used in subsequent years; however, the Recipient will forfeit without compensation any unused leave remaining when the RTP scholarship is terminated or expires.
- Sick leave entitlements may be used to cover Recipients to provide care or support for an immediate family member or household member because of personal illness, injury or unexpected emergency affecting the member, or because the member is experiencing the effects of family or domestic violence.
- Recipients are required to report the number of days of sick leave on each Progress Report. For periods exceeding 2 consecutive days, Recipients must provide a medical certificate upon their return from sick leave to their School/Teaching Area and upload a medical certificate with their Progress Report. Medical certificates must be verifiable and provided by a medical practitioner or other approved and registered health professional (excluding chemists).
- The period of support will not be extended for sick leave.

b. Extended leave

Extended leave includes Maternity and Partner Leave and Additional Sick Leave. The period of support for Recipients with approved Extended Leave will be increased by the length of the approved leave. Recipients will continue to consume Candidature during their Extended Leave, but Candidature will be extended by the length of the approved Extended Leave.

Recipients who choose to intermit their studies following a successful application to take Extended Leave may be entitled to continue receiving their scholarship during the period of any approved leave, subject to approval from the Deputy Vice-Chancellor (Research) or nominee.

i. Additional Sick Leave

- If all short-term leave has been used, Recipients may be eligible for additional paid sick leave of up to 60 working days. Part-time Recipients are eligible for pro-rata additional paid sick leave entitlements.
- Recipients must provide a medical certificate in a timely manner to their School/Teaching Area. Medical certificates must be verifiable and provided by a medical practitioner or other approved and registered health professional (excluding chemists).
- Recipients are required to report the number of days of Additional Sick Leave taken on each Progress Report.
- The Recipient will not be entitled to any compensation for unused Additional Sick Leave when the scholarship is terminated or expires.
- With approval, Additional Sick Leave entitlements may be used to support Recipients when providing care or support for an immediate family or

household member during periods of personal illness, injury, unexpected emergency or the family or domestic violence.

ii. Maternity Leave

- Recipients who have completed 12 months of their RTP Scholarship are entitled to a maximum of up to 60 working days paid maternity leave during their RTP Scholarship. Part-time Recipients are eligible for pro-rata maternity leave entitlements.
- As paid maternity leave may not be taken within the first 12 months of an award, unpaid maternity leave may be accessed through the voluntary suspension provisions outlined in these Conditions (refer to Condition 5 – Scholarship Suspension).
- A Recipient is also entitled to leave equivalent to maternity leave if the Recipient:
  - has completed 12 months of their scholarship;
  - legally adopts a child under 5 years of age who is not the birth child or the stepchild of the Recipient or the Recipient's partner; and is the primary care giver of the child.
- The University may grant up to an additional 30 working days of non-RTP scholarship (or pro-rata equivalent) to Recipients who meet the above criteria. For the avoidance of doubt, in this scenario, the period of support will not be extended by the additional 30 working days, but the length of candidature will be.

iii. Partner Leave

- Recipients who are the partner of a birth mother or an adoptive parent, and who are not the primary care giver, and have completed 12 months of their scholarship, may apply for single continuous period of 2 weeks paid partner leave immediately after the birth or placement of the child.
- The Recipient must advise the Scholarships Office at least 4 weeks before the commencement of partner leave, and apply for leave by including:
  - Notice of their intention to take partner leave and the dates of such leave;
  - For the birth of a child, a certificate from a medical practitioner or midwife stating that the Recipient's partner is pregnant and the expected date of birth;
  - For an adoption, sufficient verifiable evidence of adoption.
- Recipients who have not completed 12 months of their scholarship may access unpaid partner leave through the voluntary suspension provisions outlined in these conditions (refer to Condition 5 – Scholarship Suspension).

### 13. OFF-CAMPUS OR OVERSEAS RESEARCH

- a. In order to receive a RTP Scholarships, Recipients must be completing their studies on campus, unless otherwise approved by the Dean, Graduate Research or nominee.
- b. The Dean, Graduate Research or nominee may, in consultation with relevant stakeholders, approve Recipients conducting their research off-campus or overseas if:
  - i. enrolled in an approved Joint or collaborative partner HDR course/program;
  - ii. the research is essential for completion of the thesis;

- iii. there will be continued regular supervision;
  - iv. the Recipient will comply with all scholarship and course enrolment conditions; and
  - v. the work will be credited to the Recipient's course.
- c. A Recipient planning to undertake research overseas must comply with the University's [Authorised University Travel Policy](#), including obtaining any relevant approval of their insurance arrangements. Please refer to the [Travel requirements](#) website for more information.
- d. Where the Recipient is undertaking a Joint PhD, these Conditions of Award may be modified with approval from the Dean, Graduate Research, having regard to prevailing university policies on educational partnerships and any agreements between the University and the joint PhD partner.

#### **14. SCHOLARSHIP VARIATIONS**

- a. The Deputy Vice-Chancellor (Research) or nominee may grant a RTP Stipend Recipient an extension of scholarship for up to 6 months (from 3 years to 3.5 years equivalent full-time load, or pro-rated), where the Recipient is enrolled in a PhD Course Student's progress has been affected by Exceptional Circumstances.
- b. A [HDR Scholarship Extension Application](#), 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 no later than 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.
- c. 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 Recipient's control may be considered.
- d. Conversions: Upgrade or Downgrade
  - i. Recipients transferring from a MbR Course to a HDR Course may apply to continue their RTP Scholarship provided there is no interval between the MbR Course and HDR Course or that such an interval is covered by suspension of the RTP Scholarship. Such arrangements require endorsement of the relevant Associate Dean (Research) and approval of the Deputy Vice-Chancellor (Research) or nominee. The Recipient's application must be made before the MbR studies are concluded. In such cases the maximum duration of a converted RTP Scholarship is the equivalent of the timeframe for the new HDR Course, minus periods of study undertaken towards the related degree before conversion.
  - ii. Recipients transferring from a PhD Course to a MbR Course, may continue their RTP Scholarship, however the duration is reduced to two years (or pro-rated for part-time studies) from the commencement of the PhD.
- e. RTP Scholarships are not transferable to another provider or institution.
- f. Change of Research Area or Transfer of Course
  - i. Subject to the usual practices of the University, a Recipient may change their

- research area or transfer from a Course originally indicated at the time of being awarded a RTP Scholarship, provided appropriate supervision is available. The transfer must be accommodated within the original tenure of the RTP Scholarship (i.e. no extension of the scholarship will be approved for a change in research area or course alone).
- ii. There may be visa implications for a change in course. Recipients should seek guidance from Student Success via [enquiries@ecu.edu.au](mailto:enquiries@ecu.edu.au).
  - g. In the event an international Recipient is granted Australian Permanent Resident status, the international Recipient must notify University Admissions and the Scholarships Office immediately.

## **15. PROVISION OF FALSE OR MISLEADING INFORMATION**

- a. If the University knows or has reasonable grounds to believe that a RTP Recipient has provided false or misleading information to the University in relation to the RTP Scholarship, the University:
  - will immediately reassess the Recipient's entitlement to the RTP Scholarship;
  - may terminate the RTP Scholarship; and
  - is responsible for notifying the Department of Education, Skills and Employment or Department of Home Affairs, where relevant, of the suspected false or misleading information, and providing a copy of the Recipient's application or other relevant information.

## **16. ACKNOWLEDGMENT OF RTP SCHOLARSHIP**

- a. At all times during and after completion of the Recipient's HDR studies, if the Recipient publishes or produces material such as books, articles, newsletters or other literary or artistic works which relate to the research project carried out by the Recipient, the Recipient must ensure that the Commonwealth's contribution is acknowledged in a prominent place and in an appropriate form. The acknowledgement must include the mention of the Recipient's support through an "Australian Government Research Training Program Scholarship".

## **17. REVIEW**

- a. The University's Admission, Enrolment and Academic Progress Rules contain provisions to enable Recipients who are dissatisfied with the assessment of their academic work or academic progress to appeal against those decisions.
- b. Subject to section 2(a), a Recipient (or prospective Recipient) who has reason to believe that the University has acted outside of these Conditions of Award may ask the Dean, Graduate Research or nominee to review the relevant decision or omission within 14 days of it occurring.
- c. In conducting the review, the Dean, Graduate Research or nominee may, but is not obliged to:
  - i. consult with any relevant Staff member;
  - ii. seek advice from relevant subject matter experts within the University;
  - iii. consult with and seek further information or documentation from the Recipient;
  - iv. consider any information or documentation available to them at the time of the review; and

- v. rely on any information, guidance or standards (if any) provided by the Australian Government or industry.
- d. Within a further 14 days (or such longer timeframe as may be reasonable in the circumstances and communicated to the Recipient or prospective Recipient), the Dean, Graduate Research or nominee will confirm in writing the outcome of the review including reasons for any decision made.
- e. The review outcome is the final avenue of review within the University in relation to determinations made under these Conditions of Award.
- f. Recipients may also access the University's [Complaints Policy and processes](#).

## **18. GENERAL**

- a. For detailed information on the conduct of research degrees, Recipients are referred to the [Research Forms, Policies and Guidelines](#).
- b. For details of academic regulations, including grievance resolution, Recipients are referred to [Student Information](#).
- c. The Scholarships Office will administer the RTP Scholarship, monitor Recipient progress, and arrange payment of all entitlements to Recipients.
- d. The [University Glossary](#) applies to these Conditions of Award for any capitalised terms that are not definition in these Conditions of Award.
- e. These Conditions of Award may be varied by the University with the approval of the Deputy Vice-Chancellor (Research), to reflect current university rules, policies and processes, to reflect changes to RTP Scholarship support, or where required by changes in law, regulations, or reporting requirements.
- f. A reference to a statute or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them.
- g. A reference to ECU policy, procedures or guidelines includes any consolidations, amendments, re-enactments or replacements of any of them.