

# RTP and HDR Scholarship Procedure

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## Purpose

This procedure applies to all scholarships applied to candidates in Higher Degree by Research HDR programs.

The Research Training Program (RTP) is a Commonwealth Government scheme established to support domestic and international candidates enrolled in HDR) programs.

- The (RTP) provides three levels of funding support for candidates. Candidates may receive one or more of the following benefits:
- Fee offset;
- Stipend for general living costs; and
- Allowances related to the ancillary cost of research degrees.

This procedure describes the types of funding support available to candidates in a HDR program at Federation University Australia (FedUni).

## Scope

This Policy applies to all Higher Degree by Research candidature applicants, candidates, and persons with supervisory or administrative responsibilities for HDR candidates and candidature applications.

## Legislative Context

- Federation University Australia Act 2010
- The Tertiary Education Quality and Standards Agency Act 2011 (TEQSA Act)
- Higher Education Standards Framework (Threshold Standards) 2021
- Commonwealth Scholarships Guidelines Research 2017

## Definitions

Term	Definition
<b>Candidate</b>	Student enrolled in a higher degree by research program.
<b>Confirmation of Candidature (CoC)</b>	Milestone by which a candidate confirms that their research project is viable and is approved by the CoC panel to continue their project.

<b>Deferment</b>	A period of up to 12 months, normally covering the academic year, before a student, who has been offered a place in a higher education course, enrolls in that course.
<b>Designated Cohort</b>	An approved group of potential applicants, identified as having common characteristics (such as completion of a particular qualification) for the purposes of gaining special entry.
<b>DGR</b>	Dean of Graduate Studies – academic staff member responsible for overseeing HDR programs, HDR candidates and supervisors.
<b>EFTSL</b>	Estimated full time study load.
<b>Employee</b>	Any staff member employed by FedUni to undertake academic activity, including permanent, fixed term contract, casual, honorary and adjunct appointments.
<b>Enrolment</b>	The process by which a person, having received a written offer of a place, shall register their program and course of study with FedUni by submitting a form of enrolment signed by both the applicant and the program coordinator or person of equivalent authority.
<b>GRS</b>	Graduate Research School
<b>GRSB</b>	Graduate Research School Board
<b>HDR</b>	Higher Degree by Research
<b>HDR Program</b>	One of the following courses of study: Masters Degree Research, Doctoral Degree (Research), or Doctoral Degree (Professional).
<b>HDR candidate</b>	A Federation student enrolled in a Masters Degree (Research), Doctoral Degree (Research), or Doctoral Degree (Professional).
<b>HDRC</b>	Higher Degree by Research Coordinator
<b>IELTS</b>	International English Language Testing System.
<b>Institute</b>	Academic unit of FedUni
<b>Leave from studies</b>	Period of either six or 12 months, covering a normal teaching period(s), where an enrolled student is excused from formal study.
<b>Offer</b>	Offer of Admission to Candidature – The written offer provided to an applicant for admission to a HDR program.
<b>Off-campus candidate</b>	Where a candidate studies from a location other than on campus or an approved external facility.
<b>Principal Supervisor</b>	A staff member of FedUni who meets the requirements of and has been approved for inclusion to the Register of Supervisors as a principal supervisor and has primary oversight of an HDR candidate's research.
<b>Associate Supervisor</b>	A staff member of FedUni who meets the requirements of and has been approved for inclusion to the Register of Supervisors as a supervisor and provides support to an HDR candidate and to the Principal Supervisor.

<b>Co-Supervisor</b>	An individual who is external to FedUni who meets the requirements of and has been approved for inclusion to the Register of Supervisors as a supervisor and provides support to the candidate and to the Principal Supervisor.
<b>Probationary candidate</b>	A FedUni student enrolled in a Masters Degree (Research), Doctoral Degree (Research), or Doctoral Degree (Professional) who has not yet completed the confirmation of candidature process.
<b>Provisional Principal Supervisor</b>	A staff member who does not meet the requirements to be listed as a principal supervisor on the Register of Supervisors but has the support of their School to act as a principal supervisor under the guidance of a mentor who is registered as a Principal Supervisor.
<b>RTP (Research Training Program)</b>	Federal Government funding scheme that enables the provision of higher degree by research fee offset and stipend scholarships.
<b>Stipend</b>	A fortnightly scholarship paid to a candidate to cover living expenses.
<b>Scholarship Program</b>	A scholarship or cluster of scholarships that share attributes, strategic alignment, and/or industry engagement.
<b>Candidate / Supervisor agreement</b>	Formal written agreement outlining meeting methods,
<b>TEQSA</b>	Tertiary Education Quality Standards Agency

## 1. Research Training Program

### 1.1 Research Training Program (RTP) Scholarship Eligibility

#### 1.1.1 Eligibility for an RTP Scholarship

- To be eligible for an *RTP Stipend*, *RTP Fees Offset* or *RTP Allowance* a student must be a *domestic student* or an *overseas student* enrolled in an accredited HDR course of study at an Australian Higher Education Provider (HEP).
- To be eligible for an *RTP Stipend* a student must not be receiving income from another source to support that student's general living costs while undertaking their *course of study* if that income is greater than 75 per cent of that student's *RTP Stipend* rate (i.e. the base stipend rate). Income unrelated to the student's *course of study* or income received for the student's *course of study* but not for the purposes of supporting general living costs is not to be taken into account.
- To be eligible for an *RTP Fees Offset* a student must not be receiving an equivalent award or scholarship from the Commonwealth designed to offset HDR fees.

### 1.2 Research Training Program (RTP) Fee Offset

#### 1.2.1 Fee Offset Summary

The RTP Fee Offset contributes to the cost of providing research training to HDR candidates at Federation University, and includes, where applicable, costs such as:

- information technology provision and support,
- library and other research support services,
- HDR supervisor salary and related on-costs,
- Federation University infrastructure used to support the HDR research topic with laboratory equipment, field trips, access to external equipment and facilities,
- HDR industry placements and commercialisation skills training costs,
- Support for travel, accommodation and conference costs related to an HDR candidate's program of work,
- HDR development training.

Candidates will be advised of the value of a RTP Fee Offset Scholarship in their Letter of Offer of Admission to Candidature or Conditions of Candidature statement.

### 1.2.2 Periods of support

An RTP Fee Offset Scholarship is available for:

- Three years full time or six years part-time for doctoral candidates,
- 18 months full time or 36 months part-time for masters candidates,

Under exceptional circumstances, a further extension of up to six months may be available subject to the approval of the Dean, Graduate Research.

Candidates may request an extension of the RTP Fee Offset of up to six months for doctoral candidates) beyond the above periods of support. where their HDR studies have been severely impacted by circumstances beyond their control. Such circumstances may include, but are not limited to:

- Documented medical issues with substantial periods of leave,
- Unforeseen circumstances which impact the progress of a candidate's research topic, e.g., natural disaster in a data collection area.

A candidate who remains enrolled beyond their stated period of supported RTP Fee Offset Scholarship will be liable for paying the fees for their remaining candidature.

RTP Fee Offset scholarships may be terminated in accordance with Section 10.1 of this policy.

### 1.2.3 Periods of RTP Fee Offset Scholarship will be impacted if candidates:

- Take a period of intermission / leave from studies,
- Do not maintain their enrolment,
- Have submitted their thesis for examination,
- Do not maintain satisfactory progress,
- Were previously awarded a RTP Fee Offset Scholarship at another HEP and did not complete the program,
- Were previously awarded a RTP Fee Offset Scholarship for a Higher Degree by Research program at Federation University and did not complete the program,
- Transfer between HDR programs or HEPs, as per Section 5 - Variations to Candidature.

### 1.2.4 Awarding of RTP Fee Offset Scholarships

The University will award RTP Fee Offset Scholarships to HDR candidates as follows:

- All candidates who are recipients of a Research Training Program Stipend (RTP Stipend) and who are enrolled in an approved HDR program will automatically qualify for an RTP Fee Offset place,
- Candidates who are not RTP Stipend holders but who are enrolled in HDR programs as specified in Schedule 5.1 Federation University Programs may also be eligible for an RTP Fee Offset, depending on availability.

Candidates who are already receiving an equivalent fee scholarship or award for the same purpose from another source will not be eligible for an RTP Fee Offset scholarship.

RTP Fee Offset scholarships will be awarded by the Dean Graduate Research taking into account factors such as:

- The number of RTP Fee Offset scholarships available,
- Academic merit,
- Alignment with the University Strategic Research Plans.

Preference will be given to candidates whose research topic is strongly aligned with Federation University's Research Priority Areas.

### 1.2.5 Continuity of Study after RTP Fee Offset period of support

HDR candidates who have exceeded their RTP Fee Offset scholarship entitlement will be charged the fee offset amount for the remaining period of their program. Fees will be charged on a pro-rata basis determined by the period of enrolment.

## 1.3 Research Training Program (RTP) Stipend

### 1.3.1 RTP Stipend Summary

RTP stipends are provided to support the general living costs of HDR candidates through an annual stipend.

Stipends are normally awarded to candidates enrolled in a doctoral degree. In some circumstances, prospective candidates seeking entry to a masters degree may be awarded an RTP Stipend.

### 1.3.2 Periods of support

An RTP Stipend is available for:

- Three years full time for doctoral candidates,
- 18 months full time for masters candidates,

Under exceptional circumstances, a further extension of up to six months may be available subject to the approval of the Dean Graduate Research.

No further extensions will be granted for RTP Stipend Scholarships.

Stipends are normally awarded to full time candidates. Under exceptional circumstances stipends may be awarded to candidates seeking part-time enrolment. Where part-time enrolment is granted, the stipend will be paid at a rate of 50% of the full-time stipend amount. Stipends awarded at part-time rates are not tax-exempt and recipients are encouraged to seek independent tax advice.

### 1.3.3 Awarding of RTP Stipend

To be considered for the awarding of an RTP Stipend, applicants must:

- Meet Federation University's HDR program entry requirements,
- Have applied for candidature in, or be currently enrolled in, an HDR program at Federation University,
- Have not completed more than two years EFTSL or part-time equivalent for a doctoral degree or six months EFTSL or part-time equivalent for a masters degree, if a current HDR candidate or Federation University
- Take up the stipend on a full-time basis, unless exceptional circumstances apply,
- Maintain satisfactory progress in their HDR program.

Specific criteria for eligibility for stipend scholarships offered by Federation University are presented in the HDR Scholarship Guidelines

### 1.3.4 RTP Stipend rate

The RTP Stipend bracket is indexed each year and provided to the University by the Department of Education. The University will not pay an RTP stipend at a rate lower than the Department of Education advised rate for that calendar year, whether through RTP only funding or combined RTP, industry, university, and / or external funding. In the instance that a part-time candidate is awarded a RTP Stipend, the rate will be 50% of the full-time stipend rate. A RTP Fee Offset, allowances (see Section 1.2) and leave provisions (see Section 7) will also be provided to recipients of RTP Stipends, whether partially or fully funded from RTP.

### 1.3.5 RTP Stipends in combination with other funding sources

RTP Stipends may be used to co-fund University and Industry scholarship programs. All terms of conditions of the RTP Stipend apply in this instance and section 1.3.4 RTP Stipend Rate applies.

## 1.4 Research Training Program Allowances

The RTP Allowances cover some costs related to the ancillary expenses associated with HDR degrees. These allowances include:

- Relocation Allowance for Australian Government RTP Stipend holders only (maximum of \$2000),
- Overseas Health Cover will be provided to international candidates awarded a RTP Stipend

### 1.4.1 Relocation Allowance for RTP Stipend holders only

Value: Up to AUD \$2000

Candidates who plan to study full time on a Federation University campus or location, have been awarded an RTP Stipend and do not live in the same state as their campus or location of enrolment at the time of candidature offer, can apply for a once-off RTP Relocation Allowance valued at up to \$2000.

RTP Relocation Allowance permits reimbursement for:

- Cost of economy airfares for the candidate to the capital city of their state of enrolment
- Cost of public transport from the capital city to the new location in proximity to their campus of study,
- Cost of moving household items from the home location to the new location in proximity to their campus or location of study (Australian residents only).

Should the cost of relocating exceed the maximum value of the allowance, only the maximum value of the allowance (\$2000) will apply. Candidates will need to supply original receipts to secure their reimbursement.



Relocation costs will not be reimbursed for the securing of a new residence (e.g. bond, rent in advance, etc.) or other household costs (e.g. connection of essential services such as electricity).

### 1.4.2 Overseas Health Cover costs (OSHC)

Federation University will pay for the costs of OSHC provided by the University's preferred supplier to international candidates who have been awarded an RTP Stipend. Periods of OSHC will be stipulated on the Letter of Offer of Admission to Candidature and will reflect the period of RTP Stipend allocation.

## 1.5 Employment

In order to complete a HDR program within the RTP period of support (refer Section 2.2) it is reasonable to expect full-time HDR candidates treat their studies as full-time work. Anything less than a commitment of 37.6 hours per week on a regular basis over the life of the degree will affect a timely completion. The expectation for part-time study is at least 50% of the full-time load. Candidates awarded an RTP Stipend may undertake paid employment during the period of their candidature providing they do not contravene Section 1.1.1 (2).

Paid employment commitments during the period of candidature will not be accepted as grounds for an extension of either candidature or RTP entitlements.

### 1.5.1 RTP Stipend holders

A candidate in receipt of an RTP Stipend may undertake work subject to endorsement by the Principal Supervisor, and approval by the Dean, Graduate Research (or nominee). Approval is based on satisfying the criteria that the work will not interfere with the satisfactory progress of the candidate's study. This arrangement will be assessed by the University on an annual basis as part of the Annual Progress Review of candidature process.

## 1.6 Acknowledgment of RTP Scholarship funding

Candidates must ensure that the Australian Government's contribution to their research training via a RTP Scholarship is acknowledged in all publications arising from their research project

This acknowledgment must occur at any time during or after the completion of the HDR degree when the recipient of a RTP scholarship, their supervisor or any other party 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 candidate in receipt of an RTP scholarship.

## 1.7 Candidates enrolled prior to 1st January 2017

As of 1<sup>st</sup> January 2017, eligible candidates who were previously awarded an RTS (Research Training Scheme) Place were transitioned to an RTP Fee-offset scholarship and candidates in receipt of an APA were transferred to an RTP Stipend Scholarship.

Notification of the transition, the period of support via RTP Stipend and/or RTP Fee-offset and estimated contribution amounts were communicated to all impacted candidates in December 2016.

All conditions within this policy apply to candidates transferred to these scholarships.

## 2. University and externally funded scholarships



## 2.1 Stipend eligibility for University and externally

To be considered eligible for the award of a stipend, applicants must:

- meet the University's HDR program entry requirements,
- have applied for candidature or be currently enrolled in, an HDR program at Federation University Australia,
- submit their scholarship application and candidature application (where required) before the scholarship closing date,
- take up the stipend on a full-time basis, unless exceptional circumstances apply with the approval of the Dean, GraduateResearch,
- maintain satisfactory progress in their program.

Candidates may request part-time enrolment at the time of application for a stipend scholarship where they can demonstrate exceptional circumstances. Where part-time enrolment is granted, the stipend will be paid at a rate of 50% of the full-time stipend amount. Stipends awarded at part-time rates are not tax-exempt and recipients are encouraged to seek independent tax advice. Additional requirements for eligibility may be applied to specific scholarship programs or project related stipends. Additional requirements may include but are not limited to:

- Industry experience,
- Specific training qualifications,
- Holding a specific undergraduate or postgraduate degree,
- Participating in an interview prior to offer of candidature.

Additional requirements for a stipend must be set prior to scholarship advertising and available on the website and scholarship application form.

Specific criteria for eligibility for stipend scholarships offered by Federation University are presented in the HDR Scholarship Guidelines.

### 2.1.1 Additional conditions for externally funded stipends

Stipends from funding sources external to the University, such as government or contracted external partners, will be awarded on merit and must be advertised on the University website. Applicants would normally be expected to take up the scholarship on a full-time basis, unless agreed to by the University and the external partner.

Probationary candidates / candidates taking up externally funded scholarships may also be required to sign a student agreement with the external partner.

### 2.1.2 Student agreements

External funding partners may require candidates to sign an individual student agreement before scholarship payments can commence. Student agreements may include details on intellectual property, authorship, milestones to be met or other conditions of scholarship. Candidates should seek independent legal advice before signing an individual student agreement.

### 2.1.3 Selection

Additional requirements for eligibility will be advertised on the University website and stated on the scholarship application form.

A scholarship selection panel will be established by the Chief Investigator named on the research contract and may include industry or external partners. When forming selection panels, diversity and equity requirements will be considered in the appointment of panel members.

## 2.1.4 Extensions

Where a candidate needs to continue their project beyond the minimum completion date, approval of additional expenditure for an externally funded scholarship may have to be sought from the funding body. This is not guaranteed until advised in writing.

The staff member responsible for the approval of funding associated with the Research Contract must approve the allocation and / or extension of a stipend or fee scholarship from the external funding source.

## 2.2 International Fee Scholarship eligibility

To be considered eligible for the award of a fee scholarship, applicants must

- be an international applicant or current international student,
- meet Federation University's HDR program entry requirements including English language requirements, as set out in the [HDR Candidate Procedure](#),
- maintain satisfactory progress in their program, and
- normally be in receipt of a stipend or living allowance.

## 3. Aboriginal and Torres Strait Islander Scholarships

The University commits to offering a limited number of Indigenous Higher Degree by Research scholarship/s for Aboriginal and Torres Strait Islander researcher/s to undertake full-time Higher Degree by Research studies. In doing so, the University will:

- Demonstrate flexibility in the appraisal of Aboriginal and Torres Strait Islander applications for scholarships,
- Extend the normal period of scholarship payment for the degree in which a HDR candidate is enrolled, where appropriate, as determined and approved by the Dean, Graduate Research.

## 4. Awarding of scholarships

### 4.1 Application, selection and offers

Application and offer processes are set out in the [Research and Research Training Policy](#), [HDR Candidate Procedure](#) and Guidelines

#### 4.1.1 Stipend Application

Stipends will be advertised on the University website. Applications will only be accepted via the method outlined on the University HDR Scholarships website.

Applicants for stipend scholarships are also required to simultaneously apply for Candidature. It is the applicant's responsibility to provide all documentation required for consideration for both candidature and stipends. An incomplete or a late stipend or candidature application will not be considered.

#### 4.1.2 Stipend selection and offers

In the selection of applicants for allocation of stipends, the University aims to achieve inclusive and equitable outcomes taking into account strategic considerations and the availability of suitable resources and project

supervision and the academic merit of applicants. In doing so, the University will ensure that it operates in accord with the University's Fair and Transparent Decision Making Guidelines.

Scholarship ranking processes are described the HDR Scholarship

### 4.1.3 RTP Fee Offset selection and offer

Processes for offering, awarding and selection of RTP Fee Offset Scholarships are specified in:

- [Research and Research Training Policy](#)
- [HDR Candidate Procedure](#)

## 5. Variations to Candidature

### 5.1 Changes in a candidate's research topic

Recipients of stipends that have been awarded in association with a specific project or industry partner may be required to relinquish their scholarship where a change of project is approved. Substantial changes to the nature of the research project must be approved by the external party for stipend payments to continue.

A proposed change in research topic must show that suitable supervision for the new research topic is available, and the proposal must be endorsed by the Research Centre and approved by the Dean, Graduate Research. There will be no extension to the total duration of the Scholarship (either stipend, or fee scholarship) arising from change in either research topic or a change in supervisory team, or both.

Significant changes to a candidate's research topic may require the candidate to undertake the Confirmation of Candidature process again should this be so decided by the RHDC.

### 5.2 Institutional transfer

Information regarding institutional transfer and RTP Fee-Offset scholarships can be found in the [HDR Candidate Procedure](#).

Where an applicant previously held an RTP Stipend, the stipend will not transfer to Federation University and the applicant must apply for a stipend via the standard process described here and in the HDR Scholarships Guidelines.

Transfer to Federation University will not normally be allowed for candidates who have completed more than two years EFTSL of a doctoral program or six months EFTSL of a master's program.

### 5.3 Full-time / Part-time Candidature

Candidates requesting to change to full-time / part-time candidature may apply stating the reasons for the requested change. Applications for change to conditions of candidature must obtain the endorsement of the Principal Supervisor and the funding body, where appropriate. Candidates requesting a change from full-time to part-time candidature, who hold a stipend, may be required to relinquish the stipend.

Applicants requesting to change to part-time candidature who are approved to retain their stipend should note that stipends awarded at part-time rates are not tax-exempt and recipients are encouraged to seek independent tax advice.

## 5.4 Conversion from Masters by Research program to doctoral candidature

Processes for transferring from research masters degree to a PhD are described in the [HDR Candidate Procedure](#).

RTP Stipend and University funded Scholarship recipients:

If a candidate transfers from a master's degree to a doctoral degree, the total duration of the RTP Stipend and RTP Fee-Offset Scholarship will be up to three years from the date that the candidate commenced the master's degree. Periods of support and requests for extension as per section 1.2.2 and 1.3.2 apply.

Applications for transfer between programs must be approved by the Dean, Graduate Research. Recipients of stipends that have been awarded in association with a specific project or industry partner may be required to relinquish their scholarship where they request to transfer from a Masters by Research program to a doctoral degree. Program conversions must be approved by the external party for stipend payments to continue.

## 5.5 Conversion from doctoral candidature to a Masters by Research program

Transfers from a doctoral program to a masters program will only be considered where an extension for candidature has not already been approved. Where a candidate has already exceeded the maximum allowable time for a Masters by Research candidate, their thesis must be submitted within six months of their transfer request, or part-time equivalent and any stipends will be terminated on approval of the conversion request.

Applications for transfer between programs must be supported by the Principal Supervisor and approved by the Dean, Graduate Research.

## 5.6 Extension to candidature

Candidates in receipt of an RTP Stipend may apply for one six-month EFTSL extension to scholarship, as per section 1.3.2. Extensions are not guaranteed and will only be granted where exceptional circumstances can be demonstrated.

Candidates in receipt of an RTP Fee-Offset scholarship should refer to section 1.2.2.

Candidates in receipt of other scholarship types should refer to their Letter of Offer regarding the availability of stipend or fee scholarship extensions. Where a scholarship is fully or partially funded by an external partner, extensions may only be granted where the funding body approves the extension request and funding is available.

## 5.7 Permanent residency

An international candidate who becomes an Australian permanent resident after commencing their scholarship, must notify the University immediately. The candidate will be transferred to a RTP Fee-Offset place, as described in the RTP Policy. Where a candidate pays full fees and has not advised the University of their permanent residency status prior to the semester census date, fees must still be paid by the candidate.

## 6. Optional industry placements, research internships, professional practice activities

Requirements for HDR internships are described in the [HDR Candidate Procedure](#).

Where an RTP Fee-offset holder is awarded a placement, internship or professional practice opportunity related to their study, their period of support may be extended by the period of internship or placement, subject to the approval of the Dean, Graduate Research.

Where an RTP Stipend holder is awarded a placement, internship or professional practice opportunity related to their study, the University will continue to pay the candidate scholarship payments for up to 12 weeks over the life of their scholarship except where Section 1.1.1 (2) may apply. The period of stipend support will be extended by the period of placement or internship for up to 12 weeks.

All HDR candidates should consult with their Supervisory team and HDRC with respect to optional industry placements, research internships, and professional practice activities.

## 7. Grievance and review procedures

HDR Candidates should refer to the [HDR Candidate Procedure](#) regarding processes and principles for submitting a grievance.

## 8. Leave entitlements for stipend holders

Candidates in receipt of a stipend are eligible for Leave of Absence entitlements during their period of paid candidature. Leave of Absence entitlements do not extend scholarship or candidature periods. Stipend holders have access to the following leave of absence entitlements:

- Recreation Leave: 20 working days of paid recreation leave per year. This may be accrued and carried forward, but entitlements are forfeited on the cessation of the stipend. Taking recreation leave does not extend the period of candidature or scholarship entitlements.
- Personal leave: up to 20 working days per year. This may be accrued and carried forward but entitlements are forfeited on the cessation of the stipend.
- Foster Care Leave: 15 working days, leave may be approved for new foster parents leave if the candidate has completed 12 months EFTSL of study and is the primary care giver.
- Partner Leave: A candidate who is the partner of a woman giving birth may be entitled to 10 working days paid parenting leave if they are not the primary care giver. If they are the primary caregiver they may be entitled to an additional 50 weeks of unpaid carer's leave.

Where a candidate is in receipt of a stipend, they are eligible to apply for parental leave, as described below. They will receive a period of paid parental leave in addition to their standard scholarship entitlement period.

- Parental Leave: Maximum of 12 weeks paid parental leave after completing 12 months of candidature for the primary-care parent of a newborn infant. In instances of parental leave candidature will be paused.

A candidate may apply for Leave from Studies extending for at least one teaching period (six months) and up to one year, as outlined in the [HDR Candidate Procedure](#). Stipends will be paused for the period of Leave from Study, except for cases of parental leave, as described above.

Full Leave from Studies and Leave of Absence provisions are outlined in the [HDR Candidate Procedure](#).

## 9. Supervision and research infrastructure support provisions

### 9.1 Supervision

All HDR candidates are allocated a supervisory panel consisting of a Principal Supervisor and at least one Associate Supervisor, who is a University staff member. Supervisor responsibilities, supervisory panels and registration requirements are described in the [HDR Supervision Procedure](#) and associated Guidelines.

## 9.2 Research Infrastructure

Candidate minimum resources, induction and orientation, and research environment requirements are described in the [HDR Candidate Procedure](#) and associated documents.

# 10. General Terms and Conditions

General terms and conditions of scholarships are set out below:

## 10.1 Scholarship offers and length of scholarship

10.1.1. Advertised scholarships of Federation University may be withdrawn or awarded at the discretion of the University. Offers of externally funded scholarships are subject to approved funding contracts.

10.1.2. The length of the stipend and/or fee scholarship will be provided to candidates in their Letter of Offer to Admission of Candidature or their Letter of Scholarship Offer.

10.1.3. Any special conditions, milestones or external partner requirements will be set out in the Letter of Offer of Admission to Candidature or their Letter of Scholarship Offer

10.1.4. Scholarship will not commence until the candidate returns a signed Acceptance of Offer acknowledging the terms in 1.3.

10.1.5 Scholarship offers may be withdrawn where candidates cannot commence their study by the required commencement date on their letter of offer.

## 10.2 Commencement

10.2.1. The scholarship must commence within the dates specified in the Letter of Offer to Admission of Candidature or Letter of Scholarship Offer.

10.2.2. Commencement of scholarships cannot be deferred. Where a candidate defers their offer to take up a HDR place, an offer of scholarship will be withdrawn.

10.2.3. Scholarship payments will not commence unless a candidate is enrolled.

## 10.3 Eligibility

10.3.1 Candidates must maintain eligibility for their scholarship conditions as outlined in their letter of scholarship offer

10.3.2 Candidates must be enrolled and actively participating in their research to receive scholarship payments, other than paid leave entitlements.

10.3.3 Candidates must participate in required milestones within the designated period.

10.3.4 Candidates must maintain satisfactory progress throughout their candidature.



## 10.4 Leave from Studies and Leave of Absence

10.4.1. Where a candidate is granted approved leave from studies from their HDR program, their scholarship will be suspended until they return from leave. The duration of the scholarship will be extended by the duration of the leave from studies.

10.4.2. The scholarship will not be suspended for the period where a candidate takes a leave of absence. Request for paid leave must be supported by relevant documentation, e.g. medical certificates or verification of personal circumstances. Paid leave provisions are set out in Section 8.

## 10.5 Termination of scholarships

Scholarships will be terminated where:

10.5.1. The candidate ceases to meet the eligibility criteria,

10.5.2. The maximum duration of the scholarship has been reached,

10.5.3. The candidate fails to return from an approved period of leave from study

10.5.4. On submission of thesis for examination

10.5.5. The candidate has committed serious misconduct, including the provision of false or misleading information,

10.5.6. Candidature has been terminated due to unsatisfactory progress, e.g Show Cause

10.5.7. The candidate fails to re-enrol, with no response to attempts at communication from the University,

10.5.8. The candidate takes unapproved leave, with no response to attempts at communication from the University

10.5.9. The candidate fails to participate in a formal progress review and does not respond to reasonable requests to do so.

10.5.10. The candidate ceases to be a full-time candidate, and exceptional circumstances do not apply

10.5.11. The University and / or funding body deems that the course of study is not being carried out with competence and diligence,

10.5.12. A doctoral candidate fails to confirm within their first twelve months of full-time candidature.

## 10.6 Reinstatement

Stipends that have been terminated and have not reached the end of their funding period may be reinstated in the following instances:

10.6.1. A candidate is required to re-enrol after examination to undertake revision of the thesis and re-submit for examination

10.6.2. After a show cause proceeding finds that the candidate's enrolment should not be terminated, and the Principal Supervisor and Dean of Graduate Studies approve the continuation of the scholarship.

10.6.3. Where unsatisfactory progress, unapproved leave or progress reporting issues have been resolved and reinstatement of the scholarship is approved by the Principal Supervisor and Dean of Graduate Studies.



## 10.7 Relinquishment of Scholarship

A candidate may relinquish their RTP Scholarship (stipend or fee offset) at any time by notifying the Dean, Graduate Research in writing that they no longer require the support.

## 10.8 Repayment of stipends

If the University has reason to believe that a candidate in receipt of a stipend has provided false or misleading information in relation to their eligibility for receipt of the stipend, awarding of the stipend, any other matter covered by this procedure it will re-assess the candidate's entitlement. The candidate may be required to repay any stipend benefits to which they are not entitled.

## 11. Confidentiality and Privacy

All personal information collected by Federation University is governed by the [Information Privacy Procedure](#). The following are examples of instances where the University will use and disclose an HDR student's personal information for legitimate purposes:

- providing information to Centrelink;
- releasing statistical information to relevant government bodies such as the Department of Education, and the Office of Training and Tertiary Education;
- releasing relevant information to the Department of Immigration and Citizenship (DIAC), the Department of Education, and the Australian Taxation Office

## Supporting Documents

- [Research and Research Training Policy](#)

## Responsibility

- The Pro Vice-Chancellor, Research (as the Approval Authority) is responsible for monitoring the implementation, outcomes and scheduled review of this procedure.
- The Dean, Graduate Research (as the Document Owner) is responsible for maintaining the content of this procedure as delegated by the Approval Authority.

## Promulgation

The HDR Scholarships Procedure will be communicated throughout the University community in the form of:

1. Distribution of e-mails to Head of Institute/School / Head of Department / University staff relevant.
2. Documentation distribution, eg. posters, brochures.
3. Notification to Institutes/Schools/Federation TAFE.

## Implementation

The HDR Scholarships Procedure will be implemented throughout the University via:

1. A FedNews announcement and on the 'Recently Approved Documents' page on the University's Policy Central website.

2. Staff induction sessions.
3. Training sessions.