

HDR Research Training Program and Other Scholarships Procedure

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Purpose

This procedure documents the management of higher degree by research (HDR) scholarships. It applies to candidates enrolled in HDR courses offered by the University of Tasmania (the University) their supervisors, and academic unit of enrolment.

This procedure does not apply to undergraduate and postgraduate coursework programs or higher doctoral degrees.

Applicable governance instruments

Instrument	Section	Principles
<i>Research Training Ordinance</i>		
<i>Research Training Policy</i>	1 Admissions and enrolment	1.1
	2 Higher degree research scholarships	2.1-2.2
	4 Candidature progression, development, and completion	4.2
<i>Research Policy</i>	2 Responsible conduct of research	2.1-2.2
<i>Compliance Policy</i>	2 Conflict of interest	2.1
<i>People Policy</i>	2 Inclusion, diversity, and equity	2.2
<i>Data and Information Governance Policy</i>	1 Privacy	1.1
<u>Commonwealth Scholarship Guidelines (Research) 2017</u>		

Procedure

1. Introduction

- 1.1. The University awards scholarships competitively, based on academic merit, experience, prior learning and other relevant attainments. Priority is given to new candidates in strategic research areas.
- 1.2. Current university rates and information on available scholarships and projects are found on the [University Website](#).

2. General principles

- 2.1. Scholarships to support HDR candidates will be awarded competitively, based on merit against selection criteria that are advertised and publicly accessible, through a University approved selection process.
- 2.2. The University offers three types of merit-based and competitive scholarships to support HDR candidates:
 - a) stipend (living allowance scholarship and any applicable allowances); and/or
 - b) fees offset (tuition fee scholarship excluding Student Services and Amenities Fees); and/or
 - c) top-up scholarship (see section 5.3 below).

- 2.3. All stipends must be at least the minimum rate set by the University and include provision for paid and unpaid leave (see Section 15 of this Procedure).
- 2.4. In addition to this Procedure stipends are administered in accordance with Conditions of Awards which will be approved by the Pro Vice-Chancellor for Graduate Research (Pro Vice-Chancellor).
- 2.5. The University will pay the entitlement(s) under the scholarship, as stated in the Conditions of Award.
- 2.6. The base stipend rate means the minimum stipend value set by the University, and is reviewed annually.

3. Research Training Program

- 3.1. Under provisions of the *Higher Education Support Act 2003*, the University will receive and be responsible for administering a block grant to support RTP scholarships.
- 3.2. Commonwealth guidance can be found at the Department of Education and Training *Research Training Program (RTP) FAQs for Administrators* and Department of Education and Training *RTP FAQs for Students*.
- 3.3. RTP scholarships will be available to domestic and international candidates undertaking a Masters by Research or Doctoral Degree.
- 3.4. An RTP scholarship awarded by the University may include an:
 - a) RTP stipend paid to candidates to assist with their living costs while undertaking an HDR;
 - b) RTP fees offset to meet the liability for tuition fees; and
 - c) RTP allowance paid to candidates to assist with relocation costs to undertake an HDR.

4. Tasmania Graduate Research Scholarship

- 4.1. The University will fund the Tasmania Graduate Research Scholarship (TGRS) to support its strategic research objectives.
- 4.2. The TGRS is a stipend paid to candidates to assist with their living costs while undertaking an HDR.

5. Other scholarships

- 5.1. The University may offer tuition fee scholarships to eligible international HDR applicants to fully or partially offset published international tuition fees.
- 5.2. Any additional living allowance funding will not exceed 75% of the value of their annual base stipend.

6. Scholarship value

- 6.1. The RTP and TGRS stipend will be offered at a rate determined by the University annually and will be no less than the minimum RTP rate determined by the Commonwealth Government.
- 6.2. Full-time stipends that meet Australian Taxation Office requirements are tax exempt. Part-time awards are not tax exempt. It is the responsibility of scholarship holders to seek independent taxation advice in relation to any scholarship they have been awarded.

- 6.3. A candidate who is enrolled on a part-time basis and meets the eligibility criteria to hold a scholarship will receive a stipend at 50% of the full-time rate.
- 6.4. The value of the RTP and TGRS allowances included within the Conditions of Award can be viewed on the University Graduate Research scholarship [website](#).

7. Duration and Commencement

- 7.1. An RTP, TGRS or other stipend may be awarded for:
 - a) a maximum of 3.5 years full-time (or part-time equivalent) for candidates enrolled in a doctoral degree, provided this does not extend beyond the maximum candidature duration of 4 years full-time equivalent.
 - b) a maximum of two years full-time (or part-time equivalent) for candidates enrolled in a masters by research.
- 7.2. An RTP fees offset or international tuition fee scholarship may be awarded for:
 - a) a maximum of 4 years full-time (or part-time equivalent) for candidates enrolled in a doctoral degree; or
 - b) a maximum of two years full-time (or part-time equivalent) for candidates enrolled in a masters by research.
- 7.3. A scholarship will commence on the date specified in the Letter of Offer for that scholarship.
- 7.4. Any requests to delay commencement will be made in accordance with the *HDR Admissions, Selection and Enrolment Procedure*.
- 7.5. The duration of a scholarship and, where applicable, the conditions under which a scholarship may be extended, will be stated in the Conditions of Award and/or the overarching Funding Agreement.
- 7.6. The duration of a stipend will be:
 - a) reduced by any periods of study undertaken towards the degree prior to commencement of the award and
 - b) increased by any periods of approved paid leave.
- 7.7. A candidate who exceeds the maximum duration of their RTP fees offset or international tuition fee scholarship may be liable for full tuition fees at the published rate for their course for the period following their maximum duration until the thesis is submitted for examination.

8. Part-time scholarships

- 8.1. To be eligible to hold a part-time scholarship, a candidate will demonstrate they have:
 - a) personal reasons that preclude full-time study such as caring commitments, or a medical condition; or)
 - b) research-related employment.
- 8.2. A part-time scholarship holder must be enrolled as a part-time candidate and is expected to progress at half the rate of a full-time scholarship holder. Scholarship holders approved to study part-time may apply to revert to full-time study at any time.

9. Eligibility for RTP, TGRS and other scholarships

- 9.1. Eligibility requirements for scholarships other than an RTP and TGRS will be detailed in the relevant agreement and/or in the Conditions of Award.
- 9.2. To be eligible for an RTP or TGRS stipend a candidate must not be receiving equivalent income to support their general living costs from another source related to their research degree (equivalent being defined as greater than 75% of the base stipend rate).
- 9.3. If a candidate receives another scholarship or income related to their course of study for the purpose of supporting general living costs that is greater than 75% of their annual base stipend, they may apply to suspend their award in accordance with the Conditions of Award.
- 9.4. To be eligible for an RTP fees offset or international tuition fee a candidate will not be in receipt of an equivalent scholarship designed to offset HDR tuition fees.
- 9.5. Candidates will be responsible for ensuring they continue to meet the eligibility criteria and conditions for all scholarships they receive and will notify the University if their eligibility changes.

10. Application and selection

- 10.1. Prospective and current candidates will apply for a stipend and/or fees offset scholarship through the approved application process in accordance with the *HDR Admissions, Selection & Enrolment Procedure*.
- 10.2. An offer of a scholarship will be made and accepted in accordance with the *HDR Admissions, Selection & Enrolment Procedure*.

11. Payments and employment

- 11.1. To receive scholarship payments a candidate must have an Australian bank account. The University will make fortnightly stipend and/or top-up payments in arrears directly to this account.
- 11.2. A candidate awarded a scholarship may undertake employment during their candidature provided it does not interfere with the timely progression and completion of their research project and does not contravene Section 9.2. See also the HDR Candidature Management & Enrolment Variations procedure.

12. Work-integrated learning activities

- 12.1. A candidate may continue to receive their scholarship during industry placements, research internships, professional practice activities or other similar enrichment activities where the activities are unpaid. If activities are paid, a stipend may continue if the income is 75% or less than the scholarship holder's annual base stipend rate as per section 9.3.

13. Resources and supervision for candidates

- 13.1. Scholarship holders will receive at least the minimum resources specified in the *HDR Admissions, Selection & Enrolment Procedure*.
- 13.2. Scholarship holders will be supervised according to the *HDR Supervision & Academic Support Procedure*.

14. Variations to enrolment and scholarships

- 14.1. A scholarship holder may apply to vary the conditions of their candidature in accordance with the *Research Training Ordinance*, the *HDR Candidature Management & Enrolment Variation Procedure* and the relevant Conditions of Award.
- 14.2. A candidate who is approved to transfer between research degrees within the University as per *HDR Candidature Management & Enrolment Variation Procedure* will have their scholarship duration adjusted in accordance with section 7. The revised duration will be based on the commencement date of their initial candidature and allowing for any periods of approved leave of absence.

15. Leave entitlements

Annual and sick leave

- 15.1. Scholarship holders are entitled to:
 - a) 20 working days paid annual leave each year (accruable);
 - b) 10 working days paid sick leave a year (accruable).
- 15.2. These leave types do not extend the scholarship or candidature duration, and accrued leave is forfeited when the scholarship expires.
- 15.3. Academic Units will support candidates to manage these leave provisions, and to embed annual leave plans within candidature.

Leave of absence (paid and unpaid)

- 15.4. Scholarship holders may apply for a leave of absence as per the *HDR Candidature Management & Enrolment Variation Procedure*. The scholarship will be suspended for the duration of the leave of absence unless the Conditions of Award includes paid leave entitlements in addition to section 15.1 and any eligibility criteria are met.

Suspension of scholarship (without taking a leave of absence from candidature)

- 15.5. Where permitted by the Conditions of Award, a scholarship holder may apply to suspend their stipend during periods of enrolled candidature where they are temporarily ineligible to receive stipend payments in accordance with the relevant Conditions.

16. Repayment, withdrawal and termination provisions

- 16.1. The University will be entitled to recover money owed by a candidate arising from payment of a scholarship or allowance to which the candidate is not entitled to. Before recovering that money, the University will:
 - a) provide to the candidate written details pertaining to that owing and the reasons for the debt;
 - b) make a reasonable attempt to reach agreement with the candidate on a suitable method of repayment; and
 - c) provide to the candidate written details of the repayment arrangements.

- 16.2. Where a candidate who is receipt of a scholarship withdraws from their course, the candidate will berequired to repay monies received after the effective withdrawal date where the:
- a) candidate failed to notify GRO of their intention to withdraw; or
 - b) withdrawal is backdated to a time prior to notifying GRO that they have withdrawn.
- 16.3. A scholarship holder may relinquish a scholarship at any time by notifying GRO in writing that they nolonger require the support.
- 16.4. A scholarship will cease on the day a thesis is submitted for examination or at the end of the award duration, whichever is earlier.
- 16.5. A scholarship will be terminated before this time:
- a) where the scholarship holder ceases to meet the eligibility criteria specified in the Conditions of Award; or
 - b) following an outcome of a Show Cause process conducted in accordance with the *HDR Academic Progress Procedure*.

17. Appeals

- 17.1. Any decision made under this Procedure may be appealed in accordance with the *Reviews and Appeals of Academic Decisions Procedure*.

18. Acknowledgement of Funding

- 18.1. A candidate who receives any type of RTP scholarship must acknowledge the Commonwealth Government's support in any research outputs from their degree. This acknowledgement applies both during and after completion of the award holder's HDR and the requirement extends to the candidate's supervisors or other parties who publish research arising from the candidate's work.
- 18.2. The acknowledgement must be in a prominent place and in an appropriate form. The acknowledgement must mention the scholarship holder's support through an "Australian Government Research Training Program Scholarship".

Related procedures

HDR Admissions, Selection and Enrolment Procedure

HDR Candidature Management and Enrolment Variation Procedure

HDR Supervision and Academic Support Procedure

Conflict of Interest and Gifts and Benefits Declarations Procedure

Versions

Version	Action	Approval Authority	Responsible Officer/s	Approval Date
1	Approved	Deputy Vice-Chancellor (Research)	Dean of Graduate Research	1 Dec 2020
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6	Approved	Deputy Vice-Chancellor (Research)	Pro Vice-Chancellor for Graduate Research	19 December 2024

Definitions

[candidate](#) | [part-time](#) | [Scholarship](#)