

**Please retain these Conditions of Award as this document forms part of your agreement with the University.**

## **1 INTRODUCTION**

The Research Training Program (RTP) Scholarship was established to support students undertaking a Higher Degree by Research (HDR).

The RTP provides three modes of funding support and scholarship recipients will receive one or more of these benefits:

- tuition fee offset;
- stipend for general living costs;
- allowances related to the ancillary cost of research degrees.

## **PURPOSE**

The purpose of the scholarship is to enable a suitably qualified graduate to carry out, under the supervision of members of staff appointed by the College, a program of study leading to a higher degree by research.

## **2 ELIGIBILITY**

To be eligible for an Australian Government Research Training Program Scholarship (AGRTPS), a student must:

- be an Australian citizen; or a New Zealand citizen or an Australian permanent resident at the closing date for applications; and
- be enrolled, or be seeking to enrol, as a full-time student in a higher degree by research
- have completed a Bachelor degree with First Class Honours or an equivalent level of academic attainment.

## **3 APPLICATION**

Applications are submitted via the student information system available via the Flinders University website: <https://www.flinders.edu.au/study/apply/apply-research-degree/how-to-apply>

## **4 SELECTION**

Selection of award holders will be undertaken by the Scholarships Committee on the basis of academic merit and research potential.

The Committee will determine the recipients for the AGRTPS Domestic stipends. Applications will be ranked according to the University's Higher Degree by Research Scholarship Ranking guidelines.

The University will give priority to students undertaking a doctoral degree for the first time.

In addition, the following factors will be considered during the selection process and an AGRTPS will not be awarded to a student who:

- is in receipt of an award which directly duplicates the purpose of the AGRTPS. Holders of a Flinders University Research Scholarship (FURS) will not be considered for the award of an AGRTPS to continue study in the degree for which the FURS is held;
- is on paid study leave;
- holds a fractional academic appointment;
- holds a Research Doctorate or equivalent, or holds a Research Masters or equivalent and is seeking an AGRTPS to undertake a Research Masters degree;
- has previously held an AGRTPS;
- held an Australian Postgraduate Award (APA), or a Flinders University Research Scholarship (FURS) unless it was terminated within the first six months of the earlier award, as per Clause 2.3 of above.

Also refer to section 4.2 of the [RTP Scholarship Administrative Rules](#) for RTP Stipend selection criteria.

## **5 TENURE OF RTP STIPEND**

- 5.1 An AGRTPS is tenable for:
- three years full-time in the case of Research Doctorate students; or
  - two years full-time in the case of Research Masters students.
- 5.2 An extension to the duration of an AGRTPS for a Research Doctorate student of up to six months may be approved by the Scholarships Committee provided the student is making satisfactory progress, and the grounds for the extension relate to delays to the study and are beyond the control of the student. Research Masters students are not eligible for an extension.
- 5.3 A part-time AGRTPS holder may be approved by the Scholarships Committee only if the student has exceptional circumstances. Exceptional circumstances relate to significant caring commitments or a medical condition which limits the student's capacity to undertake full-time study. Part-time scholarships are not available to applicants seeking to undertake paid employment.
- 5.4 A part-time AGRTPS holder may be approved by the Scholarships Committee if the student is undertaking Commercialisation Training Scheme training concurrently with their HDR.
- 5.5 Part-time AGRTPS holders are expected to progress at half the rate of full-time award holders. Part-time award holders may revert to full-time study at any time with the approval of the Scholarships Committee.

- 5.6 The tenure of the award will be adjusted for:
- Research Masters students who upgrade their candidature to a Research Doctorate during the tenure of the award;
  - Research Doctorate students who downgrade their candidature to a Research Masters during the tenure of the award;
  - Award holders who have completed periods of study towards the degree for which the scholarship was awarded before accepting their AGRTPS;
  - Award holders who undertake periods of study towards their degree whilst on intermission from their AGRTPS.

## **6 STIPEND**

The AGRTPS pays a stipend at the standard rate set by the Australian Government which is indexed annually.

In 2023, the stipend will be paid at the following rates:

	<i>Rates for 2024</i>
• Full-time	\$33,990 pa tax-free
• Part-time	\$16,995 pa taxable

In accordance with Clause 12 of the [RTP Scholarship Administrative Rules](#), the RTP Stipend Holders will not have their scholarship extended by the duration of any optional industry placements, internships, or professional practice activity. Nor will the rate of the RTP Stipend change.

## **7 RESEARCH TRAINING PROGRAM FEE OFFSET**

Commencing HDR students and eligible continuing students will receive a Research Training Program Fee Offset. This provides an exemption from tuition fees for the normal duration of a HDR, up to a maximum period of four years full-time equivalent study for a Research Doctorate, and up to two years full-time equivalent study for a Research Masters. Refer to the [RTP Scholarship Administrative Rules](#) page for more details.

## **8 ALLOWANCES**

### **8.1 Relocation Allowance**

A student who relocates to Adelaide from overseas or interstate in order to take up an award is eligible to apply for reimbursement of relocation and travel expenses. This allowance will be paid at the following rates:

<i>Relocation Allowance</i>	<i>Rates for 2024</i>
Relocation expenses	
• Adult	\$505

• Child Travel Expenses	\$255 Value of economy or student concession airfares
Total maximum allowance	\$1485

- 8.2 Thesis Allowance  
AGRTPS holders are eligible to apply for a thesis allowance to assist with thesis production costs. Students claiming a thesis allowance must produce original receipts showing the amount paid by the student, the date it was paid and the service for which the payment was made. **Claims for the thesis allowance must be lodged within one year of the final examined and University approved version of the thesis being uploaded to the Library digital repository.**

	<i>Rate for 2024</i>
• Research Doctorate and Research Masters	\$500

## 9 REGISTRATION & ESTABLISHMENT

- 9.1 Award holders will be asked to nominate a commencement date, which is not later than 31 March in the year in which the scholarship was awarded.
- 9.2 In exceptional circumstances, award holders may apply to the Scholarships Committee for permission to commence their award after 31 March but must commence no later than 30 June.
- 9.3 Following acceptance of an AGRTPS, an award holder must arrange an appointment with the Office of Graduate Research HDR Admissions Team to be admitted into the HDR and enrolled in their thesis topic, and must remain enrolled, for the duration of the AGRTPS. Refer to [Your HDR: Getting Started](#) for more details.

## 10 EMPLOYMENT

- 10.1 It is expected that a full-time study load is a minimum of 30-40 hours per week. Award holders may undertake additional part time employment provided it does not interfere with their study program. It is recommended that no more than 8 hours of employment during normal business hours is undertaken. Employment arrangements are to be discussed and monitored by a student's supervisor alongside HDR Progression milestones. A part-time student is subject to the same restrictions' pro rata. Part-time scholarships are not available to applicants seeking to undertake paid employment.
- 10.2 The assessment of hours for award holders who undertake part-time teaching will be defined in accordance with the awards and rates of pay for part-time teaching at Flinders University as follows:
- an initial tutorial involves a total time of three hours, normally requiring one hour each of preparation, contact and marking time;
  - a repeat tutorial is designated as two hours.

## 11 LEAVE

- 11.1 Award holders are entitled to 20 working days paid recreation leave for each year of their RTP stipend, in addition to all public holidays. Recreation leave may be accrued over the tenure of the award but will be forfeited when the award is terminated. Annual leave does not extend the period of support of the RTP Stipend.
- 11.2 Award holders are entitled to up to 10 working days of paid sick leave per year. Sick leave may be accrued over the tenure of the award but will be forfeited when the award is terminated. Sick leave less than 10 consecutive working days does not extend the period of support of the RTP Stipend.
- 11.3 Award holders are entitled to receive additional paid sick leave of up to a total of 60 working days' during the duration of the RTP stipend for periods of illness where the student has insufficient sick leave entitlements available under clause 11.2, provided that a medical certificate has been provided by the student to the University. Approved sick leave longer than 10 consecutive working days and up to 60 working days with a certificate will extend the period of support of the RTP Stipend.
- 11.4 Sick leave entitlements (including additional sick leave) for award holders may also be used to cover leave for students with family caring responsibilities, subject to the usual practice of the University that includes providing supporting evidence for carer's leave.
- 11.5 Award holders who have completed 12 months of their RTP stipend are entitled to a maximum of 60 working days paid maternity leave during the duration of the RTP stipend, which is in addition to the normal tenure of the award. This will be subject to the usual practice of the University. Paid leave may also be approved if the student has adopted a child. The maternity leave provision is a maximum of 60 working days or 12 weeks regardless of enrolment load. Approved maternity leave extends the period of support of the RTP Stipend by the period.
- 11.6 Award holders who are partners of women giving birth while receiving a RTP stipend and who have completed 12 months of their RTP stipend may be entitled to 1-week paid parenting leave at the time of the birth or adoption, subject to the usual practice of the University. Approved parenting leave extends the period of support of the RTP Stipend by 1 week.
- 11.7 Award holders may receive up to a maximum of 20 days paid leave for jury service, provided they submit the summons with their application. Approved Jury Service leave will automatically extend the period of support of the scholarship.

## **12 INTERMISSION**

- 12.1 Award holders who wish to intermit or suspend their studies must complete the request online in [Inspire](#) and submit it at least four weeks before the proposed change (except in the case of illness) for the Scholarships Committee. The Scholarships Committee may approve a period or periods totaling up to 12 months. In exceptional circumstances (circumstances beyond the student's control), the Scholarships Committee may approve periods of intermission up to 24 months in total. Award holders must apply separately to the relevant College Higher Degrees Committee for intermission of their candidature.
- 12.2 The Scholarships Committee will not approve intermission of scholarships in the first six months of RTP stipend tenure except in exceptional circumstances.
- 12.3 Award holders must notify Student Finance Services at least three weeks prior to resuming study following a period of intermission.
- 12.4 Award holders who suspend their studies without the approval of the Scholarships Committee will be required to repay any award payments to which they were not entitled.

## **13 OTHER AWARDS**

Award holders may not normally hold other awards concurrent with the AGRTPS. Award holders must immediately advise Student Finance Services if they are offered a stipend top-up or other stipend supplement. The Scholarships Committee may give approval for an award holder to accept a stipend top-up or other stipend supplement, which will not exceed 75% of the AGRTPS rate.

## **14 TERMINATION OF AWARD**

The award will be terminated:

- 14.1 if the award holder ceases to meet the eligibility criteria specified in 2 above, other than during a period of intermission; or
- 14.2 two weeks after the award holder's thesis is submitted or when the award expires, whichever is earlier; or
- 14.3 if at any time, under the provisions of Clause 4.8 of the [HDR Policy](#) and Clauses 4 and 6 of the [HDR Progression Procedures](#), the College terminates the award holder's candidature; or
- 14.4 if the award holder ceases to be a full-time student and approval has not been obtained from the Scholarships Committee to hold the award on a part-time basis; or
- 14.5 if the award holder does not resume study at the conclusion of a period of intermission and approval has not been obtained from the Scholarships Committee to extend that period of intermission; or



- 14.6 if the course of study is not being carried out with competence and diligence or in accordance with the offer of the scholarship; or
- 14.7 if the award holder has committed serious misconduct, including, but not limited to the provision of false or misleading information in relation to the AGRTPS. In the event of an award holder providing false or misleading information, the University is required to report the matter to the Department of Education and Training.

If an award is terminated, it cannot be re-activated unless the termination occurred in error.

## **15 TRANSFER OF AWARD**

- 15.1 An award won in competition at Flinders University cannot be taken up at another institution and award holders are expected to complete their candidature at Flinders University.
- 15.2 When a student requests to transfer from Flinders University to another institution, Flinders University will provide the HDR student with information about their RTP Scholarship entitlement consumed at Flinders University if that is required for enrolment at another University.

## **16 HDR MILESTONES**

- 16.1 Every HDR student is required to complete a HDR Milestone report in each year of candidature Refer to Clauses 4.8 of the [HDR Policy](#) and Clause 4 of the [HDR Progression Procedures](#) for more information. An award may be terminated if an award holder fails at any time to make satisfactory progress as documented by the HDR Milestone process.
- 16.2 The Scholarships Committee may, at its discretion, require an award holder to submit additional progress reports.

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The conditions contained in this document comply with the Department of Education conditions of award and must be adhered to by award holders. Scholarships are renewed on an annual basis and Conditions of Award may be amended from time to time to comply with the Department of Education conditions of award. Queries about the Conditions of Award should be directed in the first instance to

Student Finance and Scholarships (Flinders University)

Ph: (08) 8201 5511

Email: [rhdscholarships@flinders.edu.au](mailto:rhdscholarships@flinders.edu.au)

The Department of Education conditions of award and guidelines for this award can be obtained from <https://www.education.gov.au/research-training-program>