

Higher Degree by Research Scholarships Procedure - Australian Government Research Training Program Funded Scholarships

Section 1 - Purpose

(1) This procedure supports the [Higher Degree by Research Policy](#) by stating the requirements of Charles Sturt University (the University) for:

- a. all aspects of Australian Government Research Training Program (AGRTP) funded scholarships; and
- b. any other scholarships administered by the University's Office of Research Services and Graduate Studies, unless the specific terms and conditions state otherwise.

(2) It is intended to ensure that the University complies with the [Commonwealth Scholarships Guidelines \(Research\) 2017](#).

Changes

(3) The University reserves the right to change this procedure, the conditions for granting scholarships and entitlements of scholarship holders at any time.

(4) If conditions or entitlements of scholarships are changed, the University will notify recipients of the changes.

Scope

(5) This procedure applies to:

- a. current and prospective higher degree by research candidates; and
- b. all AGRTP-funded scholarships offered by the University and other scholarships administered by the Office of Research Services and Graduate Studies, unless the specific terms and conditions state otherwise.

(6) The [Higher Degree by Research Policy](#) and [Higher Degree by Research Procedure](#) state the University's requirements for higher degree by research (HDR) awards and candidature for these awards.

References

(7) Where supporting documents are named in this procedure, they will be listed on the associated information tab.

Section 2 - Glossary

(8) For the purposes of this procedure, the following terms have the definitions stated:

- a. Candidate – means a student enrolled in a higher degree by research (HDR) course: that is, as a candidate for the award.

- b. Candidature – means the fact of a person being enrolled in an HDR course.
- c. Higher degree by research (HDR) course – means a course leading to a qualification at Australian Qualifications Framework level 9 or level 10 in which a research component makes up 66% or more of the course volume of learning. Higher degree by research courses lead to the award of a master by research, professional doctorate or doctor of philosophy.
- d. Pro rata – means the proportionate rate. If a candidature is half time rather than full time, and the stipend can be paid pro rata, it will be paid at half the full-time rate.
- e. Research component – means one or more subjects for an HDR course in which students undertake a substantial piece of research and produce a thesis, dissertation, portfolio or project.
- f. Scholarship – in this procedure, means any AG RTP-funded scholarship except where a specific type of AG RTP-funded scholarship or another type of scholarship, is specified.
- g. Session – means a standard teaching period for which students are enrolled in subjects.
- h. Thesis – means the work submitted for examination. This may include a traditional printed thesis and/or previously published material, creative or artistic works, software, codes, models and/or appendices.

Section 3 - Policy

(9) This procedure supports the [Higher Degree by Research Policy](#) and should be read alongside that policy.

Section 4 - Procedure

(10) The [Higher Degree by Research Policy](#) makes the following provisions relevant to this procedure:

- a. The University provides Australian Government Research Training Program (AG RTP)-funded scholarships on behalf of the Commonwealth Government.
- b. Should the policy or this procedure be inconsistent with the legislation, the legislation overrules the policy or procedure.
- c. The University awards AG RTP-funded scholarships to candidates of exceptional research potential who are undertaking a master by research, doctor of philosophy or professional doctorate course.
- d. The Deputy Vice-Chancellor (Research and Engagement) approves the award of these scholarships, on the recommendation of the Higher Degree by Research Scholarships Committee.

Types of scholarship and their components

(11) The University uses AG RTP funding to provide the following types of scholarship:

- a. Australian Government Research Training Program (AG RTP) scholarship
- b. Australian Government Research Training Program Indigenous (AG RTP-Indigenous) scholarship
- c. Australian Government Research Training Program Part-time (AG RTP-Part-Time) scholarship
- d. Australian Government Research Training Program International (AG RTP-International) scholarship
- e. Australian Government Research Training Program Return to Study (AG RTP-Return to Study) scholarship

(12) The University may also offer scholarships to applicants whose research area will contribute to meeting the research objectives of one of the University Research Centres. These will be one of the five types of AG RTP-funded scholarships listed above, but may be advertised externally as University Research Centre Scholarships.

Eligibility criteria

(13) To be eligible for any of the scholarships listed at clause (11), applicants must:

- a. be applying for, or enrolled in, a place in a Charles Sturt University higher degree by research (HDR) course; and
- b. not be receiving an equivalent award or scholarship from the Commonwealth Government that is designed to offset HDR fees.

(14) In addition to clause (13), the following eligibility requirements apply:

- a. To be eligible for any of these scholarships other than an AG RTP-International scholarship, an applicant must be an Australian or New Zealand citizen, or the holder of an Australian permanent resident visa.
- b. 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% of that student's RTP stipend rate. Income from sources not directly related to the student's specific area of research for their 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.
- c. The provision above does not apply to all industry professionals undertaking an HDR in a specific area of their field. It only applies to those employed to undertake specific research for an external organisation, who are conducting the same specific research as part of their HDR.
- d. To be eligible for an AG RTP-International scholarship, an applicant must be an overseas student as defined in the [Higher Education Support Act 2003](#).
- e. To be eligible for an AG RTP-Return to Study scholarship, an applicant must be returning to study after a family or as part of a career break. There will be two of these scholarships offered per year.

(15) Applicants are selected to be offered Scholarships by a competitive process. The online [Scholarship Application Guide](#) states the selection criteria and how applications are assessed.

(16) The University may prioritise a specific group of students when advertising Scholarships, as permitted by section 1.6.20.5 of the [Commonwealth Scholarships Guidelines \(Research\) 2017](#).

(17) To take up an offered scholarship, the applicant must have been accepted for enrolment in the course. They must remain enrolled to receive the scholarship entitlements.

(18) Recipients of an AG RTP-Part-Time scholarship will normally be required to be enrolled on a part-time basis. Recipients of other scholarships will normally be required to be enrolled on a full-time basis.

Provision of false or misleading information

(19) Applicants for scholarships must provide full, accurate information in their application. Similarly, candidates who are recipients of these scholarships must provide full, accurate information to the University in relation to their leave requests, suspension requests and all other aspects of their candidature.

(20) If the University has reason to believe that a scholarship holder has provided false or misleading information in relation to their scholarship application or during their candidature, it will immediately:

- a. re-assess the candidate's eligibility for the scholarship; and
- b. notify the relevant Commonwealth Government department of the suspected deception and provide the candidate's scholarship application and/or any other relevant information requested by the department.

Acceptance of scholarships

(21) The offer of a scholarship will be withdrawn if the applicant does not accept the offer by the date specified in the offer letter.

(22) Once they have accepted the offer of a scholarship, the recipient must begin their studies and take up their scholarship by the deadline stated in the letter offering them the scholarship.

Supervision, facilities and support

(23) The [Higher Degree by Research Policy](#) and [Higher Degree by Research Procedure](#) state:

- a. the requirements for supervision of HDR candidates; and
- b. the responsibilities of candidates and supervisors.

(24) The [Admissions Procedure](#) states the process by which resources and facilities for a candidate's research will be discussed with them as part of developing the proposal to admit them.

Work outside the candidate's course

(25) Candidates with an AG RTP scholarship (with the exception of those stated at clause (26)) must not be receiving an equivalent award, scholarship or salary providing an income greater than 75% of the AG RTP-funded scholarship stipend rate if:

- a. they are employed by an external organisation to undertake research on the same area of research as their HDR candidature research; or
- b. the income is from sources directly related to the candidate's area of research for their candidature (other sources of income are not counted).

(26) Clause (25) does not apply to:

- a. industry professionals undertaking an HDR award with a research area in their professional field; or
- b. candidates holding an AG RTP-Part-Time Scholarship or an AG RTP-Indigenous Scholarship with an approved part-time candidature.

(27) A scholarship holder may do paid work, within or outside the University, for:

- a. up to 50 hours a month if the relevant Sub Dean (Graduate Studies) approves this, on their principal supervisor's recommendation; or
- b. more than 50 hours a month if the Dean, Graduate Studies approves this, on the recommendation of the candidate's principal supervisor and the relevant Sub Dean (Graduate Studies).

(28) Paid work outside the candidate's course must not interfere with the progress of their candidature: permission may be withheld if this is likely, or withdrawn if it becomes apparent that the work is impeding the candidate's progress.

(29) A candidate's scholarship may be cancelled if they do paid work outside of their course without the required permission.

Scholarship benefits

(30) A scholarship may comprise one or more of the following components:

- a. stipend (living allowance);
- b. tuition fee exempt place;
- c. operating funding for research costs (sometimes referred to as a resource or maintenance allowance); and
- d. relocation allowance.

(31) A holder of a scholarship other than an AG RTP-Part-Time scholarship may be entitled to receive a stipend, as follows:

- a. The full-time stipend annual rate will be equal to or between the base and maximum stipend rates as advised by the Commonwealth Government.
- b. Stipend rates are published each year on the University's Higher Degrees by Research Scholarships web page.
- c. If a recipient is approved for part-time candidature with a stipend, the stipend will be paid pro rata and will not have tax-free status.

(32) An AG RTP-International scholarship holder may be entitled to have the University pay the premium for their Overseas Student Health Cover.

(33) Scholarship holders may have their tuition fees paid but may be liable for any miscellaneous charges.

(34) As operating funding, the University may provide the scholarship holder with an allowance, for a maximum of three years (full-time equivalent), to help meet costs of their research.

(35) If allocated, such an allowance will be paid at the following rates, unless otherwise specified:

- a. a candidate undertaking research in a high-cost field of education (as defined in section 1.7 of the Commonwealth Scholarships Guidelines (Research) 2017 will receive the high-cost allowance rate stated in the University's Operating Fund Guidelines; or
- b. a candidate undertaking research in a low-cost field of education (as defined in section 1.7 of the Commonwealth Scholarships Guidelines (Research) 2017 will receive the low-cost allowance rate stated in the University's Operating Fund Guidelines.

(36) A candidate who relocates to a campus of the University to take up a scholarship may receive a relocation allowance to cover:

- a. an economy airfare from their place of residence to the campus for the candidate, their spouse and up to two dependants; and
- b. removal expenses up to a cap determined by the University.

Leave

(37) The [Higher Degree by Research Policy](#) states the following rules for HDR candidates' leave from their course:

- a. Candidates studying on a full-time basis are expected to be undertaking their research and thesis preparation for their candidature on any weekday when the University is open, other than when they are on approved leave.
- b. A candidate may have:
 - i. up to 20 working days of recreation leave per year (this may be accrued) as well as public holidays and compulsory University closures;
 - ii. sessional leave for up to one session at a time, where this is necessary to meet family or employment commitments, or because of adverse circumstances; and
 - iii. up to a total of two sessions of leave during their candidature.

- c. The Dean, Graduate Studies may approve a request for leave of absence from an HDR candidate, on the recommendation of the relevant Sub Dean (Graduate Studies).
- d. The Dean, Graduate Studies may approve a request for sessional leave beyond the limits stated in clauses (37)b. where there are exceptional circumstances.

(38) The following types of leave are available as paid leave to AGRTP-funded scholarship holders: that is, during these types of leave payment of a scholarship holder's stipend (if any) continues.

(39) An AGRTP-funded scholarship holder must apply for the following types of leave.

Recreation leave

(40) Recreation leave taken by a scholarship holder does not extend the duration of the scholarship.

(41) Scholarship holders do not have to take recreation leave during compulsory University closures.

Personal leave

(42) Holders of any AGRTP-funded scholarship may also have up to 10 working days of personal leave, which may be accrued, but which does not extend the maximum duration of their scholarship.

(43) For their scholarship entitlements to continue during personal leave, a candidate must apply for the leave and it must be approved.

(44) For a scholarship holder to take any accrued personal leave, and up to 10 days personal leave from the current year, the relevant Sub Dean (Graduate Studies) can approve the leave, on the recommendation of the candidate's principal supervisor.

(45) A request for personal leave of more than two days must be supported by a medical certificate.

(46) Personal leave may be used to meet carer responsibilities for a person in the candidate's family.

(47) Unused recreation leave and unused personal leave are 'forfeited' at the end of a candidate's scholarship duration: that is, they cannot be taken after the end of the duration to extend it.

Additional personal leave

(48) A holder of a scholarship other than an AGRTP-Part-Time scholarship is entitled to additional paid personal leave up to a total of 60 working days.

(49) The requirements for personal leave above also apply to additional personal leave, except that additional personal leave must be approved by the Dean, Graduate Studies, on the recommendation of the candidate's principal supervisor and the relevant Sub Dean (Graduate Studies).

(50) Candidates must exhaust their personal leave entitlement including any accrued personal leave before they can apply for additional personal leave. Any period of additional personal leave approved and taken will extend the duration of the scholarship by the period of the leave.

Primary carer parental leave

(51) A holder of a scholarship who has completed 12 months of their scholarship duration and takes on the role of primary carer following the birth or adoption of a child may be entitled to paid primary carer parental leave up to a total of 60 working days.

(52) Any period of primary carer parental leave approved and taken will extend the duration of the scholarship by the

period of the leave.

Parental leave

(53) A holder of a scholarship who has completed 12 months of their scholarship duration is entitled to up to 10 working days paid parental leave if:

- a. they are adopting a child; or
- b. their partner is giving birth.

(54) Parental leave does not extend the duration of the scholarship.

Special leave

(55) A holder of a scholarship may be entitled to up to five days of paid special leave in any calendar year, for situations that are not covered by other forms of leave.

(56) Special leave must have been approved before the candidate takes it.

(57) Special leave may be available where the scholarship holder needs it:

- a. because a member of their family or household has a life-threatening illness, serious injury or has died;
- b. to make a blood donation;
- c. to meet a cultural or religious obligation;
- d. to volunteer for disaster relief or emergency service;
- e. to attend compulsory interviews for adoption of a child; or
- f. because of a situation of domestic violence, their 10 days of personal leave entitlement is exhausted and they are enrolled part-time, so are not entitled to additional personal leave.

(58) Special leave does not accrue or extend the duration of the scholarship.

Sessional leave

(59) The [Higher Degree by Research Policy](#) states candidates' entitlement to sessional leave, while the [Higher Degree by Research Procedure](#) states detailed conditions for application for and approval of sessional leave.

(60) A scholarship holder must give the Research Office at least 15 working days notice of their intention to resume study after a period of sessional leave.

(61) A scholarship holder who suspends their studies without being approved to take leave must repay any stipend payments or allowances paid to them for the period of the suspension.

Variations to scholarships

Variations between full-time and part-time candidature

(62) The Dean, Graduate Studies may approve the following types of change:

- a. In exceptional and unexpected circumstances, an AG RTP scholarship holder, AG RTP-International scholarship holder or AG RTP-Return to Study scholarship holder may be approved to continue their scholarship on a part-time basis, whereupon their stipend will be paid at a part-time rate. Unexpected and exceptional circumstances are, for example, a serious medical condition, disability or caring responsibility for a dependant with a serious medical condition or disability, or other unforeseen and unavoidable circumstances that limit the candidate's

capacity to undertake full-time study. The candidate must provide documents in support of their request to reduce to part-time candidature.

- b. An AGRTP-Indigenous scholarship holder may be approved to change from full-time to part-time candidature or vice-versa.
- c. An AGRTP-Part-Time scholarship holder may be approved to change to full-time candidature without a stipend.

Variations to field of education

(63) The [Higher Degree by Research Procedure](#) states the approval process for a candidate to change their research topic, including where this results in a change of the field of education.

(64) Where a candidate's field of education changes and operating funding has been allocated, the allowance rate may be revised to comply with clause (35) of this procedure and section 1.7 of the [Commonwealth Scholarships Guidelines \(Research\) 2017](#).

Research overseas

(65) The [Higher Degree by Research Policy](#) states the conditions on which HDR candidates may receive approval to undertake a period of research for their candidature outside Australia and/or at another organisation.

(66) In exceptional circumstances, a candidate may apply for permission to hold the scholarship while overseas for up to 18 months.

Research at other organisations

(67) Candidates who receive an AGRTP scholarship may undertake industry placements, internships and professional practice activities of up to six months in duration, that are approved as part of their eligible HDR program. Approvals are made in writing on an individual basis.

(68) AGRTP scholarship payments may be available for the duration of industry placements, research internships and professional practice activities if:

- a. the candidate already holds an AGRTP stipend;
- b. the maximum duration of the academic program has not been reached;
- c. the thesis has not yet been submitted; and
- d. the internship stipend does not exceed 75% of the student AGRTP stipend rate. The 75% threshold is calculated on an annual basis.

(69) Candidates undertaking a placement, internship or professional practice are not eligible to have their AGRTP stipend scholarship extended beyond the maximum period of AGRTP support.

(70) AGRTP leave provisions should not be used to support student participation in industry placements, internships and professional practice activities.

Suspension of scholarships

(71) Candidates may apply to the Office of Research Services and Graduate Studies for a suspension of their AGRTP-funded scholarship alongside applying for leave.

(72) A suspension may be granted to a recipient of an AGRTP, AGRTP-Indigenous, AGRTP-Return to Study or AGRTP-International scholarship to enable the candidate to undertake a period paid employment during which they work more than the normal limit of 50 hours per month.

(73) A suspension may be granted to a scholarship holder in conjunction with a period of leave from candidature, but not in conjunction with a period of recreation leave or personal leave.

(74) During a period of suspension the candidate will not be entitled to any benefits from the scholarship.

(75) If the candidate fails to resume their studies at the end of the approved period of suspension, the Office of Research Services and Graduate Studies will terminate the scholarship.

(76) If the candidate continues study during the period of suspension, the period of study will be included in the calculation of the duration of their scholarship.

Scholarship durations

(77) The following durations of AGRTP-funded scholarships are dependent on the candidate continuing to make satisfactory progress.

(78) The duration of a scholarship will be reduced by any period of study undertaken towards the degree:

- a. before the scholarship began; or
- b. while the scholarship was suspended, unless in this case the candidate undertook the study as part of a Commonwealth Government financially supported international postgraduate scholarship or research scholarship.

(79) Where a candidate starts receiving their scholarship in session 3 (session 90), this session will not be counted towards the duration of their tuition fee exemption.

(80) The stipend and operating funding duration of an AGRTP scholarship, AGRTP-Indigenous scholarship, AGRTP-International scholarship, or AGRTP-Return to Study scholarship is:

- a. three years for a candidate undertaking a doctor of philosophy or professional doctorate course; or
- b. two years for a candidate undertaking a master by research course.

(81) The tuition fee exemption for an AGRTP scholarship, AGRTP-Indigenous scholarship (full-time), and AGRTP-Return to Study scholarship (full-time) is:

- a. four years for a candidate undertaking research doctorate studies; or
- b. two years for a candidate undertaking research masters.

The tuition fee exemption for an AGRTP-International scholarship is:

- a. three years for a candidate undertaking research doctorate studies; or
- b. two years for a candidate undertaking research masters.

(82) The operating funding duration of an AGRTP-Part-Time scholarship, AGRTP-Indigenous scholarship (part-time) and AGRTP-Return to Study scholarship (part-time) is:

- a. six years for a candidate undertaking a doctor of philosophy or professional doctorate course; or
- b. four years for a candidate undertaking a master by research course.

(83) The tuition fee exemption for an AGRTP-Part-Time scholarship, AGRTP-Indigenous scholarship (part-time) and AGRTP-Return to Study scholarship (part-time) is:

- a. eight years for research doctorate studies; or

- b. four years for research masters studies.

(84) The University may also extend the duration of the stipend and operating funding component of a scholarship for up to six months for a doctor of philosophy or professional doctorate candidate (but not for a master by research candidate) where:

- a. the candidate's progress reports are satisfactory and;
- b. the reasons for the extension relate to their study and are beyond their control.

AGRTP-International candidates can also seek an extension to their tuition fee exemption period under this clause.

(85) A scholarship holder whose tuition fee exemption ends may be permitted to enrol on a full fee-paying basis for the remainder of the HDR candidature.

Transfers to and from other higher education providers

Transfers out

(86) A scholarship holder who transfer to another higher education provider will have their Charles Sturt University scholarship cancelled.

(87) Such a candidate may continue to receive their scholarship only if their new provider agrees to continue the scholarship.

Transfer in

(88) The [Admissions Policy](#), [Admissions - Entry Requirements \(Higher Degrees by Research\) Procedure](#) and [Admissions Procedure](#) state entry requirements and processes for admission to HDR courses. These requirements also apply to HDR candidates at other higher education providers who apply to transfer to Charles Sturt University.

(89) Where a candidate is transferring and continuing their HDR course from another provider and held an AGRTP scholarship at the other provider, they may apply to the Deputy Vice-Chancellor (Research) for approval to have the scholarship continued at Charles Sturt University.

(90) In making this decision, the Deputy Vice-Chancellor (Research) will consider:

- a. whether the University has enough AGRTP funding available;
- b. the candidate's qualifications and the status of their candidature; and
- c. advice from the relevant Sub Dean (Graduate Studies) and/or Research Centre Director on the candidate's suitability to receive the scholarship.

(91) Where the candidate is seeking such a transfer, the University will require the candidate's written authorisation for the other provider to provide details of the scholarship benefits the candidate has received and for what period they have received them.

Conversion of candidature

(92) Where a scholarship-holder is approved to convert from candidature for a master by research award to candidature for a doctor of philosophy or professional doctorate award, or vice versa, they may continue to receive a scholarship.

(93) Where a scholarship-holder converts to candidature for a higher or lower HDR award in this way, their scholarship may continue where:

- a. there is no interval of non-enrolment between the two courses; or
- b. the candidate is approved to suspend their candidature for the interval between enrolment in the first and the second course.

Acknowledgement of AG RTP-funded scholarships

(94) Where a holder of a scholarship or anyone else publishes outcomes from the recipient's research funded by the scholarship, they are expected to include an acknowledgement of the scholarship.

(95) This requirement applies to all types of publication based on the research including books, articles, theses, newsletters, literary or artistic works.

(96) This acknowledgement should be placed prominently and include a statement that the candidate's research was supported by an 'Australian Government Research Training Program scholarship'.

(97) The 'Thesis content and style' section of the [Higher Degree by Research Procedure](#) specifies where this acknowledgement is to appear in the candidate's thesis.

Termination of scholarships

(98) A scholarship will be terminated:

- a. if the candidate ceases to meet any of the eligibility criteria stated in the eligibility criteria section above, other than during a period when the scholarship has been suspended or during a period of leave;
- b. if the candidate ceases to be:
 - i. a full-time student without approval from the Dean, Graduate Studies to hold the scholarship on a part-time basis (this applies to holders of AG RTP, AG RTP-Indigenous, AG RTP-Return to Study and AG RTP-International scholarships); or
 - ii. a part-time student without approval from the Dean, Graduate Studies to hold the scholarship on a full-time basis (this applies to holders of AG RTP-Indigenous and AG RTP-Part-Time scholarships);
- c. when the candidate withdraws from the course of study, unless they have been approved to convert to candidature for a different award;
- d. when the candidate submits their thesis for examination;
- e. if the University determines that:
 - i. the candidate is not carrying out their course of study with competence and diligence in accordance with the terms on which the scholarship was offered;
 - ii. the candidate has failed to maintain satisfactory academic progress; or
 - iii. the candidate has committed serious misconduct (one type of serious misconduct is providing misleading information or withholding significant information in their scholarship application or subsequent communications with the University); or
- f. if the candidate does not resume study at the end of a period of suspension, and has not received approval to extend the period of suspension.

(99) Once a scholarship is terminated, it cannot be reactivated unless the termination was in error.

Complaints

(100) Where a scholarship holder has a complaint about an aspect of the administration of their scholarship, they should follow the complaints process detailed in the [Complaints Management Policy](#) and [Complaints Management Procedure](#).

Appeals

(101) See the [University Student Appeals Policy](#) and University Student Appeals Procedure for information about appeals.

Transition for holders of previous types of scholarships

(102) AGRTP-funded scholarships have replaced the following previous types of scholarships for HDR candidates:

- a. Research Training Scheme scholarships;
- b. Australian Postgraduate Awards;
- c. Postgraduate Research Scholarships;
- d. Charles Sturt University International Tuition Payment scholarships.

(103) Holders of these previous scholarships who are continuing their course will receive (as relevant) a scholarship stipend, fee support and/or operating funding for a period necessary to provide at least equivalent support to that which they would have received under their previous scholarship.

(104) The period of support for these replacement scholarships will be calculated from the date the candidate began their course of study, not the date the replacement AGRTP-funded scholarship began.

Section 5 - Guidelines

(105) Nil.

Status and Details

Status	Historic
Effective Date	1st June 2021
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