



## Research Training Program (RTP) Scholarship Procedures

### 1. LEGISLATION/ENTERPRISE AGREEMENT/POLICY SUPPORTED

[Scholarships and Financial Assistance Policy](#)

[Commonwealth Scholarship Guidelines \(Research\) 2017](#)

### 2. PROCEDURAL DETAILS

#### 2.1. Australian Government RTP Scholarships

RTP scholarships (Scholarships) are funded by the Australian government to support students undertaking Higher Degrees by Research (HDR). Australian Government RTP Scholarship recipients (Recipients) may receive one or more of the following types of support:

- 2.1.1. RTP Fees Offset against student fee liability;
- 2.1.2. RTP Stipend to assist students with their living costs while undertaking a HDR;
- 2.1.3. RTP Allowances to assist students with ancillary costs of a HDR including but not limited to:
  - (a) for overseas students, a standard Overseas Student Health Cover policy approved by the Commonwealth Department of Health and which covers the student and their spouse and dependants (if any);
  - (b) additional research training and engagement with partners
  - (c) relocation costs to undertake a HDR; and
  - (d) HDR thesis printing and academic publication costs.
- 2.1.4. For the purpose of this *RTP Scholarship Procedures*, Scholarships detailed in Clauses 2.1.1 and 2.1.2 are defined as Competitive Scholarships.
- 2.1.5. Students at Curtin's International Campuses are not eligible for RTP Fees Offset and RTP Stipends (as per 2.1.1 and 2.1.2 above) but may be eligible for RTP Allowances.

#### 2.2. Student Eligibility Requirements

- 2.2.1. An Australian Government RTP Scholarship applicant (Applicant) will be an international or domestic student eligible for admission into an accredited HDR program at Curtin to be eligible for a Scholarship.
- 2.2.2. To be eligible for a RTP Stipend a student will 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. 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 taken into account.
- 2.2.3. To be eligible for a RTP Fee Offset a student will not be receiving an equivalent award or scholarship from the Commonwealth designed to offset HDR fees.

#### 2.3. Scholarship Conditions of Award

- 2.3.1. Conditions of Award for each Scholarship are published on the Curtin Scholarship website.
- 2.3.2. Conditions of Award will detail entitlements and obligations applicable to the Recipient including, but not limited to, scholarship tenure, eligibility, provision for leave, provision for changes to enrolment, and grounds for cancellation of enrolment.

#### 2.4. RTP Stipend Rates

- 2.4.1. The *Commonwealth Scholarship Guidelines (Research) 2017* ("**the Guidelines**") detail the base and maximum rates for RTP Stipends, and methodology for indexation in subsequent years.

2.4.2. The rates of entitlement for an RTP Stipend recipient are documented in the relevant Conditions of Award.

2.4.3. The Guidelines detail additional conditions for RTP Stipends in relation to study load and payment, and frequency and method of payment to the recipient.

## **2.5. Period of Support**

2.5.1. The period of support for each Scholarship is detailed within its relevant Conditions of Award.

## **2.6. Scholarship Applications**

2.6.1. The application process for a domestic RTP Fee Offset Scholarship is embedded within the standard HDR application process at Curtin.

2.6.2. Applications detailed in Clause 2.6.1 are processed by the Graduate Research School (GRS) then sent to the relevant enrolling area for review, and subsequently to the relevant Faculty for endorsement.

2.6.3. In the assessment of all RTP Scholarship applications, priority may be given where Applicants propose to undertake:

- (a) a Masters by Research, where they currently do not hold an equivalent or higher research qualification; or
- (b) a Research Doctorate, where they currently do not hold an equivalent research qualification.

2.6.4. The application process for a Competitive Scholarship, along with the relevant selection criteria is published on the Curtin Scholarships website.

2.6.5. All Applicants applying for a Scholarship will be notified in writing of the outcome of their application.

2.6.6. RTP Allowances are awarded at the University's discretion and may be received in conjunction with a RTP Stipend. There is no application process.

## **2.7. Competitive Scholarship Scoring**

2.7.1. The University will ensure a competitive selection process is conducted for Competitive Scholarships in accordance with the Guidelines and the fairness requirements of the *Higher Education Support Act 2003*.

2.7.2. To be considered in the scoring process, Applicants will meet without concession, all relevant course entry requirements, including English language competency requirements, for entry to a HDR course at Curtin.

2.7.3. Applicants will be assessed against the following domains

- (a) Basis of admission;
- (b) Academic qualifications;
- (c) Achievement of candidacy;
- (d) Work-related research experience;
- (e) Academic accomplishments;
- (f) Research and creative outputs of demonstrable quality; and
- (g) Referee reports.

2.7.4. Applications will be shortlisted by each enrolling area and aligned to a research area and supervisor. :

2.7.5. An authorised officer from each Faculty will adjudicate where discrepancies arise. All discrepancies will be resolved before commencement of the ranking process.

2.8. An authorised officer from each Faculty will nominate and endorse applicants to the Competitive Scholarship selection panel for final ranking

## **2.9. Competitive Scholarship Selection Panel and Ranking**

- 2.9.1. A selection panel is convened for managing the process of selecting and awarding Competitive Scholarships.
- 2.9.2. The selection panel generally comprises of a nominee from each Faculty, and is chaired by the Associate Deputy Vice-Chancellor, Research Excellence (ADVCRE).
- 2.9.3. The quorum for a selection panel convened for Competitive Scholarships is three (3) members.
- 2.9.4. Membership of the selection panel may vary at the discretion of the ADVCRE.
- 2.9.5. Members of the selection panel will disclose any conflict of interest in accordance with the *Conflict of Interest Procedures*.
- 2.9.6. The selection panel is responsible for verification of final scores, and determining the final cut-off score for the Scholarship rounds.
- 2.9.7. The academic qualification score, per Clause 2.7.4 (b) and consideration of gender equity and diversity, will be used to separate applicants with the same overall aggregate score.
- 2.9.8. The decision of the selection panel is final and not reviewable.
- 2.9.9. The ADVCRE reviews and submits to the University Graduate Studies Committee to approve the final list of Scholarship recipients.

#### **2.10. Scholarship Offers for Domestic RTP Fee Offset Scholarships**

- 2.10.1. All successful domestic applicants offered an HDR place at Curtin are simultaneously offered a RTP Fee Offset.
- 2.10.2. An Enrolment form will be completed and returned to the GRS as confirmation of the recipient's agreement to the associated Conditions of Award.

#### **2.11. Scholarship Offers for Competitive Scholarships**

- 2.11.1. All recipients awarded a Competitive Scholarship will be notified and provided with the relevant acceptance documentation.
- 2.11.2. A recipient accepting an offer of a Competitive Scholarship will sign the Conditions of Award acceptance as confirmation of their agreement.
- 2.11.3. All acceptance documentation will be completed and returned to the GRS before acceptance of the Scholarship is formalised.

#### **2.12. Transitional Arrangements for Continuing students**

- 2.12.1. Domestic students supported or offered support under the former Research Training Scheme will be offered RTP Fees Offset support for a period necessary to provide at least equivalent support to that which the student would have received under the Research Training Scheme.
- 2.12.2. Overseas students supported or offered support under the former International Postgraduate Research Scholarships will be offered RTP Fees Offset and RTP Allowance support for a period necessary to provide at least equivalent support to that which the student would have received under the International Postgraduate Research Scholarships.
- 2.12.3. Students supported or offered support under the former Australian Postgraduate Awards will be offered RTP Stipend and RTP Allowance support for a period necessary to provide at least equivalent support to that which the student would have received under the Australian Postgraduate Awards.
- 2.12.4. Periods of support specified in Clause 2.5 apply for continuing students based on course of study commencement dates (not the commencement of the RTP Scholarship).

#### **2.13. Supervision and facilities provisions**

- 2.13.1. Recipients will have the rights, privileges and access to services available to all HDR students at Curtin. Facilities provisions are specific to the Recipient's research and may include but are not limited to:
  - (a) Equipment for experimentation;
  - (b) Literature and library resources; and

- (c) Consumables necessary to conduct experimentation or surveys.
- 2.13.2. Supervision of Recipients will be in accordance with the provisions of:
- (a) *Australian Code for the Responsible Conduct of Research*;
  - (b) *Research Management Policy*;
  - (c) *Statute No. 12 – Admission and Enrolment (Higher Degree by Research) Rules*
  - (d) *Higher Degree by Research (HDR) Supervision Policy and Procedures*.

#### **2.14. Provision for suspensions**

- 2.14.1. The provision for suspension of a Scholarship is detailed within the Conditions of Award for each relevant Scholarship.

#### **2.15. Paid leave for RTP Stipends**

- 2.15.1. The provision for paid leave for RTP Stipends is detailed within the Conditions of Award for each relevant Scholarship.

#### **2.16. Employment**

- 2.16.1. The provision for Recipients undertaking employment is detailed within the Conditions of Award for each relevant Scholarship.

#### **2.17. Changes to Enrolment**

- 2.17.1. The provision for changes to enrolment are pursuant to the Higher Degree by Research (HDR) Admission and Enrolment Procedures.
- 2.17.2. Where applicable, Conditions of Award will detail arrangements for each relevant Scholarship type in relation to the parameters surrounding changes to enrolment which include:
- (a) transfer and conversion between HDR programs;
  - (b) transfer to and from another Higher Education Provider (HEP); and
  - (c) changes to study load (i.e. from full-time to part-time or vice versa).
- 2.17.3. Recipients approved to study part-time, as defined in Clause 2.16.1 (c), may revert to full-time study at any time with the permission of the University.

#### **2.18. Termination of a Scholarship**

- 2.18.1. The University will terminate a Recipient's Scholarship on submission of the thesis for examination or if the Recipient:
- (a) ceases to meet eligibility criteria specified in Section 2.2 of these procedures, other than during a period in which the relevant RTP Scholarship has been suspended pursuant to Clause 2.14 or during a period of leave;
  - (b) fails to comply with a requirement of these procedures; or
  - (c) fails to comply with the relevant RTP Scholarship Conditions of Award.
- 2.18.2. The University may terminate a Recipient's Scholarship if the Recipient has been found guilty of misconduct in accordance with *Statute No. 10 – Student Discipline* and associated Rules. Action pertaining to the misconduct will be finalised in the first instance. Recipients will not be permitted to avoid penalties for misconduct by withdrawing from units or the course.
- 2.18.3. If a Scholarship is to be terminated, the Recipient will be notified in writing and provided the opportunity to appeal.
- 2.18.4. Any appeal will be submitted in writing to the Scholarships Coordinator c/o the GRS within ten (10) working days of notification of the Scholarship termination, stating the reasons for appeal.
- 2.18.5. The Graduate Research School will notify the student, in writing, of the decision within ten (10) working days after receipt of the appeal, stating the reasons for the decision.

## **2.19. Complaints and review procedures**

- 2.19.1. Complaints regarding matters affecting supervision or candidature will be reported as detailed in Statute No. 12 – Admission and Enrolment (Higher Degree by Research) Rules.
- 2.19.2. Any student that is not satisfied with the result or conduct of any formal internal appeal process, may access an external right of complaint or appeal in accordance with the *University Complaints Procedures*.

## **2.20. Optional industry placements, research internships, professional practice activities or other similar enrichment activities undertaken as part of a HDR**

- 2.20.1. Where candidacy has been achieved, RTP Recipients seeking to undertake optional industry placements, research internships, professional practice activities or similar enrichment activities as part of their HDR course will be required to seek approval from the GRS.
- 2.20.2. Recipients will be required to seek periods of suspension from their Scholarship if:
  - (a) in receipt of income external to a RTP Scholarship, above the allowable threshold as detailed within the relevant Conditions of Award; and/or
  - (b) exceeding the allowable number of hours of paid employment as detailed within the relevant Conditions of Award.
- 2.20.3. Scholarship payments will cease during periods of suspension detailed in Clause 2.19.2 and will resume when the period of suspension concludes.
- 2.20.4. The provision for research at other organisations is detailed within the Conditions of Award for each relevant Scholarship.
- 2.20.5. Where relevant Recipients will adhere to the University's:
  - (a) *Fieldwork Policy and Fieldwork Procedures*;
  - (b) *Risk Management Policy and Risk Management Procedures*; and
  - (c) *Travel Procedures for Students*.

## **2.21. Acknowledgement of an Australian Government RTP Scholarship**

- 2.21.1. The Commonwealth's contribution will be acknowledged when at any time during or after completion of a HDR, the Recipient, the Recipient's 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 Recipient.
- 2.21.2. Recipients will acknowledge the Commonwealth's contribution in a prominent place and in an appropriate form. The acknowledgement will include the mention of the student's support through an "Australian Government Research Training Program Scholarship".

## **3. RESPONSIBILITIES**

### **3.1 Associate Deputy Vice-Chancellor, Research Excellence**

The Associate Deputy Vice-Chancellor, Research Excellence is responsible for:

- (a) Implementation and compliance monitoring of the procedure in the GRS.

### **3.2 Graduate Research School**

The Graduate Research School is responsible for:

- (a) Administration of RTP Scholarships; and
- (b) Monitoring of RTP Scholarship Recipients.

### **3.3 Supervisor of a RTP Scholarship Recipient**

The Supervisor of a RTP Scholarship Recipient is responsible for:

- (a) Monitoring and reporting on student progress; and

- (b) Ensuring that either student travel, fieldwork, or both where relevant, adheres to Curtin policy and procedures.

#### 4. SCOPE OF PROCEDURES

These procedures apply to staff and students involved in the RTP Scholarship process in any location or campus, whether in or outside of Australia.

#### 5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

##### **Continuing Student**

A student whose period of support under the Research Training Scheme, International Postgraduate Research Scholarship or Australian Postgraduate Awards terminates on or after 1 January 2017;

or

A student who has received an offer of support under the Research Training Scheme, International Postgraduate Research Scholarship or Australian Postgraduate Awards, and accepted this offer of support scheduled to commence on or after 1 January 2017.

##### **Research Training Scheme**

Research Training Scheme means the Commonwealth scheme replaced by the Research Training Program.

##### **RTP Allowance**

RTP Allowance means the type of Australian Government RTP Scholarship to assist with additional costs incurred by a student undertaking a higher degree by research.

##### **RTP Fees Offset**

RTP Fees Offset means the type of Australian Government RTP Scholarship to assist with course fees that would otherwise be payable by a student undertaking a higher degree by research.

##### **RTP Scholarship**

RTP Scholarship means the Australian Government funded support awarded to a higher degree by research in the form of a RTP Allowance, RTP Fees Offset or RTP Stipend.

##### **RTP Stipend**

RTP Stipend means the type of Australian Government RTP Scholarship to assist higher degree by research students with general living costs.

#### 6. SCHEDULES

*Nil*

#### 7. RELATED DOCUMENTS/LINKS/FORMS

[Academic Misconduct Rules](#)

[Academic Record Fraud Rules](#)

[Australian Code for the Responsible Conduct of Research](#)

[Commonwealth Scholarship Guidelines \(Research\) 2017](#)

[Complaints Procedures](#)

[Conflict of Interest Procedures](#)

[Curtin Scholarships Website](#)

[Detailed information on new arrangements for research block grants](#)

[Fieldwork Policy](#)

[Fieldwork Procedures](#)

[General Misconduct Rules](#)

[Higher Education Support Act 2003](#)

[Research Management Policy](#)

[Risk Management Policy](#)

[Risk Management Procedures](#)

[Statute No. 12 – Admission and Enrolment \(Higher Degree by Research\) Rules](#)

[Scholarships and Financial Assistance Policy](#)

[Statute No. 10 – Student Discipline](#)

[Higher Degree by Research \(HDR\) Admission and Enrolment Policy](#)

[Higher Degree by Research \(HDR\) Admission and Enrolment Procedures](#)

[Higher Degree by Research \(HDR\) Student Progression Policy](#)

[Higher Degree by Research \(HDR\) Student Progression Procedures](#)

[Supervision of Higher Degree by Research \(HDR\) Students Policy](#)

[Travel Procedures for Students](#)

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#### REVISION HISTORY

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New	Approved	27/04/2017	Deputy Vice-Chancellor, Research	EM1705	Unconditional
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