



# HDR Scholarship Conditions of Award

## PART A | INTRODUCTION

The two main costs associated with a Higher Degree by Research (HDR) study program are tuition fees and living costs while studying. There are two forms of scholarships that reflect these areas:

- 1 **Fee Offset Scholarships** – these scholarships are provided to cover all or part of your tuition fees, for a certain period of time. You may receive a fee invoice for your remaining tuition fees when the scholarship period ends, or if you only receive a partial scholarship.
- 2 **Stipend Scholarships** – these are funds to support you while you are undertaking full-time or part-time study. They are provided in various forms, may vary in amount, and can be sponsored by external parties (government or other organisations) or internally (via researcher grants or Curtin competitive and strategic budget commitments). Stipends can be given as a top-up value short term or targeted for specific short term educational purposes.

Although HDR students may receive both a Stipend and a Fee Offset Scholarship, many of the terms of award are different. The conditions that apply generally are contained in Part B, conditions that apply to all Fee Offset Scholarships are in Part C, and conditions that apply to all Stipend Scholarship are in Part D, which also contains specific conditions that apply to particular types of Stipend Scholarships.

## PART B | GENERAL CONDITIONS

### 1. General Eligibility Criteria

- 1.1 Curtin awards Scholarships following a selection process.
- 1.2 To be eligible for a Scholarship you must:
  - (a) Meet the following general criteria (**General Criteria**):
    - (i) be a Curtin Domestic Student or Overseas Student;
    - (ii) be enrolled as a full-time Internal student, unless Curtin approves otherwise; and
    - (iii) be undertaking an HDR at Curtin and unless Curtin approves otherwise, satisfy all academic entry requirements for that HDR, including the English proficiency levels set by Curtin.
  - (b) Meet any applicable additional eligibility criteria listed in these conditions.
  - (c) Meet the criteria for the relevant Scholarship detailed on the Curtin Scholarship webpage.
  - (d) If your Scholarship is funded by an External Funding Party, meet any criteria required by that Party.
- 1.3 Curtin may take any funding you receive in relation to your Course into consideration in determining whether to award you a Scholarship.

### 2. Commencement

- 2.1 You must commence your Course within the dates specified in your Admission Offer Letter. Scholarships can only be deferred under exceptional circumstances when supported by the supervisory team, and via approval from the ADVCR (or delegate). Deferral is normally only supported for 3 months and no more than 6 months from the original offer.
- 2.2 Where your Scholarship is funded by an External Funding Party, you must obtain approval from the External Funding Party to commence your Scholarship after the dates specified in the Offer Letter before the request can be considered by Curtin.

### 3. Scholarship Term

- 3.1 Your Scholarship Offer Letter will detail your Scholarship Term.
- 3.2 The Scholarship Term must not exceed the Maximum Term.

- 3.3 Unless otherwise specified in your Offer Letter or the conditions below, the Maximum Term for a Stipend Scholarship will be:
- (a) 3 years full-time equivalent study if enrolled in a Research Doctorate (6 years if enrolled part-time); or
  - (b) 2 years full-time equivalent study if enrolled in a Masters (4 years if enrolled part-time), calculated from the date you enrol in the Course.

- 3.4 Unless otherwise specified in your Offer Letter, the Maximum Term for a Fee Offset Scholarship will be:
- (a) 4 years full-time equivalent study if enrolled in a Research Doctorate (8 years if enrolled part-time); or
  - (b) 2 years full-time equivalent study if enrolled in a Masters (4 years if enrolled part-time), calculated from the date you enrol in the Course.

3.5 The Maximum Term will be reduced by any period of study you undertook towards your Course before the start of the Scholarship.

3.6 The Maximum Term will be increased by periods of additional paid sick leave, parental leave or any leave of absence approved by Curtin.

#### **4. Employment**

- 4.1 You are not required to undertake employment during the Scholarship Term.
- 4.2 Curtin expects full-time Recipients to dedicate four days a week to study. Part time Recipients to dedicate at least 2 days a week to study.
- 4.3 Full-time Recipients may undertake no more than 8 hours per week of paid employment (including fractional-time or casual academic-equated appointments), unpaid work, or service on Curtin committees, between the work hours of 9am to 5pm, Monday to Friday (excluding Curtin holidays).
- 4.4 Part time Recipients must adhere to clause 4.2.
- 4.5 There is no limit on the income you can receive from employment which is unrelated to your research topic. You should seek independent taxation advice relating to any employment.

#### **5. Funding outside the Scholarship**

- 5.1 You may obtain funds for:
- (a) fieldwork, equipment or other expenses not covered by your Scholarship; and
  - (b) overseas travel costs, internships from other Australian Government awards or any other source.
- 5.2 Any additional funding you obtain in relation to your Course may affect whether your Scholarship is exempt from tax.

#### **6. Approval of a Part-time Scholarship**

- 6.1 You may request to undertake your Scholarship part-time by applying in writing to the ADVCR. In approving a part-time Scholarship, Curtin must be satisfied (in its discretion) that you have an exceptional circumstance which limits your capacity to undertake full-time study, such as:
- (a) carer responsibilities for children, any invalid or disabled spouse, child or parent; or
  - (b) a medical condition, which limits your capacity to undertake full-time study (supported by medical certification); or
  - (c) other grounds in the discretion of the ADVCR.
- 6.2 Employment or intention to commence employment does not constitute definitive grounds for approval of a part-time Scholarship.

- 6.3 If your Scholarship is funded by an External Funding Party, you must obtain approval to undertake part-time study from the External Funding Party before the ADVCR will consider your request.
- 6.4 Recipients approved to study part-time:
  - (a) may have their Scholarship Term varied and Curtin will issue the change in a new Offer Letter;
  - (b) may revert to full-time study at any time with Curtin's permission.
- 6.5 Onshore Overseas Students will only be permitted to undertake a part-time Scholarship if your visa conditions allow it.
- 6.6 You will need to consider the feasibility of meeting the Milestones of your Course before requesting to undertake your Scholarship part-time. Changes to your proposed research work plan, additional approvals, and revisions of your Milestones may be required. These may be considered by the ADVCR in determining whether to approve the request to study part-time.

## **7. Suspension of Scholarship**

- 7.1 You may apply for a suspension of your Scholarship for up to 12 months. The approval of suspensions will be at Curtin's discretion, but you will not normally be allowed to suspend your Scholarship before you achieve Milestone 1 of your Course.
- 7.2 If your Scholarship is funded by an External Funding Party, you must obtain approval to suspend your Scholarship from the External Funding Party before Curtin will consider your request.
- 7.3 In exceptional circumstances, you may apply for a suspension of your Scholarship beyond 12 months. The approval of suspensions will be at Curtin's discretion, provided that the ADVCR is satisfied that there are exceptional circumstances beyond your control that warrant a further suspension of the Scholarship.
- 7.4 You will need to consider the feasibility of meeting the Milestones of your Course before applying for an approved suspension. Changes to your proposed research work plan, additional approvals, and revisions of your Milestones may be required. These may be considered by the ADVCR in determining whether to approve your application.
- 7.5 Where relevant, periods of suspension approved pursuant to clause 7.1 or 7.3 will be covered by a Leave of Absence.
- 7.6 Curtin may suspend your Scholarship without an application for approval by you if you have:
  - (a) been placed on Conditional status by Curtin, and have failed to meet those conditions within the specified timeframe;
  - (b) failed to obtain approval for overseas travel that is required for your Course;
  - (c) failed to resume study at Curtin on the return date specified after a period of approved research off campus or outside Australia as detailed in clause 8; or
  - (d) obtained support or funding for your Course from another organisation within the higher education sector.
- 7.7 Your Scholarship may be suspended while you still have an enrolment load.
- 7.8 Scholarship payments that you receive during the suspension period are overpayments made in error and will be dealt with in accordance with clause 24. If you are re-instated to Good Standing, Curtin may (in its discretion) not require you to reimburse Curtin for a payment made during the suspension period
- 7.9 A period of suspension may not extend your Scholarship Term.

## **8. Research off-campus and outside Australia**

- 8.1 Curtin may approve you conducting up to 12 months of your research off-campus if:
  - (a) the research is essential for completion of the thesis;
  - (b) you have undertaken appropriate risk management, with assistance from your supervisor;

- (c) you have arranged for adequate supervision;
- (d) you remain enrolled at Curtin;
- (e) the candidacy has been approved and the appropriate ethics clearance has been obtained; and
- (f) where the research will be conducted outside of Australia, Curtin is satisfied that all foreign interference and foreign arrangements legislation and requirements have been and will continue to be met.

8.2 You must obtain approval from your School to conduct more than 12 months of your research off-campus.

8.3 The ADVCR must approve any part-time Recipients seeking to conduct research outside of Australia.

8.4 If you are an Overseas Student Recipient on a student visa and wish to conduct research outside of Australia, you must contact Student Services, International Student Visas to seek advice to ensure that your student visa remains valid for your return to Australia.

## 9. Research at other organisations

Curtin may approve you conducting research at organisations outside the higher education sector provided that:

- (a) adequate support, supervision, training, and research freedom is available at the other organisation;
- (b) research occurs on the understanding that Curtin is still responsible for you under the Scholarship; and
- (c) research occurs subject to any other conditions imposed by Curtin (including in relation to ethics approvals, intellectual property allocation, and a requirement for an agreement to be entered into between Curtin and the organisation).

## 10. Termination of Scholarship

10.1 The Scholarship will end on the day you submit your thesis for examination, when terminated in accordance with clause 10.2 below, or at the end of the Scholarship Term, whichever is earlier.

10.2 Curtin may terminate your Scholarship before the end of the Scholarship Term if:

- (a) You cease to meet the eligibility criteria for the Scholarship, other than during an approved period of suspension of the Scholarship or during a Leave of Absence.
- (b) You fail to comply with a requirement of your Scholarship or Course contained in any Curtin Policies and Procedures.
- (c) In Curtin's opinion, or in the opinion of any External Funding Party responsible for funding the Scholarship, you are not carrying out the Course with competence and diligence or in accordance with your Offer Letter.
- (d) Curtin has suspended your Scholarship and you fail to demonstrate progress towards being reinstated to Good Standing within a reasonable time frame.
- (e) You withdraw from the Course.
- (f) You are found guilty of misconduct in accordance with *Statute No. 10 – Student Discipline* and associated Rules.
- (g) You have provided false or misleading information in relation to your Scholarship.
- (h) You do not resume study at the conclusion of a Leave of Absence or period of suspension or extend the Leave of Absence or period of suspension.
- (i) You do not resume study at Curtin on the date specified for return after a period of approved research off-campus.
- (j) You cease to be a full-time student when Curtin's approval has not been obtained to hold the Scholarship on a part-time basis.

- (k) You die or become incapable of continuing the Course.

## **11. Confidentiality**

Curtin's deliberations and decisions relating to the allocation, selection and award of Scholarships are confidential.

## **12. Advice**

Curtin recommends that you seek your own independent taxation and legal advice regarding the Scholarship, intellectual property, and other contractual arrangements with Curtin and any other external parties.

## **13. Variation of Conditions**

Curtin may vary these Conditions from time to time. The varied Conditions will apply to you.

## **14. Provision of False or Misleading Information**

If Curtin knows or believes that you have provided false or misleading information in relation to the Scholarship, Curtin may immediately:

- (a) re-assess your Scholarship entitlements or terminate your Scholarship; and
- (b) where relevant, notify the Department of Education and Training or Department of Immigration and Border Protection of the suspected inaccuracy and provide where requested, a copy of your application and any other relevant information.

## **15. Curtin Obligations**

- 15.1 Curtin will administer the Scholarship in accordance with its policies and procedures.
- 15.2 Curtin will abide by the Australian Code for the Responsible Conduct of Research.
- 15.3 You have a right to appeal Curtin's decisions. Curtin will advise you of appropriate appeal mechanisms for resolution of any disputes which might arise in relation to these Conditions or the Scholarship.

## **16. Recipient Obligations**

- 16.1 You acknowledge and agree to:
  - (a) Diligently and to the best of your ability apply yourself to the successful completion of your Course.
  - (b) Abide by Curtin Policies and Procedures.
  - (c) Abide by the Australian Code for the Responsible Conduct of Research.
  - (d) Provide all reports required by Curtin including an annual progress report submitted through the Graduate Research School. If Curtin does not consider that progress to be satisfactory, you may be placed on Conditional status, or your Scholarship may be terminated.
  - (e) If relevant, abide by the National Health and Medical Research and Australian Research Council Codes on Human and Animal Research and decisions of Curtin's Safety and Ethics committees.
- 16.2 You must advise Curtin within 10 working days in writing if you:
  - (a) Leave Australia other than during a Leave of Absence, approved period of suspension, or approved annual leave, for reasons other than approved overseas study.
  - (b) Discontinue full-time study.
  - (c) Are absent from full-time study for a period of 10 working days or longer without prior approval.
  - (d) Receive additional income, surplus to your Scholarship, in relation to your Course or which is for the purpose of supporting general living costs.



## PART C | FEE OFFSET SCHOLARSHIPS

The following conditions apply to Fee Offset Scholarships and take precedence over the General Conditions in Part B to the extent of any inconsistency.

### 17. Additional Eligibility Criteria – Fee Offset Scholarships

17.1 To be eligible for a Fee Offset Scholarship, the following eligibility criteria apply in addition to the General Criteria:

- (a) You must be enrolled in an area of research that Curtin has the capacity and resources to supervise.
- (b) For an Overseas Student, you must be enrolled in one of Curtin's areas of research concentration, where Curtin has concentrated its research resources and attracted external funding.
- (c) If you are an Overseas Student without a concurrent Stipend Scholarship, you must be able to show you have the capacity to support your living costs while resident in Australia. This will be assessed on a case-by-case basis.
- (d) If you have previously held an Australian Agency for International Development (**AusAID**) scholarship within the 2 years prior to the commencement of the Fee Offset Scholarship, AusAID must approve your return to Australia for your Course.

### 18. Fee Offset Scholarship value

18.1 The value of your Fee Offset Scholarship will be defined in your Offer Letter. The value may be expressed as a percentage of your annual tuition fees that will be offset, or as a fixed amount. The value of your Scholarship may vary in different years of your Course.

18.2 Domestic Students currently receive Federal Government support for their fee offsets for the Maximum Term under the RTP Fee Offset Scholarship. The conditions that apply to all RTP Scholarships are contained in Part D.

18.3 Curtin may offer, at its discretion, additional Fee Offset Scholarships to Domestic and Overseas Students after the Maximum Term.

18.4 Tuition fees for HDR enrolled students vary across courses and are generally calculated based on EFTSL consumed. If you enrol in additional course work units, these may attract fees that are not offset by your Scholarship.

18.5 You may receive a concurrent Stipend Scholarship to undertake your Course.

### 19. Transfer of Course

Fee Offset Scholarships may not be transferred to another university or course unless otherwise approved by the ADVCR.

## PART D | STIPEND SCHOLARSHIPS

### STIPEND SCHOLARSHIP GENERAL CONDITIONS

#### 20. Value of Scholarship

20.1 The value of the Scholarship and manner and timing of its disbursement will be detailed in your Offer Letter.

20.2 Stipend Scholarships administered by Curtin may be tax exempt in Australia if the Recipient is enrolled fulltime and is able to have funds transferred to an active Australian bank account. Curtin encourages all Recipients to get independent taxation advice.

20.3 Part-time Recipients are only entitled to the approved part-time stipend or allowance rates and are not exempt from taxation.

## 21. Completion Scholarship

- 21.1 If you are receiving a Stipend Scholarship and making satisfactory progress, you may apply to Curtin for a Completion Scholarship where your study will exceed the Maximum Term.
- 21.2 You must submit your application for a Completion Scholarship no earlier than 6 months and no later than 1 month before the end of the Scholarship Term.
- 21.3 Where your Scholarship is funded by an External Funding Party, you must obtain approval for the Completion Scholarship from the External Funding Party before applying to Curtin.
- 21.4 Curtin may award Completion Scholarships in its discretion but none of the following reasons qualify as sufficient grounds:
- (a) changes to your Course enrolment;
  - (b) transfer of a scholarship to another HEP; or
  - (c) your employment commitments.

## 22. Transfer of Course

- 22.1 Curtin may approve a Recipient's request to change their research area provided:
- (a) the new research area is one of Curtin's areas of research concentration;
  - (b) the two Heads of Schools who will be impacted by the change agree; and
  - (c) where the applicable Scholarship is funded by an External Funding Party, that External Funding Party has given their approval to the change of Course.
- 22.2 Where a Recipient changes the Course to another HDR degree at the same level, the Scholarship Term remains unchanged.
- 22.3 A Recipient who has started a Masters degree may apply to convert to a Research Doctorate in accordance with the *Higher Degree by Research (HDR) Admission and Enrolment Procedures*.
- 22.4 If the conversion is successful, Curtin will extend the Recipient's total Scholarship Term to the Maximum Term for a Research Doctorate Recipient.
- 22.5 Where you elect or are required, for academic or personal reasons, to change your enrolment from a Research Doctorate to a Masters, your Scholarship Term will be reduced to the Maximum Term for a Masters Recipient.
- 22.6 If at the time of conversion, your Scholarship Term for your Research Doctorate has exceeded the Maximum Term for a Masters Recipient, then your entitlement to the Scholarship will be at an end.

## 23. Leave Entitlements

- 23.1 You are entitled to up to 20 working days paid annual leave and 10 working days paid sick leave for each year of the Scholarship, based on full-time enrolment. These periods of leave must be discussed with and approved by your supervisor. These leave entitlements may be accrued over the life of the Scholarship but will be forfeited when the Scholarship is terminated. These leave days will not extend the Scholarship Term.
- 23.2 Sick leave entitlements may also be used to cover leave for Recipients with family caring responsibilities. Recipients are required to take a Leave of Absence for periods of extended sick leave.
- 23.3 You are entitled to the following parental leave if you have completed at least 12 months of your Scholarship:
- (a) 60 working days paid maternity leave for giving birth or adopting a child during the Scholarship Term. Maternity leave must be taken no earlier than 8 weeks before the expected birth/adoption date and conclude no later than 80 working days after the actual birth/adoption date of the child.
  - (b) 10 working days paid parenting leave if your partner is giving birth during the Scholarship Term. This period of leave is to be taken anytime in the 80 working days immediately after the birth.
- 23.4 Leave will be paid at the rate the Scholarship is administered to the Recipient. Part-time Recipients will be entitled to leave calculated on a pro-rata basis.

- 23.5 If you are unable to pursue your studies, you may be able to apply for a Leave of Absence.
- 23.6 If you take leave from your Course, you must submit the approval form in a timely manner and, where possible in advance.

#### **24. Overpayment of Scholarship**

- 24.1 If Curtin overpays your Scholarship in error, you must reimburse Curtin any overpayment in accordance with Curtin's instructions. No interest or other penalties are payable on the outstanding amount.
- 24.2 If you are overpaid more than a fortnightly Scholarship disbursement, Curtin may recover the overpayment by withholding future payments.

### **SHORT TERM SCHOLARSHIPS**

The following conditions apply to Short Term Scholarships and take precedence over the General Conditions in Part B and Part D to the extent of any inconsistency.

#### **25. Additional Eligibility Criteria – Short Term Scholarships**

- 25.1 To be eligible for a Short Term Scholarship, in addition to the General Criteria you must, unless otherwise approved by the ADVCR, if undertaking:
- (a) a Masters, not hold a Research Doctorate or a Masters degree or an equivalent research qualification;
  - (b) a Research Doctorate, not hold a Research Doctorate degree or an equivalent research qualification.
- 25.2 You may receive a concurrent scholarship to undertake your Course.

#### **26. Transfer of Course**

- 26.1 Where you change your Course to another HDR degree at a different level, the Scholarship Term will remain unchanged where you have:
- (a) permission from the External Funding Party;
  - (b) not passed your Fully EFTSL Consumed Date; and
  - (c) not submitted your thesis, unless otherwise approved by the ADVCR.
- 26.2 Short Term Scholarships may not be transferred to another university.

#### **27. Leave Entitlements**

Short Term Scholarship Recipients are not entitled to paid leave.

### **MRES STIPEND SCHOLARSHIP**

The following conditions apply to MRes Stipend Scholarship holders enrolled in or prior to 2024 only and take precedence over the General Conditions in Part B and Part D to the extent of any inconsistency.

#### **28. Additional Eligibility Requirements – MRes Stipend Scholarships**

To be eligible for a MRes Stipend Scholarship, in addition to the General Criteria you must:

- (a) have submitted a Curtin Bachelor Degree with First Class Honours; and
- (b) not have had your Curtin Honours award conferred.

#### **29. Value of Scholarship**

In addition to the approved stipend referred to in clause 20, you may be eligible to apply for an allowance of \$750 when you successfully complete Milestone 3, to be used for thesis printing and expenses for associated research consumables. Request must be made prior to thesis submission.



### **30. Maximum Term**

- 30.1 The Maximum Term for a MRes Stipend Scholarship is 8 months.
- 30.2 Recipients of MRes Stipend Scholarships are not eligible for Completion Scholarships, unless otherwise approved by the ADVCR.

### **31. Transfer of Course**

- 31.1 MRes Stipend Scholarships may not be transferred to another university or course.
- 31.2 If you withdraw from the Masters of Research to do another HDR course, you may apply for another scholarship for that course. Subject to clause 31.3, if successful, the Maximum Term of your new scholarship will be reduced by the duration of the MRes Stipend Scholarship that you received.
- 31.3 If you withdraw from your Masters of Research and apply for a scholarship in a new HDR course more than 12 months after your withdrawal, the Maximum Term of your new scholarship will not be reduced.

### **32. Research off-campus and outside Australia**

Recipients of MRes Stipend Scholarships will be approved to conduct a maximum of 2 months of research off-campus or outside Australia in accordance with clause 8.

## **RTP SCHOLARSHIPS**

The following conditions apply to RTP Scholarships and take precedence over the General Conditions in Part B and Part D to the extent of any inconsistency.

### **33. Additional Eligibility Requirements – RTP Scholarships**

To be eligible for an RTP Scholarship you must, in addition to the General Criteria:

- (a) Not be receiving an equivalent award or scholarship from the Commonwealth; and
- (b) Not be receiving income from another source to support your general living costs while undertaking your Course if that income is greater than 75% of the RTP Stipend Rate. For this calculation, Curtin does not take into account income unrelated to your Course or income received for your Course but not for the purposes of supporting general living costs.

### **34. Commencement**

- 34.1 The Offer Letter will provide a deadline for acceptance and the required enrolment date. Curtin will review any request to defer enrolment on a case by case basis. Extended deferral of enrolment will only be approved in exceptional circumstances.
- 34.2 If you previously held an Australia Awards Scholarship funded by the Department of Foreign Affairs and Trade and are still within the two-year exclusion period (as defined in the Australia Awards Scholarships Policy Handbook), you must provide Curtin with evidence that you have received approval from the Australia Awards Delivery Section to remain or return to Australia to start this Scholarship.

### **35. Value of Scholarship**

#### **35.1 Stipends**

- (a) The value of your Scholarship will be detailed in your Offer Letter.
- (b) Curtin will administer to you an annual stipend no less than:
  - (i) For full-time students: the RTP Stipend Rate; or
  - (ii) For part-time students: half the RTP Stipend Rate, for the relevant year of award of the Scholarship.
- (c) The RTP stipend is:
  - (i) indexed each year in accordance with the HES Act;



- (ii) exempt from taxation for full-time Recipients but not exempt from taxation for part-time Recipients;
- (iii) pro-rated annually to the EFTSL consumed in the Course.
- (d) Curtin will administer your stipend by making fortnightly payments direct to your nominated active Australian Bank account.

### 35.2 Fee offset

Your Offer Letter will contain details of any RTP Fee Offset Scholarship for your Course.

### 35.3 Overseas Health Cover allowance

- (a) Overseas Student Recipients with a valid student visa may be provided an allowance to cover the cost of standard overseas single health cover for the Scholarship Term.
- (b) This allowance:
  - (i) is additional to the RTP Scholarship stipend; and
  - (ii) where relevant and at Curtin's discretion, may cover recipient's of Curtin centrally funded stipends

### 35.4 Relocation allowance

- (a) You may be eligible for a relocation allowance if you relocate your place of residence to Perth, Western Australia from an area defined as inner regional, outer regional, remote or very remote in the Australian Statistical Geography Standard or from interstate or overseas to commence your Scholarship.
- (b) The allowance:
  - (i) is additional to the RTP Scholarship stipend;
  - (ii) will cover the cost of relocating the Recipient, and where relevant the Recipient's spouse and dependents;
  - (iii) is paid at the maximum rate of \$600 per adult and \$250 per child up to a maximum of \$1,700;
  - (iv) is only payable where the relocation to Perth occurs after the date of the Offer Letter; and
  - (v) must be claimed within 6 months of the start of the Scholarship Term.
- (c) To apply for a relocation allowance, you must provide:
  - (i) proof of marriage or de facto relationship (as defined in the *Family Law Act 1975 (Cth)*) in effect before the date of the Offer Letter; and
  - (ii) birth or adoption certificates for each dependent to be covered under the relocation allowance.
- (d) Curtin will process any successful claim after receiving original tax receipts.

## 36. Transfer of Course and Withdrawal

- 36.1 Recipients changing their Course to another HDR degree at the same level, or enrolling in a HDR course after having previously withdrawn from their Course, may be entitled to:
  - (a) a Scholarship for the full Maximum Term if the new enrolment in the HDR course represents a new research project and consequently a new body of work (that is, work from the previous Course is not transferred to the new course); or
  - (b) their existing Scholarship for an adjusted Maximum Term less any period of study undertaken in the Course, if the new enrolment in the HDR course represents a continuation or overlap on the research project and body of work from the previous Course enrolment.
- 36.2 Curtin through the ADVCR (or delegate) will assess your request to change on a case-by-case basis but will make any decision at its discretion.

### **37. Progression to a Research Doctorate Degree after Completing a Masters Degree**

Where you complete a Masters degree and then progress to a Research Doctorate degree, you will be entitled to the Maximum Term for any subsequent Scholarship for the Research Doctorate degree.

### **38. Transfer of a Scholarship to another HEP**

38.1 You may apply to transfer to another HEP. Curtin will assess the request on a case-by-case basis. Any approval is at the discretion of both HEPs.

38.2 The HEP accepting the transferring Recipient is responsible for supporting the Recipient's RTP Scholarship from the date of the transfer.

38.3 The Scholarship Term for the transferring Recipient will be calculated based on the initial Course commencement date at the originating HEP.

38.4 If you wish to transfer your Scholarship to Curtin from another HEP you must provide evidence of:

- (a) the Scholarship award at the originating HEP;
- (b) Course commencement and intended withdrawal date at the originating HEP;
- (c) your equivalent full-time student load consumed in the Course at the originating HEP; and
- (d) details of any applicable approvals and agreements, such as ethical approvals, authorship attribution agreements and intellectual property of the originating HEP or third parties' incorporated into your research materials.

38.5 Recipients transferring to Curtin will be subject to:

- (a) the Maximum Term in relation to the Scholarship Term; and
- (b) clause 35 in relation to the value of the Scholarship.

### **39. Termination of Scholarship**

In the case of an Overseas Student Recipient, termination of a RTP Stipend Scholarship may also result in concurrent termination of any Fee Offset Scholarship.

### **40. Additional Leave Entitlements**

On provision of a medical certificate, you are entitled to receive additional paid sick leave of up to a total of 60 working days during a RTP Stipend Scholarship for periods of illness where you have exhausted the provisions of clause 23.1.

### **41. Acknowledgements**

You must acknowledge the Australian Government's support in any published materials relating to your Course by including mention of support through an "Australian Government Research Training Program Scholarship" both during and after completion of your Course in all publications including books, articles, newsletters or other literary or artistic works which relate to your HDR project.



## PART E | DEFINITIONS

In these Conditions of Award, the following words have the following meanings:

<b>ADVCR</b>	Associate Deputy Vice-Chancellor, Research.
<b>Australian Permanent Resident</b>	A non-citizen who holds an Australian permanent visa, to live, work and study without restriction in Australia.
<b>Completion Scholarship</b>	An extension of your existing Stipend Scholarship for a period of up to 6 months.
<b>Conditional status</b>	The academic status associated with the Recipient's enrolment where the Recipient is constrained by conditions determined by the Faculty Graduate Studies Committee or the ADVCR.
<b>Course</b>	The course specified in the Recipient's Scholarship Offer Letter.
<b>Curtin Policies and Procedures</b>	Curtin's policies, procedures, guidelines, codes of conduct and other published documents that apply to your Course and Scholarship, which may include but are not limited to Curtin's <i>Scholarships and Financial Assistance Policy</i> and associated procedures and Curtin's HDR policies and procedures.
<b>Domestic Student</b>	Has the same meaning as defined in the HES Act.
<b>EFTSL</b>	Equivalent Full-Time Study Load.
<b>External Funding Party</b>	An individual or entity which engages with Curtin and funds a Scholarship.
<b>Fee Offset Scholarship</b>	A scholarship to cover all or part of the tuition fees for a Course.
<b>Good Standing</b>	The academic status associated with the Recipient's enrolment where the Recipient has achieved satisfactory progress and is permitted to continue in their Course.
<b>HDR</b>	Higher Degree by Research being postgraduate university degree involving a unique supervised research project inclusive of a Masters or a Doctoral degree.
<b>HEP</b>	A 'higher education provider' as defined by the HES Act.
<b>HES Act</b>	The <i>Higher Education Support Act 2003</i> (Cth).
<b>Internal student</b>	An on-campus Curtin student whose mode of attendance involves regular ongoing faceto-face or one-on-one learning at Curtin for the purpose of supervision and instruction.
<b>Leave of Absence</b>	A formally approved break in a student's candidature which does not count against the minimum and maximum duration of study under Curtin's <i>Admission and Enrolment (Higher Degree by Research) Rules 2020</i> (as amended or replaced from time to time) made pursuant to Curtin Statute 12.
<b>Masters</b>	A Masters of Research, Masters by Research, or a Masters of Philosophy.
<b>Maximum Term</b>	The maximum Scholarship Term calculated in accordance with clause 3.
<b>Milestone, Milestone 1, Milestone 3</b>	Have the same meaning as in the <i>Higher Degree by Research (HDR) Student Progression Procedures</i> .
<b>MRes Stipend Scholarship</b>	Masters of Research Stipend Scholarship, being financial support in the form of a stipend or lump sum allowance provided to a Recipient or on behalf of a Recipient to assist with expenses associated with their Masters of Research.
<b>Offer Letter</b>	The Scholarship offer letter from Curtin to the Recipient.
<b>Overseas Student</b>	A student who meets the definition of 'Overseas Student' in the HES Act and who meets international student visa requirements specified by the Australian Government Department of Immigration and Border Protection.
<b>Recipient/you</b>	A Curtin student who receives an Offer Letter and meets the eligibility criteria for a Scholarship.
<b>RTP</b>	Research Training Program.

- RTP Scholarship** One or more of tuition fees offset, stipend for general living costs and allowances related to the ancillary cost of research degrees, funded by the Australian Government to support both Domestic and Overseas Students undertaking a HDR.
- RTP Stipend Rate** The full-time base RTP stipend rate announced each year by the Australian Government.
- Scholarship** The Fee Offset Scholarship or Stipend Scholarship described in your Offer Letter.
- Scholarship Term** The term or period of support of the Scholarship specified in the Offer Letter.
- Short Term Scholarship** Financial support in the form of a stipend or lump sum allowance provided to a Recipient or on behalf of a Recipient to assist with expenses associated with their HDR stated as a short term research stipend scholarship on the Offer Letter, generally provided for a period of less than 12 months.
- Stipend Scholarship** Financial support in the form of a stipend or lump sum allowance provided to a Recipient or on behalf of a Recipient to assist with expenses associated with their HDR.

**Recipient's Curtin Student ID:** \_\_\_\_\_

**Recipient's Full Name:** \_\_\_\_\_

**Recipient's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_