



Research Training Program (RTP) Scholarship CONDITIONS OF AWARD

1. INTRODUCTION

Each year the Australian National University ('the University') may offer a number of awards known as the *Research Training Program (RTP) Scholarship* ('the Award').

Funding for this Award has been provided by the Australian Government.

The objective of the Award is to support outstanding domestic¹ and international² candidates to enable them to pursue a Higher Degree Research program.

2. BENEFITS

The value of the Award is stated in the letter of offer. The Award will be paid in fortnightly instalments, unless otherwise stated in the letter of offer.

The Award may contain any or all of the following benefits:

- A. **Stipend Scholarship:** A recipient may be awarded a stipend scholarship equivalent to, or higher than, the value of the ANU standard [Australian Government Research Training Program \(RTP\) stipend scholarship](#). The Award is indexed each year on 1 January;
- B. **RTP Fee Offset:** A recipient may be recommended for an RTP Fee Offset to cover the Tuition Fees for the standard duration of the Higher Degree Research (HDR) program subject to the recipient being ranked as competitive in a merit-based selection process.

Where the recipient is an International candidate, the *RTP (International) Fee Offset* will be eligible for reimbursement of Overseas Student Health Cover (OSHC) for the standard program duration, including cover for the recipient's spouse and dependents (where applicable); and

- C. **Dependent Child³ Allowance:** An International recipient may apply to receive an allowance for dependent child/ren, where the dependent child/ren reside with the recipient. This allowance is up to \$3,000 per annum for each dependent child (to a maximum of \$9,000 per annum) and is paid in fortnightly instalments at the same time as the Award payments; and
- D. **Relocation Reimbursement:** A recipient may be eligible to claim a reimbursement as a one-off payment to assist with relocation costs, including those in respect of the recipient's spouse, de facto partner, and dependent child or children, incurred in commencing their HDR program. Where a claim for a relocation reimbursement is in respect of a recipient's spouse, de facto partner, or dependent child or children, they

¹ A student who is an Australian citizen, a New Zealand citizen, the holder of an Australian Permanent Resident visa or the holder of an Australian humanitarian visa

² A student who is not an Australian or New Zealand citizen or the holder of Australian permanent resident status, and is required to hold a visa to study in Australia and liable for international student fees (ISF) payable to the University either by the student or a sponsor

³ A dependent child is a child under the age of 16 wholly dependent on the recipient or, if aged between 16 and 24, is a full-time student and wholly dependent on the recipient. A recipient who pays maintenance in respect of a child or children may be eligible for the Dependent Child Allowance, or the amount of the maintenance payable, whichever is less.

must accompany the recipient to take up his/her program, or join the recipient within 12 months of the recipient commencing their HDR program.

Recipients who are resident outside the Australian Capital Territory, or who are permanently resident outside Australia at the time of application, may be eligible to receive a one-off relocation reimbursement capped at a maximum of \$1,000 for Domestic students, or \$2,500 for International students, towards the costs of moving to take up their HDR program, on production of original tax invoice/receipts.

Insurance, accommodation and meal costs related to relocation cannot be claimed.

Applications for relocation reimbursement must be submitted within 12 months of the recipient commencing their HDR program. No relocation reimbursement is payable after this time or after the Award ceases;

- E. **Thesis Allowance:** A recipient may be eligible to claim a reimbursement of up to \$500 for services associated with the production of their thesis, in accordance with the [thesis allowance requirements](#).

The recipient is responsible for making payment of all tuition fees by the prescribed date as set out by the University each session. Recipients of the Award are responsible for the costs of books, study materials, accommodation and all other costs of study.

3. DURATION

The duration of the full-time Award will be:

- (a) For Doctor of Philosophy (PhD) 3.5 years or for Master of Philosophy 1.5 years for the Stipend Scholarship; less
- i. periods of enrolment already undertaken for the HDR degree; and/or
 - ii. such shorter period as is stated in the letter of offer.

- (b) Extension

A recipient may apply for an extension of the stipend scholarship by completing the [Manage my Degree - HDR](#) form.

Recipients may apply for an extension of scholarship, where a candidate meets the following eligibility criteria:

- i. research has been delayed by circumstances beyond the recipient's control⁴, up to three months;
- ii. completion of an industry internship of at least 60 days FTE duration (see internship requirements [here](#)), up to six months;
- iii. Indigenous candidates, up to six months.

Subject to approval. The application must be submitted at least three months before the expiry of the scholarship. The maximum period of extension is six months, to a total maximum of four years for PhD candidates and two years for MPhil candidates.

4. PROGRAM LEAVE

Periods of program leave must be taken in accordance with the *Research Awards Rule 2021*.

- (a) Unpaid Program Leave

A recipient may apply for unpaid program leave on personal grounds. If the leave does not exceed a total period of 12 months during the duration of the Award, the recipient may resume the Award at the completion of the leave.

Program leave exceeding a total of 12 months will only be considered where there are exceptional circumstances beyond the control of the recipient and must be approved by the Delegated Authority in the College.

⁴ Where this may include illness, recipients are encouraged to use relevant program leave (if applicable) prior to seeking a program extension. Other circumstances may include internships of less than 60 days FTE. Research visits and internships completed at a Higher Education Provider (or international equivalent) are excluded.

Unpaid program leave is aggregated and awarded only in one-week blocks for a full-time recipient and two-week blocks for a part-time recipient.

A recipient must apply for unpaid program and scholarship leave by completing the relevant section of the [Manage my Degree - HDR form](#) in ANUHub.

(b) Paid Recreation Leave

A recipient is entitled to a maximum of 20 working days paid recreation leave for each year of the Award. Leave entitlements may be accrued over the life of the Award but are forfeited when the Award ceases.

A recipient must apply in writing to their Chair of Panel.

Paid recreation leave does not extend the duration of the Award.

(c) Paid Medical Leave

A recipient is entitled to a maximum of 10 working days paid medical leave for each year of the Award. Leave entitlements may be accrued over the life of the Award but are forfeited when the Award ceases.

A recipient must apply in writing to their Chair of Panel.

Paid medical leave does not extend the duration of the Award.

(d) Additional Paid Leave

A recipient is entitled to additional paid medical or carer's leave to a maximum of 60 working days on provision of a medical certificate. Medical certificates must:

- i. be signed by a registered medical practitioner;
- ii. state the likely duration of the required leave; and
- iii. certify that the recipient requires the leave for medical/caring reasons.

Additional paid medical leave is aggregated and awarded only in one-week blocks for full-time recipients and two-week blocks for part-time recipients.

A recipient may apply for additional paid medical leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ANUHub.

Additional paid leave extends the duration of the Award.

(e) Paid Parental Leave

Recipients who have completed 12 months of their Award and are the primary caregiver of a new child (by birth or legal adoption) are entitled to a maximum of 60 working days paid parental leave.

HDR candidates whose partner gives birth, who have completed 12 months of their stipend, are entitled to 60 working days leave if the candidate is the primary carer of the child in the first year of the child's life. HDR candidates who access partner leave will only be eligible for 55 working days parental leave.

These provisions also apply if the HDR candidate is the legal parent and primary care-giver of an adopted child:

- i. less than five years of age;
- ii. not a step child of the student; and
- iii. has not previously lived continuously with the student for six months or more.

Paid parental leave is aggregated and awarded only in one-week blocks for a full-time recipients and two-week blocks for a part-time recipient.

Recipients may apply for paid parental leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ANUHub.

Paid parental leave extends the period of duration of the Award.

(f) Paid Partner Parental Leave

Recipients who have completed 12 months of their Award and who are the partner of a person who is the primary caregiver of a new child⁵ (by birth or legal adoption) may be entitled to five days paid partner parental leave. The University may require the recipient to provide evidence of the date of birth or adoption.

Paid partner parental leave is aggregated and awarded only in one-week blocks for a full-time recipients and two-week blocks for a part-time recipient.

Recipients may apply for paid partner parental leave by completing the relevant section of the [Manage my Degree - HDR](#) form in ANUHub.

Paid partner parental leave extends the duration of the Award.

5. ELIGIBILITY

The Award is available each year to a prospective/continuing student who:

- (a) is enrolled or enrolling full-time in a Higher Degree Research (HDR) program of study at the Australian National University;
- (b) has demonstrated H1 or H1 equivalence in their prior studies; and
- (c) is not an Industry PhD candidate receiving a full-time salary.

6. SCHOLARSHIP APPLICATION

No application for the Award is required as eligible students who have indicated their interest will be automatically considered.

7. SELECTION

Selection is made on the basis of:

- (a) academic merit and research potential, based on their academic record, referee reports and other evidence; and
- (b) effective use of funds; and
- (c) demonstrated intention to meet the Objectives; and
- (d) discipline research interests.

The selection committee will be chaired by Pro Vice-Chancellor Graduate Research, (or their nominee) and will include at least two senior academic staff from across the University.

The selection committee reserves the right to make no award if it considers there is no applicant of sufficient merit. The selection committee may also vary the number of Awards and/or offer the Award at other times in exceptional circumstances or based on the standard of applications or students (where funds allow).

8. CONCURRENT HOLDING OF AWARDS

A recipient is permitted to hold other scholarships, awards, grants and bursaries concurrently with this Award, provided the terms of the other scholarship permits this also.

However, a recipient may not receive another allowance, award, grant or bursary to undertake the proposed program which exceeds the value of 75 per cent of the Award stipend.

9. DEFERMENT

⁵ A new child is a child who is less than five years of age, not a step-child of the student and has not previously lived continuously with the student for six months or more

The Award must be taken up no later than the date specified in the letter of offer, unless otherwise approved.

10. ONGOING ELIGIBILITY

A recipient of this Award is required to remain enrolled full-time in an eligible Higher Degree Research (HDR) program of study at the Australian National University.

A part-time Award may be offered or approved if the recipient has reasons acceptable to the University which preclude full-time study for part or all of the program of study. In such cases the University must be satisfied that the reasons relate to caring commitments, a medical condition, a disability or other circumstance which limits the recipient's capacity to undertake full-time study.

11. SUSPENSION OF AWARD

A recipient may apply to the College for suspension of their Award. A suspension may be appropriate if a recipient is studying at another institution and receives an award for that study. In these circumstances the duration of the Award will be reduced by the periods of study undertaken towards the degree during suspension of the Award (unless the study was undertaken overseas as part of a Commonwealth Government financially supported international postgraduate research scholarship or award).

The University may suspend the Award where a recipient has:

- (a) outstanding fees; or
- (b) an outstanding debt with the University; or
- (c) outstanding HDR program milestone/s; or
- (d) been found to be in breach of a statute, rule or policy or procedure of the University.

The Award will be suspended when at least five working days have passed since the University advised the recipient in writing that the milestones, debt and/or fees are outstanding, until the milestones have been met or the outstanding fees and/or debt have been paid. Under these circumstances, the recipient will forfeit payment of the Award for the period of time that their Award is suspended.

12. CESSATION OF AWARD

The Award ceases or should be surrendered:

- (a) if a student no longer meets the eligibility requirements;
- (b) at the conclusion of the period outlined in section 3;
- (c) on the date on which the recipient withdraws or ceases to attend the University other than for approved absences;
- (d) if a recipient fails to enrol as required in section 5;
- (e) if a recipient changes their program or course without permission to retain the Award;
- (f) if a recipient breaches academic or behavioural standards set by the University under the Discipline Rule (2021) and Academic Integrity Rule (2021); whichever is earliest.

13. REPAYMENT OF FUNDS

A recipient who is taking leave from their program, or changing their enrolment intensity from full-time to part-time, must submit the prescribed [Manage My Degree - HDR](#) form in a timely manner and, where possible in advance, in order to avoid receiving an overpayment of their Award. In circumstances where an overpayment does occur, these will be recovered in accordance with the ANU Procedure - Overpayments.

14. PROVIDING FALSE OR MISLEADING INFORMATION

The Award is based on the information provided to the University. The Award may be withdrawn at any stage if incorrect, false or misleading information is provided or relevant information is withheld. This includes circumstances where the false information is unrelated to the assessment for the Award.

15. VARIATION TO CONDITIONS OF AWARD

In exceptional circumstances and on a case-by-case basis, section 7 of these Conditions of Award may be varied by the Pro Vice-Chancellor on the recommendation of the chair of the selection committee.

16. TAXATION & CENTRELINK

Recipients are responsible for seeking taxation and Centrelink advice (if applicable) regarding their own individual circumstances. Awards may be regarded as taxable income if a recipient is enrolled on a part-time basis.

For information on how the Award may affect Centrelink benefits, see this website <http://www.humanservices.gov.au/customer/enablers/income/>

17. ACCOMMODATION

It is the recipient's responsibility to obtain residential accommodation. Information on student accommodation and application forms are available from the University Accommodation Services. Information may be found on the Web at: <http://www.anu.edu.au/study/accommodation>

18. PUBLICITY

The recipient may be requested to participate in publicity for the Award from time to time. This may include publicity in the country of residence or of schooling. Recipients may be contacted for an interview and photograph. The University may also publicise the Award by publishing the names of the recipients. Arrangements for such publicity will be made through the ANU College or ANU Communications and Engagement (ACE).

Recipients will also be required to acknowledge funding from the Award should the outcomes lead to publication.

19. DISCLOSURE AND DONOR CONTACT

For the purposes of reporting on the impact of awards, the name, program name and demographics (for example: age, country or town of residence) relating to a recipient of the Award may be disclosed to donors supporting the Award. This will not include recipient contact details. The recipient may be asked to write a personal note of thanks or to meet with donors. Any contact between a donor and a recipient will be facilitated by the ANU Advancement Office or an authorised representative of the University.

20. CONTACT WITH THE AWARD OWNER

All enquiries regarding the Award and changes, issues, or further information after acceptance should be made to: *Graduate Research Office (GRO)*
Email: hdr.candidature@anu.edu.au

21. DISCLAIMER

The recipient of the Award is subject to *The Australian National University Act 1991* as amended, and to the Statutes, Rules, Regulations and Resolutions of the University.

The Award does not carry any commitment by the University for future employment.

These Conditions of Award should be read in conjunction with the *Research Awards Rule 2021* and Higher Degree Research Policies and Procedures available from the [ANU website](#).

22. RELATED POLICIES, PROCEDURES & RULES

HDR Legislation, policies and procedures - <https://www.anu.edu.au/students/program-administration/assessments-exams/hdr-policies-procedures>

HDR Scholarship Procedure - https://policies.anu.edu.au/ppl/document/ANUP_7926390

HDR Scholarships Policy - https://policies.anu.edu.au/ppl/document/ANUP_7926387

ANU Academic Integrity Rule - <https://www.legislation.gov.au/Details/F2021L00997>

ANU Discipline Rule - <https://www.legislation.gov.au/Details/F2021L00998>

ANU Student Code of Conduct - <https://www.anu.edu.au/students/program-administration/program-management/student-code-of-conduct>