Research Training Program Scholarship Procedure

1 Purpose

To outline the Research Training Program (RTP) Scholarship parameters.

2 Scope

This procedure applies to all Higher Degree by Research (HDR) Applicants and enrolled Students.

3 Procedure Overview

This procedure outlines the management of the RTP Scholarships.

4 Procedures

The University administers the RTP on behalf of the Australian Government Department of Education and Training, who provides block grant funds through the Research Training Program to support domestic and international candidates undertaking HDR studies.

The allocation of funds associated with the RTP block grant is reviewed annually through the University budget-setting process.

A Scholarship may provide one or both of the following types of support:

- An RTP Fees Offset Scholarship to meet the full cost of an HDR Student's Tuition Fees.
- An RTP Stipend Scholarship to support the general living costs of an HDR Student through fortnightly payments for the standard duration of the HDR Program.

4.1 RTP Fees Offset Scholarship

4.1.1 Eligibility and Con ditions

To be eligible for an RTP Fees Offset Scholarship, a Student must be enrolled in an HDR Program.

Scholarship recipients must not be receiving an equivalent Award from the Australian Government designed to offset HDR Tuition Fees.

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International Students are only awarded an RTP Fees Offset Scholarship as the result of a competitive selection process. Please see the Higher Degree by Research Student Scholarship Procedure for further details.

Domestic Students eligible for a full RTP Fees Offset Scholarship are those who have not used any RTP Fees Offset or Research Training Scheme funding in the previous three years at any Australian University, or have already used the RTP Fees Offset funding and have successfully completed an HDR Program. Students must be enrolled as per the Higher Degree by Research Student Admissions and Enrolments Procedure and are required to make satisfactory progress in their studies as per the Higher Degree by Research Student Progress Procedure.

4.1.2 How to Apply

Domestic RTP Fees Offset Scholarship Applicants are assessed for eligibility at the point of application into an HDR Program. No separate application is required.

International Students are only awarded an RTP Fees Offset Scholarship as the result of a competitive selection process. Please see the Higher Degree by Research Student Scholarship Procedure and the University Scholarships website for further details.

4.1.3 Value and Duration

The RTP Fees Offset Scholarship covers the full cost of the program fees for an HDR Student for:

- Three (3) years full time or six (6) years part time for doctoral candidates
- Two (2) years full time or four (4) years part time for masters candidates

Doctoral candidates may request an extension of the RTP Fees Offset Scholarship of up to 12 months beyond the above period of support by submitting an extension of candidature request online.

Tuition Fees Scholarships do not cover the Student services amenities fee or other Student fees that may be introduced by the University.

A candidate who remains enrolled beyond their stated period of supported RTP Fees Offset Scholarship will be liable for paying the fees for their remaining candidature.

The RTP Fees Offset Scholarship support period is calculated based on the HDR program commencement date, which may or may not have occurred at a previous University and may or may not have been supported by the RTP. The candidate's period of support will be increased for any periods of leave approved by the University as per the Higher Degree by Research Student Admissions and Enrolments Procedure.

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Periods of RTP Fees Offset Scholarship will be impacted if candidates:

- Take a period of leave from studies
- Do not maintain Enrolment
- Have submitted their Thesis
- Do not maintain satisfactory progress
- Were previously awarded an RTP Fees Offset Scholarship at another Higher Education Provider (HEP) and did not complete the program
- Were previously awarded an RTP Fees Offset Scholarship for an HDR Program at the University and did not complete the program
- Transfer between HDR Programs of HEPs

Candidates should refer to the Higher Degree by Research Student Admissions and Enrolments Procedure and Higher Degree by Research Student Progress Procedure for further information on the above.

4.2 RTP Stipend Scholarships

4.2.1 Eligibility and Conditions

To be eligible for an RTP Stipend Scholarship a Student must typically be undertaking Full-Time Study in an HDR Program, and not be receiving a Stipend from another source which is greater than 75% of the RTP Stipend Scholarship rate. Income unrelated to the Student's program, or income received for the Student's program but not for the purpose of supporting general living costs, will not be taken into account.

RTP Stipend Scholarships offered by the University are not transferable to other universities. For Students transferring to the University, an RTP Stipend Scholarship will only be awarded after a competitive selection process. Please refer to the Higher Degree by Research Student Scholarship Procedure and the University Scholarships website for further information.

4.2.2 Value and Duration

Each year the Australian Government Department responsible for Higher Education sets a minimum and maximum rate of Stipend. At the University all Students will normally receive the same Stipend rate, which will be set between the minimum and maximum amounts. The amount of the Stipend will not change during the candidature period.

The duration of an RTP Stipend Scholarship is:

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- Three (3) years full time or six (6) years part time for doctoral candidates
- Two (2) years full time or four (4) years part time for masters candidates

Periods of study undertaken in the HDR Program prior to the commencement of the Scholarship will be taken into account. Scholarships will be adjusted accordingly for Stipend recipients studying part-time.

The candidate's period of support will be increased for any periods of leave approved by the University as per the Higher Degree by Research Student Scholarship Procedure.

4.3 Employment Conditions

Scholarship recipients are permitted to engage in paid employment providing it does not interfere with the satisfactory progress of their study. Any work undertaken would also have to meet the conditions of a Student visa.

4.4 Provisions for Transferring Students

Students transferring to the University will be required to provide information from their previous University regarding program commencement date and Equivalent Full-Time Student Load (EFTSL) consumed in that program, so that the correct RTP period can be calculated. If the Student is transferring away from the University, on request the University will provide this information to the University the Student will now attend.

4.5 Provisions for Changing HDR Enrolment

Where an RTP Scholarship recipient commences studies in a masters by research program and then changes Enrolment to a doctoral program, the Student is entitled to a maximum of four years Full-Time equivalent study, including the time enrolled in the masters by research program.

In the circumstances where an RTP Scholarship recipient is required to change Enrolment from a doctoral program to a masters by research program, the Student is limited to support for a maximum duration of two years Full-Time equivalent including the time enrolled in the doctoral program.

4.6 Provisions for Changing Topic and/or Field of Research

Where an RTP Fees Offset Scholarship or RTP Stipend Scholarship recipient changes their topic and/or field of research, the duration of the Scholarship remains the same and is not extended.

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4.7 Arrangements for Continuing Students

Domestic Students supported or offered support under the former Research Training Scheme will be offered an RTP Fees Offset Scholarship for the duration necessary to provide at least equivalent support to that which the Student would have received under the Research Training Scheme.

Overseas Students supported or offered support under the former International Postgraduate Research Scholarships will be offered an RTP Fees Offset Scholarship for the duration necessary to provide at least equivalent support to that which the Student would have received under the International Postgraduate Research Scholarship.

Students supported or offered support under the former Australian Postgraduate Awards will be offered an RTP Stipend Scholarship for the duration necessary to provide at least equivalent support to that which the Student would have received under the Australian Postgraduate Awards.

4.8 Industry Engagement

HDR Students are encouraged to undertake industry placements, research internships, professional practice activities or other similar activities during their candidature. Where Students are funded by an RTP Scholarship, the activities must relate closely to the Thesis research topic.

RTP Fees Offset Scholarship Students may have their Scholarship extended by the duration of the placement, internship, or professional practice activity up to the maximum period of RTP support.

RTP Stipend Scholarships may be available for the duration of industry placements, research internships and professional practice activities if:

- The Student already holds an RTP Stipend
- There is no other income associated with these activities
- The maximum duration of the HDR Program has not been reached
- The Thesis examination process has not been finalised

Students undertaking a placement, internship, or professional practice are not eligible to have their RTP Stipend Scholarship extended beyond the maximum period of RTP support.

4.9 Mandatory Acknowledgement

The Australian Government's contribution must be acknowledged when the recipient of an RTP

Scholarship, their supervisor or any other party publishes or produces materials, such as books, articles, newsletters or other literary or artistic work which relate to the research project carried out by the recipient of the RTP Scholarship. This applies during and after the completion of the program of study. The Australian Government's contribution must also be acknowledged in the Thesis. The acknowledgement statement should read: “This research has been supported by an Australian Government Research Training Program Scholarship”.

4.10 Grievances

Students who wish to request a review of a Decision made by the University in respect of a Scholarship should do so in accordance with the Student Grievance Resolution Procedure.

5 References

Commonwealth Scholarships Guidelines (Research) 2017 (Cth). Retrieved from: https://www.legislation.gov.au/Details/F2016L01602

6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Academic and Research)
Responsible Officer	Dean (Graduate Research School)
Policy Type	University Procedure
Policy Suite	Higher Degree by Research Student Policy
Subordinate Schedules	
Approved Date	5/8/2024
Effective Date	5/8/2024
Review Date	28/6/2028
Relevant Legislation	Commonwealth Scholarships Guidelines (Research) 2017 *Higher Education Support Act 2003*
Policy Exceptions	Policy Exceptions Register
Related Policies	Admissions, Enrolment and Graduations Policy

	Marketing and Brand Policy Research Code of Conduct Policy Student General Conduct Policy Student Grievance Resolution Policy
Related Procedures	Higher Degree by Research Student Admissions and Enrolments Procedure Higher Degree by Research Student Progress Procedure Higher Degree by Research Student Scholarship Procedure Higher Degree by Research Supervision Procedure Higher Degree by Research Thesis Examination Procedure Student Grievance Resolution Procedure Website Procedure
Related forms, publications and websites	Feedback, Complaints and Appeals UniSQ Scholarships website
Definitions	**Terms defined in the Definitions Dictionary**
	Academic Merit Academic Merit is based on an Applicant's level of academic achievement during their prior studies. It is generally assessed on an applicant's OP score, International Baccalaureate (IB) score, Australian Tertiary Admissions Rank, or equivalent rank based on the applicants qualifications and/or work experience. Academic Misconduct Academic Misconduct encompasses all behaviours, including doing as well as attempting to do, any of the acts, omissions or activities that constitute Academic Misconduct: involving the misrepresentation of academic achievement; or undermining the core values (honesty, trust, fairness and respect) of Academic Integrity; or breaching Academic Integrity; whether intentional or unintentional. Academic Misconduct includes, but is not limited to the following: Plagiarism and Self-plagiarism; using (including for Assessment or review) the work prepared by another person or software, including generative artificial intelligence, as their own without appropriate attribution; Collusion,

such as any unauthorised collaboration in preparation or presentation of work, including knowingly allowing personal work to be copied by others; all forms of Cheating in examinations and other Assessment tasks; Contract Cheating; Promoting ways to breach Academic Integrity or using University resources to support others in breaching Academic Integrity; offering or accepting bribes (money or other favours), e.g. for Admission or for Marks/Grades; and fabrication or falsification of information or Student identity (TEQSA Guidance Note: Academic Integrity, Version 1.2, 28 March 2019).

Academic Program

An approved Higher Education Award of the University, consisting of a combination of Courses the successful completion of an offering of which, together with any credit transfers and Exemptions in accordance with the relevant requirements, will fulfil the prescribed requirements for that particular Award.

Appeal

A formal, written request made by a Student or Employee to a higher authority to have a Decision overturned.

Applicant

A person who applies for any program or Course of study offered by the University whether the application is made through the Queensland Tertiary Admission Centre (QTAC) or directly to the University.

Assessment

The process of evaluating the extent to which Students have achieved the Learning Outcomes of a Course.

Award

The qualification conferred upon a Student following the successful completion of an Academic Program. The categories of Award are listed in the Program Nomenclature Schedule .

Commonwealth Government Department Responsible for Higher Education

As at September 2015, the Department of Education and Training.

Decision

	A determination made by an Employee, contractor or other authorised delegate in the course of their duties on behalf of the University. Domestic Student A Student who is an Australian citizen, a New Zealand citizen, an Australian Permanent Resident or the holder of an Australian permanent humanitarian visa. EFTSL An Equivalent Full-Time Student Unit (EFTSL) is a measure of the workload for students undertaking a full year of study in a particular year. At this University, one EFTSL is equal to eight Units. Enrolment The process of admitting Students to one or more Courses for the current Academic Year. Fees Offset An RTP Fees Offset pays for the tuition fees of a Higher Degree by Research (HDR) student that would otherwise have been paid by the student. Full-Time Study A Student will be deemed to be in Full-time Study where they are enrolled in at least 75% of the equivalent full-time load (8 Units) during an Academic Year. These Units can be taken in any Study Period during the year. General Misconduct Behaviour or conduct which is contrary to expected Student conduct outlined in the Student General Conduct Policy. Higher Degree by Research (HDR) A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work. Higher Degree by Research (HDR) Student A Student enrolled in an HDR program.

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Higher Education Provider (HEP)

A university or other higher education institution.

Notice

A Notice from the University is a document, whether physical or electronic. A Notice may be: given by hand to the addressee or delivered to the address provided by the addressee to the University; or sent by registered or pre-paid mail to the address provided by the addressee to the University; or sent by electronic communication to the University-issued email account provided by the University to a Student during the period of Enrolment until the completion of their program; or sent by electronic communication to the email address provided to the University by an addressee not enrolled at the University. A Notice is taken to be received if: given by hand to the addressee or delivered to the address provided to the University by the addressee; or sent by registered or pre-paid mail - three University Business Days after the date of posting; or sent by electronic communication - at the time that would be the time of receipt under the Electronic Transactions Act 1999 or its succeeding legislation. A Notice that would be deemed to have been received out of business hours or on a non-University Business Day will instead be deemed received on the next University Business Day.

Part-Time Study

Enrolment in less than .75 EFTSL in any year shall be deemed to be Part-Time Study.

Research Misconduct

Breaches of the University Research Code of Conduct and the Australian Code for the Responsible Conduct of Research occur on a spectrum, from minor (less serious) to major (more serious). Some major/serious breaches may be regarded as 'research misconduct'. The University uses the definition recommended in the National Health and Medical Research Council Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research and defines Research Misconduct as a serious breach of the Code which is also intentional or reckless or negligent. The use of the term Research Misconduct for serious breaches will be considered in the context of other institutional processes, Regardless of whether a Code investigation and an investigation done under an employment or student disciplinary agreement are separate or integrated, the University will take all reasonable steps to ensure that these do not conflict, or hinder the timely implementation of all corrective actions. Research misconduct

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does not include honest differences in judgement. Unintentional errors do not usually constitute research misconduct unless they result from behaviour that is reckless or negligent. Repeated or persistent breaches will likely constitute a serious breach, which will trigger consideration of Research Misconduct.

Scholarship

A Scholarship is Student recognition, typically based on Academic Merit, which provides a financial grant to a Student to undertake or complete a program of study at the University over a nominated period of time, in accordance with the selection criteria. A Scholarship may take the form of periodic payments to the Student or a reduction in specified costs, such as tuition fees for the duration of the Scholarship.

Stipend

Stipend is a fixed regular sum paid as a salary or allowance. This usually applies to Students studying with a Scholarship or Award.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

Student Grievance

A problem or concern raised by a Student who considers they have been negatively impacted because of an action, determination or omission within the control or responsibility of the University. Student Grievances are resolved in accordance with the Student Grievance Resolution Procedure and must be related directly to a Student's studies at the University and the outcome must directly impact the Student.

Thesis

Also known as a Standard Thesis, is the material outcomes of a program of research. It is also referred to as a 'dissertation'.

Tuition Fees

Fees charged to non-Commonwealth supported Students for enrolment in a Course. UniSQ uses the term “tuition/direct fees”.

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	University The term 'University' or 'UniSQ' means the University of Southern Queensland.
	Definitions that relate to this procedure only
Keywords	Research Training Program, RTP, Scholarship, Fees Offset, Stipend, Research Training Scheme, HDR, Program, Masters by Research, Doctoral, Research, Apply, Scholarship Recipient, Australian Commonwealth Government, leave entitlement
Record No	24/389PL

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