



Charles Darwin University  
Office of Research and Innovation  
Research Training Program Scholarship Policy  
University Research Training Scheme Scholarship Policy

## 1 Background

- 1.1 This Policy applies as of 1 January 2017.
- 1.2 Charles Darwin University (CDU) receives and administers a block grant under the provisions of the Higher Education Support Act 2003 (as amended) to support Research Training Program (RTP) Scholarships. CDU is responsible for the administration of CDU's RTP block grant.
- 1.3 CDU provides other funds to support University Research Training Scheme (URTS) Scholarships. URTS Scholarships are not Commonwealth scholarships and are not awarded pursuant to the Commonwealth Scholarships Guidelines (Research) 2017.
- 1.4 This policy provides information about the processes, policies and conditions of both Research Training Program (RTP) and University Research Training Scholarship (URTS) scholarships.

## 2 Types of students

- 2.1 A Higher Degree Research (HDR) student is a CDU student undertaking a Research Masters or Doctorate.
- 2.2 The terms domestic and overseas are applied to students as defined in the Higher Education Support Act 2003.
- 2.3 The term in-time refers to a HDR student who has consumed less than 2 years Full Time Equivalent (FTE) if a Masters HDR student and less than 4 years FTE if a Doctoral HDR student.
- 2.4 The term over-time refers to a HDR student who has consumed more than the amount allowed for an in-time student.

## 3 Types of RTP and URTS Scholarships

- 3.1 RTP Fee Offset and URTS Fee Offset is provided to satisfy liability for HDR tuition fees.
- 3.2 RTP Allowance and URTS Allowance is provided to assist with ancillary costs including:
  - 3.2.1 HDR thesis printing and academic publication costs;
  - 3.2.2 Relocation costs which may include approved Overseas Student Health Cover (OSHC) for the student and their spouse and dependents (if any) if they are an overseas student.
- 3.3 RTP Stipend and URTS Stipend is provided to assist students with living expenses while undertaking an HDR.

## 4 Eligibility

- 4.1 To be eligible for a RTP Scholarship, a student must be a domestic student or an overseas student enrolled in an accredited HDR course of study at an Australian Higher Education Provider (HEP).
- 4.2 An HDR student who is not a domestic student or an overseas student is eligible to receive a URTS Scholarship.
- 4.3 To be eligible for a RTP Stipend a student must not be receiving income from another source to support that student's general living costs while undertaking their course of study if that income is greater than 75% of that student's RTP Stipend rate. Income 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.
- 4.4 To be eligible for a RTP Fee Offset or URTS Fee Offset, a student must not be receiving an equivalent award or scholarship from the Australian Government designed to offset HDR tuition fees.

## 5 Award of RTP Fee Offset and URTS Fee Offset

- 5.1 An RTP Fee Offset scholarship fully extinguishes the student's tuition liability for the year in which it is awarded.
- 5.2 A URTS Fee Offset scholarship may fully or partially extinguish the student's tuition liability for the year in which it is awarded. The Deputy Vice-Chancellor Research and Research Training is delegated to determine the amount of a URTS Fee Offset.
- 5.3 Eligible domestic HDR students are automatically awarded a RTP Fee Offset.
- 5.4 Overseas HDR students awarded an RTP Stipend are automatically awarded a URTS Fee Offset scholarship.
- 5.5 Overseas HDR students who are not awarded an RTP Stipend may be awarded a URTS Fee Offset by the competitive process set out in the HDR Scholarship Eligibility and Ranking Procedures.

## 6 Competitive award of RTP Stipends and URTS Stipends

- 6.1 RTP Stipends are awarded as the result of a competitive process. Normally, URTS Stipends are awarded as the result of the same competitive process.
- 6.2 The competitive process is set out in the [HDR Scholarship Application and Award Procedures](#) and HDR Scholarship Eligibility and Ranking Procedures.

## 7 Stipend rates

- 7.1 The RTP Stipend and URTS Stipend rate for a full-time student in any calendar year is the base full-time RTS Stipend rate published in the Commonwealth Scholarships Guidelines (Research) for that year.
- 7.2 For 2017 this base is \$26,682.
- 7.3 The RTP Stipend and URTS Stipend rate for a part-time student is 50% of the corresponding rate for a full-time student.

## 8 Period of stipend support

- 8.1 A HDR Masters student may receive a Stipend as an RTP Stipend and/or a URTS Stipend for a total of up to 2 years full time equivalent. No extension of this period of support will be granted.
- 8.2 A HDR Doctoral student may receive a Stipend as an RTP Stipend and/or a URTS Stipend for a total of up to 3 years full time equivalent. An extension of up to 6 months full time equivalent may be granted if a compelling justification is provided by the student.
- 8.3 A student who converts from a HDR Masters to a HDR Doctoral program may receive a Stipend as an RTP Stipend and/or a URTS Stipend for a total of up to 3 years full time equivalent. An extension of up to 6 months full time equivalent may be granted if a compelling justification is provided by the student.
- 8.4 The period of support will be increased by any periods of leave as specified below. A period of approved suspension does not contribute to the period of support.

## 9 Payment of stipend

- 9.1 RTP Stipends and URTS Stipends are paid fortnightly according to the [HDR Scholarships Conditions of Award Procedures](#).

## 10 Leave, suspension and outside work

- 10.1 CDU's [HDR Scholarships Conditions of Award Procedures](#) set out the provisions for leave, suspension, and outside work.

## 11 Supervision and Facilities

- 11.1 CDU's [HDR Supervision and Mentoring Procedures](#) and [HDR – 10: Application for Register of Supervisors Form](#) set out the supervision guidelines and registration requirements for HDR supervisors.
- 11.2 CDU's [HDR Minimum Resources for Candidates Guidelines](#) set out the resources and infrastructure provisions for HDR students.

## 12 Changes in enrolment

- 12.1 HDR students must advise the Office of Research and Innovation (ORI) in writing of any change to the title or topic of their HDR project in order to establish whether the recorded field of research has changed.
- 12.2 HDR students may transfer to CDU from another Australian Higher Education Provider according to the [HDR Candidate Recruitment, Admission and Enrolment Procedure](#).
- 12.3 On request, CDU will provide an HDR student with information about their RTP Scholarship that is required for enrolment at another university.
- 12.4 A HDR student may change from full-time to part-time status and vice versa according to the [HDR Change of Candidature Enrolment Status Procedure](#).
- 12.5 A HDR Masters student may convert to a HDR Doctorate according to the [HDR Conversion from Masters by Research to PhD Procedures](#).
- 12.6 A Doctorate student may convert to a Masters by Research by written application or by a written invitation provided by the Deputy Vice-Chancellor Research and Research Training.

## 13 Extension Activities

- 13.1 The University aims to maintain and grow arrangements for placements and internships as a part of scholarship holders' HDR experience.

## 14 Termination

- 14.1 CDU's [HDR Scholarships Conditions of Award Procedures](#) set out the conditions for the termination of Scholarships.

## 15 Grievance and Review Procedures

- 15.1 CDU's [Students - Academic Grievance Procedures](#) are available to support the resolution of academic grievances or reviews of decisions relating to RTP and URTS Scholarships.

## 16 Acknowledgement by recipients

- 16.1 Holders of RTP Scholarships, supervisors and other parties who produce materials such as books, articles, newsletters or other literary or artistic works based on the research project carried out by the holder of the RTP Scholarship should acknowledge the Commonwealth's contribution.

16.2 The Commonwealth's contribution should be acknowledged in a prominent place and in an appropriate form. The acknowledgement must include mention of support through an "Australian Government Research Training Program Scholarship".

## **17 Continuing HDR Students**

17.1 HDR students who are continuing their studies in 2017 from earlier years have been advised about the legislated transition from the Research Training Scheme to the Research Support Program on 1 January 2017. All students have been transitioned to new arrangements on terms no less beneficial than former arrangements.