

RESEARCH TRAINING PROGRAM STIPEND SCHOLARSHIP (INTERNATIONAL) 2018

TERMS AND CONDITIONS

Formerly known as the Australian Postgraduate Awards (APA) for International Postgraduate Research Scholarship (IPRS) recipients, the Research Training Program (RTP) Stipend Scholarship is funded by the Commonwealth Government. The RTP Tuition Fee Offset Scholarship is allocated to the awardee's tuition fees, while the RTP Stipend Scholarship ('the Scholarship') provides the awardee with a stipend to support their living costs.

Eligibility

A recipient of the Scholarship must be commencing full time, on campus enrolment in a Higher Degree by Research (HDR) at The University of Sydney and enrolled by the census date of their course intake. An HDR may be a Research Doctorate or Research Masters course for which at least two-thirds of the course load is by research.

Tenure

The duration of the Scholarship is up to a maximum of three years for Research Doctorate candidates and two years for Research Masters candidates conditional on satisfactory progress. The duration of the Scholarships will be reduced by any periods of study undertaken:

- towards the course of study prior to the commencement of the Scholarship; and
- during suspension of the Scholarship.

Scholarship holders enrolled in a research doctorate degree may apply for an extension of up to two research periods. Requests for extension must be made in writing and must show that the grounds for extension are beyond the control of the candidate and are related to his or her studies rather than of a personal nature (such as sick leave). No extension to the duration of the Scholarship is possible for research masters candidates.

Benefits

- (i) Holders of the Scholarship receive a tax-exempt stipend of \$27,082 per annum (2018 rate), paid in arrears on a fortnightly basis through the University payroll. No additional dependant allowance is available. The stipend rate will be indexed annually on 1 January.
- (ii) Holder of the Scholarship receive up to \$1,250 for (one way & most direct) flight travel from their home country to Sydney at the commencement of studies and up to \$1,250 for (one way & most direct) flight travel to return to their home country after successful completion of studies. The travel allowance is not paid in advance of travelling; instead eligible scholarship holders may claim reimbursement of their flights by completing an Application for Reimbursement (International) form located on the University Scholarship Forms page: http://sydney.edu.au/scholarships/research/psa_forms.shtml
- (iii) Students who purchase a return ticket will only receive 50% of the total return cost or the maximum allowance of \$1,250 (whichever is of lesser value). Students who had commenced their studies in Sydney prior to the scholarship being awarded are not entitled to claim travel reimbursement for travel to Australia.

Please note that claims for reimbursement for the cost of your flight to return to your home country should be submitted within six (6) months of submitting your thesis. Any claims made after this period may not be reimbursed.

- (iv) Reimbursement of up to \$420 for Masters candidates and up to \$840 for Doctoral candidates will be made for eligible claims for direct costs of producing a thesis in accordance with the University's thesis allowance claim information. The claim must be lodged with the Higher Degree by Research Administration Centre (hdrac.scholarships@sydney.edu.au) within one year of submission of the thesis and no more than two years after termination of the award. Costs associated with printing a thesis are not eligible as printed thesis is no longer required for submission and examination.

Number of scholarships which may be held

An RTP Stipend Scholarship holder may receive a concurrent award, scholarship or salary specifically provided to assist them to undertake their higher degree by research, provided that such an award, scholarship or salary provides a benefit of less than 75% of the base RTP stipend rate. The Scholarship will be reduced if this limit is exceeded. NOTE the 75% limit does not apply to income derived from sources unrelated to the course of study.

Paid employment/part-time work

International students holding a student visa may engage in paid employment up to a maximum of twenty hours per week. A permit to undertake paid employment is normally issued automatically with the student visa. However, if this permit is not granted at the time the student visa is issued, the student will need to make a separate application for this permit. The application fee for a work permit, if required, is not covered under the Scholarship.

Holders of the Scholarship may undertake part-time work up to a maximum of twenty hours per week, evening, weekend and holiday work included. Any paid employment must not interfere with the student's study program and must be approved by relevant course supervisor/s. Delays in completion of research studies due to employment commitments will not be accepted as grounds for an extension of the Scholarship.

If employed by the University, the appointment must not exceed half time or 50% of the full-time position.

Recreation Leave

Holders of the Scholarship receive up to twenty working days recreation leave each year of the award and this may be accrued. However, the student will forfeit any unused leave remaining when the Scholarship is terminated or completed.

Sick Leave

Students may take up to ten working days paid sick leave each year within the tenure of the award and this may be accrued.

Holders of the Scholarship may receive additional paid sick leave of up to a total of twelve weeks during their award for medically substantiated periods of illness lasting more than ten consecutive days where the student has insufficient sick leave entitlements available as per the paragraph above. Students applying for additional paid sick leave must do so at the start of absence or as soon as practicable. Periods of additional paid sick leave are added to the duration of the award.

If a period of additional paid sick leave is needed, notification must be made to the Higher Degree by Research Administration Centre (HDRAC) and the enrolment may need to be suspended. In accordance to immigration regulation, students not enrolled may not be allowed to remain in Australia during a period of suspension. Please refer to the information under the heading '*Suspension*' below.

Maternity Leave

After holders of the Scholarship have completed twelve months of their award, they are entitled to a maximum of twelve weeks paid maternity leave if they give birth to a child within the tenure of the award. Students applying for paid maternity leave must do so at least four weeks prior to the

expected date of birth. Periods of paid maternity leave are added to the duration of the award. Holders of the Scholarship who have not completed twelve months of their award may access unpaid maternity through the suspension provisions. It should be noted, however, international students may not be permitted to stay in Australia on a student visa during the suspension of their studies. Please refer to the information under the section '*Suspension*' below.

Suspension

Students will not be permitted to suspend within the first two (2) research periods of the award.

Students may apply for a cumulative period of up to four (4) research periods suspension during the tenure of their award. Approval to suspend must be sought from the Faculty Services Office via the Student Centre, and the HDRAC at least one month prior to suspension.

Under student visa regulations, suspension of studies may only be approved on the grounds of illness as evidenced by a doctor's certificate or other exceptional compassionate circumstances beyond the control of the student (eg bereavement). Whenever a student suspends his/her studies the university MUST report the suspension to immigration authorities and the student may be obliged to return to their home country for the duration of the suspension. Therefore, if a student wishes to remain in Australia during a period of suspension of studies, they must contact the closest Australian immigration office within 28 days of the approval notice to seek approval to remain in Australia during the suspension.

Periods of suspension are cumulative and failure to resume study after suspension will result in the scholarship being terminated. Periods of study towards the degree during suspension of the RTP scholarship will be deducted from the maximum period of the scholarship.

Research overseas

The Scholarship is normally tenable only in Australia at the University of Sydney but in special circumstances a limited period of supervised study overseas may be approved. A recipient of the Scholarship who is required to pursue studies abroad in order to complete the research program should seek approval from his/her Head of School/Department and the HDRAC. Approval may be granted if the research is essential for completion of the degree.

All periods of overseas research are cumulative and will be credited to a student's candidature. Students must remain enrolled at the University and submit a *Permission to Count Time Away* request in Sydney Student by logging in to MyUni, then via the 'My Studies' tab and 'Course Details'. Students may not normally conduct research overseas within the first six months of the award. Overseas study/research must not be more than 12 months in duration.

Conversion between research masters and research doctorate degrees

Holders of the Scholarship may convert from a Research Masters degree to a Research Doctorate degree or vice versa and continue to receive the Scholarship. The maximum duration of a converted scholarship becomes that for the new research degree, minus periods of study undertaken towards the related degree prior to the conversion.

Changes in Enrolment

Holders of the Scholarship must notify the HDRAC promptly of any changes to their enrolment including but not limited to: suspension, leave of absence, course transfer and withdrawal. If the Scholarship holder does not provide notice of the changes identified above, the University will require the repayment of any overpaid stipend.

Relinquishment

A recipient of the Scholarship is required to give the HDRAC immediate written advice of his/her intention to relinquish the award (e.g. discontinuation of studies).

Transfer

RTP Scholarships are allocated to universities based on their research performance and students who transfer from one university to another may continue to receive their RTP scholarship only if their new university agrees to its continuation according to their own processes for the allocation of RTP Scholarships.

Termination

The RTP Stipend Scholarship will be terminated:

- Once the maximum duration of the Scholarship has been reached; or
- On submission of the thesis; or
- If the University determines that:
 - (i) the course of study is not being carried out with competence and diligence, or
 - (ii) satisfactory academic progress has not been maintained, or
 - (iii) serious misconduct has been committed.

Stipend payment will need to be suspended throughout the duration of the enquiry/appeal process.

Students are required to advise the HDRAC of any change of visa status or relinquishment of their Scholarship as soon as it takes effect. Students will be required to repay any stipend payments received by them after the date of effect of their suspension or relinquishment of their scholarship.

Students who obtain Australian Permanent Residence status during the course of their enrolment at the University of Sydney (or prior to enrolment at the University) MUST notify the HDRAC immediately when their Australian Permanent Resident visa is issued. In this case, students must bring their passport to the Student Centre as soon as possible so that the University can adjust their residency status. Subject to satisfactory progress, students will be eligible to continue with the Scholarship.

False or Misleading Information

The University of Sydney reserves the right to reassess a student's scholarship entitlements if it believes the student has provided false or misleading information to the university in relation to their application for admission for the scholarships.