BACKGROUND:

Australian Government Research Training Program (RTP) Scholarship and University of Sydney Postgraduate Awards (UPA) are scholarships, to assist with general living costs, awarded to students of exceptional research potential to undertake a higher degree by research at the University of Sydney. Eligible RTP applicants will be automatically considered for both awards.

The University awards these scholarships throughout the year. Applications should be submitted at least three months prior to the commencement of a research period to guarantee a decision on the scholarship prior to commencement.

Other postgraduate research scholarships offered in conjunction with the RTP/UPA process are listed in Section 3 below. University and some faculty/school supplementary scholarships are listed in Section 4 below. Eligible RTP/UPA applicants may also be considered for these awards. Separate application is not required.

Note: The RTP Scholarship was formerly known as the Australian Postgraduate Award and is funded by the Commonwealth Government.

1. AUSTRALIAN GOVERNMENT RESEARCH TRAINING PROGRAM (RTP) SCHOLARSHIP (FORMERLY AUSTRALIAN POSTGRADUATE AWARD).

The RTP program is funded by the Commonwealth Department of Education and Training. The following information is based on the Commonwealth Scholarships Guidelines (Research) 2016 for the Research Training Program and may be subject to change. The scheme operates in accordance with relevant government legislation and legislate instruments and the University’s Student Recognition Awards Policy 2016.

To be eligible, applicants must:

a) be an Australian citizen, a New Zealand citizen, an Australian permanent resident, or a holder of a VISA that allows the applicant to enroll as a domestic student, by the time of scholarship application submission;

b) have completed, or expect to complete within 3 months from the date of scholarship application submission, a Bachelor Degree with First Class Honours or equivalent results (refer to Section 5.2 for details), or have completed a degree with an outstanding record of professional and/or research achievements since graduation;

c) have applied for admission^ to a Research Masters or Research Doctoral degree, and be enrolling as a full-time* student;

d) not have completed a degree at the same, or higher, level as the proposed candidature;

e) not be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the RTP rate, to undertake the proposed study (Salary for work unrelated to the student’s research is not subject to this limit); and

f) for applicants who already commenced their research degrees in any Australian universities, they must not have consumed 2.5 years or more of their Research Doctoral degree candidature at the time of application. If Research Master applicants have consumed more than 12 months candidature at the time of application, they must upgrade to Research Doctoral degree to be considered.

Last updated: September 2017
Scholarship application will be rejected if applicant does not have a record of HDR admission application, or a current HDR enrolment, in Sydney Student.

The University of Sydney may approve a part-time RTP on a case by case basis where an applicant is able to demonstrate significant caring responsibilities, a medical condition or a disability which limits the student’s capacity to undertake full-time study.

### 1.2 Tenure and Conditions

- **a)** A full-time RTP may be held for three years for Research Doctorate studies, or two years for Research Masters studies, subject to advance standing. A Research Doctorate candidate may apply for a maximum extension of up to six months subject to satisfactory progress, provided grounds are related to study and are beyond the control of the student. No extensions are possible for Research Masters students.
  
  1. The maximum RTP tenure will be reduced by advance standing (any periods of study undertaken):
     - i. towards the degree prior to the commencement of the RTP;
     - ii. during suspension of the RTP (when candidature has not been simultaneously suspended); and/or
     - iii. during the tenure of a previous Australian Postgraduate Coursework Award or RTP Scholarship.

- **b)** Awards will not normally be available to those who, as a result of prior candidature and/or scholarship, would be entitled to a maximum tenure of less than twelve months.

- **c)** A part-time award holder is expected to progress at half the rate of a full-time award holder.

- **d)** Each award is renewed annually conditional on satisfactory progress.

- **e)** Students who wish to transfer to another institution may continue to receive their RTP Scholarship only if their new institution agrees to its continuation (see also Section 6 below).

- **f)** Students may conduct up to 12 months (18 months for students of anthropology and other special cases) of their research outside Australia. The request must be approved by the Scholarships Office and the student must remain enrolled at The University of Sydney.

- **g)** Suspension of the RTP Scholarship is generally not allowed within the first 6 months of the scholarship.

- **h)** After the first six months of award, students may be granted up to 12 months suspension within the duration of their award. A suspension, or accumulated periods of suspension of more than 12 months, will only be considered if there are exceptional circumstances beyond the student’s control.

- **i)** Full-time award holders may engage in paid employment up to 20 hours per week, evening, weekend and holiday work included. Employment must not interfere with the student’s study and progress. If employed by the University, the appointment must not exceed half time or 50% of a full-time position.

- **j)** Part-time award holders may undertake employment up to 10 hours per week (evening, weekend and holiday work included).

### 1.3 Benefits

- **a)** Full-time award holders receive a stipend of $26,682 p.a. (2017 rate) which is currently exempt from taxation. Part-time award holders receive a taxable stipend of $13,341 p.a. (2017 rate). The stipend rate is indexed annually on 1 January.

- **b)** Students relocating their place of residence to take up the RTP may be eligible for the relocation allowance in accordance with the University’s RTP relocation allowance guideline. The value of the allowance is up to $515 for each eligible
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Office
Level 4, Jane Foss Russell Building, G02
The University of Sydney NSW 2006

adult and $255 for each eligible child. The maximum value of relocation expenses that a student may receive is $1,485 (at the time of publishing).

c) Reimbursement of up to $420 for Masters candidates and up to $840 for Doctoral candidates (rate at the time of publication) will be made for eligible claims for direct costs of producing a thesis in accordance with the University’s thesis allowance guidelines. The allowance must be claimed within one year of submission of the thesis and no more than two years after termination of the RTP.

d) RTP holders may take up to 10 working days sick leave and 20 working days recreation leave each year as part of the award. Recreation leave does not attract a leave loading. These leave entitlements will be forfeited on termination of the RTP.

e) RTP holders may receive additional paid sick leave of up to a total of twelve weeks for medically substantiated periods of illness lasting longer than ten days. This period of leave is added to the tenure of the scholarship.

f) After RTP holders have completed twelve months of their award, they are entitled to a maximum of twelve weeks paid maternity leave during the tenure of the award. Periods of paid maternity leave are added to the tenure of the scholarship. Unpaid maternity leave may be accessed through the suspension provisions.

g) The Commonwealth government funds the cost of tuition fees directly to University under the Research Training Program Scholarship (domestic students) for up to four years for doctoral students and 2 years for masters students (information is accurate at the time of publication).

2. UNIVERSITY OF SYDNEY POSTGRADUATE AWARDS (UPA)

Applicants who apply for an RTP Scholarships will automatically be considered for UPA. A separate application for UPA is not required. The eligibility criteria, tenure and conditions are identical to the RTP (refer to Section 1 above). The UPA is tenable only at The University of Sydney and is not transferable to another institution. No relocation allowance is provided for award holders to take up the UPA. The University retains its discretion to award a RTP or UPA to successful applicants.

2.1 Aboriginal and Torres Strait Islanders

Special considerations will be given to maximum three suitable Aboriginal or Torres Strait Islander applicants per year. To be considered, applicants must provide confirmation that they are of Australian Aboriginal or Torres Strait Islander background as part of their personal details in Sydney Student. The Scholarships Office may request applicants to confirm their status. Confirmation can be provided in the form of a letter of identity from their local Aboriginal land council, Aboriginal legal service, Aboriginal medical service, or other official Aboriginal or Torres Strait Islander organisation. If applicants cannot provide a letter from any of these organisations, they will need to provide a statutory declaration confirming their Aboriginality.

3. OTHER POSTGRADUATE RESEARCH SCHOLARSHIPS

The University also offers other postgraduate research scholarships and supplementary scholarships. RTP/UPA applicants may also be considered for these awards where funding is available.

3.1 A.E. and F.A.Q. Stephens Scholarship

This scholarship is funded by the assets of the estates of both Francis Stephens and his wife Alice. It will be awarded to the highest ranked RTP/UPA applicant who is not awarded a Vice-Chancellor’s Research Scholarship. The scholarship is tenable in any faculty at The University of Sydney. The value of the scholarship equivalent to Australia Postgraduate Award (Industry) $32,032 (2017 rate). Other benefits and conditions will be the same as the RTP scholarship. A separate application is not required.

3.2 Faculty scholarships

Faculties offer various PG scholarships. Please refer to the Scholarships Office website for details http://sydney.edu.au/scholarships/
### 3.3 Other PG scholarship opportunities

Scholarship opportunities are advertised on: [http://sydney.edu.au/scholarships/research](http://sydney.edu.au/scholarships/research)

### 4. SUPPLEMENTARY SCHOLARSHIPS

#### 4.1 University-wide awards

**Vice-Chancellor’s Research Scholarships**

The Vice-Chancellor’s Research Scholarships (VCRS) are offered to students with an outstanding track record in academic achievements and research potential to pursue full-time PhD studies at The University of Sydney. VCRS are offered as supplementary scholarships to highly ranked commencing PhD students who are awarded an RTP or a UPA. The value of the VCRS will be up to $35,000 over a maximum period of up to 3.5 full-time years, payable at the rate of $5,000 p.a. for the 12 months and $12,000 per annum for the remaining tenure. Additional relocation allowance of up to $5,000 may be provided for students who need to relocate to Sydney to take up the scholarship. Relevant relocation guideline applies.

The VCRS will be awarded by the Vice-Chancellor on recommendation by the Academic Board’s Higher Degree by Research Scholarship Sub-Committee. Selection criteria include academic excellence, e.g. a University Medal, and outstanding research potential.

The VCRS can be held at any Faculty at the University but is not transferable to other universities. Only commencing PhD applicants who apply for an RTP/UPA will be considered. A separate application for the VCRS is not required.

**University of Sydney Merit Awards**

The Merit Awards are supplementary scholarships offered to highly ranked RTP/UPA applicants who pursue full-time PhD studies at the University of Sydney. PhD students who have commenced their candidature but have not held any postgraduate research scholarships at the time of RTP/UPA application will also be considered. The award will be $5000 p.a. for up to 3.5 years for a full-time PhD.

The Merit Awards will be awarded by the Academic Board’s Higher Degree by Research Scholarship Sub-Committee on the basis of academic excellence and outstanding research potential. A separate application for the Merit Awards is not required.

**Alumni Scholarships**

Established from donation by the University’s alumni, the scholarships will be $5000 for one year, and are offered to highly ranked RTP/UPA applicants. The scholarships will be awarded on the basis of academic excellence and outstanding research potential. A separate application for the Alumni Scholarships is not required.

#### 4.2 Discipline specific awards

**Val Street Scholarship**

Established in 2011 from the estate of the late Valerie Ruth Street. The scholarship will be awarded as a supplementary scholarship to the highest ranked female applicant who will commence full-time research doctorate studies. The recipient must have attained First Class Honours in the Arts and Social Sciences, Sciences (including School of Life and Environmental Sciences), or Sydney Business School of the University of Sydney.

The scholarship will be awarded by the Chancellor on recommendation by the Academic Board’s Higher Degree by Research Scholarship Sub-Committee. If there are students of equivalent academic merit as determined by the Higher Degree by Research Scholarship Sub-Committee, in making a final recommendation to the Chancellor the Sub-Committee should take into consideration two other factors – whether the situation of the applicant is such that they may not be able to take up a PhD offer without further financial assistance and the extent of their involvement in the extra-curricular life of the University during their undergraduate enrolment.

A separate application for the Val Street Scholarship is not required.
Other Supplementary

Some faculties, schools or departments offer supplementary scholarships to successful RTP/UPA applicants. In most cases, applicants will be automatically considered for these supplementary. Applicants will be notified separately if successful.

5. SELECTION PROCESS

Selection is based on academic merit and research experience. Applications are initially assessed by the Scholarships Office and reviewed by faculties. The Academic Board’s Higher Degree by Research Scholarship Sub-Committee will consider all eligible applicants and determine the number of offers to be made.

Applicants are assessed based on a combination of, if applicable:

- First class honours result (Honours 1 or H1)
- First class honours equivalent degree (H1E)
- Master by Research Degree
- The world rankings of the institution that conferred the qualification above, and
- Research experience

5.1 First class Honours (H1) Mark

H1 is the mark achieved in the First Class Honours (or equivalent) degree. The criteria for assessing Honours 1 equivalent qualifications are detailed in section 5.2 below.

It is the responsibility of applicants to provide numerical marks of their academic results wherever possible. If the mark is not available or is unobtainable, the results will be assessed at the respective mid-point for the equivalent Pass (i.e. 57) and Credit (i.e. 69.5) grades at the University of Sydney. A mark at the lowest one-third (i.e. 78.33) will be entered for the equivalent Distinction and the lowest mark (i.e. 85) for High Distinction grades. If the results are ungraded, applicants should provide information on the overall position in the class and/or thesis examiners reports if available.

It is important to provide the grading system showing the range of marks or the minimum mark required for each grade and different levels of Honours. Grading system information is generally available on the back of an academic transcript. Scaling of marks will be made to account for a) a pass mark other than 50, and b) H1 cut off is other than 80.

5.2 Honours 1 Equivalence (H1E)

Where applicants do not have an Honours 1 degree, they can be ranked as having an Honours 1 equivalent (H1E) degree on the basis of an additional qualification under the following criteria:

a) A completed Master of Philosophy (or equivalent) by thesis. The H1E Mark will be 83 unless a higher thesis mark has been recorded on the transcript.

b) Overseas qualifications that are considered as equivalent to an Australian Honours 1 degree, i.e. Level 8 in the Australian Qualification Framework. The H1E WAM (average mark, weighted according to the relative credit point value of the individual units of study) is obtained by averaging the marks obtained in all second and third year units of study in the relevant degree.

c) A completed Masters by coursework with a weighted average mark of at least 80 and a research component (requiring the completion of a dissertation, treatise, long essay or major report) of at least 12 credit points (where 48 credit points denotes a one-year full time course) of an equivalent full-time course. In this case, the weighted average mark in all units of study, including the dissertation, will be the H1E mark.

d) A completed Masters by coursework with a weighted average mark of at least 80 and a research treatise of ≥ 25,000 words as a requirement of the course. In this case, the weighted average mark in all units of study, including the treatise, will be the H1E mark.

e) A completed Masters by coursework with a weighted average mark of at least 80 and a research component verified by the Faculty Research Committee to
be academically demanding and a relevant foundation in research training for the proposed PhD project. In this case, the weighted average mark in all units of study, including the treatise, will be the H1E mark.

f) A completed Masters Preliminary or Graduate Diploma with a research component (as per (c) above) of at least 25% of an EFSTL, requirements and assessment equivalent to Fourth Year Honours at Honours 1 standard (a minimum mark of 80). In this case, the weighted average mark in all units of study, including the treatise, will be the H1E mark.

g) Graduates who did not have an Honours 1 result but have attained membership or fellowship of prestigious learned professional organisations by advanced study, examination and professional practice may be eligible for H1E. The relevant Faculty will be required to demonstrate an appropriate level of academic rigor. In all such cases, the H1E mark will be 80. In assessing whether membership or fellowship of a learned body confers the H1E status, consideration will be taken of the level of additional skills and training required for membership, the length of training required, and the academic level and pass rate of the entrance examination.

5.3 Master by Research Degree

a) A completed Master of Philosophy (or equivalent) by thesis. The H1E Mark will be 83 unless a higher thesis mark has been recorded on the transcript.

5.4 The world rankings of the institution

a) World rankings currently used are, Academic Ranking of World Universities, Times Higher Education World University Rankings, and QS World University Rankings. The ranking lists used may change from time to time.

5.5 Research Experience

Research Experience may be recognised on the basis of demonstrated research performance, relevant professional and direct research experience as per the following criteria.

a) Criteria

i. Scholarly publications (must contain original work or substantial original analysis, be published or accepted for publication by a reputable publisher) in the relevant field of research within the last five years (at the time of scholarship application submission). Self-publishing, publications by vanity publisher or in publications which lack basic publishing standards will not be accepted.

ii. Academic journals must either be:

- listed on Thomson Reuters’ Master Journal (ISI) list [http://ip-science.thomsonreuters.com/mjl/](http://ip-science.thomsonreuters.com/mjl/)

  or

- listed on the Scopus database ([http://www.scopus.com/home.url](http://www.scopus.com/home.url)) and then verified as peer-reviewed on Ulrichsweb: [http://ulrichsweb.serialssolutions.com/](http://ulrichsweb.serialssolutions.com/) i.e. ‘Refereed – Yes’

  or


iii. Conference publications must be in national and international conferences and not primarily arranged for research students and is listed on Scopus or ISI databases. If publication is not listed, applicant must provide a full copy of the paper and/or details of the conference for consideration.

Examples of scholarly publications are:
• A published book or chapter in an edited book (not conference proceedings)
• A published research article in a refereed international journal
• A published or refereed conference paper
• A patent that has been granted by a government agency after an examination process

Publications that are accepted by a reputable publisher but yet to be published can also be considered. A confirmation issued by the publisher is required as evidence of acceptance.

Do not include the following as they will not be recognised as Research Experience:
• Publications that are not research (e.g. newspaper or magazine articles)
• Publications or outputs that are more than five years old
• Publications that have been submitted or under consideration
• Publications that have been considered but require revision before acceptance
• The same (or substantially the same) work being published/presented again in a book, journal or conference
• Published book/literature review or a published research report/case study
• Prizes

iv. Significant output in the art or music areas in the relevant field of research within the last five years (at the time of scholarship application submission). Examples are:
• An exhibition (with published catalogue) with multiple venues of international standard, or a series of performances of international standard, for which reviews in significant outlets are available
• An exhibition in a Public Gallery or Museum with published catalogue (excluding regional galleries), or in a Private Gallery of standing in which the artist is asked to exhibit by invitation (subject to documentary evidence)
• Visual work(s) held in significant National and/or International Collections or commissioned by Government Bodies and/or the Corporate Sector
• A significant published musical composition or a significant commercially published CD of a musical performance
• Visual documentation of performance, installation and electronic creative works in significant National and/or International Collections
• Participation (as presenting author or equivalent) in significant National or International Festivals or professional conventions

v. Relevant professional or direct research experience since graduation and not in a training situation of at least 3 days a week, for a period of 18 months, which can be accumulated through various positions/employers. Each position must be substantiated by a letter issued by the employer.

vi. Other
• Participation in moots such as the Jessop International Law moot at an international level
b) Details and evidence required
   i. It is the responsibility of the applicants to provide details and evidence of outputs or experience which meet the criteria. Please refer to Research Experience Information and Appendix Guide on submission requirement and format.

6. RTP/APA TRANSFER APPLICANTS

Current RTP holders, from another Australian university, who have at least 12 months remaining on their maximum scholarship tenure and wish continue their RTP Scholarship at The University of Sydney must apply for an RTP in addition to their candidature transfer application. Their scholarship applications will be assessed with all applications received, thus continuation of RTP is not guaranteed.

7. SCHOLARSHIP APPLICATION PROCESS

Commencing student can elect to be considered for the scholarships by selecting “Yes” to the scholarship question in their research degree admission application (via Sydney Student). Upon submitting your admission application, please also submit research experience evidence immediately using the Research Experience template (refer to website below).

Students who are currently enrolled in research degree may complete the RTP application form and Research Experience evidence (refer to website below) in order to be considered.

Applicants may be offered a conditional RTP or UPA without having yet received admission offer, but will only receive a firm scholarship offer once they have received an unconditional admission offer.

RTP/UPA applications will not be considered from applicants who have not submitted an application for admission to the University in a relevant higher degree by research course.

RTP/UPA applications can now be submitted at any time. The Higher Degree by Research Scholarship Sub Committee meets regularly to award scholarships throughout the year. It is recommended that scholarship and admission applications are submitted three months prior to the commencement date (refer to relevant research periods) when the applicant intends to start their degree.

- Information on how to apply for admission into a research degree is available from: http://sydney.edu.au/study/admissions/apply/how-to-apply.html
- The RTP/UPA application form and Research Experience information and template can be found on our website: http://sydney.edu.au/scholarships/research/research-training-program.shtml

IMPORTANT:

The RTP/UPA application form is an interactive PDF file (only current students are required to complete an application form). Commencing students should select “Yes” in their admission application form in Sydney Student). Download the file to your computer, type in responses and then save the form as PDF file. Your RTP application should be submitted as an email with three attachments: (1) The electronically completed RTP/UPA application form, (2) the electronically completed Research Experience form, and (3) your Academic Transcript(s), and all other supporting documents merged into one file. Hardcopy, scanned or handwritten application forms will not be accepted.

All supporting documents must be true and complete records. You should be prepared to provide original documents or certified copies of supporting documents upon request at any time. Detailed checking of supporting documents is an inherent element of our admissions and scholarship assessment processes and may involve contacting the original issuing authority or relevant tertiary admissions centre, or other organisation (whether education or otherwise), or individual, whether in Australia or overseas, to verify documents. A failure to provide documents on request, or the discovery of either fraudulent documents or a misrepresentation of true circumstances in association with your application, may lead to a rejection of your application for scholarship, a withdrawal of your scholarship offer, or a termination of your scholarship.

Documents submitted in a language other than English must be accompanied by a complete English translation. The University only accepts translations to English made by an accredited translator with a government body, the Registrar of the issuing institution.
PERSONAL INFORMATION: Details will be verified against the Student Identification Number (SID).

SID: Current students must provide their Student Identification number (SID) on their RTP application form.

CURRENT ENROLMENT: Applicants must provide information about their past, current, and proposed enrolment at the University of Sydney and/or any other tertiary institutions within or outside of Australia. The tenure of an award will be reduced if a candidate is currently or has been previously enrolled in the postgraduate research degree for which the scholarship is sought. Failure to provide true and accurate information may lead to rejection of scholarship application or termination of the scholarship.

TRANSCRIPTS: Applicants must provide details of tertiary qualifications and enclose copies of official transcripts from institutions they attend, past or currently enrolled, including from The University of Sydney and other tertiary institutions.

The transcripts must provide an explanation of grading (usually found on the reverse side). It is important to provide actual marks rather than grades where these are available (refer to section 5.1 – 5.3 above). For transcripts in languages other than English, translations to English made by an accredited translator must be included. Current Honours year students should provide copies of their results as soon as these become available. Please note that original documents included with your application will not be returned.

Applicants with overseas qualifications are strongly advised to provide information on their degree/s. Where possible/available, applicants should request their institution to provide information on what percentage of students in a class/year receives a certain overall grade/level of honours and the position of the applicant in the class/year, and/or how they compare with an Australian first class Honours degree.

SIGNIFICANT PUBLICATIONS, SIGNIFICANT OUTPUT IN THE ART OR MUSIC FIELDS AND/OR RESEARCH EXPERIENCE: It is the applicant’s responsibility to check the criteria and follow the instructions given in section 5.5 Research Experience above and provide the required information and proof/evidence in the form of an Appendix using template provided. Refer to the format and examples in the separate Research Experience Information and Appendix Guide document.

CURRENT OR PREVIOUS RTP/APA/COMMONWEALTH GOVERNMENT AWARDS: Applicants who have previously held an RTP, APA, APA (Industry) or an Australian Government-funded postgraduate research scholarship are not eligible to apply unless it was terminated within six months of the scholarship’s payments commencing. Current students who are currently on a research scholarship with value above 75% of RTP rate for the proposed study will need to relinquish their current scholarship if they are successful in getting an RTP/UPA.

CHECKLIST: Applicants who are current research degree students at The University of Sydney must review the checklist and attach all required documents (as applicable) and mark ‘Yes, No or N/A’ on the checklist (page 3 of application form). Please note that applications which are incomplete and/or without supporting documentation in accordance with these instructions will jeopardise the applicants’ chance of being considered for an award and may be grounds for exclusion.

Applicants must read the contents of the form and answer all questions truthfully. If there is any section that the applicant is unsure about, clarification should be sought from the Scholarships Office (scholarship.applications@sydney.edu.au). There are severe penalties for providing false or misleading information, including rejection of the application, or terminating of the scholarship.

Academic Referees and their reports are not required at the application submission stage. Applicants will be contacted separately should referee reports be required.

8. WHAT YOU CAN EXPECT AFTER SUBMITTING YOUR APPLICATION

| 8.1 Email Acknowledgment (Current students only) | An acknowledgment email will be sent within ten working days of the application being submitted. If you do not receive the acknowledgement within the timeframe, please check the junk/spam folder. If for some reasons you have not received the acknowledgement after ten working days, please contact us at scholarship.applications@sydney.edu.au |
| 8.2 Notification of Results | Outcomes of scholarship application will be sent by email. Save our email address scholarship.applications@sydney.edu.au in your email address book to ensure our correspondences reach the inbox promptly. |
Notification of the outcome can take **up to four months** from the date of submission of complete documentation and final academic result. The Scholarships Office greatly appreciate your patience during the application and assessment process.