



Graduate Research and RTP Scholarships Policy

Schedule A – Terms and Conditions of Graduate Research Scholarships at La Trobe University

Section 1 – Background and Purpose

- 1) This Schedule outlines the terms and conditions for graduate research scholarships at La Trobe University that are determined by the Board of Graduate Research and administered by the Graduate Research School.

Section 2 – Scope

- 2) The following scholarships are covered by this Schedule:
 - a. Research Training Program (RTP) scholarships:
 - i. RTP Fees Offset
 - ii. RTP Stipend
 - iii. RTP Allowance
 - b. La Trobe University (LTU) scholarships:
 - i. Graduate Research Scholarship (LTGRS)
 - ii. Full Fee Research Scholarships (LTUFFRS)
 - iii. The Dennis McDermott Research Scholarship
 - iv. La Trobe University Flexible Research Scholarship (LTFLEX)
 - v. The David Myers Graduate Research Scholarship
 - c. Scholarships funded by industry, philanthropic or other external organisations, wholly or in part with La Trobe University, except where terms and conditions of the scholarship are defined by the sponsor.

Section 3 – Terms and Conditions

- 3) Terms and conditions, including benefits, of schemes in Section 2 are provided as follows:
 - a. Research Training Program (RTP) scholarships: see [Appendix 1](#)
 - b. La Trobe University (LTU) scholarships:
 - i. La Trobe Graduate Research Scholarship (LTGRS): see [Appendix 2](#)
 - ii. La Trobe University Full Fee Research Scholarships (LTUFFRS): see [Appendix 3](#)
 - iii. The Dennis McDermott Research Scholarship: see [Appendix 4](#)
 - iv. La Trobe University Flexible Research Scholarship (LTFLEX): see [Appendix 5](#)
 - v. The David Myers Graduate Research Scholarship: see [Appendix 6](#)
 - c. Scholarships funded by industry, philanthropic or other external organisations, wholly or in part with La Trobe University may have different provisions, including specific provisions relating to industry, professional practice or other activities determined by the external funding body. These terms and conditions will be provided to successful applicants and must be agreed to by the applicant in

accepting the scholarship. Candidates will normally be required to sign an agreement with La Trobe University regarding intellectual property, where industry, philanthropic or other external organisations are involved.

- 4) Additional terms and conditions common to all schemes are provided directly below.

Period of support – part-time studies

- 5) Candidates are normally required to be enrolled full-time at La Trobe University while receiving a stipend scholarship. In some circumstances, candidates may be eligible to receive a stipend scholarship while enrolled part-time, dependent on the terms and conditions of the specific scholarship and with the approval of the Chair of the Board of Graduate Research. Part-time recipients will receive 50% of the full-time annual stipend amount, with the duration of scholarship support extended to twice the standard full-time period.

Enrichment activities

- 6) Where a scholarship holder undertakes an optional industry placement, research internship, or professional practice activities these will normally occur concurrently with their studies and therefore have no effect on the duration of their scholarship or stipend payments. Where an internship or placement includes a separate payment, this must comply with the terms and conditions of the scholarship holder's current award as described in the Appendices below.

Changes in fields of education

- 7) The value of a fee scholarship depends on whether the candidate's field of education is classified as high-cost or low-cost.
- 8) A candidate's field of education is determined at the time of application for candidature, based on the proposed research topic and discipline.
- 9) Where a candidate makes a change to their study program after enrolment that results in a change to their field of education, the value of their fee scholarship may change depending on the cost category of the new field of education.
- 10) Candidates will be notified in writing if their fee offset value changes due to a change in the field of education.

Transferring to or from another university

- 11) Scholarships are not transferable between higher education providers.
- 12) Candidates in receipt of an RTP Fees Offset or RTP Stipend scholarship at La Trobe University who seek to transfer from La Trobe University to enrol in a graduate research degree at another higher education provider should seek confirmation from the new higher education provider about their eligibility to apply for a scholarship at that institution during the remaining tenure of their degree.
- 13) In accordance with the [Graduate Research and RTP Scholarships Policy](#), candidates transferring to a graduate research degree at La Trobe from another higher education provider are eligible to apply for a stipend scholarship at La Trobe. Any candidature time already consumed during the candidate's previous enrolment will be deducted from the duration of any scholarship awarded.

Appendix 1: Conditions of the Australian Government Research Training Program (RTP) Scholarship

1. Purpose of the RTP Scholarship

The Australian Government provides funding to eligible higher education providers through the RTP to support their training of domestic and overseas candidates undertaking research doctorate and research masters degrees. The objectives of the RTP are to:

- support the training of domestic and international graduate research candidates
- deliver graduates with the skills required to build careers in academia and other sectors of the labour market
- support collaboration between higher education providers and industry and other research end-users.

The Department of Education has prepared frequently asked questions for eligible candidates which are available on its [website](#).

The RTP provides three scholarship programs that may be awarded separately:

- I. RTP Stipend
- II. RTP Fees Offset*
- III. RTP Allowance**

* Paid to La Trobe University from the Australian Government on the candidate's behalf. .

** Paid to RTP Stipend holders to assist with costs specified below in 6.4.

For the purposes of this document the following definitions apply:

- RTP Scholarship holder – any graduate research degree candidate who is receiving any support under the RTP (Fees Offset, Stipend and/or Allowance)
- RTP Stipend holder – any graduate research degree candidate who is receiving an RTP Stipend.

2. Administration of the RTP Scholarship

- 2.1. The conditions governing the RTP at La Trobe University will be determined by the Board of Graduate Research (BGR). The Chair of the Board of Graduate Research may make executive decisions on behalf of the corresponding Research and Graduate Studies Committee.
- 2.2. The RTP scholarship program is administered by the Graduate Research School and all enquiries should be directed to that school (GRSScholarships@latrobe.edu.au).
- 2.3. La Trobe University will be fair and equitable in the use of its discretionary powers in relation to this scholarship program.

3. Eligibility to Receive an RTP Scholarship

- 3.1. To be eligible to receive an RTP Stipend, RTP Allowance or RTP Fees Offset at La Trobe University a person must be enrolled in a Master's by Research or doctoral research degree at La Trobe University.
- 3.2. To be eligible for an RTP Fees Offset, a person additionally must not be receiving an equivalent award or scholarship from the Commonwealth designed to offset HDR fees, either at La Trobe University or from a different Higher Education Provider.
- 3.3. To be eligible for an RTP Stipend at La Trobe University a person additionally must not be receiving income from another source to support their general living costs while undertaking their course of study if that income is greater than 75 percent of the RTP stipend rate, excluding income unrelated to the course of study or income received for the course of study but not for the purposes of supporting general living costs.

4. International Candidates on a Visa

- 4.1. International candidates should be aware that conditions of their visa may place constraints on some variations to candidature, including the ability to enrol part-time or to take Leave of Absence, or their ability to undertake employment. International candidates should check with the La Trobe International Operations and Compliance team through [Ask La Trobe](#) regarding significant changes to their candidature or ability to undertake employment while on a visa.
- 4.2. La Trobe University is required to report to the Department of Home Affairs where international candidates on a visa require a Leave of Absence longer than 20 business days. Depending on the circumstances, this may result in the cancellation of the candidate's Confirmation of Enrolment (CoE) and visa. Candidates in this situation are advised to consult with the La Trobe International Operations and Compliance team through [Ask La Trobe](#).

5. Part-Time RTP Scholarship

- 5.1. Candidates may receive an RTP Fees Offset scholarship while enrolled on a part-time or full-time basis.
- 5.2. Candidates are normally required to be enrolled full-time to receive an RTP Stipend. The Chair of the Board of Graduate Research may approve part-time enrolment where the candidate has:
 - 5.2.1. responsibility for a pre-school child, or care responsibilities for school-aged children as a sole parent with limited access to outside support;
 - 5.2.2. carer responsibilities for an invalid or disabled immediate family member or member of the candidate's household; or
 - 5.2.3. a medical condition including a disability (supported by a Medical Certificate completed by a health practitioner who is registered by the relevant National Medical Board) which limits their capacity to undertake full-time study.
- 5.3. Part-time RTP stipend scholarship holders are subject to the same restrictions on employment as a full-time RTP stipend scholarship holders, as described in Section 9 below.

- 5.4. Full-time RTP stipend holders may apply to change to part-time study at any time, with approval of the Chair of the Board of Graduate Research, provided they meet the circumstances outlined in 5.2.1.-5.2.3 above. Part-time RTP stipend holders may apply to change to full-time study at any time.

6. Commencement of an RTP Scholarship

- 6.1. The RTP scholarship will commence on the commencement date specified in the scholarship offer letter.
- 6.2. Successful RTP scholarship applicants may apply to vary their commencement date, subject to approval by their principal supervisor and School Director of Graduate Research. Applications to defer an RTP Fees Offset by more than 3 months, and all applications to defer an RTP Stipend must also be approved by the Chair of the Board of Graduate Research.
- 6.3. La Trobe University reserves the right to withdraw the offer of an RTP scholarship if an applicant does not respond to the offer by the date specified in the letter of offer or does not commence studies by the specified commencement date.

7. Duration of an RTP Scholarship

- 7.1. The RTP maximum duration applies from the date of commencement of the course of study.
- 7.2. A full-time RTP Fees Offset may be held for a maximum of two years for a Master's by Research degree, and four years for a doctoral research degree (full-time equivalent (FTE)). La Trobe University reserves the right to charge candidates up to the equivalent current value of the RTP Fees Offset for any periods of enrolment beyond the maximum period of RTP support.
- 7.3. The expected full-time periods of support for an RTP Stipend are:
 - 7.3.1. Three years and three months for a doctoral research degree (FTE);
 - 7.3.2. 20 months for a Master's by Research degree (FTE).
 - 7.3.3. 8 months for a Master's by Research Pathway degree (FTE) from an approved honours or Master's by Coursework degree.
- 7.4. The full-time periods of support for a stipend scholarship may be extended by up to three (3) months for a doctoral degree or up to two (2) months for a Master's by research degree.
- 7.5. A candidate's maximum period of RTP support is based on the course of study commencement date, which may have occurred at La Trobe University or another higher education provider and may or may not have been fully supported through the RTP.
- 7.6. Periods of study already undertaken towards a graduate research course of study prior to the commencement of the RTP scholarship, either while enrolled at La Trobe University or another higher education provider will be deducted from the maximum period of tenure. Such deductions will be on a one-to-one basis for every day of full-time candidature, or half the period for part-time candidature.
- 7.7. A doctoral RTP Scholarship holder who transfers to a Master's by Research degree will be subject to the maximum support period for the Master's degree, calculated from their original course commencement date. If the candidate has already exceeded this period, they will not be eligible for further stipend payments, and La Trobe University may charge fees equivalent to the current value of the RTP Fees Offset for any time beyond the support

limit. If the scholarship holder transfers within the maximum period of support, they can use the balance of the scholarship not taken up in the doctoral degree towards the Master's by Research, provided that there is no interval between the doctoral candidature and the Master's by Research, or that such an interval is covered by suspension of the RTP through a Leave of Absence or withdrawal from the doctoral degree.

8. RTP Scholarship Benefits

- 8.1. RTP Fees Offsets are paid directly to La Trobe University by the Australian Government on behalf of the holder to partially offset costs to La Trobe University for tuition and support of the studies undertaken by the RTP Scholarship holder. The approximate value of RTP Fees Offset (FTE) will be provided in the letter of offer.
- 8.2. RTP Stipends are provided to support the general living costs of the holder. The RTP stipend will be paid on a fortnightly basis by La Trobe University directly into an Australian bank account in the name of the RTP Stipend holder. The current stipend rate will be specified in the letter of offer, and where the Board of Graduate Research approves a change to the rate, the Graduate Research School will notify RTP Stipend holders of the new rate and effective date.
- 8.3. International RTP holders may claim a dependent child top-up of AU\$920 per annum for each dependent child. To be eligible, the child must hold the appropriate dependent's visa and be living in Victoria, Australia with the International RTP holder, not overseas or interstate and relevant proof must be provided, for example copies of their family registration book and their Australian visas.
- 8.4. For candidates supported by an RTP Scholarship on a part-time basis, the RTP Fees Offset and RTP Stipend rates are one half of the full-time equivalent.
- 8.5. Full-time RTP Stipend payments are currently tax-exempt, whereas part-time RTP Stipends are not. RTP Stipend holders are responsible for checking their own tax liability.
- 8.6. RTP Allowances are paid to RTP Stipend holders to support certain costs associated with undertaking their degree, namely relocation to commence the degree, and some costs for the production of materials for examination.
 - 8.6.1. An RTP Stipend holder relocating more than 200km to a new place of residence, where this is necessary to enable the candidate to undertake the graduate research degree with La Trobe University, is entitled to receive a relocation allowance consisting of:
 - 8.6.1.1. A commercial transport travel allowance up to the equivalent of the economy/student airfare for the candidate, spouse and dependents to the new city or AU\$800 each for the candidate and spouse, and up to AU\$500 each for up to five (5) dependent children, whichever is the lesser amount.
 - 8.6.1.1.1. Where a candidate elects to travel by a personal vehicle, a per kilometre allowance at the current Australian Taxation Office cents per kilometre rate up to the equivalent economy/student airfare cost of the candidate is payable.
 - 8.6.1.2. removal expenses, including excess baggage allowance or shipping of personal items, of up to AU\$540 per adult and AU\$280 per child up to a maximum of AU\$1550. Removal expenses cannot be claimed for the cost of purchasing new household or personal items and having them shipped to the new location.

- 8.6.1.3. Dated receipts must be submitted for any travel expenses — other than mileage — claimed.
- 8.6.1.4. The allowance must be claimed within twelve (12) months of the date of commencement of the degree.
- 8.6.2. RTP Stipend holders are also offered an allowance towards the costs of preparing their thesis and any other examinable materials for submission. La Trobe University will reimburse candidates for eligible claims up to AU\$430 for Master's by Research candidates and AU\$850 for doctoral research candidates. Costs that may be claimed are professional proof-reading / editing, printing of a hard copy of the thesis if requested by an examiner and the costs of producing any other examinable artefacts.
 - 8.6.2.1. Payments will be made after submission of the thesis and on receipt of original receipts from the persons who provided the services or goods, showing the service or goods provided and name of the provider, the date of issue of the receipt and amount paid by the scholarship holder.
 - 8.6.2.2. The allowance must be claimed within twelve (12) months of the date of submission of the thesis and no more than two (2) years after termination of the RTP Stipend.
 - 8.6.2.3. The RTP Allowance cannot be used for costs associated with the purchase of computer equipment or software and cannot be used for printing and binding personal copies of the thesis.

9. Additional Employment

- 9.1. RTP Stipend holders may supplement the stipend by undertaking paid part-time employment.
- 9.2. Paid employment must not interfere with the RTP Stipend holder's ability to study full-time and maintain progress in their degree. Full-time stipend holders are expected to work 35 hours per week on their degree, per the [Graduate Research Candidature Policy](#), taking into consideration any flexible ways of working as agreed upon with their Principal Supervisor per the [Graduate Research Supervision Policy – Schedule A – Expectations for Graduate Research Supervisors and Candidates](#).
- 9.3. Employment commitments will not be accepted as grounds for lack of progress or extensions to scholarship or candidature.
- 9.4. International students must ensure any work undertaken is consistent with the conditions of their visa.
- 9.5. La Trobe University cannot require an RTP Scholarship holder to undertake employment whether as a tutor, a demonstrator or in any other capacity as a condition of receiving their Scholarship.

10. Paid Leave for RTP Stipend Holders

- 10.1. An RTP Stipend holder is expected to continue a program of study and research during the period of enrolment in the degree but is entitled to specified paid leave. Paid leave is accrued over the tenure of the stipend but forfeited when the RTP Stipend is terminated.
- 10.2. Candidates may not undertake research towards their graduate research degree during a Leave of Absence.
- 10.3. Applications for leave should be made according to graduate research procedures.

- 10.4. Sick leave entitlements may also be used to cover leave for candidates with family caring responsibilities.
- 10.5. The following base leave entitlements apply during enrolment:
 - 10.5.1. twenty (20) business days (FTE) paid recreation leave for each year of the stipend,
 - 10.5.2. ten (10) business days (FTE) paid sick leave for each year of the stipend.
- 10.6. Base leave entitlements *do not extend* the total period of support provided by the stipend and do not need to be formally applied for; candidates should discuss and seek approval from their Principal Supervisor when taking leave.
- 10.7. In addition to the base leave entitlements, the following types of paid Leave of Absence are also available for RTP Stipend holders, where approved by La Trobe University:
 - 10.7.1. Additional paid sick leave of up to a total of sixty (60) business days (FTE) for periods of illness for the RTP Stipend holder or family member lasting longer than ten (10) business days, where supported by a medical certificate completed by a health practitioner who is registered by the relevant National Medical Board.
 - 10.7.2. A maximum of five (5) business days (FTE) per year (non-cumulative) for paid cultural and ceremonial leave within the tenure of the RTP for Aboriginal and/or Torres Strait Islander candidates.
 - 10.7.3. A maximum of sixty (60) business days (FTE) paid parental or adoption leave within the tenure of the RTP for candidates who have held their RTP Stipend for twelve (12) months, where they are the primary carer of their new-born child or of a newly adopted child under sixteen (16) years of age. Applications must be accompanied by a medical certificate completed by a health practitioner who is registered by the relevant National Medical Board or evidence of the date of adoption. Unpaid parental or adoption leave for the primary carer may be accessed through the [Graduate Research Candidature Policy](#) provisions.
 - 10.7.4. A maximum of fifteen (15) business days (FTE) paid parenting leave within the tenure of the RTP for candidates who have held their RTP Stipend for twelve (12) months, and who are partners of primary carers of a newly born or adopted child. Applications must be accompanied by a medical certificate completed by a health practitioner who is registered by the relevant National Medical Board or evidence of the date of adoption. Such leave shall be taken within the period commencing in the week prior to the expected date of the birth or adoption of the child and concluding six (6) weeks after the birth or adoption of the child.
 - 10.7.5. Any period of parental or partner leave of absence will not diminish a candidate's entitlements to other forms of leave.
- 10.8. Paid Leave of Absence extends the length candidature and scholarship support by the amount of approved leave.
- 10.9. Candidates may apply for paid Leave of Absence at different times throughout their candidature up to the provisions of each type of paid Leave of Absence.
- 10.10. International candidates on a student visa will only be entitled to paid Leave of Absence where it meets the conditions of their student visa.

11. Unpaid Leave for all RTP Holders – Leave of Absence

- 11.1. All RTP Scholarship holders are entitled to suspend their RTP support by applying for a Leave of Absence according to the provisions in the [Graduate Research Candidature Policy](#).

- 11.2. Any approved periods of Leave of Absence do not contribute to the period of support for the RTP scholarship.
- 11.3. Candidates may not undertake research towards the graduate research degree during a Leave of Absence.
- 11.4. Candidates are not normally permitted to suspend a scholarship to undertake another degree and applications to do so must be approved by the Chair of the Board of Graduate Research.
- 11.5. La Trobe University is required to report to the Department of Home Affairs where international candidates on a visa require a Leave of Absence longer than twenty (20) business days. Depending on the circumstances, this may result in the cancellation of the candidate's Confirmation of Enrolment (CoE) and visa. Candidates in this situation are advised to consult with the International Operations and Compliance team.

12. Candidature and Progress Requirements

- 12.1. All RTP Scholarship holders are required to comply with the requirements of La Trobe University policies and procedures, in particular graduate research policies and procedures, as may be amended from time to time.
- 12.2. Requirements for candidature, and for seeking approvals for any variations to candidature, are outlined in the [Graduate Research Candidature Policy](#).
- 12.3. All RTP Scholarship holders are required to maintain regular interaction with their supervisory team per the [Graduate Research Supervision Policy](#).
- 12.4. All RTP Scholarship holders are required to demonstrate progress throughout their graduate research degree through the submission of regular progress reports and any other requirements as outlined in the [Graduate Research Progress Policy](#).

13. Termination

- 13.1. An RTP Scholarship will be terminated on the date of submission of the thesis for examination or at the end of the RTP support period, whichever is sooner.
- 13.2. An RTP scholarship will be terminated before the completion of the period of tenure if after due inquiry the Board of Graduate Research concludes that the scholarship holder:
 - 13.2.1. has not met the eligibility criteria;
 - 13.2.2. has had their candidature terminated as a result of unsatisfactory progress;
 - 13.2.3. is not carrying out their course of study in accordance with the RTP Terms and Conditions; or
 - 13.2.4. is Absent Without Leave.
- 13.3. An RTP scholarship will be terminated if it is determined that the scholarship holder is guilty of serious research or general misconduct, including providing false or misleading information in relation to the RTP.
- 13.4. An RTP scholarship will be terminated on the death, incapacity, or withdrawal of the holder.
- 13.5. An RTP scholarship will be terminated if the candidate ceases to be a full-time candidate and when approval to maintain the scholarship at part-time load has not been obtained.
- 13.6. An RTP Stipend scholarship will be terminated if the RTP scholarship holder accepts another equivalent scholarship or salary to undertake their research higher degree providing a benefit greater than 75 percent of the base RTP stipend.

- 13.7. An RTP scholarship that has been terminated cannot be reactivated unless the termination occurred in error or the candidate has successfully appealed a decision by the Board of Graduate Research to terminate their scholarship.

14. Relinquishment of the RTP Scholarship

- 14.1. Candidates are expected to give at least ten (10) business days' notice of intention to relinquish, or give up, the RTP Scholarship to the Graduate Research School's Scholarships Team (GRSScholarships@latrobe.edu.au).

15. Scholarship Overpayment

- 15.1. In the event La Trobe University makes an overpayment of an RTP Stipend and/or Allowance, the RTP holder must repay to La Trobe University such overpayments within thirty (30) calendar days of being requested to do so by La Trobe University. RTP overpayments are financial obligations due to La Trobe University and failure to repay may result in sanctions being placed on the candidate's enrolment.
- 15.2. The RTP holder must promptly inform La Trobe University if they notice that there has been an error in the payment of their stipend, including underpayment or overpayment.

16. Right of Appeal

- 16.1. RTP Scholarship holders may request a review by the Board of Graduate Research of any decision involving the Board's discretionary powers related to their RTP Scholarship. If the decision stems from a separate decision made under another La Trobe University statute or policy, any appeal under that instrument must be completed before requesting a review related to their RTP Scholarship.
- 16.2. A request to review an RTP Scholarship decision must be submitted in writing by the candidate within twenty (20) business days of either (a) the outcome of an appeal under Section 16.1 of this Appendix 1 or (b) the date the Board of Graduate Research's written decision was received, where no appeal was made. The review must set out in full detail the reason(s) the review is sought.
- 16.3. In any request for review, members of the Board of Graduate Research who were not involved in the original decision will review the decision.
- 16.4. RTP Scholarship holders not satisfied with the outcome of any request for review to the Board of Graduate Research may seek a review from the La Trobe University Ombudsman or the National Student Ombudsman.

17. Specific Obligations of the RTP Holder

- 17.1. An RTP Scholarship holder will diligently and to the best of their ability work towards the successful completion of the degree within the period of the RTP.
- 17.2. RTP Scholarship holders will abide by the [Australian Code for the Responsible Conduct of Research \(2018\)](#) and La Trobe University's [Research Integrity Policy](#) and its associated policies and procedures.

- 17.3. By accepting an RTP offer, an RTP Scholarship holder agrees to abide by all the statutes, regulations, policies, and guidelines of La Trobe University governing their candidature, including academic progress requirements and disciplinary provisions. It is the RTP Scholarship holder's responsibility to familiarise themselves with these documents.
- 17.4. A summary of the most relevant documents is listed in [Appendix 7](#).

18. Acknowledgement of an RTP Scholarship

- 18.1. RTP Scholarship holders are required to acknowledge the Commonwealth's contribution of an RTP Scholarship (including an RTP Stipend and/or an RTP Fees Offset) in their thesis and any published materials related to the higher degree by research. This relates to any time, both during and after completion of their higher degree by research, and includes such items as books, articles, newsletters or other literary or artistic works. The RTP scholarship holder must acknowledge receipt of this support using the exact phrase:

This work was supported by an Australian Government Research Training Program Scholarship.

Appendix 2: Conditions of the La Trobe University Graduate Research Scholarship (LTGRS)

1. Purpose of the La Trobe University Graduate Research Scholarship

The La Trobe University Graduate Research Scholarship (LTGRS) is made available to provide financial assistance to eligible Master's by Research and doctoral research candidates of exceptional research promise to undertake a higher degree by research.

An LTGRS may be held in conjunction with either an *Australian Government Research Training Program Fees Offset (RTP Fees Offset)* (domestic candidates) or a *La Trobe University Full Fee Research Scholarship (LTUFFRS)* (international candidates) which may be separately awarded to cover the cost of tuition fees at La Trobe University.

The conditions of the LTGRS apply to all holders of a La Trobe University Graduate Research Scholarship (LTGRS).

2. Administration of an LTGRS

- 2.1. The conditions governing the LTGRS at La Trobe University will be determined by the Board of Graduate Research (BGR). The Chair of the Board of Graduate Research may make executive decisions on behalf of the corresponding Research and Graduate Studies Committee.
- 2.2. The LTGRS is administered by the Graduate Research School and all enquiries should be directed to that school (GRSScholarships@latrobe.edu.au).
- 2.3. La Trobe University will be fair and equitable in the use of its discretionary powers in relation to this scholarship program.

3. Eligibility to Receive an LTGRS

- 3.1. To be eligible to receive an LTGRS stipend a person must be enrolled in a Master's by Research or doctoral research degree at La Trobe University.
- 3.2. To be eligible for an LTGRS stipend at La Trobe University a person must not be receiving income from another source to support their general living costs while undertaking their course of study if that income is greater than 75 percent of the stipend rate, excluding income unrelated to the course of study or income received for the course of study but not for the purposes of supporting general living costs.

4. International Candidates on a Visa

- 4.1. International candidates should be aware that conditions of their visa may place constraints on some variations to candidature, including the ability to enrol part-time or to take Leave of Absence, or their ability to undertake employment. International candidates should check with the La Trobe International Operations and Compliance team via [Ask La Trobe](#) regarding significant changes to their candidature or their ability to undertake employment while on a visa.

- 4.2. La Trobe University is required to report to the Department of Home Affairs where international candidates on a visa require a Leave of Absence longer than 20 business days. Depending on the circumstances, this may result in the cancellation of the candidate's Confirmation of Enrolment (CoE) and visa. Candidates in this situation are advised to consult with the La Trobe International Operations and Compliance team via [Ask La Trobe](#).

5. Part-Time LTGRS

- 5.1. Candidates are normally required to be enrolled full-time to receive an LTGRS Stipend. The Chair of the Board of Graduate Research may approve part-time enrolment where the candidate has:
 - 5.1.1. responsibility for a pre-school child, or care responsibilities for school-aged children as a sole parent with limited access to outside support;
 - 5.1.2. carer responsibilities for an invalid or disabled immediate family member, or member of the candidate's household; or
 - 5.1.3. a medical condition including a disability (supported by a Medical Certificate completed by a health practitioner who is registered by the relevant National Medical Board) which limits their capacity to undertake full-time study.
- 5.2. Part-time LTGRS holders are subject to the same restrictions on employment as full-time LTGRS holders, as described in Section 9 (below).
- 5.3. Full-time LTGRS holders may apply to change to part-time study at any time, with approval of the Chair of the Board of Graduate Research, provided they meet the circumstances outlined in 5.1.1 - 5.1.3. above. Part-time LTGRS holders may apply to change to full-time study at any time.

6. Commencement of an LTGRS

- 6.1. The LTGRS scholarship will commence on the commencement date specified in the scholarship offer letter.
- 6.2. Successful LTGRS scholarship applicants may apply to vary their commencement date, subject to approval by their principal supervisor and School Director of Graduate Research. All applications to defer an LTGRS scholarship must also be approved by the Chair of the Board of Graduate Research).
- 6.3. La Trobe University reserves the right to withdraw the offer of an LTGRS if an applicant does not respond to the offer by the date specified in the letter of offer or does not commence studies by the specified commencement date.

7. Duration of an LTGRS

- 7.1. The LTGRS expected duration applies from the date of commencement of the course of study.
- 7.2. The expected full-time periods of support for the LTGRS are:
 - 7.2.1. Three years and three months for a doctoral research degree (FTE);
 - 7.2.2. 20 months for a Master's by Research degree (FTE);
 - 7.2.3. 8 months for a Master's by Research Pathway degree (FTE) from an approved honours or Master's by Coursework degree.

- 7.3. The full-time periods of support for a stipend scholarship may be extended by up to three (3) months for a doctoral degree or up to two (2) months for a Master's by Research degree.
- 7.4. A candidate's maximum period of LTGRS support is based on the course of study commencement date, which may have occurred at La Trobe University or another higher education provider.
- 7.5. Periods of study already undertaken in a graduate research course of study prior to the commencement of the LTGRS, either while enrolled at La Trobe University or another higher education provider or periods of study during which the candidate was not eligible to hold the scholarship, will be deducted from the maximum period of tenure. Such deductions will be on a one-to-one basis for every day of full-time candidature, or half the period for part-time candidature.
- 7.6. A doctoral LTGRS holder who transfers to a Master's by Research degree will be subject to the maximum support period for the Master's degree calculated from the original course commencement date. If the candidate has already exceeded this period, they will not be eligible for further stipend payments. If the candidate transfers within the maximum period of support they can use the balance of the scholarship not taken up in the doctoral degree towards the Master's by Research, provided that there is no interval between the doctoral candidature and the Master's by Research, or that such an interval is covered by suspension of the LTGRS through a Leave of Absence or withdrawal from the doctoral degree.

8. LTGRS Benefits

- 8.1. The LTGRS stipend is provided to support the general living costs of the holder. The stipend will be paid on a fortnightly basis by La Trobe University directly into an Australian bank account in the name of the LTGRS holder. The current stipend rate will be specified in the letter of offer, and where the Board of Graduate Research approves a change to the rate, the Graduate Research School will notify LTGRS stipend holders of the new rate and effective date.
- 8.2. International LTGRS holders may claim a dependent child allowance of AU\$920 per annum for each dependent child. To be eligible, the child must hold the appropriate dependent's visa and be living in Victoria, Australia with the LTGRS holder, not overseas or interstate and relevant proof must be provided, for example copies of their family registration book and their Australian visas.
- 8.3. For candidates supported by an LTGRS on a part-time basis, the stipend rate is one half of the full-time equivalent.
- 8.4. Full-time LTGRS stipend payments are currently tax-exempt, whereas part-time LTGRS stipends are not and LTGRS stipend holders are responsible for checking their own tax liability.
- 8.5. Allowances are paid to LTGRS holders to support certain costs associated with undertaking their degree, namely relocation to commence the degree, and some costs for the production of materials for examination.
 - 8.5.1. An LTGRS holder relocating more than 200km to a new place of residence where this is necessary to enable the candidate to undertake the graduate research degree with La Trobe University, is entitled to receive a relocation allowance consisting of:
 - 8.5.1.1. a commercial transport allowance up to the equivalent of the economy/student airfare for the candidate, spouse and dependents to the

new city or AU\$800 each for the candidate and spouse, and up to AU\$500 each for up to five (5) dependent children, whichever is the lesser amount. Accommodation costs (e.g. overnight hotel) may be claimed up to the maximum allocation per person.

8.5.1.1.1. Where a candidate elects to travel by a personal vehicle, a per kilometre allowance at the current Australian Taxation Office cents per kilometres rate up to equivalent economy/student airfare cost of the candidate is payable.

8.5.1.2. removal expenses, including excess baggage allowance or shipping of personal items, of up to AU\$540 per adult and AU\$280 per child up to a maximum of AU\$1150. Removal expenses cannot be claimed for the cost of purchasing new household or personal items and having them shipped to the new location.

8.5.1.3. Dated receipts must be submitted for any travel expenses – other than mileage – claimed.

8.5.1.4. The allowance must be claimed within twelve (12) months of the date of commencement of the degree.

8.5.2. LTGRS stipend holders are also offered an allowance towards the costs of preparing their thesis and any other examinable materials for submission. La Trobe University will reimburse candidates for eligible claims up to AU\$430 for Master's by Research candidates and AU\$850 for doctoral research candidates. Costs that may be claimed are professional proof-reading/editing, printing of a hard copy of the thesis if requested by an examiner and the costs of producing any other examinable artefacts.

8.5.2.1. Payments will be made after submission of the thesis and on receipt of the original receipts from the persons who provided the services or goods, showing the service or goods provided and the name of the provider, the date of issue of the receipt and amount paid by the scholarship holder.

8.5.2.2. The allowance must be claimed within twelve (12) months of the date of submission of the thesis and no more than two (2) years after termination of the LTGRS stipend.

8.5.3. The LTGRS allowance cannot be used for costs associated with the purchase of computer equipment or software and cannot be used for printing and binding personal copies of the thesis.

9. Additional Employment

- 9.1. LTGRS holders may supplement the stipend by undertaking paid part-time employment.
- 9.2. Paid employment must not interfere with the LTGRS holder's ability to study full-time and maintain progress in their degree. Full-time stipend holders are expected to work 35 hours per week on their degree, per the Graduate Research Candidature Policy, taking into consideration any flexible ways of working as agreed upon with their Principal Supervisor per the [Graduate Research Supervision Policy – Schedule A – Expectations for Graduate Research Supervisors and Candidates](#).
- 9.3. Employment commitments will not be accepted as grounds for lack of progress or extensions to scholarship or candidature.
- 9.4. International students must ensure any work undertaken is consistent with the conditions of their visa.

- 9.5. La Trobe University cannot require an LTGRS holder to undertake employment whether as a tutor, a demonstrator or in any other capacity as a condition of receiving their scholarship.

10. Paid Leave for LTGRS Holders

- 10.1. An LTGRS holder is expected to continue a program of study and research during the period of enrolment in the degree but is entitled to specified paid leave. Paid leave is accrued over the tenure of the stipend but forfeited when the LTGRS is terminated.
- 10.2. Candidates may not undertake research toward their graduate research degree during a Leave of Absence.
- 10.3. Applications for leave should be made according to graduate research procedures.
- 10.4. Sick leave entitlements may also be used to cover leave for candidates with family caring responsibilities.
- 10.5. The following base leave entitlements apply during enrolment:
- 10.5.1. twenty (20) business days (FTE) paid recreation leave for each year of the stipend,
 - 10.5.2. ten (10) business days (FTE) paid sick leave for each year of the stipend.
- 10.6. Base leave entitlements *do not extend* the total period of support provided by the stipend and do not need to be formally applied for; candidates should discuss and seek approval from their Principal Supervisor when taking leave.
- 10.7. In addition to the base leave entitlements, the following types of paid Leave of Absence are also available for LTGRS stipend holders, where approved by La Trobe University:
- 10.7.1. additional paid sick leave of up to a total of sixty (60) business days (FTE) for periods of illness for the LTGRS holder or family member lasting longer than ten (10) business days, where supported by a medical certificate completed by a health practitioner who is registered by the relevant National Medical Board.
 - 10.7.2. a maximum of sixty (60) business days (FTE) paid parental or adoption leave within the tenure of the LTGRS candidates who have held their LTGRS Stipend for twelve (12) months, where they are the primary carer of their new-born child or of a newly adopted child under sixteen (16) years of age. Applications must be accompanied by a medical certificate completed by a health practitioner who is registered by the relevant National Medical Board or evidence of the date of adoption. Unpaid parental or adoption leave for the primary carer may be accessed through the [Graduate Research Candidature Policy](#) provisions.
 - 10.7.3. a maximum of fifteen (15) business days (FTE) paid parenting leave within the tenure of the LTGRS for candidates who have held their LTGRS Stipend for twelve (12) months, and who are partners of primary carers of a newly born or adopted child. Applications must be accompanied by a medical certificate completed by a health practitioner who is registered by the relevant National Medical Board or evidence of the date of adoption. Such leave shall be taken within the period commencing in the week prior to the expected date of the birth or adoption of the child and concluding six (6) weeks after the birth or adoption of the child.
 - 10.7.4. any period of parental or partner leave of absence will not diminish a candidate's entitlements to other forms of leave.
- 10.8. Paid Leave of Absence extends the length of candidature and scholarship support by the amount of approved leave.
- 10.9. Candidates may apply for paid Leave of Absence at different times throughout their candidature up to the provisions of each type of paid Leave of Absence.

- 10.10. International candidates on a student visa will only be entitled to paid Leave of Absence where it meets the conditions of their student visa.

11. Unpaid leave for all LTGRS Holders – Leave of Absence

- 11.1. All LTGRS holders are entitled to suspend their LTGRS support by applying for a Leave of Absence according to the provisions in the [Graduate Research Candidature Policy](#).
- 11.2. Any approved periods of Leave of Absence do not contribute to the period of support for the LTGRS scholarship.
- 11.3. Candidates may not undertake research towards the graduate research degree during a Leave of Absence.
- 11.4. Candidates are not normally permitted to suspend a scholarship to undertake another degree and applications to do so must be approved by the Chair of the Board of Graduate Research.
- 11.5. La Trobe University is required to report to the Department of Home Affairs where international candidates on a visa require a Leave of Absence longer than twenty (20) business days. Depending on the circumstances, this may result in the cancellation of the candidate's Confirmation of Enrolment (CoE) and visa. Candidates in this situation are advised to consult with the International Operations and Compliance team.

12. Candidature and Progress Requirements

- 12.1. All LTGRS Scholarship holders are required to comply with the requirements of La Trobe University policies and procedures, in particular, graduate research policies and procedures, as may be amended from time to time.
- 12.2. Requirements for candidature, and for seeking approvals for any variations to candidature, are outlined in the [Graduate Research Candidature Policy](#).
- 12.3. All LTGRS Scholarships holders are required to maintain regular interaction with their supervisory team per the [Graduate Research Supervision Policy](#).
- 12.4. All LTGRS Scholarship holders are required to demonstrate progress throughout their graduate research degree through the submission of regular progress reports and any other requirements as outlined in the [Graduate Research Progress Policy](#).

13. Termination

- 13.1. An LTGRS will be terminated on the date of submission of the thesis for examination or at the end of the LTGRS support period, whichever is sooner.
- 13.2. An LTGRS will be terminated before the completion of the period of tenure if after due inquiry the Board of Graduate Research concludes that the scholarship holder:
- 13.2.1. has not met the eligibility criteria;
 - 13.2.2. has had their candidature terminated as a result of unsatisfactory progress;
 - 13.2.3. is not carrying out their course of study in accordance with the LTGRS Terms and Conditions; or
 - 13.2.4. is Absent Without Leave.
- 13.3. An LTGRS will be terminated if it is determined that the scholarship holder is guilty of serious research or general misconduct, including providing false or misleading information in relation to the LTGRS.

- 13.4. An LTGRS will be terminated on the death, incapacity, or withdrawal of the holder.
- 13.5. An LTGRS will be terminated if the candidate ceases to be a full-time candidate and when approval to maintain the scholarship at part-time load has not been obtained.
- 13.6. An LTGRS will be terminated if the holder accepts another equivalent scholarship or salary to undertake their research higher degree providing a benefit greater than 75% of the base LTGRS stipend.
- 13.7. An LTGRS that has been terminated cannot be reactivated unless the termination occurred in error or the candidate has successfully appealed a decision by the Board of Graduate Research to terminate their scholarship.

14. Relinquishment of the LTGRS

- 14.1. Candidates are expected to give at least ten (10) business days' notice of intention to relinquish, or give up, the LTGRS to the Graduate Research School's Scholarships Team (GRSScholarships@latrobe.edu.au).

15. Scholarship Overpayment

- 15.1. In the event La Trobe University makes an overpayment of an LTGRS stipend or allowance, the holder must repay to La Trobe University such overpayments within thirty (30) calendar days of being requested to do so by La Trobe University. LTGRS overpayments are financial obligations due to La Trobe University and failure to repay may result in sanctions being placed on the candidate's enrolment.
- 15.2. The LTGRS holder must promptly inform La Trobe University if they notice there has been an error in the payment of their stipend, including underpayment or overpayment.

16. Right of Appeal

- 16.1. LTGRS holders may request a review by the Board of Graduate Research of any decision involving the Board's discretionary powers related to their LTGRS Scholarship. If the decision stems from a separate decision made under another La Trobe University statute or policy, any appeal under that instrument must be completed before requesting a review related to their LTGRS.
- 16.2. A Request to review an LTGRS Scholarship decision must be submitted in writing by the candidate within twenty (20) business days of either (a) the outcome of an appeal under Section 16.1 of this Appendix 2 or (b) the date of the Board of Graduate Research's written decision was received, where no appeal was made. The review request must set out in full detail the reason(s) the review is sought.
- 16.3. In any request for review, members of the Board of Graduate Research who were not involved in the original decision will review the decision.
- 16.4. LTGRS holders not satisfied with the outcome of any request for review to the Board of Graduate Research may seek a review from the La Trobe University Ombudsman or the National Student Ombudsman.

17. Specific Obligations of the LTGRS Holder

- 17.1. An LTGRS holder will diligently and to the best of their ability to work towards the successful completion of the degree within the maximum period of candidature.
- 17.2. LTGRS holders will abide by the [Australian Code for the Responsible Conduct of Research \(2018\)](#) and La Trobe University's [Research Integrity Policy](#) and its associated policies and procedures.
- 17.3. By accepting an LTGRS offer, the holder agrees to abide by all the statutes, regulations, policies, and guidelines of La Trobe University governing their candidature, including academic progress requirements and disciplinary provisions. It is the LTGRS holder's responsibility to familiarise themselves with these documents.
- 17.4. A summary of the most relevant documents is listed in [Appendix 7](#).

18. Acknowledgment of an LTGRS

- 18.1. LTGRS holders are required to acknowledge La Trobe University's contribution of a scholarship in their thesis and any published materials related to the higher degree by research. This relates to any time, both during and after completion of their graduate research degree, and includes items such as books, articles, newsletters or other literary or artistic works. The LTGRS holder must acknowledge receipt of this support using the phrase:

This work was supported by a La Trobe University Graduate Research Scholarship.

- 18.2. A simultaneously held Australian Government Research Training Program Fees Offset (RTP Fees Offset) or a La Trobe University Full Free Research Scholarship (LTUFFRS) should also be acknowledged.

Appendix 3: Conditions of the La Trobe University Full Fee Research Scholarship (LTUFFRS)

1. Purpose of the LTUFFRS

The La Trobe University Full Fee Research Scholarship (LTUFFRS) facilitates the participation of international graduate research candidates in research training programs, by enabling persons of exceptional research potential to undertake higher degrees by research.

The scholarships are awarded on academic merit and research capacity to suitably qualified international graduates to enable them to undertake either Master's by Research or doctoral candidature at La Trobe University in an area of research specialisation.

2. Nature of the Scholarship

- 2.1. The award of a scholarship is subject to the written acceptance of the Offer of a Scholarship by the candidate by the specified deadline.
- 2.2. The scholarship can be used only for the course of studies in respect of which it is awarded and cannot be used for other purposes.
- 2.3. Any proposal by a scholarship holder to change from the research area indicated in the original offer must be approved by the Board of Graduate Research.
- 2.4. The scholarship provides for the tuition fees set by La Trobe University.

3. Administration of the LTUFFRS

- 3.1. The conditions governing the LTUFFRS at La Trobe University will be determined by the Board of Graduate Research. The Chair of the Board of Graduate Research may make executive decisions on behalf of the corresponding Committee.
- 3.2. The LTUFFRS is administered by the Graduate Research School and all enquiries should be directed to that school (GRSScholarships@latrobe.edu.au).
- 3.3. La Trobe University will be fair and equitable in the use of its discretionary powers in relation to this scholarship program.

4. Eligibility to Receive an LTUFFRS

- 4.1. To be eligible to receive an LTUFFRS a person must:
 - 4.1.1. be enrolled full time in a Master's by Research or doctoral research degree at La Trobe University;
 - 4.1.2. normally be in receipt of a La Trobe University Graduate Research Scholarship (LTGRS) or other living allowance scholarship (proof may be required); and
 - 4.1.3. not be undertaking candidature externally unless by approval of the Chair of the Board of Graduate Research.
- 4.2. International candidates on a visa must normally enrol full time. In exceptional and compelling compassionate circumstances, and with the approval of the Board of Graduate Research, an LTUFFRS holder may be permitted to enrol part-time for a specified period.

5. Commencement of an LTUFFRS

- 5.1. The LTUFFRS scholarship will commence on the commencement date specified in the scholarship offer letter.
- 5.2. Successful LTUFFRS scholarship applications may apply to vary their commencement date, subject to approval by their principal supervisor and School Director of Graduate Research. Applications to defer an LTUFFRS scholarship by more than 3 months must also be approved by the Chair of the Board of Graduate Research.
- 5.3. La Trobe University reserves the right to withdraw the offer of an LTUFFRS if an applicant does not respond to the offer by the date specified in the letter of offer or does not commence studies by the specified commencement date.

6. Duration of an LTUFFRS

- 6.1. An LTUFFRS may be held for a maximum of two (2) years for a Master's by Research degree, and four (4) years for a doctoral research degree (FTE). La Trobe University reserves the right to charge candidates up to the equivalent current value of the international tuition fee for any periods of enrolment beyond the maximum period of LTUFFRS support.
- 6.2. A doctoral LTUFFRS holder who transfers to a Master's by Research degree will be subject to the maximum support period for the Master's degree calculated from the original course commencement date. If the candidate has already exceeded this period La Trobe University may charge fees equivalent to the current value of the international tuition fee for any time beyond the support limit. If the scholarship holder transfers within the maximum period of support, they can use the balance of the scholarship not taken up in the doctoral degree towards the Master's by Research provided that there is no interval between the doctoral candidature and the Master's by Research, or that such an interval is covered by suspension of the LTUFFRS through a Leave of Absence or withdrawal from the doctoral degree.

7. Leave of Absence

- 7.1. An LTUFFRS holder may be entitled to suspend their LTUFFRS through applying for a Leave of Absence according to the provisions in the [Graduate Research Candidature Policy](#).
- 7.2. Any approved periods of Leave of Absence do not contribute to the period of support for the LTUFFRS.
- 7.3. Candidates may not undertake research towards their graduate research degree during a Leave of Absence.
- 7.4. Candidates are not normally permitted to suspend a scholarship to undertake another degree and applications to do so must be approved by the Chair of the Board of Graduate Research.
- 7.5. La Trobe University is required to report to the Department of Home Affairs where international candidates on a visa require a Leave of Absence longer than twenty (20) business days. Depending on the circumstances, this may result in the cancellation of the candidate's Confirmation of Enrolment (CoE) and visa. Candidates in this situation are advised to consult with the International Operations and Compliance team.

8. Candidature and Progress Requirements

- 8.1. All LTUFFRS holders are required to comply with the requirements of La Trobe University policies and procedures, in particular graduate research policies and procedures, as may be amended from time to time.
- 8.2. Requirements for candidature, and for seeking approvals for any variations to candidature, are outlined in the [Graduate Research Candidature Policy](#).
- 8.3. All LTUFFRS holders are required to maintain regular interaction with their supervisory team per the [Graduate Research Supervision Policy](#).
- 8.4. All LTUFFRS holders are required to demonstrate progress throughout their graduate research degree through the submission of regular progress reports and any other requirements as outlined in the [Graduate Research Progress Policy](#).

9. Termination

- 9.1. An LTUFFRS will be terminated on the date of submission of the thesis for examination or at the end of the LTUFFRS support period, whichever is sooner.
- 9.2. An LTUFFRS will be terminated before the completion of the period of tenure if, after due inquiry, the BGR concludes that the scholarship holder:
 - 9.2..1. has not met the eligibility criteria;
 - 9.2..2. has had their candidature terminated as a result of unsatisfactory progress;
 - 9.2..3. is not carrying out their course of study in accordance with the LTUFFRS Terms and Conditions; or
 - 9.2..4. is Absent Without Leave.
- 9.3. An LTUFFRS will be terminated if it is determined that the scholarship holders is guilty of a serious research or general misconduct, including providing false or misleading information in relation to the LTUFFRS.
- 9.4. An LTUFFRS will be terminated on the death, incapacity, or withdrawal of the holder.
- 9.5. An LTUFFRS will be terminated if the candidate ceases to be a full-time candidate and when approval to maintain the scholarship at part-time load has not been obtained.
- 9.6. An LTUFFRS will be terminated where an international candidate gains permanent resident status during their candidature. In such circumstances, the candidate will be transferred to a place supported by an Australian Government Research Training Program Fee Offset scholarship.
- 9.7. An LTUFFRS that has been terminated cannot be reactivated unless the termination occurred in error or the candidate has successfully appealed a decision by the Board of Graduate Research to terminate their scholarship.

10. Relinquishment of the LTUFFRS

- 10.1. Candidates are expected to give at least ten (10) business days' notice of intention to relinquish, or give up, the LTUFFRS, to the Graduate Research School's Scholarships Team (GRSScholarships@latrobe.edu.au).

11. Visa Requirements

- 11.1. It is the responsibility of the candidate to ensure they hold a valid visa while in Australia. If a visa expires a candidate may be required to leave Australia.
- 11.2. Where a candidate is granted an extension to their LTUFFRS, they are also normally required to renew their visa. International candidates may be required to have a medical check-up when applying for renewal of their visa. International candidates should check the Health Assessment tab in their ImmiAccount to see if a [health examination is required](#).
- 11.3. An LTUFFRS scholarship does not cover any medical costs associated with the issue or renewal of a visa.
- 11.4. Scholarship holders who receive permanent residency status are required to complete an online [Change of Citizenship or Residency Status Form](#) through the Ask La Trobe website.

12. Right of Appeal

- 12.1. LTUFFRS holders may request a review by the Board of Graduate Research of any decision involving the Board's discretionary powers related to their LTUFFRS. If the decision stems from a separate decision made under another La Trobe University statute or policy, any appeal under that instrument must be completed before requesting a review related to the LTUFFRS.
- 12.2. A request to review an LTUFFRS decision must be submitted in writing by the candidate within twenty (20) business days of either (a) the outcome of an appeal under Section 12.1 of this Appendix 3 or (b) the date of the Board of Graduate Research's written decision was received, where no appeal was made. The review request must set out in full detail the reason(s) the review is sought.
- 12.3. In any request for review, members of the Board of Graduate Research who were not involved in the original decision will review the decision.
- 12.4. LTUFFRS holders not satisfied with the outcome of any request for review to the Board of Graduate Research may seek a review from the La Trobe University Ombudsman or the National Student Ombudsman.

13. Specific Obligations of an LTUFFRS Holder

- 13.1. An LTUFFRS holder will diligently and to the best of their ability work towards the successful completion of the degree within the period of the LTUFFRS.
- 13.2. LTUFFRS holders will abide by the [Australian Code for the Responsible Conduct of Research \(2018\)](#) and La Trobe University's [Research Integrity Policy](#) and its associated policies and procedures.
- 13.3. By accepting an LTUFFRS, an LTUFFRS holder agrees to abide by all the statutes, regulations, policies, and guidelines of La Trobe University governing their candidature, including academic progress requirements and disciplinary provisions. It is the LTUFFRS holder's responsibility to familiarise themselves with these documents.
- 13.4. A summary of the most relevant documents is listed in [Appendix 7](#).

14. Acknowledgement of an LTUFFRS

- 14.1. LTUFFRS holders are required to acknowledge La Trobe University's contribution of a Scholarship in their thesis and any published materials related to the higher degree by research. This relates to any time, both during and after completion of their higher degree

by research, and includes items such as books, articles, newsletters or other literary or artistic works. The LTUFFRS holder must acknowledge receipt of this support using the exact phrase:

This work was supported by a La Trobe University Full Fee Research Scholarship.

- 14.2. A simultaneously held La Trobe University Graduate Research Scholarship (LTGRS) should also be acknowledged.

Appendix 4: Conditions of the Dennis McDermott Graduate Research Scholarship

The Dennis McDermott Graduate Research Scholarship may be awarded to Indigenous students of exceptional research promise to undertake a graduate research degree at La Trobe University. It was established to celebrate the life of Professor Dennis McDermott, La Trobe's inaugural Pro Vice-Chancellor (Indigenous). Professor McDermott was a Koori man from north-western New South Wales. He was a psychologist, academic and poet, during his career writing and teaching extensively in the fields of health and Indigenous education. Within his short tenure at La Trobe, Professor McDermott had a huge impact on La Trobe University. His call to "decolonise the academy" will resonate at La Trobe for years to come and the work that he began to foster Indigenous knowledge and values in the academy continues. The Dennis McDermott Graduate Research Scholarship is awarded in conjunction with a Research Training Program (RTP) Stipend, an RTP Fees Offset, and an RTP Allowance.

These Terms and Conditions are to be read in conjunction with the Terms and Conditions of the standard RTP scholarship. Where there is any inconsistency between the two, the provisions of the Dennis McDermott Graduate Research Scholarship Terms and Conditions will take precedence.

The Dennis McDermott Graduate Research Scholarship includes:

- A special top-up stipend of AU\$10,000 per annum (FTE) for three years and six month full-time study for doctoral candidates or for 22 months full-time study for Master's by Research candidates;
- A research support grant of up to AU\$3,000 per annum, for three years full-time study for a doctoral research candidate or for 18 months full-time study for Master's by Research candidates, to assist with costs such as laboratory consumables, fieldwork, and attendance at conferences.

Candidates may hold the Dennis McDermott Graduate Research Scholarship, and the RTP Scholarship, on a part-time basis. Part-time recipients will receive 50% of the full-time annual stipend and support grant amounts, with the duration of scholarship support extended to twice the standard full-time period.

The Dennis McDermott Graduate Research Scholarship cannot be extended beyond the period of support given above.

Periods of study already undertaken towards a graduate research course of study prior to the commencement of the Dennis McDermott Graduate Research Scholarship, either while enrolled at La Trobe University or another higher education provider will be deducted from the maximum period of tenure. Such deductions will be on a one-to-one basis for every day of full-time candidature, or half the period for part-time candidature.

Appendix 5: Conditions of the La Trobe University Flexible Research Scholarship (LTFLEX) – Candidates Living with Disability

1. Purpose of the Scholarship

Candidates living with disability often face significant obstacles in completing higher degrees by research. Many of these challenges can be addressed through La Trobe University's commitment to making reasonable adjustments, as outlined in its equity and diversity policies and further supported by the [Universal Design and Inclusion Plan](#).

One of the most substantial obstacles is related to 'time' — specifically, the provisions that stipulate the pace at which a higher degree must be completed. These include policies governing the duration of study, stipend lengths, and criteria for part time study. While these policies include discretionary provisions, this does not give certainty to potential or current students about what pace of study may be approved.

To maximise opportunities for students with disabilities to study for higher degrees by research at La Trobe, La Trobe University offers Flexible Research Scholarships to eligible applicants with disabilities. These scholarships provide tailored support including:

- Extended timeframes for degree completion and stipend payments
- Increased of leave of absence provisions
- Additional funding for research related costs associated with having a disability.

International applicants will need to meet any additional conditions required by their visa.

2. Eligibility Criteria

There are three criteria to be eligible for an LTFLEX Scholarship:

- 2.1. The candidate has been awarded a Graduate Research Scholarship (LTGRS) or Research Training Program (RTP) Stipend to undertake a doctoral research or Master's by Research degree at La Trobe; and
- 2.2. The candidate has a disability that is attributable to one or more intellectual, cognitive, neurological, sensory, or physical impairments or to one or more impairments attributable to a psychiatric condition, and
 - a) The impairment or impairments are, or are likely to be, permanent; and
 - b) The impairment or impairments result in substantially reduced functional capacity to undertake, or psychosocial functioning in undertaking, one or more of the following activities:
 - i. Communication;
 - ii. Social interaction;
 - iii. Learning;
 - iv. Mobility;
 - v. Self-care;
 - vi. Self-management; and
 - c) The above may be demonstrated through provision of current medical information from a medical practitioner qualified to diagnose the disability or evidence that the applicant is a participant in the National Disability Insurance Scheme.
- 2.3. The candidate's disability demonstrably affects the pace at which they can study, necessitating additional time for completion beyond the standard candidature provisions. if

the applicant is not already a participant in the National Disability Insurance Scheme, this impact may be verified through supporting medical documentation provided by a medical professional qualified to diagnose the disability.

3. Provisions of the Scholarship

The La Trobe University Flexible Research Scholarship will be awarded to candidates who hold a Graduate Research Scholarship (LTGRS) or, Research Training Program (RTP) Stipend Scholarship, and will include a stipend and tuition fee scholarship that is effective following the cessation of that scholarship. If the recipient holds a Research Training Program (RTP) Stipend and is then awarded the La Trobe University Flexible Research Scholarship, the scholarship will be converted to a La Trobe University Graduate Research Scholarship (LTGRS) until such time as the La Trobe University Flexible Research Scholarship commences.

These Terms and Conditions are to be read in conjunction with the Terms and Conditions of the standard RTP or LTGRS scholarship. Where there is any inconsistency between the two, the provisions of the LTFLEX Scholarship Terms and Conditions will take precedence.

The La Trobe University Flexible Research Scholarship may include all, or some, of the following additional provisions:

- (a) Candidature extended for up to an additional twelve (12) months (FTE) for doctoral research candidates, 6 months (FTE) for Master's by Research candidates, and three (3) months (FTE) for Master's by Research Pathways candidates, including a tuition fee scholarship.
- (b) Stipend extended for up to eighteen (18) months (FTE) for doctoral research candidates, eight (8) months (FTE) for Master's by Research candidates, and four (4) months (FTE) for Master's by Research Pathways candidates.
- (c) Pre-approved variation of candidature between part-time and full-time enrolment for the duration of the degree. International candidates should note that visa conditions may place restrictions on part-time study; therefore, separate approval will still be required to ensure visa compliance.
- (d) Candidates may access an aggregated total of up to twenty-four (24) months of leave of absence over the duration of their degree, with the normal conditions and approvals set out in the [Graduate Research Candidature Policy](#). Under this arrangement, approval from the Chair of the Board of Graduate Research is not required for leave beyond the standard 12-month limit. International candidates should note that visa conditions may limit access to leave of absence.
- (e) A research support allowance of up to AU\$3,000 per annum (FTE), effective from approval of the LTFLEX scholarship. This allowance is intended to cover disability-related research expenses and is additional to any support available from school-based schemes. Eligible costs may include, for example, Auslan interpreters or personal attendant care for conferences. The allowance cannot be used for medical costs. Unused funds are cumulative.

Appendix 6: Conditions of the David Myers Research Scholarship

In memory of Professor Myers' contribution to La Trobe University, and as a part of La Trobe University's commitment to the conduct of high-quality research and research training, the Board of Graduate Research may offer the David Myers Research Scholarship to a PhD applicant of high merit who has also been highly ranked by their school for a graduate research scholarship. The scholarship may be awarded to outstanding individuals, regardless of discipline or nationality, who are enrolling for the first time at La Trobe in a PhD.

The David Myers Research Scholarship includes:

- A special stipend of AU\$5,000 per annum for three years of full-time study for a PhD;
- A research support grant of up to AU\$3,000 per annum, for three years full-time study for a PhD to assist with costs such as laboratory consumables, fieldwork, and attendance at conferences.

The David Myers Research Scholarship is awarded in conjunction with a Research Training Program (RTP) Stipend, or a La Trobe University Graduate Research Scholarship (LTGRS). These Terms and Conditions are to be read in conjunction with the Terms and Conditions of the standard RTP or LTGRS stipend scholarship. Where there is any inconsistency between the two, the provisions of the David Myers Scholarship Terms and Conditions will take precedence.

Periods of study already undertaken towards a graduate research course of study prior to the commencement of the David Myers Research Scholarship at another higher education provider will be deducted from the maximum period of tenure. Such deductions will be on a one-to-one basis for every day of full-time candidature, or if applicable half the period for part-time candidature.

Where a candidate is approved for part-time study under their RTP or LTGRS stipend, they may also hold the David Myers Research Scholarship on a part-time basis. Part-time recipients will receive 50% of the full-time annual stipend and support grant amounts, with the duration of scholarship support extended to twice the standard full-time period.

The David Myers Research Scholarship cannot be extended beyond the period of support given above.

Appendix 7: Relevant Policies, Procedures, and Guidelines for Graduate Researchers

Policies, procedures, and guidelines for graduate research degree candidates are located at:
<https://www.latrobe.edu.au/researchers/grs/hdr/candidature/guidelines-and-support>

The Australian Code for the Responsible Conduct of Research 2018 is located here:
<https://www.nhmrc.gov.au/about-us/publications/australian-code-responsible-conduct-research-2018>

La Trobe University guidelines governing research involving human subjects and/or animals, biosafety, gene technology and Defence Export Controls can be found here:
<https://www.latrobe.edu.au/researchers/research-office/ethics>

La Trobe University's Policy on 'Intellectual Property' is available at the following web address:
<https://policies.latrobe.edu.au/document/view.php?id=101>

Candidates undertaking research under an arrangement with an external sponsor should read the information regarding collaborations with external organisations on the following web page:
<https://www.latrobe.edu.au/researchers/grs/hdr/candidature/collaborating-with-external-organisations>