



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 scholarship schemes at La Trobe University that are administered by the Board of Graduate Research.

Section 2 - Scope

- 2) The following schemes are covered by this Schedule:
 - a) Research Training Program (RTP) scholarships
 - i) RTP Fees Offset (for domestic candidates)
 - ii) RTP Stipend
 - iii) RTP Allowance
 - b) La Trobe University scholarships
 - i) Graduate Research Scholarship (LTGRS)
 - ii) Full Fee Research Scholarship (LTUFFRS) (for international candidates)
 - iii) The David Myers Research Scholarship
 - iv) La Trobe Research Equity Scholarship
 - c) Scholarships funded by industry, philanthropic or other external organisations, wholly or in part with the 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), including the former La Trobe Graduate Research Scholarship (LTGRS): [see Appendix 2](#)
 - ii) LTUFFRS: [see Appendix 3](#)
 - iii) The David Myers Research Scholarship: [see Appendix 4](#)
 - iv) La Trobe Research Equity Scholarship: terms and conditions of this scheme are covered by the LTGRS ([Appendix 2](#)), and additional eligibility requirements are detailed in the Graduate Research Scholarships Policy
 - c) Scholarships funded by industry, philanthropic or other external organisations, wholly or in part with the University: terms and conditions will be covered by the LTGRS ([Appendix 2](#)), but additional provisions or variations relating to industry, professional practice or other activities determined by the external funding body may apply. These 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 below.

Period of support – part-time studies

- 5) Scholarships are normally only made available to candidates who enrol full-time. With the approval of the Dean of Graduate Studies, under circumstances outlined in the terms and conditions of specific schemes, candidates may be able to receive a scholarship while enrolled part-time. For candidates with approval to enrol part-time, the period of scholarship support is double that for full-time candidates. Part-time candidates have the same paid and unpaid leave entitlements as full-time candidates.

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.

Impact on scholarship of variations to candidature Changes in fields of education

- 7) The value of an RTP Fees Offset 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 by their School at the time of application for candidature.
- 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 RTP Fees Offset may change depending on the cost category of the new field of education.
- 10) Candidates will be notified in writing if a change in the value of their RTP Fees Offset occurs.

Transferring to or from another university

- 11) Scholarships are not transferrable 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 to enrol in a higher degree by research 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 higher degree by research at La Trobe from another higher education provider are eligible to apply for a stipend scholarship at La Trobe upon enrolment. 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 RTP scholarship assists the participation of Australian graduate research candidates in research training programs, by enabling persons of exceptional research potential to undertake higher degrees by research.

From January 1, 2019, the RTP replaces the scholarship provisions under the former Research Training Scheme (RTS). The Department of Education and Training has prepared frequently asked questions for scholars which are available on its website: <http://www.education.gov.au/research-training-program-frequently-asked-questions-students>.

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

- i. RTP Stipend
- ii. RTP Fees Offset*
- iii. RTP Allowance**

* Paid to the University from the Australian Government on the candidate's behalf. La Trobe University will only offer RTP Fees Offset Scholarships to domestic candidates.

** Paid to RTP Stipend holders to assist with costs associated with production of publications, including research theses and other examinable artefacts, and relocation to undertake the degree.

For the purposes of this document the following definitions apply:

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

2. ADMINISTRATION OF THE RTP SCHOLARSHIP

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

3. ELIGIBILITY TO TAKE UP AN RTP SCHOLARSHIP

- 3.1. To be eligible to take up an RTP Stipend, RTP Allowance or RTP Fees Offset at La Trobe University a person must:
 - 3.1.1. be enrolled in a Masters by Research or doctoral research degree at this University
 - 3.1.2. not be receiving an equivalent award or scholarship from the Commonwealth designed to offset HDR fees.
- 3.2. To be eligible to take up an RTP Stipend or RTP Allowance at La Trobe University a person

additionally, must:

- 3.2.1. not be receiving equivalent support providing a benefit 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. PART-TIME RTP SCHOLARSHIP

- 4.1. Candidates enrolled on a part-time basis are eligible for an RTP Fees Offset scholarship.
- 4.2. Candidates in the following circumstances may be prioritised alongside full-time candidates to be awarded an RTP Stipend on a part-time basis, with the approval of the Dean of Graduate Studies:
 - 4.2.1. those with responsibilities for a pre-school child, or care responsibilities for school aged children as a sole parent with limited access to outside support;
 - 4.2.2. those with carer responsibilities for an invalid or disabled spouse, child or parent; or
 - 4.2.3. those with a medical condition including a disability (supported by Medical Certificate) which limits their capacity to undertake full-time study.
- 4.3. Part-time RTP scholarship holders are subject to the same restrictions on employment as full-time RTP scholarship holders, as described in section 7.
- 4.4. Part-time RTP scholars may revert to full-time study at any time, with the permission of the Dean of Graduate Studies.

5. COMMENCEMENT AND DURATION OF AN RTP SCHOLARSHIP

- 5.1. The RTP scholarship holder will normally commence studies no later than 31 March in the year for which the scholarship is offered. The RTP scholarship holder may request an extension beyond this date due to exceptional circumstances, which must be approved by the Dean of Graduate Studies.
- 5.2. The 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 allowed date.
- 5.3. The RTP duration applies from the date of commencement.
- 5.4. A full-time RTP Fees Offset may be held for a maximum of two years for a Masters by Research degree, and four years for a doctoral research degree (full time equivalent). The University reserves the right to charge candidates up to the equivalent current value of the RTP Fees Offset for any periods of candidature held beyond the maximum period of RTP support.
- 5.5. The maximum full-time periods of support for an RTP Stipend are:
 - Three years and six months for a Doctoral research degree, which includes a six-month extension where the studies have been delayed due to circumstances beyond the candidate's control and related to the program of study and/or research rather than personal circumstances;
 - 22 months for a Masters by Research degree, which includes a two-month extension where the studies have been delayed due to circumstances beyond the candidate's control and related to the program of study and/or research rather than personal circumstances.
- 5.6. A candidate's maximum period of RTP support is based on the higher degree by research course commencement date, which may have occurred at La Trobe University or another higher education provider and may or may not have been supported through the RTP.
- 5.7. Candidates who transfer from an approved Bachelor (Honours) or Masters by coursework

degree at La Trobe will be entitled to a maximum of ten months full-time period of support.

- 5.8. Periods of study already undertaken towards a higher degree by research 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.
- 5.9. An RTP Scholarship holder who enrolls for doctoral candidature prior to submitting a thesis for a Masters by Research degree, can use the balance of the RTP not taken up in the Masters by Research degree towards the doctoral candidature, provided that there is no interval between the Masters by Research and doctoral candidature, or that such an interval is covered by suspension of the RTP through a Leave of Absence or withdrawal from the Masters by Research degree.
- 5.10. An RTP Scholarship holder who transfers to a Masters by Research degree prior to submitting a thesis for a doctoral degree will be subject to the maximum period of support for the Masters by Research degree calculated from their original course commencement date. If the scholarship holder has been enrolled for more than the maximum period of support, they will not be eligible for further stipend payments, and the University reserves the right to charge candidates up to the equivalent current value of the RTP Fees Offset for any periods of candidature held beyond the maximum period of support. 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 Masters by Research, provided that there is no interval between the doctoral candidature and the Masters 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.

6. RTP SCHOLARSHIP BENEFITS

- 6.1. RTP Fees Offsets are paid directly to the University by the Australian Government on behalf of the holder to partially offset costs to the University for tuition and support of the studies undertaken by the RTP Scholarship holder. The full-time RTP Fees Offset rate is \$24,910 and \$10,600 per annum for high-cost and low-cost higher degrees by research respectively and is subject to variation in later years based upon actual higher degree by research expenditure.
- 6.2. RTP Stipends are provided to support the general living costs of the holder. An RTP stipend of \$27,596 per annum will be paid on a fortnightly basis by the University directly into a bank account in the name of the RTP Stipend holder. Full-time stipend payments are indexed annually and are currently tax-exempt.
- 6.3. 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. RTP Stipends held on a part-time basis are not tax exempt and holders are advised to check their tax liability.
- 6.4. RTP Allowances are paid to RTP Stipend holders to support costs associated with production of publications, including research theses and other examinable artefacts, and relocation to undertake the degree.
 - 6.4.1. An allowance of up to \$430 for Masters by Research candidates and \$850 for doctoral research candidates is payable after submission of the thesis for the corresponding degree. Payments will be made 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 award holder. 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

stipend. The RTP Allowance cannot be used for costs associated with the purchase of computer equipment or software.

6.4.2. An RTP Stipend holder relocating their place of residence from overseas, interstate, or regional Victoria to take up the award, or on approved transfer, is entitled to receive:

- a travel allowance up to the equivalent of the economy/student airfare for the candidate, spouse and dependants 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, and
- removal expenses of up to \$540 per adult and \$280 per child up to a maximum of \$1550.

Where a candidate elects to travel by car, a per kilometre allowance as determined by La Trobe University up to equivalent airfare costs is payable. Award holders cannot claim for accommodation or meal costs if they elect to travel by car.

Signed and dated receipts are required for any expenses claimed. The allowance must be claimed within twelve months of the date of commencement of the degree.

7. ADDITIONAL EMPLOYMENT

- 7.1. RTP Stipend holders may supplement the stipend by undertaking paid part-time employment to a maximum of 240 hours a year during normal working hours (i.e. Monday to Friday between 9am and 5pm). No more than eight hours employment a week will be permitted.
- 7.2. International students who are RTP Stipend holders may undertake work unrelated to their course consistent with the conditions of their visa and are subject to the same rules as outlined above.
- 7.3. Part-time employment must not interfere with the RTP Stipend holder's study program.
- 7.4. An RTP Scholarship holder will not be required to undertake employment whether as a tutor, a demonstrator or in any other capacity.

8. PAID LEAVE FOR RTP STIPEND HOLDERS

- 8.1. 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. Leave is accrued over the life of the stipend but forfeited when the RTP Stipend is terminated.
- 8.2. Applications for leave should be made according to graduate research procedures.
- 8.3. The base leave entitlements below *do not extend* the total period of support provided by the stipend:
 - 8.3.1. twenty working days paid recreation leave for each year of the stipend
 - 8.3.2. ten working days paid sick leave for each year of the stipend.
- 8.4. Applications for paid sick leave for periods longer than three days must be accompanied by a medical certificate, signed and dated by a registered medical practitioner.
- 8.5. Sick leave entitlements (including additional sick leave described below) may also be used to cover leave for candidates with family caring responsibilities.
- 8.6. The maximum period of support for an RTP Stipend holder *is increased* by any of the following types of paid leave, if approved by the University:
 - 8.6.1. Additional paid sick leave of up to a total of twelve (12) weeks for medically substantiated periods of illness for the RTP Stipend holder or family member lasting longer than ten days.

- 8.6.2. A maximum of sixty (60) working days paid parental or adoption leave within the tenure of the RTP for Australian citizens or permanent residents who have held their RTP Stipend for twelve months, where they are the primary carer of their new-born child or of a newly adopted child under 16 years of age. Applications must be accompanied by a medical certificate or evidence of the date of adoption. Unpaid parental or adoption leave for the primary carer may be accessed through the [University's relevant procedures](#) for applying for Leave of Absence during candidature. International candidates should check with La Trobe International office regarding leave provisions while on a visa.
- 8.6.3. A maximum of five (5) days paid parenting leave within the tenure of the RTP for Australian citizens or permanent residents who have held their RTP Stipend for twelve months, and who are partners of primary carers of a newly born or adopted child. Applications must be accompanied by a medical certificate 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.
- 8.6.4. Any period of parental or partner leave will not diminish a candidate's entitlements to other forms of leave.

9. UNPAID LEAVE FOR ALL RTP HOLDERS – LEAVE OF ABSENCE

- 9.1. All RTP Scholarship holders are entitled to suspend their RTP support through applying for a Leave of Absence according to the provisions in the graduate research policies and procedures.
- 9.2. Candidates may not undertake research during a Leave of Absence. Periods of study undertaken towards the degree during a Leave of Absence will be deducted from the maximum period of RTP scholarship tenure.
- 9.3. The period of tenure of an RTP scholarship will not be reduced when an RTP Scholarship holder suspends both candidature and the RTP scholarship for the permitted period.
- 9.4. Candidates are not normally permitted to suspend a scholarship to undertake another degree and applications to do so must be approved by the Dean of Graduate Studies.

10. CANDIDATURE AND PROGRESS REQUIREMENTS

- 10.1. All RTP Scholarship holders, including those in receipt of RTP Fee Offset only, and those receiving RTP Fee Offset and Stipend scholarships, are required to comply with the requirements of La Trobe University policies and procedures, in particular graduate research policies, as may be amended from time to time.
- 10.2. Requirements for candidature, and for seeking approvals for any variations to candidature, are outlined in relevant policies and procedures. In particular all RTP Scholarship holders are required to maintain regular interaction with their supervisory team.
- 10.3. All RTP Scholarship holders are required to demonstrate progress throughout their higher degree by research through the submission of regular progress reports and any other requirements as outlined in relevant policies and procedures.

11. TERMINATION

- 11.1. An RTP Scholarship will be terminated upon submission of the thesis or at the end of the RTP support period, whichever is sooner.
- 11.2. 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:

- has not met the eligibility criteria
 - has had their candidature terminated as a result of unsatisfactory progress
 - is not carrying out their course of study in accordance with the RTP and no suitable alternative arrangements can be made for continuation of the degree, or
 - did not resume study at the conclusion of a Leave of Absence and has not made arrangements to extend that Leave of Absence.
- 11.3. 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.
- 11.4. An RTP scholarship will be terminated on the death, incapacity, or withdrawal of the holder.
- 11.5. 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.
- 11.6. An RTP 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 per cent of the base RTP stipend.
- 11.7. An RTP scholarship that has been terminated cannot be reactivated unless the termination occurred in error.

12. RELINQUISHMENT OF THE RTP SCHOLARSHIP

- 12.1. Scholars are expected to give at least ten (10) working day notice of intention to relinquish the RTP scholarship.

13. SCHOLARSHIP OVERPAYMENT

- 13.1. In the event the University makes an overpayment of an RTP Stipend and or Allowance, the RTP holder is required to repay any of the above overpayments within thirty (30) calendar days of being requested to do so by the University. RTP overpayments are viewed as financial obligations by the University and failure to repay may result in sanctions being placed on the candidate's enrolment.

14. RIGHT OF APPEAL

- 14.1. RTP Scholarship holders may request the Board of Graduate Research at any time to review its decision on any matter relating to the Board's discretionary powers. Where such decision arises from a separate decision made under a statute or policy of the University the appeal provisions under that instrument should be concluded prior to a request for a review of the decision in relation to the RTP scholarship.
- 14.2. Requests to review a decision in relation to an RTP scholarship must be made in writing within twenty (20) working days of the outcome of any appeal conducted under Section 14.1 or from the date of receipt of the written communication from the Board of Graduate Research, where no prior appeal has been made, setting out the reasons in full.
- 14.3. In any appeal members of the Board who were not involved in the original decision will hear the appeal.
- 14.4. RTP Scholarship holders not satisfied with the outcome of any appeals held under Sections 14.1 – 14.3 may seek a review from the University Ombudsman.

15. SPECIFIC OBLIGATIONS OF THE RTP HOLDER

- 15.1. 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.
- 15.2. RTP Scholarship holders will abide by the National Health and Medical Research Council

(NHMRC) codes on human and animal experimentation, guidelines established by the Recombinant DNA Monitoring Committee of the Australian Government and rulings of the Safety and Ethics committees of the University.

15.3. By accepting an RTP offer, an RTP Scholarship holder agrees to abide by all the statutes, regulations, policies and guidelines of the 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.

15.4. A summary of the most relevant documents is listed in [Appendix 5](#).

16. ACKNOWLEDGMENT OF AN RTP SCHOLARSHIP

16.1. RTP Scholarship holders are required to acknowledge the Commonwealth's contribution of an RTP Scholarship in any published materials related to the higher degree by research. This relates to any time, both during and after completion of the higher degree by research, and includes items such 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

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 doctoral research and Masters by 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 the 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 this University will be determined by the Board of Graduate Research (BGR), a sub-committee of the Research and Graduate Studies Committee (RGSC). The Chair of either Committee may make executive decisions on behalf of the corresponding Committee.
- 2.2. The LTGRS program is administered by the Graduate Research School and all enquiries should be directed to the School (GRSScholarships@latrobe.edu.au).
- 2.3. The University will be fair and equitable in the use of its discretionary powers in relation to this scholarship program.

3. ELIGIBILITY TO TAKE UP AN LTGRS

- 3.1. To be eligible to take up an LTGRS stipend a person must:
 - 3.1.1. be enrolled in a Masters by Research or doctoral research degree at this University
 - 3.1.2. not be receiving equivalent support providing a benefit greater than 75 per cent 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
- 3.2. not have held an LTGRS previously for more than six (6) months.

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. International candidates should check with La Trobe International office regarding significant changes to their candidature while on a visa.
- 4.2. The University is required to report to the Department of Immigration and Border Protection where international candidates on a visa require a Leave of Absence longer than 20 working days (see Sections 9 and 10). Depending on the circumstances, this may result in the cancellation of the candidate's Confirmation of Enrolment and visa. Candidates in this situation are advised to consult with La Trobe International.

5. PART-TIME LTGRS

- 5.1. Domestic candidates in the following circumstances may be prioritised alongside full-time candidates to be awarded an LTGRS on a part-time basis, with the approval of the Dean of Graduate Studies:
 - 5.1.1. those with responsibilities 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. those with carer responsibilities for an invalid or disabled spouse, child or parent; or
- 5.1.3. those with a medical condition including a disability (supported by Medical Certificate) 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 8.
- 5.3. Part-time LTGRS holders may revert to full-time study at any time, with the permission of the Dean of Graduate Studies.

6. COMMENCEMENT AND DURATION OF AN LTGRS

- 6.1. The LTGRS holder will normally commence studies no later than 31 March in the year for which the scholarship is offered. The LTGRS holder may request an extension beyond this date due to exceptional circumstances, which must be approved by the Dean of Graduate Studies.
- 6.2. The 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 allowed date.
- 6.3. The LTGRS duration applies from the date of commencement.
- 6.4. The maximum full-time periods of support for the LTGRS are:
 - Three years and six months for a Doctoral research degree, which includes a six-month extension where the studies have been delayed due to circumstances beyond the candidate's control and related to the program of study and/or research rather than personal circumstances;
 - 22 months for a Masters by Research degree, which includes a two-month extension where the studies have been delayed due to circumstances beyond the candidate's control and related to the program of study and/or research rather than personal circumstances.
- 6.5. A candidate's maximum period of LTGRS is based on the higher degree by research course commencement date, which may have occurred at La Trobe University or another higher education provider.
- 6.6. Candidates who transfer from an approved Bachelor (Honours) or Masters by coursework degree at La Trobe will be entitled to a maximum of ten months full-time period of support.
- 6.7. Periods of study already undertaken in a higher degree by research 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 candidates was not eligible to hold 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.
- 6.8. An LTGRS holder who enrolls for doctoral candidature prior to submitting a thesis for a Masters by Research degree, can use the balance of the LTGRS not taken up in the Masters by Research degree towards the doctoral candidature, provided that there is no interval between the Masters by Research and doctoral candidature, or that such an interval is covered by suspension of the LTGRS through a Leave of Absence or withdrawal from the Masters by Research degree
- 6.9. An LTGRS holder who transfers to a Masters by Research degree prior to submitting a thesis for a doctoral degree will be subject to the maximum period of support for the Masters by Research degree calculated from the original course commencement date. If the scholarship holder has been enrolled for more than the maximum period of support, they will not be eligible for further stipend payments, and the University reserves the right

to charge candidates up to the equivalent current value of the RTP Fees Offset (for domestic candidates) and the course tuition fee (for international candidates) for any periods of candidature held beyond the maximum period of support. 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 Masters by Research, provided that there is no interval between the doctoral candidature and the Masters 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.

7. LTGRS BENEFITS

- 7.1. The LTGRS stipend is provided to support the general living costs of the holder. A stipend of \$27, 596 per annum will be paid on a fortnightly basis by the University directly into a bank account in the name of the LTGRS holder. Full-time stipend payments are indexed annually and are currently tax-exempt.
- 7.2. For candidates supported by an LTGRS on a part-time basis, the stipend rate is one half of the full-time equivalent. Stipends held on a part-time basis are not tax exempt and holders are advised to check their tax liability.
- 7.3. Allowances are paid to LTGRS holders to support costs associated with production of publications, including research theses and other examinable artefacts, and relocation to undertake the degree.
 - 7.3.1. An allowance of up to \$430 for Masters by Research candidates and \$850 for doctoral research candidates is payable after submission of the thesis for the corresponding degree. Payments will be made 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 award holder. 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 stipend. The allowance cannot be used for costs associated with the purchase of computer equipment or software.
 - 7.3.2. An LTGRS holder relocating their place of residence from overseas, interstate, or regional Victoria to take up the award, or on approved transfer, is entitled to receive:
 - a travel allowance up to the equivalent of the economy/student airfare 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, and
 - removal expenses of up to \$540 per adult and \$280 per child up to a maximum of \$1550.Where a candidate elects to travel by car, a per kilometre allowance as determined by La Trobe University up to equivalent airfare costs is payable. Award holders cannot claim for accommodation or meal costs if they elect to travel by car.

Signed and dated receipts are required for any expenses claimed. The allowance must be claimed within twelve months of the date of commencement of the degree.
 - 7.3.3. International LTGRS holders may claim a dependent child allowance of \$920 per annum for each dependent child. To be eligible, the child must hold the appropriate dependant's visa and be living with the LTGRS holder, not overseas or interstate.

8. ADDITIONAL EMPLOYMENT

- 8.1. LTGRS holders may supplement the stipend by undertaking paid part-time employment to a maximum of 240 hours a year during normal working hours (i.e.

Monday to Friday between 9am and 5pm). No more than eight hours employment a week will be permitted

- 8.2. International students who are LTGRS holders may undertake work unrelated to their course consistent with the conditions of their visa and are subject to the same rules as outlined above.
- 8.3. Part-time employment must not interfere with the LTGRS holder's study program.
- 8.4. An LTGRS holder will not be required to undertake employment whether as a tutor, a demonstrator or in any other capacity.

9. PAID LEAVE FOR LTGRS HOLDERS

- 9.1. 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. Leave is accrued over the life of the stipend but forfeited when the LTGRS is terminated.
- 9.2. Applications for leave should be made according to graduate research procedures.
- 9.3. The base leave entitlements below *do not extend* the total period of support provided by the stipend:
 - 9.3.1. twenty working days paid recreation leave for each year of the stipend
 - 9.3.2. ten working days paid sick leave for each year of the stipend.
- 9.4. Applications for paid sick leave for periods longer than three days must be accompanied by a medical certificate, signed and dated by a registered medical practitioner.
- 9.5. Sick leave entitlements (including additional sick leave described below) may also be used to cover leave for candidates with family caring responsibilities.
- 9.6. The maximum period of support for an LTGRS holder *is increased* by any of the following types of paid leave, if approved by the University:
 - 9.6.1. Additional paid sick leave of up to a total of twelve (12) weeks for medically substantiated periods of illness for the LTGRS holder or family member lasting longer than ten days.
 - 9.6.2. A maximum of sixty (60) working days paid parental or adoption leave within the tenure of the LTGRS for Australian citizens or permanent residents who have held their LTGRS Stipend for twelve months, where they are the primary carer of their new-born child or of a newly adopted child under 16 years of age. Applications must be accompanied by a medical certificate or evidence of the date of adoption. Unpaid parental or adoption leave for the primary carer may be accessed through the [University's relevant procedures](#) for applying for Leave of Absence during candidature. International candidates should check with La Trobe International office regarding leave provisions while on a visa.
 - 9.6.3. A maximum of five (5) days paid parenting leave within the tenure of the LTGRS for Australian citizens or permanent residents who have held their LTGRS Stipend for twelve months, and who are partners of primary carers of a newly born or adopted child. Applications must be accompanied by a medical certificate 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.
 - 9.6.4. Any period of parental or partner leave will not diminish a candidate's entitlements to other forms of leave.

10. UNPAID LEAVE FOR ALL LTGRS HOLDERS – LEAVE OF ABSENCE

- 10.1. All LTGRS holders are entitled to suspend their LTGRS support through applying for a

Leave of Absence according to the provisions in the graduate research policies and procedures.

10.2.Candidates may not undertake research during a Leave of Absence. Periods of study undertaken towards the degree during a Leave of Absence will be deducted from the maximum period of LTGRS scholarship tenure.

10.3.The period of tenure of an LTGRS scholarship will not be reduced when an LTGRS Scholarship holder suspends both candidature and the LTGRS scholarship for the permitted period.

10.4.Candidates are not normally permitted to suspend a scholarship to undertake another degree and applications to do so must be approved by the Dean of Graduate Studies.

11. CANDIDATURE AND PROGRESS REQUIREMENTS

11.1.All LTGRS Scholarship holders are required to comply with the requirements of La Trobe University policies and procedures, in particular graduate research policies, as may be amended from time to time.

11.2.Requirements for candidature, and for seeking approvals for any variations to candidature, are outlined in relevant policies and procedures. In particular all LTGRS Scholarship holders are required to maintain regular interaction with their supervisory team.

11.3.All LTGRS Scholarship holders are required to demonstrate progress throughout their higher degree by research through the submission of regular progress reports and any other requirements as outlined in relevant policies and procedures.

12. TERMINATION

12.1.An LTGRS will be terminated upon submission of the thesis or at the end of the LTGRS support period, whichever is sooner.

12.2.An LTGRS will be terminated before the completion of the period of tenure if after due inquiry the BGR concludes that the scholarship holder:

- has not met the eligibility criteria
- has had their candidature terminated as a result of unsatisfactory progress is not carrying out their course of study in accordance with the LTGRS and no suitable alternative arrangements can be made for continuation of the degree, or
- did not resume study at the conclusion of a Leave of Absence and has not made arrangements to extend that Leave of Absence.

12.3.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.

12.4. An LTGRS will be terminated on the death, incapacity, or withdrawal of the holder.

12.5.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.

12.6.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.

12.7.An LTGRS that has been terminated cannot be reactivated unless the termination occurred in error.

13. RELINQUISHMENT OF THE LTGRS

13.1.Scholars are expected to give at least ten (10) working days' notice of intention to relinquish the LTGRS.

14. SCHOLARSHIP OVERPAYMENT

- 14.1. In the event the University makes an overpayment of an LTGRS stipend or allowance, the holder is required to repay any of the above overpayments within thirty (30) calendar days of being requested to do so by the University. LTGRS overpayments are viewed as financial obligations by the University and failure to repay may result in sanctions being placed on the candidate's enrolment.

15. RIGHT OF APPEAL

- 15.1. LTGRS holders may request at any time that the BGR review its decision on any matter relating to the Board's discretionary powers. Where such decision arises from a separate decision made under a statute or policy of the University the appeal provisions under that instrument should be concluded prior to a request for a review of the decision in relation to the LTGRS.
- 15.2. Requests to review a decision in relation to an LTGRS must be made in writing within twenty (20) working days of the outcome of any appeal conducted under Section 15.1 or from the date of receipt of the written communication from the BGR, where no prior appeal has been made, setting out the reasons in full.
- 15.3. In any appeal members of the Board who were not involved in the original decision will hear the appeal.
- 15.4. LTGRS holders not satisfied with the outcome of any appeals held under Sections 14.1 – 14.3 may seek a review from the University Ombudsman.

16. SPECIFIC OBLIGATIONS OF THE LTGRS HOLDER

- 16.1. An LTGRS holder will diligently and to the best of their ability work towards the successful completion of the degree within the maximum period of candidature.
- 16.2. LTGRS holders will abide by the National Health and Medical Research Council (NHMRC) codes on human and animal experimentation, guidelines established by the Recombinant DNA Monitoring Committee of the Australian Government and rulings of the Safety and Ethics committees of the University.
- 16.3. By accepting an LTGRS offer, the holder agrees to abide by all the statutes, regulations, policies and guidelines of the University governing their candidature, including academic progress requirements and disciplinary provisions. It is the LTGRS holder's responsibility to familiarise themselves with these documents.
- 16.4. A summary of the most relevant documents is listed in [Appendix 5](#).

17. ACKNOWLEDGMENT OF AN LTGRS

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

- 17.2. A simultaneously held *Australian Government Research Training Program Fees Offset (RTP Fees Offset)* or a *La Trobe University Full Fee 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 LTUFFRS assists 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 doctoral or Masters by Research candidature at La Trobe University in an area of research specialisation.

2. NATURE OF THE AWARD

- 2.1. The award of a scholarship is subject to the written acceptance of the Offer of a Scholarship by the scholar 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 any 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 (BGR), a sub-committee of the Research and Graduate Studies Committee (RGSC), hereafter referred to as the BGR.
- 2.4. The scholarship provides for the tuition fees set by the University.

3. ADMINISTRATION OF THE LTUFFRS

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

4. ELIGIBILITY TO TAKE UP AN LTUFFRS

- 4.1. To be eligible to take up an LTUFFRS at La Trobe University a person must:
 - 4.1.1. be enrolled full time in a Masters by Research or doctoral research degree at this University
 - 4.1.2. be a citizen of an overseas country, excluding New Zealand
 - 4.1.3. normally be in receipt of a La Trobe University Graduate Research Scholarship (LTGRS) or other living allowance scholarship (proof may be required)
 - 4.1.4. not be undertaking candidature externally unless by approval of the Dean of Graduate Studies
- 4.2. International candidates on a visa must normally enrol full time. In exceptional and compelling compassionate circumstances, and with the approval of the BGR, an LTUFFRS holder may be permitted to enrol part-time for a specified period.

5. COMMENCEMENT AND DURATION OF AN LTUFFRS

- 5.1. The LTUFFRS holder will normally commence studies no later than 31 March in the year for which the scholarship is offered. The LTUFFRS holder may request an extension beyond this date due to exceptional circumstances, which must be approved by the Dean of Graduate Studies.
- 5.2. The 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 allowed date.
- 5.3. The LTUFFRS applies from the date of commencement.
- 5.4. An LTUFFRS may be held for a maximum of two years for a Masters by Research degree, and four years for a doctoral research degree. The University reserves the right to charge candidates up to the equivalent current value of the international tuition fee for any periods of candidature held beyond the maximum period of LTUFFRS support.
- 5.5. An LTUFFRS holder who enrolls for doctoral candidature prior to submitting a thesis for a Masters by Research degree, can use the balance of the LTUFFRS not taken up in the Masters by Research degree towards the doctoral candidature, provided that there is no interval between the Masters by Research and doctoral candidature. The duration of the LTUFFRS for the new degree will be counted from the commencement of the original degree.
- 5.6. An LTUFFRS holder who transfers to a Masters by Research degree prior to submitting a thesis for a doctoral degree will be subject to the maximum period of support for the Masters by Research degree calculated from the original course commencement date. If the scholarship holder has been enrolled for more than the maximum period of support the University reserves the right to charge candidates up to the equivalent current value of the international tuition fee for any periods of candidature held beyond the maximum period of support. 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 Masters by Research, provided that there is no interval between the doctoral candidature and the Masters by Research.

6. LEAVE OF ABSENCE

- 6.1. 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 policies and procedures.
- 6.2. Candidates may not undertake research during a Leave of Absence. Periods of study undertaken towards the degree during a Leave of Absence will be deducted from the maximum period of LTUFFRS tenure.
- 6.3. The period of tenure of an LTUFFRS will not be reduced when an LTUFFRS holder suspends both candidature and the LTUFFRS for the permitted period.
- 6.4. Candidates are not normally permitted to suspend a scholarship to undertake another degree and applications to do so must be approved by the Dean of Graduate Studies.
- 6.5. The University is required to report to the Department of Immigration and Border Protection where international candidates on a visa require a Leave of Absence longer than 20 working days. Depending on the circumstances, this may result in the cancellation of the candidate's Confirmation of Enrolment and visa. Candidates in this situation are advised to consult with La Trobe International.

7. CANDIDATURE AND PROGRESS REQUIREMENTS

All LTUFFRS holders are required to comply with the requirements of La Trobe University policies and procedures, in particular graduate research policies, as may be amended from

time to time.

- 7.1. Requirements for candidature, and for seeking approvals for any variations to candidature, are outlined in relevant policies and procedures. In particular all LTUFFRS holders are required to maintain regular interaction with their supervisory team.
- 7.2. All LTUFFRS holders are required to demonstrate progress throughout their higher degree by research through the submission of regular progress reports and any other requirements as outlined in relevant policies and procedures.

8. TERMINATION

- 8.1. An LTUFFRS will be terminated upon submission of the thesis or at the end of the LTUFFRS support period, whichever is sooner.
- 8.2. An LTUFFRS will be terminated before the completion of the period of tenure if, after due inquiry, the BGR concludes that the scholarship holder:
 - has not met the eligibility criteria
 - has had their candidature terminated as a result of unsatisfactory progress
 - is not carrying out their course of study in accordance with La Trobe policies and procedures or the requirements of their visa, or
 - did not resume study at the conclusion of a Leave of Absence and has not made arrangements to extend that Leave of Absence.
- 8.3. An LTUFFRS 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 LTUFFRS.
- 8.4. An LTUFFRS will be terminated on the death, incapacity, or withdrawal of the holder.
- 8.5. 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.
- 8.6. 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.
- 8.7. An LTUFFRS that has been terminated cannot be reactivated unless the termination occurred in error.

9. RELINQUISHMENT OF THE LTUFFRS

- 9.1. Scholars are expected to give at least ten (10) working days' notice of intention to relinquish the LTUFFRS.

10. VISA REQUIREMENTS

- 10.1. 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.
- 10.2. Where a candidate is granted an extension to their LTUFFRS, they are also normally required to renew their visa. Under new arrangements, international candidates are required to have a medical check-up before applying for a renewal of their visa.
- 10.3. An LTUFFRS award does not cover any medical cost associated with the issue or renewal of a visa.
- 10.4. Scholarship holders who receive permanent residency status are required to bring their

passport and new residency status documentation, within two weeks, to the Graduate Research School.

11. RIGHT OF APPEAL

- 11.1.LTUFFRS holders may request the BGR at any time to review its decision on any matter relating to the Board's discretionary powers. Where such decision arises from a separate decision made under a statute or policy of the University the appeal provisions under that instrument should be concluded prior to a request for a review of the decision in relation to the LTUFFRS.
- 11.2.Requests to review a decision in relation to an LTUFFRS must be made in writing within twenty (20) working days of the outcome of any appeal conducted under Section 14.1 or from the date of receipt of the written communication from the BGR, where no prior appeal has been made, setting out the reasons in full.
- 11.3.In any appeal members of the BGR who were not involved in the original decision will hear the appeal.
- 11.4. LTUFFRS holders not satisfied with the outcome of any appeals held under Sections 11.1 – 11.3 may seek a review from the University Ombudsman.

12. SPECIFIC OBLIGATIONS OF AN LTUFFRS HOLDER

- 12.1.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.
- 12.2.LTUFFRS holders will abide by the National Health and Medical Research Council (NHMRC) codes on human and animal experimentation, guidelines established by the Recombinant DNA Monitoring Committee of the Australian Government and rulings of the Safety and Ethics committees of the University.
- 12.3.By accepting an LTUFFRS, an LTUFFRS holder agrees to abide by all the statutes, regulations, policies and guidelines of the University governing their candidature, including academic progress requirements and disciplinary provisions. It is the LTUFFRS holder's responsibility to familiarise themselves with these documents.
- 12.4. A summary of the most relevant documents is listed in [Appendix 5](#).

13. ACKNOWLEDGMENT OF AN LTUFFRS

- 13.1.LTUFFRS holders are required to acknowledge La Trobe University's contribution of a Scholarship in any published materials related to the higher degree by research. This relates to any time, both during and after completion of the 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.
- 13.2.A simultaneously held La Trobe University Graduate Research Scholarship (LTGRS) should also be acknowledged.

Appendix 4: Conditions of the David Myers Research Scholarship

In memory of Professor Myers' contribution to the University, and as part of the University's commitment to the conduct of high-quality research and research training, each year the University will offer the David Myers Research Scholarship to those applicants who have been ranked the highest (by the University) for a graduate research scholarship. The scholarship will be open to outstanding individuals, regardless of discipline or nationality, who are enrolling for the first time at La Trobe.

The David Myers Research Scholarship will include:

- A special stipend of \$5000 per annum for three years full-time study for a PhD;
- A research support grant of up to \$3000 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) Scholarship, which includes an RTP Stipend, or a La Trobe University Graduate Research Scholarship (LTGRS). The terms and conditions of these scholarships, as provided above, will apply where relevant. These scholarships also include an allowance to assist with costs associated with production of publications, including research theses and other examinable artefacts, and the costs of relocation to undertake the degree.

Where an awardee of a David Myers Research Scholarship may be transferring from a degree at the same level at another university, periods of study already undertaken towards the degree prior to enrolment at La Trobe will be deducted from the maximum period of tenure of the scholarship.

Appendix 5: Relevant policies, procedures and guidelines for graduate researchers

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

The Australian Code for the Responsible Conduct of Research 2007 is located here: [Australian Code for the Responsible Conduct of Research](#)

A copy of the University guidelines governing research involving human subjects and/or animals can be found here: <http://www.latrobe.edu.au/researchers/starting-your-research/human-ethics> and <http://www.latrobe.edu.au/researchers/starting-your-research/animal-ethics>

The 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 <http://www.latrobe.edu.au/researchers/grs/hdr/candidature/collaborating-with-external-organisations>