

Monash University Procedure

Procedure Title	RTP Scholarship Procedures
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Content Enquiries	mge-scholarships@monash.edu
Scope	<p>This procedure applies to RTP Scholarships (including RTP Stipends, RTP Allowances and RTP Fees Offsets) administered and awarded by the University.</p> <p>It also applies to the following scholarships administered and awarded by the University:</p> <ul style="list-style-type: none"> • Monash Graduate Scholarships (MGSs) • Co-Funded Monash Graduate Scholarships (CF-MGSs) • University Prestigious and Access Scholarships • Monash Graduate Excellence Scholarships (MGESs) • Monash International Postgraduate Research Scholarships (MIPRSs) and • Monash International Tuition Scholarships (MITSs). <p>This procedure applies to all graduate research students either applying for, or in receipt of, the scholarships listed above.</p> <p>It does not apply to faculty stipend or faculty tuition fee-paying scholarships, unless otherwise specified.</p>
Purpose	<ul style="list-style-type: none"> • To outline the University's principles for selecting and awarding scholarships that come under the scope of this procedure. • To describe or reference all provisions that apply to current and prospective higher degree by research students either applying for, or in receipt of, these scholarships.
PROCEDURE STATEMENT	

These procedures outline the University's:

- eligibility criteria, types of support available, and application, selection and offer processes for scholarships, along with applicable stipend rates, and types and periods of support provided by the University.

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- provisions for students who commenced their degree at the University prior to 1 January 2017 who were in receipt of either a Research Training Scheme (RTS) place, Australian Postgraduate Association (APA) or International Postgraduate Research Scholarship (IPRS), and
- paid and unpaid leave provisions for scholarship recipients.

In addition, they outline:

- the facilities and supervision that will be provided to students in receipt of a scholarship,
- arrangements for scholarship recipients seeking to convert from full to part time or vice versa; transfer from a research master's degree to a doctoral degree or vice versa; transfer from one higher education provider to another; or seek to change their field of education.
- arrangements for optional industry placements, research internships and professional practice activities where they either relate or do not relate to the student's research, and
- the circumstances under which a scholarship will be terminated, and processes to be followed in relation to complaints and grievances.

The procedures comprise the following sections:

[Section 1: General provisions](#)

[Section 2: Application provisions](#)

[Section 3: Selection and eligibility provisions](#)

[Section 4: Conditions of scholarship](#)

[Section 5: University Prestigious and Access Scholarships](#)

[Section 6: Monash Graduate Excellence Scholarship \(MGES\)](#)

[Section 7: RTP Fees Offset \(domestic students\)](#)

[Section 8: RTP Fees Offset \(international students\)](#)

[Section 9: Monash International Postgraduate Research Scholarships \(MIPRSs\), Monash International Tuition Scholarship \(MITS\) and Vera Moore International Postgraduate Research Scholarship \(VMIPRS\)](#)

[Section 10: Repayment, withdrawal and termination provisions](#)

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[Section 12: Special conditions \(RTP Scholarship recipients only\)](#)

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Section 1: General Provisions

- 1.1 Provision of facilities and supervision
- 1.1.1 Students will be provided with facilities and supervision in accordance with the [Code of practice for supervision of doctoral and research master's students](#)
- 1.1.2 Each student will be provided with at least two supervisors.
- 1.1.3 In accordance with the [Code of practice for supervision of doctoral and research master's students](#), the academic unit or program will provide its students with:
- a safe working environment for the conduct of research.
 - a graduate research student induction (where managed at academic unit level) focused on academic and research integrity, Occupational Health and Safety and Intellectual Property and any other matters necessary for the conduct of research.
- 1.1.4 Students will only be admitted into a higher degree by research at the University where the academic unit can provide supervisors with appropriate qualifications and research skills and experience, sufficient research facilities are available to support the student's research, and the student is able to meet the requirements of their degree along with the minimum period of enrolment required by university [regulations](#).

Section 2: Application provisions

- 2.1 The University offers four scholarship rounds per year as follows:

Round	Applicant Type	Applications Open	Applications Close	Enrolment Period
1	International	1 September	31 March	July – December of current year
2	Domestic	1 November	31 May	July – December of current year
3	International	1 April	31 August	January – June of following year
4	Domestic	1 June	31 October	January – June of following year

- 2.2 Applicants apply for a scholarship via the online [system](#) by the relevant closing date as specified above.
- 2.3 In relation to the enrolment period, applicants are to refer to the University's [commencement dates](#).
- 2.4 Scholarship outcomes are released approximately six weeks after the relevant closing date specified above.

Section 3: Selection and eligibility provisions

- 3.1 **APA students**
- 3.1.1 From 1 January 2017, the APA has been replaced with the RTP Stipend, with all APA awardees (including those who deferred commencement of their course to 2017) transferred to a RTP Stipend effective from this date.
- 3.2 **IPRS students**

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3.2.1 From 1 January 2017, the IPRS has been replaced with the RTP Fees Offset, with all IPRS awardees (including those who deferred commencement of their course to 2017) transferred to a RTP Fees Offset effective from this date.

3.3 Eligibility Criteria

3.3.1 Domestic applicants are eligible to be considered for the following scholarships:

- RTP Stipend;
- RTP Fees Offset;
- Monash Graduate Scholarship (MGS);
- Monash Graduate Excellence Scholarship (MGES);
- Monash Indigenous Research Award (Indigenous Australian students only);
- Maxwell King PhD Scholarship;
- Sir James McNeill Postgraduate Research Scholarship;
- Monash Silver Jubilee Postgraduate Scholarship; and
- Monash Equity Scholarship.

3.3.2 International applicants are eligible to be considered for the following scholarships:

- RTP Stipend;
- RTP Fees Offset;
- Monash Graduate Scholarship (MGS);
- Co-Funded Monash Graduate Scholarship (CF-MGS);
- Monash International Postgraduate Research Scholarship (MIPRS);
- Monash International Tuition Scholarship (MITS);
- Vera Moore International Postgraduate Research Scholarship (VMIPRS);
- Maxwell King PhD Scholarship;
- Sir James McNeill Postgraduate Research Scholarship; and
- Monash Silver Jubilee Postgraduate Scholarship.

3.3.3 Scholarships will be offered to applicants in a graduate research degree where the applicant meets the eligibility criteria as specified in this procedure and in accordance with the competitive selection process as outlined in **sub-section 3.4**.

3.3.4 To be eligible for a RTP Stipend, an applicant must not be receiving income from another source to support that applicant's general living costs while undertaking their course of study if that income is greater than 75 per cent of that student's RTP Stipend rate. Income unrelated to the applicant's course of study or income received for the applicant's course of study but not for the purposes of supporting general living costs is not to be taken into account.

3.3.5 To be eligible for a RTP Fees Offset, an applicant must not be receiving an equivalent award or scholarship from the Commonwealth designed to offset HDR fees.

3.4 Competitive Selection Process

3.4.1 Selection is undertaken by the Graduate Research Committee (GRC).

3.4.2 The GRC will award scholarships based on an applicant's academic record, research output and prior research experience.

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- 3.4.3 In its assessment, GRC will prioritize applicants who:
- hold an Australian or New Zealand bachelor's degree with first class honours or qualifications and/or research experience deemed equivalent by the University;
 - have not completed a graduate research masters or doctoral degree at the same course level (for example, are applying to undertake a second doctoral degree);
 - are or will be enrolling via internal (on-campus) mode, as defined under **paragraph 4.6.1** of these procedures;
 - entitled to a maximum scholarship duration of more than 12 months equivalent full-time as a result of prior enrolment in a graduate research degree;
 - have not previously held an Australian Government or Monash-funded Postgraduate Research Award for more than six months.
 - can enrol and undertake their research on a full-time basis.
- 3.4.4 Domestic applicants applying to enrol via external (off-campus) mode within Australia can be considered for a scholarship only under limited circumstances, where, for example, the applicant will undertake their research at an external location (for example, an external research institution).
- 3.4.5 International students are not permitted to enrol via external (off-campus) mode under the [Education Services for Overseas Students \(ESOS\) Act 2000](#).
- 3.5 **Offer Processes**
- 3.5.1 Once notified via email that scholarship outcomes have been released, successful applicants are directed to review and respond to their scholarship offer by logging into the online [system](#).
- 3.5.2 Awardees who accept their offer are required to follow the steps as outlined on the University [website](#).

Section 4: Conditions of scholarship

4.1 Duration

- 4.1.1 For doctoral students who commenced their scholarship on or before 31 December 2017, the standard duration of the scholarship is three years equivalent full-time, with students able to apply for an extension to the scholarship in accordance with the provisions outlined under **paragraph 4.2.1**.
- 4.1.2 For doctoral students commencing their scholarship from 1 January 2018 onwards, the standard duration of the scholarship is three years, three months equivalent full-time, with students able to apply for an extension to the scholarship in accordance with the provisions outlined under **paragraph 4.2.2**.
- 4.1.3 The maximum duration for a research master's degree is two years (full-time) / four years (part-time).
- 4.1.4 The duration of a scholarship will be reduced by any periods of study undertaken towards the degree prior to the commencement of the scholarship or taken during the suspension of the scholarship.
- 4.1.5 The duration of a scholarship will be extended by any periods of approved paid maternity leave, additional sick leave, parental leave and leave for jury duty as specified in [Table 2](#) of chapter 4.1 of the *Handbook for Doctoral Degrees* and the *Handbook for Research Master's Degrees*.
- 4.1.6 During any period of approved unpaid leave, the student's enrolment and stipend will be suspended, with the end date of the scholarship adjusted upon resumption of the course of

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study.

4.2 Extension provisions

- 4.2.1 For doctoral students who commenced a scholarship on or before 31 December 2017, the maximum extension that can be applied for is six months equivalent full-time. In such cases, a student will be granted three months equivalent full-time in the first instance, and if required, must separately apply for the second three months equivalent full-time.
- 4.2.2 For doctoral students who commenced their scholarship on or after 1 January 2018, the maximum extension that can be applied for is three months equivalent full-time.
- 4.2.3 Students apply for an extension of their scholarship via the relevant [form](#).
- 4.2.4 An extension will only be approved where research has been delayed by circumstances beyond the student's control, in accordance with section 8 of the [Graduate Research Progress Management Procedures](#).
- 4.2.5 There are no provisions for an extension for students undertaking a research master's degree.

4.3 Commencement

- 4.3.1 Recipients who are yet to commence their degree are required to enrol and take up their scholarship by the commencement date as stated in their course offer letter.
- 4.3.2 Where employment commitments or circumstances beyond the recipient's control prevent the recipient from taking up the stipend by this date, the recipient may apply to defer the commencement of the course/scholarship via the relevant [form](#).
- 4.3.3 Where approval is granted for the recipient to defer their course, they must begin within the applicable admission period of the relevant round, or the offer will be automatically withdrawn.
- 4.3.4 The admission periods for each round are:
 - Rounds 1 and 2: 1 July to 31 December of the current year.
 - Rounds 3 and 4: 1 January to 30 June of the following year.
- 4.3.5 The earliest date by which a student currently enrolled in a graduate research degree at Monash may commence a scholarship is the date of their scholarship offer.

4.4 Relocation allowance (stipend scholarships)

- 4.4.1 Recipients who relocate their place of residence to Victoria from interstate or from overseas to take up their stipend may be eligible for an establishment/relocation allowance as specified on the University Graduate Research Scholarships [website](#).
- 4.4.2 Awardees will be assessed for eligibility for the relocation allowance by the Monash Graduate Research Office, and, if deemed eligible, will receive the allowance with their first scholarship payment.
- 4.4.3 Awardees are not eligible for the relocation allowance where they either relocated to Victoria prior to the date of their offer of the stipend or relocated their place of residence to another residence within Victoria.
- 4.4.4 Students on a RTP Stipend will be paid the establishment/relocation allowance as an RTP Allowance.

4.5 Stipend Rates

- 4.5.1 The annual stipend rates are published on the University Graduate Research Scholarships [website](#).
- 4.5.2 The stipend rate for any subsequent year will be indexed annually on 1 January and published on the University Graduate Research Scholarships [website](#).

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- 4.5.3 Stipend payments are made to students in fortnightly instalments into an Australian bank account in the student's name.
- 4.5.4 Where a student is not enrolled over the full period of the year, the student will receive the proportion of the annual stipend for the period in which study is undertaken for that year.
- 4.5.5 Under Australian Taxation Law, full-time stipends are presently considered to be non-taxable by the Australian Government. Part-time stipends are taxable. Students seeking taxation advice should refer to the [Australian Taxation Office](#), as the University does not provide advice regarding taxation.
- 4.5.6 Scholarship recipients are permitted to:
- obtain funds for fieldwork, equipment or other expenses not covered by the scholarship;
 - receive income derived from part-time work; and
 - receive a concurrent stipend or income to support the student's general living costs while undertaking their research provided that the concurrent stipend or level of income does not exceed the provisions outlined under **paragraph 3.3.4** of these procedures.
- 4.5.7 Where the student's concurrent stipend or income exceeds the provisions under **paragraph 3.3.4** of these procedures, the student's stipend will be suspended for the tenure of the concurrent stipend and the period of study undertaken towards the degree during this suspension will be deducted from the maximum tenure.

4.6 Residency

- 4.6.1 Awardees who are enrolled via internal (on-campus) mode are required to reside within daily commuting distance to a Victorian campus to allow frequent and systematic use of the University's facilities, including use of physical resources, formal research training and daily face-to-face contact with supervisors if required.
- 4.6.2 This provision includes awardees who have been approved to pursue part of their research at institutions or locations outside their approved campus location, as specified in section 3.5 of the [Handbook for Doctoral Degrees](#) or section 3.4 of the [Handbook for Research Master's Degrees](#).
- 4.6.3 The exception is where a domestic awardee has been approved to enrol in their graduate research degree via external (off-campus) mode in accordance with the provisions outlined under **paragraph 3.4.4** of these procedures.

4.7 Employment

- 4.7.1 Recipients are permitted to undertake part-time, paid employment throughout the year, as long as they are able to meet the attendance requirements as specified in section 3.6 of the [Handbook for Doctoral Degrees](#) and section 3.5 of the [Handbook for Research Master's Degrees](#).

4.8 Undertaking work related to the student's approved course of study

- 4.8.1 Students undertaking an internship, practicum or industry or research internship which is related to their course of study, including their research project, are required to follow the application and approval processes as outlined under the [Work-Integrated Learning Student Placement and Co-Curricular Internship Procedures](#).
- 4.8.2 The duration and stipend rates for such students remains the same, with the stipend continuing to be paid for the duration of the internship, practicum or industry or research internship.

4.9 Undertaking work not related to the student's approved course of study

- 4.9.1 Students who wish to undertake an internship, practicum or industry or research

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internship which is not related to their course of study, must ensure that they can still meet the University's attendance requirements as outlined in chapter 3.4 of the [Handbook for Doctoral Degrees](#) or chapter 3.3 of the [Handbook for Research Master's Degrees](#), while also meeting the requirements of their degree, such as any required coursework, training and progress milestones.

4.9.2 Where a student is undertaking an internship, practicum or industry or research internship which is not related to their course of study AND they are unable to meet the University's attendance requirements, they must apply for leave and not commence that work until and only if their leave is approved.

4.9.3 During any period of approved leave, the student's enrolment and stipend are suspended, with the end date adjusted upon resumption of the course of study.

4.10 Transfer between graduate research degrees

4.10.1 A research master's student may apply to transfer to a doctoral degree, in accordance with section 7 of the [Graduate Research Progress Management Procedures](#).

4.10.2 Where the student is approved to transfer from a master's degree to a doctoral degree, the maximum duration of the scholarship becomes that for the new graduate research degree minus any periods of study undertaken towards the related degree prior to the conversion.

4.10.3 Where a student is approved to transfer from a doctoral degree to a master's degree, the maximum duration of a transferred scholarship becomes that for the new graduate research degree minus any periods of study undertaken towards the related degree prior to the conversion.

4.11 Changing academic units/programs and field of education

4.11.1 Students wishing to transfer academic unit/program should do so via the relevant [form](#), in accordance with the relevant provisions as specified in sections 4.7 of the [Handbook for Doctoral Degrees](#) and the [Handbook for Research Master's Degrees](#).

4.11.2 Where required, a student's field of education will be updated upon approval of the transfer.

4.11.3 A CF-MGS cannot be transferred to another faculty, unless the new faculty agrees to continue to co-fund the scholarship. There may also be restrictions in some instances where an awardee is considering changing their main supervisor or transferring to another academic unit within the same faculty.

4.11.4 Where in doubt, a CF-MGS recipient should seek advice from [Graduate Research Services](#) on any planned changes to their main supervisor and/or academic unit or faculty.

4.12 Leave provisions

4.12.1 The leave provisions for research students are outlined in [Table 2](#) of chapter 4.1 of the *Handbook for Doctoral Degrees* and the *Handbook for Research Master's Degrees*.

4.12.2 Students on approved paid or unpaid leave are to refer to **paragraphs 4.1.5** and **4.1.6** of these procedures in relation to the effect a period of leave has on the duration of their scholarship.

4.13 Conversion from full-time to part-time, and vice versa

4.13.1 A domestic student with carer's responsibilities, a medical condition or a disability, which prevents them from studying full time, may be eligible for scholarship consideration on a case-by-case basis.

4.13.2 A recipient holding a part-time scholarship must be enrolled as a part-time student. Holders of part-time scholarships may convert to full-time at any stage. International ESOS students are ineligible for part-time stipends unless compassionate or compelling

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circumstances can be demonstrated.

- 4.13.3 International ESOS students should seek advice from [Monash Connect](#) first before submitting their application to convert from full-time to part-time.
- 4.13.4 For students converting from part-time to full-time, or from full-time to part-time, the duration and end date of any remaining scholarship will be recalculated in accordance with **sub-section 4.1** of these procedures.

4.14 **Transfer of scholarship**

- 4.14.1 Students currently in receipt of a RTP Stipend at another Higher Education Provider (HEP) may apply to transfer their scholarship via the relevant [form](#).
- 4.14.2 Students currently in receipt of a RTP Fees Offset at another HEP who are seeking to transfer to Monash should refer to **sections 7** and **8** of these procedures.
- 4.14.3 If approved to transfer their scholarship, the maximum duration of the scholarship will be as specified in **sub-section 4.1** of these procedures, minus any periods of enrolment at the previous HEP.
- 4.14.4 Students seeking to transfer their RTP Stipend from Monash to another HEP should first discuss their transfer application with the relevant research office of that HEP.

Section 5: University Prestigious and Access Scholarships

5.1 **General Provisions**

- 5.1.1 **Sections 2 to 4** of these procedures apply to University Prestigious and Access Scholarships, unless there is an exception or additional condition as specified below.
- 5.1.2 The annual stipend rates are published on the University Graduate Research Scholarships [website](#).
- 5.1.3 Prestigious and Access Scholarships awarded by the University are not transferable to another institution.

5.2 **5.2 Maxwell King PhD Scholarship**

- 4.14.5 The Maxwell King PhD Scholarship was established on the retirement of Professor Maxwell King to recognise his outstanding contribution to graduate research at the University. Professor King had a long association with Monash University including eight years as Pro Vice-Chancellor (Research and Research Training). In 2003, he was appointed as a Sir John Monash Distinguished Professor.
- 5.2.1 One scholarship will be awarded annually to the best applicant wishing to undertake a PhD degree in any field of study at the University and will be made on the basis of outstanding academic merit.
- 5.2.2 A research allowance as specified on the University Graduate Research Scholarships [website](#) may also be payable.

5.3 **Sir James McNeill Postgraduate Research Scholarship**

- 5.3.1 The Sir James McNeill Foundation Postgraduate Research Scholarship has been established in memory of the late Sir James McNeill. Sir James had a long association with Monash University.
- 5.3.2 One scholarship will be awarded annually to enable a doctoral student to pursue a program of research in engineering, medicine, music or science and will be made on the basis of outstanding merit.
- 5.3.3 A condition of the stipend is that the research undertaken shall be both environmentally responsible and socially beneficial.

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5.3.4 A research allowance as specified on the University Graduate Research Scholarships [website](#) may also be payable.

5.4 Silver Jubilee Postgraduate Research Scholarship

5.4.1 One Monash Silver Jubilee Postgraduate Scholarship is awarded annually. The scholarship will be awarded by rotation to faculties, as specified on the University Graduate Research Scholarships [website](#).

5.4.2 A research allowance as specified on the University Graduate Research Scholarships [website](#) may also be payable.

5.5 Monash Indigenous Research Award (MIRA)

5.5.1 Monash Indigenous Research Awards (MIRA) will be offered annually to encourage and support Indigenous Australian students to commence a graduate research degree on a full-time internal (on-campus) mode, as specified on the University Graduate Research Scholarships [website](#).

5.6 Monash Equity Scholarship (MES)

5.6.1 Monash Equity Scholarships will be offered annually, as specified on the University Graduate Research Scholarships [website](#).

5.6.2 Only domestic applicants are eligible for the MES. This stipend is offered to students whose academic career has been adversely affected or to students who have a disability.

5.6.3 Examples of academic career interruptions include illness or family responsibilities such as child rearing, the sustained care of a dependent family member or other family responsibilities. This category does not apply when an applicant has opted to travel or pursue an alternative profession/discipline area before returning to study.

Section 6: Monash Graduate Excellence Scholarship

6.1 This top-up scholarship provides a stipend as specified on the University Graduate Research Scholarships [website](#), and is awarded in addition to a RTP Stipend.

6.2 The conditions of scholarship are as per **section 4** of these procedures with the exception that awardees must be an Australian or New Zealand citizen or Australian permanent resident and must be commencing a new graduate research degree at Monash University.

Section 7: RTP Fees Offset (domestic students)

7.1 General Provisions

7.1.1 A RTP Fees Offset covers all course tuition fees. Other applicable fees, such as Student Services and Amenities Fees (SSAF), remain the responsibility of the student.

7.1.2 The estimated annual value of Australian Government support for an RTP Fees Offset is as specified on the University Graduate Research Scholarships [website](#).

7.1.3 The total duration of funding will be equivalent to the course duration specified in the course offer letter and be no more than 4 years (EFT) for students enrolled in doctoral courses and no more than 2 years (EFT) for students enrolled in research master's courses.

7.2 Students who commenced on or before 31 December 2016

7.2.1 From 1 January 2017, the Research Training Scheme (RTS) has been replaced with the RTP Fees Offset.

7.2.2 Students with a RTS place have been transferred to a RTP Fees Offset effective 1 January 2017.

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7.3 Students commencing 2017 onwards

- 7.3.1 In 2017, all domestic students commencing a graduate research degree at Monash are provided with a RTP Fees Offset.
- 4.14.6 Domestic students accepted to transfer their graduate research degree to Monash are automatically provided with a RTP Fees Offset, with the maximum duration of the RTP Fees Offset reduced by the period of enrolment at the previous Higher Education Provider (HEP).

Section 8: RTP Fees Offset (international students)

8.1 International Postgraduate Research Scholarship (IPRS) students

- 8.1.1 From 1 January 2017, the International Postgraduate Research Scholarship (IPRS) has been replaced with the RTP Fees Offset.
- 8.1.2 Students who commenced a graduate research degree at Monash University on or prior to 31 December 2016 and who were in receipt of an International Postgraduate Research Scholarship (IPRS) were transferred to a RTP Fees Offset effective 1 January 2017. Existing arrangements for their Overseas Student Health Cover (OSHC) are unaffected by this change.
- 8.1.3 A RTP Fees Offset covers all course tuition fees.
- 8.1.4 International students on a RTP Fees Offset have been allocated a RTP Allowance which covers the costs of a standard Overseas Student Health Cover (OSHC) policy in accordance with **sub-section 9.4** below.
- 8.1.5 International students currently in receipt of a RTP Fees Offset at another Higher Education Provider (HEP) who are accepted to transfer their graduate research degree to Monash may apply for a scholarship as outlined in **section 2** of these procedures.

Section 9: Monash International Tuition Scholarship (MITS), Monash University International Postgraduate Research Scholarship (MIPRS) and Vera Moore International Postgraduate Research Scholarship (VMIPRS)

9.1 General Provisions

- 9.1.1 From 1 January 2018 onwards, the MIPRS will no longer be offered for commencing students; instead it will be replaced with the Monash International Tuition Scholarship (MITS).
- 9.1.2 The MITS, MIPRS and VMIPRS cover:
- the tuition fees and the Student Services and Amenities fee set by Monash and payable by the awardee for each year of the degree, and
 - the cost of standard Overseas Student Health Cover (OSHC) as per **sub-section 9.4** below.

9.2 MIPRS: duration and extension provisions

- 9.2.1 The maximum award duration for doctoral studies is three years (full-time) / six years (part-time). The maximum award duration for master's studies is two years (full-time) / four years (part-time).
- 9.2.2 The maximum extension that can be applied for is six months equivalent full-time via the relevant [form](#). In such cases, a student will be granted three months equivalent full-time in the first instance, and if required, must separately apply for the second three months equivalent full-time.

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- 9.2.3 Any extension beyond three years, six months equivalent full-time, to a maximum of four years, will be considered on a case-by-case basis.
- 9.2.4 An extension will only be approved where research has been delayed by circumstances beyond the student's control, in accordance with section 8 of the [Graduate Research Progress Management Procedures](#).
- 9.2.5 There are no provisions for an extension for students undertaking a research master's degree.

9.3 **MITs and VMIPRS: duration and extension provisions**

- 9.3.1 The maximum award duration for doctoral studies is three years, three months (full-time) / six years, six months (part-time). The maximum award duration for master's studies is two years (full-time) / four years (part-time).
- 9.3.2 The maximum extension that can be applied for is three months equivalent full-time via the relevant [form](#).
- 9.3.3 An extension will only be approved where research has been delayed by circumstances beyond the student's control, in accordance with section 8 of the [Graduate Research Progress Management Procedures](#).
- 9.3.4 There are no provisions for an extension for students undertaking a research master's degree.

9.4 **Overseas Student Health Cover (OSHC)**

- 9.4.1 International students are required to hold Overseas Student Health Cover (OSHC) while enrolled and conducting their research in Australia.
- 9.4.2 There are three types of standard OSHC cover:
- Single policy covers the holder of a student visa only
 - Dual policy covers the holder of a student visa plus either one adult spouse or de-facto partner or one or more dependent children
 - Multi-family covers the holder of a student visa plus more than one dependent which can only include one adult spouse or de-facto partner and one or more dependent children.
- 9.4.3 For students on a MIPRS, the MIPRS covers OSHC for the student visa holder and dependents, with the Monash Graduate Research Office arranging payment of the cover required through the [Monash preferred provider](#) for a maximum of 48 months (doctoral students) and a maximum of 32 months (research masters students).
- 9.4.4 For students on a MITs, the MITs covers OSHC for the student visa holder only, with the Monash Graduate Research Office arranging payment of the cover through the [Monash preferred provider](#) for a maximum of 48 months (doctoral students) and a maximum of 32 months (research masters students). The student will be required to cover the cost of any additional cover, including dual or multi-family cover.
- 9.4.5 For international students previously on an IPRS and transferred to a RTP Fees Offset, the costs of the OSHC will be covered by a RTP Allowance.

9.5 **Research allowance (VMIPRS awardees ONLY)**

- 9.5.1 A research allowance as specified on the University Graduate Research Scholarships [website](#) may also be payable.

Section 10: Repayment, withdrawal and termination provisions

10.1 **International student visa requirements**

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10.1.1 It is the responsibility of awardees to ensure that they hold a valid visa while in Australia.

10.2 Repayment of Stipends

10.2.1 An awardee is required to repay any stipend payment within four weeks of receiving the payment if:

- the payment is made in error or an overpayment has occurred,
- the awardee is no longer enrolled in the period the stipend is paid,
- the awardee does not meet the conditions of the stipend or is ineligible for the stipend including situations where:
 - the awardee has provided false information; or
 - the awardee has been made a stipend offer in error.

10.3 Withdrawal from course of study

10.3.1 A student who wishes to withdraw in good standing from their course of study is to follow the process as outlined under chapter 4.5 of the [Handbook for Doctoral Degrees](#) or the [Handbook for Research Master's Degrees](#).

10.3.2 A student who has been approved to withdraw in good standing ceases to be a student of the University and will have their scholarship terminated in accordance with **paragraph 10.4.3** of these procedures.

10.3.3 A former student of Monash who wishes to re-apply for a scholarship following withdrawal from their course of study is to do so in accordance with the [University's Graduate Research Re-admission Procedures](#) and these procedures.

10.4 Termination of stipend and/or tuition scholarship

10.4.1 The award/s will be terminated on the day the thesis is submitted for examination or at the end of the stipend and/or tuition scholarship, whichever is earlier.

10.4.2 For awardees enrolled in the practice-based mode in the Faculty of Art, Design and Architecture, studies ceases upon the submission of the exegesis and the examination of an exhibition of visual work. Art, Design and Architecture awardees who have remaining scholarship tenure will be permitted to remain on scholarship for a maximum period of three months after the submission of the exegesis to finalise the exhibition of visual work.

10.4.3 Awards will be terminated before this time:

- if it is determined that the awardee fails to fulfil an admission requirement or a condition on their continuing enrolment, or fails to maintain satisfactory progress;
- if the awardee's enrolment is terminated for any reason, or the awardee is found guilty of a serious case of academic or research misconduct in accordance with [Part 7 of the Monash University \(Council\) Regulations](#), or the awardee fails to maintain their enrolment;
- if the awardee relinquishes the scholarship or withdraws from the course;
- when the awardee ceases to be a full-time student engaged in full-time research, when approval has not been obtained to hold the stipend on a part-time basis;
- if the awardee does not resume study at the end of a period of approved leave or does not make arrangements to extend the period of approved leave;
- if the awardee accepts another equivalent stipend to undertake the graduate research degree providing a benefit greater than 75% of the stipend rate and does not comply with the criteria in **paragraph 3.3.4** of these procedures.
- if the awardee converts to writing up away;

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- 10.4.4 if the awardee ceases to be enrolled via internal (on-campus) mode where approval has not been obtained to hold the scholarship via external (off-campus) mode.
If an award is terminated, it cannot be re-activated unless the termination occurred as a result of a Monash University staff error.

Section 11: False or misleading information, complaints and privacy

11.1 False or misleading information

- 11.1.1 If the awardee has provided false or misleading information and as a result a stipend or scholarship is awarded or continued, the stipend or scholarship may be terminated.

11.2 Student Complaints and Grievances

- 11.2.1 Students may submit a complaint or grievance in relation to the application of this procedure in accordance with the [Student Complaints and Grievances Policy](#) and [Procedures](#).

11.3 Privacy

- 11.3.1 All personal information collected by the University is governed by the University's Privacy Policy. For further information, refer to the University's [privacy statement](#).

Section 12: Special conditions (RTP Scholarship recipients only)

- 12.1 There is a legislative requirement that awardees who are in receipt of a RTP Stipend, RTP Fees Offset and/or RTP Allowance must acknowledge the Australian Government's support in any published materials related to their research project. This relates to any time, both during and after completion of their graduate research degree. Materials include items such as books, articles, newsletters or other literary or artistic works which relate to the awardee's research project.
- 12.2 The acknowledgement must include mention of the awardee's support through an "Australian Government Research Training Program (RTP) Scholarship".

Responsibility for implementation	Chair, Graduate Research Committee Academic Director (Graduate Research) Director, Graduate Research Services Graduate Research Committee Deans Faculty Associate Deans (Graduate Research) Heads of Academic Units Graduate Research Coordinators and Program Directors Supervisors of graduate research students Relevant MGRO and faculty and/or academic unit professional staff.
Status	New
Approval Body	Name: Graduate Research Committee Meeting: 3/2017 Date: 4 May 2017 Agenda item: 10.1

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Definitions	<p>General definitions</p> <p>Course offer letter means the formal offer of admission into the specified graduate research degree. For international students, includes the International Student Course Agreement.</p> <p>Course of study in relation to this procedure, means a graduate research degree.</p> <p>Domestic student in relation to this procedure, means a person who is an Australian or New Zealand citizen, or who holds an Australian Permanent Resident Visa or Australian Permanent Humanitarian Visa.</p> <p>EFT: means equivalent full-time.</p> <p>Full time means enrolment in the course of study where the student commits to that course no less than 4 days each week between Monday to Friday inclusive and during normal business hours on each of those days.</p> <p>Graduate research course means a research doctorate or research master's degree for which at least two-thirds of the student load for the degree is required as research work. Interchangeable with higher degree by research (HDR), as defined under the Commonwealth Scholarships Guidelines (Research) 2017.</p> <p>Graduate Research Committee means the committee (however designated) established in accordance with Part 4 of the Monash University (Vice-Chancellor) Regulations. Is the committee responsible for the administration of scholarships that come under the scope of this policy.</p> <p>Higher degree by research means a master's by research or doctoral degree of the University. Interchangeable with graduate research degree.</p> <p>International student in relation to this procedure, means a person who is not a citizen of Australia or New Zealand and who does not hold Permanent Residency status in Australia.</p> <p>Monash Graduate Research Office (MGRO) in relation to this procedure, means the administrative entity responsible for the administration of the graduate research scholarships program on behalf of the Graduate Research Committee.</p> <p>OSHC means Overseas Student Health Cover.</p> <p>Part-time means enrolment in the course of study where the student commits to that course no less than 2 days each week, where at least one of these days is between Monday and Friday inclusive, and during normal business hours on each of those days.</p> <p>Stipend means a scholarship that pays an amount fortnightly to assist with living expenses.</p> <p>Scholarship Definitions</p> <p>Co-funded Monash Graduate Scholarship (CF-MGS) is a stipend co-funded by Monash University and the faculty/academic unit.</p> <p>Monash Graduate Excellence Scholarship (MGES) is a top-up stipend funded by Monash University.</p> <p>Monash Graduate Scholarship (MGS) is a stipend funded by Monash University.</p>
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	<p>Monash International Postgraduate Research Scholarship (MIPRS) is a type of Monash Scholarship that covers course fees that would otherwise be payable by the student.</p> <p>Monash International Tuition Scholarship (MITS) is a type of Monash Scholarship that covers course fees that would otherwise be payable by the student.</p> <p>Research allowance in relation to this procedure, means the allowance that can be used for research expenses such as journal subscriptions, conference attendance/study away from the University expenses and lab expenses.</p> <p>RTP is the Research Training Program, as defined under the Commonwealth Scholarships Guidelines (Research) 2017.</p> <p>RTP Allowance is a type of RTP Scholarship to assist with ancillary costs incurred by a graduate research student in undertaking a graduate research course, as defined under the Commonwealth Scholarships Guidelines (Research) 2017.</p> <p>RTP Fees Offset is a type of RTP Scholarship that covers course fees that would otherwise be payable by the student.</p> <p>RTP Scholarship is a form of support awarded to a student in terms of items listed in paragraph 1.6.1 of the Commonwealth Scholarships Guidelines (Research) 2017.</p> <p>RTP Stipend is a type of RTP Scholarship to assist students with general living costs as defined under the Commonwealth Scholarships Guidelines (Research) 2017.</p> <p>University Prestigious and Access Scholarships includes the following scholarships:</p> <ul style="list-style-type: none"> • Maxwell King PhD Scholarship is a prestigious stipend funded by Monash University and established in recognition of Professor Maxwell King. • Monash Equity Scholarship is a stipend funded by Monash University and awarded on equity grounds. • Monash Indigenous Research Award is a stipend funded by Monash University to support Indigenous Australian students. • Monash Silver Jubilee Postgraduate Research Scholarship is a prestigious stipend funded by Monash University which is awarded by rotation to faculties, as specified in the supporting procedures. • Sir James McNeill Postgraduate Research Scholarship is a prestigious scholarship funded by a private trust and established in memory of the late Sir James McNeill. • Vera Moore International Postgraduate Research Scholarship is a prestigious scholarship funded by a private trust that covers course fees that would otherwise be payable by the student.
Legislation Mandating Compliance	<p>Monash University (Vice-Chancellor) Regulations</p> <p>Monash University (Academic Board) Regulations – Parts 5 and 6.</p> <p>Higher Education Support Act 2003</p>

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	Higher Education Standards Framework (HESF) 2015 National Code of Practice for Providers of Education and Training to Overseas Students 2017 (National Code 2017) Commonwealth Scholarship Guidelines (Research) 2017 Education Services for Overseas Students (ESOS) Act 2000 - National Code of Practice 2007
Related Policies	Handbook for Doctoral Degrees Handbook for Research Master's Degrees Graduate Research Progress Management Policy and Procedures Student Complaints and Grievances Policy and Procedures Code of practice for supervision of doctoral and research master's students
Related Documents	Graduate Research Admission and Scholarship Online Application Form Scholarship and Award Forms (Current Monash students)