Conditions of Award (Stipend) 2017

- RTP Stipend
- Monash Graduate Scholarship (MGS)
- Co-Funded Monash Graduate Scholarship (CF-MGS)
- University Prestigious and Access Scholarships*:
  - Maxwell King PhD Scholarship
  - Monash Silver Jubilee Postgraduate Research Scholarship
  - Sir James McNeill Postgraduate Research Scholarship
  - Monash Indigenous Research Award (MIRA)
  - Monash Equity Scholarship (MES)

*These conditions should be read in conjunction with Section 11.

Version 1, effective 1 January 2017
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This document is to be read in conjunction with the Commonwealth Scholarships Guidelines (Research) 2017, Chapter 2: Admission to doctoral enrolment of the Handbook for Doctoral Degrees and Chapter 2: Admission to research master’s enrolment of the Handbook for Research Master’s Degrees, the Conditions of Award (Tuition) and are deemed in the interim and in combination as equivalent to a Research Training Program (RTP) Scholarship Policy as specified by the Commonwealth Scholarships Guidelines (Research) 2017. Monash University reserves the right to make minor amendments to these conditions without prior notice.
1 Definitions

- **Compassionate and compelling circumstance** mean circumstances that are generally beyond the student’s control and have an impact on the student's ability to study, for instance: serious illness or injury, pregnancy or childbirth, care responsibilities for dependants, visa processing delays, traumatic experiences, and political upheaval or natural disaster in the student’s home country.

- **Domestic student** has the same meaning as defined in the Higher Education Support Act 2003.

- **Graduate research degree** 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.

- **International student** means an overseas student as defined in the Higher Education Support Act 2003.

- **Offer year** means the offer year specified in your scholarship offer.

- **RTP** means the Research Training Program, as defined under the Commonwealth Scholarships Guidelines (Research) 2017.

- **RTP Allowance** means 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.

- **RTP Scholarship** means a form of support awarded to a student in terms of support items listed in paragraph 1.6.1 of the Commonwealth Scholarships Guidelines (Research) 2017.

- **RTP Stipend** means a type of RTP Scholarship to assist students with general living costs as defined under the Commonwealth Scholarships Guidelines (Research) 2017.

- **Your course** means the graduate research course of study specified in your scholarship offer.

2 Eligibility

2.1 General
Stipends are offered to applicants for full-time research at graduate research degree for study at one of Monash University’s Australian campuses via a competitive selection process.

Part-time stipends may be available (see section 10 for eligibility requirements).

Applicants must not be receiving equivalent stipend or income to support general living costs relating to their doctoral or research master’s degree if that income is greater than 75 per cent of the stipend rate.

Priority will be given to applicants entitled to a maximum duration of more than 12 months equivalent full-time as a result of prior enrolment and/or prior scholarship.

2.2 RTP Stipend (formerly APA)
From 1 January 2017, the APA will be replaced with the RTP Stipend.

APA awardees will be transferred to a RTP Stipend effective 1 January 2017. This also applies to students who were awarded an APA in 2016 but have deferred taking up the APA to 2017.

To be eligible for a RTP Stipend, an applicant must be a domestic student or international student.
Priority will be given to 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.

In its competitive selection process, priority will be given to students who have not:

- already completed a doctoral degree or equivalent;
- already completed a graduate research master’s degree or equivalent unless intending to undertake a doctoral degree;
- previously held an APA, APA (Industry), or an Australian Government-funded Postgraduate Research Award for more than six months.

A stipend may be made available for enrolment as a graduate research student under Monash’s external mode regulations within Australia. However the support of the relevant academic unit and faculty will be required.

### 2.3 Monash Graduate Scholarship (MGS) and Co-funded Monash Graduate Scholarship (CF-MGS)

Domestic and international applicants are eligible for the MGS.

Only international applicants are eligible for the CF-MGS.

Applicants must hold an Australian or New Zealand bachelor’s degree with first class honours or qualifications and/or research experience deemed equivalent by the University.

MGS and CF-MGS will not be available to applicants who:

- have already completed a doctoral degree or equivalent;
- have already completed a research master’s degree or equivalent, unless intending to undertake a doctoral degree;
- have previously held a MGS or co-funded MGS for more than six months. An exception may be made for a doctoral student where the prior stipend was for a research master’s degree;
- are enrolled or are intending to enrol as a graduate research student under Monash’s external mode regulations.

### 3 Duration and transfer between graduate research degrees

#### 3.1 Duration of Stipend

The maximum stipend duration for doctoral degree is three years for full-time, or six years for part-time. The maximum duration for research master’s degree is two years for a full-time, or four years for part-time.

The duration of a stipend will be reduced by any periods of study undertaken towards the degree prior to the commencement of the stipend or taken during the suspension of the stipend (unless the study was undertaken as part of an Australian Government financially-supported international postgraduate research stipend or stipend, such as an Endeavour Award).
Awardees who are yet to commence their degree are required to enrol and take up their stipend by the commencement date as stated in the course offer letter.

Where employment commitments or circumstances beyond the awardee’s control prevent an awardee from taking up the stipend by this date, the awardee may be apply to defer the commencement of the course/stipend. However they must begin by 30 June (end of year round) or 31 December (mid-year round), or the offer will be withdrawn.

For the end of year round, the earliest date an award can be taken up is 1 January of the following year. For the mid-year round, the earliest date is 1 August of the year for which the offer is made.

The duration of a stipend will be increased by any periods of approved paid maternity leave, additional sick leave, parental leave and leave for jury duty (see section 16).

3.2 **Stipend extension provisions**
A doctoral student may apply for a maximum extension of their stipend of up to six months. An extension will only be approved where research has been delayed by circumstances beyond the student’s control and where such delays could not have been reasonably anticipated at the commencement of the degree. The grounds for an extension must be related to study and not of a personal nature. A request for an extension must be submitted prior to the end date of the stipend. An extension will not be approved after the stipend has ended.

There are no provisions for stipend extension for students undertaking a research master’s.

3.3 **Transfer between graduate research degrees**
If an awardee is permitted to transfer from a research master’s to a doctoral degree or from a doctoral degree to a research master’s degree, the maximum duration of the stipend will be adjusted accordingly. The maximum duration of a transferred stipend becomes that for the new research degree minus any periods of study undertaken towards the related degree prior to the conversion.

4 **Stipend and allowances**

4.1 **RTP Stipend, MGS and Co-funded MGS**
The RTP Stipend, MGS and Co-funded MGS provide an annual full-time stipend of $A26,682 (2017 rate). The 2017 annual part-time stipend is $A13,341 (taxable).

The stipend rate for any subsequent year are the same as that for the preceding year, indexed in accordance with the method set out in Part 5-6 of the [Higher Education Support Act 2003](https://www.legislation.gov.au/Details/C2003C0091).

Payments are made in fortnightly instalments into an Australian bank account in the awardee’s name. Where an awardee is not enrolled over the full period of the year, the awardee will receive the proportion of the annual stipend for the period in which study is undertaken for that year.

Under Australian Taxation Law, full-time stipends are presently considered to be non-taxable by the Australian Government. Part-time stipends are taxable. The University cannot give advice
regarding taxation and it is the responsibility of individual awardees to seek their own taxation advice.

Stipend holders are permitted to:

- obtain funds for fieldwork, equipment or other expenses not covered by the stipend;
- obtain funding for overseas travel from other Australian Government awards or another source;
- receive income derived from part-time work (see section 6 Employment below); 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 income provides a benefit less than 75% of the stipend rate; or the scholarship is suspended for the tenure of the concurrent stipend and the period of study undertaken towards the degree during suspension is deducted from the maximum tenure.

4.2 Relocation allowance
Awardees who relocate their place of residence to Victoria from interstate or overseas to take up their scholarship will be eligible for an establishment/relocation allowance of $A1,000.

The allowance will not be paid to awardees who relocated to Victoria prior to the offer of the stipend or to awardees who relocate their place of residence to another residence within Victoria.

Students on a RTP Stipend will be paid this establishment/relocation allowance of $A1,000 as a RTP Allowance.

4.3 Repayment of Stipend
An awardee is required to repay any stipend payment within 4 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.

5 Leave provisions
The leave provisions for research students are outlined in the table provided in Section 16, as well as in the relevant Handbook available from https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-four/4-1

6 Employment
Awardees are permitted to undertake part-time, paid employment throughout the year. Employment is restricted to no more than 15 hours of work in any one week. Up to a maximum of six hours only on average of this employment may be undertaken during normal working hours (9am – 5pm Monday to Friday). However, this may be extended to a maximum of eight hours if the employment is limited to one weekday.

International awardees need to be aware that the employment restrictions outlined above apply even though a student visa permits students to work more hours per week.
An awardee currently employed at Monash cannot be on a fractional appointment exceeding 0.4 FTE.

7 Residency

Awardees 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 (unless awarded an RTP Stipend for external studies). An awardee may be permitted to pursue part of their research at institutions or locations outside their approved campus location as per the entitlements outlined in the relevant handbook (https://www.monash.edu/graduate-research/faqs-and-resources).

8 Termination

The stipend will be terminated on the day the thesis is submitted for examination or at the end of the stipend; whichever is earlier.

For awardees 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.

Stipends 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, 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 section 4.1;
- if the awardee converts to writing up away;
- if the awardee ceases to be an on-campus student (for all awardees except for the RTP Stipend);
- if the awardee ceases to be an on-campus student and approval has not been obtained to hold the stipend on an external basis (RTP Stipend awardees only).

If a stipend is terminated, it cannot be re-activated unless the termination occurred as a result of a Monash University staff error.

9 Transfer of stipend

A stipend awarded by the University is not transferable to another institution.
A co-funded 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. Co-funded MGS awardees are encouraged to seek advice from Graduate Research Services if they are considering changing their main supervisor or transferring to another academic unit or faculty.

10 Part-time stipends

A part-time stipend may be held by an awardee with a medical condition which limits the capacity to undertake full-time study (supported by medical certification) or by an awardee who is the primary carer of a pre-school child; a school aged child/ren as a sole parent with limited access to outside support; or an invalid or disabled spouse, child or parent.

An awardee holding a part-time stipend must be enrolled as a part-time student. Holders of part-time stipends may convert to full-time at any stage. The same employment conditions that apply to full-time awardees apply to part-time awardees. International ESOS students are ineligible for part-time stipends.

11 University Prestigious and Access Scholarships

11.1 Maxwell King PhD Scholarship

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. 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.

11.1.2 Stipend

The scholarship provides a full-time stipend of $A32,732 per annum (2017 rate).

11.1.3 Research allowance

A research allowance of up to $A1,500 per annum may also be payable. Research expenses are items such as journal subscriptions, conference attendance/study away from the University expenses and lab expenses. All claims must be directly related to the awardees research area.

11.1.4 Conditions of award

The conditions and benefits are the same as those applying to the MGS (with the exception that the stipend is for PhD studies only).

11.2 Sir James McNeill Postgraduate Research Scholarship

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.

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. A condition of the stipend is that the research undertaken shall be both environmentally responsible and socially beneficial.

11.2.1 Stipend

The scholarship provides a full-time stipend of $A32,732 per annum (2017 rate).
11.2.2 Research allowance
A research allowance of up to $A1,500 per annum may also be payable. Research expenses are items such as journal subscriptions, conference attendance/study away from the University expenses and lab expenses. All claims must be directly related to the awardees research area.

11.2.3 Conditions of award
The conditions and benefits are the same as those applying to the MGS (with the exception that the stipend is made to a doctoral student pursuing a research program in engineering, medicine, music or science, and that the research undertaken shall be both environmentally responsible and socially beneficial).

11.3 Silver Jubilee Postgraduate Research Scholarship
One Monash Silver Jubilee Postgraduate Scholarship is awarded annually. The scholarship will be awarded by rotation to faculties. Stipends will be made as follows:

- 2017: Law, Education, Business & Economics or Monash Injury Research Institute
- 2018: Engineering or Information Technology
- 2019: Medicine, Nursing and Health Sciences
- 2020: Science, Pharmacy and Pharmaceutical Sciences or Monash Sustainable Development Institute.
- 2021: Arts or Art, Design & Architecture

11.3.1 Stipend
The scholarship provides a full-time stipend of $A32,232 per annum (2017).

11.3.2 Research allowance
A research allowance of up to $A550 per annum may also be payable. Research expenses are items such as journal subscriptions, conference attendance/study away from the University expenses and lab expenses. All claims must be directly related to the awardees research area.

11.3.3 Conditions of award
The conditions and benefits are the same as those applying to the MGS (with the exception that the stipend is made in rotation on a faculty basis).

11.4 Monash Indigenous Research Award (MIRA)
Up to two Monash Indigenous Research Awards (MIRA) will be offered annually to encourage and support Indigenous Australian students to commence a postgraduate research degree program (PhD, MPhil or research master’s) on a full-time on-campus basis.

11.4.1 Eligibility
Awardees must be Indigenous Australians who meet all of the current eligibility requirements for entry into the relevant graduate research degree. Current students already enrolled in a graduate research program at Monash University are not eligible for these awards. The scholarship may be awarded for full-time on-campus study only.

11.4.2 Stipend
For PhD, MPhil and research master’s studies, the stipend provides a full-time rate of $A26,682 per annum (2017), and an Indigenous Research Top-Up Bursary of $A5,000 per annum.

11.4.3 Conditions of award
The conditions and benefits are the same as those applying to the MGS.
11.5 **Monash Equity Scholarship (MES)**
Up to two Monash Equity Scholarships will be offered annually.

11.5.1 **Eligibility**
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.

Examples of academic career interruptions include illness or family responsibilities such as child rearing, the sustained care of a dependant 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.

11.5.2 **Conditions of award**
The conditions and benefits are the same as those applying to the MGS.

12 **Special conditions (all RTP Stipend students)**
There is a legislative requirement that awardees who are in receipt of a RTP Stipend 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.

The acknowledgement must include mention of the awardee’s support through an “Australian Government Research Training Program Scholarship”.

13 **False or misleading information**
If the awardee has provided false or misleading information and as a result was awarded or continued to receive the stipend, the stipend may cease.

14 **Student Complaints and Grievances**
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 the Student Complaints and Grievances Procedure (http://policy.monash.edu.au/policy-bank/academic/education/management/complaints-grievance-policy.html).

15 **Privacy**
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 (http://www.privacy.monash.edu.au/).
## Table: Special Leave of Absence Provisions

<table>
<thead>
<tr>
<th>Leave of Absence Type</th>
<th>Formal application required</th>
<th>Maximum Entitlement</th>
<th>Supporting documentation required</th>
<th>Conditions/Comments (Must be taken within the tenure of the award)</th>
<th>Extension to scholarship and thesis submission date?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid Annual (Recreation) Leave</td>
<td>No</td>
<td>20 days (10 days for part time student) per annum within the tenure of the stipend.</td>
<td>No</td>
<td>To be arranged directly in consultation with your main supervisor and your academic unit;</td>
<td>No</td>
</tr>
<tr>
<td>Unpaid Leave of Absence</td>
<td>Yes</td>
<td>12 months, unless you have accessed other specific forms of leave (sick, carer’s, jury etc.) in which case your entitlement will be reduced accordingly.</td>
<td>If you are an international student on an Australian student visa, you need to provide independent supporting documentation which provides evidence of a case for compassionate or compelling circumstances.</td>
<td>For personal or work-related reasons other than sick, carer’s, parental or jury duty leave. You relinquish your scholarship for the period of this leave.</td>
<td>Yes</td>
</tr>
<tr>
<td>Paid Sick Leave/Carer’s leave</td>
<td>No</td>
<td>10 days (5 days for part time students) per annum within the tenure of the stipend.</td>
<td>No</td>
<td>NA</td>
<td>No</td>
</tr>
<tr>
<td>Additional Paid Sick Leave/Carer’s leave</td>
<td>Yes</td>
<td>12 weeks within the tenure of the stipend.</td>
<td>Medical certificate or a report from a registered health professional.</td>
<td>Only available if Paid Sick/Carers leave exceeds 10 days or entitlements have been exhausted and further leave is required.</td>
<td>Yes</td>
</tr>
<tr>
<td>Leave Type</td>
<td>Eligibility</td>
<td>Duration</td>
<td>Requirements</td>
<td>Rules</td>
<td></td>
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<tr>
<td>-----------------</td>
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<td>-----------------------------------------------------------------------------</td>
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<td></td>
</tr>
<tr>
<td>Maternity Leave</td>
<td>Yes</td>
<td>12 weeks</td>
<td>12 weeks paid within the tenure of the award; students can apply for further unpaid leave as per enrolment entitlements outlined in Table 1.</td>
<td>Paid leave cannot be taken within the first 12 months of the award; To be taken within the period commencing 6 weeks prior to the expected birth of your child, concluding no later than 12 weeks after the actual date of birth of your child; You can access this provision as adoption leave where you are the primary carer of a child under 16 years of age.</td>
<td></td>
</tr>
<tr>
<td>Parental Leave</td>
<td>Yes</td>
<td>5 days</td>
<td>5 days paid within the tenure of the award; students can apply for further unpaid leave as per enrolment entitlements outlined in Table 1.</td>
<td>Paid leave cannot be taken within the first 12 months of the award; To be taken within the period commencing 6 weeks prior to the expected birth of your child, concluding no later than 12 weeks after the actual date of birth of your child; In the case of adoption, paid parental leave is to be taken from the date the child is permanently placed for adoption.</td>
<td></td>
</tr>
<tr>
<td>Paid Jury Duty</td>
<td>Yes</td>
<td>12 weeks</td>
<td>12 weeks within the tenure of the stipend.</td>
<td>Ensure you speak to your main supervisor about the implications for your research of taking jury leave prior to accepting a call for jury service; You should also seek advice from the Australian Tax Office (ATO) regarding any personal tax implications.</td>
<td></td>
</tr>
</tbody>
</table>

https://www.monash.edu/graduate-research/faqs-and-resources/content/chapter-four/4-1-table2