

RTP SCHOLARSHIP PROCEDURE

This procedure is in effect from 30 April 2024. Prior to 30 April 2024, refer to [RTP Scholarship Procedure v2.1](#).

SCOPE

This procedure applies to all graduate research students enrolled through, and based at, a Monash University Australia campus and either applying for, in receipt of, or supported by:

- University-awarded stipend scholarships;
- University-awarded tuition fee sponsorship and any related allowance;
- faculty or department/school awarded scholarships (stipend or tuition) where they operate in accordance with this procedure; or
- supplementary funding during a period of residency where the graduate research student is enrolled primarily through an offshore location but undertaking a period of residency at an Australian campus.

For the purposes of this procedure, references to 'graduate research students' and 'students' have the same meaning unless specified otherwise.

This procedure does not apply to externally-funded scholarships or joint award students whose home is the partner institution, and should be read in conjunction with the [Graduate Research Enrolment Procedure](#).

PROCEDURE STATEMENT

The University funds a range of stipends (living allowance), tuition sponsorships and associated allowances to support graduate research students throughout their enrolment. In addition, the University receives a block grant amount from the Australian Government from which the University is entitled to award Research Training Program (RTP) scholarships to selected applicants, subject to the [Commonwealth Scholarship Guidelines \(Research\) 2017](#).

This procedure outlines the University's principles for prioritising the selection, awarding, management and general administration of University awarded scholarships.

1. Application Provisions

- 1.1 Scholarship application rounds for domestic and international graduate research student applicants are published on the University's [Graduate Research Scholarships](#) website.
- 1.2 Applicants must apply for a scholarship via the online system by the relevant closing date. Applicants can apply for admission and scholarship concurrently.
- 1.3 Scholarship outcomes are released approximately six weeks after the close of the relevant application round.

2. Eligibility and Support

- 2.1 Eligible domestic applicants will be considered for a range of stipend scholarships as published on the University [website](#).
- 2.2 All eligible international applicants will be considered for a range of stipend and tuition scholarships as published on the University [website](#).
- 2.3 Scholarships will only be offered to applicants who meet the eligibility criteria, as specified below.
- 2.4 Applicants will be prioritised in accordance with the competitive selection process as outlined in section 3. Awarding of scholarships is a competitive process and not all eligible applicants will be successful.

Eligibility

- 2.5 Specific eligibility requirements for scholarships are published on the University's [Graduate Research Scholarships](#) website.
- 2.6 To be eligible for a stipend scholarship, an applicant must not be receiving income from another source to support their general living costs while undertaking their course of study, where that income is greater than 75 percent of the applicable University RTP Stipend rate.
 - 2.6.1 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.
- 2.7 To be eligible for a University tuition fee scholarship/sponsorship or RTP Fees Offset, an applicant must not be receiving an equivalent Australian Government award or scholarship that is designed to offset graduate research course fees.
- 2.8 Domestic applicants are also eligible to be considered for a range of equity, diversity and inclusion access scholarships where they are able to demonstrate sustained impairment or disruption to their past studies or academic career.
 - 2.8.1 Consideration will be given to sustained or chronic illness, impairment, carer responsibilities or substantive disadvantage.
 - 2.8.2 Applicants will only be considered where the application is supported by appropriately substantiated documentation.

RTP Stipends

- 2.9 An RTP Stipend assists students with their living costs while undertaking a graduate research course.
- 2.10 To be eligible for an RTP Stipend, applicants must also meet the requirement of clause 2.6.

RTP Fees Offsets

- 2.11 An RTP Fees Offset covers the graduate research student's tuition fees that would have otherwise been payable by the student. The University fully offsets the applicable tuition fee.
 - 2.11.1 An RTP Fees Offset is not a stipend.
 - 2.11.2 An RTP Fees Offset will not be paid to the student.
 - 2.11.3 Additional fees such as Student Services and Amenities Fees (SSAF) remain the responsibility of the student.
- 2.12 The estimated annual value of Australian Government support for an RTP Fees Offset is specified on the University [Graduate Research Scholarships](#) website.
- 2.13 The total duration of the RTP Fees Offset will be equivalent to the course duration specified in the course offer letter and be no more than 4 years equivalent full-time (EFT) for students enrolled in doctoral courses and no more than 2 years EFT for students enrolled in research master's courses.
- 2.14 All domestic students at the University will receive the RTP Fees Offset.
- 2.15 Where an RTP Fees Offset is awarded to an international student, an RTP Allowance to cover the cost of a standard Single Overseas Student Health Cover (OSHC) policy in accordance with section 4 will also be awarded.

3. Competitive Selection Process

- 3.1 Selection is undertaken by the Graduate Research Committee (GRC), with support and recommendations by the faculties.
- 3.2 The GRC will award scholarships based on an applicant's academic record, research output and prior research experience.
- 3.3 In its assessment, GRC will prioritise applicants who:
 - 3.3.1 hold an Australian or New Zealand bachelor's degree with first class honours or qualifications and/or research experience deemed equivalent by the University;
 - 3.3.2 can enrol and undertake their research on a full-time basis;
 - 3.3.3 are, or will be, enrolling via internal (on-campus) mode;
 - 3.3.4 are entitled to a maximum scholarship duration of more than 12 months EFT as a result of prior enrolment in a graduate research degree;
 - 3.3.5 have not previously completed a graduate research masters or doctoral degree at the same course level; and/or
 - 3.3.6 have not previously held an Australian Government or Monash University-funded Postgraduate Research Award for more than six months.
- 3.4 Domestic applicants seeking to enrol via external (off-campus) mode within Australia will be considered for stipend scholarships under limited circumstances, where, for example, the applicant has carer or medical requirements, or is engaging in a site-specific

research project within Australia and appropriate support is available.

- 3.5 International students who are subject to Education Services for Overseas Students (ESOS) requirements are not permitted to enrol via external (off-campus) mode.

4. Scholarship Provisions

- 4.1 Supplementary, top-up stipends or other awards will be treated the same as stipends wherever appropriate, relevant and necessary.

Stipend rates

- 4.2 Annual stipend rates are published on the University's [Graduate Research Scholarships](#) website.
- 4.3 The stipend rate for any subsequent year will be indexed annually on 1 January and published on the University's [Graduate Research Scholarships](#) website. Application of the indexation rate will only be applied to main stipends and not to any supplementary or top-up scholarships.

Tuition sponsorship

- 4.4 International applicants may be awarded a tuition fee scholarship, or sponsorship, to cover course tuition fees and the SSAF set by the University and otherwise payable by the recipient for each quarter of their course enrolment.
- 4.5 Tuition fee sponsorship rates will vary annually in accordance with changes to course fees for the duration of the award.
- 4.6 The duration of the award will align with the provisions outlined in clauses 4.7 - 4.13 below.

Scholarship duration

- 4.7 The scholarship duration for a doctoral student recipient is three years and six-months EFT, pro-rata for part-time.
- 4.8 The scholarship duration for a research master's student recipient is two years EFT, pro-rata for part-time.
- 4.9 The duration of a scholarship will be reduced by any periods of study undertaken towards the degree prior to the commencement of the scholarship.
- 4.10 The duration of a scholarship will be adjusted by any periods of approved paid maternity leave, additional sick leave, parental leave and leave for jury duty as specified on the Monash [website](#).
- 4.11 During any period of approved unpaid leave, the recipient's enrolment, stipend and tuition sponsorship (where applicable) will be suspended, with the end date of the scholarship adjusted upon resumption of the course of study.
- 4.12 There are no extension provisions to scholarship duration, including to account for the duration of a research internship.
- 4.13 Stipend and tuition scholarships will cease upon submission of a student's thesis for examination.

Commencement

- 4.14 Recipients who are yet to commence their degree are required to enrol and take up their scholarship by the commencement date stated in their course letter of offer.
- 4.15 Where circumstances beyond the recipient's control prevent them from taking up the scholarship by this date, the recipient may apply to defer commencement within the applicable corresponding enrolment period for the scholarship application round, in accordance with section 2 of the [Graduate Research Admissions Procedure](#).
- 4.16 If the recipient fails to commence by the applicable date or obtain approval to defer commencement under clause 4.15, the scholarship offer will be withdrawn.
- 4.17 The earliest date by which a recipient currently enrolled in a graduate research degree at the University may commence a scholarship is the date of their scholarship offer.

Stipend payments

- 4.18 Stipend payments are made to recipients fortnightly into an Australian bank account in the recipient's name.
- 4.19 Where a recipient is not enrolled over the full period of the year, they will receive the proportion of the annual stipend for the period in which study is undertaken for that year.
- 4.20 Under Australian taxation law, full-time stipends are currently considered to be non-taxable. Part-time stipends are taxable. Recipients seeking taxation advice should refer to the Australian Taxation Office.
- 4.21 Where a stipend overpayment occurs, the recipient is required to repay the overpayment amount to the University within 4 weeks of the notification of overpayment in accordance with clause 6.1 of this procedure.

Relocation allowance (stipend scholarships)

- 4.22 Recipients who relocate their place of residence to Victoria from interstate or from overseas to take up their stipend may be eligible for a relocation allowance, as specified on the University [Graduate Research Scholarships](#) website.
- 4.23 Recipients will be assessed for eligibility for the relocation allowance, and if deemed eligible, will receive the allowance with their first scholarship payment.
- 4.24 Recipients are ineligible for the relocation allowance if they relocated to Victoria prior to the scholarship offer date or relocated their place of residence from within Victoria.

Overseas Student Health Cover (OSHC)

- 4.25 Where an international student who is subject to ESOS requirements is awarded a tuition fee scholarship they may also be allocated a Single Overseas Student Health Cover (OSHC).
- 4.26 The cost of any additional cover, including dual or multi-family cover, will be at the direct cost of the recipient.
- 4.27 Payment of coverage will be made through the University's preferred provider for a maximum of 57 months (doctoral students) and a maximum of 32 months (research master's students). Cover following this maximum duration is at the direct cost and arrangement of the recipient.

Other funds

- 4.28 Scholarship recipients are permitted to:
 - 4.28.1 obtain funds for fieldwork, equipment or other expenses not covered by the scholarship;
 - 4.28.2 receive income derived from paid employment unrelated to their research; and
 - 4.28.3 receive a concurrent stipend(s) to support the recipient's general living costs while undertaking their research provided that the concurrent stipend(s) does not exceed 75 percent of the main stipend rate.
- 4.29 Where the recipient's concurrent stipend exceeds 75 percent of the main stipend rate, the recipient'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.

Employment and research internships

- 4.30 Scholarship recipients are permitted to undertake paid employment throughout the year, as long as they are able to meet the attendance requirements as specified in the [Graduate Research Enrolment Procedure](#), and where permitted under the conditions of any student visa.
- 4.31 The duration and stipend rates for recipients undertaking a research internship, practicum or industry internship related to their research project will be unchanged, with the stipend continuing to be paid for the duration of the internship.
- 4.32 There will be no extension to the duration of the scholarship for the period of a research internship, practicum or industry internship.
- 4.33 Scholarship recipients who wish to undertake an internship or placement that is unrelated to their research project or course of enrolment may undertake a leave of absence and suspend their scholarship for the duration of the internship or placement.
 - 4.33.1 During any period of approved leave, the student's enrolment and scholarship(s) are suspended with the end date adjusted upon resumption of the course of study.

Transfer between graduate research degrees

- 4.34 If a scholarship recipient is approved to transfer from a research master's course to a doctoral course within the University, or vice versa, the recipient may continue to hold the scholarship.
- 4.35 In this instance, the maximum duration of the scholarship is amended to the duration of the new graduate research degree as outlined in clauses 4.7 and 4.8, minus any periods of study already undertaken prior to the transfer.

Changing academic unit/program and field of education

- 4.36 Students holding a scholarship (stipend or tuition) wishing to transfer their academic unit/program should consult in the first instance with their faculty graduate research office.

- 4.37 International students may, subject to Australian Government requirements, be required to seek approval from the Department of Home Affairs to transfer academic units/programs. Prior written approval of the requested changes must be granted before a request for transfer can be [submitted](#) to the University with appropriate supporting documentation.
- 4.38 Where required, a recipient's field of education will be updated upon approval of the transfer.
- 4.39 There may be restrictions or limitations on the transfer of scholarships where an awardee is considering changing their main supervisor or transferring to another academic unit or faculty given that scholarship funding may be contingent or tied.

Leave provisions

- 4.40 The leave provisions for students are outlined in the [Graduate Research Enrolment Procedure](#).
- 4.41 Provisions for paid leave entitlements will be published on the University [website](#).
- 4.42 Recipients on approved paid or unpaid leave should refer to clauses 4.10 - 4.11 of this procedure in relation to the effect a period of leave has on the suspension (where applicable) and duration of their scholarship.

Scholarship Conversion - full-time to part-time, and vice versa

- 4.43 A domestic recipient with carer's responsibilities, a medical condition or a disability, which prevents them from studying full-time, may be considered for a part-time scholarship on a case-by-case basis.
- 4.44 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.
 - 4.44.1 For students converting from part-time to full-time, or vice versa, the duration and end date of any remaining scholarship will be recalculated in accordance with clauses 4.7 and 4.8 of this procedure.
- 4.45 International students who are subject to ESOS requirements are ineligible for part-time stipends unless compassionate or compelling circumstances can be demonstrated.
 - 4.45.1 International students who are subject to ESOS requirements must continue to meet all conditions of their student visa if they convert from full-time to part-time enrolment.

RTP Stipend transfer between higher education providers

- 4.46 RTP stipend recipients who are seeking to transfer to the University from another higher education provider (HEP) may apply to transfer their scholarship.
- 4.47 Approval of transfer of the stipend is not guaranteed because it is contingent on sufficiency of scholarship funds at the University, along with the satisfaction of any additional eligibility requirements of the University.
- 4.48 If approved, the prior period of the scholarship at another HEP is included in the maximum duration of the scholarship, as specified in clauses 4.7 and 4.8 of this procedure.
- 4.49 Recipients seeking to transfer their RTP stipend from the University to another HEP should first discuss their transfer application with the corresponding HEP research office.
- 4.50 These provisions do not apply for any other scholarship type.

5. RTP Funding Acknowledgments

- 5.1 RTP Stipend, RTP Fees Offset and/or RTP Allowance recipients must acknowledge the Australian Government's support in any published materials related to their research project. This is a compulsory legislative requirement.
 - 5.1.1 The acknowledgement must include mention of the recipient's support through an "Australian Government Research Training Program (RTP) Scholarship" in a prominent place.
- 5.2 This requirement applies in perpetuity, both during and after the completion of a scholarship recipient's graduate research course. Materials include books, articles, newsletters or other literary or artistic works which relate to the recipient's research project.

6. Repayment, withdrawal and termination provisions

Repayment of Stipends

- 6.1 A recipient is required to repay any stipend payment within four weeks of receiving the payment if:
 - 6.1.1 the payment is made in error or an overpayment has occurred;
 - 6.1.2 the recipient is no longer enrolled in the period the stipend is paid; or

6.1.3 the recipient does not meet the conditions of the stipend or is ineligible for the stipend, including situations where:

6.1.3.1 the recipient has provided false information; or

6.1.3.2 the recipient has been made a stipend offer in error.

Termination of stipend and/or tuition scholarship

6.2 A scholarship will be terminated on the day a student's thesis submission requirements are met or at the end of the maximum duration of the stipend and/or tuition fee scholarship, whichever is earlier.

6.2.1 For recipients enrolled in the practice-based mode in the Faculty of Art, Design and Architecture, studies cease upon the submission of the exegesis and the examination of an exhibition of visual work. Recipients 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 up to the maximum period of award as outlined in clauses 4.7 and 4.8 of this procedure.

6.3 Scholarships will be terminated before this time if the recipient:

6.3.1 is determined to have failed to fulfil an admission requirement, an enrolment requirement, or a condition on their continuing enrolment;

6.3.2 fails to maintain satisfactory progress or complete compulsory milestones by their due dates;

6.3.3 has their enrolment cancelled for any reason, including but not limited to where the recipient 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 recipient fails to maintain their enrolment;

6.3.4 relinquishes the scholarship or withdraws from the course;

6.3.5 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;

6.3.6 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;

6.3.7 accepts another equivalent stipend to undertake the graduate research degree providing a benefit greater than 75 percent of the stipend rate and does not comply with the criteria in clause 2.6 of this procedure;

6.3.8 converts to writing up away;

6.3.9 ceases to be enrolled via internal (on-campus) mode where approval has not been previously obtained to hold the scholarship via external (off-campus) mode;

6.3.10 ceases to be enrolled at an Australian campus;

6.3.11 has provided false or misleading information and as a result a scholarship is awarded or continued; and/or

6.3.12 enrolls externally to reside overseas.

6.4 Once a scholarship is terminated, it cannot be reinstated unless the termination occurred as a result of University error.

DEFINITIONS

Domestic student	A student enrolled at an Australian location who is an Australian or New Zealand citizen, or who holds an Australian permanent resident visa or Australian permanent humanitarian visa.
Full-time	Enrolment in the course of study where the graduate research student commits to that course no less than 4 days each week.
International student	A student who is not a domestic student.
Part-time	Enrolment in the course of study where the graduate research student commits to that course no less than 2 days each week.
Student	A person who: a) is admitted to a course of study at the University; b) is enrolled at the University in a non-award study or one or more units of study on an assessed or non-assessed basis and without admission to a course of study; c) is pursuing a course of study or unit of study at the University through an exchange or study program

	<p>or other arrangement between the University and another educational institution;</p> <p>d) is engaged in a student mobility program involving the University, whether or not the program is credited towards a course of study or unit of study;</p> <p>e) has completed a course of study but on or to whom the relevant degree or award has not been conferred or awarded;</p> <p>f) has deferred, or has intermitted, or has been suspended from, a course of study;</p> <p>g) is enrolled in a course of study or one or more units of study offered by the University through another educational institution; or</p> <p>h) has consented in writing to be bound as a student by the University statute and University regulations.</p> <p>The following terms are used to identify groups of students that are subject to different requirements (as defined below):</p> <ul style="list-style-type: none"> • domestic student; • international student; and • international student subject to Education and Services for Overseas Students (ESOS) requirements.
Top-up	A supplementary scholarship that is held in addition to a main stipend scholarship.

GOVERNANCE

Parent policy	Research Training Scholarships Policy
Supporting procedures	N/A
Supporting schedules	N/A
Associated procedures	Graduate Research Admissions Procedure Graduate Research Enrolment Procedure
Related legislation	Commonwealth Scholarship Guidelines (Research) 2017 (Cth) Education Services for Overseas Students Act 2000 (Cth) (ESOS) Higher Education Support Act 2003 (Cth) Higher Education Standards Framework (Threshold Standards) 2021 (Cth) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Cth) (National Code)
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