

## Research Higher Degree Research Training Policy (RTP) and WSU Scholarship Policy

### Section 1 - Purpose and Context

(1) This document outlines the award conditions for Higher Degree by Research (HDR) Scholarships awarded (based on merit) to eligible domestic and international HDR candidates at Western Sydney University.

(2) The aim of HDR Scholarships is to support research training and encourage highly qualified candidates to undertake Research Doctorate and Research Masters degrees at Western Sydney University.

(3) This policy is to be read in conjunction with:

- a) The [Conditions of Award](#) documents which detail stipend rates, specific terms, conditions and provisions that apply to a particular scholarship and is signed by the recipient and the University.
- b) The [Research Higher Degree Appeals Policy](#), [Research Higher Degree Candidature Essential Resources Policy](#), [Supervision of Higher Degree Research Candidates Policy](#), [Doctorate Policy](#), [Student Code of Conduct](#), [Complaint Handling and Resolution Policy](#), [Student Misconduct Rule](#) and the [Schedule of Higher Degree by Research \(HDR\) Delegation](#).

(4) From 1 January 2017 continuing students, supported by the previous Research Training Scheme, International Postgraduate Research Scholarship (IPRS) or Australian Postgraduate Award (APA) will be transitioned to an Australian Government Research Training Policy (RTP) Scholarship without being disadvantaged. Support provided by the Australian Government RTP Scholarship will be, at least, equivalent to that provided under the previous Commonwealth Government funding. IPRS and APA recipients will be transferred to an Australian Government RTP Stipend Scholarship and an RTP Fees Offset.

(5) Western Sydney University [Conditions of Award](#) are available to recipients via the Western Sydney University Graduate Research School website.

### Section 2 - Definitions

(6) For the purpose of this policy:

- a) HDR Scholarship means one or more of the following components:
  - i. Research Training Program Stipend Scholarship (RTPSS);
  - ii. Research Training Program Fees Offset;
  - iii. Western Sydney University Postgraduate Research Stipend Scholarship;
  - iv. Western Sydney University Master of Philosophy Stipend Scholarship;
  - v. Western Sydney University Master of Research Stipend Scholarship (domestic candidates only);
  - vi. Western Sydney University Industry Co-funded Stipend Scholarship;
  - vii. Western Sydney University Industry Stipend Scholarship;
  - viii. Western Sydney University Vice Chancellor Stipend Scholarship; and
  - ix. Western Sydney University Fee Reduction Scholarship (international candidates only).
- b) The University is Western Sydney University.
- c) Research Training Program (RTP) stipend scholarship is funded by the Commonwealth Government to assist students with their living costs while undertaking a Higher Degree Research program.
- d) Research Training Program (RTP) Fees Offset is a scholarship component where the University is required to extinguish the liability of the student receiving the RTP Fees Offset to pay tuition fees. A student awarded a RTP Fees Offset therefore would not be charged a tuition fee for the period they are receiving this scholarship component.
- e) A Stipend Scholarship is an allowance awarded for the sole purpose of assisting with living costs.

- f) Western Sydney University Scholarships are stipends funded by the University.
- g) The recipient means the person to whom the scholarship has been made.
- h) HDR candidate is a student enrolled in an HDR course.
- i) HDR course or course of study means a Higher Degree Research accredited Level 9 (Research Masters) or Level 10 (Research Doctorate) qualification, as described in the Australian Qualifications Framework Second Edition January 2013, where at least two thirds of the program will be focused to research, research training and independent study.
- j) A Research Masters means either a Master of Philosophy program or a Master of Research program.
- k) Master of Research means the Bachelor of Research Studies course and a Higher Degree Research thesis program.
  - a. Bachelor of Research Studies is a course of study meeting the learning outcomes of an accredited Level 7 (Bachelor Degree) qualification as described in the Australian Qualifications Framework Second Edition January 2013.
  - b. A Higher Degree Research thesis is a Higher Degree Research accredited Level 9 (Research Masters) which requires the development of a 20,000-25,000 word thesis.
- l) The Dean is the Dean of a University School.
- m) The Institute Director is the Director of a University Research Institute.
- n) The HDR Director is the Higher Degree Research Director as determined by the Dean or by the Institute Director.
- o) A Domestic HDR candidate means a student is
  - i. an Australian Citizen;
  - ii. a New Zealand Citizen;
  - iii. the holder of an Australian Permanent Resident Visa; or
  - iv. the holder of a Humanitarian Visa (Refugee).
- p) An International HDR candidate means a student who is not a domestic HDR Candidate

## Section 3 - Policy Statement

### Part A – Eligibility Criteria

(7) The recipient of a RTPSS or Western Sydney University Postgraduate Research Stipend Scholarship:

- a) must be a domestic or international HDR candidate of Western Sydney University;
- b) must not be receiving research related income (from any source) to support the candidates living costs where the income is greater than 75% of the stipend rate;
- c) the 75% rule in Clause 7b does not apply to:
  - i. income earned from sources unrelated to the research; and,
  - ii. income related to the research but not for the purpose of supporting general living costs.
- d) must not be in receipt of an equivalent scholarship from the Commonwealth Government which is designed to offset HDR fees, to be eligible for a RTP Fees Offset.

(8) The recipient of a Research Training Program (RTP) Fees Offset:

- a) must be an domestic HDR candidate upon commencement of the scholarship; or
- b) must be an international HDR candidate of Western Sydney University and have been awarded an RTPSS or Western Sydney University Postgraduate Research Stipend Scholarship.

(9) The recipient of a Western Sydney University Master of Philosophy Stipend Scholarship:

- a) must be a domestic or international HDR candidate of Western Sydney University;
- b) must be enrolled as a full-time HDR candidate, upon commencement of their scholarship;
- c) must reside in Australia for the duration of their course of study, except for periods of approved overseas study leave; and
- d) must not be in receipt of an equivalent scholarship from the Commonwealth Government designed to offset HDR fees, to be eligible for a RTP Fees Offset.

(10) The recipient of a Western Sydney University Master of Research Stipend Scholarship:

- a) must be an domestic HDR candidate upon commencement of the scholarship; or
- b) must be enrolled as a full-time candidate (where full-time equals undertaking a minimum of 30 credit points per semester in the Bachelor of Research studies or enrolled as full time student in the HDR thesis year) in the Master of Research, upon commencement of the stipend scholarship or as determined as an exception under *Clause 36*;
- c) must reside in Australia for the duration of their studies, except for periods of approved overseas study leave;
- d) must not be in receipt of an equivalent scholarship from the Commonwealth Government designed to offset HDR fees, to be eligible for a RTP Fees Offset;
- e) must achieve the outlined schedule of academic standards and progression, as detailed in the Master of Research Conditions of Award; and
- f) must meet all academic and progression standards, as referenced in *Clause 10 e*. These standards must also be met where the candidate has applied for 40 credit points of advanced standing towards the Bachelor of Research Studies.

(11) The recipient of a Western Sydney University Co-funded Industry Stipend Scholarship or a Western Sydney University Industry Stipend Scholarship:

- a) must be a domestic or international HDR candidate of Western Sydney University;
- b) must be enrolled as a full-time HDR candidate, upon commencement of their scholarship;
- c) must reside in Australia for the duration of their course of study, except for periods of approved overseas study leave;
- d) must meet specific HDR eligibility criteria detailed in any Western Sydney University Industry Agreement; and
- e) must not be in receipt of an equivalent scholarship from the Commonwealth Government designed to offset HDR fees, to be eligible for a RTP Fees Offset.

(12) The recipient of a Western Sydney University Vice Chancellor Stipend Scholarship:

- a) must be a domestic or international candidate enrolled in an HDR course at Western Sydney University;
- b) must be enrolled as a full-time candidate upon commencement of their Scholarship;
- c) must reside in Australia for the duration of their studies, except for periods of approved overseas study leave; and
- d) must have:
  - i. achieved a First Class Honours (H1) or High Distinction in Research Master's degree;
  - ii. have recognised and demonstrated research performance;
  - iii. have a statement of endorsement from the potential supervisory panel; and
  - iv. a research project which aligns with Western Sydney University research themes.

(13) Recipients of a Western Sydney University Fee Reduction Scholarship (*international candidates only*):

- a) must be an international candidate enrolled in an HDR course of study at Western Sydney University;
- b) must reside in Australia for the duration of their course of study, except for periods of approved overseas study leave; and
- c) must be enrolled as a full-time HDR candidate upon the commencement of this fee reduction scholarship and continue to meet all conditions of their visa.

### **Progression**

(14) The University will monitor HDR candidates' ongoing eligibility to ensure that each scholarship recipient meets HDR Progression Milestones associated with their degree.

- a) If the HDR candidate ceases to meet the associated Progression Milestones (without prior approval from the relevant School Dean or Director, Research Institute) the University may execute its right to terminate the scholarship as outlined in **Clause 52** of this policy.
- b) All requests for termination must be made to and endorsed by the Western Sydney University Research Studies Committee.

### **Scholarship Application Selection and Offer**

(15) All Research Training Program Stipend scholarships and University HDR Stipend Scholarship recipients will undergo a merit-based selection process, as outlined in *Clause 16 or 21*.

(16) Applications for stipend scholarships are assessed on the basis of merit. Each application will be assessed, scored and ranked by the University. The basis of merit will consist of:

- a) academic performance (Bachelor Honours, Research Masters or Postgraduate);
- b) research output and/or research experience; and
- c) alignment with the University research themes.

(17) The University HDR Scholarship Metric, as approved each year by the Research Studies Committee is applied to all stipend scholarship applications.

(18) All applications for stipend and fee reduction scholarships must be submitted in the approved format and by the date determined by the University. Applications received after any communicated closing date will not be accepted, except where approval has been granted by the PVC (Research and Graduate Studies) or Dean, Graduate Studies.

(19) Stipend Scholarship applications must contain:

- a) a research proposal;
- b) a completed application form;
- c) detailed curriculum vitae;
- d) certified copies of academic transcripts;
- e) written evidence of research experience; and
- f) any additional research skill or knowledge criteria as deemed necessary and approved by the University's Research Studies Committee.

(20) All applications will be reviewed by the University Research Scholarship Ranking Panel, except as detailed in *Clause 21*. The University Research Scholarship Ranking Panel as appointed by the Research Studies Committee will provide a listing of recommended stipend and fee reduction scholarship recipients to the University Deputy Vice-Chancellor and Vice President (Research and Innovation) for approval.

(21) Where a stipend scholarship is a one-off single scholarship, such as an Industry Co-funded, applications will:

- a) follow the selection process as per the University [HDR Scholarship Selection Procedure](#);
- b) be reviewed by a selection panel approved by the relevant School or Institute HDR Director. The panel will consist of both academic and industry representatives;
- c) include interviews for all applicants deemed competitive by the selection panel; and,
- d) the decision by the panel appointing the recipient must be unanimous.

(22) The University selection process is compliant with the fairness requirements contained in Subdivision 19-D of Part 2-1 of the Higher Education Support Act 2003.

(23) The University will:

- a) only offer an HDR scholarship to a recipient who has been part of an application process (ranking or interview); and,
- b) ensure offers are in writing and advise the recipient of the assistance they are entitled to and define all terms and conditions of the HDR scholarship.

## **Part B – Tenure of the HDR Scholarship Component**

(24) A RTPSS or Western Sydney University funded stipend scholarship will be provided for a maximum period of three years for a full-time candidate undertaking a Research Doctorate or for a maximum six years for a part-time Research Doctorate candidate.

(25) A RTPSS or Western Sydney University funded stipend scholarship will be provided for a maximum period of two years for a full-time candidate undertaking a Research Masters or for a maximum four years for a part-time Research Master candidate.

(26) A RTP Fee Offset will be provided for a period of up to four years for a full-time candidate undertaking a Research Doctorate or up to eight years for a part-time Research Doctorate candidate.

(27) A RTP Fee Offset will be provided for a period of up to two years for a full-time candidate undertaking a Research Masters or up to four years for a part-time Research Masters candidate.

(28) The tenure for all HDR scholarships in this policy is calculated from the agreed scholarship commencement date.

(29) If a part-time HDR scholarship is converted to a full-time HDR scholarship, then the period of scholarship funded time prior to the conversion will be halved, therefore determining the duration of the HDR scholarship as full-time immediately after conversion.

(30) If a full-time HDR scholarship is converted to a part-time HDR scholarship, then the period of HDR scholarship time prior to the conversion will be doubled, therefore determining the duration of the HDR scholarship as part-time immediately after conversion.

(31) The tenure of all HDR scholarships in this policy will be reduced by:

- a) any period of study undertaken at another Australian University prior to the commencement of the Degree at Western Sydney University for a continuing research project; and,
- b) any period of suspension of the stipend scholarship.

(32) The duration of all HDR scholarships detailed in this policy will be increased for any period of paid leave (*as referenced in Part E, Clauses 68, 69, 70, 73 or 74 of this Policy*) which is supported by evidence and approved by the relevant School or Institute HDR Director.

### **Extensions**

(33) Where the recipient seeks an extension of a Western Sydney University funded stipend scholarship (Doctorate or Research Masters), the extension must be approved by the relevant School Dean or Institute Director, and the PVC (Research and Graduate Studies) or Dean, Graduate Studies, with evidence that:

- a) the HDR candidate is making satisfactory progress;
- b) the circumstances that underpin the grounds for the extension request, are beyond the control of the HDR candidate and not of a personal nature; and,
- c) the circumstances that led to the delay have been documented by the HDR candidate and supervisor throughout the HDR candidature by way of reporting milestones (including but not limited to Confirmation of Candidature and Progress Reports).

(34) Extension requests for both RTP and Western Sydney University funded stipend scholarships are limited to six (6) months.

(35) Extensions are possible for both full-time and part-time Research Doctoral or Masters candidates.

#### ***Part-Time Stipend Scholarships***

(36) The PVC (Research and Graduate Studies) or Dean, Graduate Studies may approve part-time tenure of a Western Sydney University or RTP funded stipend scholarship for domestic HDR candidates only. The candidate must be able to provide evidence that they come from one or more of the University's defined equity personal disadvantaged groups which limits their capacity to undertake full-time study or can demonstrate circumstances that relate to significant caring commitments as per the University Disability Policy.

(37) Part-time recipients are subject to restrictions on employment as detailed in *Clause 77*.

(38) Part-time recipients are expected to progress at half the rate of a full-time recipients.

(39) Recipients approved to study part-time may revert to full-time study at any time with the approval of the School Dean or Institute Director and the PVC (Research and Graduate Studies) or Dean, Graduate Studies.

#### ***Changes in Enrolment***

(40) HDR candidates must have any change in title or topic approved by the Dean, Graduate Research School to ensure continuance of their HDR or RTP funded Scholarship.

#### ***Changing between Research Masters and Doctoral Studies***

(41) Where a HDR candidate, during the course of a Research Master's degree, has been approved to convert to a Doctorate, the University may also approve, via the School Dean or the Institute Director and the PVC (Research and Graduate Studies) or Dean, Graduate Studies, the conversion of the HDR Scholarship.

(42) Where a HDR candidate, during the course of a Doctorate degree, has been approved to convert to a Research Master's degree, the University may also approve, via the School Dean or the Institute Director and the PVC (Research and Graduate Studies) or Dean, Graduate Studies, the conversion of the HDR Scholarship.

(43) An HDR candidate may change between a Research Master and Doctoral degree by written application to the School Dean or the Institute Director and the PVC (Research and Graduate Studies) or Dean, Graduate Studies, or by written invitation from the Research Studies Committee in accordance with the [Doctorate Policy](#)

(44) The maximum duration of a converted HDR scholarship becomes that of the approved candidature.

(45) The maximum duration of a converted HDR scholarship will include candidature time leading up to the conversion.

#### ***Transfer to/from another University***

(46) Any RTP or Western Sydney University HDR scholarship cannot be transferred to another university.

(47) For an HDR candidate transferring to Western Sydney University with an RTP Stipend scholarship, the continuation of this scholarship provision by Western Sydney University must be approved by the relevant School Dean or Institute Director and the PVC (Research and Graduate Studies) or Dean, Graduate Studies, prior to candidate's commencement date.

### ***Suspension of Stipend Scholarships***

- (48) If a recipient is unable to pursue their course of study for a period longer than permitted by the relevant leave entitlements they must apply for their stipend scholarship to be suspended.
- (49) Stipend scholarships may be suspended for a maximum period of 12 months.
- (50) Stipend scholarships suspensions must be approved by relevant School or Institute HDR Director.
- (51) Before an stipend scholarships can be restored after a period of suspension, the recipient must receive approval from their principal supervisor and the relevant School or Institute HDR Director that they are able to resume study.
- (52) If the recipient does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension, the stipend scholarships will be terminated.

### **Part C – Termination**

- (53) The University will terminate an HDR scholarship:
- a) if the course of study is not being carried out with competence and diligence or in accordance with the offer of the HDR scholarship, and no suitable alternative arrangements can be made for continuation of the Research Higher Degree;
  - b) if the recipient is guilty of serious misconduct as per the Student Misconduct Rule, including, but not limited to the provision of false or misleading information;
  - c) when the recipient ceases to be a full-time HDR candidate and when approval has not been obtained to hold the HDR scholarship on a part-time basis;
  - d) on completion of the course of study;
  - e) on the death, incapacity, resignation or withdrawal of the recipient from their HDR candidature;
  - f) if the recipient does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension;
  - g) if the recipient fails to maintain satisfactory academic progress;
  - h) if the recipient accepts another stipend scholarship to undertake their Research Higher Degree providing a benefit greater than 75% of the base scholarship stipend rate and the recipient does not suspend the stipend for the period of the concurrent HDR scholarship;
  - i) if the recipient ceases to meet the progression Milestones as outlined in the Conditions of Award other than during a period in which the HDR scholarship has been suspended; and,
  - j) if the recipient fails to maintain their enrolment in the HDR course aligned with their HDR scholarship.
- (54) Termination of an HDR scholarship must be approved by the University's Research Studies Committee.
- (55) The University must give the recipient notice of at least 14 days of the intention to terminate an HDR scholarship.
- (56) If an HDR scholarship is terminated, the termination may be appealed as outlined in the [Research Higher Degree Appeals Policy](#).
- (57) A recipient is required to give at least 14 days' notice when voluntarily relinquishing an HDR scholarship.

### ***Provision of False Information***

- (58) If the University knows or has reason to believe that a recipient has provided false or misleading information to the University in relation to the HDR scholarship, the University must immediately:
- a) re-assess the recipients entitlement to the HDR scholarship; and,
  - b) notify the relevant funding body of the suspected offence if the stipend scholarship is funded by an external industry partner.

## Part D – Stipend and Allowances

### *Stipends*

(59) A full-time stipend scholarship shall carry a tax-free stipend at the rate specified in the Conditions of Award.

(60) A part-time stipend scholarship shall carry a stipend that is 50% of the full-time rate.

(61) Part-time stipend scholarship are not exempt from income tax.

(62) Western Sydney University Scholarship Annual Stipends Rates will be reviewed annually in September and will be published on the University website each October.

(63) The RTP stipend rate is effective from the 1<sup>st</sup> January 2017 and will be updated annually. RTP Stipend amounts are published [online](#).

(64) RTP Fees Offset amounts (for both high-cost and low-cost degrees) are published [online](#).

(65) HDR scholarship holders are permitted to:

- a) seek funds for fieldwork, equipment or other expenses not covered by the HDR scholarships; and,
- b) seek funding for travel costs directly related to their research.

(66) The University will offer the following types of support:

- a) An RTP Fees Offset is a component of the HDR scholarship which extinguishes the liability of the HDR candidate receiving the RTP Fees Offset to pay tuition fees. It applies to:
  - i. all domestic research Doctorate candidates for a period no greater than 4 years for a full-time candidate or 8 years for a part-time candidate from the commencement of their candidature;
  - ii. all domestic Research Masters candidates for a period no greater than 2 years for a full-time candidate and 4 years for a part-time candidate from the commencement of their candidature;
  - iii. international candidates who have undergone a merit based selection process and are a recipient of a stipend scholarship from the University.
- b) An RTP Stipend Scholarship is paid by the Commonwealth Government, to support a recipient's general living costs. It applies only to HDR candidates (either domestic or international) who have undergone a merit based selection process and have been granted an stipend scholarship from the University.
  - i. international recipients of this stipend will not exceed 10% of the total RTP funding received by the University.
- c) An RTP Allowance is an allowance paid by the Commonwealth Government, which assists the recipient with ancillary costs around their candidature, including but not limited to:
  - i. international candidate's Overseas Student Health Cover (OSHC). This allowance will cover the cost of a standard, single level OSHC policy for the candidate. The University will arrange OSHC on behalf of the Candidate;
  - ii. additional OSHC for the recipient's family (that is, their children and spouse) which must be approved by the relevant School Dean, Institute Director and PVC (Research and Graduate Studies) or Dean, Graduate Studies.
- d) A Western Sydney University scholarship stipend is funded by the University to support the recipient's general living expenses. It applies to both domestic and international HDR candidates who have undergone a merit based process and have been granted a stipend scholarship from the University.
- e) A Western Sydney University Top-up Allowance is a University funded allowance which the recipient may use to support specific research activities or an increased general living expense stipend, as recommended by the HDR Director and as approved by the PVC (Research and Graduate Studies) or Dean, Graduate Studies. A Top-Up Allowance is capped at \$10,000 per annum and is not increased annually.
- f) A Western Sydney University Relocation Allowance is funded by the University and assists recipients who need to relocate their residence in order to take up the HDR scholarship. It is a claim for the cost of travel only. This allowance is payable only if detailed in the Conditions of Award document, approved by the Pro Vice-Chancellor (Research and Graduate Studies) and with submitted



documentation. The maximum value of relocation expenses that a candidate may receive is \$1,500. It is a one off allowance within the candidature.

(67) All HDR scholarships costs and time periods for the current year will be published via the Conditions of Award.

## **Part E - Leave Entitlements**

(68) Recipients may take up to 20 working days paid recreation leave for each year of the stipend scholarship and this may be accrued over the life of the stipend scholarship. The principal supervisor's approval must be obtained in writing before recreation leave is taken.

(69) Recipients may take up to 10 working days paid sick leave per year of the stipend scholarship and this may be accrued over the tenure of the stipend scholarship.

(70) Recipients may receive additional paid sick leave of up to a total of 60 working days during the life of the stipend scholarship for periods of illness, where the student has insufficient sick leave entitlements under *Clause 69*. The candidates must provide evidence (i.e. certification and/or medical documentation) and this request must be approved by the principal supervisor and the relevant HDR Director.

(71) Sick leave entitlements (including additional sick leave) may also be used to cover leave for recipients with family caring responsibilities.

(72) Any unused leave remaining on termination or completion will be forfeited by the recipient.

(73) Recipients who have undertaken 12 continuous months of their candidature and have been in receipt of a stipend scholarship stipend for 12 continuous months are entitled to a maximum of 60 working days paid parental (maternity or paternity) leave during the duration of the stipend scholarship tenure.

(74) Paid parental leave may also be approved if the recipient adopts a child, other than a child who has been living with them continuously for 26 weeks or more. Adoption leave may commence immediately prior to the date of placement of the child being adopted.

## **Part F – Supervision and Resources**

(75) The University will:

- a) Ensure that all HDR scholarship recipients have access to appropriate supervision throughout their candidature as outlined in the [Supervision of Higher Degree Research Candidates Policy](#).
- b) Ensure that all HDR scholarship recipients have access to appropriate research resources throughout their candidature as outlined in the [Research Higher Degree Candidature Essential Resources Policy](#).

## **Part G - Employment**

(76) Stipend scholarship recipients should view their candidature as their main occupation and focus of their financial income.

(77) An HDR candidate is only permitted to undertake a strictly limited amount of paid employment whilst in receipt of a stipend scholarship stipend.

- a) During standard work hours (8am - 6pm, Monday to Friday); a candidate may undertake 10 hours per week for full-time stipend scholarship recipients and 35 hours per week for part-time stipend scholarship recipients, in a field which is directly related to the recipients research topic;
- b) Prior approval must be obtained from the principal supervisor;
- c) Any teaching work is considered research related; and,
- d) Teaching work includes preparation, administration and marking time in the total number of hours.

(78) During non-standard work hours (outside 8am - 6pm, Monday to Friday); as many hours per week of work may be undertaken, providing it does not prevent satisfactory progress and is unrelated to the recipient's research topic.

(79) International stipend scholarship recipients with a student visa may undertake work, given that the work is:

- a) consistent with the conditions of their Student Visa;
- b) complies with the conditions in *Clauses 76 and Clause 77*.

## **Part H - Industry research internships**

(80) An HDR scholarship recipient may undertake research internship of up to six months' duration as approved, via the School Dean or the Institute Director and the PVC (Research and Graduate Studies) or Dean, Graduate Studies and remains compliant with *Clause 7b and Clause 7c*.

(81) RTP Fees Offset recipient will have this component extended by the duration of the internship up to the maximum period as outlined in *Clause 26 and Clause 27*.

(82) An stipend scholarship may be available for the duration of industry research internships if:

- a) the student already holds an RTP or WSU stipend scholarship;
- b) there is no income associated with this internship and is compliant with *Clauses 7b and 7c*;
- c) the maximum duration of the course of study has not been reached; and,
- d) the thesis examination process has not been finalised.

(83) Recipients undertaking an industry research internship are not eligible to have their HDR scholarships extended beyond the maximum periods outlined in *Clause 24 or Clause 25*.

## **Part I - Overseas Research**

(84) Approval must be sought by the relevant HDR Director if a recipient wishes to conduct up to 12 months of their research outside Australia and to continue to hold the HDR scholarship whilst overseas. Approval will only be granted if the research is essential for completion of the degree.

(85) The HDR Director will approve overseas research if:

- a) the recipient receives adequate supervision whilst overseas;
- b) the recipient remains enrolled and the work can be credited to their research.

(86) The recipient must return to Australia to complete the research program immediately following the completion of the overseas research.

(87) Applications should be made at least three months before the proposed date of departure and HDR scholarship recipients must not leave Australia before approval is given.

(88) Unauthorised absence from Australia may result in the termination of the HDR scholarship.

(89) If approval is given for a specific period of overseas research and for any reason the dates are altered (by a period greater than 20 working days), or if a recipient returns from a period overseas and intends to proceed to a subsequent period overseas, fresh approval must be sought.

(90) All travel must comply with the [Travel Policy](#) of Western Sydney University.

## **Part J – HDR Scholarship Appeals**

(91) HDR candidates have the right to appeal decisions on the awarding or termination of a RTP or Western Sydney University funded stipend scholarship; on termination of HDR candidature and on the implementation of stipend scholarship conditions as detailed in the University [Research Higher Degree Appeals Policy](#).

(92) Western Sydney University HDR scholarship recipients should refer to the University [Complaint Handling and Resolution Policy](#) regarding process and principals for submitting grievances or complaints.

### **Part K - Research at Other Organisations**

(93) The relevant School Dean or Institute Director may approve an HDR scholarship recipient conducting research at organisations outside the higher education system. In such cases:

- a) the University is still responsible for the recipient and must ensure adequate support, supervision, and training and research freedom for the recipient; and,
- b) the external organisation is expected to meet all the obligations outlined in the University [Supervision of Higher Degree Research Candidates Policy](#).

### **Part L - The University's Obligations**

(94) Oversight of HDR degrees will be in accordance with all University policies, rules and procedures.

(95) The University will be fair and equitable in the use of its discretionary powers.

(96) The University will pay the Candidate all entitlements under the Award.

### **Part M - Recipient Obligations**

(97) A recipient must advise the University within fourteen (14) working days in writing if they:

- a) leave Australia for reasons other than approved overseas study, approved suspension or approved recreation leave;
- b) discontinue HDR study;
- c) are absent from the course of study for a period of fourteen (14) days or longer without prior approval; and,
- d) are granted another scholarship of value to the one awarded at Western Sydney University from any other source.

(98) Recipients must:

- a) diligently and to the best of their ability apply themselves to the successful completion of their degree;
- b) abide by the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes and the National Statement on Ethical Conduct in Human Research, guidelines established by the Australian Government's Office of Gene Technology regulator, and rulings of the Work Health and Safety Committee, Animal Care and Ethics Committee, Biosafety and Radiation Safety Committee and Human Research Ethics Committee of the University;
- c) submit regular progress reports and meet milestones as required by the University; and
- d) conform to all of the policies and regulations (including disciplinary provisions) of the University.

(99) Award recipients may not engage in any academic course of study leading to a qualification that is not an essential part of their research program.

- a) An exception to this is the Graduate Certificate: Research Development, Engagement and Impact offered by Western Sydney University.

## **Section 4 - Procedures**

(100)

[HDR Scholarship Selection Procedure](#)

## **Section 5 - Guidelines**

(101) Nil.