

**The following conditions relate to recipients of the Research Training Program Stipend Scholarship (RTPS), International Research Training Program Scholarship (IRTPS), James Cook University Postgraduate Research Scholarship (JCUPRS) and AIMS@JCU Scholarship, as well as other internally and externally funded scholarships.**

### 1. Eligibility Criteria

- 1.1 To be eligible for postgraduate research scholarship at JCU, an applicant must meet each of the following requirements:
  - a) Be undertaking a Masters by Research or Research Doctoral degree whilst in receipt of a scholarship;
  - b) Be enrolled as a full-time internal student upon commencement of the Scholarship, or in exceptional circumstances, be granted approval by the University for a part-time and/or external Scholarship;
  - c) Have their enrolment into the proposed research degree program accepted by the University before being ranked for an offer of a Scholarship. This means that if you are currently located offshore or interstate from your preferred JCU campus:
    - your project must be able to be commenced, and potentially completed from your current location due to unpredictability of travel bans;
    - your advisory panel have indicated agreement to supervise the project remotely
    - you have a fully activated Australian bank account (requires applicant to have presented in person in an Australian bank branch)
  - d) Are not receiving another equivalent Scholarship or salary to undertake the proposed program (where “equivalent” may mean more than seventy-five per cent of the base stipend).
- 1.2 You must be able to meet the conditions of your offer for candidature.
- 1.3 You must be able to meet the requirements of the Department of Immigration and Border Protection if you are not an Australian or New Zealand citizen, or an Australian Permanent Resident.

## **2. Commencement and Tenure of Scholarship**

- 2.1 The maximum period of tenure of a Scholarship shall be 2 years for a Masters degree and 3.5 years for a PhD degree unless otherwise specified and even though there may be candidature time remaining. Extension of scholarship tenure will not be granted.
- 2.2 Periods of study already undertaken towards the degree prior to the commencement of the Scholarship or undertaken during suspension of the Scholarship will be deducted from the maximum period of tenure of the Scholarship.
- 2.3 If a scholarship holder commenced a higher degree by research at another university in Australia and are transferring their research project/course of study to JCU, they would be required to supply JCU with a "consumed EFTSL report" from the previous university, and the EFTSL consumed at the other university will be deducted from the maximum period of tenure of the Scholarship. Note that a candidate who was transferring from another institution would still have to apply for candidature and scholarship in the usual way.

## **3. Stipend and Allowances**

- 3.1 The stipend will be paid in accordance with the minimum allowable RTP Stipend amounts as published, unless otherwise specified at the discretion of the Dean, Graduate Research in the case of RTP funded stipends, or of the Head of College for College funded stipends or at the discretion of an external funding body.
- 3.2 The stipend will be paid as fortnightly instalments, directly into your nominated fully active Australian bank account, beginning as soon as possible after the date of commencement of study, for the tenure of the Scholarship. Full-time scholarship holders are exempt from taxation but part-time scholarships are required to be taxed.
- 3.3 A RTPS/IRTPS/JCUPRS/AIMS@JCU Scholarship holder is entitled to an allowance for costs associated with the production of a thesis upon production of receipts. The thesis allowance must be claimed within six months of submission of the bound thesis and no more than two years after termination of the Scholarship. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis.
- 3.4 A RTPS/IRTPS/JCUPRS/AIMS@JCU Scholarship holder will not be required to pay tuition fees for up to 4 years full time equivalent (EFTSL) for doctorate and 2 year full time equivalent (EFTSL) for research masters candidates. RTPS and IRTPS recipient tuition fees are supported by a Research Training Program Fee Offset. JCUPRS and AIMS@JCU recipient tuition fees are sponsored by James Cook University. Recipients of all other types of scholarships will have their tuition fee requirements assessed on a case-by case basis.
- 3.5 IRTPS scholarships include the payment of Overseas Health Cover by JCU via the International Allowances Account. For Candidates in receipt of an IRTPS, Overseas Health Cover will be paid for the full 57 months required to obtain a visa.

## 4. Leave Arrangements

- 4.1 **Recreation Leave** – A Scholarship holder is entitled to twenty days (four weeks) paid recreation leave each year calculated on a pro-rata basis within the period of the Scholarship.
- 4.2 **Sick Leave** – A Scholarship holder may take up to ten days (two weeks) paid sick leave a year within the tenure of the Scholarship. If a longer period of leave is required, the Graduate Research School must be notified and the Scholarship may be suspended. A RTPS or IRTPS Scholarship holder is entitled to receive additional paid sick leave of up to a total of 60 working days additional to the tenure of the scholarship for periods of illness where the student has insufficient sick leave entitlements available, providing a medical certificate has been provided by the student to the Graduate Research School.
- 4.3 **Maternity Leave** – A Scholarship holder who has completed 12 months of Scholarship is entitled to a maximum of 12 weeks paid maternity leave during the tenure of the Scholarship. Unpaid maternity leave may be accessed through the suspension provisions. Periods of paid maternity leave are in addition to the normal duration of the Scholarship.
- 4.4 Non-Primary **Parental Leave** - Scholarship holders who are partners of women giving birth during the tenure of their scholarship who have completed 12 months of their scholarship are entitled to a period of ten days (two weeks) paid parental leave in addition to the normal duration of the Scholarship. Scholarship holders wishing to take additional parental leave may also request to use any Sick Leave remaining for that year. Provision may also be made under this condition for the adoption of a child.

## 5. Employment

- 5.1 A full time Scholarship holder is only permitted to undertake paid employment with the following conditions:

5.1.1 The candidate is able to commit to at least 40 hours per week during Monday to Friday, to their higher degree by research.

5.1.2 The candidate discuss the arrangements of the paid employment with their advisory panel and heeds any feedback given.

5.1.3 The conditions of any visa are not being breached.

### 5.2

- A part time Scholarship holder is only permitted to undertake paid employment with the following conditions:

5.2.1 The candidate is able to commit to at least 20 hours per week during Monday to Friday, to their higher degree by research.

5.2.2 The candidate discuss the arrangements of the paid employment with their advisory panel and heeds any feedback given.

5.2.3 The conditions of any visa are not being breached.

5.3 The Scholarship shall not include any requirement for unpaid employment. All University employment must be paid as per the University's Enterprise Bargaining Agreement.

## **6. Remote Candidature/Research**

6.1 During the tenure of their Scholarship, holders may only spend a total of twelve months as an overseas-based student, enrolled as an off-campus student unless other arrangements have been agreed.

6.2 The University will approve overseas research only if there is adequate supervision, the Scholarship holder remains enrolled and the work is directly related to the Scholarship holder's research topic.

## **7. Supervisory Arrangements**

7.1 The University will endeavour to ensure that high quality supervision can be provided and maintained throughout the period of candidature but cannot guarantee that all members of the original Advisory Panel will be available for the duration of candidature.

## **8. Research at Other Organisations**

8.1 The University may approve a Scholarship holder conducting substantial amounts of the research at organisations outside the higher education system. In such cases the University is still responsible for the Scholarship holder and must ensure adequate support, supervision, training and research freedom for the Scholarship holder.

## **9. Leave of Absence from Studies and Suspension of Scholarship**

9.1 A Scholarship holder may apply for a break in study without stipend (leave of absence) as per the HDR Variation and Extension of Candidature Procedure.

9.2 The Research Education Sub-Committee (REAC) may decide to sanction a scholarship holder for unsatisfactory performance at any time throughout the tenure of the scholarship. The sanctioning of a scholarship holder will result in a suspension of scholarship payments for a period determined by the REAC.

9.3 Periods of study undertaken towards the degree during suspension of the Scholarship will be deducted from the maximum period of tenure of the Scholarship.

9.4 It is necessary to apply for the Scholarship to be reinstated following any period of suspension.

## **10. Termination**

10.1 The Scholarship will be terminated:

- a) When the thesis is submitted (will be effective at the next pay cycle), at the end of the Scholarship tenure, or once it is recommended that the degree be awarded, whichever is earlier. If the thesis is submitted prior to the scholarship end date, the scholarship may be allowed to continue during the period of thesis examination contingent on the candidate's working full-time on publications arising from the thesis while being based at a JCU Campus. The planned publications must be outlined in a Publication Plan that must be approved by the Advisory Panel and the Dean, Graduate Research two weeks prior to thesis submission;
- b) Before this time if, in the opinion of the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of Scholarship, and no suitable alternative arrangements can be made for continuation of the postgraduate degree;
- c) If a Master of Philosophy candidate/scholarship holder enrolls in a PhD/Doctorate prior to completion of the Master of Philosophy.
- d) If the Scholarship holder ceases to be a full-time student and approval has not been obtained to hold the Scholarship on a part-time basis;
- e) On the death, incapacity, resignation or withdrawal of the Scholarship holder;
- f) If the Scholarship holder does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension.

10.2 If a Scholarship is terminated, it cannot be reactivated unless the termination occurred in error.

## **11. Specific Scholarship Holder Obligations**

11.1 A Scholarship holder shall diligently and to the best of his/her ability apply himself/herself to the successful completion of the degree.

11.2 A Scholarship holder shall abide by the National Code for the Responsible Conduct of Research, NH&MRC statement on Human Experimentation: Supplementary Notes 1992 and rulings of the University's Ethics Review Committee and the University's Workplace Health and Safety Committee.

11.3 A Scholarship holder is required to conform to the regulations (including disciplinary provisions) of the University.

11.4 A Scholarship holder must provide all reports required by the University including a 6monthly progress report submitted through the Advisor. If the University does not consider that progress is satisfactory the Scholarship will be terminated or the holder placed on probation.

11.5 A Scholarship holder is required to notify the Graduate Research School within seven days in writing if he/she:

- a) Discontinues full-time studies;
- b) Is absent for any reason for a period of fourteen days or longer from his/her place of study, without the approval of his/her Advisor;
- c) Is granted a Scholarship, Bursary or similar Scholarship for a course of postgraduate study.

11.6 Holders of scholarships funded by an organization external to JCU are also obligated to conform to all of the regulations and requirements of the external funding body.

11.7 A Scholarship holder must report any absence from studies to the Head of College as soon as possible. Short absences (eg. due to illness or attendance at conferences relating to postgraduate studies) which the Head of College considers would not interfere with the Scholarship holder's progress need not be reported to the Dean of Graduate Research Studies. However, longer absences (two weeks or more) should be reported to the Head of College and a request made through the Graduate Research School to the Dean, Graduate Research for suspension of the Scholarship.

11.8 An RTPS or IRTPS holder must acknowledge the Commonwealth's contribution, in a prominent place and in appropriate form when, at any time during or after completion of the degree, advisors or any other party, publishes or produces material such as books, articles, newsletters or literary or artistic works which relate to the research project carried out. The acknowledgement must mention of the candidate's support through an "**Australian Government Research Training Program Scholarship**".

### Modification History

Version no.	Approval date	Implementation date	Details
18-1	4/6/18	4/6/18	<ul style="list-style-type: none"> <li>• Merged with previous "Scholarship Conditions" Policy to incorporate externally funded and JCU/RTP funded scholarship conditions.</li> <li>• Added detail about conditions of scholarships when transferring from another university.</li> <li>• Added duration of Overseas Health Cover for IRTPS scholarships.</li> <li>• Added conditions for part-time scholarship holders regarding employment</li> </ul>
18-2	6/7/18	6/7/18	<ul style="list-style-type: none"> <li>• Removed reference to current year</li> <li>• Added internal to eligibility criteria</li> <li>• Amended termination to state whichever is earlier in point a).</li> </ul>

20-1	29/11/19	29/11/19	<ul style="list-style-type: none"> <li>• Amended eligibility requirements to include Masters Scholarships</li> <li>• Amended sick leave entitlements as per RTPS policy amendments</li> </ul>
21/-1	31/5/2021	31/5/2021	Amended to specify requirements in light of travel restrictions.
22-1	12/4/2022	19/4/2022	Amended to delete conversion of MPhil scholarship to PhD scholarship on successful application.
23-1	20/6/23	20/6/23	<p>Amended to increase flexibility of time allowed for paid employment.</p> <p>Amended non-primary parental leave to extend scholarship duration.</p>