UNSW Higher Degree Research (HDR) Scholarship Terms and Conditions

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1. Introduction

These Terms & Conditions apply to various merit-based scholarships offered by the University of New South Wales, Sydney (UNSW), including but not limited to the University Postgraduate Awards (UPA), Tuition Fee Scholarships (TFS), and Australian Government Research Training Program Scholarships (RTP). These scholarships are referred to as UNSW HDR Scholarships. Scholarships can include a living allowance stipend and a tuition fee payment.

UNSW reserves the right to make amendments to these terms & conditions without prior notice.

2. Acceptance

Scholarship acceptance must be received by the prescribed deadline in the offer letter. If admission is deferred, acceptance is due two weeks from the deferred admission letter. If acceptance is not received by the deadline, the offer will lapse after this date, and no longer be valid.

By accepting the scholarship, the recipient accepts the accompanying Terms & Conditions, & other Conditions of candidature.

3. Benefit and Allowance Conditions

UNSW HDR scholarship schemes provide benefits and allowances to assist recipients with ancillary costs of a Higher Degree Research (HDR) program. Benefits and allowances may differ between scholarships and all details are provided in the scholarship offer letter.

3.1. Stipend (living allowance)

3.1.1. Stipends are to provide a living allowance to the HDR candidate and are indexed annually taking effect from 1 January of the relevant year.

3.1.2. The minimum stipend rate for all scholarships will be that which is advertised on the UNSW website. This is known as the UNSW HDR Scholarship rate. Where TFS stipends are higher than the standard UNSW HDR Scholarship rate, these will be indexed only if and once the TFS stipend rate becomes comparable.

3.1.3. The duration of the stipend is calculated from the day of candidature commencement. The scholarship commences on the day of enrolment for the term of the scholarship offer. Payments and duration are pro-rated for part time enrolment, prior study, leave, suspension, and transferring between Masters and Doctoral programs.

3.1.4. Under Section 51 of the Income Tax Assessment Act 1997, full-time stipends are presently exempt from taxation, while part-time stipends are not exempt (refer to section 5.1). Part-time recipients must provide a Tax File Declaration form to UNSW HR Salaries upon submission of the Commencement form, otherwise they will be taxed at the highest rate. UNSW cannot provide advice regarding taxation, and approved recipients should seek independent professional advice prior to submitting their tax return. It is the responsibility of the scholarship recipient to assess the tax liability of their stipend. Please refer to the Australian Tax Office Website for further information: http://www.ato.gov.au

3.2. Tuition Fee Payments

3.2.1. The duration of tuition fee coverage is based on whole terms of enrolment (HDR term start and end dates). Recipients are liable for tuition fees if enrolling beyond the scholarship duration.

3.2.2. Tuition fees cannot be paid in any other way, for any other purpose, or to any other candidate.

3.2.3. The duration of the tuition fee payments is pro-rated for part time enrolment, prior study, program leave, suspension, and transferring between Masters and Doctoral programs.

3.3. Additional Allowances

Allowances may differ between scholarships. Details of provided allowances are available in the scholarship offer letter.

Allowances are meant to be contributions to certain costs and might not cover the full cost. See this page for the relevant funding amounts.

Allowances are reimbursed upon arrival and fulfilment of conditions, and after submission of the Commencement Form and relevant documentation as outlined below. The Thesis Allowance can only be paid on submission of the recipient's thesis.

3.3.1. Overseas Student Health Cover (OSHC) Allowance – For International recipients only. The rate is set at the time of offer as the standard single Overseas Student Health Cover policy of UNSW's preferred provider rate for 4 years (Doctorate), or 2 years (Research Masters). No additional documentation required.

3.3.2. Relocation Allowance -

Domestic recipients are eligible if they can demonstrate they were living overseas or interstate at the time they applied for the scholarship or had not studied at an institution in NSW/ACT within the 12 months prior to applying for the scholarship of relocation. They must provide proof of relocation (eg scanned copies of tax receipts with the amount of the relocation expenses). Recipients should retain copies of all documents for their own records.

International recipients do not need to provide additional documentation. Costs are paid on receipt of the Commencement of Study Form (attached to the scholarship offer letter).

3.3.3. Thesis Allowance – Once the recipient has submitted their thesis for examination, they complete a Thesis Allowance Claim form and submit to the GRS on HDRExaminations@unsw.edu.au within one month of thesis submission.

3.3.4. Transport for NSW (TfNSW) Travel Concession - Australian Government Research Training Program stipend holders residing in NSW are eligible to apply for the Opal Travel Concession via https://www.student.unsw.edu.au/opal. Continued renewal of this benefit is at the discretion of TfNSW. Opal eligibility is updated with TfNSW after census date of each term. Recipients may receive notification of Concession cancellation prior to this update.

3.3.5. Department of Home Affairs' Visa application fee – International Australian Government Research Training Program holders may be eligible to apply to DHA for the visa application fee to be waived while applying for their visa. Refer to DHA website and processes to apply, and include your RTPI offer letter in your visa application. The University cannot assist with your visa application.

4. Tenure Conditions

4.1. Ongoing eligibility

4.1.1. Recipients must meet all UNSW HDR enrolment and candidature conditions, and the conditions outlined in the Higher Degree Research Scholarships Instruction.

4.1.2. Recipients must provide accurate and up to date information to UNSW at all times.

4.1.3. Recipients are expected to spend 35-40 hours per week on their research for a total of 48 weeks per year. Approved part-time recipients are expected to spend 15-20 hours per week on their research for a total of 48 weeks per year.

4.1.4. Recipients must be enrolled on campus or at a UNSW affiliated institution during their candidature, and meet the minimum residency requirement at UNSW. This is to ensure that recipients have access to the support, infrastructure and experience to successfully complete their HDR program.

4.1.5. Recipients must not be an equivalent scholarship covering living allowance and/or fees.

5. Variation Conditions

Scholarship holders must give twenty-one (21) days' notice to the GRS for candidature variations which will affect their scholarship, otherwise the recipient may be required to repay periods of overpaid scholarship.

Variation requests need to be submitted through the Graduate Research Information System (GRIS), with supporting documentation. Refer to the HDR Hub for full information.

5.1. Leave

5.1.1. Recipients cannot take program leave in their first term. To do so would be a deferral of the commencement of the program. The deadline to request deferral is census date of the start term. Any scholarship payments made to the recipient prior to deferral must be paid back to UNSW at the time of the deferral request.

5.1.2. Leave allowances are outlined in the Higher Degree Research Scholarships Instruction

5.1.3. Periods of leave do not attract leave loading.

5.1.4. If the recipient does not resume study at conclusion of leave, the candidature and scholarship may be discontinued through the Lapsed Candidature procedure

5.2. Discontinuation

5.2.1. Recipients must give twenty-one (21) days' notice of intention to relinquish studies, otherwise they may be required to repay some of the scholarship.

5.3. Transfer or Conversion of degrees

5.3.1. Should a recipient wish to transfer between UNSW HDR programs at the same level, most scholarships are generally able to be transferred. Scholarship transfer is considered during the transfer of candidature request.

5.3.1.1. Tuition Fee Scholarship transfer is dependent on the new Supervisor, School or Faculty having equivalent stipend funding available.

5.3.2. Transfer between a Research Doctorate and Research Masters will change the duration of the scholarship as outlined in the Higher Degree Research Scholarships Instruction.

5.4. Variation to study load

5.4.1. Variations from full-time to part-time, or part-time to full-time will impact the duration and value of the scholarship. The new expiry date will be calculated upon approval of the variation.

See 2.1.3. for taxation details.

5.5. Working away

Permission to 'work away' for research purposes may be granted to currently enrolled scholarship holders in accordance with the requirements outlined in the Higher Degree Research Variation of Candidature Instruction.

6. Other conditions

6.1. Suspension of Scholarship

6.1.1. Suspension of scholarship while a candidate remains enrolled will not generally be considered.

6.1.2. Suspension may be considered only in circumstances of industry internships of less than 6 months, as outlined in 6.2.

6.2. Internships

6.2.1. Formal internship programs managed by UNSW provide an opportunity for a candidate to gain industry experience as part of their research program.

6.2.2. If there is a reason a candidate cannot continue to receive their stipend scholarship during their internship, they may request to have the stipend suspended during the period of internship, to a maximum of 6 months. Candidates will need to submit a re-commencement after completion of the internship to re-commence the scholarship. The scholarship duration will not be reduced for the period of the internship.

6.2.3. Candidates should check their individual internship agreements for confirmation and ensure that they have discussed how the internship fits into their overall plan for on-time completion

6.3. Acknowledgement of contribution

6.3.1. All scholarship recipients must acknowledge the contribution of the scholarship provider when publishing material that relates to the research project by the recipient.

6.3.2. For the RTP, all Acknowledgment must specifically include the phrase: "This research was supported by the Commonwealth through an Australian Government Research Training Program Scholarship [DOI: https://doi.org/10.82133/C42F-K220]."

6.3.3. RTP scholarship supported candidates that have an Open Researcher and Contributor ID (ORCID) profile will also need to include the RTP DOI in their profile. There is no requirement for RTP supported candidates without an ORCID profile to create one.

7. Termination of entitlements

A scholarship will be terminated when the scholarship holder:

7.1. Has their candidature discontinued.

7.2. Withdraws from the HDR Program.

7.3. Ceases to be enrolled and has not requested a period of leave.

7.4. Ceases to meet Terms and Conditions and/or eligibility requirements.

7.5. Makes changes to research topic and/or supervision which are not supported by their scholarship.

7.6. Submits their thesis for examination.

7.7. Exhausts the maximum duration.

7.8. Does not resume study at the conclusion of a period of leave.

7.9. Has not provided true, accurate and complete information in relation to their scholarship application and/or scholarship tenure.

7.10. Is in breach of UNSW HDR Policy, Procedure, Terms & Conditions, or any condition of the scholarship as outlined in the scholarship letter of offer.

8. Stipend overpayment

Recipients are responsible for checking their payments are correct and notifying UNSW of any errors within seven (7) days. If there are any errors, the recipient is required to repay any overpayment within thirty (30) calendar days of being requested to do so by the UNSW. Scholarship overpayments are viewed as financial obligations by the UNSW and failure to repay may result in sanctions being placed on candidature as per Section 2.3 of the Student Fee Policy.

9. Grievances and Review Procedures

Grievances and complaints are managed according to the Complaints Management and Investigations Policy and Procedure.

10. Governance

Related Documents:

- Higher Degree Research Admissions Instruction
- Higher Degree Research Scholarships Instruction
- Higher Degree Research Variation of Candidature Instruction
- Complaints Management and Investigations Policy and Procedure