# Commonwealth Scholarships Guidelines (Research) 2017

made under section 238-10 of the

*Higher Education Support Act 2003*

## Compilation No. 3

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Prepared by the Department of Education, Skills and Employment

# About this compilation

### This compilation

This is a compilation of the *Commonwealth Scholarships Guidelines (Research) 2017* that shows the text of the law as amended and in force on 15 December 2021 (the ***compilation date***).

The notes at the end of this compilation (the ***endnotes***) include information about amending laws and the amendment history of provisions of the compiled law.

### Uncommenced amendments

The effect of uncommenced amendments is not shown in the text of the compiled law. Any uncommenced amendments affecting the law are accessible on the Legislation Register (www.legislation.gov.au). The details of amendments made up to, but not commenced at, the compilation date are underlined in the endnotes. For more information on any uncommenced amendments, see the series page on the Legislation Register for the compiled law.

### Application, saving and transitional provisions for provisions and amendments

If the operation of a provision or amendment of the compiled law is affected by an application, saving or transitional provision that is not included in this compilation, details are included in the endnotes.

### Editorial changes

For more information about any editorial changes made in this compilation, see the endnotes.

### Modifications

If the compiled law is modified by another law, the compiled law operates as modified but the modification does not amend the text of the law. Accordingly, this compilation does not show the text of the compiled law as modified. For more information on any modifications, see the series page on the Legislation Register for the compiled law.

### Self-repealing provisions

If a provision of the compiled law has been repealed in accordance with a provision of the law, details are included in the endnotes.

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# Part 1 Preliminary

**1 Name of Guidelines**

These *Guidelines* may be cited as the *Commonwealth Scholarships Guidelines (Research) 2017*.

**3 Authority**

These *Guidelines* are made under section 238-10 of *the Act* for the purposes of Part 2-4 of *the Act*.

**5 Transitional Arrangements**

The revocation of the *Commonwealth Scholarships Guidelines (Research) 2012* dated 3 December 2012 does not affect the validity of a payment or decision made under those guidelines.

A decision made under those guidelines is taken to continue to have effect as if it were made under these *Guidelines*.



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# Part 2 Commonwealth Scholarships Guidelines (Research) 2017

**COMMONWEALTH OF AUSTRALIA**

***Higher Education Support Act 2003***

## CHAPTER i INTRODUCTION

### i.i PURPOSE

The purpose of these *Guidelines* is to provide for Commonwealth Scholarships under Part 2-4 of the *Higher Education Support Act 2003*.

### i.v INTERPRETATION

i.v.i Unless the contrary intention appears, the terms used within the *Commonwealth Scholarships Guidelines (Research) 2017* have the same meaning as in *the Act*.

i.v.ii The following terms are defined specifically for these *Guidelines*:

| | |
|---|---|
| *ABS* | means the Australian Bureau of Statistics |
| *the Act* | means the *Higher Education Support Act 2003* |
| *AQF* | means the Australian Qualifications Framework Second Edition January 2013 |
| *ASCED* | means the Australian Standard Classification of Education - 1272.0 - 2001 specified by the *ABS* |
| *Australian ADI* | has the same meaning as defined in the *Corporations Act 2001* |
| *Category 1* | is Australian competitive grants *R&D* income in *HERDC* |
| *Category 2* | is other public sector *R&D* income in *HERDC* |
| *Category 3* | is industry and other *R&D* income in *HERDC* |
| *Category 4* | is Cooperative Research Centre *R&D* income in *HERDC* |
| *continuing student* | means either:<br>a student whose period of support under the Research Training Scheme, International Postgraduate Research Scholarships or Australian Postgraduate Awards would terminate on or after 1 January 2017<br>or<br>a student who has received an offer of support by a *HEP* under the Research Training Scheme, International Postgraduate Research Scholarships or Australian Postgraduate Awards, and accepted this offer of support, and whose offer of support was scheduled to commence on or after 1 January 2017 |



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| | |
|---|---|
| *course of study* | means an accredited *HDR* course leading to a *Research Doctorate* or a *Research Masters* |
| *the department* | means the Commonwealth department responsible for administering the Act |
| *domestic student* | has the same meaning as defined in *the Act* |
| *eligible research internship* | means a *research internship* which fulfils the requirements set out at paragraph 1.4.13. |
| *FOE* | means a Field of Education code specified in the *ASCED* |
| *Full-time student load* | in respect of a *course of study*, is at least 75 per cent of an equivalent *full-time student load* in the period for which *RTP Scholarship* support is received |
| *Funding Pool* | is the total amount of funding available to *the department* for a given *Grant Year* for the *RTP* |
| *Grant Year* | means the year in respect of which the grant is made, and of which *the department* has notified the relevant *HEP* |
| *Guidelines* | means these *Commonwealth Scholarships Guidelines (Research) 2017* |
| *HDR* | means a higher degree by *research* which is a *Research Doctorate* or *Research Masters* course for which at least two-thirds of the student load for the course is required as *research* work |
| *HEP* | means a higher education provider as specified in section 16-15 of *the Act* (Table A Providers) or section 16-20 of *the Act* (Table B Providers) |
| *HERDC* | means the Higher Education Research Data Collection maintained by *the department* |
| *HESDC* | means the Higher Education Student Data Collection maintained by *the department* |
| *Indigenous student* | means a *HDR* student who identifies herself or himself as being of Aboriginal and/or Torres Strait Islander descent and is reported as such in the *HESDC* |
| *the Minister* | means the Minister responsible for administering the Act |
| *non-Indigenous student* | means a *HDR* student who is not an *Indigenous student* |
| *overseas student* | has the same meaning as defined in *the Act* |
| *part-time student load* | in respect of a *course of study*, is less than 75 per cent of an equivalent *full-time student load* in the period for which *RTP Scholarship* support is received |
| *R&D* or *research* | means Research and Experimental Development as defined in the Frascati Manual 2015 maintained by the Organisation for Economic Cooperation and Development |



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| | |
|---|---|
| *research* | means Research and Experimental Development as defined in the Frascati Manual 2015 maintained by the Organisation for Economic Cooperation and Development |
| *Research Doctorate* | means a Level 10 Doctoral Degree (Research) or Doctoral Degree (Professional) qualification as described in the AQF |
| *research internship* | means a position with a research end-user where a student has undertaken *R&D* related to their *HDR*. A *research internship* can be either paid or unpaid, and can form part of the enrolment or be undertaken during an *HDR* period of suspension. |
| *Research Masters* | means a Level 9 Masters Degree (Research) qualification as described in the AQF |
| *RTP* | means the Research Training Program |
| *RTP Allowance* | is a type of *RTP Scholarship* to assist with ancillary costs incurred by a *HDR* student in undertaking a *HDR* |
| *RTP Fees Offset* | is a type of *RTP Scholarship* to assist with course fees that would otherwise be payable by a *HDR* student |
| *RTP Scholarship* | is a form of support awarded to a student in terms of support items listed in paragraph 1.6.1 |
| *RTP Scholarship Policy* | is a policy that specifies a *HEP's* administrative rules that apply to *RTP Scholarships* in relation to items listed in paragraph 1.6.45. |
| *RTP Stipend* | is a type of *RTP Scholarship* to assist students with general living costs |
| *suspension* | means a period of time during which a scholarship holder is not receiving *RTP Scholarship* support, which has been approved in accordance with a *HEP's RTP Scholarship Policy* |

i.v.iii Unless stated otherwise, references to paragraphs refer to paragraphs in these *Guidelines*.



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# CHAPTER 1 GRANTS TO SUPPORT THE TRAINING OF RESEARCH STUDENTS

## 1.1 Purpose

The purpose of this chapter is to specify:

(1) in accordance with subsection 46-20(1) of *the Act*, the *RTP*; and

(2) under subsection 46-20(2) of *the Act*, some other matters relevant to the *RTP*.

# RESEARCH TRAINING PROGRAM

## 1.2 Description

The *RTP* provides block grants, on a calendar year basis, to *HEPs* to support the *research* training of *domestic students* and *overseas students* undertaking *HDRs*.

*RTP Scholarships* are postgraduate research scholarships in accordance with section 46-10(b) of *the Act*.

## 1.3 Objectives

The objectives of the *RTP* are to:

(1) provide flexible funding arrangements to support the training of *domestic students* and *overseas students* undertaking *HDRs* at Australian *HEPs*;

(2) deliver graduates with the skills required to build careers in academia and other sectors of the labour market;

(3) support collaboration between *HEPs* and industry and other *research* end-users; and

(4) support *overseas students* undertaking *HDRs* at Australian *HEPs*.

## 1.4 *RTP* Grant Amounts

### 1.4.1 Determination of Grants and Indexation

The *RTP* Grant Amounts will be determined in accordance with the method set out in this Part 1.4.

*Funding Pool* amounts and *RTP Stipends* are indexed in accordance with Part 5-6 of *the Act*.

### 1.4.5 Basic Grant Amount

The formula for calculating each *HEP's* Basic Grant Amount for the *Grant Year* is:



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$$BGA_{i,y} = (0.5 * B_y * COMPLETION\ S_i) + (0.25 * B_y * COMPETITIV\ E_i) + (0.25 * B_y * ENGAGEMENT_i)$$

where:

$BGA_{i,y}$ = Basic Grant Amount from the *RTP* for i[th] *HEP* in year y

$B_y$ = *Funding Pool* in year y

$COMPLETION\ S_i$ = Share of weighted *HDR* student completions for the i[th] *HEP* calculated according to the following formula:

$$COMPLETION\ S_i = \frac{WSC_{i,y1} + WSC_{i,y2}}{\sum_{j=1}^{n}(WSC_{j,y1} + WSC_{j,y2})}$$

$WSC$ = For *Grant Years* prior to the 2024 *Grant Year*, weighted *HDR* student completions specified in paragraph 1.4.10, or for 2024 and future *Grant Years*, weighted *HDR* student completions specified in paragraph 1.4.12.

$COMPETITIV\ E_i$ = Share of *Category 1* income for i[th] *HEP* calculated according to the following formula:

$$COMPETITIV\ E_i = \frac{Category1_{i,y1} + Category1_{i,y2}}{\sum_{j=1}^{n}\left(Category1_{j,y1} + Category1_{j,y2}\right)}$$

$ENGAGEMENT_i$ = Share of *Category 2, Category 3 and Category 4* income for i[th] *HEP* calculated according to the following formula:

$$ENGAGEMENT_i = \frac{Category2,3,4_{i,y1} + Category2,3,4_{i,y2}}{\sum_{j=1}^{n}\left(Category2,3,4_{j,y1} + Category2,3,4_{j,y2}\right)}$$

$y$ = Year for which the grant is given

$y1, y2$ = the most recent (y1) and second most recent (y2) years for which data is available

$i, j$ = 1...n, where n is the total number of *HEPs*

## 1.4.10 Weightings applying to *HDR* student completions for *Grant Years* prior to the 2024 *Grant Year*

(1) This provision deals with how amounts of grants to an eligible scholarship provider are to be determined for *Grant Years* prior to the 2024 *Grant Year*.

(2) For all *Grant Years* prior to the 2024 *Grant Year*, *HDR* student completions reported in the *HESDC* are to be weighted according to:
   a) each student's *Indigenous* or *non-Indigenous* status;
   b) the level of the *HDR*; and
   c) the cost type of the *HDR*.

(3) A *HEP's* weighted student completions for a year is equal to the sum of the number of completions for each student type multiplied by the *HDR* cost type as specified in the following table:



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| | *non-Indigenous student* | *Indigenous student* |
|---|---|---|
| High-cost *Research Doctorate* | 4.70 | 9.40 |
| High-cost *Research Masters* | 2.35 | 4.70 |
| Low-cost *Research Doctorate* | 2.00 | 4.00 |
| Low-cost *Research Masters* | 1.00 | 2.00 |

(4) High-cost and low-cost completions are determined in accordance with high-cost and low-cost fields of education identified in Part 1.7.

## 1.4.12 Weightings applying to *HDR* student completions for 2024 and future *Grant Years*

(1) This provision deals with how amounts of grants to an eligible scholarship provider are to be determined for 2024 and future *Grant Years*.

(2) For 2024 and future *Grant Years*, *HDR* student completions reported in the *HESDC* are to be weighted according to:

a) each student's *Indigenous* or *non-Indigenous* status;
b) whether the student completed an *eligible research internship*;
c) the level of the *HDR*; and
d) the cost type of the *HDR.*

(3) For the purposes of (2)(b) and the table in (4) of this paragraph, a student has completed an *eligible research internship* where they have met the requirements about duration, days, hours and commencement as set out in paragraph 1.4.13, even where they continue engaging in the *eligible research internship* after they have already met those requirements.

(4) A *HEP*'s weighted student completions for a year is equal to the sum of the number of completions for each student type multiplied by the *HDR* cost type, as specified in the following table:

| *HDR level* | *Cost type* | *Completed an eligible research internship* | *Non-Indigenous student* | *Indigenous student* |
|---|---|---|---|---|
| *Research Doctorate* | High | No | 4.70 | 9.40 |
| | | Yes | 6.70 | 11.40 |
| | Low | No | 2.00 | 4.00 |
| | | Yes | 4.00 | 6.00 |
| *Research Masters* | High | N/A | 2.35 | 4.70 |
| | Low | N/A | 1.00 | 2.00 |

(5) The weighting for completion of an *eligible research internship* is to only be applied:

a) to *Research Doctorate* student completions on or after 1 January 2022;
b) to a student once per *Research Doctorate* completion; and
c) where the requirements of an *eligible research internship* set out in paragraph 1.4.13 have been met prior to a student completing their *Research Doctorate*.



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(6) High-cost and low-cost completions are determined in accordance with high-cost and low-cost fields of education identified in Part 1.7.

## 1.4.13 Requirements of an *eligible research internship*

(1) For the purposes of paragraph 1.4.10, an *eligible research internship* must:
   a) be undertaken by a *Research Doctorate* student;
   b) be a minimum of three calendar months in duration;
   c) include 60 full-time equivalent days of engagement in *R&D* activities undertaken by the student; and
   d) be related to the student's *Research Doctorate* area of research.

(2) The *HEP*, student and research end-user must agree, in written form, to the:
   a) *R&D* activities to be undertaken by the student with the research end-user; and
   b) duration of the internship.

(3) For the purposes of subparagraph (2), the agreement must be made:
   a) if the student is undertaking a *full-time student load*—within 18 months from the commencement date of the student's *Research Doctorate*; and
   b) if the student is undertaking a *part-time student load*—within 36 months from the commencement date of the student's *Research Doctorate*.

(4) For the purposes of (1)(c) of this paragraph, a full-time equivalent day is:
   a) the number of hours in a standard working day for the industry associated with the research end-user; or
   b) if there is no standard working day—7.6 hours.

(5) For the purposes of determining the commencement date and completion date of an *eligible research internship*, a *Research Doctorate* student:
   a) commences an internship on the first day the student engages in *R&D* activities which count towards the full-time equivalent days of engagement with a research end-user; and
   b) concludes the internship on the last day the student engages in *R&D* activities which count towards the full-time equivalent days of engagement with the same research end-user.

(6) An *eligible research internship* may be undertaken:
   a) on-site with a research end-user, on-campus and online; and
   b) part-time or full-time.

## 1.4.15 Grant Amounts for 2017, 2018, 2019 and 2020 *Grant Years*

Subject to any adjustment that may be made under paragraph 1.4.30, for the 2017, 2018, 2019, 2020 and 2021 *Grant Years,* the formula for calculating each *HEP's RTP* Grant Amount is:

$$RTP_{i,y} = \left(0.75 * B_y * RTPshare_i\right) + \left(0.25 * BGA_{i,y}\right)$$

where:



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$RTPshare_i$ = *the share of RTP* Grant Amount* for i[th] *HEP* in the year prior to the *Grant Year* calculated according to the following formula:

$$RTPshare_{i,y} = \frac{RTP_{i,y-1}}{\sum_{j=1}^{n}(RTP_{j,y-1})}$$

$y-1$ = Year prior to the *Grant Year** 

$B_y$ = *Funding Pool* in year y

$BGA_{i,y}$ = Basic Grant Amount calculated in paragraph 1.4.5

* For the 2017 *Grant Year* only, each *HEP's RTP* Grant Amount for the previous G*rant Year* is equal to the total of Grant Amounts received by that *HEP* in 2016 under the former Australian Postgraduate Awards, International Postgraduate Research Scholarships and Research Training Scheme programs.

## 1.4.20 Grant amounts for 2022 and future Grant Years

Subject to any adjustment that may be made under paragraph 1.4.30, for the 2022 and future *Grant Years*, each *HEP*'s *RTP* Grant Amount is equal to that *HEP's* Basic Grant Amount calculated in paragraph 1.4.5.

## 1.4.25 Rounding Process

The rounding process for *RTP* Grant Amounts is as follows:

(1) The amount allocated to each *HEP* under paragraphs 1.4.15 or 1.4.20 is rounded down to the nearest whole dollar. The difference in cents between a *HEP's* rounded and unrounded *RTP* Grant Amount is its Remainder. The sum of all Remainders is the Unallocated Dollars.

(2) Each *HEP* is ranked in descending order based on its Remainder's closeness to one hundred. One dollar is assigned to each *HEP* in order of ranking until all Unallocated Dollars are exhausted.

(3) Each *HEP*'s *RTP* Grant Amount is equal to the rounded amount calculated in subparagraph 1.4.25(1) plus any whole dollars assigned in subparagraph 1.4.25(2).

## 1.4.30 Adjustments

(1) If a *HEP* provides incorrect *HERDC* or *HESDC* data used to calculate the *HEP*'s *RTP* Grant Amount for a *Grant Year*, the *HEP* must correct the information provided to the *department* ('corrected data'), provide supporting evidence that demonstrates the accuracy of the corrected data, and provide information on the causes of the incorrect data.

(2) If the *HEP* provides corrected data and supporting evidence on or before 1 October in the year the data was first provided the *department* will take into account the corrected data when calculating grant amounts under paragraphs 1.4.5 or 1.4.15 (as applicable).



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(3) Subject to subparagraph 1.4.30(4), if a *HEP* provides either the corrected data or supporting evidence after 1 October in the year the data was first provided, the corrected data will not be used to calculate, or adjust, the *HEP*'s Grant Amount for a *Grant Year*.

(4) Where corrected data is provided in accordance with subparagraph 1.4.30(3), the *department* will use the method specified in paragraphs 1.4.5 or 1.4.15 (as applicable) to determine the Grant Amount the *HEP* would have been paid for the *Grant Year* if the corrected data had been used. If the *department* determines that a *HEP* has received an overpayment in respect of the *Grant Year*, the *HEP* must repay the amount of the overpayment to the *department*.

## 1.5 Student Eligibility Requirements

(1) To be eligible for a *RTP Stipend, RTP Fees Offset or RTP Allowance* a student must be a *domestic student* or an *overseas student* enrolled in an accredited *HDR* course of study at an Australian *HEP*.

(2) To be eligible for a *RTP Stipend* a student must not be receiving income from another source to support that student's general living costs while undertaking their *course of study* if that income is greater than 75 per cent of that student's *RTP Stipend* rate. Income unrelated to the student's *course of study* or income received for the student's *course of study* but not for the purposes of supporting general living costs is not to be taken into account.

(3) To be eligible for a *RTP Fees Offset* a student must not be receiving an equivalent award or scholarship from the Commonwealth designed to offset *HDR* fees.

## 1.6 Conditions that Apply to *RTP* Grant Amounts

### 1.6.1 Expenditure of *RTP* Grant Amounts

A *HEP* must only spend its *RTP* Grant Amounts on costs incurred in providing one or more of the following types of support to a *RTP Scholarship* recipient:

(1) *RTP Fees Offset* paid to individual students by way of satisfaction of their liability for tuition fees;

(2) *RTP Stipend* to assist students with their living costs while undertaking a *HDR*;

(3) *RTP Allowances* to assist students with ancillary costs of a *HDR* including but not limited to:
   a) for *overseas students*, a standard Overseas Student Health Cover policy approved by the Commonwealth Department of Health and which covers the student and their spouse and dependants (if any);
   b) relocation costs to undertake a *HDR*; and
   c) *HDR* thesis printing and academic publication costs.



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## 1.6.5 Period of Support

A *HEP* must only provide a student with the support specified in subparagraphs 1.6.1(1) and/or 1.6.1(2) for a *course of study*:

(1) for a minimum of three years and up to a maximum of four years at the discretion of the *HEP* if the student is undertaking an eligible *Research Doctorate* at a *full-time student load* or for a minimum of six years and up to a maximum of eight years at the discretion of the *HEP* for a *part-time student load*; or

(2) for a maximum of two years if the student is undertaking a *Research Masters* at a *full-time student load* or a maximum of four years for a *part-time student load*.

The student's period of support will be increased for any periods of leave approved by a *HEP* in relation to subparagraphs 1.6.15(2), 1.6.15(3), 1.6.15(4) and 1.6.15(5). Any periods of *suspension* approved by a *HEP* do not contribute to the period of support.

The period of support is calculated from the *course of study* commencement date.

## 1.6.6 COVID-19 extension

A HEP may approve an extension of up to six months to the Period of Support specified in paragraph 1.6.5 if a student is otherwise making satisfactory progress and the grounds for the extension relate to the student's *course of study* being materially adversely impacted by COVID-19 restrictions.

The following provisions apply to COVID-19 extensions:

(1) Eligibility is limited to students that were either enrolled in a *course of study*:
   a) as at 1 March 2020; or
   b) prior to 1 March 2020 and on a *suspension* or leave of absence as at 1 March 2020.

(2) All extensions must be approved by a *HEP* by no later than 31 December 2022.

(3) A *HEP* must inform a student in writing of the approval of an extension and the period of the extension.

(4) The maximum period of six months applies to students undertaking either *full-time student load* or *part-time student load*.

## 1.6.10 *RTP Stipend* Base and Maximum Value

(1) *RTP Stipend* values are payable at the applicable rate from 1 January to 31 December for the relevant *RTP Grant Year*.

(2) For the 2017 *Grant Year*, the base full-time *RTP Stipend* rate is $26,682 and the maximum full-time *RTP Stipend* rate is $41,682.



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(3) The base and maximum full-time *RTP Stipend* rates for any subsequent year are the same as the *RTP Stipend* rates for the preceding year, indexed in accordance with the method set out in Part 5-6 of *the Act*.

(4) *The department* will advise *HEPs* in writing of the value of the base full-time and maximum full-time *RTP Stipend* rates for a *Grant Year* by 1 October of the preceding year.

## 1.6.15 Leave Entitlements for *RTP Stipend* recipients

(1) Students are entitled to receive up to 20 working days' paid recreation leave and ten working days' paid sick leave for each year of the *RTP Stipend*. These leave entitlements may be accrued over the life of the *RTP Stipend* but will be forfeited when the *RTP Stipend* is terminated.

(2) Students are entitled to receive additional paid sick leave of up to a total of 60 working days during the duration of the *RTP Stipend* for periods of illness where the student has insufficient sick leave entitlements available under paragraph (1), provided that a medical certificate has been provided by the student to the HEP.

(3) Sick leave entitlements (including additional sick leave) may also be used to cover leave for students with family caring responsibilities, subject to the usual practice of the HEP.

(4) Students who have completed 12 months of their *RTP Stipend* are entitled to a maximum of 60 working days paid maternity leave during the duration of the *RTP Stipend*. Subject to the usual practice of the HEP, paid leave may also be approved if the student has adopted a child.

(5) Students who are partners of women giving birth while receiving a *RTP Stipend* and who have completed 12 months of their *RTP Stipend*, may be entitled to a period of paid parenting leave at the time of the birth or adoption, subject to the usual practice of the HEP.

## 1.6.20 Additional Conditions for *RTP Stipends*

If a *RTP Stipend* is provided as part of a *RTP Scholarship* specified in subparagraph 1.6.1(2), the following additional conditions apply:

(1) A *HEP* must offer each student selected by the *HEP* to receive a *RTP Stipend* a stipend rate at least equal to the base full-time *RTP Stipend* rate and no more than the maximum full-time *RTP Stipend* rate as advised by *the department* according to subparagraph 1.6.10(4).

(2) If a student selected to receive a *RTP Stipend* is approved by a *HEP* to undertake a *HDR* on a *part-time student load* basis, the student's part-time *RTP Stipend* rate will be 50 per cent of the student's full-time *RTP Stipend* rate.



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(3) Each year, a *HEP* must pay each student their full-time or part-time *RTP Stipend* rate in proportion to the period for which the student has been supported with a *RTP Scholarship*.

(4) A *HEP* must make fortnightly payments directly to students in respect of their *RTP Stipend*. To avoid doubt, payment into an account in the student's name with an *Australian ADI* is considered to be a payment directly to the student.

(5) *HEPs* must only award *RTP Stipends* as a result of a competitive selection process. The nature of a competitive process is to be determined by a *HEP*. For example, a *HEP* may wish to give priority to a class of students such as *Indigenous students*, low socioeconomic status (SES) students, students undertaking research in a particular discipline or emerging area of research strength, or students undertaking a HDR for the first time. Any competitive selection process conducted must accord with these *Guidelines* and the fairness requirements in Subdivision 19-D of Part 2-1 of *the Act* and be detailed in a *HEP's RTP Scholarship Policy*.

## 1.6.25 Additional Conditions for *RTP Fees Offset*

If a *RTP Fees Offset* is provided as part of a *RTP Scholarship* specified in subparagraph 1.6.1(1), the following additional conditions apply:

(1) the *RTP Fees Offset* must only be used by the *HEP* to extinguish the liability of the student receiving the *RTP Scholarship* to pay tuition fees.

(2) *HEPs* may award *RTP Fees Offsets* to *domestic students* although the process used must accord with these *Guidelines* and the fairness requirements in Subdivision 19-D of Part 2-1 of *the Act* and be detailed in a *HEP's RTP Scholarship Policy.*

(3) *HEPs* must only award *RTP Fees Offsets* to *overseas students* as a result of a competitive selection process. The nature of a competitive process is to be determined by a *HEP* although it must accord with these *Guidelines* and the fairness requirements in Subdivision 19-D of Part 2-1 of *the Act*, and be detailed in a *HEP's RTP Scholarship Policy.*

## 1.6.30 Additional Conditions for *Overseas Students*

(1) A *HEP* may only spend up to a maximum of 10 per cent of its *RTP* grant amount in a *Grant Year*, on the provision of *RTP Scholarships* to *overseas students*.

(2) When calculating the 10 per cent cap specified in subparagraph 1.6.30(1), a *HEP* must take into account any *RTP* grant amount approved by the Secretary of the *department* under section 41-40 of *the Act* to be rolled over from the previous *Grant Year*.

## 1.6.35 Offers for *RTP Scholarships*

A *HEP* must only offer a student a *RTP Scholarship*:

(1) as a result of a process specified in subparagraphs 1.6.20(5), 1.6.25(2) or 1.6.25(3); or



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(2) in relation to a *RTP Allowance*, at the discretion of the *HEP*, provided the student meets the eligibility criteria in Part 1.5; or

(3) as a result of the *HEP* agreeing to continue *RTP* support for a student who is transferring to that *HEP* and currently receiving a *RTP Scholarship*; or

(4) if the student is a *continuing student.*

A *HEP* must offer a *RTP Scholarship* to a student (including *continuing students*) in writing and include advice of the types of assistance and support being offered, the conditions and period of support of the *RTP Scholarship*, and the estimated annual value of Australian Government support provided for each type of *RTP Scholarship* support.

A *HEP* must also advise a student receiving a *RTP Scholarship* of any changes to *RTP Scholarship* support provided by the *HEP*.

## 1.6.40 Termination of *RTP Scholarship*

A *HEP* must terminate a student's *RTP Scholarship*:

(1) if the student ceases to meet the eligibility criteria specified in Part 1.5 of these Guidelines, other than during a period in which a suspension has been approved; or

(2) on completion of the course of study; or

(3) if a HEP determines that the student has not complied with a requirement specified in its RTP Scholarship Policy in relation to subparagraph 1.6.45(9).

## 1.6.45 *RTP Scholarship Policy*

A *HEP* is responsible for the administration of *RTP Scholarships* and must make information about the processes, policies and conditions of scholarships readily and publicly available in a *RTP Scholarship Policy*. A *HEP* must make judgements, and provide support to students awarded *RTP Scholarships,* in accordance with its *RTP Scholarship Policy*.

A *HEP's RTP Scholarship Policy* must specifically identify:

(1) a summary of the basic information for *RTP Scholarships* including, but not limited to, the information identified in these *Guidelines* in relation to eligibility criteria, types of support available, *RTP Stipend* rates and periods of support;

(2) the application, selection and offers processes for awarding *RTP Scholarships*, including any classes of students, and a requirement that the *HEP* publishes their process or processes for awarding *RTP Scholarships*;

(3) information on arrangements for *continuing students*, if applicable, in accordance with paragraph 1.6.50;

(4) supervision and facilities provisions, including but not limited to:



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a. the facilities and supervision that will be provided to each student awarded a *RTP Scholarship*; and
b. a code of supervisory practice for students undertaking a *HDR*;

(5) provisions for *suspensions*;

(6) information on paid leave for *RTP Stipends* in accordance with subparagraph 1.6.15;

(7) provisions that identify the circumstances in which a *HEP* will approve a student awarded a *RTP Scholarship* undertaking work outside the *HDR* subject;

(8) provisions for changes in the nature of a *RTP Scholarship* student's enrolment, including but not limited to:
a. changes in a student's fields of education;
b. transferring to or from another *HEP*;
c. changing from full-time to part-time or part-time to full-time;
d. converting from a *Research Masters* to a *Research Doctorate* degree, or from a *Research Doctorate* to a *Research Masters* degree;

(9) the procedures for termination of a *RTP Scholarship* in accordance with paragraph 1.6.40, including any additional requirements in relation to subparagraph 1.6.40(3);

(10) the grievance and review procedures for *HDR* students;

(11) arrangements for optional industry placements, *research internships*, professional practice activities or other similar enrichment activities undertaken as part of a *HDR*, including information on any impacts on duration in relation to subparagraph 1.6.5 and *RTP Stipend* rates in relation to subparagraph 1.6.10; and

(12) provisions that identify the circumstances and procedures in which a *HEP* will grant a COVID-19 extension in relation to paragraph 1.6.6.

## 1.6.50 Arrangements for *Continuing Students*

A *HEP* must offer each *continuing student* a *RTP Scholarship* in a form that does not disadvantage the *continuing student* and provides at least equivalent support to that provided, or that would have been provided, through predecessor Australian Government programs.

A *HEP* must offer a *continuing student* a *RTP Scholarship* as follows:

(1) *Domestic students* supported or offered support under the former Research Training Scheme must be offered *RTP Fee Offset* support for a period necessary to provide at least equivalent support to that which the student would have received under the Research Training Scheme.

(2) *Overseas students* supported or offered support under the former International Postgraduate Research Scholarships must be offered *RTP Fee Offset* and *RTP Allowance* support for a period necessary to provide at least equivalent support to that which the student would have received under the International Postgraduate Research Scholarships.



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(3) Students supported or offered support under the former Australian Postgraduate Awards must be offered *RTP Stipend* and *RTP Allowance* support for a period necessary to provide at least equivalent support to that which the student would have received under the Australian Postgraduate Awards.

Periods of support specified in paragraph 1.6.5 apply for *continuing students* based on *course of study* commencement dates (not the commencement of the *RTP Scholarship*).

## 1.6.55 Acknowledgement of RTP Scholarship

A *HEP* must ensure that the Commonwealth's contribution is acknowledged when, at any time during or after completion of a *HDR*, the recipient of a *RTP* Scholarship, his/her supervisor or any other party, publishes or produces material such as books, articles, newsletters or other literary or artistic works which relate to the *research* project carried out by the recipient of RTP Scholarship.

A *HEP* must ensure that the Commonwealth's contribution is acknowledged in a prominent place and in an appropriate form. The acknowledgement must include the mention of the student's support through an "**Australian Government Research Training Program Scholarship**".

## 1.6.60 Items to be reported

A *HEP* must report to the *department* the items specified in column 1 ('Item') of the table, in accordance with the specification in column 2 ('Specification'), in each *Grant Year*. Each Item must be provided by the date specified in column 3 of the table ('Due Date').

| Item | Specification | Due Date |
|---|---|---|
| *HERDC* data | *HERDC* Specifications | 30 June |
| *HERDC* Audit Certificate | | |
| *HERDC* Vice-Chancellor's Certification Statement | | |
| The latest set of information provided to the *ABS* about higher education research and development expenditure that the *ABS* has returned to the *HEP* | In the form provided by the *ABS* | Within 30 days of the *ABS* returning the information to the *HEP* |

## 1.6.65 Items reported elsewhere

In addition to the Items in paragraph 1.6.60, the *department* will take into account information otherwise provided to the Commonwealth by the *HEP* in the Items in column 1 below, which must have been prepared in accordance with the Specifications referred to column 2, as part of *RTP* grant amount calculations and in undertaking compliance and monitoring activities in relation to the *RTP*.

| Item | Specifications |
|---|---|
| Acquittal of Australian Government financial | Financial Statement |



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| Item | Specifications |
|---|---|
| assistance or *RTP* rollover data | Guidelines for Australian *HEPs* |
| *HESDC* data | Higher Education Data Requirements and Change Control document |

## 1.7 High-Cost and Low-Cost Fields of Education

The high-cost and low-cost fields of education for the purposes of *RTP* Grant Amounts are defined by the *FOE*. High-cost *FOEs* are those set out in the table below and low-cost *FOEs* are those not listed in the table.

| ***ASCED* Code** | ***ASCED* Title** |
|---|---|
| 010300-010303 | Physics and Astronomy |
| 010500-010599 | Chemical Sciences |
| 010700-010799 | Earth Sciences |
| 010900-010999 | Biological Sciences |
| 019900-019999 | Other Natural and Physical Sciences |
| 030101 | Manufacturing Engineering |
| 030300-030399 | Process and Resources Engineering |
| 030501 | Automotive Engineering |
| 030701 | Mechanical Engineering |
| 030703 | Industrial Engineering |
| 030900-030999 | Civil Engineering |
| 031100-031199 | Geomatic Engineering |
| 031300 | Electrical and Electronic Engineering and Technology |
| 031301 | Electrical Engineering |
| 031303 | Electronic Engineering |
| 031305 | Computer Engineering |
| 031307 | Communications Technologies |
| 031501 | Aerospace Engineering |
| 031503 | Aircraft Maintenance Engineering |
| 031701 | Maritime Engineering |
| 039901 | Environmental Engineering |
| 039903 | Biomedical Engineering |
| 050000-059999 | Agriculture, Environmental and Related Studies |
| 060100-060199 | Medical Studies |
| 060501 | Pharmacy |
| 060701 | Dentistry |
| 061101 | Veterinary Studies |
| 069903 | Human Movement |
| 090701 | Psychology |



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# Endnotes

## Endnote 1—About the endnotes

The endnotes provide information about this compilation and the compiled law.

The following endnotes are included in every compilation:

Endnote 1—About the endnotes
Endnote 2—Abbreviation key
Endnote 3—Legislation history
Endnote 4—Amendment history

**Abbreviation key—Endnote 2**
The abbreviation key sets out abbreviations that may be used in the endnotes.

**Legislation history and amendment history—Endnotes 3 and 4**
Amending laws are annotated in the legislation history and amendment history.

The legislation history in endnote 3 provides information about each law that has amended (or will amend) the compiled law. The information includes commencement details for amending laws and details of any application, saving or transitional provisions that are not included in this compilation.

The amendment history in endnote 4 provides information about amendments at the provision (generally section or equivalent) level. It also includes information about any provision of the compiled law that has been repealed in accordance with a provision of the law.

**Editorial changes**
The *Legislation Act 2003* authorises First Parliamentary Counsel to make editorial and presentational changes to a compiled law in preparing a compilation of the law for registration. The changes must not change the effect of the law. Editorial changes take effect from the compilation registration date.

If the compilation includes editorial changes, the endnotes include a brief outline of the changes in general terms. Full details of any changes can be obtained from the Office of Parliamentary Counsel.

**Misdescribed amendments**
A misdescribed amendment is an amendment that does not accurately describe the amendment to be made. If, despite the misdescription, the amendment can be given effect as intended, the amendment is incorporated into the compiled law and the abbreviation "(md)" added to the details of the amendment included in the amendment history.

If a misdescribed amendment cannot be given effect as intended, the abbreviation "(md not incorp)" is added to the details of the amendment included in the amendment history.



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## Endnote 2—Abbreviation key

ad = added or inserted

am = amended

amdt = amendment

c = clause(s)

C[x] = Compilation No. x

Ch = Chapter(s)

def = definition(s)

Dict = Dictionary

disallowed = disallowed by Parliament

Div = Division(s)

ed = editorial change

exp = expires/expired or ceases/ceased to have effect

F = Federal Register of Legislation

gaz = gazette

LA = *Legislation Act 2003*

LIA = *Legislative Instruments Act 2003*

(md) = misdescribed amendment can be given effect

(md not incorp) = misdescribed amendment cannot be given effect

mod = modified/modification

No. = Number(s)

o = order(s)

Ord = Ordinance

orig = original

par = paragraph(s)/subparagraph(s) /sub-subparagraph(s)

pres = present

prev = previous

(prev…) = previously

Pt = Part(s)

r = regulation(s)/rule(s)

reloc = relocated

renum = renumbered

rep = repealed

rs = repealed and substituted

s = section(s)/subsection(s)

Sch = Schedule(s)

Sdiv = Subdivision(s)

SLI = Select Legislative Instrument

SR = Statutory Rules

Sub-Ch = Sub-Chapter(s)

SubPt = Subpart(s)

underlining = whole or part not commenced or to be commenced



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## Endnote 3—Legislation history

| Name | Registration | Commencement | Application, saving and transitional provisions |
|---|---|---|---|
| Commonwealth Scholarships Guidelines (Research) 2017 | 10 Oct 2016 (F2016L01602) | 11 Oct 2016 (s 2) | |
| Commonwealth Scholarships Guidelines (Research) Amendment (No.1) 2019 | 5 Dec 2019 (F2019L01574 | 6 Dec 2019 (s 2) | — |
| Commonwealth Scholarships Guidelines (Research) Amendment (No. 1) 2020 | 22 Jul 2020 (F2020L00934) | 23 July 2020 (s 2(1) item 1) | — |
| Commonwealth Scholarships Guidelines Amendment (Research) 2021 | 14 December 2021 (F2021L01774) | 15 December 2021 | s5 |



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## Endnote 4—Amendment history

| Provision affected | How affected |
|---|---|
| **Part 1** | |
| s 2 | rep LA s 48D |
| s 4 | rep LA s 48C |
| **Chapter i** | |
| s i.v | am F2019L01574; F2020L00934 |
| s i.vii | am F2021L01774 |
| **Chapter 1** | |
| 1.4.5 | am F2021L01774 |
| 1.4.10 | rs F2021L01774 |
| 1.4.12 | ad F2021L01774 |
| 1.4.13 | ad F2021L01774 |
| 1.4.15 | rs F2019L01574 |
| | am F2020L00934 |
| 1.4.20 | rs F2019L01574; F2020L00934 |
| 1.4.30 | ad F2019L01574 |
| 1.6.6 | ad F2020L00934 |
| 1.6.30 | rs F2019L01574 |
| 1.6.45 | am F2020L00934; am F2021L01774 |
| 1.6.60 | ad F2019L01574 |
| 1.6.65 | ad F2019L01574 |



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