

Swinburne Research

Conditions of Award
Research Training Program Fee-Offset
(International)



SWINBURNE UNIVERSITY
OF TECHNOLOGY

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1 Introduction

These guidelines outline the entitlements and requirements for new Research Training Program Fee-Offset (International) – RTPFO (International) students. Further information can be sought from Swinburne Research (see the section at the end of this guide for contact details).

2 How to apply

All international applicants for Swinburne University stipend scholarships are considered for an RTPFO (International). No separate application process is required.

To apply for a stipend scholarship, complete the *Application for Admission to Higher Degrees by Research Candidature and Scholarship* form available on the web at <http://www.swinburne.edu.au/research/research-degrees/application-process/>. You will also need to send the referee report form (available from the same website) to two referees.

3 Definitions

<i>Date of commencement</i>	is usually the date of first enrolment
<i>DIAC</i>	means the Commonwealth Department of Immigration and Citizenship. See http://www.immi.gov.au/
<i>HDR</i>	means a Higher Degree by Research that is a Research Doctorate or a Research Masters
<i>HESA</i>	means the <i>Higher Education Support Act 2003</i>
<i>Research Doctorate</i>	has the meaning given in the Australian Qualifications Framework http://www.aqf.edu.au/wp-content/uploads/2013/05/AQF-qualification-titles-PDF-2B3-1b.pdf
<i>Research Masters</i>	has the meaning given in the Australian Qualifications Framework http://www.aqf.edu.au/wp-content/uploads/2013/05/AQF-qualification-titles-PDF-2B3-1b.pdf
<i>RTP</i>	means the Research Training Program
<i>RTP Fees Offset</i>	is a type of RTP Scholarship to assist with course fees that would otherwise be payable by a HDR student
<i>Suspension</i>	in respect of a scholarship, means a period of time during which a scholarship holder is not receiving scholarship payments
<i>University</i>	means Swinburne University of Technology

4 Description of Scholarship

The Research Training Program Fee-Offset (International) – RTPFO (International) program was established to maintain and develop international research linkages and specifically aims to attract top quality international postgraduate students to areas of research strength in the Australian higher education sector and to support Australia's research effort.

The Research Training Program Fee-Offset (International) – RTPFO (International) is awarded to an international student of exceptional research potential undertaking a research doctorate.

The award covers tuition costs and the cost of Overseas Student Health Cover. **No living allowance is provided.**

5 Duration of a RTPFO (International)

The duration of a RTPFO (International) is **three years** for a student undertaking research doctorate studies. Awards are not available to Masters candidates. The date of first enrolment is the commencement date for the scholarship.

The duration of an RTPFO (International) will be reduced by any periods of study undertaken during suspension of the RTPFO (International).

Swinburne University may also approve an extension to the duration of a RTPFO (International) for a Research Doctorate student of up to six months provided the student is making satisfactory progress and the grounds for the extension are related to study and are beyond the control of the student.

6 Eligibility Requirements

To be eligible for a RTPFO (International) and to maintain entitlement to the RTPFO (International), a student must:

- be a citizen of a country other than Australia or New Zealand; and
- meet international student visa requirements as specified by the Commonwealth Department of Immigration and Citizenship (DIAC), including the requirement to purchase and maintain a standard Overseas Student Health Cover policy approved by the Commonwealth Government Department of Health and Ageing; and
- be commencing enrolment in a research doctorate for the first time at an Australian University; and
- be accepted for candidature and enrolled in a research doctorate at Swinburne University; and
- be enrolled on a full-time basis; and
- be undertaking study in a subject area identified by Swinburne University as one of its areas of research concentration; and
- be ineligible for study under the Commonwealth's Research Training Program Fee-Offset at the commencement of the HDR; and
- satisfy Swinburne's academic entry requirements for a research doctorate program including the English proficiency levels set by Swinburne University for international students; and
- not hold a research doctorate degree regarded by Swinburne University to be equivalent to an Australian research doctorate degree; and
- not have held an Australian Agency for International Development (AusAID) scholarship within the two years prior to the commencement of their RTPFO (International); and
- not be receiving a scholarship for which course tuition is a component under any other scholarship scheme to which the Commonwealth Government makes a substantial contribution; and
- not previously have received a RTPFO (International) for a research doctorate degree; and
- not previously have received a RTPFO (International) for a research Masters degree, unless:
 - that degree was completed and the student is undertaking a research doctorate degree; or
 - the student has converted their RTPFO (International).

7 Ongoing Eligibility

Swinburne University monitors students' ongoing eligibility to ensure that the students continue to meet the eligibility requirements set out in these Guidelines. Students must also maintain satisfactory progress.

8 Value of Scholarships

The maximum value of a RTPFO (International) in a year is equal to:

- the estimated annual program cost for the research doctoral program being undertaken by the student; plus
- the cost of a standard Overseas Student Health Cover policy approved by the Commonwealth Government Department of Health and Ageing and which covers the student and their spouse and dependants (if any) for the period of the RTPFO (International).

9 Suspension during Leave of Absence

Students may apply to Swinburne University for a suspension of their scholarship during a period of leave of absence for up to 12 months (full-time equivalent). In exceptional circumstances, students may apply for suspensions beyond 12 months. The approval of all suspensions will be at the discretion of Swinburne University.

10 Non-commencements and Withdrawals

In the case of non-commencement of a program or withdrawal from a program after commencement, the normal policies of the University will apply concerning:

- the non-refundability of program costs for students who withdraw after commencing study; and
- administrative charges for students who do not commence their study after having received an offer of a place.

11 Work

Students with a student visa permitting them to work may only undertake work unrelated to their program requirements for up to a maximum of 8 hours a week while undertaking their studies as per the HDR policy. The student must obtain the approval of the University prior to undertaking such work. The University may not approve a student undertaking work unless it is satisfied that the work will not interfere with the student's study. Work commitments cannot be accepted as grounds for an extension of the duration of the RTPFO (International).

12 Change of Research Area

The University may approve a student's request to change from the research area indicated in the original placement/scholarship offer, providing:

- the new research area is one of the areas of research concentration at Swinburne University; and
- there will be no extension of candidature in the new program arising from the change of research area, including any previously approved extensions. The only exception to this rule is where the change of research area results from circumstances which are outside the control of the student and the University.

13 Change of Degrees

The RTPFO (International) are for study at doctoral level only and cannot be converted.

14 Transfer of a RTPFO (International)

Students who transfer from one University to another may continue to receive their RTPFO (International) only if their new and the former University agree:

- to the continuation of the RTPFO (International); and
- on the arrangements for transfer; and
- on provision of information on any RTPFO (International) entitlements the student has already received.

NOTE: Change of university does not constitute sufficient grounds for a subsequent extension of the RTPFO (International).

15 Termination of a RTPFO (International)

A RTPFO (International) will be terminated:

- if the student ceases to meet the eligibility criteria specified in these Guidelines other than during a period in which the RTPFO (International) has been deferred; or
- if, in the opinion of the University, the program of study is not being carried out with competence and diligence or in accordance with the policies of the University as they relate to higher degree by research students or in accordance with the offer of the RTPFO (International); or
- if the University determines that a student is guilty of serious academic misconduct; or
- when the student ceases to be a full-time student and when approval has not been obtained from the University to hold the RTPFO (International) on a part-time basis; or
- once the maximum duration of the RTPFO (International) has been reached; or
- on submission of thesis for examination; or
- if the student does not resume study at the conclusion of a period of suspension and has not arranged to extend that period of suspension; or
- if the student fails to maintain satisfactory progress, as determined by the University; or
- if the University is able to offer the student an HDR place funded by the Commonwealth's Research Training Fee-Offset, subject to the student being eligible for such a place.

16 Supervision and Facilities

Swinburne University will endeavour to:

- ensure that adequate facilities and appropriate supervision are available for each student undertaking a HDR; and
- establish, make publicly available, and abide by, a code of supervisory practice for students undertaking a HDR.

17 Contact details

Staff members in Swinburne Research are always happy to answer any questions you might have. They can be contacted on:

Phone: 9214 3859

Email: HDRscholarships@swin.edu.au

Website: <http://www.swinburne.edu.au/research/funding-grants/scholarships/>

Location: EN153, Ground Floor, EN Building
Via John Street,
Hawthorn campus