RESEARCH SCHOLARSHIPS

Australian Postgraduate Awards
RMIT PhD Scholarships

Terms and Conditions

2010

For information on these scholarships contact:

School of Graduate Research
Research & Innovation Portfolio
RMIT University, City Campus
Building 91, Level 2
110 Victoria Street, Carlton, Melbourne

Telephone: (03) 9925 8355
Fax: (03) 9925 4089
Email: sgr@rmit.edu.au
1. Introduction

The Commonwealth Department of Innovation, Industry, Science & Research (DIISR) offered 2584 Australian Postgraduate Awards (APAs) in 2009 to postgraduate researchers on the basis of academic excellence and exceptional research potential – there are no quotas for particular disciplines. In 2009, 63 Australian Postgraduate Awards were granted to RMIT University.

RMIT PhD Scholarships are also available for full-time research at doctoral level for study at RMIT University.

The three academic Colleges of RMIT University, located across its campuses are:

- Business
- Design & Social Context
- Science, Engineering & Health

RMIT University has identified key research concentrations and focus through its Academic Colleges, Research Institutes and Research Centres. Offers of enrolment and for scholarships will be offered primarily to applicants whose proposed projects are aligned with the areas of research strength within the university. RMITs research strengths are:

College of Business

1. Accounting Education
2. Applied Economic Modelling
3. Corporate Governance/ Social Responsibility
4. E-Government and E-Health
5. Empirical Microeconomics
6. Employment Relations
7. Entrepreneurship and Innovation
8. Financial Markets
10. Information, Security and Knowledge Management
11. International Business Studies
12. Internet Law
13. Investments and Commodity Pricing
14. Logistics and Supply Chain Management
15. Marketing
16. Organisational Sustainability, Behaviour and Theory
17. Societal Value of Information Technology
18. Strategic Management

College of Design and Social Context

1. Applied human rights
2. Art as environmental and social intervention
3. Communication and media
4. Community, welfare and youth services
5. Cultural studies
6. Design research
7. Education curriculum & pedagogy
8. Environment and community sustainability
9. Film, television and digital media
10. Housing, urban policy and urban liveability
11. International development
12. International studies, globalisation and global cities
13. Koori art and culture
14. Planning and regional development
15. Property and construction occupational health and safety
16. Social policy, practice and evaluation
17. Spatial information architecture
18. Sustainable built environments and life-cycle assessment
19. Work, gender and inequality
College of Science, Engineering and Health

1. Advanced Coatings, Surface Engineering and Soft Condensed Matter
2. Advanced Industrial Informatics
3. Advanced Materials
4. Aerospace and Automotive Design Research
5. Biomedical Electronics
6. Biotechnology
7. Data Search, Analysis and Storage
8. Environmental and Molecular Science and Technology
9. Geospatial Sciences
10. Membrane Ion Transport
11. Metabolic Diseases
12. Microplatforms Research Group
13. System Modelling and Optimization
14. Theory and Simulation of Matter
15. Traditional and Complementary Medicine

The projects within the RMIT Research Institutes are:

Design Research Institute

1. Customising space
2. Digital Design & Manufacture
3. Intervention through Art
4. Geoplaced Knowledges
5. Urban Liveability

Global Cities Research Institute

1. Climate Change Adaptation
2. Community Sustainability
3. Globalization and Culture
4. Human Security
5. Learning Cities
6. Urban Infrastructure

Platform Technologies Research Institute

1. Nano Materials and Devices
2. Security and Safety
3. Sport Engineering Technologies (Sportzedge)
4. Intelligent Industrial Information Technologies

Health Innovations Research Institute

1. Metabolism, exercise and disease
2. Electromagnetism: biophysical modulators
3. Traditional and complementary medicine
4. Ion channels and transporters as therapeutic targets

This booklet is designed to give information to potential applicants and explain the conditions of award. All potential applicants are advised to refer to the Policy and Procedures for Higher Degrees by Research available at: www.rmit.edu.au/graduateresearch

Applicants with dependent children should check with Centrelink and the Family Assistance Office to see if they are eligible for other benefits.
Further Information can be obtained from Colleges and Schools:

<table>
<thead>
<tr>
<th>Colleges and Schools</th>
<th>Contact</th>
<th>Phone</th>
<th>Web address</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College of Business</strong></td>
<td>Prue Lamont</td>
<td>9925 5598</td>
<td><a href="mailto:prue.lamont@rmit.edu.au">prue.lamont@rmit.edu.au</a></td>
</tr>
<tr>
<td>Accounting and Law</td>
<td>Prue Lamont</td>
<td>9925 5598</td>
<td><a href="mailto:prue.lamont@rmit.edu.au">prue.lamont@rmit.edu.au</a></td>
</tr>
<tr>
<td>Business Information Technology</td>
<td>Prue Lamont</td>
<td>9925 5598</td>
<td><a href="mailto:prue.lamont@rmit.edu.au">prue.lamont@rmit.edu.au</a></td>
</tr>
<tr>
<td>Economics, Finance and Marketing</td>
<td>Prue Lamont</td>
<td>9925 5598</td>
<td><a href="mailto:prue.lamont@rmit.edu.au">prue.lamont@rmit.edu.au</a></td>
</tr>
<tr>
<td>Graduate School of Business Management</td>
<td>Tina Katselos</td>
<td>9925 0102</td>
<td><a href="mailto:tina.katselos@rmit.edu.au">tina.katselos@rmit.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Sally Wong</td>
<td>9925 1536</td>
<td><a href="mailto:sally.wong@rmit.edu.au">sally.wong@rmit.edu.au</a></td>
</tr>
<tr>
<td><strong>College of Design and Social Context</strong></td>
<td>Daniel Martini</td>
<td>9925 3283</td>
<td><a href="mailto:daniel.martini@rmit.edu.au">daniel.martini@rmit.edu.au</a></td>
</tr>
<tr>
<td>Architecture and Design</td>
<td>Jonathon Dale</td>
<td>9925 3505</td>
<td><a href="mailto:jonathon.dale@rmit.edu.au">jonathon.dale@rmit.edu.au</a></td>
</tr>
<tr>
<td>Art</td>
<td>Joy Hirst</td>
<td>9925 1947</td>
<td><a href="mailto:joy.hirst@rmit.edu.au">joy.hirst@rmit.edu.au</a></td>
</tr>
<tr>
<td>Education</td>
<td>Jane Santos</td>
<td>9925 7877</td>
<td><a href="mailto:jane.santos@rmit.edu.au">jane.santos@rmit.edu.au</a></td>
</tr>
<tr>
<td>Fashion and Textiles</td>
<td>Antida Liistro</td>
<td>9925 9493</td>
<td><a href="mailto:antida.liistro@rmit.edu.au">antida.liistro@rmit.edu.au</a></td>
</tr>
<tr>
<td>Global Studies, Social Science and Planning</td>
<td>Brian Walsh</td>
<td>9925 3590</td>
<td><a href="mailto:gsssp.research@rmit.edu.au">gsssp.research@rmit.edu.au</a></td>
</tr>
<tr>
<td>Media and Communication</td>
<td>Angelo Tardio</td>
<td>9925 2847</td>
<td><a href="mailto:angelo.tardio@rmit.edu.au">angelo.tardio@rmit.edu.au</a></td>
</tr>
<tr>
<td>Property, Construction &amp; Project Management</td>
<td>Joy Ooi</td>
<td>9925 3738</td>
<td><a href="mailto:joy.ooi@rmit.edu.au">joy.ooi@rmit.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Nicole Gillard</td>
<td>9925 2230</td>
<td><a href="mailto:nicole.gillard@rmit.edu.au">nicole.gillard@rmit.edu.au</a></td>
</tr>
<tr>
<td><strong>College of Science, Engineering and Health</strong></td>
<td>Helen Young</td>
<td>9925 3949</td>
<td><a href="mailto:helen.young@rmit.edu.au">helen.young@rmit.edu.au</a></td>
</tr>
<tr>
<td>Aerospace, Mechanical &amp; Manufacturing Engineering</td>
<td>Sandra Pereira</td>
<td>9925 9904</td>
<td><a href="mailto:sandra.pereira@rmit.edu.au">sandra.pereira@rmit.edu.au</a></td>
</tr>
<tr>
<td>Applied Sciences</td>
<td>Lina Bubic</td>
<td>9925 6072</td>
<td><a href="mailto:lina.bubic@rmit.edu.au">lina.bubic@rmit.edu.au</a></td>
</tr>
<tr>
<td>Civil, Environmental and Chemical Engineering</td>
<td>Kaarina Liind</td>
<td>9925 1751</td>
<td><a href="mailto:kaarina.liind@rmit.edu.au">kaarina.liind@rmit.edu.au</a></td>
</tr>
<tr>
<td>Computer Science and Information Technology</td>
<td>Sharon Taylor</td>
<td>9925 3231</td>
<td><a href="mailto:sharon.taylor@rmit.edu.au">sharon.taylor@rmit.edu.au</a></td>
</tr>
<tr>
<td>Electrical and Computer Engineering</td>
<td>Sarah Thompson</td>
<td>9925 2585</td>
<td><a href="mailto:sarah.e.thompson@rmit.edu.au">sarah.e.thompson@rmit.edu.au</a></td>
</tr>
<tr>
<td>Health Sciences</td>
<td>Laurie Clinton</td>
<td>9925 3174</td>
<td><a href="mailto:elecengresearch@rmit.edu.au">elecengresearch@rmit.edu.au</a></td>
</tr>
<tr>
<td></td>
<td>Julie Plateo</td>
<td>9925 7361</td>
<td><a href="mailto:julie.plateo@rmit.edu.au">julie.plateo@rmit.edu.au</a></td>
</tr>
<tr>
<td>Mathematical and Geospatial Sciences</td>
<td>Bhavika Agnihotri</td>
<td>9925 2283</td>
<td><a href="mailto:SMGS-research@rmit.edu.au">SMGS-research@rmit.edu.au</a></td>
</tr>
<tr>
<td>Medical Sciences</td>
<td>Petra Siskos</td>
<td>9925 2827</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Helen Cassidy</td>
<td>9925 7894</td>
<td><a href="mailto:helen.cassidy@rmit.edu.au">helen.cassidy@rmit.edu.au</a></td>
</tr>
</tbody>
</table>
2. How to apply for an Australian Postgraduate Award or RMIT PhD Scholarship

Applications for Higher Degrees by Research commencing in 2010 at RMIT are now open. The application form for research scholarships and the selection timeline can be found at:

www.rmit.edu.au/programs/apply/research

The application form for scholarships is the same as the one for degree admission.

Completed applications can be submitted to the School of Graduate Research in person or posted via the postal address below:

<table>
<thead>
<tr>
<th>Postal address</th>
<th>Physical location</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Graduate Research</td>
<td>RMIT University</td>
</tr>
<tr>
<td>RMIT University</td>
<td>School of Graduate Research</td>
</tr>
<tr>
<td>Research &amp; Innovation Portfolio</td>
<td>110 Victoria Street</td>
</tr>
<tr>
<td>GPO Box 2476</td>
<td>Building 91 Level 2</td>
</tr>
<tr>
<td>Australia</td>
<td>Carlton</td>
</tr>
</tbody>
</table>

All scholarship applications submitted in person must be received at the School of Graduate Research by no later than 5pm Friday 30 October, 2009. Applications that are posted must be post-marked 30 October 2009 or earlier.

Applicants must also ensure all documentation eg. certified photocopies of citizenship papers, birth certificate, relevant pages of a passport, academic transcripts, testamurs, statements of completion, are attached to the application form. The last day for submitting outstanding results is 30 November 2009.

The procedure for enrolment can be found in Section 8 of Policy and Procedures for Higher Degrees by Research (2007).

3. Applicant eligibility

3.1 Citizenship requirements

To be eligible for an APA or RMIT PhD Scholarship in 2010, an applicant must be an Australian citizen, a New Zealand citizen, or an Australian Permanent Resident. Applications from applicants currently seeking permanent resident status are permissible but any offers of awards will be conditional upon gaining permanent residency status before 1 March 2010.

3.2 Academic requirements

To be eligible for an APA or RMIT PhD Scholarship in 2010, an applicant must:

(a) have completed at least four years of tertiary education studies at a high level of achievement, for example:
   - a four year degree;
   - a three year degree and an Honours year;
   - a five year degree;
   - a three year degree and one year of a Masters preliminary or other qualifying programme; or
   - a three year degree and a postgraduate diploma; and

(b) have obtained a Bachelor degree with First Class Honours or have demonstrated an equivalent level of academic attainment; and

(c) be undertaking a higher degree by research at RMIT University in 2010, or, for an RMIT PhD Scholarship they must be undertaking a doctoral degree in 2010; and

(d) be enrolled as a full-time student upon commencement of their award or, in exceptional circumstances, be granted approval by RMIT University for a part-time award in line with the criteria detailed in Section 4.11; and

(e) have discussed their proposed research topic with the relevant School and been allocated a supervisor before submitting an application and before being ranked for an offer of an APA. It is not acceptable for an institution to make an offer to a student who then has to find a place in a school and an appropriate supervisor.

Applicants are ineligible for scholarship in 2010 if:

(a) undertaking a Masters by Research, they already hold a Research Doctorate or a Research Masters degree or an equivalent research qualification; or

(b) undertaking a Doctorate, they already hold a Research Doctorate degree or an equivalent research qualification; or
(c) they have previously held an APA, an APA (Industry) or an Australian Government-funded Postgraduate Research Award (excluding an International Postgraduate Research Scholarship or its predecessor, Endeavour International Postgraduate Research Scholarship), unless it was terminated within six months of the commencement of benefits; or

(d) they are currently receiving another equivalent award, scholarship or salary to undertake the research higher degree, providing a benefit greater than 75% of the base APA stipend rate.

3.3 Selection Criteria
The normal entrance requirements to PhD or Masters by Research candidature are an approved tertiary qualification from a recognised Australian tertiary institution or its equivalent. In addition, applicants must satisfy any prerequisite or employment requirements as specified in the individual program brochures.

Applicants for a research scholarship must have discussed their proposed research topic with the relevant School, before submitting an application and before being ranked for an offer of a scholarship. RMIT needs to ensure that adequate facilities and appropriate supervision are available for the applicants to undertake the program.

RMIT University ranks applicants by academic merit, research related work experience and publications and research potential.

Schools are required to assess their applicants against the eligibility criteria and with regard to the school ability to provide the necessary resources and appropriate supervision. The lists of confirmed applicants then form the basis for the final RMIT University ranking meeting. Scholarship offers are made after the meeting, and unsuccessful applicants are advised if they are on a reserve list for any further offers.

3.4 Enrolment
Guidelines for enrolment can be found in Section 8 of the Policy and Procedures for Higher Degrees by Research.

Scholarship recipients are required to enrol into the School that is listed on their application.

Students are required to have their candidature confirmed (for Doctoral candidates within 12 months after the census date closest to commencement and for Master’s candidates within 6 months after the census date closest to commencement). Failure to obtain confirmation of candidature by the required deadline constitutes unsatisfactory progress and may result in the scholarship being withdrawn.

3.5 Staff and Student Responsibilities
RMIT must:

a) ensure that adequate facilities and appropriate supervision are available for each student undertaking a HDR; and

b) establish, make publicly available, and abide by, a code of supervisory practice for students undertaking a HDR.

The responsibilities of Higher Degrees by Research candidates at RMIT and their supervisors are outlined in sections 8 and 9 of the Policy and Procedures for Higher Degrees by Research (2007).

It is the candidate’s responsibility to inform the Scholarships Officer at the School of Graduate Research of any changes to their enrolment. Changes to enrolment may affect eligibility for scholarship funding. Changes that the SGR should be notified of are (but not limited to):

- Leave of Absence (including illness, carer’s, maternity, parental or recreational leave)
- Change of load (ie. from full-time to part-time or from part-time to full-time)
- Upgrade or downgrade of research program

3.6 Other RMIT based Awards
Details on various RMIT based awards and scholarships are available from:

RMIT Scholarships Office, Building 12, Level 4
GPO Box 2476V, Melbourne VIC 3001
Phone: (03) 9925 2811, Fax: (03) 9925 9513
Email: scholarships@rmit.edu.au
Web: www.rmit.edu.au/scholarships

Or for more general scholarship information it is possible to search the Joint Academic Scholarship Online Network (JASON), a nationwide postgraduate scholarship database at www.jason.edu.au
4. Conditions of Scholarship – for APAs and RMIT PhD Scholarships

4.1 Benefits

4.1.1 Stipend Entitlements

The Scholarship provides a stipend at a rate of $22,500 a year (full-time in 2010) to cover living expenses while studying the higher degree. This stipend is tax exempt for full-time candidates. All award holders will be allocated an RTS place.

The part-time stipend rate in 2010 will be approximately $11,000 per annum. The part-time stipend is not tax exempt.

Scholarship holders are permitted to seek additional funding from other sources other than the award for the following:

- Obtain funds for fieldwork, equipment or other expenses not covered by the award,
- Obtain funding for overseas travel costs from other Australian Government awards or any other source; and
- Receive income derived from part-time work undertaken within the conditions set out in sections 4.5 and 4.6 below.

4.1.2 Relocation Allowance

For students relocating their place of residence to take up their scholarship, the following payments will be made upon production of receipts:

- Travel expenses up to a maximum amount equivalent to the economy class of student airfare for the scholarship holder, spouse and any dependants to the new city; or
- Travel by car, for which they will receive a per kilometre allowance as determined by RMIT up to the equivalent airfare costs. Students cannot claim for accommodation or meal costs if they elect to travel by car; and
- Relocation expenses up to the approved maximum amounts.

Applicants who relocate to Melbourne prior to being offered their scholarship with RMIT are not eligible to receive the relocation allowance.

For the purposes of relocation entitlements, a dependant is defined as a person who moves residence with the scholarship holder. A spouse who transfers employment to the city of the institution may be regarded as a dependant; a child continuing to reside at the former city and not intending to live on a permanent basis with the scholarship holder at the new location cannot be regarded as a dependant.

Travel expenses will be reimbursed up to $515 per adult and $255 per dependant child. The maximum amount of relocation and travel expenses will be $1485 per candidate.

4.1.3 Thesis Allowance

- Up to $840 for PhD thesis;
- Up to $420 for Masters thesis;

Paid upon production of original receipts. The allowance must be claimed within one year of submission of the thesis and no more than 2 years after termination of the award. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis. The allowance is a contribution to the costs of production of the thesis including editing and does not include costs such as the purchase of computer equipment.

Thesis allowance is payable for costs associated with the resubmission of a thesis, provided that the claim is made within one year of the resubmission date. The combined total of allowances for submission and resubmission must not exceed the approved maximum amounts.

In exceptional circumstances, students may apply to RMIT for a waiver of the relevant time limit on claiming the thesis allowance with any decision remaining at the discretion of RMIT. Any waiver of time limit must be approved by RMIT, subject to it being satisfied that the exceptional circumstances were beyond the student’s control and warrant an extension of the period in which a thesis allowance may be claimed.

4.1.4 Family Assistance

Successful applicants for full-time awards with families are advised they might be eligible for the Parenting Payment and need to apply at their nearest branch of Centrelink. Please check with the Family Assistance Office about eligibility for other types of assistance.

If any problems occur contact the Student Financial Advisor at Student Services Group, Building 14, Level 4, City Campus.
RMIT cannot be held responsible for any changes in government policy.

4.2 Duration of scholarship
A full-time scholarship may be held for three years for Doctoral studies, or two years for Master’s studies.

A Doctoral candidate may apply for a maximum extension to the scholarship of up to six months subject to satisfactory progress and school approval, provided the grounds are related to study and are beyond the control of the candidate.

The maximum tenure for the scholarship will be reduced by any periods of study undertaken:
- Towards the degree prior to the commencement of the scholarship;
- During suspension of the scholarship.
Additionally, for an APA the maximum tenure will be reduced by any periods of study undertaken previously while receiving an Australian Postgraduate Coursework Award.

The duration of the scholarship will be increased by any periods of paid leave approved by RMIT.

The scholarship holder must submit regular progress reports as required by RMIT. RMIT will terminate the scholarships of students who fail to maintain satisfactory progress.

Applications for an extension to the scholarship must be made to the School of Graduate Research between six and one month prior to the end date of the candidate’s scholarship.

4.3 Conversion of Degrees
Conversion of a Masters or Doctoral degree
RMIT may give approval to APA holders to convert from a Masters degree to a Doctoral degree, or from a Doctoral degree to a Masters degree, during the tenure of the scholarship. The maximum duration of a converted scholarship becomes that for the new degree, minus time taken for periods of study undertaken towards the relevant degree prior to the conversion.

Completion of a Masters degree
An APA holder completing a Masters degree may continue the scholarship for Doctoral studies provided there is no interval between Masters and Doctoral candidature, or that such an interval is covered by suspension of the scholarship. Because a scholarship normally expires on completion of a degree, the student must ensure that the progression to a Doctorate, or suspension of the scholarship, is arranged before the Masters studies are completed.

In approving conversion from Masters to Doctoral study, APA holders should note that:
- The maximum period of the scholarship for a student progressing from Masters to Doctoral study is three years (or three and a half years if an extension is approved) from the date the student took up the scholarship as a Masters student; and
- The student may undertake the Doctorate at a different institution from the Masters degree, provided the transfer of the APA is arranged between the institutions before the Masters studies are completed.

In approving conversion from Doctoral to Master’s study, RMIT PhD Scholarship holders will forfeit the award.

4.4 Commencement Dates
A student must enrol at RMIT by 31 March in the year they receive the scholarship. Scholarships may be taken up from 1 January, with approval of the enrolling School.

A late enrolment up to 31 August may be granted where employment commitments or circumstances beyond the student’s control prevent the student commencing by 31 March. Approval for a late commencement must be submitted in writing by the student to the head of school, providing full details of the reasons for the request. Applications endorsed by the head of school must be submitted to the School of Graduate Research for approval.

If a student cannot start by 31 March, and approval has not been obtained for late commencement prior to 31 March, the scholarship offer will be withdrawn. If a student has not commenced by 31 August of the year of the scholarship offer for any reason whatsoever and whether or not approval for late commencement has been obtained, the offer will be withdrawn.

4.5 Employment
The scholarship holder is permitted to undertake a limited amount of part-time paid employment relating to their research, usually no more than 240 hours of employment a year during normal working hours (i.e. 9-5 Monday to Friday). Up to eight (8) hours employment a week will be permitted. Anything over and above these hours must be approved by the senior supervisor and head of school. RMIT cannot require the award holder to undertake employment.

If it becomes obvious that the amount of part-time employment has become detrimental to the candidate’s studies, this fact should be included in the next biannual progress report submitted to the RMIT Research Committee (See Section 10 of the Policy and Procedures for Higher Degrees by Research).

There is no limit on how much income an award holder can receive from part-time work that is unrelated to their research (please refer below to section 4.6 for limitation on income that is specifically in support of the research being undertaken by the candidate). However, this income will not be tax-exempt.

4.6 Eligibility for concurrent awards, scholarship or salaries
A scholarship holder may receive a concurrent award, scholarship or salary to undertake their research higher degree if:

- The concurrent award, scholarship or salary provides a benefit less than 75% of the base scholarship stipend rate; or
- The scholarship is suspended for the period of the concurrent award, scholarship or salary and the period of study undertaken towards the research higher degree during suspension of the scholarship is deducted from the maximum period of its tenure.

Income earned from sources unrelated to the course of study is not subject to the 75% rule.

4.7 Leave Entitlements
4.7.1 Recreation Leave
Scholarship holders are entitled to up to 20 working days paid recreational leave each year of the award and this may be accrued (pro rata) over the tenure of the award. Up to 30 days may be accrued at any time. Candidates will forfeit any leave not consumed that exceeds a 30 day accrual. The candidate will forfeit any unused leave remaining when an award is terminated or completed.

The student must obtain their Supervisor and School’s agreement before leave is taken.

4.7.2 Sick Leave
Scholarship holders are entitled to up to 10 working days sick leave each year of the award and this may be accrued over the tenure of the award.

Scholarship holders may also receive additional paid sick leave of up to a total of twelve weeks during their award for medically substantiated periods of illness lasting longer than ten days. Where a scholarship holder takes a period of additional sick leave, the tenure of the scholarship will be extended by that period.

Sick leave entitlements may also be extended to cover scholarship holders with family responsibilities caring for sick children or relatives, subject to the usual practice of the institution, in relation to students on similar awards.

4.7.3 Maternity Leave
Once scholarship holders have completed twelve months of their award, they are entitled to a maximum of twelve weeks paid maternity leave during the tenure of the award. Periods of paid maternity leave are in addition to the normal duration of the scholarship. Scholarship holders who have not completed twelve months of their award may access unpaid maternity leave through the suspension provisions.

The student must obtain their Supervisor and School’s agreement before leave is taken.

4.7.4 Parenting Leave
Scholarship holders who are partners of women giving birth and who have completed twelve months of their award are entitled to five days paid parenting leave at the time of the birth. Periods of paid parenting leave are in addition to the normal duration of the scholarship. Scholarship holders who have not completed twelve months of their award may access parenting leave through the suspension provisions.

The student must obtain their Supervisor and School’s agreement before leave is taken.

4.8 Research at other Organisations and Overseas
RMIT may give approval for a scholarship holder to conduct substantial amounts of research at an organisation outside the higher education sector, but such approval will not normally be granted in the
first six months of the award. In such cases RMIT will remain responsible for the scholarship holder and ensure adequate support, supervision, training and research freedom. Overseas research may be approved for up to twelve months if the research is essential for completion of a degree, if there is adequate supervision and if the award holder remains enrolled at RMIT. Whilst a student is overseas, any arrangements for the forwarding of money overseas will be the student’s responsibility.

4.9 Termination of a scholarship
RMIT will terminate a scholarship:
(a) if the student ceases to meet the eligibility criteria specified in section 3 of these Conditions, other than during a period in which the scholarship has been suspended or during a period of leave in accordance with section 4.7; or

(b) when the student ceases to be a full-time student and approval has not been obtained from RMIT to hold the scholarship on a part-time basis; or

(c) two weeks after the thesis/project is submitted or at the end of the award, which ever is earlier, unless the scholarship holder is completing a Research Masters degree and undertaking Research Doctorate studies as explained in section 4.3 of these Conditions; or

(d) 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; or

(e) on the death, incapacity, resignation or withdrawal of the student; or

(f) if the candidate takes Leave of Absence for more than 12 months continuously without the approval of the RMIT Research Committee; or

(g) if RMIT determines that:
   i) the course of study is not being carried out with competence and diligence or in accordance with the offer of the scholarship and no suitable alternative arrangements can be made for continuation of the postgraduate degree; or
   ii) the student has failed to maintain satisfactory academic progress as evidenced in the biannual progress reports provided to the school; or
   iii) the student has committed serious misconduct, including, but not limited to the provision of false or misleading information in terms of section 4.13.

If a scholarship is terminated, it cannot be re-activated unless the termination occurred in error.

4.10 Suspension of a scholarship
Students may apply to RMIT for a suspension of their scholarship. In respect of a scholarship, suspension means a period of time during which a scholarship holder is not receiving scholarship payments e.g. during a period of approved leave. If the proposed suspension is to commence after the first six months of tenure and is of less than twelve months’ duration a School and College may, at its discretion, approve the suspension.

If the proposed suspension is to commence within the first six months or if the accumulated period of suspension(s) is of more than twelve months’ duration, the student must apply to the RMIT Research Committee. The application will only be considered if there are exceptional circumstances beyond the control of the student.

Please note: Periods of study undertaken towards the degree during suspension of the scholarship must be deducted from the maximum period of its tenure. Application for suspension must be submitted to the School of Graduate Research at least one month prior to the date of proposed suspension.

4.11 Part-time scholarship
RMIT may approve a part-time scholarship where a scholarship recipient is able to demonstrate exceptional circumstances such as significant care commitments, or a medical condition e.g. if the scholarship holder has:
- primary carer responsibilities for a pre-school child; or
- primary carer responsibilities for school aged children as a sole parent with limited access to outside support; or
- primary carer responsibilities for an invalid or disabled spouse, child or parent; or
- a medical condition, which limits the capacity to undertake full-time study (supported by medical certification); or
- if the student is undertaking the Commercialisation Training Scheme (CTS).
In approving a part-time award, RMIT must be satisfied that the award holder’s circumstances are such that it would not be reasonable to expect the student to study on a full-time basis. Part time scholarships are not available to applicants seeking to undertake paid employment on a full-time, or on a substantial part-time basis, and recipients are subject to the same restrictions on employment as full-time scholarship holders.

A part-time scholarship holder is expected to progress at half the rate of a full-time scholarship holder and extensions are possible for Doctoral candidates. No extensions are available for Master’s candidates.

Scholarship holders approved to study part-time may revert to full-time study at any time with the permission of RMIT. RMIT may also require award holders to convert to full-time if the exceptional circumstances that made them eligible for a part-time award no longer apply.

Candidates for part-time scholarships will be ranked by RMIT along with applicants for full-time study. They must be ranked sufficiently highly to be offered a full-time scholarship. They must also have the agreement of the supervisor and the School to the part-time arrangements.

Stipends for part-time scholarships are not tax exempt.

4.12 Transfer of an APA between Institutions
An APA can only be taken up at the institution at which the application was lodged and students are expected to complete their candidature at that institution.

APAs are allocated to institutions based on their research performance and any request by a student to transfer the scholarship requires the support of the new institution. Transfers will normally be approved only if there are exceptional circumstances relating to the request, such as the student’s supervisor leaving the home institution with no suitable replacement supervisor being available. The new institution must ensure that it has received information from the former institution on any APA payment the student has received and the duration of the APA already consumed.

For students wishing to transfer their APA the new institution must be able to support any such transferring students from within its allocated funding for the APA Scheme as no additional funding is be provided.

The transfer of an APA does not constitute sufficient grounds for a subsequent extension of the award.

Students who wish to transfer should obtain a letter of offer from the institute to which they wish to transfer and forward those documents with a covering letter to the School of Graduate Research.

RMIT PhD Scholarships cannot be transferred to another institution.

4.13 Provision of False or Misleading Information
If RMIT knows or has reason to believe that a student in receipt of a scholarship has provided false or misleading information in relation to the scholarship, RMIT will immediately:
   a) re-assess the student’s entitlement to the scholarship; and,
   b) for APA holders, notify DIISR (the Commonwealth Department of Innovation, Industry, Science and Research) of the suspected offence and provide a copy of the student’s application and any other relevant information requested by DIISR.

4.14 Specific Obligations of RMIT
4.14.1 RMIT Research Policy and Practice
RMIT has developed a research policy and set of guidelines for research practice at the University which applies to all researchers of RMIT University including staff, industry and community partners, students and visitors, whether in Australia or overseas. More information on the following codes of practice is available from your school, the School of Graduate Research, or Office of the Pro Vice-Chancellor (Research and Innovation).
- Data Storage, Retention and Confidentiality
- Authorship and Publication of Research Output
- Potential Conflicts of Interest
- Research Misconduct

4.14.2 Research involving humans
Research involving humans cannot commence without approval of the RMIT Human Research Ethics Committee, a Colleges Human Ethics Advisory Network, or by a properly delegated authority.
The primary role of the RMIT Human Research Ethics Committee is to ensure that research involving humans is conducted ethically. The Committee will consider the welfare and rights of participants and researchers, and ensure that research proposals conform to the requirements contained in the NH&MRC *National Statement on Ethical Conduct in Human Research* (2007).

4.14.3 Research involving animals

No research or teaching involving the use of animals can proceed at RMIT University without the approval of the RMIT Animal Ethics Committee.

The Animal Ethics Committee is charged with reviewing, approving and overseeing all animal use for teaching and research as required by the relevant Victorian and Australian legislation. Among other matters, the Committee will consider whether researchers have adequately considered the ‘three Rs’; replacement, reduction and refinement.

- Replacement: whether other techniques can totally or partially replace the use of animals.
- Reduction: whether the number of animals to be used can be reduced without compromising the research.
- Refinement: whether the project is appropriately refined to avoid any pain and distress in animals.

4.14.4 Intellectual Property

Intellectual Property is a broad term covering a number of areas such as patents, registered designs, trademarks and copyright.

RMIT University actively encourages and supports the securing of legal protection for the results of the work and research of its staff and students.

Any student with an enquiry about Intellectual Property should approach his or her research supervisor who will then direct the student through the appropriate channels within RMIT University (see Section 19 of the Policy and Procedures for Higher Degrees by Research).

Further details about research policy and practice, human and animal experimentation, and intellectual Property can be found on the RMIT Website.

4.14.5 Appeals

Current scholarship holders have the right to appeal against decisions made in relation to the scholarship. In the event of a dispute arising, the student should first approach his or her research supervisor who will then direct the student through the appropriate channels within RMIT University.

The RMIT University Appeals Committee has the authority to hear appeals from applicants who consider that their application has been incorrectly assessed. Appeals can only be heard against process issues and not against committee decisions or assessor ratings and comments.

4.14.6 Research Training Scheme Places

All scholarship holders are allocated a Research Training Scheme (RTS) place.

4.14.7 Change in Circumstances

A scholarship holder will promptly notify RMIT of any changes in his or her circumstances which may affect eligibility to continue to receive payments for the scholarship.

4.14.8 Overpayment of a scholarship

If in the opinion of RMIT, a student has been overpaid any part of an allowance or stipend for a scholarship (either through the failure of the student to comply with the Scholarship conditions or for any other reason whatsoever), the student shall repay the overpayment within thirty days of being requested to do so by RMIT.

5. Further information

These Conditions contain extracts from the DIISR APA Guidelines. DIISR publishes the APA guidelines, the annual stipend and allowance rates at the following website [http://www.innovation.gov.au/Section/Research/Pages/australian_postgraduate_awards_scheme.aspx](http://www.innovation.gov.au/Section/Research/Pages/australian_postgraduate_awards_scheme.aspx)

RMIT Research Scholarships
Terms and Conditions 2010
School of Graduate Research
Original Issue: September 2001, revised August 2008 and September 2009
Effective September 2009 (this version was revised in August 2010 to reflect updated weblinks and organisation names)