

HDR Research Training Program Procedure



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Part A – Policy Principles

(1) As stipulated in the [HDR Research Training Program Scholarship Policy](#), applicants must meet the conditions and application requirements for HDR admission, which can be found in the [HDR Admission and Enrolment Policy](#).

Part B – Scholarships

Research Training Program (RTP) Scholarships

(2) To be eligible for any RTP Scholarships at UNE, scholarship applicants must have received an offer of admission into a UNE HDR course and meet the criteria listed in the [HDR Admission and Enrolment Policy](#).

(3) HDR Candidates in receipt of a RTP Tuition Fee Offset will be notified in the scholarship offer letter.

(4) The University's scholarship payment system will deposit the stipend amount each fortnight in the candidate's named Australian bank account. Scholarship payments are based on the average year length of 365.25 days. The scholarship covers every day of the year, including public holidays and is paid in fortnightly instalments.

(5) HDR Candidates in receipt of a RTP Stipend may also be awarded allowances as part of the scholarship, HDR Candidates should refer to the terms and conditions.

(6) HDR Candidates in receipt of an RTP must acknowledge the Commonwealth's contribution when, at any time during or after completion of a *HDR*, the recipient of a *RTP* Scholarship, their supervisor or any other party, publishes or produces material such as theses, books, articles, newsletters or other literary or artistic works which relate to the *research* project carried out by the recipient of RTP Scholarship. The acknowledgement must include the mention of the HDR Candidate's support through an "Australian Government Research Training Program Scholarship".

RTP Scholarship Application Process

(7) All applicants must follow the application process listed for each scholarship on the [HDR Scholarships, Prizes, and Awards webpage](#).

(8) RTP Stipends will be awarded to domestic and overseas applicants as a result of a competitive selection process. Selection is based on academic merit and research performance and potential;

- a. academic qualifications and awards;
- b. research experience—any postgraduate research experience over the last five years, and any other relevant research experience;
- c. employment history (where relevant);
- d. peer reviewed research publications;
- e. non-traditional research outputs (where relevant to the proposed research project);
- f. statement of support from enrolling unit confirming availability of resources and supervision;
- g. academic or professional referee research reports;
- h. English language requirements; and
- i. strategic alignment of research proposal with UNE research priorities.

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RTP Scholarship Offer Process

(9) Applicants are normally notified of the scholarship outcome within eight (8) weeks from the closing date.

(10) The Graduate Research School will advise each applicant of the outcome in writing.

General Provisions of RTP Scholarship/s

(11) The University requires HDR Candidates to work full-time, that is approximately 35 hours per week, on their research. Any paid work outside of this must be disclosed and approved by the Principal Supervisor and Head of School.

(12) Principal Supervisors must document the work arrangement and approval.

(13) Under special circumstances, HDR Candidates may transfer between full-time and part-time, providing the HDR Candidate has medical grounds, due to carer's responsibilities and/or compassionate or compelling circumstances.

(14) Changing to part-time may impact the tax-free nature of the scholarship and HDR Candidates must seek specific information in the terms and conditions/conditions of award and are encouraged to seek financial advice regarding tax implications.

General Information on Leave for RTP Stipends.

(15) To apply for paid leave, HDR Candidates must follow the Leave of Absence procedure in the HDR Candidature Management Procedure.

(16) Documentation must be provided to the Graduate Research School to substantiate an application for paid sick leave and/or parental leave, such as:

- a. a medical certificate, hospitalisation, medical documentation of birth, and/or discharge documentation must be provided; and/or

(17) HDR Candidates in receipt of a RTP Stipend should refer to the scholarship terms and conditions in the letter of offer.

Annual Leave

(18) HDR Candidates are entitled to receive up to twenty (20) working days' paid annual leave and ten (10) 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.

(19) It is expected that HDR Candidates will utilise annual leave throughout the year, 20 days (full-time equivalent) annual leave per calendar year. This does not include public holidays or the University's end-of-year shutdown period. Annual leave may not be accrued.

(20) Annual leave must be negotiated and recorded between the Principal Supervisor and the candidate. The Graduate Research School will not record annual leave and no formal leave application is required.

Leave of Absence

(21) HDR Candidates may apply for an unpaid leave of absence following the HDR Candidature Management Procedure.

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Paid Sick Leave

(22) HDR Candidates are entitled to receive additional paid sick leave of up to a total of sixty (60) working days (12 weeks) during the duration of the RTP Stipend for periods of illness where the HDR Candidate has insufficient sick leave entitlements available subject to the HDR Candidate providing a medical certificate to the Graduate Research School.

(23) Sick leave entitlements (including additional sick leave) may also be used to cover leave for HDR Candidates with family caring responsibilities.

- a. Child day care is not considered to be an acceptable reason to take paid sick leave, unless it is supported by a medical certificate.

(24) Where a scholarship holder takes a period of medically substantiated sick leave, the tenure of the scholarship is extended by the same length of time.

Paid Parental Leave

(25) HDR Candidates who have completed twelve (12) months of their RTP Stipend are entitled to a maximum of 60 working days (12 weeks) paid parental leave for primary carers during the duration of the RTP Stipend. Parental leave may also be approved if the HDR Candidate has adopted a child.

(26) HDR Candidates who are partners of expectant parents while receiving a RTP Stipend and who have completed twelve (12) months of their RTP Stipend, may be entitled to thirty (30) days of paid parenting leave at the time of the birth or adoption.

(27) An application for parental leave must be submitted within three months of the birth or adoption of the child. Applications must include supporting documentation that may include but is not limited to:

- a. Doctor's note;
- b. Birth Certificate;
- c. Adoption Certificate.

(28) Periods of paid parental leave are in addition to the normal duration of the scholarship, as well as in addition to the paid sick leave provision. Parental leave will be paid at the same fortnightly rate as the stipend component of the scholarship.

(29) Scholarship holders who have not completed twelve months of their award may access unpaid parental leave through the leave of absence provisions as listed in the HDR Candidature Management Procedure.

Termination of RTP Scholarship/s

(30) HDR Candidates may have their RTP Scholarship(s) terminated. For specific information about scholarship termination, candidates should refer to their RTP scholarship offer letter and the terms and conditions/conditions of award and the HDR Candidature Management Procedure.

(31) The Graduate Research School will process the scholarship termination in the University systems and advise the HDR Candidate in writing of the scholarship termination.