

The following conditions relate to recipients of the Research Training Program Stipend Scholarship (RTPS), International Research Training Program Scholarship (IRTPS), James Cook University Postgraduate Research Scholarship (JCUPRS) and AIMS@JCU Scholarship.

1. Eligibility Criteria

- 1.1 To be eligible for postgraduate research scholarship at JCU in 2017, an applicant must meet each of the following requirements:
- Have completed at least four years of tertiary education studies at a high level of achievement;
 - Have obtained Honours Class IIA or recognised equivalent results;
 - Be undertaking a Masters by Research or Research Doctoral degree in 2017;
 - Be enrolled as a full-time student upon commencement of the Scholarship, or in exceptional circumstances, be granted approval by the University for a part-time Scholarship
 - Have their enrolment into the proposed research degree program accepted by the University before being ranked for an offer of a Scholarship;
 - Are not receiving another equivalent Scholarship or salary to undertake the proposed program (where "equivalent" may mean more than seventy-five per cent of the base stipend).
- 1.2 You must be able to meet the conditions of your offer for candidature.
- 1.3 You must be able to meet the requirements of the Department of Immigration and Border Protection if you are not an Australian or New Zealand citizen, or an Australian Permanent Resident.

2. Commencement and Tenure of Scholarship

- 2.1 All new scholarships should be normally accepted and commenced by 1st March. Commencement may be delayed up to 30th June.
- 2.2 The period of tenure of a Scholarship shall be two years for a Masters degree and 3.5 years for a PhD degree. Extension of scholarship tenure will not be granted.
- 2.4 Periods of study already undertaken towards the degree prior to the commencement of the Scholarship or undertaken during suspension of the Scholarship will be deducted from the maximum period of tenure of the Scholarship.
- 2.5 A current Scholarship holder who, prior to submitting their Masters degree thesis, arranges to enrol for a PhD immediately afterwards can use the balance of the Scholarship towards the PhD candidature. There must be no interval between Masters and Doctoral candidature, or such an interval must be covered by suspension of the Scholarship.

3. Stipend and Allowances

- 3.1 The stipend will be paid in accordance with the allowable RTP Stipend amounts as published.

- 3.2 A Scholarship shall carry an annual stipend for the tenure of the Scholarship. Full-time scholarship holders are exempt from taxation. Stipends are paid in fortnightly instalments, directly into a nominated account, beginning two weeks after the date of commencement of study.
- 3.3 A Scholarship holder is entitled to an allowance for costs associated with the production of a thesis upon production of receipts. The thesis allowance must be claimed within six months of submission of the bound thesis and no more than two years after termination of the Scholarship. The amount paid will be up to the maximum rate applicable at the time of submission of the thesis.
- 3.4 A Scholarship holder will not be required to pay tuition fees for the duration of the award. RTPS and IRTPS recipient tuition fees are supported by a Research Training Program Fee Offset. JCUPRS and AIMS@JCU recipient tuition fees are sponsored by James Cook University.

4. Leave Arrangements

- 4.1 **Recreation Leave** – A Scholarship holder is entitled to twenty days (four weeks) paid recreation leave each year calculated on a pro-rata basis within the period of the Scholarship.
- 4.2 **Sick Leave** – A Scholarship holder may take up to ten days (two weeks) paid sick leave a year within the tenure of his/her Scholarship. If a longer period of leave is required, the Graduate Research School must be notified and the Scholarship may be suspended. An additional period of sick leave of up to three months may be available for medically substantiated periods of illness.
- 4.3 **Maternity and Parental Leave** – A Scholarship holder who has completed 12 months of her Scholarship is entitled to a maximum of 12 weeks paid maternity leave during the tenure of her Scholarship. Unpaid maternity leave may be accessed through the suspension provisions. Periods of paid maternity leave are in addition to the normal duration of the Scholarship. Scholarship holders who are partners of women giving birth during the tenure of their scholarship who have completed 12 months of their scholarship are entitled to a period of ten days (two weeks) parental leave. Scholarship holders wishing to take additional parental leave may also request to use any Sick Leave remaining for that year. Provision may also be made under this condition for the adoption of a child.

5. Employment

- 5.1 A Scholarship holder is only permitted to work an average of no more than 8 hours employment a week over the whole calendar year, irrespective of the hours of work, the source of income or whether work is done during normal working hours.
- 5.2 The Scholarship shall not include any requirement for unpaid employment. All University employment must be paid as per the University's Enterprise Bargaining Agreement.

6. Remote Candidature/Research

- 6.1 During the tenure of their Scholarship, holders may only spend a total of twelve months as an overseas-based student, enrolled as an off-campus student.
- 6.2 The University will approve overseas research only if there is adequate supervision, the Scholarship holder remains enrolled and the work is directly related to the Scholarship holder's research topic.

7. Research at Other Organisations

7.1 The University may approve a Scholarship holder conducting substantial amounts of the research at organisations outside the higher education system. In such cases the University is still responsible for the Scholarship holder and must ensure adequate support, supervision, training and research freedom for the Scholarship holder.

8. Conversion of a Scholarship for Masters degree studies to a Scholarship leading to a Doctorate

8.1 The University may convert a Masters research Scholarship to a PhD research Scholarship or vice versa provided the Scholarship holder's progress makes this appropriate. The maximum Scholarship duration of a converted Scholarship becomes that for the new candidature.

9. Leave of Absence from Studies and Suspension of Scholarship

9.1 If a Scholarship holder has completed the confirmation of candidature process, he/she may apply for a break in study without stipend for personal reasons. A maximum period of up to 3 months suspension is available during the tenure of the Scholarship.

9.2 A Scholarship holder may apply for a break in study without stipend if a technical difficulty hindering the satisfactory progress of the study is encountered during the tenure of the Scholarship. The duration of this suspension will be in agreement with the Advisor and Head of College, with a maximum of 12 months permitted during the tenure of the Scholarship.

9.3 A Scholarship holder must obtain approval for leave of absence from the Advisor and Head of College before notifying the Graduate Research School to have the stipend and candidature suspended.

9.4 The Research Education Sub-Committee (RESC) may decide to sanction a scholarship holder for unsatisfactory performance at any time throughout the tenure of the scholarship. The sanctioning of a scholarship holder will result in a suspension of scholarship payments for a period determined by the RESC.

9.5 Periods of study undertaken towards the degree during suspension of the Scholarship will be deducted from the maximum period of tenure of the Scholarship.

9.6 It is necessary to apply for the Scholarship to be reinstated following any period of suspension.

10. Termination

10.1 The Scholarship will be terminated:

- a) Two weeks after the thesis is submitted or at the end of the Scholarship tenure, whichever is earlier;
- b) Before this time if, in the opinion of the University, the course of study is not being carried out with competence and diligence or in accordance with the offer of Scholarship, and no suitable alternative arrangements can be made for continuation of the postgraduate degree;
- c) When the Scholarship holder ceases to be a full-time student and when approval has not been obtained to hold the Scholarship on a part-time basis;
- d) On the death, incapacity, resignation or withdrawal of the Scholarship holder;
- e) 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.

10.2 If a Scholarship is terminated, it cannot be reactivated unless the termination occurred in error.

11. Specific Scholarship Holder Obligations

- 11.1 A Scholarship holder shall diligently and to the best of his/her ability apply himself/herself to the successful completion of the degree.
- 11.2 A Scholarship holder shall abide by the NH&MRC statement on Human Experimentation: Supplementary Notes 1992 and rulings of the University's Ethics Review Committee and the University's Workplace Health and Safety Committee.
- 11.3 A Scholarship holder is required to conform to the regulations (including disciplinary provisions) of the University.
- 11.4 A Scholarship holder must provide all reports required by the University including a 6-monthly progress report submitted through the Advisor. If the University does not consider that progress is satisfactory the Scholarship will be terminated or the holder placed on probation.
- 11.5 A Scholarship holder is required to notify the Graduate Research School within seven days in writing if he/she:
 - a) Discontinues full-time studies;
 - b) Is absent for any reason for a period of fourteen days or longer from his/her place of study, without the approval of his/her Advisor;
 - c) Is granted a Scholarship, Bursary or similar Scholarship for a course of postgraduate study.
- 11.6 A Scholarship holder must report any absence from studies to the Head of College as soon as possible. Short absences (eg. due to illness or attendance at conferences relating to postgraduate studies) which the Head of College considers would not interfere with the Scholarship holder's progress need not be reported to the Dean of Graduate Research Studies. However, longer absences (two weeks or more) should be reported to the Head of College and a request made through the Graduate Research School to the Dean of Graduate Research Studies for suspension of the Scholarship.
- 11.7 An RTPS or IRTPS holder must acknowledge the Commonwealth's contribution, in a prominent place and in appropriate form when, at any time during or after completion of the degree, advisors or any other party, publishes or produces material such as books, articles, newsletters or literary or artistic works which relate to the research project carried out. The acknowledgement must mention of the candidate's support through an **"Australian Government Research Training Program Scholarship"**.