

# Higher Degree by Research Scholarships Procedure

## Section 1 - Summary

(1) This Procedure outlines the processes for offering, awarding and managing Higher Degree by Research Scholarships at Victoria University (VU) for domestic and international applicants/students.

## Section 2 - Scope

(2) All eligible students applying for or enrolled in HDR programs who are eligible for or hold VU Sponsored HDR or RTP Scholarships.

## Section 3 - Policy/Regulation

(3) [Higher Degree by Research Scholarships Policy](#)

## Section 4 - Procedures

### Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Domestic and International VU Sponsored HDR and RTP Scholarship applicants	Submit application and required documents by advertised deadline.
Associate Director, Research Training	Decide outcomes of applications for: <ul style="list-style-type: none"> <li>RTP Fee Offset Scholarships.</li> <li>RTP Stipend Scholarships.</li> <li>VU Sponsored HDR and RTP Allowance Scholarships.</li> <li>VU Sponsored HDR and RTP Scholarship (Stipend) holders to undertake their degree, or part thereof, outside of Melbourne or offshore.</li> </ul>
Scholarship Ranking Panel	<p>Chaired by the Associate Dean, Graduate Research and comprises Associate Directors, Research Training of each Research Institute and Manager, Scholarships.</p> <p>Undertakes strategic assessment of and makes recommendation to Executive Scholarship Panel for VU HDR and RTP Stipend Scholarship application outcomes.</p>
Executive Scholarship Panel	<p>Chaired by Dean, Graduate Research and comprises Deputy Vice-Chancellor, Research &amp; Impact, Executive Director of each Research Institute and Manager, Scholarships.</p> <p>Reviews and approves the RTP Stipend Scholarship application outcome recommendations.</p>

Roles	Responsibilities
Manager, Scholarships	<p>Manage administration of VU Sponsored HDR and RTP Scholarship (Stipend and/or Allowances) applications.</p> <p>Make offers, in writing, of Victoria University Sponsored HDR and RTP Stipend or Allowances Scholarships for domestic and international applicants.</p> <p>Manage ongoing administration of all stipend scholarships.</p>
VU Global	Make offers, in writing, of VU Sponsored HDR and RTP Fee Offset Scholarships for international applicants.
Admissions, Enrolments and Graduations (Student Administration)	Make offers, in writing, of RTP Fee Offset Scholarships for domestic applicants.
Dean, Graduate Research	Undertakes reviews that are requested in relation to VU Sponsored HDR and RTP Scholarship (Fee Offset, Stipend or Allowance) applications.

## Part B - Procedures

### Types of Support

(4) VU Sponsored HDR and RTP Higher Degree by Research Scholarships may be made up of one or more of the following:

- a. Fee Offset: to assist with tuition fees that would otherwise be payable by the student.
- b. Stipend: to assist with living costs.
- c. Allowances: to assist with ancillary costs incurred by a HDR Student in undertaking a research degree; including Overseas Student Health Cover relocation costs, academic or publication costs.

### Eligibility

(5) Eligibility for VU Sponsored HDR or RTP Scholarships is detailed in the [Higher Degree by Research Scholarships Policy](#), and will be assessed at the time of application.

(6) Applicants are expected to confirm that they meet the eligibility requirements on application and inform the university if at any time during their candidature, they do not meet the eligibility requirements.

### Applying for a Scholarship

(7) For each Stipend Scholarship opportunity, a Guide to Applicants will be made available outlining key details of the Stipend Scholarship, application and selection processes.

(8) Applicants are required to review the [Graduate Research Scholarships website](#) and refer to the Guide to Applicants prior to submitting their application.

(9) A call for applications for RTP Scholarships (Stipend and Fee Offset) will be published at least once a year on VU's [Graduate Research Scholarships website](#) enabling a competitive process to be undertaken. Applications may be open to both Domestic and International applicants.

(10) Applicants for a RTP Stipend Scholarship must normally apply with a nominated Research Focus Outline. These outlines will be published on the Graduate Research Scholarships website.

(11) Applications for RTP Scholarships (Fee Offset), without a VU Sponsored HDR Scholarship (Stipend) or RTP Scholarship (Stipend), may be submitted by domestic applicants according to the [Higher Degrees by Research](#)

## [Procedure 1 Admissions.](#)

(12) At the discretion of VU and subject to funds available, opportunities to apply for a VU Sponsored HDR Scholarship (Stipend) with a RTP Scholarship (Fee Offset) will be published on VU's [Graduate Research Scholarships website](#). Applications may be open to both Domestic and/or International applicants.

(13) VU may, and subject to funds available and strategic alignment, directly invite Domestic students to apply for a VU HDR Scholarship (Stipend) with a RTP Scholarship (Fee Offset). This situation may be particularly relevant to research grants/philanthropic support.

(14) VU may open opportunities for Applications for RTP Scholarship (Allowances). Applications may be open to both Domestic and International applicants who are enrolled in a VU higher degree by research and meet the eligibility criteria for the specific Scholarship (Allowances) opportunity. The opportunity will be published on VU's [Graduate Research Scholarships website](#).

## **Scholarship Selection Processes and Decisions**

(15) Scholarships will be awarded following the processes outlined in Table 1.

**Table 1. Processes for awarding VU Sponsored HDR and RTP Scholarships**

Scholarship	Process
RTP Scholarships (Stipend)	Awarded via a competitive process
Victoria University Sponsored HDR Scholarships (Stipend)	Awarded at the discretion of Victoria University, which may or may not involve a competitive process
RTP Scholarships (Fee Offset) for Domestic Students	Awarded at the discretion of Victoria University, which may or may not involve a competitive process
RTP Scholarships (Fee Offset) for International Students	Awarded via a competitive process
Victoria University Sponsored HDR and RTP Scholarships (Allowances)	Awarded at the discretion of Victoria University, which may or may not involve a competitive process

(16) Prior to an applicant being considered for a VU Sponsored HDR or RTP Scholarship, applicants must meet the criteria for Admission to a HDR course, following [Higher Degrees by Research Procedure 1 Admissions](#).

(17) Applications for a VU Sponsored HDR or RTP Stipend Scholarship will be assessed against criteria published in the Guide to Applicants. The selection criteria will include academic merit and may include other criteria, including, but not limited to:

- a. Research Experience
- b. Publications and Creative Works
- c. Work, Leadership & Community Involvement
- d. Relative to Opportunity

(18) VU reserves the right to contact referees as part of the decision-making process.

(19) Outcomes of applications will be decided by the parties set out in Table 2, following any processes required by the Policy.

**Table 2. Decision-makers for Victoria University and RTP Scholarships**

Applicant cohort and scholarship opportunity	Decision-makers
Applicants for RTP Stipend Scholarships with Fee Offsets	<p>Recommendations made by the Scholarship Ranking panel which includes the Associate Directors, Research Institutes, or their nominees, and the Associate Dean, Graduate Research.</p> <p>Final decisions are made by the Executive Scholarship Ranking Panel which includes the Deputy Vice-Chancellor, Research &amp; Impact (or nominee), the Executive Directors, Research Institutes (or their nominee) and the Dean, Graduate Research.</p>
Applicants for VU Sponsored HDR Stipend Scholarships with Fee Offset	<p>Recommendation made by the Principal Supervisor.</p> <p>Final decisions made by the Dean, Graduate Research or nominee and Executive Director, Research Institute or nominee.</p>
Fee Offset scholarships without a Stipend Scholarship	<p>Dean, Graduate Research or nominee.</p> <p>Executive Director, Research Institute or nominee.</p>
VU Sponsored HDR and RTP Scholarship (Allowance)	Associate Director, Research Institute or nominee.

## Scholarship application outcomes and communication

(20) VU will, at the time of offer of admission, document the value of the relevant:

- a. RTP Scholarship (Fee Offset);
- b. VU Sponsored HDR Scholarship (Stipend) or RTP Scholarship (Stipend);
- c. any RTP Scholarship (Allowances) which are attached to a VU Sponsored HDR Scholarship (Stipend) or RTP Scholarship (Stipend).

(21) Outcomes of all VU Sponsored HDR and RTP Scholarship that include a Stipend or Allowance will be made in writing by the Manager, Scholarships or nominee and (where relevant) include advice about:

- a. the value of the HDR or RTP Scholarship (Allowance), and
- b. the outcome of the application for admission, and
- c. any types of assistance and support being offered, and
- d. the conditions and periods of support, and
- e. the estimated annual value of the support provided by VU Sponsored HDR and/or the Australian Government.

(22) Outcomes of applications for RTP Scholarship (Fee Offset) will be made according to the [Higher Degrees by Research Procedure 1 Admissions](#). Applicants successful in being awarded a RTP Scholarship (Fee Offset) will be sent an offer in writing by Admissions, Pathways and Scholarships or VU Global which will include advice about the outcome of the application for admission, the support being offered, the conditions and periods of support, and the estimated annual value of the support provided by the Australian Government.

(23) If a VU Sponsored HDR or RTP Stipend Scholarship recipient is unable to commence their Scholarship by the commencement date in their offer letter, then they must seek advice regarding a deferment – refer [Higher Degrees by Research Procedure 1 Admissions](#) (clause 39 and 40). Stipend Scholarships cannot be deferred for more than one research period.

## Payment of Scholarships

(24) VU will pay each student their full-time or part-time VU Sponsored HDR or RTP Scholarship (Stipend) in proportion to the period for which the student is supported with a Scholarship (Stipend).

(25) VU will make fortnightly payments directly to students in respect of their VU Sponsored HDR or RTP Scholarship (Stipend). To avoid doubt, payment into an account in the student's name with an Australian financial institution is considered to be a payment directly to the student.

(26) A Stipend scholarship recipient is required to repay any stipend payment within four weeks of receiving the payment if:

- a. The payment was made in error or an overpayment has occurred;
- b. the recipient is no longer enrolled in the period the stipend is paid; or
- c. the recipient does not meet the conditions of the stipend or is ineligible for the stipend.

## Regular Campus Attendance

(27) Applicants who receive RTP Fee Offset and/or VU Sponsored HDR and RTP Scholarship (Stipend) are expected to regularly attend the same campus where at least one of their supervisors is based for the duration of their course. Exceptions to this are for fieldwork or industry placements.

(28) In exceptional and extenuating circumstances, VU Sponsored HDR and RTP Scholarship (Stipend) holders may apply to the Associate Director, Research Training to undertake their degree, or part thereof, when they are not able to regularly attend the same campus where at least one of their supervisors is based. Applications will be assessed by the Associate Director, Research Training or nominee considering whether:

- a. the degree in which they are enrolled is approved for online and remote delivery, and
- b. the student's location will benefit the student's research quality, progress and participation in their degree.

(29) The outcome of the request will be communicated to the VU Sponsored HDR and RTP Scholarship (Stipend) holder by the Manager, Scholarships or nominee within 20 business days of making the request.

## Periods of Support

(30) VU will, at the time of offer, document the Period of Support for a Stipend Scholarship as follows:

- a. For a Doctoral Stipend, 3.5 years FTE
- b. For a Masters of Applied Research Stipend, 2.0 years FTE
- c. For a Master of Research Stipend, 1.5 years FTE

(31) There are normally no provisions for a Stipend extension beyond the period of support as outlined in clause 30.

(32) VU will, at the time of offer, document the Period of Support for an VU Sponsored or RTP Fee Offset Scholarship as follows:

- a. a. For a Doctoral degree, 4.0 years FTE
- b. For a Masters of Applied Research degree, 2.0 years FTE
- c. For a Master of Research degree, 1.5 years FTE

(33) Candidates must refer to the Higher Degree by Research Procedure 3 Pre-Candidature and Candidature regarding fee liability beyond the period of support for an RTP Fee Offset Scholarship.

(34) Periods of support for Stipends and Fee Offsets:

- a. are calculated from the course of study commencement date, except where the Stipend is awarded after the commencement of candidature.
- b. will be reduced by any periods of study undertaken towards the degree prior to the commencement of the Stipend.
- c. will be increased for any periods of Paid Leave (Additional Sick Leave, Parental Leave, or Concurrent Partner Leave) approved by Victoria University under Clause 44.

## **Acknowledgement of Support**

(35) The contribution of the Australian Government or Victoria University must be formally acknowledged at any time during or after completion of a relevant HDR course by the:

- a. Recipient;
- b. the recipient's supervisor; or
- c. any other party who publishes or produces material (such as books, articles, newsletters or other literary or artistic works) relating to the recipient's research project.

(36) This requirement is met by including the following statement in any materials: "This research is/was supported by Victoria University or an Australian Government Research Training Program (RTP) Scholarship."

## **Stipend and Fee Offset Rates**

(37) The Stipend Rates for VU Sponsored HDR and RTP Scholarships will be published each year on the [Graduate Research Scholarships website](#) and included in the Stipend letter of offer.

(38) The Fee Offset Rates for VU Sponsored HDR and RTP Scholarships will be published each year on the Research Student Fees website and provided in the letter of offer.

## **Leave of Absence and Paid Leave**

(39) VU Sponsored HDR and RTP Stipend Scholarship recipients are entitled to the following leave:

- a. Up to 20 working days' paid annual leave per calendar year for the duration of the Stipend. This leave entitlement is normally available after 11 months of elapsed candidature and does not accrue from year to year. This leave must be agreed upon between the student and Principal Supervisor. Stipends, or candidature, do not cease during this period of leave.
- b. Up to 10 working days paid sick leave per calendar year for the duration of the Stipend. This leave entitlement is normally available after 11 months of elapsed candidature and does not accrue from year to year. The student must notify the Principal Supervisor when sick leave is being taken. If sick leave is taken for more than 5 continuous days, evidence (eg medical certificate) must be provided to the Principal Supervisor. Stipends, or candidature, do not cease during this period of leave.
- c. Students who have completed 12 months of their stipend are entitled to additional Paid Sick Leave of up to a total of 60 working days during the duration of the Stipend for periods of illness where the student has insufficient sick leave entitlements available under Clause (39b), provided that a medical certificate has been provided by the student to Victoria University.
- d. 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 Victoria University.
- e. Students who have completed 12 months of their Stipend are entitled to a maximum of 60 working days paid Parental Leave during the duration of the Stipend for a birth mother or Primary Care Giver. Subject to the usual

practice of Victoria University, paid leave may also be approved if the student has adopted a child.

- f. Students who have completed 12 months of their Stipend and are partners of women giving birth or partners of a person adopting a child while receiving a Stipend, may be entitled to a period of paid Concurrent Partner Leave at the time of the birth or adoption, subject to the usual practice of Victoria University and in accordance with clause 56 'Concurrent partner leave' of the [Victoria University Enterprise Agreement 2025](#).
- g. Students who are Aboriginal and Torres Strait Islander are entitled to cultural leave, subject to the usual practice of Victoria University and in accordance with clause 62 of the [Victoria University Enterprise Agreement 2025](#).

### **Applying for Leave of Absence and Additional Leave of Absence**

(40) Leave of Absence and Additional Leave of Absence must be applied for according to the [Higher Degrees by Research Procedure 2 Enrolments](#).

(41) Stipend payments will cease during periods of Leave of Absence and Additional Leave of Absence.

(42) If Stipend payments continue during a period of Leave of Absence or Additional Leave of Absence, the VU Sponsored HDR or RTP Stipend holder must notify [researchscholarships@vu.edu.au](mailto:researchscholarships@vu.edu.au). (See clause (26) regarding overpayments).

(43) Stipend holders must notify [researchscholarships@vu.edu.au](mailto:researchscholarships@vu.edu.au) when they return from Leave of Absence or Additional Leave of Absence so that their stipend payments can be reinstated.

### **Applying for Paid Leave (Parental, Concurrent Partner or Additional Sick Leave) for VU Sponsored HDR and RTP Scholarship (Stipend) Holders**

(44) An [Application](#) for Parental, Additional Sick Leave or Concurrent Partner Leave must be completed and submitted to [gradresearch@vu.edu.au](mailto:gradresearch@vu.edu.au) and [researchscholarships@vu.edu.au](mailto:researchscholarships@vu.edu.au).

(45) Stipend payments will continue during periods of approved paid Parental, Concurrent Partner or Additional Sick Leave as defined in Clause 39c, e and f.

(46) The Stipend period of support and candidature will be extended for periods of approved paid Parental, Concurrent Partner or Additional Sick Leave.

### **Research Internships**

(47) Eligible industry placements will be managed in accordance with the Standard Operating Procedures (Eligible HDR Industry Placements) developed, in consultation with key stakeholders, and maintained by the Manager Researcher Professional Development, and approved by the Manager, Scholarships.

(48) For the purposes of University RTP funding, 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;
- d. be related to the student's Research Doctorate area of research.

(49) For the purposes of Clause 48, the number of hours in a standard working day for the industry associated with the research end-user; or if there is no standard working day — 7.6 hours.

(50) Activities undertaken within the duration of an eligible internship:

- a. must be agreed to in writing by the student, research end-user and Victoria University;
- b. can be undertaken on a full-time or part-time basis;
- c. can be undertaken on-site with a research end-user, on-campus and/or online.

(51) 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.

(52) All HDR students will continue to receive their RTP Fees Offset during paid or unpaid industry placements, research internships, professional practice or similar enrichment activities. The RTP Fees Offset will not be extended beyond the approved duration of the RTP Fees Offset Period of Support.

(53) HDR students may continue to receive their VU Sponsored HDR or RTP Scholarship Stipend during industry placements, research internships, professional practice activities or other similar enrichment activities where the activities are unpaid.

(54) If a VU Sponsored HDR or RTP Scholarship Stipend holder receives payment for an eligible research internship, the VU Sponsored HDR or RTP Stipend may continue if the income is 75% or less than the student's VU Sponsored HDR or RTP Stipend rate at the time of the enrichment activity.

(55) VU Sponsored HDR or RTP Stipend Scholarship or RTP Fees Offset Scholarship will not be extended beyond the approved duration of the Period of Support.

## **Managing Employment (VU HDR or RTP Scholarship Stipend Holders)**

(56) Paid employment undertaken must not interfere with a VU Sponsored HDR or RTP Scholarship Stipend holder's program of study and research.

(57) VU Sponsored HDR and RTP Scholarship (Stipend) holders are expected to normally study and research full-time (a minimum of 36.75 hours per week) between the hours of 8.00am-6.00pm Monday to Friday with VU Sponsored HDR and RTP Stipend holders limited to a maximum of eight (8) hours paid employment (including practical teaching activities) per week during these hours. There is a total annual limit of 368 hours of paid employment between the hours of 8:00am – 6:00pm Monday to Friday.

(58) Variations to the weekly maximum number of hours that VU Sponsored HDR and RTP Scholarship (Stipend) holders may engage in any paid work/volunteering may be negotiated with the candidate's Principal Supervisor on the condition that timely progress of the degree can be maintained. Agreed variations must be documented via email in advance of them occurring. The total annual limit of 368 hours must be adhered to.

(59) Limitations on the number of hours that a student is in paid employment per week will be relaxed while a doctoral student is undertaking an eligible research internship either on a full-time or part-time basis.

(60) VU Sponsored HDR and RTP Scholarship (Stipend) holders may hold fractional employment appointments up to 0.2. The total annual limit of 368 hours must be adhered to.

(61) Teaching 33 hours of block workshops (or equivalent) will be treated as being equal to 86 hours of work. Candidates should not normally be employed to teach more than 66 hours of block workshops (or equivalent) over a 12-month period. The maximum hours of block workshops that a candidate can be employed to teach over a 12-



month period is 132 hours (equivalent to 344 hours of work).

(62) Without limiting any provisions of the section Termination of Scholarship (clauses (75)-(76)), and in accordance with the eligibility requirements:

- a. student income for general living costs which exceeds 75% of the VU Sponsored HDR or RTP Stipend will be deducted from the VU Sponsored HDR or RTP Stipend; and
- b. overpayment of a VU Sponsored HDR or RTP Stipend arising from not adhering to clauses (58)-(64) of this Procedure may result in the requirement that such overpayments are repaid to VU.

## **Applying for Changes in Enrolment**

(63) Any significant change in the field of education, topic or approach of a research project after the confirmation of candidature will require a new research proposal to be submitted and confirmed as per the University's [Higher Degrees by Research Procedure 3 Pre-Candidature and Candidature](#).

## **Changing between full-time and part-time enrolment**

(64) Changing from full-time to part-time enrolment, or vice-versa, must be discussed with the candidate's supervisor and follow the [Higher Degrees by Research Procedure 2 Enrolments](#), noting the following:

- a. Domestic RTP Scholarship (Fee Offset) holders can apply to change their enrolment from full-time to part-time and vice versa;
- b. Domestic VU Sponsored HDR and RTP Scholarship (Stipend) holders can only apply to be part-time under certain exceptional circumstances (documented medical condition or carer's responsibilities) and this is to be approved by the Institute Associate Director or nominee;
- c. International VU Sponsored HDR and RTP Stipend and/or Fee Offset holders are only eligible to enrol part-time in exceptional circumstances;
- d. International students must consult with International Enrolments in Student Administration (via AskVU) if they are intending to change to their enrolment to assist the student to ensure they comply with their visa requirements;
- e. Part-time stipends are considered taxable based on current Australian Tax Office regulations.

## **Changing between Research Doctoral and Research Masters degrees**

(65) Scholarship holders who are approved to convert their doctoral research to a research Masters will have their candidature duration amended to the timely duration of the degree into which they are transferring. If the candidate has already been enrolled for longer than the timely duration for that degree (as listed in [Higher Degrees by Research Procedure 3 Pre-Candidature and Candidature](#)), their Scholarship will cease immediately. If the doctoral candidate has already received support for a Research Masters by way of a Stipend or Fee Offset Scholarship, a transfer to a research masters will not be considered.

(66) Fee Offset and/or Stipend Scholarship holders undertaking a research masters degree cannot have their Fee Offset and/or Stipend Scholarship transferred to a doctoral degree.

## **Showcasing your research**

(67) All Scholarship (Stipend) holders are expected to participate in one of the following VU competitions at least once during their candidature:

- a. 3MT
- b. Visualise Your Thesis

## Transferring between Institutions

### Transferring to VU

(68) Any holder of a RTP Scholarship (Fee Offset and/or Stipend) holder at another Higher Education Provider who wishes to transfer to VU will be required to apply through VU's [Higher Degrees by Research Procedure 1 Admissions](#) and/or via VU Sponsored HDR and RTP Scholarship Selection respective processes (see above).

(69) The duration of enrolment already consumed at another institution will be deducted from the timely duration of the relevant VU Sponsored HDR and RTP Scholarship.

(70) Any transfer to VU from another institution will additionally depend on the availability of VU Sponsored HDR and RTP Scholarships.

### Transferring to another institution

(71) If a student wishes to accept an offer of enrolment (and Stipend Scholarship) from another institution they are required to submit a discontinuation form to VU.

(72) Upon confirmation of the withdrawal date, VU will provide a letter with final confirmation of the relevant dates of enrolment to the student and the alternative institution.

## Suspension and Termination of Scholarship

### Suspension

(73) If a Scholarship (Stipend) award holder is nominated and approved for Unsatisfactory Progress Proceedings (refer [Higher Degrees by Research Procedure 4 Progress](#)) stipend payments will be suspended from the date of notification.

(74) Subject to the outcome of the Unsatisfactory Progress Hearing:

- a. If the outcome is voluntary discontinuation or University discontinuation, stipend payments will not be reinstated and will cease effective from the date of course discontinuation; or
- b. If the outcome is conditional continuation of candidature, stipend payments will be reinstated from the date of acceptance of the conditional continuation of candidature; or
- c. If the outcome is continuation of candidature, stipend payments will be reinstated from the date of acceptance of enrolment

### Termination

(75) A Scholarship (Stipend, Fee Offset and/or Allowances) will be terminated on the date that the candidate's thesis is submitted for examination, or at the end of the Period of Support, whichever is earlier.

(76) The Scholarship will be terminated by VU under the following circumstances:

- a. If the student fails to meet the Eligibility Requirements of the Policy;
- b. on the withdrawal, incapacity or death of the student; if the award holder does not resume study at the conclusion of a period of leave of absence, or does not make arrangements to extend that period of leave of absence;
- c. if, in the opinion of VU, the course of study is not being carried out with competence and diligence or in accordance with the offer of the award, and no suitable alternative arrangements, such as supervision and/or facilities, can be made for continuation of the degree; or
- d. if, under the [Student Misconduct Regulations 2019](#) the student is excluded from the University, or the student's

enrolment or candidature is terminated;

- e. if the student ceases to be a full-time student and approval from the Manager, Scholarships has not been obtained to hold the scholarship on a part-time basis and the student does not remain enrolled full-time.

## **Grievance and Review Procedure**

(77) A Review of a VU Sponsored HDR or RTP Scholarship decision may be requested by a VU Sponsored HDR or RTP Scholarship applicant and/student of the University.

(78) A request to review a scholarship decision must be lodged in writing to [dean.gradresearch@vu.edu.au](mailto:dean.gradresearch@vu.edu.au) within 10 University business days of the applicant being informed of the decision.

(79) A review of a scholarship decision is available in circumstances where:

- a. unsuccessful applicants believe there was a breach of process in the handling of their application; or
- b. Scholarship recipients have been determined as ineligible for continuation of their scholarship.

(80) The Dean, Graduate Research will undertake, or arrange a review if there is a conflict of interest, of the decision and a written outcome will be provided within 10 University business days of the date that the request was received by VU. If there are any delays to the timeline for any outcome, the Dean, Graduate Research will advise the applicant/students the reason for the delay and the date that they may receive an outcome of the review.

(81) In the case of a review, the Dean, Graduate Research, or nominee, will be provided with all documentation relevant to the review, including but not limited to the request for review, application guidelines, application assessments and minutes of meetings. Upon completion of the review, the Dean, Graduate Research or nominee will provide a short report covering the following – introduction, scope, findings, conclusion and recommendations.

(82) The review is final and cannot be appealed within VU.

(83) Students should refer to the [Higher Degree by Research Grievance Fact Sheet](#).

## **Section 5 - HESF/ASQA/ESOS Alignment**

(84) HESF: Standards 1.3 Orientation and Progression; 2.2 Diversity and Equity; 2.3 Wellbeing and Safety; 2.4 Student Grievances and Complaints; 4.2 Research Training; 6.2 Corporate Monitoring and Accountability; 7.2 Information for Prospective and Current Students; 7.3 Information Management.

(85) National Code of Practice for Providers of Education and Training to Overseas Students 2018 – Standard 2 Recruitment of an overseas student, 3 Formalisation of enrolment and written agreements, 8 Overseas Student Visa Requirements; 9 Deferring, suspending or cancelling the overseas students' enrolment.

## **Section 6 - Definitions**

(86) Domestic Student

(87) International Student (Onshore)

(88) Primary Care Giver: a Stipend Scholarship holder who has the principal responsibility of providing care and attending to the physical needs of a child. Only one person can be the Primary Care Giver of a child at one time. The Primary Care Giver must also be the:

- a. biological or adoptive parent of the child; or
- b. partner of the biological or adoptive parent of the child; or
- c. person caring for a child born of a surrogacy arrangement.

(89) Victoria University (VU) Sponsored Higher Degree by Research (HDR) Scholarships (Stipend, Fee Offset or Allowance): Stipend, Fee Offset or Allowance Scholarships that are not funded by the RTP but funded in part or in full by any one of VU's organisational units with or without support from industry, philanthropic organisations or grants.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	11th September 2025
<b>Review Date</b>	11th September 2028
<b>Approval Authority</b>	Academic Board
<b>Approval Date</b>	3rd September 2025
<b>Expiry Date</b>	Not Applicable
<b>Accountable Officer</b>	Andrew Hill Deputy Vice-Chancellor, Research & Impact andy.hill@vu.edu.au
<b>Responsible Officer</b>	John Price Dean, Graduate Research +61 3 9919 2046
<b>Enquiries Contact</b>	Pauline Opie Manager, Scholarships +61 3 9919 4082

## Glossary Terms and Definitions

**"International Student (Onshore)"** - A person who has been granted a visa by the Department of Home Affairs which gives them study rights.

**"Domestic Student"** - A person who is an Australian or New Zealand citizen or holder of an Australian Permanent Resident Visa (including humanitarian visas).