

QUT Higher Degree Research Write Up Scholarships (QWU) 2016 Rules

1. BACKGROUND

QUT is committed to the enhancement of career prospects for its research students at all stages of their candidature. During the period of external examination it is QUT's belief that these prospects can be further enhanced by highlighting the contribution of the student's thesis through the "write-up" of quality research outputs. As such, QWUs are awarded competitively to support the living costs of doctoral students with the preparation and submission of normally 2 to 3 refereed publications up to a three month period while external examination of their thesis is undertaken.

2. ELIGIBILITY

- 2.1 All Domestic and International doctoral students who have recently submitted for external examination and not have yet commenced thesis revisions are eligible to apply for a QWU.
- 2.2 Normally, a student will only be awarded one (1) QWU.
- 2.3 QWUs will not normally be awarded alongside any other scholarship.
- 2.4 International QWU applicants must have appropriate documentation from the Australian Government confirming that appropriate visa arrangements are in place to allow them to remain in Australia for the term of the QWU.

3. APPLICATION

- 3.1 Students must apply for a QWU to their faculty, via their Principal Supervisor, using a *QUT HDR Write Up Scholarship Application form* (available at <http://www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes/qut-write-up-scholarship>). While Faculty-approved applications may be submitted to the Research Students Centre throughout the year, it is recommended that students check with their Faculty Research Office as faculties may have their own application deadlines.
- 3.2 Applications should include a clear timeline outlining the proposed outputs (i.e. journal titles or conference name).
- 3.3 Application forms must be endorsed by the Principal Supervisor and approved by the Faculty research nominee (or appropriate delegated authority) prior to being forwarded to the Research Students Centre for processing.

4. SELECTION

- 4.1 As funding is limited faculties reserve the right to limit their approval of nominations based on evaluation of the proposed outcome's potential merit and the student's track record.
- 4.2 In considering a QWU application, faculties are expected to base their decisions on:
 - the student's meeting of the eligibility requirements in section 2 of these guidelines;
 - demonstrated capacity to meet milestones throughout their candidacy;
 - the provision of a detailed project plan with milestones to ensure completion and submission of the refereed publication(s) within the term of the scholarship as well as a demonstrated capacity to meet any milestones;
 - demonstrated merit of the proposed outcomes through consideration of the quality and quantity of outputs proposed.
 - Appropriate Supervisory and Faculty/school/centre capacity to support the nominated candidate, as appropriate to complete the tasks, including:
 - i. an account number for the commitment of 50% of the stipend;

- ii. the Principal Supervisor's agreement and availability for regular meetings during the period of the QWU (at least fortnightly);
 - iii. adequate access to resources to facilitate study or writing (this may involve providing office space or ensuring that the applicant can be given access to space at one of the Library's Researchers centres);
- 4.3 The approving faculty reserves the right to impose additional selection criteria to those listed within these guidelines, and/or undertake a faculty-specific allocation process.
- 4.4 The Research Degrees Committee RDC reserves the right to reverse a faculty's decision where they believe the approved application does not comply with the eligibility criteria.

5. VALUE, DURATION AND PAYMENT OF SCHOLARSHIPS

- 5.1 The QWU carries a stipend consistent with the current year's Australian Postgraduate Award (APA) rate.
- 5.2 QWUs are normally offered as full time, tax-exempt scholarships for a period of up to three (3) months and should be scheduled to end prior to submission of final thesis.
- 5.3 Approval may be granted for a part-time QWU where the faculty ascertains that the student can demonstrate (through documented evidence) heavy care commitments or a medical condition precluding full-time study.
- 5.3.1 Applicants who can demonstrate they meet the conditions for a part time QWU will be supported for up to six (6) months at the part time APA rate. Part time QWUs stipends are subject to tax.
 - 5.3.2 Part time QWUs would not normally be approved for internal international students as this would not be consistent with visa requirements.
 - 5.3.3 Part-time QWU recipients are expected to progress at half the rate of a full time award.

6. CONDITIONS OF SCHOLARSHIP

- 6.1 A recipient's time contribution towards preparation for submission of a refereed publication is normally expected to be conducted full-time, unless approval for a part time scholarship is granted (see section 5.3).
- 6.2 The faculty may withdraw the scholarship if the nominee does not commence by the prescribed date.
- 6.3 QWU recipients may be asked by their faculty to complete a progress report six (6) weeks after the date of commencement of the award. *A QWU Progress Report template is available from <http://www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes/qut-write-up-scholarship>.*
- 6.4 At the conclusion of the period of tenure of the award, the award holder is required to provide evidence of the submission of all applicable manuscripts for publication (in the form of an acknowledgement letter or email from the publisher).
- 6.5 QWU recipients must maintain regular communication (at least once per week) with their HDR Supervisory Team throughout the tenure of the scholarship. It's recommended that documentary evidence of this communication be retained.
- 6.6 **Employment**
A recipient of a full time QWU is not permitted to undertake full-time employment during the tenure of the award. As a guide, an award holder would normally undertake no more than 15 hours a week of employment and not more than eight hours during 9am-5pm Monday to Friday.
- 6.7 **Leave**
Due to the limited term of the scholarship, there is no allowance for leave. However, emergency or exceptional circumstances may be considered on a case by case basis by the faculty. Application should be made on the forms that are used for other scholarship holders.
- 6.8 **Other requirements**
An award holder shall comply with all relevant course requirements, regulations and rules (including disciplinary provisions) of QUT.

7. TERMINATION OF AWARD

- 7.1 Unless otherwise advised, the scholarship shall terminate at the end of the scholarship or on the day which the last publication is submitted for consideration by the publisher, whichever is earlier.
- 7.2 The faculty or RDC may terminate a QWU before the nominated end date if:
- after due enquiry, it concludes that the recipient has not satisfied the conditions of award; and/or
 - after consulting a nominee's Supervisory Team/School/Centre, and having taken account of all relevant circumstances, the faculty is of the opinion that the recipient has either effectively discontinued their studies/writing or is making unsatisfactory progress towards the completion of the thesis revisions or publication; and/or
 - the recipient takes an unapproved period of absence.

8. CONTACT

QWUs are administered by QUT's Research Students Centre:

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Approval & modification history

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17 May 2016	Dean, Research & Research Training	Revised

Responsible Officer:

Coordinator (Research Scholarships, Admissions and Enrolment), Research Students Centre