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QUT Postgraduate Research Awards (QUTPRA) 2017 Domestic Student Rules

1. BACKGROUND

QUTPRA scholarships can be awarded to domestic students of exceptional research potential undertaking a Higher Degree Research (HDR) at QUT. QUTPRAs are provided to assist with general living costs.

The following Rules are based on the Australian Government's *Commonwealth Scholarships Guidelines (Research) 2017* (<https://www.legislation.gov.au/Details/F2016L01602>) and adapted to comply with QUT's [Doctor of Philosophy Regulations](#) and [Higher Degree research candidate policy](#).

2. STUDENT ELIGIBILITY REQUIREMENTS

2.1 Basic Eligibility Requirements

To be eligible for a QUTPRA, a student must:

- (a) have completed a Bachelor Degree with First Class (H1) Honours, or be regarded by QUT as having an equivalent level of attainment in accordance with paragraph 2.2 of these Rules; and
- (b) be undertaking a Research Doctorate at QUT; and
- (c) be enrolled as a full-time and internal student;
- (d) be able to demonstrate:
 - satisfactory progress,
 - ability to meet agreed milestones to the university's satisfaction, and
 - lodgement for examination within expected time, where no research delays beyond control are experienced;
- (e) not hold a Research Doctorate or an equivalent research qualification; and
- (f) not be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the QUTPRA stipend rate to undertake the HDR. Income from sources unrelated to the course of study is not to be taken into account.

2.2 Equivalent Attainment to a Bachelor Degree with First Class Honours

If a student does not hold a Bachelor degree with First Class (H1) Honours, then QUT may determine that the student has demonstrated an equivalent level of academic attainment. In determining an equivalent level of academic attainment, QUT may consider previous study, relevant work experience, research publications, referees' reports and other research experience.

Please refer to [Appendix 1](#) for a list of criteria considered by QUT to be equivalent to H1 levels.

3. APPLICATION, SELECTION AND OFFER PROCESSES AND POLICIES

3.1 Applications

- 3.1.1 QUT conducts a competitive application process for awarding QUTPRAs.
- 3.1.2 Applications for QUTPRAs must be submitted in the form approved and by the date determined by QUT.
- 3.1.3 QUT will include the following statement on the application form, immediately prior to the applicant's signature block: "Giving false or misleading information is a serious offence under the Criminal Code (Commonwealth)".

3.2 Selection Policy

QUT maintains a QUTPRA selection policy which accords with these Rules and the fairness requirements in Subdivision 19-D of Part 2-1 of the *Higher Education Support Act 2003*. QUT selects students for a QUTPRA in accordance with the policy.

3.3 Offer Process

- 3.3.1 QUT will only offer a student a QUTPRA as a result of an application lodged as part of a competitive application process; or
- 3.3.2 QUT will offer a QUTPRA to a student in writing and advise the student in writing of the assistance to which they are entitled and the conditions of the QUTPRA.

3.4 Payments to Students

- 3.4.1 Each year, QUT will pay each student the full value of their QUTPRA stipend unless that student has commenced late or suspended their QUTPRA or the QUTPRA has been terminated. Where a student is not enrolled over the full period of the year, because of a late commencement or periods of suspension, QUT will pay at least the proportion of the annual stipend for the period in which study is undertaken for that year.
- 3.4.2 QUT will make fortnightly payments to students in respect of their annual stipend. Payments must be made directly to students. To avoid doubt, payment into an account in the student's name with an Australian ADI (as defined in the *Corporations Act 2001*) is considered to be a payment directly to the student.

3.5 Value of Scholarships and Indexation Arrangements

- 3.5.1 The 2017 QUTPRA stipend rates are listed in [Appendix 2](#).

3.6 Duration of a QUTPRA

- 3.6.1 The duration of a full-time QUTPRA is three years for a student undertaking Research Doctorate studies. The duration of a QUTPRA will be reduced by any periods of study undertaken:
 - (a) towards the degree prior to the commencement of the QUTPRA; or
 - (b) towards the degree during suspension of the QUTPRA; or
 - (c) previously while receiving an Australian postgraduate coursework award.
- 3.6.2 The duration of a QUTPRA will be increased by any periods of paid sick or maternity leave approved by QUT.

3.7 Extension of a QUTPRA

- 3.7.1 QUT may also approve an extension to the duration of a QUTPRA for a Research Doctorate student of up to six months provided the student is making satisfactory progress and the grounds for the extension relate to the study and are beyond the control of the student.
- 3.7.2 An application to extend the period of tenure of the QUTPRA should be submitted to using the appropriate QUT form within three months of the end of the QUTPRA. Any delays must be highlighted in the Annual Progress Reports. The student's Faculty will fund 50% of any approved QUTPRA extension.

4. CONDITIONS OF SCHOLARSHIP

4.1 Ongoing Eligibility

- 4.1.1 QUT monitors students' ongoing eligibility through the Annual Progress Reports and degree milestones to ensure that each student continues to meet the eligibility requirements set out in paragraph 2.1 of these Rules.
- 4.1.2 QUTPRA recipients are required to notify the Research Students Centre as soon as possible of any change in circumstances which may affect eligibility to continue to receive any Scholarship Entitlements.
- 4.1.3 Where a QUTPRA recipient is unsuccessful in responding to a call to Show cause why their candidature not be terminated the QUTPRA payments will be stopped. Should a future appeal lead to reinstatement of candidature, any outstanding payments will be made retrospectively.

4.2 Suspensions of a QUTPRA

- 4.2.1 Students may apply QUT for a suspension of their QUTPRA. The approval of a suspension will be at the discretion of QUT. (In respect of a scholarship, a *suspension* means a period of time during which a scholarship holder is not receiving scholarship payments.)
- 4.2.2 Any periods of study undertaken during a suspension will be deducted from the maximum period of tenure of the QUTPRA.
- 4.2.3 If prior approval of a suspension is not obtained, the student shall be deemed to be absent without permission and the QUTPRA shall terminate.
- 4.2.4 If the student does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension, the award will terminate.

4.3 Transfer to another Higher Education Provider (HEP)

QUTPRAs are only for study at QUT and cannot be transferred to any other HEP.

4.4 Conversion of Degrees

- 4.4.1 Students may convert from one QUT Research Doctorate degree to another QUT Research Doctorate degree and continue to receive their QUTPRA.
- 4.4.2 The maximum duration of a converted QUTPRA becomes that for the new research degree minus periods of study undertaken towards the related degree prior to the conversion.

4.5 Leave Entitlements

- 4.5.1 Students are entitled to receive up to 20 working days' paid recreation leave and 10 working days' paid sick leave for each year of the QUTPRA. These leave entitlements may be accrued over the life of the QUTPRA but will be forfeited when the QUTPRA is terminated. Any leave for 20 working days or less can be taken at any time within the term of the award by agreement with the supervisor. Milestone dates will not be adjusted and satisfactory progress must be maintained.

- 4.5.2 Sick leave entitlements may also be used to cover leave for students with family caring responsibilities. For students who have completed 12 months or more of candidature funded by a QUTPRA, leave can also be taken when a partner gives birth to a child or at the time of adoption, normally for up to 10 days.
- 4.5.3 Students are entitled to receive additional paid sick leave of up to a total of 12 weeks during the duration of the QUTPRA for periods of illness where the student has insufficient sick leave entitlements available under paragraph 4.5.1, provided that a medical certificate has been provided by the student to QUT.
- 4.5.4 Students who have completed 12 months of their QUTPRA are entitled to a maximum of 12 weeks paid maternity leave during the duration of the QUTPRA. Subject to the usual practice of QUT, paid leave may also be approved if the student has adopted/fostered a child for whom they are the primary carer.
- 4.5.5 Students who are partners of women giving birth during an APA and who have completed 12 months of their APA may be entitled to a period of paid parenting leave (up to 10 working days) at the time of the birth or adoption, subject to the usual practice of QUT. Milestone dates will not be adjusted and satisfactory progress must be maintained.
- 4.5.6 Leave of taken in accordance with the entitlements available under 4.5.1 and 4.5.5, will not be grounds for an extension of scholarship. All leave must be managed so that it has no adverse impact on the satisfactory completion of your research milestones. If this will not be the case, then please apply for unpaid leave of absence and suspension of your scholarship using the Leave of Absence form.
- 4.5.7 Students may apply to RDC for leave of absence from their degree and suspension of the QUTPRA for a total of up to twelve months full-time equivalent. The Research Degrees Committee must approve any periods of leave greater than 20 working days.
- 4.5.8 QUTPRA recipients must apply for leave 4 weeks before the leave of absence occurs to ensure scholarship payments are suspended in a timely manner or the correct paid leave entitlements are applied to the duration of the recipient's leave.

4.6 Work

- 4.6.1 A full time student in receipt of a QUTPRA is required to commit to their course of study not less than 40 hours per week, during the normal working week. With the approval of the supervisory panel and Head of School in which the course of study is being undertaken (following the advice of the principal supervisor), the student may engage in a limited amount of part-time employment provided that such employment does not interfere with the course of study. Students, therefore, are allowed to undertake between 8 to 10 hours during the normal working week. Also refer to 4.6.4 below regarding income for part-time employment.
- 4.6.2 The supervisory panel will report on the amount of part-time employment during the normal working week in the Annual Progress Report.
- 4.6.3 There is no limit on how much income an award holder can receive from part-time work which is not related to the research topic (in line with the recommended hours of part-time employment in 4.6.2 above).
- 4.6.4 QUT reserves the right to terminate the award of any recipient whose progress, as a result of additional work undertaken, is not satisfactory.
- 4.6.5 QUT will not approve a student undertaking work unless it is satisfied that the work will not interfere with the student's study for their HDR.
- 4.6.6 Work commitments cannot be accepted as grounds for an extension of the duration of the QUTPRA.

4.7 Termination of a QUTPRA

- 4.7.1 QUT must terminate a QUTPRA:
 - (a) if the student ceases to meet the eligibility criteria specified in paragraph 2.1 of these Rules, other than during a period in which the QUTPRA has been suspended or during a period of leave in accordance with paragraph 4.2 of these Rules; or
 - (b) when the student ceases to be a full-time student; or

- (c) when the student completes the course of study; or
- (d) if QUT determines that:
 - (i) the course of study is not being carried out with competence and diligence or in accordance with the offer of the QUTPRA; or
 - (ii) the student has failed to maintain satisfactory academic progress; or
 - (iii) the student has committed serious misconduct, including, but not limited to the provision of false or misleading information in terms of paragraph 4.8.

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

4.8 Provision of False or Misleading Information

If QUT knows or has reason to believe that a student in receipt of a QUTPRA has provided false or misleading information to QUT in relation to the QUTPRA, QUT will immediately re-assess the student's entitlement to the QUTPRA.

5. MISCELLANEOUS

5.1 Supervision and Facilities

QUT 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.

5.2 Overpayment of a scholarship

If, in the opinion of QUT, a student has been overpaid any part of a QUTPRA entitlement (either through the failure of the student to comply with these Rules or for any other reason), the student will be required repay the full amount of the overpayment, without deduction within thirty days of being requested to do so by QUT.

5.3 Appeals

Students have the right to appeal against decisions made by QUT in relation to their QUTPRA. In the event of a dispute arising, the student should first approach his or her supervisor who will then direct the student through the appropriate channels within QUT. The Research Degrees 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.

5.4 Contact

QUTPRAs are administered by QUT's Research Students Centre:

Administrative Officer (Scholarships)

Research Students Centre
Level 4, 88 Musk Avenue
Kelvin Grove QLD 4059

Tel: +61 7 3138 4923 or +61 7 3138 2932

Fax: +61 7 3138 1304

Email: research.scholarships@qut.edu.au

www.qut.edu.au/research/scholarships-and-funding

Queensland University of Technology
GPO Box 2434
Brisbane QLD 4001 Australia

Appendix 1: Guidelines for Determining H1 and H2A equivalence (based on 2016 criteria and subject to change)

Guidelines for Determining H1 and H2A Equivalence

The following table lists criteria approved to judge Honours 1 (H1 and H1E) for scholarships and Honours 2A (H2A and H2AE) for admission equivalency eligibility.

H1 or H1E for Scholarships*

- Eligibility for most QUT-funded scholarships (excluding the IPRA and WRE) requires First Class Honours (H1)

H1 Actual: A completed Australian Bachelor Honours Degree¹ in the First Class (H1) **OR**

H1E Actual (O/S): A completed overseas qualification comparable to the educational level of an Australian Bachelor Degree¹:

- with a duration of normally no less than 4 years (either as a four year award or a three year Bachelor followed by an end on Honours year) **AND**
- an overall GPA comparable to at least a 6.0 on a 7-point scale (where pass = 4) for a four year award or a 6.5 on a 7-point scale (where pass=4 for a 1 year end on honours **AND**
- containing a significant and major thesis, dissertation, design project or creative work that has been
⇒ successfully examined by at least two examiners² **OR**
 - Awarded a grade of at least 6.0 on a 7-point scale (where pass =4)

H1E (Completed Masters by Research): A completed domestic or overseas qualification comparable to the educational level of an Australian Masters Degree (by Research)^{1,3} **OR**

H1E (Completed Masters O/S): A completed overseas qualification containing:

- a significant research component⁴ of at least 50%; **AND**
- awarded an overall grade of at least a Distinction and/or at least 75% **OR**

H1E (Completed Coursework Masters): A completed Australian Masters by Coursework or overseas qualification (comparable to the educational level of an Australian Masters by Coursework Degree) containing:

- a relevant research component⁴ of at least 25% **AND**
- documented relevant research experience⁵ **AND**
- awarded an overall grade of at least a Distinction and/or at least 75% **OR**

H1E (Completed 4-year Bachelor): A completed Australian or overseas qualification containing:

- a relevant research component⁴ **AND**
- at least three years of documented relevant research⁵ **OR**

H1E (a current enrolment) with:

- a timely Doctoral Confirmation of Candidature⁶; **OR**
- a timely Articulation⁶ (from a Masters Degree by Research)^{1,3}

H2A or H2AE for Admission

- Admission to the Doctor of Philosophy (PhD) requires a minimum equivalence level of Upper Second Class (H2A)

H2A Actual: A completed Australian Bachelor Honours Degree¹ in the Upper Second Class (H2A) **OR**

H2AE Argument: A completed overseas qualification comparable to the educational level of an Australian Bachelor Degree¹:

- with a duration of normally no less than 4 years **AND**
- an overall GPA comparable to between 5.0 and 5.9 on a 7-point scale (where pass = 4) **AND**
- containing a significant and major thesis, dissertation, design project or creative work that has been
 - ⇒ examined by at least two examiners² **OR**
 - ⇒ has a grade comparable to between 5.0 and 5.9 on a 7-point scale (where pass = 4) **OR**

H2AE (M by CW): A completed Australian Masters Degree¹, or a completed qualification comparable to the educational level of an Australian Masters Degree¹,

- with greater than 25% research **AND**
- an overall GPA of at least 5.0 on a 7-point scale (where pass = 4) **OR**

H2AE Argument: A current doctoral enrolment with either:

- a non-timely Doctoral Confirmation of Candidature⁶ **OR**
- a non-timely⁶ Articulation from Masters Degree (Research) **OR**
 - a completed Doctoral Stage 2 milestone

¹ For the purpose of its admission and scholarship assessment process, QUT uses Australian Education International's National Office of Overseas Skills Recognition (NOOSR) and the National Recognition Information Centre for the United Kingdom (UK-NARIC) to assist in determining the comparability of an overseas qualification to an appropriate level of Australian qualification.

² A copy of the research work and both examiners reports must be submitted. Examiners may not be part of the supervisory team. Where the examiners reports are written in a language other than English a complete, certified translation must be provided.

³ The Australian Qualification Framework's definition of a research degree requires it to contain a minimum of 2/3 (66.7%) research, research training and independent study.

⁴ Relevant[^] Research component: Courses that encompass learning outcomes that establish research skills through course work content and assessment. For instance, undertaking an individually produced (and supervised) research project that includes a written report with a combined minimum course volume equivalent, or more than four units at QUT, as completed as part of a bachelors degree or coursework masters degree. Research carried out in groups should at least have been graded individually.

⁵ Relevant[^] research experience must be evidenced. Relevant research experience demonstrates research 'preparedness' in that you have planned and executed research work and/or a body of research and scholarship with independence. Research preparedness can be demonstrated by providing evidence in at least one of the following ways:

- Scholarly papers involving a substantial contribution as an author, appearing in relevant quality* academic journals or in volumes published by academic publishers(*list/scimago score provided by Faculty).
- Relevant research or technical reports prepared for industry, government or business, which adhere to the broad conventions of academic publishing (i.e. contain an up-to-date review of relevant literature, a description of relevant research methods and an evaluation of results, etc.) and which identify you as a significant contributor.
- A portfolio of relevant published creative work together with published critical discussion of some or all of that work, or of a comparable body of work by others, and which demonstrates your development of a scholarly approach to creative work as research investigation.
- Proven relevant industry or work experience, of at least two years, where you can demonstrate that you have planned and executed a research project, working with a high level of independence.

⁶ For the purpose of QUT's admission and scholarship assessment process, a 'timely' doctoral confirmation of candidature and 'timely' articulation is one that is completed not more than 13 months FTE after commencement of the degree.

**If you do not hold one of the above qualifications, you will only be considered for a scholarship if you have significant relevant research experience in which case you may be referred to the Dean for consideration, based on Faculty advice*

^ The term 'relevant' in this context refers to the faculty or field of research the applicant is applying to enter

Approval & modification history

DATE	AUTHORITY	DETAILS
17 May 2017	Chair, QUT Research Degree Committee	Reviewed changes approved
6 December 2016	Chair, QUT Research Degrees Committee	Reviewed changes approved
3 May 2016	Chair, QUT Research Degrees Committee	Reviewed changes approved
March 2015	Chair, QUT Research Degrees Committee	Reviewed; no changes required
11 September 2014	Chair, QUT Research Degrees Committee	Minor changes approved
24 July 2014	Chair, QUT Research Degrees Committee	Minor changes approved
7 July 2014	QUT Research Degrees Committee	Reviewed; minor changes approved
11 June 2013	QUT Research Degrees Committee	Approved methodology for determining H1 equivalence

Responsible Officer: Coordinator (Research Scholarships, Admission and Enrolment), Research Students Centre

Appendix 2: Value of Awards

QUTPRA stipend rates are determined by the Commonwealth Government. They are indexed annually.

Full time QUTPRAs are exempt from tax; Part time QUTPRAs are taxable.

Year	Full-Time Rate (per annum, tax exempt)	Full-Time Rate (fortnightly, tax exempt)	Part-Time Rate (per annum, before tax)	Part-Time Rate (fortnightly, before tax)
2017	\$26,682	\$1022.72	\$13,341	\$511.36
2016	\$26,288	\$1007.62	\$13,144	\$503.81
2015	\$25,849	\$990.79	\$12,924	\$495.37
2014	\$25,392	\$973.26	\$12,696	\$486.43
2013	\$24,653	\$944.94	\$12,326	\$472.45
2012	\$23,728	\$909.49	\$12,898	\$494.38
2011	\$22,860	\$876.22	\$12,388	\$474.83

* Prior to 2013, the part-time QUTPRA stipend included a component to ensure that part-time HDR students received the equivalent of half a full-time stipend after tax. From the 2012-13 financial year the tax-free threshold (www.ato.gov.au/taxfreethreshold) increased to \$18,200. As a result, the part-time stipend rate is half of the full-time rate.