

Australian Government Research Training Program

Stipend (Domestic) [RTPSD]

2022 Domestic Student Rules

1. BACKGROUND

The RTPSD is a stipend scholarship which QUT awards to students of exceptional research potential undertaking a Higher Degree by Research (HDR) at QUT. This scholarship is provided to assist with general living costs.

The following rules are based on the Australian Government's [Commonwealth Scholarships Guidelines \(Research\) 2017 \(legislation.gov.au\)](#) and adapted to comply with [QUT - MOPP - D/5.3 Higher degree research candidates](#).

2. STUDENT ELIGIBILITY REQUIREMENTS

2.1 Recipient eligibility

To be eligible a student must:

- 2.1.1 meet QUT's admission criteria and other faculty specific scholarship criteria; and
- 2.1.2 be undertaking a Higher Degree by Research Degree at QUT; and
- 2.1.3 be enrolled as a full-time student, unless QUT has approved part-time enrolment under 2.3 of these rules; and
- 2.1.4 normally be deemed as an internal student, consistent with the scholarship definition*; and
- 2.1.5 not be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of this scholarship's annual stipend rate to undertake the course of study. Income from sources unrelated to the course of study is not to be taken into account; and
- 2.1.6 if undertaking:
 - 2.1.6.1 a Master of Philosophy not hold a Research Doctorate or a Research Master or an equivalent research qualification; or
 - 2.1.6.2 a Research Doctorate, not hold a Research Doctorate or an equivalent research qualification.

* For the purpose of these scholarship rules, the HDR student definition of attendance mode is:

Internal: where instruction or supervision in all coursework and thesis units in which the student is enrolled is delivered by attendance at a place designated by the Registrar as a campus of the university; or

External: where instruction or supervision in one or more coursework and thesis units in which the student is enrolled is delivered other than by attendance at a campus of the university.

2.2 Ongoing recipient eligibility

2.2.1 To remain eligible a student must:

- 2.2.1.1 demonstrate satisfactory progress in their higher degree by research; and
- 2.2.1.2 meet defined milestones to the university's satisfaction; and
- 2.2.1.3 lodge their thesis for examination at the agreed time.

2.2.2 Full-time students are required to commit to their course of study no less than 40 hours per week, during the normal working week.

2.2.3 Recipients are required to notify the Graduate Research Centre immediately of any change in circumstances which may affect their scholarship eligibility, this includes notifying of return from leave.

2.3 Approval of part-time study load for scholarship recipients

2.3.1 QUT may approve a part-time study load for domestic recipients who can demonstrate exceptional circumstances. QUT must be satisfied that the exceptional circumstances relate to significant caring commitments or a medical condition which limits the recipient's capacity to undertake study, such that it would be unreasonable to expect the student to study on a full-time basis.

2.3.2 Examples of caring commitments include, but are not limited to:

- 2.3.2.1 caring responsibilities for a pre-school child; or
- 2.3.2.2 caring responsibilities for school-aged children as a sole parent with limited access to outside support; or
- 2.3.2.3 caring responsibilities for an invalid or disabled spouse, child or parent.

A statutory declaration, birth certificate or other proof will be necessary to substantiate the conditions above.

2.3.3 Part-time students are required to commit to their course of study no less than 20 hours per week, during the normal working week, and part-time recipients are subject to the same restrictions on the amount of employment as full-time scholarship recipients.

2.3.4 Part-time study load is not available to recipients seeking to undertake paid employment on a full-time or substantial part-time basis.

2.3.5 A recipient studying part-time may revert to full-time study with the permission of QUT.

3 VALUE, DURATION AND PAYMENT

3.1 Value

3.1.1 The 2022 RTPSD rates are listed in [Appendix 1](#).

3.1.2 The rate for any particular year may be the same as that for the preceding year, indexed in accordance with the method set out in Part 5-6 of *the Act*, or it may be a different amount, as determined by the Australian Government.

3.2 Thesis Allowance

3.2.1 Students may be eligible for a thesis allowance in addition to the annual stipend for the cost of producing a Master of Philosophy thesis or Research Doctorate thesis. A claim for thesis allowance will be assessed against QUT’s thesis allowance guidelines (see [Appendix 2](#)).

3.3 Relocation Allowance

3.3.1 Recipients may be eligible for a relocation allowance in addition to the annual stipend for the cost of relocating in order to take up this scholarship. A claim for relocation allowance will be assessed against the relocation allowance guidelines at [Appendix 3](#).

3.4 Duration

3.4.1 The duration is 3 years for a recipient undertaking full-time Research Doctorate studies, and 6 years for a recipient undertaking part-time Research Doctorate studies.

3.4.2 The duration is 1.5 years for a recipient undertaking full-time Master of Philosophy studies, and 3 years for a student undertaking part-time Master of Philosophy studies.

3.4.3 The duration will be reduced by any periods of study undertaken:

- 3.4.3.1 towards the degree prior to the commencement of the scholarship; or
- 3.4.3.2 towards the degree during suspension of the scholarship; or
- 3.4.3.3 previously while receiving a scholarship.

3.4.4 The duration will be increased by periods of paid additional sick leave (under paragraph 4.3 of these rules) and paid maternity leave (under paragraph 4.4 of these rules) where this leave is approved by QUT.

3.4.5 Part-time recipients are expected to progress at half the rate of a full-time recipient.

3.4.6 If a recipient is approved to change their study load, the duration of the scholarship will be calculated using the below ratios for the periods of full-time and part-time study loads.

Study Load	Calendar day of study	Number of days counted towards scholarship duration
Full-time	1	1
Part-time	1	0.5

3.5 Extension to scholarship duration

3.5.1 QUT may approve an extension to the duration for a Research Doctorate student of up to 6 months full-time (or 12 months part-time), 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.

3.5.2 QUT may approve an extension to the duration for a Master of Philosophy student of up to 3 months full-time (or 6 months part-time), 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.

3.5.3 To request an extension to the duration of the scholarship, the student must apply between three and one month prior to the scholarship end date, using the appropriate process. Any progress delays must be highlighted in the recipient's Annual Progress Reports.

3.6 Payment

3.6.1 QUT will pay recipients their stipend as fortnightly payments.

3.6.2 Payments will be made directly to the recipient. To avoid doubt, a direct payment is considered to be payment into an account in the recipient's name with an Australian authorised deposit-taking institution (ADI) as defined in the *Corporations Act 2001*.

4 LEAVE ENTITLEMENTS

Unless otherwise specified in the scholarship letter of offer, recipients are entitled to the following types of leave. For the purposes of leave, a 'working day' is a weekday (Monday to Friday) and not weekend days (Saturday and Sunday) and not Queensland public holidays.

4.1 Recreation leave (paid, up to 20 working days per annum, accumulative)

4.1.1 Students are entitled to 20 working days per annum of paid recreation leave.

4.1.2 This annual entitlement of leave becomes available to the recipient on the student's course start date. In subsequent years, the annual, or pro-rata balance for part-years, becomes available on the anniversary of the student's course start date.

4.1.3 This leave is to be taken within the duration of the scholarship. Unused balances from any previous years can be carried over within the scholarship duration but will be forfeited when the scholarship ends or is terminated. To avoid doubt, unused paid leave entitlements will not be paid out when the scholarship ends.

4.1.4 Milestone dates are not adjusted and the scholarship duration will not be extended by periods of recreation leave, and satisfactory progress must be maintained. Taking this type of leave cannot be grounds for an extension of scholarship.

4.1.5 Students must have the agreement of their supervisors to take this leave.

4.2 Sick leave (paid, up to 10 working days per annum, accumulative)

4.2.1 Students are entitled to 10 working days per annum of paid sick leave. Sick leave may also be used for students with family caring responsibilities where there are compassionate and compelling circumstances.

4.2.2 This annual entitlement of leave becomes available to the recipient on the student's course start date. In subsequent years, the annual, or pro-rata balance for part-years, becomes available on the anniversary of the students' course start date.

4.2.3 This leave is to be taken within the duration of the scholarship. Unused balances from any previous years can be carried over within the scholarship duration but will be forfeited when the scholarship ends or is terminated. To avoid doubt, unused paid leave entitlements will not be paid out when the scholarship ends.

4.2.4 Milestone dates are not adjusted and the scholarship duration will not be extended by periods of recreation leave, and satisfactory progress must be maintained. Taking this type of leave cannot be grounds for an extension of scholarship.

4.2.5 Students must have the agreement of their supervisors to take this leave.

4.3 Additional paid sick leave (paid, up to 60 working days over scholarship duration)

- 4.3.1 Recipients are entitled to receive additional paid sick leave to a maximum of 60 working days (12 weeks) over their scholarship duration. The recipient can apply for this leave if they have insufficient paid sick leave entitlements at paragraph 4.2 to cover a period of illness. The recipient must provide QUT with a medical certificate or other appropriate documentation to apply for this leave, which requires QUT's approval.
- 4.3.2 Recipients should apply for leave as soon as possible to ensure the correct leave entitlements can be applied to the scholarship record and to reduce the risk of anomalous payments.
- 4.3.3 The recipient's milestone dates and the scholarship duration will be adjusted by the approved period of leave.
- 4.3.4 This leave can only be taken within the duration of the scholarship. Unused balance will be forfeited when the scholarship ends or is terminated. To avoid doubt, unused paid leave entitlements will not be paid out when the scholarship ends.

4.4 Maternity leave (paid, up to 60 working days over scholarship duration)

- 4.4.1 Students who have completed 12 months of their study are entitled to a maximum of 60 working days (12 weeks) of paid maternity leave over the duration of their scholarship. Paid maternity leave may also be approved if the student has adopted/fostered a child for whom they are the primary carer. The recipient must provide QUT with a medical certificate or other appropriate documentation to apply for this leave, which requires QUT's approval.
- 4.4.2 Recipients should apply for leave 4 weeks in advance to ensure the correct leave entitlements can be applied to the scholarship record and to reduce the risk of anomalous payments.
- 4.4.3 The recipient's milestone dates and the scholarship duration will be adjusted by the approved period of leave.

4.5 Leave of absence (unpaid, up to 12 months over scholarship duration)

- 4.5.1 Students may apply for leave of absence from their degree and suspension of payment of the scholarship for a total of up to twelve months full-time equivalent.
- 4.5.2 Recipients should apply for leave 4 weeks in advance to ensure the correct leave entitlements can be applied to the scholarship record and to reduce the risk of anomalous payments.
- 4.5.3 The recipient's milestone dates will be adjusted by the approved period of leave.
- 4.5.4 The recipients scholarship payment will stop during periods of leave of absence. The scholarship end date will be adjusted by the approved period of leave.
- 4.5.5 Taking this type of leave cannot be grounds for an extension of scholarship.

4.6 Parenting leave

- 4.6.1 Students who are partners of women giving birth within the scholarship duration and who have completed 12 months of their scholarship 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. The student must provide QUT with a medical certificate or other appropriate documentation to apply for this leave, which requires QUT's approval.

- 4.6.2 Recipients should apply for leave 4 weeks in advance to ensure the correct leave entitlements can be applied to the scholarship record and to reduce the risk of anomalous payments.
- 4.6.3 The recipient's milestone dates will be adjusted by the approved period of leave.
- 4.6.4 The recipients scholarship payment will stop during periods of leave of absence. The scholarship end date will be adjusted by the approved period of leave.
- 4.6.5 Taking this type of leave cannot be grounds for an extension of scholarship.

4.7 Aboriginal and/or Torres Strait Islander cultural and ceremonial leave (paid, up to 3 days per year, non-accumulative)

- 4.7.1 Recipients who are of Aboriginal and/or Torres Strait Islander descent can access up to three days of non-cumulative paid leave for Aboriginal and/or Torres Strait Islander cultural and ceremonial purposes in each 12 month period, or part thereof, within the scholarship duration. This leave does not accrue from year to year.
- 4.7.2 This annual entitlement of leave becomes available to the recipient on the student's course start date. In subsequent years, the annual, or pro-rata balance for part-years, becomes available on the anniversary of the student's course start date.
- 4.7.3 This leave is to be taken within the duration of the scholarship. Unused balances from any previous years can be carried over within the scholarship duration but will be forfeited when the scholarship ends or is terminated. To avoid doubt, unused paid leave entitlements will not be paid out when the scholarship ends.
- 4.7.4 Milestone dates are not adjusted and the scholarship duration will not be extended by periods of recreation leave, and satisfactory progress must be maintained. Taking this type of leave cannot be grounds for an extension of scholarship.
- 4.7.5 Students must have the agreement of their supervisors to take this leave.

4.8 Returning from leave

- 4.8.1 It is the recipient's responsibility to advise QUT in writing of their return from leave, or to request a continuation or new period of leave. This to ensure the adjustments to leave entitlements can be applied to the scholarship and to reduce the risk of anomalous payments.

5 CONDITIONS OF SCHOLARSHIP

5.1 Applications and offers

- 5.1.1 QUT conducts a competitive application process for awarding these scholarships.
- 5.1.2 QUT will only offer a student an RTPSI as a result of:
 - 5.1.2.1 an application lodged as part of a competitive application process; or
 - 5.1.2.2 QUT agreeing to continue an RTPSI for a student who is already in receipt of an RTPSI and is transferring from another Higher Education Provider.

5.2 Overpayment of a scholarship

- 5.2.1 If, in the opinion of QUT, a recipient has been overpaid any part of the scholarship entitlement (either through the failure of the student to comply with these rules or for any other reason), the recipient 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 Recipient may request scholarship suspension

- 5.3.1 Recipients may request QUT to suspend their scholarship. The approval of a suspension will be at the discretion of QUT. In respect of the scholarship, a *suspension* means a period of time during which the recipient is not receiving scholarship payments.
- 5.3.2 Any periods of study undertaken during a suspension will be deducted from the duration of the scholarship.
- 5.3.3 If prior approval of a suspension is not obtained, the recipient will be deemed to be absent without permission and the scholarship will be terminated.
- 5.3.4 If the recipient does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension, the scholarship will terminate.

5.4 Transfer to another institution

- 5.4.1 Recipients who transfer to another Higher Education provider (HEP) may continue to receive their scholarship only if their new HEP agrees to its continuation and subject to the new HEP having sufficient RTP grant amounts of its own available. QUT will (upon request) provide information to the new HEP on RTP stipend payments the recipient has received and the duration of the scholarship already consumed.

5.5 Change of field of education

- 5.5.1 QUT may approve a recipient's request to change from the research area indicated in the original placement, providing:
- 5.5.1.1 the new research area is one of QUT's areas of research concentration; and
 - 5.5.1.2 there will be no extension to the duration of the award arising from the change of research area beyond the period of the original placement, including any previously approved extensions. The only exception is where the change of research area results from circumstances relating to the research which are outside the control of the student and QUT.

5.6 Conversion of degree

Unless otherwise specified in the offer of scholarship, the below conditions apply to conversion of degree.

- 5.6.1 Recipients may apply to convert from a Master of Philosophy degree to a Research Doctorate degree or from a Research Doctorate degree to a Master of Philosophy or another Research Doctorate degree, and, if approved, will continue to receive the scholarship.
- 5.6.2 A student who is approved to convert degrees may continue to receive the scholarship provided there is no pause to the study between the two degrees, or that such a pause is covered by an approved suspension.

- 5.6.3 The maximum duration of a converted scholarship becomes that for the new research degree minus periods of study undertaken towards the initial degree prior to the conversion.

5.7 Work

- 5.7.1 With the approval of the supervisors 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 are allowed to undertake up to 10 hours of paid work during the normal working week.
- 5.7.2 Full-time and part-time recipients are subject to the same restrictions on the amount of employment.
- 5.7.3 QUT will not approve a student undertaking work unless it is satisfied that the work will not interfere with the student's progression in their course of study.
- 5.7.4 The supervisors will report on the student's amount of part-time employment during the normal working week in Annual Progress Reports.
- 5.7.5 There is no limit on how much income a recipient can receive from part-time paid work which is not related to the research topic (in line with the recommended hours of part-time employment above).
- 5.7.6 QUT reserves the right to terminate the scholarship of any recipient whose progress, as a result of additional work undertaken, is not satisfactory.
- 5.7.7 Work commitments cannot be used as grounds for an extension of the duration of the scholarship.

5.8 Acknowledgement of RTP Scholarship

- 5.8.1 Recipients of RTP Scholarships, their supervisors and any other party who publishes or produces materials such as books, articles, newsletters or other literary or artistic works which relate to the research project carried out by the recipient of the RTP are expected to acknowledge the Commonwealth's contribution.
- 5.8.2 The Commonwealth's contribution should be acknowledged in a prominent place and in an appropriate form. The acknowledgement must include mention of the student's support through an "Australian Government Research Training Program Scholarship".

5.9 Termination

- 5.9.1 Your scholarship payments will be stopped if you withdraw from your studies or if QUT issues you with a notification of termination of your candidature. If a future appeal against the notification of termination leads to reinstatement of candidature, outstanding payments will be made retrospectively.
- 5.9.2 QUT can terminate the scholarship:
- 5.9.2.1 if the recipient ceases to meet the eligibility criteria and conditions specified in these rules; or
 - 5.9.2.2 when the student completes the course of study (lodges for examination); or
 - 5.9.2.3 if QUT determines that the student has committed serious misconduct.
- 5.9.3 If the scholarship is terminated, it cannot be re-activated unless the termination occurred in error.

5.10 Provision of false or misleading information

5.10.1 If QUT knows or has reason to believe that a student in receipt of an RTPSI has provided false or misleading information to QUT in relation to the RTPSI, QUT must immediately:

5.10.1.1 re-assess the student’s entitlement to the RTPSI; and

5.10.1.2 notify the relevant Australian Government Department of the suspected offence and provide a copy of the student’s application and any other relevant information requested by the Government Department.

5.11 Appeals

Students have the right to request a review of the decisions made by QUT in relation to their scholarship application outcome. This will be managed as per [QUT - MOPP - E/9.2 Grievance resolution procedures for student related grievances](#).

5.12 Contact

This scholarship is administered by QUT’s Graduate Research Centre who can be contacted by telephone on +61 7 3138 7200; by email: hdr@qut.edu.au, and via our website: www.qut.edu.au

Document approval & modification history

DATE	AUTHORITY	DETAILS
1 November 2021	Director, Graduate Research Centre	Formatting changes & updated rate approved
3 December 2020	Chair, QUT Research Degrees Committee	Reviewed changes approved
5 November 2019	Chair, QUT Research Degrees Committee	Reviewed changes approved
3 September 2018	Chair, QUT Research Degrees Committee	Reviewed changes approved
4 September 2017	Chair, QUT Research Degrees Committee	Reviewed changes approved

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

Appendix 1: Value of annual stipend

RTP rates and their indexation are determined by the Australian Government.

Year	Full-Time Rate (per annum)	Full-Time Rate (fortnightly)	Part-Time Rate (per annum)	Part-Time Rate (fortnightly)
2022	\$28,854	\$1,105.97	\$14,427	\$552.98
2021	\$28,597	\$1,096.12	\$14,298	\$548.06
2020	\$28,092	\$1076.76	\$14,046	\$538.38
2019	\$27,596	\$1057.75	\$13,798	\$528.87
2018	\$27,082	\$1038.04	\$13,541	\$519.02
2017	\$26,682	\$1,022.72	\$13,341	\$511.36

Appendix 2: Thesis Allowance Guidelines

(Note: Effective 1 January 2013, QUT no longer requires a hard bound thesis to be provided as part of the examination process. Any copies made would be for faculty, school, supervisor, student or other key stakeholders consistent with any faculty-based requirements and/or identified student need.)

A thesis allowance can be claimed after lodgement of the thesis and on production of receipts:

- up to \$420 for Master of Philosophy theses
- up to \$840 for Research Doctorate theses

Claims are allowed for costs associated with the production of the thesis (e.g. typing, proof-reading, editing, photocopying and temporary binding) and not for goods which will endure past the production stage such as hardware and/or software.

The claim must be made within 12 months of submission of the thesis.

Contact the Graduate Research Centre for instructions on claiming this allowance.

Appendix 3: Relocation Allowance Guidelines

Domestic students who are recipients of this scholarship are eligible for a relocation allowance if they had to move from another Australian city to Brisbane to take up the scholarship.

The maximum reimbursement for the sum of both travel and removal expenses is \$1,520.

Allowable items include:

- One-way economy airfare from another Australian city to Brisbane for the student, spouse and/or dependants. Boarding passes must be provided.
- Where a student elects to travel by car, a per kilometre allowance up to the equivalent one-way economy airfare costs.
- Removal expenses of up to \$505 per adult and \$255 per child.

Applicants who relocate to Brisbane prior to being offered this scholarship with QUT will *not* be eligible to receive the relocation allowance.

Reimbursement claims must be made within 12 months of the move and within the duration of this scholarship.

Evidence of relocation expenses must be provided with the claim.

Contact the Graduate Research Centre for instructions on claiming this allowance.