

Scholarship Conditions

PhD/Professional Doctorate to Postdoctoral Fellowship Program Scholarship (P2PPS)

Version date: 25/02/2022

1. BACKGROUND

The P2PPS is a stipend scholarship which QUT awards to students of Aboriginal and/or Torres Strait Islander descent who are undertaking a Higher Degree by Research (HDR) at QUT and who have been invited to participate in QUT's PhD/Professional Doctorate to Postdoctoral Fellowship (P2P) Program for Indigenous Australians. This scholarship is provided to assist with general living costs.

2. STUDENT ELIGIBILITY REQUIREMENTS

2.1 Recipient eligibility

To be eligible a student must:

- 2.1.1 meet QUT's admission criteria; and
- 2.1.2 be undertaking a Research Doctorate 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 be of Australian Aboriginal and/or Torres Strait Islander descent and provide confirmation of this as set out in the [QUT – MOPP – E/3.4 Confirmation of Aboriginal and/or Torres Strait Islander descent](#); and
- 2.1.7 have had their nomination for the P2P Program endorsed and approved by their Principal Supervisor, Faculty Executive Dean, Pro Vice-Chancellor (Indigenous Strategy) and Deputy Vice-Chancellor and Vice President (Research); and
- 2.1.8 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.

25.3 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 PSPP2 value is \$50,000 per annum.

3.1.2 Recipients can also access up to \$5,000 per annum for consumables and/or professional development activities, in addition to any standard Faculty student allocation funding.

3.1.3 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 1](#).

3.2 Duration

- 3.2.1 The duration is up to 4 years for a recipient undertaking full-time Research Doctorate studies, and up to 8 years for a recipient undertaking part-time Research Doctorate studies.
- 3.2.2 The duration includes up to 6 months full-time, or 12 months part-time, to fund an approved extension of candidature.
- 3.2.3 The duration will be reduced by any periods of study undertaken:
 - 3.2.3.1 towards the degree prior to the commencement of the scholarship; or
 - 3.2.3.2 towards the degree during suspension of the scholarship; or
 - 3.2.3.3 previously while receiving a scholarship.
- 3.2.4 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.
- 3.2.5 Part-time recipients are expected to progress at half the rate of a full-time recipient.
- 3.2.6 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

3.3 Payment

- 3.3.1 QUT will pay recipients their stipend as fortnightly payments.
- 3.3.2 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 CONDITIONS

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 recipient's 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 (paid, up to 10 days over scholarship duration)

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

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

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 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. 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 is to ensure the adjustments to leave entitlements can be applied to the scholarship and to reduce the risk of anomalous payments.

5 FURTHER CONDITIONS

5.1 Subject to change

- 5.1.1 These scholarship conditions may be updated from time to time. Recipients will be notified in writing if the conditions are changed. Recipients are responsible to abide by the current scholarship conditions.

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

- 5.3.1 These scholarships are only for study at QUT and cannot be transferred.

5.5 Work

- 5.5.1 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.
- 5.5.2 Full-time and part-time recipients are subject to the same restrictions on the amount of employment.
- 5.5.3 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.
- 5.5.4 The supervisors will report on the student's amount of part-time employment during the normal working week in Annual Progress Reports.

- 5.5.5 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).
- 5.5.6 QUT reserves the right to terminate the scholarship of any recipient whose progress, as a result of additional work undertaken, is not satisfactory.
- 5.5.7 Work commitments cannot be used as grounds for an extension of the duration of the scholarship.

5.6 Termination

- 5.6.1 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.
- 5.6.2 QUT can terminate the scholarship:
 - 5.6.2.1 if the recipient ceases to meet the eligibility criteria and conditions specified in these rules; or
 - 5.6.2.2 when the student completes the course of study (lodges for examination); or
 - 5.6.2.3 if QUT determines that the student has committed serious misconduct.
- 5.6.3 If the scholarship is terminated, it cannot be re-activated unless the termination occurred in error.

5.7 Provision of false or misleading information

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

5.8 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](#).

5.9 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
04 February 2022	Director, GRC	Document created based on IPRA rules
25 February 2022	Director, GRC	Minor correction to 4.6

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

Appendix 1: 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.