

QUT Postgraduate Research Award (QUTPRA) Scholarship Conditions

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The QUTPRA is a scholarship which QUT awards to students of exceptional research potential undertaking a Higher Degree by Research (HDR) at QUT.

The QUTPRA scholarship includes a stipend to assist with general living costs and either a fees offset or a tuition fee sponsorship to cover the cost of tuition fees.

Unless otherwise specified in the scholarship offer, candidates are entitled to the benefits and are bound by the conditions set out in this document.

QUT reserves the right to make reasonable amendments to these conditions without prior notice.

1 ELIGIBILITY

1.1 Applicant eligibility

At the time of application, all applicants must:

- a. meet QUT's admission criteria for the research degree to which the applicant has applied, including the English language requirements.

Applicants will NOT be eligible if they:

- a. are currently enrolled in a QUT Research Doctorate and have already completed one year or more of full-time equivalent HDR candidature
- b. are currently enrolled in a QUT Research Masters and have already completed six months or more of full-time equivalent HDR candidature
- c. hold a research qualification regarded by QUT to be equivalent to an Australian Research Doctorate degree or, if undertaking a Research Masters degree, hold a research qualification regarded by QUT to be equivalent to or higher than an Australian Research Masters
- d. receive a primary scholarship stipend or tuition fee scholarship from any source, including QUT, or under another scholarship scheme to support their candidature in a research degree at QUT.

1.2 Enrolment and progress

- a. Candidates must enrol in full-time study in a QUT research degree, unless QUT has approved part-time study in accordance with these conditions
- b. Candidates are expected to undertake their research in an internal attendance mode at a QUT campus, or another approved QUT location such as a distributed site or research facility.
- c. Scholarships will not normally be awarded to candidates who are enrolled in an external attendance mode. If a scholarship candidate subsequently wishes to change to external enrolment, they may be required to relinquish their scholarship.
- d. An applicant who wishes to be based outside Australia is not eligible for this

scholarship.

- e. To remain eligible candidates must demonstrate satisfactory progress in their degree and meet defined milestones to QUT's satisfaction.
- f. QUT expects full-time HDR candidates will spend a minimum of 40 hours per week on their studies, averaged over each year of their candidature. For part-time candidates this amount is 20 hours per week.
- g. Candidates are required to notify QUT immediately of any change in circumstances which may affect their scholarship eligibility.
- h. International applicants must ensure at all times that they comply with the conditions of their Australian visa.

1.3 Approval of part-time study load

International candidates are not permitted to enrol part-time if their visa conditions require full-time enrolment.

Part-time scholarships will only be considered in exceptional circumstances where there are demonstrable, significant carer commitments or where medical circumstances limit capacity to undertake full-time study.

Approval will not be given if a candidate is seeking the part-time status to undertake employment.

To apply for a part-time scholarship, the candidate must provide a statement of reasons to QUT, along with a supporting statement from the supervisor and any other relevant documentation. Candidates must be able to demonstrate the following:

- a. carer responsibilities for a pre-school aged child; or
- b. carer responsibilities for school aged children as a sole parent with limited access to outside support; or
- c. carer responsibilities for an invalid or disabled spouse, child or parent; or
- d. a medical condition which limits the capacity to undertake full-time study.

A candidate on an approved part-time scholarship may request to convert to a full-time scholarship or vice versa.

1.4 Work and other income

Candidates may choose to undertake employment opportunities during their candidature, however, it must not interfere with their research or their ability to undertake study and cannot be accepted as grounds for an extension of the scholarship. You are required to discuss any employment with your supervisory team in the first instance.

For international students, any employment must be consistent with the conditions of their Australian visa.

To be eligible for a QUTPRA stipend a candidate must not be receiving income from another source to support their general living costs while undertaking their program if that income is greater than 75 per cent of the QUTPRA stipend rate. Income unrelated to the candidate's program or income received for their program but not for the purposes of supporting general living costs will not be taken into account.

BENEFITS

2.1 Stipend

Stipends are paid into the candidate's nominated Australian bank account fortnightly.

The QUTPRA annual stipend rate is published on the [scholarship website](#). The stipend will be indexed annually taking effect from 1 January of the relevant year.

The stipend is available for the following maximum periods:

- 3.5 years (three years and six months) full-time equivalent for a Research Doctorate degree; or
- 1.75 years (one year and nine months) full-time equivalent for a Research Masters degree

The duration of the stipend will be reduced by any periods of study undertaken in the degree prior to the commencement of the scholarship.

2.2 Tuition Fees Offset or Sponsorship

a. For domestic HDR candidates: Research Training Program Fees Offset

All eligible domestic HDR candidates receive an RTP Fees Offset. The Australian Government contributes to the cost of tuition fees for all HDR domestic candidates via the RTP Fees Offset. The value of the RTP Fees Offset is the estimated annual course cost, as determined by QUT in accordance with the [Higher Education Support Act 2003](#), for the standard duration of the research degree. Any additional tuition costs beyond the contribution provided by the Australian Government are provided by QUT.

The RTP Fees Offset will only be used to extinguish the liability to pay tuition fees and cannot be converted into another type of benefit or payment.

The maximum duration of the RTP Fees Offset is up to four years full-time equivalent for candidates of a Research Doctorate degree, or up to two years for candidates of a Research Masters degree.

b. For international HDR candidates: Tuition Fee Sponsorship (TFS)

The TFS extinguishes the recipient's liability for tuition fees. The entitlement equates to the estimated annual course cost, as determined by QUT, in accordance with the [Higher Education Support Act 2003](#).

The TFS will only be used to extinguish the liability to pay tuition fees and cannot be converted into another type of benefit or payment.

The maximum duration of the TFS is up to four years full-time equivalent for candidates of a Research Doctorate degree, or up to two years full-time equivalent for candidates undertaking a Research Masters degree.

2.3 Allowances

Single Overseas Student Health Cover

Commencing international students who receive a QUT-issued eCoE to apply for a *student visa* can request that QUT arrange and pay for *single* Overseas Student Health Cover (OSHC) for the candidate for the duration of their student visa. Where a candidate requires a visa extension, the OSHC for the period of extension will not be covered. Couples and family cover will not be considered.

LEAVE

Unless otherwise stated in the scholarship offer, candidates are entitled to apply for leave as set out in this section.

- Candidates must follow the [leave advice and guidelines](#) to apply for all types of leave.
- Candidates should apply for leave and advise of their return from leave as early as possible to ensure the correct leave entitlements can be applied to the scholarship and to reduce the risk of anomalous payments. Four week's notice is preferable wherever possible.
- The Graduate Research Centre will seek advice as needed from QUT International Compliance before approving any leave for international candidates which will extend their candidature milestones.
- 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.

3.1 Paid Leave

Paid leave entitlements are only available to scholarship candidates while they are enrolled. Unused paid leave will be forfeited when the scholarship ends.

Table 1: Paid leave entitlements and conditions

Leave type	Conditions for eligibility	Duration	Supporting documentation required	Scholarship and milestone dates extended?
Recreation Leave	All candidates are eligible from the start of their degree.	Max. of 20 working days per year. Days may be accrued over the duration of the degree.	No	No
Sick/Carer's Leave	All recipients are eligible from the start of their degree.	Max. of 10 working days per year. Days may be accrued over the duration of the degree.	No	No
Additional Sick/Carer's Leave	Available when Paid Sick/Carer's Leave is already consumed.	Max. of 60 working days combined total over the duration of the degree.	Yes - medical certificate, and any other supporting documentation.	Yes
Maternity Leave	After completion of 12 months of the degree. Paid maternity leave may also be approved for primary carers of recently adopted/fostered children.	Max. of 60 working days combined total over the duration of the degree.	Yes – medical certificate, and any other supporting documentation.	Yes
Parenting Leave – for partners of people giving birth or for primary carer partners (to be taken at the time of birth or adoption)	After completion of 12 months of the degree	Max of 10 working days combined total over the duration of the degree And Max of 50 working days combined total over the duration of the degree for primary carers	Yes – medical certificate, and any other supporting documentation.	Parenting Leave only – No Parenting leave and primary carer leave - Yes

Cultural and Ceremonial Leave	Australian Aboriginal and/or Torres Strait Islanders are eligible.	Max. of 5 working days per year. Does not accrue.	No	No
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3.2 Unpaid Leave

Unpaid leave entitlements are set out below. Taking this type of leave cannot be grounds for an extension of scholarship.

Table 2: Unpaid leave entitlements and conditions

Leave type	Conditions for eligibility	Duration	Supporting documentation required	Scholarship and milestone dates extended?
Leave of Absence (unpaid)	For PhD candidates, after Stage 2. International students must check their visa requirements.	Max. of 12 months FTE combined total over the duration of the degree.	Yes – for international student visa holders	Yes

3.3 Suspend scholarship

Recipients may apply to QUT for a period of suspension of their scholarship. The approval will be at the discretion of QUT and in accordance with HDR policy and guidelines. Typically, a scholarship can only be suspended for a maximum of 12 months.

Stipend payments will be suspended in such circumstances and periods of suspension will not be deducted from the recipient's stipend entitlement.

Periods of suspension will not count towards consumption of the recipient's RTP Fees Offset or Tuition Fee Sponsorship duration.

2 TRANSFERS AND RETURNING TO PREVIOUS STUDIES

Unless otherwise specified in the offer of scholarship, the below conditions apply to transferring degrees.

4.1 Transfer within QUT

Candidates may apply to transfer between Research Masters and Research Doctoral degrees and, if approved, will continue to receive the scholarship, and the maximum duration of the scholarship becomes that for the new research degree minus periods of study undertaken towards the initial degree.

4.2 Returning to prior QUT studies

If a candidate withdraws from an HDR degree at QUT and then wishes to return (after any period of time) to the project they were originally doing, they may apply for a new scholarship and if successful, the duration of the scholarship will be reduced by any:

- previous enrolment in the course of study prior to taking up the award
- credit received for previous study towards the current degree

If an entirely new research project is initiated upon their return, the candidate would be eligible to apply for a new scholarship.

4.3 Transfer to another institution

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

4.4 Transfer from another institution

Transferring candidates are eligible to apply for a scholarship.

3 FURTHER CONDITIONS

5.1 Subject to change

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

5.2 Development activities as part of an HDR program

If opportunities for optional industry placements, research internships, professional practice activities or other similar development activities undertaken as part of an HDR program are available, the Graduate Research Centre should be consulted regarding any impact on the scholarship. Where the scholarship is impacted, this will usually be managed through a suspension of the scholarship.

5.3 Overpayment of a scholarship

If, in the opinion of QUT, a recipient has been overpaid any part of the scholarship entitlement (either through the student not meeting the conditions or for any other reason, including due to QUT error) the recipient will be required by QUT to repay the overpayment. Notice of the overpayment will be given in writing to the recipient.

5.4 Acknowledgement of scholarship provider

Recipients must acknowledge QUT's contribution in their thesis and at all times when publishing material that relates to the recipient's research project. Acknowledgment must include the mention of the recipient's support through a "QUT Postgraduate Research Award Scholarship".

4 TERMINATION OF ENTITLEMENTS

A candidate's entitlements are terminated if a candidate:

- a. has their candidature suspended, discontinued or terminated;
- b. withdraws from the degree;
- c. ceases to undertake their studies and has not requested a period of leave;
- d. completes the course of study (lodges their thesis for examination);
- e. exhausts the maximum period of entitlement;
- f. does not resume study at the conclusion of a period of leave or does not make arrangements to extend that period of leave;
- g. ceases to be enrolled full-time in the degree and has not obtained approval to hold the scholarship while enrolled part-time;
- h. deliberately provides incorrect, inaccurate, fraudulent or misleading information in order to gain or retain a scholarship; or
- i. if QUT determines that the candidate has not complied with these conditions, or that the candidate has committed serious misconduct.

5 GRIEVANCE AND REVIEW PROCEDURES FOR HDR CANDIDATES

Candidates 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](#).

6 APPROVALS

Where exceptional circumstances exist, a candidate may request an exception to a scholarship condition. In the first instance, the candidate should email the Graduate Research Centre detailing the request and exceptional circumstances, providing supporting documentation.

7 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