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Queensland University of Technology (QUT)

Australian Government Research Training Program (RTP)

Scholarship Policy

1. Background

- 1.1 This Policy applies as of 1 January 2017. It is designed to provide students with a one-stop shop for all rules relating to their degree, and especially to describe how more flexible arrangements will be applied to different classes of students.
- 1.2 QUT is responsible for the administration of QUT's allocation of the Australian Government's RTP Scholarships. This policy provides information about the processes, policies and conditions of scholarships.

2. RTP Stipend (Domestic)

2.1 Student Eligibility Requirements

- 2.1.1 To be eligible for a RTP Stipend (Domestic) a student must be a *domestic* student enrolled in an accredited Higher Degree Research (HDR) course of study at an Australian Higher Education Provider (HEP).
- 2.1.2 To be eligible for a RTP Stipend (Domestic) a student must not be receiving income from another source to support that student's general living costs while undertaking their course of study if that income is greater than 75% of that student's RTP Stipend (Domestic) rate. Income unrelated to the student's course of study or income received for the student's course of study but not for the purposes of supporting general living costs is not to be taken into account.

2.2 RTP Stipend (Domestic) Rate

- 2.2.1 RTP Stipend (Domestic) stipends are payable at the applicable rate from 1 January to 31 December for the relevant RTP Grant Year.
- 2.2.2 For the 2018 Grant Year, the full-time RTP Stipend rate will be \$27,082.
- 2.2.3 The full-time RTP Stipend (Domestic) rate for any subsequent year is the same as the RTP Stipend (Domestic) rate for the preceding year, indexed in accordance with the method set out in Part 5-6 of the [Higher Education Support Act 2003 \(the Act\)](#).

2.3 RTP Stipend (Domestic) Period of Support

- 2.3.1 For three years and up to a maximum of three and a half years (subject to approval of extension request) if the student is undertaking an eligible Research Doctorate degree at a full-time student load, or for six years and up to a maximum of seven

years at the discretion of the HEP for a part-time student load (subject to meeting conditions detailed in the [RTP Stipend \(Domestic\) Rules](#)); or

- 2.3.2 For a maximum of two years if the student is undertaking a Master of Philosophy degree at a full-time student load or a maximum of four years for a part-time student load (subject to meeting conditions detailed in the RTP Stipend (Domestic) Rules).

The student's period of support will be increased for any periods of leave, approved as detailed in the RTP Stipend (Domestic) Rules. Any periods of suspension approved, as detailed in the RTP Stipend (Domestic) Rules, do not contribute to the period of support.

The period of support is calculated from the course of study commencement date.

2.4 Additional Conditions for RTP Stipends (Domestic)

2.4.1 For further advice please reference the RTP Stipend (Domestic) Rules.

2.4.2 Each year, a HEP must pay each student their full-time or part-time RTP Stipend rate in proportion to the period for which the student has been supported with a RTP Scholarship.

2.4.3 A HEP must make fortnightly payments directly to students in respect of their RTP Stipend. 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. HEPs must only award RTP

2.4.4 Stipends as a result of a competitive selection process. The nature of a competitive process is to be determined by a HEP. For example, a HEP may wish to give priority to a class of students such as Indigenous students, low socioeconomic status (SES) students, students undertaking research in a particular discipline or emerging area of research strength, or students undertaking a HDR for the first time. Any competitive selection process conducted must accord with these Guidelines and the fairness requirements in Subdivision 19-D of Part 2-1 of *the Act* and be detailed in a HEP's RTP Scholarship Policy.

2.5 RTP Stipend (Domestic) Allowances

2.5.1 Allowances are provided to cover costs related to:

- Thesis, and
- Relocation

2.5.2 For further advice please reference the RTP Stipend (Domestic) Rules.

3. RTP Fees Offset (Domestic)

3.1 RTP Fees Offset (Domestic) Student Eligibility Requirements

3.1.1 To be eligible for a RTP Fees Offset (Domestic) a student must not be receiving an equivalent award or scholarship from the Commonwealth designed to offset HDR fees.

3.2 RTP Fees Offset (Domestic) Rate

3.2.1 RTP Fees Offset (Domestic) values are payable at the applicable rate from 1 January to 31 December for the relevant RTP Grant Year.

3.2.2 For the 2017 Grant Year, the full-time RTP Fees Offset (Domestic) rate is \$23,800 - \$29,600 per year full-time.

3.2.3 The full-time RTP Fees Offset (Domestic) rate for any subsequent year is indexed against the RTP Fees Offset (Domestic) rate for the preceding year.

3.3 RTP Fees Offset (Domestic) Period of Support

- 3.3.1 For a maximum of four years, if the student is undertaking an eligible Research Doctorate degree at a full-time student load, or for a maximum of eight years, at the discretion of the HEP for a part-time student load (subject to meeting conditions detailed in the [RTP Fees Offset \(Domestic\) Rules](#)); or
- 3.3.2 For a maximum of two years, if the student is undertaking a Master of Philosophy degree at a full-time student load, or a maximum of four years for a part-time student load (subject to meeting conditions detailed in the RTP Fees Offset (Domestic) Rules).

The student's period of support will be increased for any periods of leave approved as detailed in the RTP Fees Offset (Domestic) Rules. Any periods of suspension approved as detailed in the RTP Fees Offset (Domestic) Rules do not contribute to the period of support.

The period of support is calculated from the course of study commencement date.

4. RTP Stipend (International)

4.1 Student Eligibility Requirements

- 4.1.1 To be eligible for a RTP Stipend (International) a student must be an *international student* enrolled in an accredited Higher Degree Research (HDR) course of study at an Australian Higher Education Provider (HEP).
- 4.1.2 To be eligible for a RTP Stipend (International) a student must not be receiving income from another source to support that student's general living costs while undertaking their course of study, if that income is greater than 75% of that student's RTP Stipend (International) rate. Income unrelated to the student's course of study or income received for the student's course of study, but not for the purposes of supporting general living costs, is not to be taken into account.

4.2 RTP Stipend (International) Rate

- 4.2.1 RTP Stipend (International) values are payable at the applicable rate from 1 January to 31 December for the relevant RTP Grant Year.
- 4.2.2 For the 2018 Grant Year, the full-time RTP Stipend rate will be \$27,082.
- 4.2.3 The full-time RTP Stipend (International) rate for any subsequent year is the same as the RTP Stipend (International) rate for the preceding year, indexed in accordance with the method set out in Part 5-6 of the [Higher Education Support Act 2003 \(the Act\)](#).

4.3 RTP Stipend (International) Period of Support

- 4.3.1 For three years and up to a maximum of three and a half years (subject to approval of extension request) if the student is undertaking an eligible Research Doctorate degree at a full-time student load, or for six years and up to a maximum of seven years at the discretion of the HEP for a part-time student load (subject to meeting conditions detailed in the [RTP Stipend \(International\) Rules](#)); or
- 4.3.2 For a maximum of two years if the student is undertaking a Master of Philosophy degree at a full-time student load or a maximum of four years for a part-time student load (subject to meeting conditions detailed in the RTP Stipend (International) Rules).

The student's period of support will be increased for any periods of leave approved as detailed in the RTP Stipend (International) Rules. Any periods of suspension approved as detailed in the RTP Stipend (International) Rules do not contribute to the period of support.

The period of support is calculated from the course of study commencement date.

4.4 Additional Conditions for RTP Stipends (International)

- 4.4.1 For further advice please reference the RTP Stipend (International) Rules.
- 4.4.2 Each year, a HEP must pay each student their full-time or part-time RTP Stipend rate in proportion to the period for which the student has been supported with a RTP Scholarship.
- 4.4.3 A HEP must make fortnightly payments directly to students in respect of their RTP Stipend. 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. HEPs must only award RTP Stipends as a result of a competitive selection process.
- 4.4.4 The nature of a competitive process is to be determined by a HEP. Any competitive selection process conducted must accord with this Policy and the fairness requirements in Subdivision 19-D of Part 2-1 of *the Act* and be detailed in a HEP's RTP Scholarship Policy.

4.5 RTP Stipend (International) Allowances

- 4.5.1 Allowances are provided to cover costs related to thesis production.
- 4.5.2 For further advice please reference the RTP Stipend (International) Rules.

5. RTP Fees Offset (International)

5.1 RTP Fees Offset (International) Student Eligibility Requirements

- 5.1.2 To be eligible for a RTP Fees Offset (International) a student must not be receiving an equivalent award or scholarship designed to offset HDR fees. RTP Fees Offset (International).Rate
- 5.1.2 RTP Fees Offset (International) values are payable at the applicable rate from 1 January to 31 December for the relevant RTP Grant Year.
- 5.1.3 For the 2017 Grant Year, the RTP Fees Offset (International) rate is \$27,000 - \$32,800 per year (full-time).
- 5.1.4 The RTP Fees Offset (International) rate for any subsequent year is indexed against the RTP Fees Offset (International) rate for the preceding year.

5.2 RTP Fees Offset (International) Period of Support

- 5.2.1 For a maximum of four years, if the student is undertaking an eligible Research Doctorate degree at a full-time student load, or for a maximum of eight years at the discretion of the HEP, for a part-time student load (subject to meeting conditions detailed in the [RTP Fees Offset \(International\) Rules](#)); or
- 5.2.2 For a maximum of two years if the student is undertaking a Master of Philosophy degree at a full-time student load or a maximum of four years for a part-time student load (subject to meeting conditions detailed in the RTP Fees Offset (International) Rules).

The student's period of support will be increased for any periods of leave approved as detailed in the RTP Fees Offset (International) Rules. Any periods of suspension approved as detailed in the RTP Fees Offset (International) Rules do not contribute to the period of support.

The period of support is calculated from the course of study commencement date.

5.3 Additional Conditions for RTP Fees Offset (International)

For further advice please reference the RTP Fees Offset (International) Rules.

6. QUT Scholarship Round

Details of QUT's Annual Scholarship Round and Scholarship application, selection and offer process can be viewed [here](#).

7. QUT Continuing Scholarship Students

Continuing students who held Research Training Scheme (RTS) Awards prior to 1 January 2017 are encouraged to review the matrix below and visit the [here](#) for further details. QUT confirms that the only change to awards is in terms of the naming convention as detailed below:

Research Training Scheme (ended 31 December 2016)	Research Training Program (commenced 1 January 2017)
Australian Postgraduate Award	Research Training Program Stipend including allowances
Research Training Scheme Tuition Scholarship	Research Training Program Fees Offset (Domestic)
International Postgraduate Research Scholarship	Research Training Program Fees Offset (International) including allowances

8. Supervision and Facilities

8.1 For information regarding QUT's supervision guidelines and accreditation requirements please read the [Guide to QUT HDR Supervision](#).

8.2 For information regarding QUT's infrastructure provisions please read the [Infrastructure Guidelines](#) for HDR students.

9. Approval for Work outside the HEP whilst awarded a RTP Scholarship

9.1 Work

9.1.1 Domestic students may undertake work outside the HDR, subject to QUT's approval.

9.1.2 International students may undertake work consistent with the conditions of their student visa and subject to the approval of QUT prior to undertaking such work.

9.1.3 With the approval of the supervisory team 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 5.6.4 below regarding income for part-time employment.

9.1.4 The supervisory team will report on the amount of part-time employment during the normal working week in the Annual Progress Report.

9.1.5 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 5.6.2 above).

9.1.6 QUT reserves the right to terminate the award of any recipient whose progress, as a result of additional work undertaken, is not satisfactory.

9.1.7 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 degree.

9.1.8 Work commitments cannot be accepted as grounds for an extension of the duration of the RTPSD.

10. Changes in the nature of RTP Scholarship student's enrolment

10.1 Change to Field of Education

QUT may approve a student's request to change from the research area indicated in the original placement or RTPFOD offer, providing:

- (a) the new research area is one of QUT's areas of research concentration, and the project and candidature can be supported; and
- (b) there will be no extension to the duration of the RTPFOD arising from the change of research area beyond the period of the original placement or RTPFOD offer, 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.

10.2 Transferring to or from another HEP

RTP Scholarship students may request a transfer to or from another HEP.

10.3 Changing from full-time to part-time or part-time to full-time

- (a) Domestic RTP Scholarship students may request a change from full-time to part-time or part-time to full-time studies, subject to QUT's approval subject to meeting conditions outlined in the RTP Stipend (Domestic) Rules and the RTP Fees Offset (Domestic) Rules.
- (b) International RTP Scholarship students are required to remain in full-time studies. QUT may not approve a change to part-time studies.

10.4 Conversion of degrees

RTP scholarship students may request to convert from a Master of Philosophy degree to a Research Doctorate degree or from a Research Doctorate degree to a Master of Philosophy.

11. Termination of an RTP Scholarship

QUT must terminate an RTP Scholarship if the student ceases to meet the eligibility and other conditions as specified, other than during a period in which the RTP Stipend has been suspended or during a period of leave and subject to further conditions **outlined in the [RTP Stipend \(Domestic\) Rules](#) or [RTP Stipend \(International\) Rules](#), [RTP Fees Offset \(Domestic\) Rules](#) or [RTP Fees Offset \(International\) Rules](#)**.

12. Grievance and Review Procedures

9.1 For information regarding QUT's Grievance Policy please read the [Grievance resolution procedures](#) for student-related grievances.

9.2 For information regarding QUT milestones and under review requirements please read the [Milestones](#) and [Managing your candidature](#) guidelines.

13. Research Training Extension Activities

QUT will continue to aim to make available arrangements for optional industry placements, research internships, professional practice activities or other similar enrichment activities as part of scholarship holders' HDR experience.

13.1 RTP students may undertake industry placements internships, and professional practice activities of up to six months' duration that are approved as part of their eligible HDR

program. Approvals are made in writing and on an individual basis in the letter of offer (or an amended offer, issued after enrolment).

- 13.2 RTP Fee Offset scholarship students have their scholarship extended by the duration of the placement, internship, or professional practice activity up to the maximum period of RTP support.
- 13.3 RTP stipend scholarships may be available for the duration of industry placements, research internships and professional practice activities if:
 - (a) the student already holds an RTP stipend
 - (b) there is no other income associated with these activities
 - (c) the maximum duration of the academic program has not been reached; and
 - (d) the thesis examination process has not been finalised.
- 13.4 Students undertaking a placement, internship, or professional practice are not eligible to have their RTP stipend scholarship extended beyond the maximum period of RTP support.

14. RTP Acknowledgement

- 11.1 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.
- 11.2 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".