



Research Students Centre

QUT Rules for 2009

QUT Masters Scholarship (Domestic)

QUT Masters scholarships (QMS) are awarded to students nominated by their Faculty and approved by the Dean of Graduate Studies. Students will be eligible based on their research potential and commitment to complete a Masters by Research degree at QUT within 12 months. QMSs are provided to assist with general living costs.

QMS Scholarships are awarded for up to a one year term for a Masters by Research degree. They are awarded only for full time candidature. QUT has the strong expectation that, with an appropriately scoped project and consistent effort, scholarship holders will complete their work and submit theses for external examination within this timeframe.

- In order to demonstrate a 12 month candidature timeframe, please attach a **Timeline for Completion** to accompany your PR Form or Online scholarships form.

In accepting this award, you undertake to work towards this goal.

1 Eligibility for an Award

1.1 To be eligible for an award, an applicant:

- has completed at least four years of tertiary education studies at a high level of achievement or equivalent, for example a:
 - four year degree awarded with honours; or
 - a three year degree and an Honours year; or
 - a three year degree and at least one year of a higher degree; or
 - a three year degree and a postgraduate diploma;
- has normally obtained a minimum Honours 2A or equivalent results;
- has been accepted for registration as a full-time candidate in a Masters by Research program at QUT at the time the scholarship is taken up;
- is an Australian citizen; or has been granted permanent resident status by the closing date, or is a New Zealand citizen at the closing date;
- must **not** hold an Australian Masters by Research degree or equivalent research qualification; and
- must not normally be receiving an equivalent award, scholarship or salary providing a benefit greater than 75% of the QMS stipend rate to undertake the Masters by Research. Income earned from sources unrelated to the course of study is not subject to the 75% rule.

2 Disability

2.1 The definition of disability applied is consistent with [QUT Policy A/8.3 Disability services policy](#), which includes the following definition of a disability:

As outlined in the relevant legislation, a disability may be temporary or permanent, total or partial, physical, psychological or psychiatric, life-long or acquired. Also included are people who require devices or aids for assistance, or are accompanied by guide dogs.

- 2.2 Also consistent with this policy, it is expected that in the processing of applications for scholarship and scholarship extension:

Reasonable accommodations are to be provided for people with disabilities. It is the responsibility of the student or staff member to substantiate their eligibility for disability services.

3 Value and Payment of Award

- 3.1 An award shall carry a living stipend of AUD\$20,007 per annum, tax exempt and indexed annually, as determined by QUT.
- 3.2 Relocation Allowance

Normally, a relocation allowance will not be provided as part of the award. The Faculty and student may negotiate an arrangement outside the award conditions.

- 3.3 Thesis Allowance

Normally, a thesis allowance will not be provided as part of the award. The Faculty and student may negotiate an arrangement outside the award conditions.

4 Research Training Scheme (HECS Exemption)

Normally, award holders will receive a tuition free entitlement for the duration of the award.

5 Research Training Requirements

Normally, award holders will be required to comply with any Research Training requirements that may be stipulated at a University, Faculty or stakeholder level.

6 Term of Award

- 6.1 An applicant offered an award by QUT shall normally indicate acceptance of the offer within 14 days of its receipt. This is only a 12 month award (see also 9.3 below). Should the candidature extend beyond the term of the award, the award will lapse unless exceptional circumstances are demonstrated (see also 6.4 below).
- 6.2 At QUT, a QMS award must be taken up by 20 March in the year that the award is offered, unless the offer of award is made after 20 March. QUT may withdraw the scholarship if the student does not commence by the prescribed date.
- 6.2.1 The duration of a full-time QMS is for up to one year for a student undertaking Research Masters studies.
- 6.3 The duration of a QMS does not include any paid leave provisions that add on to the term of the award (see 7.4 below).
- 6.4 In exceptional circumstances, students may apply for an extension of up to 6 months on the duration of a QMS for a Research Masters student. This application must be provided within one month of the end date for the scholarship, explaining extenuating circumstances and detailing a timeline for submission of the thesis within the term of the extension.

7 Conditions of Scholarship

- 7.1 Ongoing Eligibility

Satisfactory progress is a requirement for ongoing eligibility. Progress will be monitored through the Annual Progress Reports process in September each year, degree milestones and performance in coursework requirements.

- 7.2 Suspension

For students undertaking masters by research, approval for a leave of absence and suspension of the award will be given only in exceptional circumstances.

Online Leave Forms can be completed at [QUT Virtual](#) /Research Forms by logging in with your student password.

If prior approval of a suspension is not obtained, the award holder shall be deemed to be absent without permission and the scholarship shall terminate.

If the QMS holder 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.

7.3 Transfer of award

QMS awards are only for study at QUT and cannot be transferred.

7.4 Leave Entitlements

7.4.1 Students will receive up to 20 days recreation leave and ten days sick leave for the year of the award. These leave entitlements can be taken at any time within the term of the award by agreement with the supervisor and in the case of any proposed international travel, with prior Research Degrees Committee approval. This leave won't extend the term of the award.

Sick leave entitlements (including additional sick leave) may also be used to cover leave for students with family caring responsibilities.

Scholarship holders who become primary carer of a new child and find it necessary to have a long-term parental leave may access the normal suspension provisions.

Applications for any unpaid sick leave or maternity or paternity leave must be made on the Leave form, to the Research Degrees Committee and must be accompanied by a medical certificate or similar evidence.

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7.5 Employment

7.5.1 The holder of a full-time scholarship is required to commit to their course of study a minimum of 30 hours per week, during the normal working week. An award holder, with the approval of the Supervisor and the Postgraduate Coordinator in the faculty in which the course of study is being undertaken, may engage in a limited amount of part-time employment provided that such employment does not interfere with the course of study.

The supervisor will report on the amount of part-time employment during the normal working week, in the annual progress report. 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. However, this income will not be tax exempt. QUT reserves the right to terminate the award of any recipient whose progress, as a result of additional work undertaken, is not satisfactory.

7.5.2 QUT shall not require an award holder to render any service to the University, either during the tenure of the award or upon its completion, as a condition of receipt of the award.

8 External research

8.1 For students undertaking Masters by Research, approval to undertake research overseas will only be given in exceptional circumstances. Periods of less than one month must be approved by the principal supervisor and head of school, but do not need to be approved by Research Degrees Committee.

8.2 Subject to the provisions of the appropriate course requirements, an award holder may seek approval from the Research Degrees Committee to conduct the research at a sponsoring establishment outside the higher education system. A Memorandum of Understanding is required with the sponsoring establishment and can be obtained from the Research Students Centre web page: <http://www.rsc.qut.edu.au/future/apply/external.jsp>

9 Termination of award

9.1 The Research Degrees Committee may terminate an award if:

- (i) after due enquiry, it concludes that the candidate has not satisfied the eligibility criteria; or
- (ii) after consulting a candidate's supervisors and having taken account of all relevant circumstances, the Committee is of the opinion that:
 - 1. the candidate has either effectively discontinued his/her studies; or
 - 2. is making unsatisfactory progress (note: the award holder must submit the annual progress reports required for candidature reporting) in the course of study; or
 - 3. the course of study is not being carried out with competence and diligence or in accordance with the offer of the award, and no suitable alternative arrangements can be made for continuation of the postgraduate degree; or
 - 4. the student has committed serious misconduct, including, but not limited to the provision of false or misleading information in terms of 9.4; or
 - 5. the necessary prior approval for a period of absence has not been obtained
- (iii) if the award holder does not resume study at the conclusion of a period of suspension, or does not make arrangements to extend that period of suspension; or
- (iv) when the student ceases to be a full-time student; or
- (v) if the award holder accepts another equivalent award, scholarship or salary to undertake their research higher degree providing a benefit greater than 75% of the base award stipend rate.

9.2 If an award is terminated, it cannot be re-activated unless the termination occurred in error.

9.3 The award shall terminate when the thesis is lodged or at the end of the scholarship whichever is earlier, or upon the death, incapacity, resignation or withdrawal of the student.

9.4 Provision of False Information

If a student in receipt of an award has provided false or misleading information, then the entitlement for the award will be reassessed. If the provision of false information is of a criminal nature, the matter will be referred to the QLD Police.