



# Research Students Centre

## QUT Rules for 2007

### Postgraduate Research Write Up Scholarship (QWU)

#### 1 AIM

The aim of this scholarship is to support:

- a) Timely completion of Domestic and International Postgraduate Research Students by funding candidates during the writing up of revisions, prior to the submission of their final bound theses to the Research Degrees Committee. These scholarships will be tax exempt for full-time enrolled students.
- b) Preparation and submission of refereed publications by Domestic and International Postgraduate Research Students after the submission of their thesis for external examination. These scholarships will be tax exempt for students with or without enrolment for the current semester, but who will be studying full-time to produce the refereed publication. International candidates would need to be able to demonstrate that appropriate visa arrangements had been approved by DIAC for the term of the scholarship.

These scholarships will be awarded based on nominations received from Faculties and will be funded jointly by the University and Faculty. Funding will support up to a three month period of full-time study/writing.

#### 2 ELIGIBILITY AND CONDITIONS FOR AWARD

##### 2.1 Eligibility

These awards are available to Australian Citizens and permanent residents and International students.

##### Thesis Write Up Scholarship

Applicants must:

- be currently enrolled in a QUT Doctorate or Professional Doctorate or Research Masters, and completing revisions following external examination
- be full-time candidates, or part-time candidates with demonstrated heavy care commitments or a medical condition precluding full-time study,
- not normally be in receipt of any other scholarship.
- For this award, the examiners reports must have been received and agreement reached about the nature and extent of revisions required. These requirements must be submitted in writing as a project plan including a timeline featuring milestones to be met in revising the thesis to the Research Degrees Committee at the point of application for the award.

##### Refereed Publication Write Up Scholarship

Applicants must:

- have recently submitted for external examination, or completed a QUT Doctorate or Professional Doctorate or Research Masters, and
- provide a project plan outlining the title of the article, publication to be targeted and a timeline featuring milestones to be met in preparing the article.
- be able to write full-time, or demonstrate they can only write part-time due to heavy care commitments or a medical condition precluding full-time writing. International student visa conditions do not normal allow for part time candidature.

## 2.2 Disability

2.2.1 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 either 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.

2.2.2 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.

## 2.3 Term of award

A nominee offered an award by the University shall indicate acceptance of the offer within 7 days of its receipt.

Scholarships will normally commence within 14 days of the issue of the offer.

The University may withdraw the scholarship if the nominee does not commence by the prescribed date.

- The period of tenure for an award shall be three months full time or six months part time and can not be extended (Note: International student visa conditions do not normal allow for part time candidature).

Approval may be granted for a taxable part-time award where the Faculty advises that the nominee can demonstrate heavy care commitments or a medical condition precluding full-time study, for example:

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

The Faculty will require from the nominee a Statutory Declaration or other proof to substantiate any of the conditions above.

Part-time awards are not available to an applicant seeking to undertake simultaneous full-time paid employment.

Part time awards would not normally be approved for internal International students as this would not be consistent with visa requirements.

Part-time award holders are expected to progress at half the rate of a full-time award.

Part-time awards are taxable.

By the conclusion of the period of tenure of the award the award holder is required to:

- Submit a final bound copy of their thesis to the Research Degrees Committee, or
- Provide proof to the Research Degrees Committee of the submission of an item for publication as approved by the Faculty.

## 2.4 Conditions of Taking up the Award

### Progress Report

The Faculty shall require award holders to complete a progress report six weeks after the date of commencement of the award. Failure to present the progress report will normally result in the termination of the scholarship. The award holder must maintain regular communication with a nominated supervisor during the tenure of the award, and document this communication.

### Accommodation

The Faculty should ensure that the applicant has adequate access to resources to facilitate their study or writing. This may involve providing office space or ensuring that the applicant can be given access to space at one of the Library's Researchers Centres.

### Supervision

Applicant and principal supervisor must be committed to meeting once per week during the term of the award.

### Scholarships

This award cannot normally be paid concurrently with any other scholarship.

### Employment

A person to whom a full time award is made cannot take full-time or substantial part-time employment during the tenure of the award. As a guide, an award holder would normally undertake no more than 15 hours a week of employment and not more than eight hours during 9am-5pm Monday to Friday.

### Leave

Due to the limited term of the scholarship, there is no allowance for leave. However, emergency or exceptional circumstances may be considered on a case by case basis by the Research Degrees Committee. Application should be made on the forms that are used for other scholarship holders.

### Other requirements

An award holder shall comply with all relevant course requirements, regulations and rules (including disciplinary provisions) of QUT.

## 3. TERMINATION OF AWARD

### 3.1 Research Degrees Committee may terminate an award if:

- after due inquiry it concludes that the award holder has not satisfied the conditions of award;
- after consulting a nominee's supervisor/School/Centre/Faculty and having taken account of all relevant circumstances, the Committee is of the opinion that the award holder has either effectively discontinued his/her studies/writing or is making unsatisfactory progress towards the completion of the thesis revisions or publication, as specified;
- the award holder takes an unapproved period of absence.

### 3.2 Unless otherwise advised, the award shall terminate two weeks after the thesis or publication is submitted or at the end of the scholarship, whichever is earlier.

## 4 FUNDING

### 4.1 An award shall normally carry a stipend consistent with the current APA rate. The level of the stipend will not be reduced during the period of the award. This stipend cannot normally be paid concurrently with any other scholarship.

- 4.2 The Faculty will bear half the cost of the stipend and accept all costs should the award holder fail to submit materials as directed at the conclusion of the term of the award.
- 4.4 Normally, where a sufficient case is made, applicants will be funded until the semesterly budget allocated for this scholarship is exhausted. The Research Degrees Committee reserves the right to determine the duration for the award up to a maximum of the equivalent of 3 months full-time, depending on the extent of the task to be carried out.

## 5 NOMINATION PROCESS

- 5.1 The Faculty must complete and submit the Nomination for QUT Postgraduate Research Student Write Up Scholarship form.
- 5.2 For nomination of part-time candidates, a statement addressing relevant terms of the award is required.
- 5.3 A condition of nomination is that the Faculty accepts all costs associated with the award where the award holder fails to submit at the conclusion of the term of the award.

5.4 The nomination form must be signed by relevant authorities as indicated on the form.

## 6 ALLOCATION PROCESS

- 6.1 The nomination by the Faculty will normally be sufficient to ensure the award of a scholarship provided the candidate meets all the eligibility criteria & conditions of award.
- 6.2 The Research Degrees Committee will be authorised to approve funding of applicants for a period up to the maximum allowed.

## 7 SELECTION CRITERIA

Selection shall be based on:

- Provision of a detailed project plan with milestones to ensure completion and submission of the thesis revisions/refereed publication within the term of the scholarship.
- Nominees meeting the conditions of eligibility
- Demonstrated capacity to meet milestones.
- Supervisor's agreement and availability for regular meetings, at least weekly
- Faculty acceptance of the conditions of award – i.e., their liability for costs should the nominee fail to submit at the conclusion of the term of the award
- School and Faculty signatures confirming their support for the nominated candidate
  - An appropriate statement regarding the part-time status of the candidature, if relevant.
  - Normally, a nominee can only be awarded one write up scholarship.
  - Normally, a nominee cannot be awarded funding for a publication write up while the thesis revisions are still in progress.
- If an International student, the application must include evidence of appropriate visa provisions for international International students for the term of the award.

## 8 OFFER ROUNDS

Nomination forms can be submitted by Faculties throughout the year for consideration by the Research Degrees Committee. The Research Degrees Committee will allocate funds each semester to support this scheme and will close the round for the semester when funds have been exhausted.

## 9 ADMINISTRATION OF SCHOLARSHIP

- a) Nomination forms, downloadable from the Research Students Centre Scholarship website [http://www.rsc.qut.edu.au/future/scholarships/other\\_qut\\_scholarships.jsp](http://www.rsc.qut.edu.au/future/scholarships/other_qut_scholarships.jsp), should be forwarded to RDC through the Scholarships Officer, Research Students Centre, O Podium, Gardens Point Campus.
- b) Prior to nomination, the Faculty must confirm the nominee's eligibility and fulfilment of the selection criteria for the scholarship and their willingness to accept the terms and conditions of award and provide an account code.
- c) Following the Research Degrees Committee approval, the Scholarship Officer will forward advice to the Faculty who will provide a completed response to offer form to initiate payments to the award holder.
- d) Progress Reports should be provided to the Scholarships Officer through the Faculty.
- e) Where the candidate defaults on providing progress reports, the Faculty will notify the RSC to discontinue payments.
- f) Where the award holder is required to submit a final bound thesis, it must be received by the Examinations Officer, Research Students Centre by the end of the term of the award. Where the award holder is required to submit a publication, confirmation of submission is to be provided to the Research Students Centre by the end of the term of the award. Normally, this would involve forwarding to the Scholarships Officer a copy of the letter to the publisher and a copy of the document submitted for publication.
- g) Faculty funds for scholarship payments will be taken from the account detailed on the Nomination form unless otherwise advised.

Queries can be directed to Research Students Centre on 07 3138 5306.