



Queensland University of Technology  
Brisbane Australia

# Applicant Guide

## Targeted Scholarship Round

### 2017 Research Scholarships

January 2017  
CRICOS No. 00213J

## Introduction

QUT awards a limited number of scholarships every year to students who provide clear evidence of exceptional research potential and who are applying to undertake, a higher degree by research.

The availability of scholarships is limited each year and QUT currently conducts one highly competitive scholarship round per year, called the Annual Scholarship Round. In 2017 QUT are also offering an additional scholarship round called the **Targeted Scholarship Round** (<https://www.qut.edu.au/research/scholarships-grants-and-funding/annual-scholarship-round>).

This document is a guide for prospective research students only who are considering applying for a scholarship in the 2017 Targeted Scholarship round.

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Thu 5 January 2017

The targeted scholarship round opens – available only to Commencing QUT Doctoral research students whom are able to commence by July 2017.

Tue 28 February 2017 (11:59pm  
Australian Eastern Standard Time  
- Brisbane)

### Application closing date

This date applies to commencing students only. ***Late or incomplete applications will not be accepted.***

Deadline to submit any additional documentary evidence to confirm Honours 1 Equivalence. ***Late or incomplete applications will not be considered***

27 -29 March

Release of Scholarship Offers and  
Unsuccessful recipient email notification roll-out

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## AVAILABLE SCHOLARSHIPS AND MINIMUM ELIGIBILITY

The scholarships offered in QUT's Targeted Scholarship Round are awarded to support Commencing domestic and international Doctoral students' general living costs. Tuition fee sponsorships which cover the tuition fees associated with research courses, are awarded to International students in conjunction with a QUTPRA.

Table 1 lists the scholarships that are awarded in the targeted scholarship round, and the minimum Honours Equivalence level required to be considered.

In addition to the QUT scholarships available in the targeted scholarship round in Table 1, separate funding may be provided throughout the year specific to QUT schools, faculties and institute scholarships. These scholarships are offered (independently of the annual and targeted scholarship round) directly from schools, faculties and/or institutes.

**TABLE 1: SCHOLARSHIPS AVAILABLE IN THE 2017 Targeted SCHOLARSHIP ROUND**

| Title   | Description   | Eligibility  |
|---|---|--|
| <b>QUT Postgraduate Research Award (QUTPRA)</b><br><a href="http://www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes/qut-postgraduate-research-award-qutpra">www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes/qut-postgraduate-research-award-qutpra</a> | Pays a living allowance (2017 full time stipend rate: \$26,682 per annum). Covers a tuition fee sponsorship. <b>For commencing international students only</b> - includes single overseas health cover (OSHC) for the duration of the student visa. | <b>First Class Honours (H1)</b> , or an equivalent level of attainment in accordance with QUT’s criteria for determining Honours equivalence |

## HONOURS EQUIVALENCE

Honours equivalence determines your eligibility for admission (H2A or H2AE) and for a scholarship (H1 or H1E). **You must meet the minimum admission requirements for a research degree to be eligible to be considered for a scholarship** (refer to [Appendix 1](#)).

Honours equivalence for admission purposes is determined by the Research Students Centre. Honours equivalence for scholarship purposes and subsequent scores are determined by each Faculty using the criteria set by Research Degrees Committee (please refer to [Appendix 1](#)). You are encouraged to review your Honours equivalence based on these criteria to help determine if you are eligible to apply for a 2017 targeted scholarship.

Note only one criterion needs to be met in order to achieve Honours 1 Equivalence

## ADDITIONAL ELIGIBILITY REQUIREMENTS FOR A SCHOLARSHIP

For the Targeted scholarship round, the following two requirements must be met by 28 February 2017:

- International applicants must have met the required QUT English Language Equivalence (unconditional)
- Applicants using scholarly papers in support of relevant research experience must have had them “published” or “accepted for publication with supporting evidence” by the deadline

If affected applicants fail to meet these requirements by the deadline, they will not be considered for a 2017 scholarship. No exceptions will be granted.

## HOW TO APPLY

- You must submit a complete **application for admission** together with all supporting documents to QUT by no later than 11.59pm (Australian Eastern Standard Time) on Tuesday 28 February 2017. You will be considered for all scholarships you are eligible for.

The forms to apply for admission are available within **Step 9** at [www.qut.edu.au/study/applying/phd-and-research-degree-applications](http://www.qut.edu.au/study/applying/phd-and-research-degree-applications). Please note that there are different forms depending on whether you are a domestic applicant (Australian citizen, Australian Permanent Resident (incl. Humanitarian visas) or New Zealand Citizen) or an International applicant.

**DOMESTIC APPLICANTS** should use the PR form, available either as an online form or a fillable PDF, and submit their completed application to the Research Students Centre ([research.enquiries@qut.edu.au](mailto:research.enquiries@qut.edu.au)). **Please ensure to indicate on this form whether you are interested in applying for a scholarship.**

**INTERNATIONAL APPLICANTS** must use the FR form, available as a fillable PDF, and should submit their completed application to QUT's International Admissions ([qut.intadmission@qut.edu.au](mailto:qut.intadmission@qut.edu.au)).

Applicants who applied through the 2017 Annual Scholarship round and whom were deemed eligible (H1/H1E) however unsuccessful and have not yet commenced studies will automatically be included in the targeted scholarship round. If you fit into this category, you will need to ensure that any additional supporting documentation is submitted by no later than 28 February 2017.

Late and incomplete applications will not be accepted.  
Use the Zone Converter at [www.timeanddate.com/worldclock/converter.html](http://www.timeanddate.com/worldclock/converter.html)

## **SUPPORTING DOCUMENTS**







It is your responsibility to ensure that you have provided all supporting documents for your application by no later than 28 February 2017 or your application cannot be considered.

In addition to the standard supporting documents applicable to your method of application, it is vital that you submit the documentary evidence required to confirm your H1 equivalence. All supporting documentation must be submitted by no later than 28 February 2017 for your application to be considered.

Table 2 outlines what documentation is required to confirm each criterion used for supporting your Honours equivalence level.

**TABLE 2: SUPPORTING DOCUMENTS REQUIRED FOR HONOURS 1 EQUIVALENCE**

| Criteria for the Verification of H1 Equivalence  | Supporting Documents  |
|--|---|
| A completed Australian Bachelor Honours Degree in the First Class (H1)   | 1) An original certified copy of your academic transcript and completion certificate (testamur), unless your degree was completed at a QualSearch affiliated Australian institution ( <a href="http://www.gtac.edu.au/for-institutions/postgraduate-gtac">http://www.gtac.edu.au/for-institutions/postgraduate-gtac</a> )   |
| <p>A completed overseas qualification comparable to the educational level of an Australian Bachelor Degree:</p> <ul style="list-style-type: none"> <li>• with a duration of normally no less than 4 years (either as a four year award or a three year Bachelor followed by an end on Honours year) <b>AND</b></li> <li>• an overall GPA comparable to at least a 6.0 on a 7-point scale (where pass=4) for a four year award or a 6.5 on a 7-point scale (where pass = 4) for a 1 year end on Honours <b>AND</b></li> <li>• containing a significant and major thesis, dissertation, design project or creative work that has been               <ul style="list-style-type: none"> <li>⇒ successfully examined by at least two examiners <b>OR</b></li> <li>⇒ awarded a grade of at least 6.0 on a 7-point scale (where pass=4)</li> </ul> </li> </ul> | 1) An original certified copy of your academic transcript <b>AND</b><br>2) An electronic copy of the research work <b>AND</b><br>3) At least two examiners' reports (where the examiners' reports are in a language other than English, a complete, certified translation must be provided)   |
| A completed domestic or overseas qualification comparable to the educational level of an Australian Masters Degree (by Research)   | 1) An original certified copy of your academic transcript and completion certificate (testamur), unless your degree was completed at a QualSearch affiliated Australian institution ( <a href="http://www.gtac.edu.au/for-institutions/postgraduate-gtac">http://www.gtac.edu.au/for-institutions/postgraduate-gtac</a> )   |
| <p>A completed overseas qualification containing:</p> <ul style="list-style-type: none"> <li>• a significant research component of at least 50% <b>AND</b></li> <li>• awarded an overall grade of at least a Distinction and/or at least 75%</li> </ul>  | 1) An original certified copy of your academic transcript <b>AND</b><br>2) Evidence of the significant research component:<br>Certified copy of research thesis/work (English) and two examiner reports in PDF format   |
| <p>A completed Australian Masters by Coursework or overseas qualification (comparable to the educational level of an Australian Masters by Coursework degree) containing:</p> <ul style="list-style-type: none"> <li>• a relevant research component of at least 25% <b>AND</b></li> <li>• at least two years of documented relevant research experience <b>AND</b></li> <li>• awarded an overall grade of a least a Distinction and/or at least 75%</li> </ul>  | 1) An original certified copy of your academic transcript <b>AND</b><br>2) Evidence of the relevant research component<br>3) Evidence of the relevant research experience: <ul style="list-style-type: none"> <li>📄 Scholarly papers involving a substantial contribution as an author, appearing in relevant quality* academic journals or in volumes published by academic publishers (*list/scimago score provided by Faculty). A copy of the paper/s as well as evidence of peer review, impact factor information, and any other evidence that establishes the quality of the paper/s, should be submitted. All documents should be in English and in PDF format. Please provide the URL link for the publication.</li> <li>📄 Relevant research or technical reports prepared for industry, government or business, which adhere to the broad conventions of academic publishing (i.e. contain an up-to-date review of relevant literature, a description of relevant research methods and an evaluation of results, etc.) and which identify you as a significant contributor. All documents should be in English and in PDF format.</li> </ul> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li> A portfolio of relevant published creative work together with published critical discussion of some or all of that work, or of a comparable body of work by others, and which demonstrates your development of a scholarly approach to creative work as research investigation. All documents should be in English and in PDF format.</li> <li> Proven relevant industry or work experience, of at least two years, where you can demonstrate that you have planned and executed a research project, working with a high level of independence. All documents should be in English and in PDF format.</li> </ul>   |
| <p>A completed Australian or overseas qualification containing:</p> <ul style="list-style-type: none"> <li>• a relevant research component <b>AND</b></li> <li>• at least three years of documented relevant research</li> </ul> | <ol style="list-style-type: none"> <li>1) An original certified copy of your academic transcript <b>AND</b></li> <li>2) Evidence of the relevant research component</li> <li>3) Evidence of the relevant research experience: <ul style="list-style-type: none"> <li> Scholarly papers involving a substantial contribution as an author, appearing in relevant quality* academic journals or in volumes published by academic publishers (*list/scimago score provided by Faculty). A copy of the paper/s as well as evidence of peer review, impact factor information and any other evidence that establishes the quality of the paper/s should be submitted. All documents should be in English and in PDF format together with the URL link to the publication</li> <li> Relevant research or technical reports prepared for industry, government or business, which adhere to the broad conventions of academic publishing (i.e. contain an up-to-date review of relevant literature, a description of relevant research methods and an evaluation of results, etc.) and which identify you as a significant contributor. All documents should be in English and in PDF format.</li> <li> A portfolio of relevant published creative work together with published critical discussion of some or all of that work, or of a comparable body of work by others, and which demonstrates your development of a scholarly approach to creative work as research investigation. All documents should be in English and in PDF format.</li> <li> Proven relevant industry or work experience, of at least two years, where you can demonstrate that you have planned and executed a research project, working with a high level of independence. All documents should be in English and in PDF format.</li> </ul> </li> </ol> |

## HOW YOUR SCHOLARSHIP APPLICATION WILL BE ASSESSED

QUTPRA applicants will be ranked based on a competitive scoring model that has been approved by QUT's Research Degrees Committee. Application ranking is necessary as there are fewer scholarships to offer than the number of H1 or H1E applications received.

QUT will score your application based on **two criteria**, outlined in the following table.

**TABLE 3: SCORING PROCESS FOR QUTPRA APPLICANTS**

| Selection Criteria   | Maximum Score    |
|--|------------------|
| <p><b>Your most recent degree's GPA</b></p> <p>Your most recent coursework degree's GPA, converted to a GPA on a scale of 7.0 where 4.0 is a pass, will be used to calculate a score out of 3.00 using the formula <math>[GPA \times 3] / 7</math>.</p> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>• QUT has a trusted method for translating foreign GPAs (including reverse scales). To ensure an accurate translation is calculated it is vital that we have your most recent degree's grading scale.</li> <li>• The final year of study of your most recent degree must be less than 10 years prior to 2016 (i.e. no earlier than 2006).</li> <li>• If your most recent degree is a postgraduate coursework degree it must be at the comparable level of an Australian Masters degree; we do not use Graduate Certificate or Graduate Diploma level courses towards this score.</li> <li>• The GPA used for this score must be obtained using grades from at least 8 units.</li> <li>• If your most recent degree does not have a GPA, or if the GPA has been calculated using grades from less than 8 units, the GPA from your next most recent degree will be used.</li> <li>• If you do not have a GPA that fits with any of the above conditions, a score will be calculated by dividing your Faculty score by 4.</li> </ul> | <p><b>3</b></p>  |
| <p><b>Faculty Score</b></p> <p>Your faculty will review your application in line with all other eligible applicants and will provide a score out of 12. When determining your faculty score, your faculties may take all, some or none of the following criteria into consideration:</p> <ul style="list-style-type: none"> <li>• your overall quality as an applicant as informed by such factors as the quality of any publications and your performance in prior formal education;</li> <li>• your levels of relevant professional or research experience;</li> <li>• strategic alignment of your research topic with the research goals and activity of the faculty, or areas in which targeting of HDR students is a strategic goal; and</li> <li>• a prediction of your suitability for conducting and managing a research project successfully to completion.</li> </ul>  | <p><b>12</b></p> |
| <p><b>MAXIMUM TOTAL SCORE</b></p>  | <p><b>15</b></p> |

### ALTERNATIVE SCHOLARSHIP OPPORTUNITIES

We encourage you to continue searching for a scholarship for your research studies.

QUT occasionally lists scholarships for specific projects being undertaken by researchers who may have received a grant or other funding. These scholarships will be listed on our website under the Research Scholarships and Prizes section at <https://www.qut.edu.au/study/fees-and-scholarships/scholarships-and-prizes>.

If your application for admission has been successful but your application for a scholarship has not, you may also consider speaking with your principal supervisor, as they may have ideas of where else you may be able to source funding from.

The following external websites may also have alternative scholarship opportunities, possibly at another Australian institution:

- ⇒ **Hobsons Coursefinder** ([www.hobsonscoursefinder.com.au/scholarship/](http://www.hobsonscoursefinder.com.au/scholarship/))
- ⇒ **FindAPhD**: The world's largest database of PhD opportunities ([www.findaphd.com/](http://www.findaphd.com/))

### IF YOUR SCHOLARSHIP APPLICATION HAS BEEN SUCCESSFUL

If your application is successful you will be sent a scholarship offer via email **by no later than Friday 31**

**March 2017**. You will be expected to accept your offer **by no later than 21 April 2017 or the offer will lapse**.

You will be expected to commence your scholarship **by no later than 31 July 2017 or the scholarship offer will lapse**.

### EMERGENCY LOANS

You may be able to access a loan through QUT's Equity Emergency Bursaries and Student Financial Assistance Scheme (SFAS) loans if you're struggling financially.

Please refer to <https://www.student.qut.edu.au/fees-and-finances/financial-help-and-support/financial-help> for more information.

Please note these schemes are only available to students who are currently enrolled at QUT.

## SCHOLARSHIP START DATES

Scholarships cannot be started until you have commenced your course. As a new research student, your first priority should be to ensure that all conditions of your offer of admission have been met, and you have been enrolled into your course.

The Research Student Centre's Scholarship team will work with you to ensure that your bank account details and tax file declaration forms have been received and entered into the QUT payroll system in order to start your scholarship as quickly as possible. Despite this please note that depending on when you are enrolled you may experience a delay of up to 4 weeks to receive your first payment.



## APPEALING A SCHOLARSHIP APPLICATION OUTCOME

You have the right to request a review of the outcome of your scholarship application **where you believe there has been an error in process**. Appeals can only be heard against process issues and not against committee decisions or assessment ratings and comments.

The Research Degrees Committee has the authority to hear appeals from applicants who consider that their application has been incorrectly assessed.

If you wish to appeal the outcome of your application, please submit your appeal via email within 10 business days of the date of your application outcome, to [research.scholarships@qut.edu.au](mailto:research.scholarships@qut.edu.au).

## CONTACTS

### Research Students Centre – Scholarships Team

Email: [research.scholarships@qut.edu.au](mailto:research.scholarships@qut.edu.au)

Tel: +61 7 3138 4923 or +61 7 3138 2932

### Find your Faculty Research Office

[www.qut.edu.au/about/contact/groups/faculty-research-offices](http://www.qut.edu.au/about/contact/groups/faculty-research-offices)

*GOOD LUCK*

## Guidelines for Determining H1 and H2A Equivalence

The following table lists criteria approved to judge Honours 1 (H1 and H1E) for scholarships and Honours 2A (H2A and H2AE) for admission equivalency eligibility.

### H1 or H1E for Scholarships\*

- Eligibility for most QUT-funded scholarships (excluding the IPRA and WRE) requires First Class Honours (H1)

**H1 Actual:** A completed Australian Bachelor Honours Degree<sup>1</sup> in the First Class (H1) **OR**

**H1E Actual (O/S):** A completed overseas qualification comparable to the educational level of an Australian Bachelor Degree<sup>1</sup>:

- with a duration of normally no less than 4 years (either as a four year award or a three year Bachelor followed by an end on Honours year) **AND**
- an overall GPA comparable to at least a 6.0 on a 7-point scale (where pass = 4) for a four year award or a 6.5 on a 7-point scale (where pass=4 for a 1 year end on honours **AND**
- containing a significant and major thesis, dissertation, design project or creative work that has been
  - ⇒ successfully examined by at least two examiners<sup>2</sup> **OR**
  - Awarded a grade of at least 6.0 on a 7-point scale (where pass =4)

**H1E (Completed Masters by Research):** A completed domestic or overseas qualification comparable to the educational level of an Australian Masters Degree (by Research)<sup>1,3</sup> **OR**

**H1E (Completed Masters O/S):** A completed overseas qualification containing:

- a significant research component<sup>4</sup> of at least 50%; **AND**
- awarded an overall grade of at least a Distinction and/or at least 75% **OR**

**H1E (Completed Coursework Masters):** A completed Australian Masters by Coursework or overseas qualification (comparable to the educational level of an Australian Masters by Coursework Degree) containing:

- a relevant research component<sup>4</sup> of at least 25% **AND**
- documented relevant research experience<sup>5</sup> **AND**
- awarded an overall grade of at least a Distinction and/or at least 75% **OR**

**H1E (Completed 4-year Bachelor):** A completed Australian or overseas qualification containing:

- a relevant research component<sup>4</sup> **AND**
- at least three years of documented relevant research<sup>5</sup> **OR**

**H1E (a current enrolment) with:**

- a timely Doctoral Confirmation of Candidature<sup>6</sup>; **OR**
- a timely Articulation<sup>6</sup> (from a Masters Degree by Research)<sup>1,3</sup>

## H2A or H2AE for Admission

- Admission to the Doctor of Philosophy (PhD) requires a minimum equivalence level of Upper Second Class (H2A)

**H2A Actual:** A completed Australian Bachelor Honours Degree<sup>1</sup> in the Upper Second Class (H2A) **OR**

**H2AE Argument:** A completed overseas qualification comparable to the educational level of an Australian Bachelor Degree<sup>1</sup>:

- with a duration of normally no less than 4 years **AND**
- an overall GPA comparable to between 5.0 and 5.9 on a 7-point scale (where pass = 4) **AND**
- containing a significant and major thesis, dissertation, design project or creative work that has been
  - ⇒ examined by at least two examiners<sup>2</sup> **OR**
  - ⇒ has a grade comparable to between 5.0 and 5.9 on a 7-point scale (where pass = 4) **OR**

**H2AE (M by CW):** A completed Australian Masters Degree<sup>1</sup>, or a completed qualification comparable to the educational level of an Australian Masters Degree<sup>1</sup>,

- with greater than 25% research **AND**
- an overall GPA of at least 5.0 on a 7-point scale (where pass = 4) **OR**

**H2AE Argument:** A current doctoral enrolment with either:

- a non-timely Doctoral Confirmation of Candidature<sup>6</sup> **OR**
- a non-timely<sup>6</sup> Articulation from Masters Degree (Research) **OR**
  - a completed Doctoral Stage 2 milestone

<sup>1</sup> For the purpose of its admission and scholarship assessment process, QUT uses Australian Education International's National Office of Overseas Skills Recognition (NOOSR) and the National Recognition Information Centre for the United Kingdom (UK-NARIC) to assist in determining the comparability of an overseas qualification to an appropriate level of Australian qualification.

<sup>2</sup> A copy of the research work and both examiners reports must be submitted. Examiners may not be part of the supervisory team. Where the examiners reports are written in a language other than English a complete, certified translation must be provided.

<sup>3</sup> The Australian Qualification Framework's definition of a research degree requires it to contain a minimum of 2/3 (66.7%) research, research training and independent study.

<sup>4</sup> Relevant<sup>^</sup> Research component: Courses that encompass learning outcomes that establish research skills through course work content and assessment. For instance, undertaking an individually produced (and supervised) research project that includes a written report with a combined minimum course volume equivalent, or more than four units at QUT, as completed as part of a bachelors degree or coursework masters degree. Research carried out in groups should at least have been graded individually.

<sup>5</sup> Relevant<sup>^</sup> research experience must be evidenced. Relevant research experience demonstrates research 'preparedness' in that you have planned and executed research work and/or a body of research and scholarship with independence. Research preparedness can be demonstrated by providing evidence in at least one of the following ways:

- Scholarly papers involving a substantial contribution as an author, appearing in relevant quality\* academic journals or in volumes published by academic publishers(\*list/scimago score provided by Faculty).
- Relevant research or technical reports prepared for industry, government or business, which adhere to the broad conventions of academic publishing (i.e. contain an up-to-date review of relevant literature, a description of relevant research methods and an evaluation of results, etc.) and which identify you as a significant contributor.
- A portfolio of relevant published creative work together with published critical discussion of some or all of that work, or of a comparable body of work by others, and which demonstrates your development of a scholarly approach to creative work as research investigation.
- Proven relevant industry or work experience, of at least two years, where you can demonstrate that you have planned and executed a research project, working with a high level of independence.

<sup>6</sup> For the purpose of QUT's admission and scholarship assessment process, a 'timely' doctoral confirmation of candidature and 'timely' articulation is one that is completed not more than 13 months FTE after commencement of the degree.

*\*If you do not hold one of the above qualifications, you will only be considered for a scholarship if you have significant relevant research experience in which case you may be referred to the Dean for consideration, based on Faculty advice*

*^ The term 'relevant' in this context refers to the faculty or field of research the applicant is applying to enter*

| DATE              | AUTHORITY                             | DETAILS   |
|-------------------|---------------------------------------|---|
| 6 December 2016   | Chair, QUT Research Degrees Committee | Reviewed changes approved                           |
| 3 May 2016        | Chair, QUT Research Degrees Committee | Reviewed changes approved                           |
| March 2015        | Chair, QUT Research Degrees Committee | Reviewed; no changes required                       |
| 11 September 2014 | Chair, QUT Research Degrees Committee | Minor changes approved                              |
| 24 July 2014      | Chair, QUT Research Degrees Committee | Minor changes approved                              |
| 7 July 2014       | QUT Research Degrees Committee        | Reviewed; minor changes approved                    |
| 11 June 2013      | QUT Research Degrees Committee        | Approved methodology for determining H1 equivalence |

**Responsible Officer:** Coordinator (Research Scholarships, Admission and Enrolment), Research Students Centre