

Terms of Reference

Postgraduate Bursary Panel

01 February 2025

1. Background

- 1.1 The Postgraduate Bursary Programme is an initiative of the Association of Postgraduate Students (APS). It aims to support the academic and professional development of postgraduate students through financial assistance.
- 1.2 The bursaries primarily cover costs related to conference participation, professional development, and student welfare. Standard awards range up to \$500, with special circumstances considered for up to \$1,000.

2. Panel Objectives

- 2.1 Evaluating applications based on predefined eligibility criteria and funding guidelines.
- 2.2 Ensuring equitable distribution between Higher Degree by Research (HDR) and postgraduate coursework students.
- 2.3 Overseeing the bursary allocation process to maintain fairness, transparency, and integrity.

3. Membership

- 3.1 Panel Composition:
 - i. APS President HDR
 - ii. APS President Coursework
 - iii. Relevant Officer of the APS
 - iv. Relevant APS staff member

4. Roles and Responsibilities

- 4.1 Review applications to verify eligibility and alignment with the bursary's purpose.
- 4.2 Assess applications based on merit, financial need, and impact on academic/professional development.
- 4.3 Determine bursary allocations and award amounts.
- 4.4 Ensure confidentiality and compliance with data protection policies.
- 4.5 Annually review and recommend adjustments to the bursary program based on impact assessments.

5. Eligibility Criteria

- 5.1 Applicants must:
 - 5.1.1 Be enrolled as postgraduate students at UQ.
 - 5.1.2 Apply under one of the following categories:
 - i. Academic and Research Support: Publishing fees, research-related expenses.
 - ii. Professional Development: Conferences, training, workshops.
 - iii. Internships and Practical Experience: Costs associated with placements.
 - iv. Student-Parent Welfare: Support for postgraduate students with dependents.
 - 5.1.3 Not have received an APS postgraduate bursary within the same calendar year.
 - 5.1.4 Provide evidence of financial need and/or academic merit, as applicable.

6. Application Process

- 6.1 Applicants must submit:
 - 6.1.1 A completed bursary application form.
 - 6.1.2 Supporting documentation relevant to the category of funding requested.
 - 6.1.3 A personal statement detailing how the bursary aligns with their academic and professional goals.

7. Selection and Award Process

- 7.1 The Panel will review all applications based on established criteria.
- 7.2 A selection committee may interview shortlisted applicants if necessary.
- 7.3 Bursaries will be awarded based on:
 - i. Demonstrated need and merit.
 - ii. Availability of funds.
 - iii. Equity considerations to ensure a fair distribution across different postgraduate groups.
- 7.4 Decisions will be communicated to applicants within a specified timeframe.
- 7.5 The Panel reserves the right not to grant bursaries if no candidate meets the required merit threshold.

8. Award Disbursement

- 8.1 Successful applicants will receive funds via APS to facilitate immediate use.
- 8.2 Awardees must use the funds for the intended purpose and provide receipts or proof of expenditure if required.
- 8.3 If bursary funds remain unspent, they will be reinvested into the bursary fund.

9. Conditions of Holding a Bursary

- 9.1 The recipient must remain enrolled in a UQ postgraduate program during the award period.
- 9.2 If the bursary is used for conference attendance, training, or research, the recipient must submit a brief report on how the funds will contribute to their academic/professional development.
- 9.3 Failure to comply with bursary conditions may result in withdrawal of funding.

10. Confidentiality and Compliance

- 10.1 All Panel members must maintain confidentiality regarding applicant information.

11. Review and Amendments

- 11.1 These terms of reference shall be reviewed annually.
- 11.2 Amendments require consensus from Panel members and approval by APS.

12. Declaration of Agreement

- 12.1 By participating in the Panel, members agree to uphold these terms and ensure the fair administration of postgraduate bursaries.