

# Arcadia Landscape Architecture Indigenous Scholarship

## Terms and conditions

### Overview

The Arcadia Landscape Architecture Indigenous Scholarship (*'the Scholarship'*) is an industry scholarship valued at \$15,000, offered to commencing OR continuing domestic students. This is provided to the Participant via funds transfer to their nominated bank account.

These terms and conditions apply to Participants commencing the Scholarship in 2025. The Scholarship requires an application and is offered from Semester 1, 2025.

### Purpose

The purpose of the Scholarship is to recognise and encourage Indigenous students to enter the landscape architecture profession. Arcadia believe that proper representation of Indigenous people in landscape architecture will galvanise our capacity to care for country, connect with history and tap into ecological knowledge developed by our First People over eons.

The involvement of First People adds an intrinsic element to design meaning and connection to the land, as well as bringing value and richness to the sense of place, helping share stories and build cultural awareness.

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<p><b>Part 1</b> <i>Eligibility Requirements</i></p>	<p>To be eligible for the Scholarship, Participants must satisfy the below eligibility requirements:</p> <ol style="list-style-type: none"> <li>1. Must be an Australian citizen OR an Australian permanent resident.</li> <li>2. Must be an Aboriginal and/or Torres Strait Islander Person as defined under Section 5 of the <a href="#">Confirmation of Aboriginal and/or Torres Strait Islander Descent Policy</a> and have had a processing officer from the Oodgeroo Unit or Carumba Institute confirm Aboriginal and/or Torres Strait Islander descent via the <a href="#">Confirmation of Aboriginal and Torres Strait Islander Descent (CATSID) procedure</a>.</li> <li>3. Must be admitted and enrolled in one of the below <i>eligible award courses</i>:               <ol style="list-style-type: none"> <li>a. DE43 Bachelor of Design (Landscape Architecture), or a double award course that incorporates the Bachelor of Design (Landscape Architecture)</li> <li>b. AB01 Bachelor of Built Environment (Honours) (Landscape Architecture)</li> <li>c. AB05 Bachelor of Architectural Design</li> </ol> </li> <li>4. Must comply with QUT's scholarship, bursary, and prize concurrency</li> </ol>

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<p><b>Part 2</b> <i>Application and Selection Criteria</i></p>	<ol style="list-style-type: none"> <li>1. The Scholarship requires an application form. Due to the specific nature of the Scholarship, the Participant must also provide: <ol style="list-style-type: none"> <li>a. Curriculum Vitae (CV) including portfolio work (if available)</li> <li>b. Brief proposal (1-2 pages) outlining their reasons for undertaking study in landscape architecture</li> <li>c. Statement of disadvantage or hardship in future study (if applicable)</li> <li>d. QUT Equity applications.</li> </ol> </li> <li>2. The Participant may be invited to attend an interview.</li> <li>3. Applications must: <ol style="list-style-type: none"> <li>a. Be submitted by the closing date</li> <li>b. Include any and all supporting documentation in the correct form</li> <li>c. Be written in the English language.</li> </ol> </li> <li>4. By applying for this Scholarship, the Participant warrants that they have read, understood, and agree to be bound by these terms and conditions.</li> <li>5. QUT has discretion with any decisions made, in connection with this process. To the extent permitted by law, QUT has no liability to any Participant for decisions made in relation to the Scholarship.</li> </ol>
<p><b>Part 3</b> <i>Value and Payment of Scholarship</i></p>	<ol style="list-style-type: none"> <li>1. Scholarships valued at \$15,000 are paid at \$5,000 per year for a standard full-time enrolment program (36 credit points or more) for a maximum of three (3) years. Payments are made twice yearly (\$2,500 per teaching period) and are disbursed the week after the census date of each teaching period.</li> <li>2. For the purposes of these terms and conditions, <i>teaching period</i> means the Semester 1 and/or 2 teaching periods, or in instances where a program of study and instruction for a unit or award course takes place in a teaching period not designated as a Semester 1 and/or 2 teaching period, the first enrolled teaching period designated in Grouped Period 1 (Semester 1 Cluster) and/or the first enrolled teaching period designated in Grouped Period 2 (Semester 2 Cluster). Payments will not be made to Participants during the Summer Program, or any teaching periods designated in Grouped Period 3 (Summer Cluster), unless otherwise specified in the Scholarship offer letter.</li> <li>3. Participants who complete their studies in accelerated mode or before the term of the Scholarship lapses will forfeit any remaining balance of the Scholarship.</li> <li>4. Payment is subject to the <i>Conditions of Scholarship</i>. If the Participant fails to adhere to the <i>Conditions of Scholarship</i>, payment may be suspended or terminated.</li> <li>5. Participants will receive payment by electronic transfer to their nominated bank account after the census date of each teaching period.</li> <li>6. Participants enrolled in Exchange, Cross Institutional, and/or Brisbane Universities Language Alliance (BULA) units will receive payment after the census date of the Exchange, Cross Institutional, and/or BULA units.</li> <li>7. Whilst every care is taken to ensure payment is correct, Participants are required to monitor payments and notify the Scholarships team (<a href="mailto:scholarships@qut.edu.au">scholarships@qut.edu.au</a>) of any over or under payments.</li> </ol>

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	<p>8. Overpayments:</p> <ol style="list-style-type: none"> <li>a. If an overpayment occurs at any time and for any reason, QUT may issue the Participant with a written notice requiring repayment of the amount overpaid ('Overpayment Notice')</li> <li>b. The Participant must pay to QUT the amount of the overpayment specified in the Overpayment Notice within ten (10) business days of the date of the Overpayment Notice.</li> <li>c. QUT may, at its sole discretion, recover the overpayment specified in the Overpayment Notice from the Participant by offsetting that overpayment against any amount subsequently due to the Participant as part of their Scholarship.</li> </ol> <p>9. Taxation: QUT does not withhold PAYG tax from coursework scholarship, bursary, or prize payments. It is the Participant's responsibility to check the tax implications for their scholarship, bursary, or prize and personal circumstances. Participants are encouraged to use the <a href="#">Australian Taxation Office's scholarship decision tool</a>. For more information, visit <a href="http://www.ato.gov.au/individuals">www.ato.gov.au/individuals</a>.</p> <p>10. Centrelink: Centrelink may include this Scholarship entitlement in any means testing for applications made for Commonwealth assistance. Participants are encouraged to check the Centrelink website for information regarding exemptions.</p>
<p><b>Part 4</b> <i>Term of Scholarship</i></p>	<p>1. The term of the Scholarship will be for three (3) years, based on a standard full-time enrolment program.</p>
<p><b>Part 5</b> <i>Conditions of Scholarship</i></p>	<ol style="list-style-type: none"> <li>1. Participants must achieve a minimum course (cumulative) grade point average (GPA) of 4.00 in any given teaching period to maintain the Scholarship for the next teaching period.</li> <li>2. Progression: <ol style="list-style-type: none"> <li>a. Participants whose course (cumulative) GPA drops below 4.00 will be issued a notification that they are in breach of the <i>Conditions of Scholarship</i> but will continue to receive payment for the currently enrolled teaching period.</li> <li>b. If the Participant's course (cumulative) GPA remains below 4.00 for the following teaching period, the Scholarship may be suspended until further notice.</li> <li>c. A third academic breach may result in the termination of the Scholarship.</li> </ol> </li> <li>3. Participants must remain admitted and enrolled in an eligible award course to receive payment. See <i>Eligibility Requirements</i> for the definition of eligible award course.</li> <li>4. Participants are not permitted to change their award course and continue to receive the Scholarship, unless otherwise specified in the Scholarship offer letter.</li> <li>5. Deferment of the Scholarship offer is not permitted.</li> <li>6. Payments are suspended whilst a Participant is undertaking an approved Leave of Absence. After completing their first teaching period, Participants are eligible to apply for up to two (2) years Leave of Absence from their award course without impacting their Scholarship entitlement.</li> </ol>

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	<ol style="list-style-type: none"> <li>7. Participants who withdraw from their award course or units prior to the completion of the teaching period (i.e., no grades are recorded) may be required to return monies paid to QUT.</li> <li>8. Special circumstances will be taken into consideration to support individual variation to the <i>Conditions of Scholarship</i>. Supporting documentary evidence may be requested. Participants are encouraged to discuss their special circumstances with the Scholarships team (<a href="mailto:scholarships@qut.edu.au">scholarships@qut.edu.au</a>), Faculty, or QUT Student Services.</li> <li>9. Participants of the Scholarship cannot concurrently receive another merit, cooperative, or industry scholarship, but are eligible to receive a bursary, prize, or equity scholarship, whilst in receipt of the Scholarship.</li> <li>10. The Participant must provide an annual overview of the benefits and outcomes they have gained from receiving the Scholarship.</li> <li>11. Unsuccessful applications: <ol style="list-style-type: none"> <li>a. QUT's decision in the awarding of the Scholarship will be final</li> <li>b. QUT is not liable for any: <ol style="list-style-type: none"> <li>i. indirect or consequential loss; and</li> <li>ii. any loss of revenue, loss of profit, or loss of business opportunities, suffered by the Participant in connection with the Scholarship process whether under contract, tort (including negligence), or otherwise.</li> </ol> </li> </ol> </li> <li>12. The Participant accepts the Scholarship by doing the following: <ol style="list-style-type: none"> <li>a. Accept the Scholarship and agree to the declaration and terms and conditions in the online offer acceptance form by the date specified</li> <li>b. Provide QUT with student bank details.</li> </ol> </li> <li>13. If the Participant does not accept the Scholarship by the date specified in the offer letter, the Participant will forfeit the Scholarship and QUT reserves the right to allocate the Scholarship to another person.</li> </ol>
<p><b>Part 6</b> <i>Under 18</i></p>	<ol style="list-style-type: none"> <li>1. If the Participant is under the age of 18 years, the Participant will be deemed to have obtained the permission of the Participant's parent or legal guardian to participate in the Scholarship application process and the Scholarship award and to be bound by these terms and conditions.</li> </ol>
<p><b>Part 7</b> <i>General Requirements for Application Terms</i></p>	<p>Where an application is required:</p> <ol style="list-style-type: none"> <li>1. All applications become the property of QUT upon submission, upload or otherwise.</li> <li>2. Applications must be received by QUT during the application period.</li> <li>3. A student claiming to be a Participant must provide proof of identity, if required by QUT.</li> <li>4. Each Participant may be required to sign a document indicating that they have received their Scholarship payment at the time of payment.</li> <li>5. Any decision of QUT, the Scholarship sponsor or donor, in respect of all matters arising out of, or in connection with, the Scholarship is final and binding and no correspondence will be entered into. See <i>Grievances and Appeals</i> below for information on appeals.</li> <li>6. Each Participant is responsible for notifying QUT of any change to contact details during the application process and after the Scholarship</li> </ol>

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	<p>has been awarded.</p> <ol style="list-style-type: none"> <li>If the Scholarship process is interfered with in any way or is not capable of being conducted as anticipated due to any reason beyond reasonable control of QUT, QUT reserves the right, in its sole discretion, to modify, suspend, terminate, or cancel the Scholarship, as appropriate.</li> <li>This Scholarship and these terms and conditions are governed by the laws of Queensland.</li> </ol>
<p><b>Part 8</b> <i>Termination of Scholarship</i></p>	<p>QUT reserves the right to cease the Scholarship awarded to a Participant in the following circumstances:</p> <ol style="list-style-type: none"> <li>Failure to comply with the <i>Conditions of Scholarship</i>.</li> <li>Withdrawal from award course. Participants are advised to contact the Scholarships team (<a href="mailto:scholarships@qut.edu.au">scholarships@qut.edu.au</a>), Faculty, or QUT Student Services before withdrawing from their award course.</li> <li>Failure to enrol into an eligible award course following the completion of the approved offer deferral period.</li> <li>Commencing an award course at another higher education provider during the approved offer deferral period.</li> <li>Failure to enrol into an eligible award course following the completion of the approved Leave of Absence period.</li> <li>Engaging in behaviour that breaches the QUT Student Code of Conduct, where if proven would be regarded as student misconduct. The required standards of behaviour are contained within the <a href="#">Academic Integrity Policy</a>, the <a href="#">QUT Code for Responsible Conduct of Research</a>, and the <a href="#">Acceptable Use of Information and Communications Technology Resources Policy</a>.</li> </ol>
<p><b>Part 9</b> <i>Grievances and Appeals</i></p>	<p>Where the Participant intends to lodge an application for a grievance:</p> <ol style="list-style-type: none"> <li>Participants should initially contact the Scholarships team (<a href="mailto:scholarships@qut.edu.au">scholarships@qut.edu.au</a>) or Student Ombudsman to undertake informal resolution of grievance prior to requesting formal resolution of grievance (Level One – Informal Resolution of Grievance). Most grievances are resolved informally, through discussion with the involved parties.</li> <li>Where the Participant is dissatisfied with the outcome, they may apply to the Student Ombudsman for Level Two – Formal Resolution of Grievance, or the Student Ombudsman may determine that it is appropriate to progress the matter to Level Two.</li> <li>Where the grievance is not resolved at Level Two, the Participant may request that the Vice-President (Administration) and University Registrar progress the grievance to Level Three – Formal Grievance Determination. The request must be made within 10 working days of notification of the outcome at Level Two.</li> <li>Any grievances related to the administration of scholarships, bursaries, and prizes are governed by the <a href="#">Grievance Resolution Procedures for Student Related Grievances</a>.</li> </ol> <p>Where the Participant intends to appeal a matter:</p> <ol style="list-style-type: none"> <li>Participants should initially contact the Scholarships team (<a href="mailto:scholarships@qut.edu.au">scholarships@qut.edu.au</a>) to appeal a scholarship matter.</li> <li>Where the Participant is dissatisfied with the outcome, they may apply to the Scholarships team (<a href="mailto:scholarships@qut.edu.au">scholarships@qut.edu.au</a>) to appeal a</li> </ol>

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	<p>scholarship matter to the Appeals Committee.</p> <p>3. Any appeals related to scholarship, bursary, and prize matters are governed by these terms and conditions, the <a href="#">University Committee Governance Policy</a>, and the <a href="#">Appeals Committee Charter</a>.</p>
<p><b>Part 10</b> <i>Privacy</i></p>	<p>1. By applying for the Scholarship, the Participant provides permission for their personal details to be shared with the Selection Panel. QUT collects the personal information on the Scholarship application form to assess applications and for other university purposes upon enrolment. The collection is authorised under the QUT Student Rules. Information explaining how QUT manages Participant's personal information and our practices for disclosure can be found at: <a href="http://www.governance.qut.edu.au/compliance/privacy/">www.governance.qut.edu.au/compliance/privacy/</a></p> <p>2. QUT is bound by the <i>Information Privacy Act 2009</i> (Qld) ('IPA'), and the QUT privacy policy is available at <a href="https://www.qut.edu.au/additional/privacy">https://www.qut.edu.au/additional/privacy</a> and <a href="http://www.mopp.qut.edu.au/F/F_06_02.jsp">http://www.mopp.qut.edu.au/F/F_06_02.jsp</a>.</p> <p>3. QUT will collect and use the Participant's personal information for the purposes of administering and carrying out the Scholarship and may share information with nominated third parties who require the information for the management of the Scholarship. This information will not be used for promotion and marketing purposes.</p>
<p><b>Part 11</b> <i>Reserving the Right to Amend</i></p>	<p>Without limiting any part of the Scholarship terms and conditions, QUT may:</p> <ol style="list-style-type: none"> <li>1. Amend or replace these terms and conditions, or any Scholarship rules or procedures, at any time and for any reason.</li> <li>2. Extend, suspend, or terminate the Scholarship or Scholarship process at any time before the Scholarship is awarded.</li> <li>3. Accept applications after the due date.</li> <li>4. At any time prior to awarding the Scholarship, disqualify any Participant from participating or exclude their offer from further consideration.</li> <li>5. Commence a new process for calling applications on a similar or different basis to that outlined in these terms and conditions.</li> <li>6. Use non-QUT personnel in assessing applications.</li> </ol>

**Contact:**

The Scholarship is administered by Faculty of Engineering Engagement. For any Scholarship related inquiries, please contact [engage.engineering@qut.edu.au](mailto:engage.engineering@qut.edu.au).