

Clare Burton Memorial Scholarship

Terms and conditions

Overview

The Clare Burton Memorial Scholarship (*'the Scholarship'*) is a merit scholarship valued at \$10,000, offered to domestic or international research students studying at an Australian university. This is provided to the Participant via funds transfer to their nominated bank account.

This scholarship requires an application and is offered as a one-off payment as a research allowance.

Purpose

The purpose of the Scholarship is to honour and continue the work of Dr Clare Burton, a leading researcher, public sector administrator, academic, consultant and writer on employment equity.

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Part 1 <i>Eligibility Requirements</i>	<p>To be eligible for the Scholarship, Participants must satisfy the below eligibility requirements:</p> <ol style="list-style-type: none"> 1. Must be an Australian citizen OR New Zealand citizen OR an Australian permanent resident OR a holder of an Australian permanent humanitarian visa or an international student studying at an Australian university. 2. Must be a current research student at an Australian university, enrolled either full or part-time in a research degree (i.e. Doctor of Philosophy, Professional Doctorate, or Master of Philosophy). 3. Must be pursuing research in one of the following areas: <ol style="list-style-type: none"> a. Gender equity where the research encompasses women and equality in all spheres of endeavour including (but not limited to) employment, education, health, communications, engineering and science. b. Gender equity with the aim to advance equity and inclusion within Australia. The research must be specific to Australia. 4. Must have completed at least the first milestone of your research degree. 5. Must comply with QUT's scholarship, bursary, and prize concurrency conditions.
Part 2 <i>Application and Selection Criteria</i>	<ol style="list-style-type: none"> 1. The Scholarship requires an application form. Due to the specific nature of the Scholarship, the Participant must provide: <ol style="list-style-type: none"> a. Academic transcript b. Outline of their research proposal c. Outline of their research background

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	<p>d. Contact details for two referees.</p> <p>2. Applications must:</p> <ul style="list-style-type: none"> a. Be submitted by the closing date b. Include any and all supporting documentation in the correct form c. Be written in the English language. <p>3. By applying for this Scholarship, the Participant warrants that they have read, understood, and agree to be bound by these terms and conditions.</p> <p>4. 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.</p>
<p>Part 3 <i>Value and Payment of Scholarship</i></p>	<p>1. Scholarships are paid as a one-off payment of \$10,000 as a research allowance.</p> <p>2. 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.</p> <p>3. Participants will receive payment by electronic transfer to their nominated bank account.</p> <p>4. Whilst every care is taken to ensure payment is correct, Participants are required to monitor payments and notify the Scholarships team (scholarships@qut.edu.au) of any over or under payments.</p> <p>5. Overpayments:</p> <ul style="list-style-type: none"> 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') 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. 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. <p>6. 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 Australian Taxation Office's scholarship decision tool. For more information, visit www.ato.gov.au/individuals.</p> <p>7. 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>Part 4 <i>Term of Scholarship</i></p>	<p>1. The term of the Scholarship will be for one (1) year, for both a standard full-time enrolment program and part-time enrolment program.</p>
<p>Part 5 <i>Conditions of</i></p>	<p>1. 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.</p>

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Scholarship	<ol style="list-style-type: none"> 2. Participants are not permitted to change their award course and continue to receive the Scholarship, unless otherwise specified in the Scholarship offer letter. 3. Deferment of the Scholarship offer is not permitted. 4. 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. 5. 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 (scholarships@qut.edu.au). 6. Unsuccessful applications: <ol style="list-style-type: none"> a. QUT's decision in the awarding of the Scholarship will be final b. QUT is not liable for any: <ol style="list-style-type: none"> i. indirect or consequential loss; and 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. 7. The Participant accepts the Scholarship by doing the following: <ol style="list-style-type: none"> a. Accept the Scholarship and agree to the declaration and terms and conditions in the online offer acceptance form by the date specified b. Provide QUT with student bank details. 8. 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.
Part 6 <i>Under 18</i>	<ol style="list-style-type: none"> 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.
Part 7 <i>General Requirements for Application Terms</i>	<p>Where an application is required:</p> <ol style="list-style-type: none"> 1. All applications become the property of QUT upon submission, upload or otherwise. 2. Applications must be received by QUT during the application period. 3. A student claiming to be a Participant must provide proof of identity, if required by QUT. 4. Each Participant may be required to sign a document indicating that they have received their Scholarship payment at the time of payment. 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. 6. Each Participant is responsible for notifying QUT of any change to contact details during the application process and after the Scholarship has been awarded.

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	<p>7. 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.</p> <p>8. This Scholarship and these terms and conditions are governed by the laws of Queensland.</p>
<p>Part 8 <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"> 1. Failure to comply with the <i>Conditions of Scholarship</i>. 2. Withdrawal from award course. Participants are advised to contact the Scholarships team (scholarships@qut.edu.au), Faculty, or QUT Student Services before withdrawing from their award course.
<p>Part 9 <i>Grievances and Appeals</i></p>	<p>Where the Participant intends to lodge an application for review or appeal:</p> <p>Review process:</p> <ol style="list-style-type: none"> 1. A Participant may request a review by submitting a written request via email to scholarships@qut.edu.au stating the grounds for review and include relevant supporting documentation. 2. Review requests must be lodged within ten (10) working days from date of notification of original outcome. 3. The Director (or delegate) of Student Administration will assess the original application, the information provided in the review request, and the relevant policy and legislative requirements. 4. The Director (or delegate) will determine to confirm the original decision, amend the decision or set aside the original decision and issue a new determination based on updated rationale. 5. Notification of the review will be provided via email within twenty (20) working days. <p>Appeal process:</p> <p>Where the Participant intends to appeal the review decision:</p> <ol style="list-style-type: none"> 1. Appeals related to scholarship, bursary, and prize matters are governed by these terms and conditions, the University Committee Governance Policy, and the Appeals Committee Charter. 2. Where the Participant is dissatisfied with the review outcome, they may submit an appeal to scholarships@qut.edu.au within five (5) working dates of receipt of the review outcome. The appeal must state the grounds for appeal and include any relevant supporting documentation. 3. The appeal will be reviewed by the University Appeals Committee for formal consideration. The decision of the University Appeals Committee is final. 4. Where the appeal is not resolved, the Participant may seek advice or lodge a complaint with the QUT Student Ombudsman. The Ombudsman is responsible for administering QUT's student related complaints policy. 5. The decision of the Appeal at 3 above is final. The QUT Student Ombudsman will assess if the review process complied with QUT's established policies and procedures.

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	<p>6. Where the Participant is still dissatisfied with the outcome, the Participant has the right to seek external review from an agency such as the National Student Ombudsman. The Participant is requested to advise the QUT Student Ombudsman of the application by email ombudsman@qut.edu.au.</p>
Part 10 <i>Privacy</i>	<ol style="list-style-type: none"> 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: www.governance.qut.edu.au/compliance/privacy/ 2. QUT is bound by the <i>Information Privacy Act 2009</i> (Qld) ('IPA'), and the QUT privacy policy is available at https://www.qut.edu.au/additional/privacy and http://www.mopp.qut.edu.au/F/F_06_02.jsp. 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.
Part 11 <i>Reserving the Right to Amend</i>	<p>Without limiting any part of the Scholarship terms and conditions, QUT may:</p> <ol style="list-style-type: none"> 1. Amend or replace these terms and conditions, or any Scholarship rules or procedures, at any time and for any reason. 2. Extend, suspend, or terminate the Scholarship or Scholarship process at any time before the Scholarship is awarded. 3. Accept applications after the due date. 4. At any time prior to awarding the Scholarship, disqualify any Participant from participating or exclude their offer from further consideration. 5. Commence a new process for calling applications on a similar or different basis to that outlined in these terms and conditions. 6. Use non-QUT personnel in assessing applications.

Contact:

The Scholarship is administered by Student Administration. For any Scholarship related inquiries, please contact scholarships@qut.edu.au.