

# Department of Transport and Main Roads Women in Engineering Bursaries

## Terms and conditions

### Overview

The Department of Transport and Main Roads Women in Engineering Bursaries (*'the Bursary'*) is a bursary valued at \$5,000, offered to 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 Bursary in 2025. The Bursary requires an application and is offered from Semester 2, 2025.

### Purpose

The purpose of the Bursary is to encourage and support the participation of women in Science, Technology, Engineering and Mathematics (STEM).

Parts	Terms and conditions
<b>Part 1</b> <i>Eligibility Requirements</i>	<p>To be eligible for the Bursary, Participants must satisfy the below eligibility requirements:</p> <ol style="list-style-type: none"> <li>1. Must identify as a woman.</li> <li>2. Must be an Australian citizen OR an Australian permanent resident.</li> <li>3. Must be a Queensland Resident.</li> <li>4. Must be enrolled as a full-time student at QUT (36 credit points or above).</li> <li>5. Must be admitted and enrolled in one of the below Washington Accord accredited four-year <i>eligible award courses</i>: <ol style="list-style-type: none"> <li>a. EN01 Bachelor of Engineering (Honours) (Civil)</li> <li>b. EN01 Bachelor of Engineering (Honours) (Electrical)</li> <li>c. EN01 Bachelor of Engineering (Honours) (Mechatronics)</li> </ol> </li> <li>6. Must have successfully completed both semesters in 2024.</li> <li>7. Must be enrolled in their second or third year in 2025.</li> <li>8. Must hold a course grade point average (GPA) of 4.00 or above.</li> <li>9. Must be of good repute with no breach of behaviour, past or current resulting in student misconduct.</li> <li>10. Must comply with QUT's scholarship, bursary, and prize concurrency conditions.</li> </ol>
<b>Part 2</b> <i>Application and</i>	<ol style="list-style-type: none"> <li>1. The Bursary requires an application form. Due to the specific nature of the Bursary, the Participant must provide:</li> </ol>

Parts	Terms and conditions
<b>Selection Criteria</b>	<ol style="list-style-type: none"> <li>a. Curriculum Vitae (CV)/resume</li> <li>b. Academic transcript</li> <li>c. Written response to the selection criteria.</li> </ol> <ol style="list-style-type: none"> <li>2. The Participant may be invited to attend in an interview at QUT.</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. Four (4) bursaries will be allocated to successful Participants.</li> <li>5. By applying for this Bursary, the Participant warrants that they have read, understood, and agree to be bound by these terms and conditions.</li> <li>6. 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 Bursary.</li> </ol>
<b>Part 3</b> <b>Value and Payment of Bursary</b>	<ol style="list-style-type: none"> <li>1. Bursaries valued at up to \$5,000 are paid at \$5,000 per year for a standard full-time enrolment program (36 credit points or more) for a maximum of one (1) year. Payments are made in one (1) instalment of \$5,000 and are disbursed the week after the census date of the enrolled 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 Bursary offer letter.</li> <li>3. Participants who complete their studies in accelerated mode or before the term of the Bursary lapses will forfeit any remaining balance of the Bursary.</li> <li>4. Payment is subject to the <i>Conditions of Bursary</i>. If the Participant fails to adhere to the <i>Conditions of Bursary</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> <li>8. Overpayments:               <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</li> </ol> </li> </ol>

Parts	Terms and conditions
	<p>specified in the Overpayment Notice within ten (10) business days of the date of the Overpayment Notice.</p> <p>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 Bursary.</p> <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 Bursary entitlement in any means testing for applications made for Commonwealth assistance. Participants are encouraged to check the Centrelink website for information regarding exemptions.</p>
<b>Part 4</b> <i>Term of Bursary</i>	<p>1. The term of the Bursary will be for one (1) year, based on a standard full-time enrolment program.</p>
<b>Part 5</b> <i>Conditions of Bursary</i>	<p>1. Participants must achieve a minimum course (cumulative) grade point average (GPA) of 4.0 in any given teaching period to maintain the Bursary for the next teaching period.</p> <p>2. Progression:</p> <ol style="list-style-type: none"> <li>Participants whose course (cumulative) GPA drops below 4.0 will be issued a notification that they are in breach of the <i>Conditions of Bursary</i> but will continue to receive payment for the currently enrolled teaching period.</li> <li>If the Participant's course (cumulative) GPA remains below 4.0 for the following teaching period, the Bursary may be suspended until further notice.</li> <li>A third academic breach may result in the termination of the Bursary.</li> </ol> <p>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.</p> <p>4. Participants are not permitted to change their award course and continue to receive the Bursary, unless otherwise specified in the Bursary offer letter.</p> <p>5. Deferment of the Bursary offer is not permitted.</p> <p>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 Bursary entitlement.</p> <p>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.</p> <p>8. Special circumstances will be taken into consideration to support individual variation to the <i>Conditions of Bursary</i>. Supporting</p>

Parts	Terms and conditions
	<p>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.</p> <p>9. Participants of the Bursary are eligible to receive a merit, cooperative, industry, or equity scholarship, as well as a bursary or prize, whilst in receipt of the Bursary.</p> <p>10. Unsuccessful applications:</p> <ol style="list-style-type: none"> <li>QUT's decision in the awarding of the Bursary will be final</li> <li>QUT is not liable for any: <ol style="list-style-type: none"> <li>indirect or consequential loss; and</li> <li>any loss of revenue, loss of profit, or loss of business opportunities, suffered by the Participant in connection with the Bursary process whether under contract, tort (including negligence), or otherwise.</li> </ol> </li> </ol> <p>11. The Participant accepts the Bursary by doing the following:</p> <ol style="list-style-type: none"> <li>Accept the Bursary and agree to the declaration and terms and conditions in the online offer acceptance form by the date specified</li> <li>Provide QUT with student bank details.</li> </ol> <p>12. If the Participant does not accept the Bursary by the date specified in the offer letter, the Participant will forfeit the Bursary and QUT reserves the right to allocate the Bursary to another person.</p>
<p><b>Part 6</b> <i>Under 18</i></p>	<p>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 Bursary application process and the Bursary award and to be bound by these terms and conditions.</p>
<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>All applications become the property of QUT upon submission, upload or otherwise.</li> <li>Applications must be received by QUT during the application period.</li> <li>A student claiming to be a Participant must provide proof of identity, if required by QUT.</li> <li>Each Participant may be required to sign a document indicating that they have received their Bursary payment at the time of payment.</li> <li>Any decision of QUT, the Bursary sponsor or donor, in respect of all matters arising out of, or in connection with, the Bursary is final and binding and no correspondence will be entered into. See <i>Grievances and Appeals</i> below for information on appeals.</li> <li>Each Participant is responsible for notifying QUT of any change to contact details during the application process and after the Bursary has been awarded.</li> <li>If the Bursary 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 Bursary, as appropriate.</li> <li>This Bursary and these terms and conditions are governed by the laws of Queensland.</li> </ol>

Parts	Terms and conditions
<b>Part 8</b> <i>Termination of Bursary</i>	<p>QUT reserves the right to cease the Bursary awarded to a Participant in the following circumstances:</p> <ol style="list-style-type: none"> <li>1. Failure to comply with the <i>Conditions of Bursary</i>.</li> <li>2. 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>3. Failure to enrol into an eligible award course following the completion of the approved offer deferral period.</li> <li>4. Commencing an award course at another higher education provider during the approved offer deferral period.</li> <li>5. Failure to enrol into an eligible award course following the completion of the approved Leave of Absence period.</li> <li>6. 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>
<b>Part 9</b> <i>Grievances and Appeals</i>	<p>Where the Participant intends to lodge an application for a grievance:</p> <ol style="list-style-type: none"> <li>1. 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>2. 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>3. 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>4. 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>1. Participants should initially contact the Scholarships team (<a href="mailto:scholarships@qut.edu.au">scholarships@qut.edu.au</a>) to appeal a Bursary matter.</li> <li>2. 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 Bursary matter to the Appeals Committee.</li> <li>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>.</li> </ol>
<b>Part 10</b> <i>Privacy</i>	<ol style="list-style-type: none"> <li>1. By applying for the Bursary, the Participant provides permission for their personal details to be shared with the Selection Panel. QUT collects the personal information on the Bursary application form to assess applications and for other university purposes upon enrolment. The</li> </ol>

Parts	Terms and conditions
	<p>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 Bursary and may share information with nominated third parties who require the information for the management of the Bursary. 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 Bursary terms and conditions, QUT may:</p> <ol style="list-style-type: none"> <li>1. Amend or replace these terms and conditions, or any Bursary rules or procedures, at any time and for any reason.</li> <li>2. Extend, suspend, or terminate the Bursary or Bursary process at any time before the Bursary is awarded.</li> <li>3. Accept applications after the due date.</li> <li>4. At any time prior to awarding the Bursary, 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 Bursary is administered by Faculty of Engineering Engagement. For any Bursary related inquiries, please contact [engage.engineering@qut.edu.au](mailto:engage.engineering@qut.edu.au).