

Terms of Reference

Postgraduate Bursary Panel

1. Background

- 1.1 The Postgraduate Bursary Program is a collaborative endeavour between the Association of Postgraduate Students (APS) and the University of Queensland Union (UQU). This initiative is designed to facilitate the educational and professional advancement of postgraduate students by providing financial assistance. Typical grants cover costs associated with publishing fees and conference participation, with standard awards of up to \$500. In specific cases, based on severe circumstances, the award amount may be elevated to \$1,000.

2. Objectives

The Panel is established to:

- 2.1 Evaluate applications for postgraduate bursaries based on established eligibility criteria and guidelines.
- 2.2 Ensure fair and equitable distribution of bursaries between Higher Degree by Research (HDR) and Coursework postgraduate students.
- 2.3 Oversee the process to maintain transparency and integrity in the allocation of funds.

3. Membership

The Panel shall consist of the following members:

- 3.1 Panel Composition:
 - UQU Postgraduate Officers
 - APS President HDR
 - APS President Coursework
 - UQU Student Rights Vice President
 - Postgraduate Coordinator

4. Roles and Responsibilities

Members of the Panel are responsible for:

- 4.1 Reviewing applications to ensure they meet the eligibility criteria and guidelines.
- 4.2 Assessing the merit of each application based on the documented need, potential impact on the applicant's professional development, and alignment with the bursary's objectives.
- 4.3 Making decisions on the allocation of bursaries and the amount to be awarded to each successful applicant.
- 4.4 Ensuring confidentiality and privacy of applicant information throughout the process.

5. Eligibility Criteria for Bursary Applications

Applicants must:

- 5.1 Be postgraduate students at UQ wishing to enhance their educational experience and professional development.
- 5.2 Apply for bursaries in one of the specified categories: Professional Development Materials, Supplementary Educational Activities, Conference Attendance, Research-Related Expenses, Specialised Workshops or Training, Internships or Practical Experience Programs, and Student-Parent Welfare Bursary.
- 5.3 Not have applied for a postgraduate bursary in the same calendar year.

6. Application Process

Applicants are required to submit:

- 6.1 A completed application form.
- 6.2 Supporting documentation as specified for each category of eligible expenses.
- 6.3 A personal statement detailing their suitability for the bursary, how it aligns with their academic pursuits, financial needs, and future goals.

7. Decision-Making Process

The Panel will:

- 7.1 Review all applications received.
- 7.2 Meet to discuss and evaluate the applications based on the eligibility criteria and merits of each case.
- 7.3 Vote on the allocation of bursaries, with a simple majority required for decisions.
- 7.4 Communicate the decision to applicants within a specified timeframe.

8. Award Process

Successful applicants will:

- 8.1 Receive funds directly from APS, which will facilitate the immediate support of the awardees' needs.
- 8.2 APS will subsequently invoice the UQU for the total amount disbursed to ensure seamless financial management and accountability.
- 8.3 Awardees are required to use the funds according to the stipulated guidelines and purposes.

9. Confidentiality and Privacy

All members of the Panel must:

- 9.1 Maintain the confidentiality of applicant information.
- 9.2 Ensure that personal data is processed in compliance with data protection policies.

10. Review and Amendment

- 10.1 These terms of reference shall be reviewed annually and may be amended with the consensus of the Panel members.

11. Declaration of Agreement

- 11.1 By participating in the Panel, members agree to abide by these terms of reference and commit to the fair and impartial execution of their duties in the evaluation and allocation of postgraduate bursaries.