



University of
**Southern
Queensland**



10 March 2025

Academic Affairs Undergraduate Research Scholarship Program

Student Information and Conditions of Participation

WHAT IS THE UNDERGRADUATE RESEARCH SCHOLARSHIP PROGRAM?

The Academic Affairs Division engages in world class research in a number of areas including Nursing, Engineering, Physical Sciences, Astronomy and Space Sciences, Chemistry, Environmental Science and Management, Microbiology, Agriculture, Land and Farm Management, Crop and Pasture Production, Engineering, Clinical Sciences, Human Movement and Sports Science, Nutrition and Dietetics, Public Health and Health Services, Psychology, Historical Studies, Biological Sciences, and Information and Computing Sciences.

Much of this research is conducted in collaboration with researchers from the University's three research institutes – Institute of Resilient Regions, Institute of Life Sciences and the Environment, and Institute of Advanced Engineering and Space Sciences, as many of your course examiners are also members of these institutes.

The Undergraduate Research Scholarship program is your opportunity to work with world-class researchers gaining invaluable research, professional and academic skills. You will have the opportunity to establish academic and/or industry connections and discover a passion for research, before engaging in a higher degree research program (i.e., PhD or Master of Research).

The Undergraduate Research Scholarship program will run for up to 10 weeks and can commence anytime from May 2025 through to the end of November 2025. Some projects will be situated in a School while others will be situated in one of the University's research institutes/centers. Others will be co-located across both the University and a Research Institute/Centre.

WHY SHOULD YOU PARTICIPATE?

Engaging in the Undergraduate Research Scholarship Program will allow you to:

- find out about research opportunities for higher degree research programs;
- develop new skills that may enhance your employability;
- access research networks and make connections with other staff and postgraduate students;
- be supervised by world class researchers;
- access research facilities and experiences that may not be possible in your degree; and
- explore how work-based learning may be used to obtain credit towards your degree.

ELIGIBILITY CRITERIA

The Undergraduate Research Scholarship Program is open to undergraduate students who are:

- enrolled in an **Undergraduate program** (University Pathway students are not eligible for these scholarships);
- have completed **at least 8 units of study at UniSQ** but have not completed all units of study in their program (i.e., students who are eligible to graduate are not able to apply for this scholarship);
- are studying in a program **relevant** to the selected research project/s;
- have a high level of academic achievement as indicated by a **GPA of 5.5 or above**; and

- have a genuine interest in undertaking a postgraduate higher degree research program (PhD or Master of Research).

Students who have just completed all courses in their undergraduate program and who are eligible to graduate are not eligible to apply for this scheme.

Please note: There may be projects where the above criteria have been modified as these projects are part of large research grants. Any changes will be noted within the Project Booklet and will typically be detailed within the 'Additional Information' section for each project.

WHERE WILL THIS RESEARCH BE UNDERTAKEN?

Some research projects will require you to work on campus, other projects will be able to be completed off campus and online. Some projects may require a mixture of on campus and field-based activities. This information will be outlined in the Project Booklet under each project. Any student who resides overseas will only be able to apply for projects that can be completed online.

UNDERGRADUATE RESEARCH SCHOLARSHIP VALUE

Each scholarship is worth \$2000. The scholarship will be paid as a lump sum upon commencement with the expectation that should you not complete the scholarship, funds will be repaid to the University.

TIME INVOLVEMENT

You will be expected to actively participate in an existing research project or undertake a substantial piece of research under supervision. You will be required to work 1 – 2 days per week. Different projects will require different time commitments so make sure you discuss this with any potential supervisors before you apply for a project. It is your responsibility to ensure you have enough time to meaningfully engage in the research project.

Projects will be up to 10 weeks in length and will commence in May 2025 but must be concluded by November 2025. Different projects will have different start and end dates so please make sure you talk with any potential supervisors about this before you apply for a project. This is important as your time on the project may not be flexible and will need to fit in with your other commitments.

You may also be required to undertake additional training such as safety, laboratory and/or ethics training. All information relating to time requirements and any other requirements will be included in the project information.

APPLICATION PROCESS

1. **You can choose up to three projects** from the Project Booklet. You do not have to choose three, three is in case your first or second choice has already been allocated to another scholar.
2. **You MUST contact the Project Supervisor** to obtain more information about the project prior to submitting your application. Supervisor contact details are included with each project in the Project Booklet. Applications without evidence that the Project Supervisors has been contacted and that you have actively and meaningfully engaged in a project discussion will not be considered. Evidence may be an email trail or zoom/Teams meeting invitation.
3. **Submit** the completed **application form** to Professor Andrea Lamont-Mills the Associate Dean (Research) AssociateDeanResearch@unisq.edu.au by **CoB on 28th March 2025**. Only one application can be submitted, however more than one project may be identified as a second and third option.
4. All applicants will be notified of the outcome of their application by **11th April 2025** by the Associate Dean (Research).

ASSESSMENT CRITERIA

Applications will be assessed by a panel that will include the Associate Dean (Research) and at least one other key research stakeholder. Scholarships are awarded on a competitive and merit basis with consideration of the following:

1. Enrolled in an undergraduate program (University Pathway students are not eligible to apply for these scholarships);
2. The academic standing of the applicant.
3. Project availability;
4. Prior and active and meaningful engagement with the Project supervisor; and
5. Reasons for wanting to participate in the program.

PROGRAM CREDIT

You may be able to use the scholarship work as credit toward your degree depending on what you are studying, the type of project you are working on, and the length of the project. If you wish to explore this option, please contact your **relevant program coordinator** for more information as credit is subject to degree rules and the structure of your program. Please do not contact the Associate Dean (Research) as they do not have any authority in this area.

FINAL REPORT

At the completion of the scholarship, you will be required to engage in a short 10–15 minute seminar presentation about your project. This may be face-to-face or online and covers the project, the findings (if any), your experience, and what you have learnt. You are free to include other information as you and your supervisor see fit. You will also need to provide a report to the Associate Dean (Research) that has been approved by your project supervisor regarding your experience of the project. A template will be provided to assist with this reporting.

FINANCIAL IMPLICATIONS OF THE SCHOLARSHIP

It is your responsibility to seek independent advice regarding tax liability or impact on Austudy payments that may arise from receiving the scholarship. The Undergraduate Research Scholarships are equity and merit-based scholarships. Scholarships/stipends will be tax free provided you meet conditions listed [here](#).

If any of these conditions are not met, it will be taxable and PAYG will need to be withheld by the University. It is your responsibility to advise the University if you do not meet these conditions at the time of accepting an offer. If you are receiving Austudy or Centerlink benefits it is advisable that you contact Centrelink to determine if the Scholarship will impact upon your benefits before applying.

SCHOLARSHIP CONDITIONS OF PARTICIPATION

1. COMMENCEMENT

1.1 Research scholars must commence the Undergraduate Research Scholarship Program and accept the position by the date specified in the offer letter.

1.2 Unless approved by the supervisor/supervisory team and the Associate Dean Research, the offer will lapse when the research scholar does not commence the Undergraduate Research Scholarship Program within 2 weeks of the commencement date specified in the originally issued offer letter.

2. DURATION

2.1 The duration of the Undergraduate Research Scholarship Program is 10 weeks and may be taken anytime from May 2025 to the end of November 2025.

3. WORKING HOURS

3.1 Research scholars are expected to actively participate in the research project as negotiated with the supervisor/supervisory team.

3.2 Different projects will require different time commitments, and you may be required to work up to 3 days per week. The actual working hours are to be negotiated with the scholar's supervisory team and approved by the Associate Dean (Research).

3.3 Research scholars will be provided with details of starting and finishing dates and expected workload in the offer letter.

3.4 Where appropriate to the project, additional discipline/project specific obligations may also be required, such as training in research safety and ethics. These will be stipulated on the project outline and in the letter of offer.

4. SCHOLARSHIP

4.1 Scholarship value

4.1.1 The Undergraduate Research Scholarships are funded to \$2000.

4.2 Scholarship payment

4.2.1 Scholarships will be paid into the recipient's nominated bank account.

4.2.2 Scholarship payments will be made as an upfront payment.

4.2.3 Scholarships will not be paid for extended research projects.

4.2.4 The scholarship is subject to satisfactory progress in the scholar's undergraduate research project. Unsatisfactory progress will result in the scholarship being terminated.

4.3 Tax and Austudy Implications

4.3.1 It is the responsibility of all scholarship recipients to make their own enquiries and seek independent advice regarding tax liability or impact on Austudy payments arising from receipt of this scholarship.

4.3.2 Undergraduate Research Scholarships are equity and merit-based scholarships. Scholarships/stipends will be tax free to the student provided that they meet conditions listed here: <https://www.ato.gov.au/Calculators-and-tools/Is-my-scholarship-taxable/>

If any of these conditions are not met, it will be taxable to the student and PAYG will need to be withheld by the University. It is the responsibility of all students to advise the University if they do not meet these conditions at the time of accepting an offer.

4.3.3 Educational scholarship benefits are not usually regarded as income in determining the level of Austudy benefits. According to current guidelines, up to \$10,094 of equity and merit-based scholarships is exempt from the income test <https://www.servicesaustralia.gov.au/income-from-scholarships-for-students-and-apprentices?context=43916>.

Any amount over \$10,094 is still considered personal income and may affect your Centrelink payment rate. Please note, this is a guide only, and you should always refer to the Centrelink website for information: <https://www.servicesaustralia.gov.au/individuals/centrelink>

5. EXTENSION

5.1 An extension of the Undergraduate Research Scholarship Program is not possible without prior approval from the Associate Dean (Research). No additional scholarship funding will be available for extended projects.

6. EMPLOYMENT AND OTHER FUNDING

6.1 A recipient who undertakes additional work commitments or paid employment at the same time as working on a research project must ensure that the additional commitments do not negatively impact on their ability to successfully engage with the research project.

6.2 There are no restrictions on the number of hours the recipient may work as long as it does not impact on the recipient's ability to maintain satisfactory progress on their research project.

6.3 Additional income streams may have taxation and Austudy implications. It is the responsibility of all scholarship recipients to make their own enquiries and seek independent advice regarding tax liability or impact on Austudy payments arising from receipt of a grant and other income streams.

7. LEAVE WITHOUT STIPEND

7.1 Research scholars can apply for leave under the following circumstances:

- a) the recipient's ill health;

b) special leave requests for a short period.

7.2 Research scholars must apply to their research supervisor/supervisory team for approval to take leave. The application must include:

- a) an explanation of the circumstances leading to the request, including appropriate supporting documents;
- b) a commitment to and advice regarding when the scholar will work the missed hours; and
- c) the endorsement of the scholar's supervisor/supervisory team.

7.3 Periods of enrolment in the scholar's Undergraduate Research Scholarship Program while on leave from the scholarship affect the duration of the scholarship, as prescribed in condition 2.1.

7.4 The University reserves the right to deny any request for leave.

8. CHANGE OF UNDERGRADUATE RESEARCH PROJECT

8.1 The Academic Affairs Undergraduate Research Scholarship Program awarded by the Division is not transferable to another institution or scholar.

8.2 At the supervisor/supervisory team's request, a research scholar may transfer between undergraduate research projects within the same area during the program. Any change must be approved for the Associate Dean Research.

8.3 If an application to transfer between projects is approved, the maximum duration of the recipient's scholarship is not reset but continues on from the original project.

8.4 The recipient's previous period holding the scholarship counts against the maximum duration determined by condition 2.1.

9. TERMINATION OF SCHOLARSHIP

9.1 The University reserves the right to terminate a research scholar at any time and at the University's sole discretion in the following circumstances:

- a) The research scholar is in breach of a condition of participation in the Undergraduate Research Scholarship Program;
- b) The conduct of the Research scholar is deemed to be unsatisfactory; or
- c) The ill health of the Research scholar seriously interferes with progress towards the research project.

9.2 Scholarship payments will need to be repaid in the above situations or where the scholar voluntarily withdraws from the Undergraduate Scholarship program.

10. TRAVEL, VISAS ACCOMMODATION AND INSURANCE

10.1 For research projects that require the scholar to be on campus during the period of the research scholarship, it is the responsibility of the scholar to arrange and pay for their own travel and accommodation if they do not live close to one of the university campuses.

10.2 Research scholars should note that they will only be covered by the University's public liability insurance to the extent that an accident occurs at the University for which the University is at fault. It is

the scholar's responsibility to organise and purchase their travel insurance policy.

11. END OF PROJECT SEMINAR AND REPORT

11.1 At the completion of the scholarship, scholars will be required to engage in a 10 – 15 minute seminar presentation about their project (3-5 minutes for presentation and additional time for questioning).

11.2 Scholars will also be required to submit a short report on their project experiences that is endorsed by the project supervisor.

NEED MORE INFORMATION?

If you would like to know more about the Scholarships, please attend the information session on **Monday, 17th March at 1:00pm via MS Teams**. All information for the information session can be found via [UniSQ Scholarships | Undergraduate Research Scholarship Program - 2025](#).



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