

# UQ UNDERGRADUATE RESEARCH PROGRAM

employability.uq.edu.au/research

CONDITIONS  
OF  
PARTICIPATION

**ALL SUMMER AND WINTER RESEARCH SCHOLARS MUST READ AND AGREE TO THESE CONDITIONS OF PARTICIPATION WHEN ACCEPTING THEIR OFFER**

## 1. COMMENCEMENT

1.1 Research scholars must accept the placement and commence the undergraduate research program by the dates specified in the offer letter.

1.2 Unless approved by the research unit and the UQ Student Employability Centre, the offer will lapse where the research scholar does not commence the undergraduate research program within two weeks of the commencement date specified in the originally issued offer letter.

## 2. DURATION

2.1 The maximum duration of an undergraduate research placement is the equivalent of

- a) 10 weeks enrolment in the UQ Summer Research Program; or
- b) 6 weeks enrolment in the UQ Winter Research Program.

2.2 The minimum duration of an undergraduate research placement is the equivalent of

- a) 6 weeks enrolment in the UQ Summer Research Program; or
- b) 4 weeks enrolment in the UQ Winter Research Program.

2.3 Official UQ Summer and Winter Research Program dates will be set each year and advertised on the UQ Student Employability Centre website.

## 3. WORKING HOURS

3.1 Research scholars are expected to actively participate in the research project on a full-time basis. Work must be completed at a UQ campus/ location unless otherwise agreed by the supervisor and scholar.

3.2 Research scholars are expected to conduct research for between 20 and 36 hours per week, over the standard five-day working week, between the hours of 9:00AM to 5:00PM Monday to Friday, for the duration of the undergraduate research project. The actual working hours are negotiated with the scholar's advisory team and

the research unit's undergraduate research coordinator.

3.3 Details of starting and finishing dates and expected workload will be provided in the offer letter.

3.3 Where appropriate to the project, additional discipline/project specific obligations may also be required, such as training in research safety and ethics.

## 4. SCHOLARSHIP

### 4.1 Scholarship value

4.1.1 Research scholars who qualify for a Summer Research Scholarship will receive funding equivalent to \$360 per week, paid jointly by the UQ Student Employability Centre and the participating faculty, school, centre or institute.

4.1.2 Research scholars who qualify for a Winter Research Scholarship will receive a \$1,500 Winter Research Scholarship, paid jointly by the UQ Student Employability Centre and the participating faculty, school, centre or institute.

### 4.2 Scholarship payment

4.2.1 It is the responsibility of all scholarship recipients to advise UQ if their scholarship is taxable at the time of accepting their offer.

Research scholars are eligible for a tax-free scholarship if they meet the following conditions

- a) The scholar is a full-time student;
- b) The scholar is currently enrolled in a UQ degree program; and
- c) The scholar will remain enrolled in their current degree program for the duration of the placement, ie. they will not graduate before or during the placement.

If a scholarship recipient is not eligible for a tax-free scholarship, PAYG will need to be withheld by the university.

4.2.2 Unless specified otherwise by the research unit, tax-free scholarships will

be paid into the recipient's nominated bank account, in line with the following schedules

- a) Summer Research Scholarship payments will be paid as two lump-sum payments in December and January;
- b) Winter Research Scholarship payments will be paid as one lump-sum payment in week two of the program.

4.2.3 Taxable scholarships will usually be paid fortnightly into the recipient's nominated bank account, Research scholars should discuss this with their undergraduate research coordinator when accepting the scholarship.

4.2.4 Scholarships will not normally be paid for

- a) part-week placements;
- b) extension beyond the number of weeks specified in the offer letter, unless pre-approved by the research unit and the UQ Student Employability Centre; or
- c) periods away from the university, such as during the Christmas break when the university is closed.

4.2.5 The scholarship is subject to satisfactory progress in the scholar's undergraduate research project.

4.2.6 If a scholarship recipient withdraws from the program or is terminated, their scholarship will need to be returned for the equivalent full-weeks remaining un-worked.

### 4.3 Tax and Centrelink 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 Centrelink payments arising from receipt of this scholarship.

## 5. EXTENSION

5.1 Extensions will be considered on a case-by-case basis, and will be awarded at the discretion of the UQ Student Employability Centre on the basis of

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- a) the recommendation and support of the research unit's undergraduate research coordinator; and
- b) the reason for the request; and
- c) the availability of funding.

5.2 Extensions beyond the maximum duration of the Summer and Winter Research Programs (see section 2.1) will not be granted.

5.3 Extensions will not be granted if the recipient has not undertaken and satisfactorily completed prior work.

## 6. EMPLOYMENT AND OTHER WORK

6.1 The recipient may undertake additional work commitments or paid employment within the hours specified in condition 3.2 with the approval of the supervisor and the research unit's undergraduate research coordinator.

## 7. LEAVE WITHOUT SCHOLARSHIP

7.1 Research scholars can apply for leave without scholarship under the following circumstances

- a) the recipient's ill-health of three days or greater;
- b) special/personal leave requests for a short period.

7.2 Research scholars must apply to their research unit for approval to take leave without scholarship. Approval is at the discretion of the research unit.

7.4 The university reserves the right to deny any request for leave without scholarship.

## 8. CHANGE OF UNDERGRADUATE RESEARCH PROJECT

8.1 An undergraduate research placement and/or scholarship awarded by the university is not transferable to another institution, scholar or project.

## 9. TERMINATION OF POSITION

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 UQ's undergraduate research 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 If a research scholar is terminated for any reason prior to commencement of the placement, the university will not be liable for any costs, and if terminated during the placement period, the university will at its sole discretion determine if any reasonable expenses will be reimbursed.

9.3 Scholarship payments cease from the date of termination of the position, and will need to be returned for any equivalent full-weeks remaining unworked.

## 10. INSURANCE

10.1 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.

## 11. INTELLECTUAL PROPERTY

11.1 Undergraduate research scholars are subject to UQ's Intellectual Property policy. Further information about this policy is available at [ppl.app.uq.edu.au/content/4.10.13-intellectual-property-staff-students-and-visitors](http://ppl.app.uq.edu.au/content/4.10.13-intellectual-property-staff-students-and-visitors)

Scholars may be required to enter into an agreement with their research unit.

## 12. REFLECTIVE SURVEY

12.1 As a condition of participation in the Undergraduate Research Program, research scholars are required to complete a reflective survey about their experience to the UQ Student Employability Centre.

12.2 Research units may also require scholars to complete a written report or prepare an oral or poster presentation about their experience. Scholars should ask their supervisor or undergraduate research coordinator if this is required.

## 13. COMMUNICATIONS

13.1 Research scholars agree to receive communications from their research unit, the UQ Student Employability Centre, the UQ Library and Student Services relating to their placement.

13.2 Research scholars agree to receive communications from UQ after their placement concludes about other programs, grants and events.

## CONTACTS

### UNIT UNDERGRADUATE RESEARCH COORDINATORS

Each research unit has a nominated undergraduate research coordinator. Scholars are encouraged to liaise with the coordinator for questions related to payment, induction or terms of offer.

Summer contacts - [bit.ly/uqsrp](http://bit.ly/uqsrp)

Winter contacts - [bit.ly/uqwrp](http://bit.ly/uqwrp)

### PROGRAM ENQUIRIES

For general enquiries, please contact the UQ Student Employability Centre.

**Email** [employability@uq.edu.au](mailto:employability@uq.edu.au)

**Phone** 07 3346 3459



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Last updated 10 January 2018. Subject to change.