

PhD Scholarship, The University of Queensland

**Admissions and Scholarships
UQ Graduate School**

**UQ Graduate School
Dean
Professor Helen Klaebe**

Student Number: 47341173
Application Code: 9686177866
Date of Birth: 4 November 1996

13 December 2021

Mr Qisheng Pan
11 Harker Street
NORTH MELBOURNE VIC 3051
Australia

Dear Qisheng,

Unconditional Offer for Doctor of Philosophy

Congratulations on choosing to study at The University of Queensland (UQ). UQ is pleased to offer you admission to the following program:

Details of offer

Program:	Doctor of Philosophy
CRICOS Code:	0100214
Status:	Full-time provisional
Program Duration:	16 research quarters full-time equivalent (FTE)
Commencement:	Research Quarter 1, 2022 (1 January)
Completion:	31 December 2025
Tuition Fee:	AUD\$11,720 per research quarter
UQ Enrolling Unit:	School of Chemistry and Molecular Biosciences
Campus:	St Lucia
SSAF:	A capped annual Student Services and Amenities Fee (SSAF) applies

Please read all terms and letters attached.

The campus for your UQ enrolling unit is as specified above. However, you may not be located at this campus for your research studies. Please discuss your proposed location with the UQ enrolling unit prior to accepting your offer of admission.

What to do next

If you have any questions about this offer please contact the UQ Graduate School or your education representative, if you have used one, remembering to quote your student ID number.

The following documents form part of your offer of admission, and have been attached for your review. Please ensure you have read and fully understand the content of these documents prior to commencing the acceptance process:

Terms and Conditions
Notice on Fees
Student Refunds Procedures

Responding to your offer

Offer response required by: **20 December 2021**

To accept, decline, or request a change to this offer please log into your applicant portal [here](#). In doing so, if you accept this offer, you consent to your signature being provided electronically by way of selecting "I Agree" on the online applicant portal.

Transferring to another institution

If you accept your offer and then decide to withdraw in order to transfer to another institution in Australia, you will need to request to be released by UQ if you are withdrawing either before the start of your UQ principal program or within the 6 months after commencement. A release is not guaranteed and applications will be assessed in accordance with the UQ's [Transfer of Provider Policy and Procedures](#).

Confirmation of a place

Your place is confirmed only when you have received a Confirmation of Enrolment (CoE) form from UQ. On receipt of the CoE you may apply online to the [Department of Home Affairs](#) for a student visa (subclass 500).

Please note, your visa application must be complete when lodged in order to be processed.

Congratulations on your achievement. I look forward to you being part of our world-class research culture.

Yours sincerely,



Professor Helen Klaebe
Dean, UQ Graduate School

Terms and Conditions

You are required to:

- Retain your original application supporting documents and bring your originals with you in case you are asked to provide them to the University for verification purposes.
- Comply with the [policies, procedures and rules](#) of The University of Queensland and with the decisions of the constituted authorities of the University so far as they may apply to you.
- Comply with the University's rules and policies as set out on the [UQ Policy and Procedures Library website](#), in particular [4.60 Higher Degree by Research Candidates](#), and [3.60 Student Rights and Responsibilities and the University Policy 4.10.13. Intellectual Property for Staff, Students and Visitors](#), including any amendment to that policy or replacement policy ("IP Policy").
- Periodically review the University's rules and policies, and understand that Senate and the Academic Board introduce amendments and changes from time to time. Note, any amendments and changes made will immediately apply to you.
- Inform the University immediately if you are unable to commence your studies on the agreed date, once you have accepted your offer. A later commencement date may be possible, subject to approval.
- Accept liability for the payment of your fees and advise UQ immediately, in writing, should there be any material change, of an adverse nature, to your financial capacity.
- Abide by the conditions of your student visa, including;
 - Maintain valid Overseas Student Health Cover (OSHC) for yourself and your dependants who accompany you to Australia.
 - Maintain full-time enrolment in your studies and progress to the satisfaction of the Dean, UQ Graduate School.
 - Maintain sufficient financial capacity for yourself and your dependants who accompany you to Australia.
 - Inform UQ immediately of any change to your visa status, address, email or phone number.
 - Observe restrictions on work hours including any permissions granted by the Department of Immigration and Border Protection.
- Ensure that your studies at the University will meet the requirements of any relevant statutory, professional or industry body, and be capable of recognition by the tertiary institutions of countries in which you may wish to work or study.
- Obtain ethical clearance and satisfy any other regulatory requirements before commencing any research to which those requirements may apply.
- Advise UQ of any pre-existing [intellectual property](#) that you bring to UQ upon commencement.
- Acknowledge and agree to the IP Policy.
- Assign to The University of Queensland all Project Intellectual Property created by you, except for copyright in your thesis and Scholarly Works authored by you, by completing and signing the Student Intellectual Property and Confidentiality Deed.
- Acknowledge that The University of Queensland recommended to you to obtain independent legal advice before accepting this offer and that you had the opportunity to do so and the ability to negotiate the terms of this contract.

In these terms:

- **"Intellectual Property"** means all industrial and intellectual property rights anywhere in the world, whether registered or unregistered, including patent rights, trade mark rights, copyright, moral rights, plant breeders' rights and rights in relation to inventions, trade names, business names, company names, indications of origin, designs, plant varieties, semiconductors, circuit layouts, confidential information or knowhow, any right of registration of such rights and all other intellectual property as defined in article 2 of the Convention Establishing the World Intellectual Property Organisation 1967.
- **"Project"** means any collaborative research project which you will carry out, or participate in, for or as part of the Higher Degree by Research program at The University of Queensland which is within clause 5.4(b)(a) to (f) of the IP Policy.

- **"Project Intellectual Property"** means all Intellectual Property created as part of a Project.
- **"Scholarly Works"** means copyright works that are intended for academic publication (for example, any article, book, manuscript, manual, musical composition, diagram, photograph, creative writing, film or like publication) regardless of format (for example, printed, digital or electronic versions).

For more information on assignment of Intellectual Property, see [here](#). The website provides detailed information and frequently asked questions about intellectual property rights. The University of Queensland recommends that you seek your own independent legal advice prior to accepting this offer. However, you may elect not to seek legal advice.

The University of Queensland:

- Reserves the right to withdraw your offer, or cancel your enrolment at any time so as to comply with sanction laws (international or domestic), and Australian export control laws.
- Has an obligation under the [Education Services for Overseas Students \(ESOS\) Act and The National Code 2018](#) to report students who do not commence on the agreed start date. A later commencement date may be possible, subject to approval.
- Reserves the right to request, at any time, your original documentation for verification. Failure to provide the original documents for verification when requested may result in withdrawal of the offer of a place, cancellation of enrolment and, where relevant, rescinding of any awards conferred if the qualifications used as the basis of admission are unable to be verified.
- Reserves the right to withdraw your place in the program at any time in the event that you have misled the University, made a false declaration, or have been involved in any fraudulent act or omission in the process of obtaining a place in the program.
- The University and the Australian Government are not obliged or required to help you if you need financial assistance.
- May invoice a scholarship provider/sponsor directly according to the terms and conditions of the financial guarantee.
- May provide your personal information to the Australian Government, or designated authorities, where needed to ensure compliance with any Australian immigration, education, sanction or export control laws.
- May provide your personal information and/or details of your academic progression to a third party for essential UQ business, i.e. OSHC provider, scholarships providers.

Please note the following:

- Tuition fees will be charged from the first day of the research quarter regardless of the actual commencement date.
- PhD and MPhil candidates are initially enrolled on a provisional basis. You will be confirmed if you make good progress and meet certain conditions within a set period of time of starting your research program. Your school/institute will be able to advise you on the detailed requirements for confirmation of your candidature.
- International student visa holders have specific rights and obligations under the [Education Services for Overseas Students \(ESOS\) Act and The National Code 2018](#).
- It is a condition of your student visa that you have Overseas Student Health Cover (OSHC) for the duration of your student visa in Australia. UQ can assist you by arranging cover through its preferred provider Allianz Global Assistance, at the point of acceptance. UQ will receive an administration fee from Allianz Global Assistance for arranging the Essentials policy cover for you. If you choose another OSHC provider, you will need to provide evidence of payment when you accept your offer. Note, visa length cover is 57 months for a PhD and 33 months for an MPhil program, which includes 6 months for thesis marking.
- OSHC coverage, including out of hospital and in hospital medical services, are detailed in the policy document that you will receive.
- School-aged dependants who accompany PhD and MPhil students to Australia, and seek to enrol in a Queensland State Government school for Prep Year to Year 12, may be eligible for exemption from payment of dependant student tuition fees if you meet the criteria outlined in the exemption categories. Full details are available on the [Education Queensland](#) website.

- Higher Degree by Research candidates are required to commence their program within a specific period. If you are unable to commence within the research quarter detailed above the offer will lapse.

Notice on Fees

Annual review and indexation of fees

Fees are subject to annual review and the University reserves the right to vary the fees (including administrative fees) charged to a student during their enrolment.

The tuition fee charged each research quarter is detailed in your offer letter and is fixed on program commencement, provided you complete your program within the duration specified.

The tuition fee amount may change if you vary your candidature status e.g. if you change from being enrolled full-time on campus to enrolled as a remote candidate.

Further information about tuition fees for international higher degree by research students can be found [here](#).

Student Services and Amenities Fee (SSAF)

UQ charges a capped annual [Student Services and Amenities Fee \(SSAF\)](#). This fee is set by the Australian government and is indexed annually.

Other administrative charges and additional costs

You will incur additional costs if your chosen program(s) and/or courses have additional requirements such as field trips, immunisations, first aid certificates, etc and these are clearly outlined in the program details on the [UQ Future Students Website](#).

Please be aware that other administrative charges may apply:

- For goods or services that are not essential to your course or program; and
- For alternative forms of access to essential services normally provided free of charge; and
- As penalties if you fail to complete administrative actions by the relevant due dates.

Circumstances and amounts payable are published in the University's [Fee Schedules for all students](#) and are subject to review.

Note - the application fee is non-refundable.

Payment priority

Payments will be applied to any outstanding debt from a previous study period first.

Payment of fees

Once enrolled, UQ's student information system (mySI-net) will automatically calculate your fees each research quarter.

Fees due dates

Fees for each study period are payable at the start of the study period.

Any outstanding balance of fees, including the SSAF, must be paid by the [fees due date](#). Penalties apply for unpaid fees after this time.

Your enrolment in a research quarter is not confirmed until all fees have been paid. Payment after the fees due date may result in the application of an administrative charge for late payment. Further, if all fees are not paid by the census date, your enrolment may be cancelled.

Refunds

Please refer to the 'Student Refunds - Procedures' document, which is also available in UQ's Policy and Procedure library [here](#). A Refund Summary is included below for your reference. However, please note the Student Refunds – Procedures sets out the University's policy and procedures on refunds in detail and you should read and understand it. If there is any inconsistency between the summary below and the Student Refund – Procedures, the Student Refunds Procedure will apply.

Refunds summary

- Tuition fee liability is incurred at midnight on the census date for each study period in which you are enrolled. Amounts paid which have not been applied to a liability remain as credit in your UQ Account.
- You may request a refund of an amount in credit on your UQ account, except where the amount in credit is a deposit to be applied towards the tuition fee for your first study period of enrolment in a program and you have not withdrawn from the program.
- Amounts paid to the University for a given study period by you or on your behalf may be used to settle your previously incurred debts to the University, which may reduce the amount available for refund.
- Where you have accepted a place in a program and you withdraw or your enrolment is cancelled prior to the end of the census date of the first study period of enrolment in the program, a full refund is payable less a charge for cancellation of enrolment as outlined in Table 1 (below).
- If you withdraw from a program before the end of the census date you will be entitled to a full refund, after application of any relevant administrative charges.
- If you are enrolled after the census date, you are not entitled to a refund of tuition fees except in special circumstances outlined in the enclosed 'Student Refunds - Procedures'.
- If the University is unable to deliver suitable advisory support, you will be offered a full refund of tuition fees paid for the research quarter in which the default occurs and any tuition fees paid in advance for future study periods of the program.

In the unlikely event the University is unable to provide a full refund, the Tuition Protection Service will assist you to find an alternative program or to obtain a refund if a suitable alternative program is not found.

- To apply for a refund you must submit an online student fee refund request via [my.UQ](#). If you have paid a deposit to accept an offer of a place at UQ but cannot access my.UQ you will be provided with a refund form which you may submit to fees@uq.edu.au.
- Refunds will be processed within 28 days of the University's receipt of your duly completed refund request; or where the University defaults, within 14 days of receipt of your duly completed refund request.
- Refunds, where possible, are made to the original payment source, with some exceptions; these are detailed in the enclosed 'Student Refunds – Procedures'. Note, circumstances where a person other than you may receive a refund include:
 - Where an amount is paid under a University administered scholarship, third party contract (TPC) or loan arrangement, under the terms of which you are not eligible for a refund.
 - Where payment was made by someone else on your behalf.
 - Where payment was made via an authorised UQ agent. However, in this case you may specify an alternative account for refund remittance in your refund application.
- Refunds will be made in Australian dollars with the exception of UQ-Ochsner tuition fees charged in USD which will be refunded in USD.
- Any amount in credit in your UQ student account for more than 15 months will be transferred to a University fund to support students, unless you apply for a refund in a timely manner or have approval to defer your offer.

Table 1 – Cancellation of enrolment charges for commencing international students

	- Application to withdraw from program received 21 or more calendar days before the program's scheduled start date*	- Application to withdraw is received less than 21 calendar days before the program's scheduled start date* until the end of the census date; ¹ or
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		<ul style="list-style-type: none"> - The student did not begin on the agreed starting day** and has not previously withdrawn; or - The University cancels the student's enrolment²
Cancellation of enrolment	Cancellation charge	Cancellation charge
All programs, including Study Abroad	\$2000	\$5000
With the following exceptions:		
a part-time external program	\$1000	\$3000
a coursework US Study Abroad student	\$1000	\$1000
a student with a national loan from Germany, Sweden, Norway or Denmark	\$1000	\$1000
a UQ-Ochsner student	USD1000	USD3000

*Scheduled start date - the date a study period commences according to the University's academic calendar or the date determined by the Academic Registrar.

**Agreed starting day - the day on which a program was scheduled to start, or a later day agreed between the University and the student.

¹ Includes the circumstance where the student is unable to meet conditions set out in their conditional offer letter and withdraws.

² The University cancels the student's enrolment in the first study period:

- for non-payment or partial payment of fees or
- for misconduct; or
- the student's offer is withdrawn or enrolment cancelled due to provision of fraudulent, incomplete or inaccurate information by or on behalf of the student.

No cancellation charge will apply where a commencing international student is:

- Refused a student visa (proof of visa refusal required); or
- An AusAid scholarship recipient; or
- A current UQ student changing program.

If an international student cancels OSHC cover with [OSHC Allianz Global Assistance](#):

- Prior to arrival in Australia, OSHC Allianz Global Assistance will refund the OSHC amount paid;
- After arrival in Australia, OSHC Allianz Global Assistance will refund the OSHC amount paid, less a minimum cover period of three months.

Student Rights

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

Further Information: Australian Competition and Consumer Commission (ACCC).

STUDENT REFUNDS - PROCEDURES

1.0 Purpose and Scope

This procedure outlines The University of Queensland's (UQ's) arrangements for assessing and processing student refunds and applies to all prospective, current and former UQ students.

1.1 Exclusions

The following types of refund are not covered by this procedure:

- Overseas Student Health Cover (OSHC) – international students should consult their OSHC provider about refund provisions.
- Course or program related [incidental fees](#) – students apply directly to the relevant school or faculty.
- Removal of [financial liability](#) after the census date due to special circumstances.

2.0 Process and Key Controls

To process a refund request a student must have an amount in credit in their UQ student account.

Eligible students must apply in accordance with this procedure for a refund to be considered and processed by UQ.

The [Student Fees](#) team within the Academic Services Division has primary responsibility for managing the student fees function at UQ, including processing and authorising refunds.

Students have a right to seek a review of a refund decision in accordance with section 2.6 of this procedure.

2.1 Eligibility

Prior to applying for a refund, students must consider the following eligibility requirements:

2.1.1 Refunds before census date

A student who withdraws from a course before the census date will be eligible for a full refund of the tuition fee paid for the course.

Where a student withdraws from a program by the census date a full refund of tuition fees for the study period is payable, unless the student is a commencing international student.

Where a commencing international student (or a commencing international student granted Australian permanent residency or NZ citizenship in the first study period of enrolment in a program) withdraws from their program or their enrolment in the program is cancelled, before the end of the census date of the first study period of enrolment, a full refund is payable less an administrative charge for cancellation of enrolment, as outlined in the University's fee schedule for [administrative and miscellaneous charges](#).

2.1.2 Refunds after census date

Where a student is enrolled in study period after the census date, a tuition fee paid for the study period is not refundable, unless:

- The student is granted removal of financial liability in accordance with [PPL 3.50.10 Removal of Financial Liability Due to Special Circumstances](#); or
- The student's provisional enrolment is cancelled following refusal of enrolment in that study period for unsatisfactory academic progress (show cause); or
- The student's provisional enrolment in the study period is cancelled due to non-payment of fees by the study period's census date; or

- The student is an international student who is unable to continue study in the study period due to student visa refusal.

A student services and amenities fee (SSAF) is not refundable after the relevant [SSAF payment date](#).

2.1.3 Refusal of enrolment

A full refund is not payable if the University cancels a student's enrolment in the following circumstances:

- The University withdraws an international student's offer of a place or cancels an international student's enrolment in the first study period due to the provision of incorrect or incomplete information in an application for admission. In this case the administrative charge for cancellation of enrolment, as outlined in the University's fee schedule for [administrative and miscellaneous charges](#) will be applied.
- The University cancels a student's enrolment or suspends or expels a student from the University under PPL 3.60.04 Student Integrity and Misconduct. In this case no fees paid by the student relating to the period are refundable.

2.1.4 Refunds of US Federal Loans

Where a student's fees are paid by Financial Aid, the amount payable as a refund is calculated in accordance with US Federal William D. Ford Direct Loan Program guidelines.

- Where a student drops all course enrolments in a study period, having completed 60% or less of the study period, the unearned portion of funds provided for study purposes is returned to the US Department of Education; or
- Where a student withdraws from all course enrolments in a study period, having completed 61% or more of the study period, no refund will be directly payable to a student; unless the student is granted removal of financial liability in accordance with [PPL 3.50.10 Removal of Financial Liability Due to Special Circumstances](#) or the student withdraws as a result of a student visa refusal.

2.2 Applications for refunds

Students applying for a refund must submit an online student fee refund request via [my.UQ](#).

Where a student cannot access my.UQ a completed Student Fees Refund Request form may be submitted to fees@uq.edu.au with verifiable proof of identity. A prospective international student who has paid a deposit to accept an offer of a place at UQ may submit the form to applicationstatus@uq.edu.au.

A commencing international student wishing to withdraw completely from a program in the first study period of enrolment must complete an Application to Withdraw before applying for a refund.

UQ will process refund requests within 28 calendar days of receiving a valid student refund request application, or within 14 calendar days in the case of University default where a refund request is received from an international student.

If information required from a student to process a refund request is not complete or correct, the processing timeframe will commence once the required information is received by Student Fees and Scholarships.

Refund request notifications to students will be sent to:

- The student's my.UQ Dashboard Notifications; or
- The student's UQ email address, where a PDF refund request is received; or
- The email address provided with a student's application to enrol, where an international student does not have a UQ Account.

2.3 Remittance of refunds

2.3.1 Currency

Refunds will be made in Australian dollars, with the exception of tuition fees for the UQ-Ochsner program which will

be made in US dollars.

2.3.2 Refunds to payment source

Refunds are generally made to the original payment source, including:

- Where an amount is paid under a University administered scholarship, third party contract (TPC) or loan arrangement, under the terms of which you are not eligible for a refund.
- Where payment was made by someone else on your behalf.
- Where payment was made via an authorised UQ agent.

2.3.3 Refunds to another account

In the following circumstances, refunds may be made to another account:

- Payments made by Australian credit card more than twelve months prior to the refund may be refunded to a bank account specified by the student.
- Where a student can provide documentary evidence from the payor's bank/card provider proving the originating account is closed, refunds can be made to a bank account specified by the student.
- For payments made by BPay or bank transfer, refunds can be paid into a bank account specified by the student. (Flywire may require proof of original payment transaction and bank account details).
- Where payment is made via an authorised UQ agent, the student may specify a different account for payment of a refund in the refund request.
- For circumstances not covered by these procedures, the student may apply in writing to the Academic Registrar to have a refund remitted to a different account.

2.4 Uncollected funds

An amount in credit on a student's account which has been inactive for a period of 15 months is considered uncollected funds.

Students with uncollected funds will be contacted by the University, unless there are no contact details recorded in mySI-net or the amount of uncollected funds is less than \$56.

If the student does not apply for a refund or contact Student Fees and Scholarships within 30 days of the date the University notifies the student of uncollected funds, the student agrees that the uncollected funds are transferred to a University fund to support students in hardship.

Uncollected funds which have been transferred to a University fund to support students in hardship will not be refunded except in exceptional circumstances as determined by the Director, Student Administration.

2.5 University default – International Students

2.5.1 Refunds where a program cannot be delivered

If the University is unable to deliver a coursework program in full it is considered a University default and a student will be offered:

- A full refund of all tuition fees paid for the study period in which the default occurs and any tuition fees paid in advance for future study periods in the program; or
- The student may be offered enrolment in another program by the University.

If the University is unable to deliver suitable advisory support to a Higher Degree by Research student, the student will be offered a full refund of tuition fees paid for the research quarter in which the default occurs and any tuition fees paid in advance for future study periods of the program.

Tuition fees paid for earlier study periods will not be refunded, except where a student is granted removal of financial liability for those study periods.

In accordance with the ESOS Act if the University is unable to deliver a program to an international student, the University is considered to be in default. In these cases, in the unlikely event the University is unable to offer the student an alternative program that the student accepts or pay the student a refund of the student's unspent prepaid tuition fees, the Tuition Protection Service (TPS) will assist the student to find an alternative course of study or to get a

refund, if a suitable alternative is not found.

2.5.2 Refunds where there is no compliant written agreement

Where an international student withdraws from their program or their enrolment is cancelled but there is no compliant written agreement between the University and the student which sets out the refund arrangements that will apply in those circumstances, the University will refund all tuition fees paid for the study period in which the student is withdrawn or cancelled.

2.6 Appeals

In accordance with the provisions of the University's [Student Grievance Resolution Policy](#):

- A student may seek a review of a refund decision by writing to the Academic Registrar.
- An international student can apply in writing to the Academic Registrar to request a variation of a charge for cancellation of enrolment.

Requests for the refund of uncollected funds which have been transferred to a University fund to support students in hardship will be considered on a case by case basis and are to be submitted in writing to the Director, Student Administration.

3.0 Key Requirements

Refunds applications must be made before uncollected funds are transferred to a University fund to support students. Students must supply supporting documentation requested by the University:

- i. Where a refund is not able to be made to the originating source;
- ii. Where information is incomplete or incorrect;
- iii. To verify the student as the refund initiator.

A refund request from an international student who is under 18 years of age must be authorised by the student's parent or guardian who accepted the offer on behalf of the student.

4.0 Roles, Responsibilities and Accountabilities

4.1 Student Fees and Scholarships

The Student Fees team has primary responsibility for the administrative systems and processes that are part of the fees function at UQ, including processing student refunds.

Student Fees and Scholarships is responsible for managing refunds including:

- a. Confirming eligibility
- b. Confirming method of payment
- c. Confirming amount payable
- d. Authorising payment of refunds
- e. Processing refunds within the specified timeframes.

All student fee refund requests which have been verified as initiated by a student are processed by an Officer in Student Fees and Scholarships who will confirm the amount available for refund and identify the original payment source(s).

A Senior Officer in Student Fees and Scholarships must authorise a refund.

4.2 Finance and Business Services

Finance and Business Services (FBS) Division is responsible for:

- f. Approving payments of refunds in accordance with the University's schedule of financial delegations.
- g. Remitting payments of refunds in a timely manner.
- h. Contacting students with uncollected funds prior to transferring the funds to a fund for the benefit of students.

4.3 Faculty of Medicine

The Faculty of Medicine is responsible for approving payments of USD refunds for the MD-Ochsner program in accordance with the University's schedule of financial delegations.

4.4 Financial Aid

A UQ Financial Aid Officer is responsible for determining the refund payable to the student and the loan provider where the student's fees are paid by the US Federal William D. Ford Direct Loan Program.

5.0 Monitoring, Review and Assurance

The University will monitor refund turn-around times.

The Academic Registrar will ensure University processes for refunding fees are compliant with University policy and legislative requirements; including reviewing procedures annually and making required adjustments.

6.0 Recording and Reporting

The University will retain records of refund applications, transactions, communications and appeals in accordance with [PPL 1.60.04 Records Management](#).

The University will report on the outcome of the discharge of the University's refund obligations in cases of international student and University default, in compliance with Tuition Protection Service reporting requirements.

7.0 Appendix

7.1 Definitions, terms and acronyms

Agreed starting day – the day on which a program was scheduled to start, or a later day agreed between the University and the student.

Census date – the date in the University's academic calendar by which all enrolment requirements must be finalised for a given study period (March 31 for semester 1; August 31 for semester 2; December 18 for Summer semester (this may change); the dates set annually for trimesters; intensive teaching periods and medical rotation periods; the first day of the second month of a research quarter).

Commencing student – for the purpose of this procedure, a student who has accepted a place in a program at the University including an international student who has accepted a package offer, or an international or domestic student enrolled in a program up until the census date of the first study period of enrolment at the University.

Course – a distinct unit of study for which a result is given, identified by its alphanumeric code, a title and a fixed unit value.

Credit – payments by or on behalf of a student, to a student's UQ account, which have not been applied to a debt related to a student's fees (also known as excess cash).

Deposit – the tuition fee deposit set for payment by an international student before the agreed starting date of the first study period of enrolment, to accept an offer of admission to a program at the University, which is credited to the student's UQ student fee account.

Domestic student – a student who is an Australian citizen, New Zealand citizen, or Australian permanent resident (including Australian Permanent Humanitarian Visa holders).

First study period of enrolment – the study period in which the student commenced or was to commence a program at the University.

HESA – [Higher Education Support Act 2003](#).

Incidental fee – a fee for a good or service related to the provision of a course or program that is additional to a student contribution amount or tuition fee and which meets one of the criteria set out in chapter 7 of the Higher Education Provider Guidelines and [HESA](#).

International student – a student who is not a domestic student; also known as an overseas student.

Program – a sequence of study leading to the award of a qualification such as a bachelor degree, graduate diploma or certificate, masters degree or Higher Degree by Research (HDR).

Provisional enrolment – under [PPL 3.40.11 Enrolment](#), a person is not taken to be effectively enrolled in a program or course in a study period until all relevant fees and charges have been paid to the University.

Refund – the return of monies that were paid to the University.

SSAF payment date – the date on which a student services and amenities fee is payable and the last date on which an eligible domestic student is able to submit a request for SA-HELP for the period to which the SSAF relates.

Student Services and Amenities Fee (SSAF) – the capped annual fee charged by the University for student services and amenities of a non-academic and non-political nature.

Study period – a semester, trimester, research quarter, medical rotation or teaching period.

Tuition fee – the fee the University receives, including a student contribution amount (SCA) for a Commonwealth supported place, either directly or indirectly from a student or intending student, or another person who pays the fee on behalf of a student or intending student that is directly related to the provisions of a program or course the University provides or is offering to provide.

Tuition Protection Service (TPS) - the TPS is a placement and refund service to assist an international student whose education provider is unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course of study or with another education provider or
- receive a refund of their unspent tuition fees.

Uncollected funds – an amount in credit on a student's account where the account has been inactive for a minimum period of 15 months.

University default – the University fails to start to provide a program to the student on the agreed starting date or the program ceases to be provided to the student at any time after it starts but before it is completed; and the student has not withdrawn before the default day.

UQ-Ochsner student - an overseas student enrolled in a medical program at the University under the partnership agreement between the University and the Ochsner Health System who is charged tuition fees in US dollars.

Withdraw – to cease study at The University of Queensland or to drop a course.

**Admissions and Scholarships
UQ Graduate School**

**UQ Graduate School
Dean
Professor Helen Klaebe**

Student Number: 47341173
Application Code: 9686177866
Date of Birth: 4 November 1996

13 December 2021

Mr Qisheng Pan
11 Harker Street
NORTH MELBOURNE VIC 3051
Australia

Dear Qisheng,

Offer of Scholarship Support

UQ is pleased to offer you scholarship support for your Doctor of Philosophy candidature.

Details of offer

Name: University of Queensland Research Training Tuition Fee Offset
Value: Full cost of tuition fees
Duration: 14 Research Quarters, with possibility of 1 extension in line with UQ and RTP Scholarship Policy
Commencing: Research Quarter 1, 2022 (1 January)
Allowances: None

Responding to your offer

Offer response required by: **20 December 2021**

To accept or decline your offers please log into your applicant portal [here](#). Please ensure you have read and fully understand the terms and conditions of your offers prior to commencing the acceptance process.

Terms and Conditions

You are required to:

- Comply with the policy, procedure, and guideline of [PPL 4.80.01 UQ and RTP Research Scholarships](#).
- You are required to begin your studies within the first two weeks of your commencement date listed above.

Please note the following:

- This scholarship fully offsets the program tuition fees for the duration specified above and is provided by the University of Queensland.
- Once enrolled you can check your scholarship details, including expiry dates, in your student portal (mySI-net).

Congratulations on your achievement. I hope this scholarship support will assist you in acquiring world-class research training and help you achieve the timely submission of a quality thesis.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Helen Klaebe', with a stylized, cursive script.

Professor Helen Klaebe
Dean, UQ Graduate School

**Admissions and Scholarships
UQ Graduate School**

**UQ Graduate School
Dean
Professor Helen Klaebe**

Student Number: 47341173
Application Code: 9686177866
Date of Birth: 4 November 1996

13 December 2021

Mr Qisheng Pan
11 Harker Street
NORTH MELBOURNE VIC 3051
Australia

Dear Qisheng,

Offer of Scholarship Support

UQ is pleased to offer you scholarship support for your Doctor of Philosophy candidature.

Details of offer

Name: University of Queensland Research Training Stipend
Type: Living Allowance
Value: AUD\$28,854 per annum, non-taxable (2022 rate, indexed annually)
Duration: 3.5 years, with possibility of 1 extension in line with UQ and RTP
Scholarship Policy
Commencing: Research Quarter 1, 2022 (1 January)
Allowances: [Single Overseas Student Health Cover](#)

Responding to your offer

Offer response required by: **20 December 2021**

To accept or decline your offers please log into your applicant portal [here](#). Please ensure you have read and fully understand the terms and conditions of your offers prior to commencing the acceptance process.

Terms and Conditions of Offer

You are required to:

- Comply with the policy, procedure, and guideline of [PPL 4.80.01 UQ and RTP Research Scholarships](#).
- Advise the UQ Graduate School if you receive additional scholarship funding.
- You are required to begin your studies within the first two weeks of your commencement date listed above.

Please note the following:

- This scholarship is funded by the University of Queensland.
- Once enrolled you can check your scholarship details, including expiry dates, in your student portal (mySI-net).
- As individual circumstances vary, the UQ Graduate School would encourage all scholarship holders to discuss the specific taxation implications of the scholarship with a financial advisor or directly with the Australian Tax Office.

- This scholarship is not assessable for Centrelink purposes.

Congratulations on your achievement. I hope this scholarship support will assist you in acquiring world-class research training and help you achieve the timely submission of a quality thesis.

Yours sincerely,



Professor Helen Klaebe
Dean, UQ Graduate School

Travel Scholarship, MM2023



Travel Scholarship, SAAFE 2024 AMR Solutions Summit

Event	SAAFE CRC AMR Summit, 17 & 18 September, National Wine Centre in Adelaide
Partner	University of South Australia
Poster Speaker	Qisheng Pan
Researcher/Speaker Attendance Period	17 & 18 September plus up to one day before to allow for travel
Additional Items	'Not applicable'
Additional Exclusions	'Not applicable'
Reimbursement Cap (including GST)	\$610 for Poster speaker named above that attends the event. (Total support also includes free student registration valued at \$390)