**School Based Scholarship**

**\*Please Note – scholarships for RHD students are no longer managed by HR, for processing of these scholarships/top-ups please send information directly to the Postgraduate Admin Officer, Alison Bath by email to** **rhd@sph.uq.edu.au****. All other scholarships (i.e. Winter/Summer Scholarships) are to follow the below process as per usual.**

**Scholarship Appointments:**

1. Supervisor to complete SPH Scholarship Appointment form
2. Student to submit Method of Stipend Form to supervisor
3. Complete paperwork to be emailed to the Human Resource Officer (HRO, Emma-Lee Tilley – e.tilley1@uq.edu.au) by processing deadline (dates listed below)
4. HRO will then arrange for finance check and Head of School approval
5. Once appointments have been approved by the Head of School the HRO will process in Aurion (UQ’s Human Resources System)
6. Offer of Appointment emailed to the student once the HRO has processed the appointment

**Complete paperwork consists of:**

Supervisor to complete:

* SPH Scholarship Appointment Form detailing a Title, Supervisor, Annual Stipend Amount, Start and End dates, Chart String/Account, Student Details and approval signatures

Staff Member to complete:

* Method of Stipend Payment
* Tax Declaration (if part time)

**NOTE**: Any incomplete/late appointment paperwork submitted may risk a delay to the following fortnight which will delay the student’s stipend payments.

**Processing Deadlines for 2016**

|  |  |
| --- | --- |
| **Complete Paperwork to be sent to HRO by:** | **For changes to take effect/staff to start work by:** |
| 4 January  | 18 January |
| 18 January | 1 February  |
| 1 February  | 15 February |
| 15 February | 29 February  |
| 29 February | 14 March |
| 14 March | 28 March  |
| 28 March  | 11 April |
| 11 April | 25 April |
| 25 April | 9 May |
| 9 May  | 23 May |
| 23 May | 6 June |
| 6 June | 20 June |
| 20 June | 4 July |
| 4 July | 18 July |
| 11 July | 18 July |
| 18 July | 25 July |
| 25 July | 1 August |
| 1 August | 8 August |
| 8 August | 15 August  |
| 15 August  | 22 August |
| 22 August | 29 August |
| 29 August | 5 September |
| 5 September | 12 September |
| 12 September | 19 September |
| 19 September | 26 September |
| 26 September | 3 October |
| 3 October | 10 October |
| 10 October | 17 October |
| 17 October | 24 October |
| 24 October | 31 October |
| 31 October | 7 November |
| 7 November | 14 November |
| 14 November | 21 November |
| 21 November | 28 November |
| 28 November | 5 December  |
| 5 December  | 12 December |
| 12 December | 19 December  |