

2010 Benefits and Conditions for the Graduate Research Scholarships

1. The scholarships to which these conditions apply

The conditions detailed in this document apply to the scholarships listed below. Scholarship recipients should also read their letter of offer carefully as it will specify any additional entitlements or conditions that may apply to the scholarship(s) that they have been awarded.

- Australian Postgraduate Award (APA)
- Melbourne Research Scholarship (MRS)
- Melbourne International Research Scholarship (MIRS)
- Australian Postgraduate Award (Industry) [APA(I)]
- Endeavour International Postgraduate Research Scholarship (IPRS)
- Melbourne International Fee Remission Scholarship (MIFRS)
- Fay Marles Scholarship (FMS)
- Frederick Blake Shepherd Scholarship (FBS)
- Human Rights Scholarship (HRS)
- Harbison-Higinbotham Research Scholarship
- The prestigious and other major scholarships:
 - A.O. Capell Scholarship
 - Pratt Foundation Scholarship
 - Grimwade Scholarship
 - Sir John and Lady Higgins Research Scholarship
 - Baillieu Research Scholarship
 - Stella Mary Langford Scholarship
 - Henry James Williams Scholarship
 - Ernst and Grace Matthaai Research Scholarship
 - Helen Macpherson Smith Scholarship
 - Fred Knight Research Scholarship
 - William and Kate Herschell Scholarship

For clarification of terminology and acronyms used in this document please refer to the quick reference guide in Section 15.

2. How to apply

2.1 General requirements

International Students who are not currently enrolled in the course for which they are seeking scholarship will be automatically considered for scholarship once they receive an **unconditional course offer** for an eligible course. Applicants must apply for admission on the *Application for Admission as an International Graduate Student* form or using the online application available at <http://www.futurestudents.unimelb.edu.au/int/apply/grad/gradapp.html> by the closing dates listed below.

In addition, **applicants wishing to be considered for the Human Rights Scholarship (HRS)** will need to submit the *International HRS Application Form* to the MSO. The form is available from the MSO and the MSO website (www.unimelb.edu.au/scholarships/).

International students who are currently enrolled in the course for which they seek scholarship and all local applicants should submit an online scholarship application using SCHOLS and lodge the required documents at the (MSO) by the closing date.

Late and / or incomplete applications (eg. required document/s not provided) will not be considered for scholarship.

Applications will only be considered for scholarship by the Graduate Research Scholarships Committee (GRSC) if the nominated academic department supports the scholarship application. Applicants are strongly encouraged to discuss admission and/or their research proposal with their intended academic department before they lodge their application for scholarship.

Further information about application procedures can be obtained from the Melbourne Scholarships Office (MSO) website (<http://www.unimelb.edu.au/scholarships/>), the **2009 Graduate Research Scholarships**

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Brochure or the MSO located on Level 3 of the John Smyth Building, Swanston Street (Building number 197). Telephone: +61 3 8344 8747.

2.2 Closing dates for scholarship application

Scholarship	Closing date
IPRS	31 August 2009. International applicants who wish to be considered for the IPRS should apply for admission well before 31 August.
APA	31 October 2009. Applicants are encouraged to apply before 31 October to ensure that they are considered for the greatest possible number of scholarships. Applications received after 31 October 2009 will not be considered for the APA, FMS, HRS or the prestigious and other major scholarships. They will only be considered for any MIFRSs, MIRs or MRSs that remain at the time the application is assessed. International applicants for the HRS must submit their application and the required documents to the MSO by the 31 October 2009 but also ensure that they have received an unconditional offer into the course for which they are seeking scholarship by 5 January 2009 .
FMS	
HRS	
MIFRS	
MIRs	
MRS	
Prestigious and other major scholarships	

3. Eligibility for scholarship consideration

Normally only timely applicants will be considered for the award of scholarships. Please see Section 2.2 *Closing Dates for Scholarship Application* (above) for further details.

In addition, the following eligibility criteria apply:

3.1 Citizenship requirements

The table below lists the specific citizenship / residency requirements that must be met by the application closing date.

Scholarship	Citizenship/residency requirement
APA	Only open to local applicants (ie. Australian and NZ citizens or Australian permanent residents).
FMS	
MRS	
Prestigious and other major scholarships	
IPRS	Only open to international applicants (ie. citizens of countries other than Australia and New Zealand who are not Australian permanent residents.)
MIFRS	
MIRs	
HRS	Open to both local and international applicants.

3.2 Enrolment requirements

a) Applicants must be intending to undertake a graduate research degree at the UoM.

The only exceptions are as follows:

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- applicants enrolled in the MPsych/PhD or the SJD are eligible to apply for the FMS, HRS, APA, MRS/MIRS and MIFRS/IPRS from the second year of their course.
- applicants enrolled in the DEd are only eligible to apply for the MRS/MIRS and MIFRS/IPRS.

b) A scholarship will not be offered if the applicant has already completed a qualification at the same or higher level as the course for which a scholarship is sought.

The only exception is as follows:

- if the student currently holds a masters by coursework they can be considered for a scholarship for masters by research studies.

- c) Applicants who have commenced the graduate research degree for which they are seeking scholarship must have at least 12 months full-time or equivalent candidature remaining from January 1st in the following year. A scholarship will not be offered to a student who, as a result of prior candidature and/or prior scholarship, is entitled to a maximum tenure of less than 12 months. The only exception to this is where a fee remission scholarship other than an IPRS/MIFRS was held previously and the student requires an MIFRS for less than 12 months.
- d) Applicants will only be considered for an IPRS in one selection round. Students who commenced their course in the year immediately before the current round of IPRS offers, and who were not considered in the previous round of IPRS offers, will be automatically identified by the MSO, considered for an IPRS and notified if they are to be offered a scholarship. An additional scholarship application is not required of these students.
- e) Students who are seeking an MIFRS following the commencement of their course must submit an additional scholarship application (see section 2 for application details). Each faculty / graduate school will determine whether to award MIFRSs to students who have commenced the course for which a MIFRS is sought.
- f) Applicants will only be considered for scholarship in one department at any one time.

Applicants who are interested in applying for a scholarship in more than one department should discuss research and scholarship options with the departments of interest before lodging their application for scholarship.

- g) Cotutelle students should visit the Melbourne School of Graduate Research website (<http://www.gradstudies.unimelb.edu.au/future/frenchcotutelle.html>) for information regarding scholarship eligibility.
- h) Students must inform the MSO immediately of any changes in their enrolment status. For example, changing from full-time to part-time study or from 'on-campus' to 'off-campus' enrolment status

3.3 Academic requirements

General requirements

The academic requirements to be considered for the graduate research scholarships are the same as those that apply to entry to the PhD, and these requirements apply even if a scholarship is sought to undertake a masters by research.

The key academic requirements that applicants must meet are:

- Completion of tertiary studies that are at least equivalent to a four-year honours degree at an Australian university; and
- Applicants normally need to have completed a research project/component as part of their tertiary studies that accounts for at least 25% of their year's work at 4th year or masters level.

Examples of tertiary studies that normally meet the academic requirements include:

- 3-year bachelors course followed by a 1-year
 - honours [e.g. BA(Hons), BCom(Hons)]
 - postgraduate diploma
 - masters preliminary qualification or
 - masters course

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- 4-year bachelor with honours course [eg. BE(Hons), LLB(Hons)].

Further information about the academic requirements can be found at <http://www.gradresearch.unimelb.edu.au/current/phd/bk/admission.html>

Academic merit is the primary selection criterion for graduate research degree scholarships. Demonstrated research potential is also taken into account.

Specific requirements

Scholarship	Academic requirements
APA	First Class Honours (ie. H1) results are required to be competitive (usually exceptional H1 results for the IPRS, Prestigious and other major scholarships).
IPRS	
Prestigious and other major scholarships	
MRS	Second Class Honours, Division I (ie. H2A) results are the minimum but higher results (ie. H1) are usually required to be competitive.
MIRS	First Class Honours (ie. H1) results are required to be competitive.
MIFRS	
FMS	To be competitive for a FMS or a HRS a high H2A (ie. 78-79% and above) is the minimum grade average usually required.
HRS	

3.4 Scholarships previously held or applied for

Scholarship	Specific requirements
APA	An APA cannot be awarded if the applicant has previously held an APA, an APA (Industry) or an Australian Government-funded Postgraduate Research Award for six or more months. Students in this situation could however be considered for a MRS. Please see section 5 for further details.
MRS/MIRS	Students who have previously held a MRS or MIRS cannot be considered for another MRS, MIRS, a FMS or a HRS. A student who currently holds a MRS cannot apply for an APA or the prestigious and other major scholarships if they were considered for these scholarships in a previous round. The only exception is if the scholarship is sought to support an enrolment in a new course.
FMS	Students who have previously held a FMS or a HRS (or a Scholarship for Women with Career Interruptions or a Postgraduate Scholarship for Indigenous Australians) cannot be considered for another FMS, HRS or MRS/MIRS.
HRS	
IPRS	A student may only be awarded a second IPRS or MIFRS if the student is enrolling for a doctorate by research and the previous scholarship was for a masters by research degree that was completed.
MIFRS	

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3.5 Concurrent awards, scholarships or salaries

Scholarships that provide a living allowance

Recipients of a scholarship that provides a living allowance (eg. APA, MRS, MIRS, HRS, FMS) may only receive a concurrent award, scholarship or salary to undertake their course if:

- the concurrent award, scholarship or salary provides a benefit less than 75% of the per annum living allowance rate, or
- the living allowance scholarship is suspended for the period when the concurrent award, other scholarship or salary is received. Study undertaken towards the course during Leave of Absence from a scholarship is deducted from the scholarship's maximum tenure. Refer to Section 8 for information about suspending your scholarship.

Income earned from sources unrelated to the course of study (eg. waitressing) is not subject to the 75% rule. The University recommends that students enrolled in a graduate research degree on a full-time basis do not undertake more than six hours of paid employment per week during normal working hours.

Fee-remission scholarships

International applicants cannot be considered for a fee remission scholarship (ie. the IPRS or the MIFRS) if they already hold, or will receive, another scholarship that covers tuition fees.

IPRS and MIFRS holders may concurrently hold a living allowance, such as a MIRS, or any type of non-tuition fee allowance from any source, except an Australian Government scholarship program.

4. Commencement requirements and payments

4.1 Commencement of scholarships

General requirements and principles

As shown in the table below, the commencement requirements vary depending on the scholarship although all scholarships must be commenced between **1 January 2010** and **30 November 2010**.

The commencement of scholarships **cannot** be deferred until the following year in any circumstances. Students who are unable to commence their scholarship in the year of award are invited to reapply for scholarships at a later stage.

Graduate research degree students should determine with their supervisor and department the most appropriate time to commence their studies (and scholarship).

A later date of commencement than those stipulated in the table below (but still within the same year) may be granted by the University if employment commitments or circumstances ***beyond the student's control*** prevent commencement by the commencement date.

To request late commencement, students must:

- advise the Senior Graduate Research Scholarships Officer (MSO) in writing of their preferred commencement date and the reason/s for requesting a late commencement, and
- provide a statement of support for the late commencement from their supervisor.

Students will be advised of the outcome via email.

If a student has not obtained formal approval for late commencement from the MSO by the commencement date, the scholarship offer will be withdrawn. This will occur even if approval for late commencement has been obtained from the supervising department.

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Specific requirements

Scholarship	Specific requirements
APA	Unless permission for late commencement has been approved, APAs must be commenced by 31 March 2010 .
APA(I)	The ARC only allows APA(I) payments to commence from the date that the Industry Partner/University agreement is signed.
IPRS	Between 1 January and 30 September 2010. It is expected that most IPRSs will be commenced by the start of Semester 2. IPRSs cannot be commenced after 30 September 2010.
MIFRS	Unless permission for late commencement has been approved, MRSs, MIRSs and MIFRSs must be commenced by 30 November 2010 . Some faculties require MRSs, MIRSs and MIFRSs to be commenced by a particular date. These requirements will be stated in the offer letter. MIRS recipients who have also received an IPRS must commence their scholarships by 30 September 2010 .
MIRS	
MRS	
Prestigious and other major scholarships	
HRS	Unless permission for late commencement has been approved, FMSs, HRSs must be commenced by 30 November 2010 .
FMS	

4.2 Payments

Scholarships that provide a living allowance

Scholarship payments can only begin once the student has confirmed their enrolment in the University of Melbourne course for which the scholarship has been awarded.

Once awarded a scholarship, the student will need to complete and submit to the MSO a MS010 Banking Details form. Stipend payments are made once every fortnight into the student's nominated bank account. The MSO10 form and the pay dates schedule can be downloaded from the MSO website (www.unimelb.edu.au/scholarships/).

Fee remission scholarships

The MSO organises the payment of the tuition fees on behalf of the scholarship recipient (ie. no action is required of the recipient).

5. Duration of scholarships

As outlined below, the tenure (ie. duration) of the scholarships depends on the scholarship and the course for which the scholarship is awarded.

General principles

- a) The duration of a scholarship will be reduced if study was undertaken towards the degree before commencement of the scholarship, during suspension of the scholarship (eg. unpaid Leave of Absence), or during the tenure of a previous Australian Postgraduate Course Award (or APA).

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- b) Continued receipt of a scholarship requires satisfactory academic performance.
- c) Scholarships cannot be extended past a student's thesis submission date (ie. course completion date).
- d) Students must apply for extensions to scholarship on the appropriate form. The forms are available from the MSO and the MSO website (www.unimelb.edu.au/scholarships/).
- e) Section 12 outlines the other situations in which a scholarship will be ceased.

Specific requirements

Course	Maximum scholarship tenure ¹
PhD and other research doctorates	3 years - students may be granted an extension of up to six months if their candidature is also extended. Recipients of the IPRS/MIFRS fee remission scholarships may be granted a further extension of up to six months if their candidature is also extended which is a total tenure of 4 years ² .
Masters by research	Limited to the standard duration of the masters by research course. An extension to the scholarship is only possible if course tenure is extended. Scholarships can be held for a maximum of 2 years.
Masters by research converted to a doctorate by research (eg. PhD)	Up to 3 years (or 3.5 years if an extension is approved) from the date the masters was commenced. The time enrolled in the masters course is counted as part of the doctorate by research course.
Doctorate by research (eg. PhD) converted to a masters by research	Up to 2 years from the date the doctorate was commenced. If the scholarship has already been held for more than 2 years it will cease on the date of conversion.
MPsych/PhD	FMSs, HRSs, APAs and MRSs/MIRSs can be held from the second year of the course onwards (ie. for the PhD component only) and can be held for up to 3 years (or 3.5 years if an extension is approved) as for other PhDs and research doctorates. IPRSs and MIFRSs can only be held from the second year of the course onwards and may be held for up to 4 years.
Course	Maximum scholarship tenure

¹ The maximum scholarship tenure excludes periods of leave (apart from overseas study leave). All durations are expressed as FTE (ie. full-time equivalent.)

² IPRS and MIFRS recipients often hold a MIRS (a living allowance scholarship) as well. The MIRS cannot be extended beyond 3.5 years for PhD and other research doctorate students. This means that if a second 6 month extension to the IPRS or MIFRS is approved, the student would need to cover their own living expenses for the final 6 months.

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Completing a masters by research before starting a PhD or other research doctorate.	Students who wish to commence a research doctorate within 12 months of completing a masters by research.	<p>In this case the scholarship that was held for the masters by research may continue to be held for the initial part of the research doctorate studies, providing:</p> <ul style="list-style-type: none"> • there is no interval between the masters and doctoral candidature, or • any interval is covered by suspension (ie. Leave of Absence) of the scholarship. <p>As scholarships normally cease on completion of a course, the student must arrange their enrolment in the doctorate by research, or their Leave of Absence from the scholarship, before they submit their masters by research thesis.</p> <p>In these cases the scholarship may be held for a maximum of 3.5 years and students should apply for another scholarship for the remainder of their research doctorate. For example, if an APA was held for 1.5 years for the masters by research, the APA may be held for a further 2 years for the PhD. Toward the end of the 3.5 years the student should apply for other scholarships³ (eg. a MRS) by the scholarship closing date to cover the remainder of their PhD enrolment.</p>
	Students who complete a masters and wish to undertake a PhD or other research doctorate at a later stage.	<p>Students who complete a masters by research degree while holding a scholarship and who wish to pursue a PhD or other research doctorate at a later stage (ie. more than 12 months after the completing the masters) may apply for a different scholarship to support their research doctorate studies. For example, a student who held an APA while enrolled in a masters may apply for a MRS to support their PhD study³.</p>

6. Benefits

6.1 Living Allowance (ie. stipend)

The 2010 per annum stipend rates for full- and part-time study are listed below.

The stipend rates are reviewed annually and usually increase by about 2% per annum.

See Section 6.9 for information about taxation and scholarships.

Scholarship	Stipend	
	Full-time rate	Part-time rate
APA	\$22,500 p/a	To be advised
MRS		
MIRS		
FMS		
HRS	\$26,000 p/a	To be advised
Scholarship	Stipend	
	Full-time rate	Part-time rate
APA(I)	\$To be advised	\$To be advised
Other	The annual stipend rate of all other scholarships such as the Prestigious and Other Major Scholarships will be specified in the offer letter.	

³ Note that completion of a masters degree while holding a scholarship does not guarantee the award of a scholarship for research doctorate (eg. PhD) study.

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The fee remission scholarships (IPRS and MIFRS) **do not** provide students with a living allowance. However the University often awards a Melbourne International Research Scholarship (MIRS) to IPRS and MIFRS recipients.

6.2 Fee remission

The fee remission scholarships (IPRS and MIFRS) cover 100% of the course tuition fees for the duration of the scholarship. Payments are not made to the student.

IPRS and MIFRS recipients who remain enrolled beyond the end date of their scholarship are liable for any tuition fees, etc from the date the scholarship ends.

The living allowance scholarships (APA, MRS, MIRS, FMS, HRS etc.) **do not** cover tuition fees. See Section 6.7 for further details.

6.3 Additional IPRS benefits (not available to MIFRS recipients)

An additional benefit of the IPRS is health insurance which is provided for students, their spouse and dependants by the Overseas Student Health Cover (OSHC) scheme.

- New IPRS holders should inform International Admissions whether they will need family cover when they accept their offer of a place.
- A standard OSHC policy covers the costs of medical and hospital care in Australia, most prescription drugs, and emergency ambulance transport.
- An IPRS does not cover the costs of extra OSHC and IPRS holders must purchase extra OSHC if they require cover for ancillary services such as dental, optical, physiotherapy, etc.
- For new IPRS holders, OSHC cover is paid for the standard course duration (three years for PhD, 18 months for masters by research). If the course is extended beyond the standard duration, the student must pay the OSHC provider directly for renewed cover and then seek reimbursement from the Melbourne Scholarships Office (MSO).
- To ensure immediate health care cover, recipients should contact International Admissions as soon as they arrive in Melbourne.

As government sponsored students, IPRS holders may not be required to pay the visa application fee. Please contact DIMIA for a refund form [Claim for Refund (ACC 05)/Repayment] if the fees have been paid. Refund forms must be sent to the overseas post where the fees were paid.

IPRS holders may be eligible to claim Child Care Benefits (CCB) which assist families with the cost of their child care. This Benefit is means tested and is paid through the Family Assistance Office in Centrelink (freecall number 13 61 50). The following information may help when trying to obtain benefits:

- IPRS holders do meet the residency requirements for child care benefits. The relevant legislation is *The Family Assistance Act 1999*. Section 42(a) of the Act states that an individual is conditionally eligible for child care benefit if the individual, or the individual's partner, is undertaking a course of study in Australia and receiving financial assistance directly from the Commonwealth for the purpose of undertaking that study.
- In order to establish that Endeavour International Postgraduate Research Scholarships are direct financial assistance provided from the Australian Government, it may be useful to quote that they are postgraduate research scholarships that are a class of Commonwealth Scholarship, established under the *Higher Education Support Act 2003 (HESA)*. For further information, refer to: http://www.backingaustraliasfuture.gov.au/guidelines/csg_guide.htm

Students holding IPRS may not be required to pay the international fee for dependants attending government primary and secondary schools in Victoria. All dependants seeking enrolment in a government school are required to complete an application form. To determine eligibility, students should contact the international student program unit:

Department of Education and Early Childhood Development
International Student Program Unit
GPO Box 4367

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Melbourne VIC 3001
Australia
Web: www.study.vic.gov.au
Email: international@edumail.vic.gov.au
Phone: +613 9651 3700
Fax: +613 9651 3980

6.4 Relocation Grant

Recipients of a scholarship that provides a living allowance (eg. APA, MRS, MIRS, FMS, HRS, prestigious and other major scholarship) who relocate to Melbourne either from interstate or overseas to commence their scholarship are eligible for a one-off Relocation Grant paid in full with their first stipend payment. A separate application is not required.

Students who have studied at the University within the last 12 months are ineligible.

Cohort	Relocation grant
Students relocating from interstate	\$2,000
Students relocating from overseas	\$3,000

The fee remission scholarships (IPRS and MIFRS) **do not** provide students with a relocation allowance.

6.5 Thesis Allowance

The Thesis Allowance is only paid to students in receipt of a stipend (ie. living allowance) scholarship (eg. APA, MRS, MIRS, FMS, HRS etc.) The fee remission scholarships (eg. IPRS, MIFRS) **do not** provide a Thesis Allowance.

The Thesis Allowance contributes to the costs incurred by producing or resubmitting a thesis, including binding, printing, and paper costs. It does not cover the cost of computer equipment/ software or taxi travel.

Reimbursement for editorial assistance is only possible if the University's RHD Committee has endorsed the involvement of a paid editor. As noted in the PhD handbook available from the Melbourne School of Graduate Research (MSGR), such approval is extremely rare (<http://www.gradstudies.unimelb.edu.au/current/phd/bk/thesis.html#editing>).

For thesis claims submitted in 2010, the maximum amounts that can be claimed are:

- \$420 for a masters thesis, and
- \$840 for a PhD or other research doctorate thesis.

To apply for the Thesis Allowance, complete and submit the Thesis Allowance form and original receipts within the time frames specified below. The form may be obtained from the MSO or downloaded from the MSO website (www.unimelb.edu.au/scholarships/).

In exceptional circumstances, students may apply for a waiver of the usual time limits for submitting a thesis claim. Such requests must be submitted to the MSO with supporting documents to explain why the claim is being made outside the permitted time. Requests will only be approved if the Graduate Research Scholarships Committee (GRSC) believes that **exceptional circumstances beyond the student's control** warrant an extension of time.

Scholarship	Due date for submitting thesis reimbursement claims
APA, MRS, MIRS, HRS, FMS, prestigious and other major scholarships	Within 1 year of submitting the thesis for examination and no more than 2 years after the scholarship has ceased. And for costs associated with the resubmission of a thesis, or submission of hard-bound copies, within 1 year of the thesis resubmission or lodgement date.

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APA(I)	Claims for the Thesis Allowance are payable provided the thesis is submitted within 6 months of the completion of the project and the claim is lodged within 12 months of the end of the project.
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6.6 Course (ie. tuition) fees

Cohort	Principle
Local students enrolled in a graduate research degree	Fees are not usually payable as students are allocated a Research Training Scheme (RTS) place which exempts them from the Higher Education Contribution (HECS) Scheme. Time limits and other conditions apply to RTS places, and the University may opt to impose course fees if a student exhausts their RTS entitlement. For further information about RTS entitlements, students should contact their faculty / graduate school or visit http://www.gradstudies.unimelb.edu.au/future/scholarships.html
All international students	Fees are payable unless the student is awarded a fee remission scholarship such as the IPRS or the MIFRS.

For further information about course fees and financial aid, please visit the Future Students website: <http://www.futurestudents.unimelb.edu.au/>.

6.7 Voluntary Student Union (VSU) fees

None of the scholarships described in this booklet cover VSU fees. For information about the VSU, please visit the Wellbeing Services, Student Financial Aid website at:

http://www.services.unimelb.edu.au/finaid/planning/need_to_know/membership.html.

6.8 Taxation and scholarships

Scholarship recipients are advised to obtain independent, professional tax advice to ensure that their individual circumstances are covered. The information below may be useful as a guide only.

General Principles

Scholarships, studentships, bursaries and educational allowances are normally exempt from income tax provided that **all** of the following conditions are fulfilled:

- the payment is to a student enrolled in a full time course
- the scholarship is provided for educational purposes and not as part of an employment agreement
- the student is not required to be, or become, an employee of the University or a scholarship sponsor⁴ as a condition of the scholarship, and
- the terms of the scholarship do not amount to a contract for labour with the scholarship sponsor or the university.

Scholarships held by students who are enrolled on a part-time basis are **not** tax exempt. For payments subject to income tax, the University is required to withhold PAYG tax from the scholarship payment. Scholarship payments made through the Melbourne Scholarships Office (MSO) will have tax withheld at the student's marginal tax rate or as required by the tax declaration form. Tax declaration forms can be obtained from the ATO, selected newsagents or the MSO.

⁴ The scholarship sponsor is the organisation providing funds to the University for scholarship payments.

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The rate that the scholarships are taxed on depends on the scholarship holder's marginal rate of tax. There is no set amount; it all depends on how much the recipient is paid, however a greater tax benefit is provided to the scholarship holder if the amount is paid in smaller regular payments rather than large, lump-sum payments.

Further Information

- The Australian Taxation Office (ATO) website can also provides a good starting point for information about taxation and scholarships. Please visit <http://www.ato.gov.au/individuals/content.asp?doc=/content/26619.htm&pc=001/002/033/003/002&mnu=6677&mfp=001/002&st=&cy=1>. The ATO also provides a Scholarship Decision Tool to determine whether or not your scholarship will be taxed: <http://calculators.ato.gov.au/scripts/axos/axos.asp?CONTEXT=&KBS=iScholarship.XR4&go=ok>
- Scholarship income can also have an impact on Centrelink benefits. The Centrelink website contains more information about this at <http://www.facsia.gov.au/Guides/Acts/ssg/ssguide-4/ssguide-4.3/ssguide-4.3.9/ssguide-4.3.9.40.html>
- Student Financial Aid (<http://www.services.unimelb.edu.au/finaid/about/contact/index.html>) can provide general tax advice to scholarship recipients.

7. Leave arrangements

General principles

- a) Students must apply for all periods of leave (except recreation leave) from their scholarship on the appropriate form. The forms are available from the MSO and the MSO website (www.unimelb.edu.au/scholarships/).
- b) A scholarship may be terminated if the recipient does not:
 - apply for leave
 - resume studies at the end of the period of leave, or
 - make formal arrangements to extend the period of leave.
- c) International students holding a student visa must comply with the conditions of their visa. Leave of absence can have several implications for your visa, depending on the reason for and duration of your leave. If leave of absence is granted on grounds of compassionate and compelling circumstances, your visa will remain valid to return to and study in Australia until it expires. If leave is granted for other reasons, the University must inform the DIAC that you have ceased your studies. Your COE will be cancelled and your student visa is subject to cancellation. You must depart Australia within 28 days after the start of your leave and remain outside Australia until the end date of your leave. For further details please check the International Student Services website at: <http://services-test.acs.unimelb.edu.au/international/visas/loa.html>
- d) Periods of leave cannot be back-dated prior to the HECS census dates of 31 March and 31 August each year.
- e) The scholarship will be extended by the same amount of time for which leave is granted. The only exception to this is if study is undertaken towards the course while a student is on Leave of Absence from their scholarship. In this case the period of study will be deducted from the maximum time for which the scholarship can be held (eg. if a student takes leave from their full-time scholarship as they wish to continue their studies on a part-time basis for 4 months, the period of part-time study [equal to 2 months full-time equivalent] while on leave from the scholarship will be deducted from their scholarship's maximum allowable tenure.)
- f) Students who do not wish to continue with their studies while on leave from their scholarship must also apply for Leave of Absence from their course. Completion of the one leave form enables PhD, MPhil, MSc, MOptom and MIS students to apply for leave from their scholarship and/or course. All other students must submit a leave form to the MSO to request Leave of Absence from their scholarship and lodge a separate form to their faculty / graduate school to request leave from their course.

Specific information

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There are two types of leave available to scholarship recipients; Leave of Absence (ie. suspension of payments) or paid leave which can be taken for the reasons detailed in the table below.

Paid leave is only available to students in receipt of a scholarship which offers a living allowance (eg. APA, MRS, MIRS, FMS, HRS and the prestigious and other major scholarships.)

Students in receipt of a fee-remission scholarship (eg. IPRS, MIFRS) should apply for leave using the correct leave application form and their scholarship will be extended for the same period of time but they will not receive payment as their scholarship entitlement is a fee waiver.

The forms are available from the MSO and the MSO website (www.unimelb.edu.au/scholarships/).

Leave type	Entitlements	How to Apply
Recreation leave	Up to 20 days paid recreation leave each year which may be accrued. Students forfeit any unused leave remaining when their scholarship ends.	Formal applications to the MSO are not required but students must get agreement from their supervisor before taking recreation leave.
Unpaid Leave of Absence	<p>A minimum of 2 weeks and up to 12 months Leave of Absence can be taken for any reason during the tenure of the scholarship.</p> <p>If circumstances beyond their control prevent a student from pursuing their studies, they may apply for more than 12 months Leave of Absence. Requests for additional leave require a letter from the student that explains their situation, supporting documents (eg. medical certificate for protracted illness), and a letter of support from the supervisor and head of department. Additional leave will only be approved if the documented exceptional circumstances are beyond the student's control and warrant further leave.</p> <p>APA(I) recipients: may apply to the University, with the consent of the Industry Partner, for Leave of Absence of up to 12 months to gain industry work experience. In exceptional cases, the University may allow a Leave of Absence on compassionate grounds with the consent of the Industry Partner and the ARC. Prior approval of the ARC is required where a period of leave will occur within six months of the starting date of the project, or if the leave will be more than 12 months.</p>	<p>Students must apply for leave from their scholarship using the appropriate leave form at least 2 weeks before the intended leave commences.</p> <p>Leave is not normally approved earlier than 6 months into the course. Exceptions will only be made for compassionate reasons or if there are exceptional circumstances that are beyond the student's control.</p>

Leave type	Entitlements	How to Apply
Sick leave	<p>Up to 10 days sick leave each year of the scholarship and this may be accrued over the tenure of the scholarship.</p> <p>An additional paid sick leave of up to 12 weeks is possible for medically substantiated periods of illness that last for more than 10 consecutive days. If this leave is approved, the scholarship will be extended by the same amount of time for which the additional sick leave was granted.</p> <p>For APA(I) recipients: while paid sick leave will be paid for the period of sick leave approved (eg. up to 12 weeks), these periods are not in addition to the normal duration of the award and the scholarship will be extended.</p>	<p>An application is not necessary for students who take up to 10 days sick leave only in one year. Students must notify the MSO as soon as they know that, due to poor health, they will be unable to study for more than 10 consecutive days.</p> <p>Additional paid sick leave will only be granted if the student submits to the MSO the appropriate leave application form with a medical certificate within 2 weeks of their return to study.</p>

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<p>Maternity leave</p>	<p>Students who have held their scholarship for at least 12 months (FTE or equivalent) are entitled to a <i>maximum</i> of 12 weeks paid maternity leave throughout the tenure of their scholarship. Additional (unpaid) leave is possible by applying for Leave of Absence.</p> <p>Students who are not entitled to paid maternity leave may wish to apply for recreation leave and/or Leave of Absence.</p>	<p>Paid maternity leave must be taken at the time of the birth.</p> <p>This leave should be arranged in advance of the birth by submitting a leave application form with a doctor's certificate attached.</p>
<p>Parenting leave</p>	<p>Scholarship recipients who are partners of women giving birth, and who have completed at least twelve months (FTE or equivalent) of their scholarship, may apply for up to 5 days paid parenting leave. Additional (unpaid) leave may be taken by applying for Leave of Absence.</p> <p>Students who are not entitled to paid parenting leave may wish to apply for recreation leave and/or Leave of Absence.</p>	<p>To apply for parenting leave, submit to the MSO a leave application form with a doctor's certificate attached.</p>
<p>Family leave</p>	<p>Students may opt to use some of the sick leave entitlement described above if they need to support members of their immediate family or household who are dependent upon the student when:</p> <ul style="list-style-type: none"> • the person is ill, or • an emergency renders it essential that the student attend to that person. <p>Students may take up to 5 days of their sick leave entitlement as Family Leave per year. This entitlement is not in addition to the sick leave described above.</p> <p>Students who require additional time to care for their immediate family can use recreation leave and/ or Leave of Absence.</p>	<p>Applications for Family Leave are not necessary unless the student has already taken the 10 days sick leave that (s)he is entitled to in any one year and needs to apply for further paid sick leave.</p>
<p>Adoption leave</p>	<p>Students who have held their scholarship for at least 12 months (FTE or equivalent) are entitled to a maximum of 12 weeks paid adoption leave throughout the tenure of their scholarship, provided the child is under the age of 5 years and is placed with the scholarship recipient for the purposes of adoption. Additional (unpaid) adoption leave is possible by applying for Leave of Absence. Students who are not entitled to paid adoption leave may wish to apply for recreation leave and/or Leave of Absence.</p>	<p>Paid adoption leave must be taken at the time of the adoption. This leave should be arranged in advance of the adoption by submitting a leave application form with an adoption certificate or letter attached.</p>

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Leave type	Entitlements	How to Apply
<p>Jury duty leave</p>	<p>Students will be granted paid jury duty leave if the jury duty entails 5 or more days. Up to 12 weeks of paid jury leave is possible throughout the duration of the scholarship.</p> <p>Paid jury leave does not diminish other leave entitlements and the payment received for jury service attendance does not reduce the student's scholarship payments. Students should however, ask the Australian Tax Office (ATO) if there are any tax implications.</p> <p>Before accepting jury duty, all students should discuss the implications of taking leave with their supervisor and/or coordinator.</p>	<p>To apply for jury duty leave, please submit to the MSO a leave application form with a statement from the Juries Commissioner's Office that specifies the number of days and period when the student was a member of the jury (this information is provided on the payment slip prepared by the Juries Commissioner's Office)</p>
<p>Leave to study away</p>	<p>The University may allow students to spend up to 12 months of their course (18 months for Anthropology and for special cases) away from the University (eg. interstate or overseas). Requests will not normally be approved earlier than 6 months into the course.</p> <p>All absences overseas, for whatever period, must be reported. Students travelling within Australia must apply for Leave to Study Away if they will be away for one month or more and/or the destination to which they are travelling has an identifiable risk (eg. travel to remote or dangerous destination).</p> <p>Approval to study away from the University will only be granted if:</p> <ul style="list-style-type: none"> • the research is essential for completion of the student's course and will be credited to their course, and • while away from the University, there is adequate supervision and the student remains enrolled at the University of Melbourne. <p>A scholarship may be ceased if the time away from the University exceeds the period for which the Leave to Study Away was granted.</p> <p>When a student is on Leave to Study Away, they are still enrolled at the University. This means that:</p> <ul style="list-style-type: none"> • students in receipt of a scholarship which provides a living allowance, will continue to have their stipend paid. Payments will continue to be transferred into to their nominated Australian bank account. Students must make their own arrangements to forward money overseas. • students in receipt of a fee-remission scholarship will still have their fees covered for the period that they are overseas or away. 	<p>To apply for leave to study overseas / away students must complete the Application To Study Overseas / Away form and the Guideline Form For Off Campus Travel And Work Policy.</p> <p>These can be downloaded from the Melbourne School of Graduate Research (MSGR) website: http://www.gradresearch.unimelb.edu.au/current/forms.html#studyaway</p>

8. Residency

All students receiving a scholarship are expected to live close enough to the University to enable frequent and systematic use of university facilities, including use of physical resources, formal research training and daily contact with supervisors if required. If the research program requires study away from the university for extended periods of time, the award of the scholarship will follow the same conditions as Leave to Study Overseas / Away from the University (see Section 7).

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9. Transfers

Occasionally scholarship recipients wish to transfer their enrolment to a different course or department either within the UoM or from another university. As the transfer of scholarships between courses is not automatic, students should not relinquish their enrolment or scholarship until they know if they will receive scholarship support for their new course.

For graduate research students, the UoM does not normally approve transfers to the University for students who have less than one-third of their candidature remaining.

Scholarship and candidature tenure used in the previous course is deducted from the scholarship and candidature tenure for the new course.

The majority of scholarships described in these Benefits and Conditions are not able to be transferred to or from another university. There are only three exceptions to this rule:

- a) **IPRSs:** can be transferred from one institution to another but special conditions apply. The International Graduate Research Scholarships Officer (MSO) should be contacted for further details.
- b) **APAs commenced prior to 2002:** can be transferred between universities. The transfer requires the approval of the institution that awarded the APA (the home institution) and the institution to which the student would like to transfer the APA. Approval is usually only given if unforeseeable circumstances makes it untenable for the student to complete their studies at the home institution (eg. supervisor leaves the institution and a suitable replacement is not available). To request an APA transfer to the UoM, the student should forward to the MSO:
 - a letter from the scholarships office at their home institution that endorses the transfer
 - an official letter from the scholarships office at their home institution which provides details about the start date of their APA and any paid or unpaid leave that has been taken from the APA
 - a letter of support from the supervisor or department at the UoM to which the transfer is requested, and
 - a covering letter that states the reasons for wishing to transfer and the preferred date of effect for the transfer.
- c) **APA(I)s:** can be transferred between institutions, industry partners, supervisors, or students although this requires ARC approval. Transfer requests will only be considered in exceptional circumstances where there are compelling reasons and where a proposed transfer has the support of all involved parties.

As shown below, some scholarships may be transferred between departments/courses at the UoM.

Scholarship	Is transfer between UoM departments/courses possible?
APA/IPRS	Yes. Students need to complete the Application for Change of Department form which can be downloaded from the MSGR website: http://www.gradresearch.unimelb.edu.au/current/forms.html#dept
MRS/MIRS/MIFRS	Sometimes possible. To transfer these between University of Melbourne departments or faculties/ graduate schools please contact the MSO who will contact the relevant department or faculty / graduate school on your behalf.
FMS, HRS, prestigious and other major scholarships	This is normally possible for graduate research students. Note, however, that some of the prestigious and other major scholarships are for study in a specific area (eg. the Ernst and Grace Mathaei scholarship is for research in the field of optics.) To transfer between University of Melbourne departments and/ or faculties/ graduate schools please contact the MSO to establish if you can continue to hold your scholarship in the new department or faculty / graduate school.

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10. Additional conditions

Extra conditions apply to the scholarships described in this section.

10.1 Australian Postgraduate Award (Industry) [APA(I)]

Students and supervisors who have questions about the APA(I) should contact the following offices for assistance:

- The Melbourne Research Office for queries about applications, conditions, funding, contracts, acceptance procedures, transfers, etc.
- The Graduate Research Scholarships Team (MSO) for information about payments and/or refer to MSO website: www.unimelb.edu.au/scholarships.
- The relevant faculty / graduate school (eg. MSGR for PhD enrolments) for information about enrolments.

Most conditions are identical to those described for the APA in this booklet. Some important exceptions are listed below:

- The APA(I) application timelines and procedures vary considerably to those for other scholarships. Please refer to the MSO website for further details: www.unimelb.edu.au/scholarships.
- If a student discontinues their studies midway through their APA(I), and the partially expended APA(I) is reallocated, the University is under no obligation to provide the shortfall in funds required to offer a new student a three year scholarship given the grant's partial expenditure.

10.2 Fay Marles Scholarship (FMS) and the Human Rights Scholarship (HRS)

Most of the entitlements and conditions that apply to the FMSs and HRSs are identical to those described for the MRS in this booklet. One additional condition is listed below:

11. Scholarships held by students enrolled on a part-time basis

Local Students

Scholarship recipients are normally required to maintain a full-time enrolment, however **local students** for whom socially compelling reasons prevent a full-time enrolment may apply to hold a scholarship on a part-time basis. Socially compelling reasons could be one or more of the following:

- primary care responsibilities for a pre-school child
- primary care responsibilities for school-aged children as a sole parent with limited access to outside support
- primary care responsibilities for an invalid or disabled partner, child or parent, or medical condition/s.

Applicants **will not** be granted permission to hold a scholarship on a part-time basis if they wish to undertake paid employment on a full-time or on a substantial part-time basis. Students who hold a scholarship on a part-time basis are subject to the same employment restrictions as full-time scholarship holders (see Section 3.6 for details).

Before changing to a part-time enrolment, students should ask the MSO to determine if they will be eligible to hold the scholarship on a part-time basis. Students eligible to retain their scholarship concurrent with a part-time enrolment will need to submit the forms listed below to the MSO:

- A tax declaration form which may be obtained from the ATO, selected newsagents and the MSO
- A Change of Status form to alter your enrolment status from full-time to part-time. As scholarships may only be held on a part-time basis if socially compelling reasons preclude a full-time enrolment. Please state on the form the reasons why you are unable to be enrolled on a full-time basis and attach documents to verify your situation.

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- PhD, MPhil, MSc, MIS and MSc students may download a copy of the Change of Status form from the MSGR website (<http://www.gradstudies.unimelb.edu.au/>). Students enrolled in other courses should obtain a Change of Status form from their faculty / graduate school.

Students holding a scholarship on a part-time basis are expected to progress at half the rate of a full-time scholarship holder. The time limits for a part-time scholarship holder are double those for a full-time scholarship holder.

Students holding a scholarship on a part-time basis are required to change to full-time if a change to their circumstances means that they no longer qualify to hold their scholarship on a part-time basis.

Part-time scholarships are **not tax-exempt**. Please see Section 6.9 about taxation arrangements for scholarships held on a part-time basis.

International students

International students are precluded by the conditions of their visa from holding their scholarship on a part-time basis. IPRS and MIFRS holders must be enrolled in a graduate research degree on a full-time basis unless specific approval by both Department of Immigration and Citizenship (formerly DIMIA) and the MSO has been granted to convert to part-time status.

International students who gain temporary residency can still hold an MIFRS. Temporary residents may apply to convert their MIFRS to a part-time status where socially compelling reasons prevent a full-time enrolment (see section 11 relevant to local students). IPRS holders, however, must meet the international student visa requirements as specified by the Department of Immigration and Citizenship.

12. Termination of scholarships

Students must notify the MSO of any changes in their enrolment and other circumstances that may affect their eligibility to continue receiving a scholarship, or risk termination of the scholarship. Please see section 14 for other student obligations.

Payments will cease from the date the scholarship is terminated.

Scholarships will be terminated in the following circumstances, whichever comes first:

- a) if the student ceases to meet the eligibility requirements outlined in the conditions
- b) at the end of the period for which it was granted
- c) upon completion of the course
- d) when the thesis is submitted. A scholarship cannot then be reinstated should the thesis require revision and resubmission
- e) when the student ceases to be enrolled full-time *if* approval has not been granted for the scholarship to be held on a part-time basis
- f) if the student does not maintain satisfactory academic progress
- g) if the course of study is not carried out with competence and diligence or in accordance with the scholarship offer
- h) if the University determines that the student is guilty of serious misconduct, including, but not limited to, the provision of false or misleading information. Students will be required to repay to the University of Melbourne any scholarship/s that they have received on the basis of false or misleading information included in their application. Scholarship benefits may include living allowances, fee remission and travel allowances
- i) if the student does not resume study at the end of a period of leave or formal arrangements (via the MSO) have not been made to extend the period of leave
- j) if the student accepts another equivalent award, scholarship or salary to undertake their graduate research degree that provides a benefit $\geq 75\%$ of the base APA or MRS stipend rate and does not suspend their scholarship while receiving the concurrent award, scholarship or salary, or
- k) upon the death, incapacity, resignation or withdrawal of the student from the course.

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Scholarships may also be terminated (or the student placed on probation) before this time if, after due inquiry, the University forms the view that the student has not complied with the Conditions set out in this document.

13. Specific obligations of the University of Melbourne

13.1 Supervision

For advice about the regulations, rules, procedures etc. that relate to supervision and PhD candidature, students should contact the Melbourne School of Graduate Research (MSGR) and/or refer to the Degree of Doctor of Philosophy Handbook.

Masters by research students should refer to MSGR's "Masters by Research Generic Guidelines." MSGR administers the MSc, MPhil, MOptom and MIS courses. Other masters students should obtain advice from their faculty / graduate school.

13.2 Administration

The University will pay the student all scholarship entitlements they are eligible to receive.

13.3 Appeals

- a) Scholarship applicants and recipients who are dissatisfied with a decision made by the University regarding their scholarship application and/or tenure may appeal to the University against the decision. The appeal must:
 - be in writing
 - be lodged with the MSO within 30 days of the date on which the decision was made by the University, and
 - set out the nature of the decision and the reasons why the student is appealing against it.
- b) Within 30 days of the submission of the appeal to the MSO, the University will reconsider the decision and either confirm or vary the decision. The result of the appeal (and the reasons for the decision reached) will be communicated to the student in writing.
- c) Any student who lodges such an appeal and is not satisfied with the decisions of the University may request that the Dean, Melbourne School of Graduate Research review the decision. This request should be made in writing through the General Manager, Melbourne Scholarships Office within 30 days of receipt of the letter conveying the outcome of the original appeal, and should clearly set out the grounds for the subsequent appeal.
- d) Within 30 days of this request the Dean will review the decision of the University and advise the student in writing of the result of the reconsideration and the reasons for the decision reached.

14. Specific student obligations

Students are required to:

- a) provide complete and accurate information. As noted in Section 12 (Termination of Scholarships), there are serious consequences if students provide false or misleading information. Students will be required to repay to the University of Melbourne any scholarship/s that they have received on the basis of false or misleading information included in their application. Scholarship benefits may include living allowances, fee remission and travel allowances
- b) notify the University promptly of any changes in their circumstances that may affect their eligibility to continue receiving their scholarship
- c) accept or continue to receive only one scholarship from different institutions. Students must not undertake concurrent enrolment in another course unless approval is granted by their supervisor, faculty / graduate school and the Melbourne School of Graduate Research (MSGR)
- d) apply themselves diligently and to the best of their ability to the successful completion of the degree
- e) abide by the National Health and Medical Research Council codes on human and animal experimentation, guidelines established by the Australian Government's Recombinant DNA

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Monitoring Committee, and rulings of the safety and ethics committees of the University, as appropriate

- f) conform to the regulations (including disciplinary provisions) of the University
- g) provide an annual report to the Melbourne School of Graduate Research (PhD, MPhil, MSc, MOptom and MIS students) through their supervisor and the head of department, and any other reports that may be required by the University
- h) repay overpayments within 14 days of being requested to do so by the University, and
- i) acknowledge that these Conditions may change. Please see the MSO website for the most current version.

International students must also:

- j) ensure that they hold a valid visa whilst in Australia, and
- k) comply with any contractual obligations that are owed to an employer or sponsor (eg. AusAID), including obligations relating to the time to be spent in the home country following completion of study.

15. Quick reference guide to acronyms & terminology

Abbreviation	Brief explanation
APA	Australian Postgraduate Award <ul style="list-style-type: none"> • A stipend scholarship provided by the Australian Federal Government
APA(I)	Australian Postgraduate Award (Industry) <ul style="list-style-type: none"> • A stipend scholarship provided by the Australian Research Council (ARC)
ARC	Australian Research Council
Fee remission scholarship	A scholarship which covers a student's tuition fees
FMS	Fay Marles Scholarship (previously called the Postgraduate Equity Scholarship) <ul style="list-style-type: none"> • A UoM stipend scholarship
FTE	Full-time or equivalent.
Full time	A student would be considered full-time if (s)he is enrolled in more than or equal to 37.5 points per semester.
Graduate research degree	<ul style="list-style-type: none"> • To be deemed a graduate research degree, the research component must account for at least 66% of the course requirements • Sometimes referred to as a Research Higher Degree (RHD)
GRSC	Graduate Research Scholarships Committee (previously called the Postgraduate Scholarships Committee)
HRS	Human Rights Scholarship (previously a category of the FMS) <ul style="list-style-type: none"> • A UoM stipend scholarship
International applicant / student	Someone who is not Australian nor a New Zealand citizen or Australian permanent resident

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Abbreviation	Brief explanation
IPRS	Endeavour International Postgraduate Research Scholarship <ul style="list-style-type: none"> • A fee remission scholarship provided by the Australian Federal Government.
Local applicant / student	Someone who is Australian or a New Zealand citizen or Australian permanent resident
MRS	Melbourne Research Scholarship <ul style="list-style-type: none"> • A UoM stipend scholarship awarded to local students
MIRS	Melbourne International Research Scholarship <ul style="list-style-type: none"> • A MRS awarded to an international student.
MIFRS	Melbourne International Fee Remission Scholarship <ul style="list-style-type: none"> • A UoM fee remission scholarship.
MSGR	Melbourne School of Graduate Research (previously called the School of Graduate Studies)
MSO	Melbourne Scholarships Office
Part time	A student would be considered part-time if (s)he is enrolled in less than 37.5 points per semester.
RTS	Research Training Scheme (see Section 6.4)
Stipend scholarship	A scholarship which provides a living allowance
UoM	University of Melbourne

The information in this document was correct at the time of printing. The University reserves the right to make changes at short notice after publication. Any changes to the conditions in this document will be updated at www.unimelb.edu.au/scholarships/