



Melbourne Scholarships Office

Rae & Edith Bennett Travelling Scholarship Guidelines

Applicants should keep these guidelines for future reference

OVERVIEW

The University is pleased to invite applications for the prestigious Rae and Edith Bennett Travelling Scholarship.

The scholarship funds postgraduate study or research in the United Kingdom, and is possible as a result of a generous donation from Rae & Edith Bennett.

1. Eligibility requirements

- 1.1 Applicants must be planning to undertake research or a recognised course of postgraduate study in the United Kingdom (England, Scotland, Wales or Northern Ireland). Evidence of acceptance into a postgraduate course, a formal research arrangement or written communication with the course co-ordinator or supervisor must accompany the application.
- 1.2 The study/research should be for one year or more.
- 1.3 Applicants must be currently enrolled in a course at the University of Melbourne and/or be a graduate of the University of Melbourne.
- 1.4 The postgraduate study/research can be part of a University of Melbourne degree or be a complete degree in the United Kingdom. Applicants who wish to complete the study/research in the United Kingdom as part of their University of Melbourne qualification will need to obtain the required approval from their faculty.
- 1.5 Applicants who already hold a qualification at the same or higher level as the course for which the scholarship is sought are ineligible.
- 1.6 Previous recipients (ie. payments of entitlements have been received) cannot reapply for this scholarship.
- 1.7 Applicants will be expected to complete their University of Melbourne qualifications before commencing an overseas qualification. The only exception applies to those applicants for whom their overseas studies will form part of their University of Melbourne qualification.
- 1.8 Applicants cannot apply for a scholarship for studies/research they have already commenced or have completed. The scholarship will not be awarded retrospectively.

It is expected that applicants will apply for a number of scholarships to support their intended studies in the United Kingdom. Scholarship information can be obtained from JASON (www.jason.edu.au), the British Council website (www.britishcouncil.org/au), the Association of Commonwealth Universities website (<http://www.acu.ac.uk/index.html>) and the institution at which you wish to undertake your studies. Applicants intending to undertake a research degree are advised to investigate whether they are eligible for the Overseas Research Students Awards Scheme (see www.orsas.ac.uk).

2. Benefits

The value of each scholarship will be determined by:

- The quality and nature of the applications submitted
- The anticipated costs of the postgraduate study/research
- The current exchange rate
- Available funds

There is provision for generous scholarships to be awarded each year, valued at approximately \$60,000 per annum. The value of the Rae & Edith Bennett Travelling Scholarship will be adjusted if the recipient receives another scholarship for their studies in the United Kingdom. For example, APA/MRS recipients cannot receive a concurrent award, scholarship or salary that is more than 75% of the APA/MRS per annum rate. APA/MRS recipients can suspend their scholarship while undertaking research/study in the United Kingdom.

3. Tenure

Between 1 and 2 years. Extensions of up to 12 months may be approved.

4. Conditions

Successful applicants are required to commence their postgraduate study/research within 16 months of the Rae & Edith Bennett Travelling Scholarship application closing date, i.e. by October 31 of the following year. Continued payment of the Rae & Edith Bennett Travelling Scholarship will depend on the scholarship recipient demonstrating satisfactory progress in the study/research undertaken in the United Kingdom. During the scholarship tenure recipients are therefore required to submit a progress report every three months. This should include a statement by the recipient's supervisor or Head of Department in the United Kingdom.

The progress reports will be reviewed by the Graduate Research Scholarships Committee, and if the reports are not provided or if satisfactory progress has not been made, the scholarship will be cancelled. It is the responsibility of the scholarship recipient to ensure that the progress report reaches the Melbourne Scholarships Office by the required dates.

5. Number of scholarships awarded

It is anticipated that at least 2 scholarships will be awarded each year.

6. Required documents

The completed application form must be accompanied by:

- An academic transcript for all higher education studies undertaken to date. The transcripts must include a results key, i.e. an explanation of the grading system.
- A resume that provides details of academic qualifications and prizes, relevant work experience and **extra curricular activities including involvement in community activities**.
- A written statement containing full details of the proposed research or postgraduate course in the United Kingdom (up to 2 pages).
- Evidence that you have been accepted into the postgraduate course in the United Kingdom, have a formal research agreement or have made direct contact with the course co-ordinator or prospective supervisor (for example, via email).
- A budget which estimates the cost of the proposed study/research. This should include living expenses and university fees (if applicable). The estimate must be provided on the Rae & Edith Bennett *Estimated Budget* form.
- Two academic references (**on the referee report form provided**) and one personal reference.

References must be marked 'confidential' and sent directly to Lydia Firanyi in the Melbourne Scholarships Office by the application closing date (contact details are listed at Item 7). All references will be treated as confidential.

The academic references should be provided by senior academic staff members who are familiar with your most recent academic work and are able to comment on your academic achievements. If your studies in the United Kingdom will contribute towards a University of Melbourne qualification, please ask your supervisor or course co-ordinator at the University of Melbourne to provide one of the academic references.

The personal reference should comment on your extra-curricular activities and personal qualities.

Please ask all referees to provide their contact details i.e. phone, email address and fax.

7. Application procedure

The Rae & Edith Bennett Travelling Scholarship application must be completed and lodged at the Melbourne Scholarships Office (MSO) by 5.00pm on **June 30** (or the next business day if this date falls on a weekend).

The application and referee report forms can be downloaded from the MSO website at <http://cms.services.unimelb.edu.au/scholarships/pgrad/local/available/travelling/rae> or obtained from the MSO, Level 3, John Smyth Building, Swanston Street, University of Melbourne, 3010.

Applications can only be considered if the applicant meets the eligibility requirements as stated at Item 1 of these guidelines, and has submitted the required documentation (stated at Item 6) with the application by the closing date.

Applicants will be advised by early August if they have been short-listed for an interview. It is anticipated that the interviews for short-listed applicants will be held in mid August. The scholarships are awarded on the recommendation of the Graduate Research Scholarships Committee.

Applicants are advised to keep a copy of their application for personal reference.

PLEASE NOTE: NO EXCEPTIONS WILL BE MADE TO THE CLOSING DATE