



MELBOURNE SCHOLARSHIPS OFFICE SPECIAL POSTGRADUATE STUDENTSHIP

MSO2

- All Departments of the University can use this form to organise Studentships.
- Departments **must complete all sections** of this form.
- Students must complete a MSO10 Banking Details Form, which authorises payments.
- Both forms are to be lodged at the Melbourne Scholarships Office, Level 3, John Smyth Building.
- **The recipient must be enrolled in a graduate research or a graduate coursework degree.**
- If the recipient is enrolled on a part time basis the Studentship will be taxed and the student must complete a tax declaration form, available from the ATO, selected newsagents or the Melbourne Scholarships Office.

SECTION A: RECIPIENT DETAILS

TITLE: _____ **STUDENT NUMBER:** _____

FAMILY NAME: _____

GIVEN NAME(S): _____

EMAIL: _____

DEPARTMENT: _____

STATUS: **Full-time** **Part-time**

DEGREE ENROLLED: **Masters by research** **PhD** **Other**

TITLE OF PROJECT: _____

OTHER SCHOLARSHIPS / PREVIOUS AWARDS:

(details of any scholarship or awards the student has held or will continue to hold if awarded a studentship.)

Scholarship/Award	Period to to	Value
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SECTION B: STUDENTSHIP DETAILS

Studentships may be awarded as a lump sum payment or as an annual amount (paid on a fortnightly basis) from any funds approved for the purpose at the disposal of departments.

NB: if the Studentship is a top-up to an APA or MRS, the amount must be less than 75% of the APA /MRS rate (eg. in 2009 the APA and MRS is worth \$20,427pa so an additional top-up Studentship can not be worth more than \$15,320.25pa.)

An explanation is required if the value of any Studentship is greater than the current APA/MRS rate + a 75% top up studentship (eg. greater than \$35,747.25 or \$20,427 + \$15,320.25 for 2009.)

Please tick one of the options for the payment of studentship below and complete the details.

1. Lump sum (one-off) payment (NB: the MSO **will not** process lump sum payments of less than \$500). \$

or

2. Annual amount (eg. \$25,000pa from 1/1/09 – 31/12/09 or \$15,500pa from 3/4/09 – 2/8/09) \$

Date from:

Date to:

If the annual amount is "as per APA" or "as per MRS" and is to be paid for more than one year do you want the rate to be indexed each year in line with the APA and MRS rates?

YES:

NO:

NB: The rate will increase on January 1st of each year in line with the increases for the APA and MRS.

or

3. Amount to be paid for a specific period (eg. \$5000 paid from 1/1/09 – 31/3/09) \$

This figure should be the total amount of funding to be paid to the student over the time period and **should not** be written as \$X per fortnight/month. The MSO staff will calculate a per annum amount based on the figure provided and the date range.

Date from:

Date to:

Name of organisation/fund or donor (eg. Department) _____

Themis Account Numbers

(NB: A Studentship can not be processed without a full Themis account string.)

percentage (eg. 100%)

%

%

%

SECTION C: LEAVE/ALLOWANCES

(a) Does the studentship provide paid leave such as sick or maternity leave? Yes No
If yes, please specify the type of leave and amount of time student can claim (eg. 3 month sick leave).

(b) Does the studentship provide any allowances? Yes No
If yes, please specify the type of allowance and amount student can claim (eg. Thesis allowance)

SECTION D: TAXATION ARRANGEMENTS

In order for the University to verify that the studentship/scholarship is exempt from taxation, please provide the following information:

(a) The student, during or on completion of the scholarship **is not** required to render services to the funding body
is

If required, please provide details:

(b) The student, **is not** required to submit periodical and final reports to the funding body
is

If required, please provide details:

(c) The topic or area of research is determined **by the student in conjunction with an academic supervisor**
by the funding body in conjunction with the department

(d) I have enclosed a copy of any agreement entered into with the funding body

(e) The student is engaged (under separate arrangement) for _____ hours per week in giving lectures and tutorials during the period covered by the scholarship.

SECTION E: SIGNATURE INDICATING APPROVAL

HEAD OF DEPARTMENT: **DATE:**

SECTION F: FOR MSO USE ONLY

PAYMENT AUTHORISED FROM **TO** **AT \$** **P/A OR LUMP SUM PAYMENT**

SCHOLARSHIPS OFFICER: **DATE:**

CONFIRMED ON STIPEND: **DATE:**