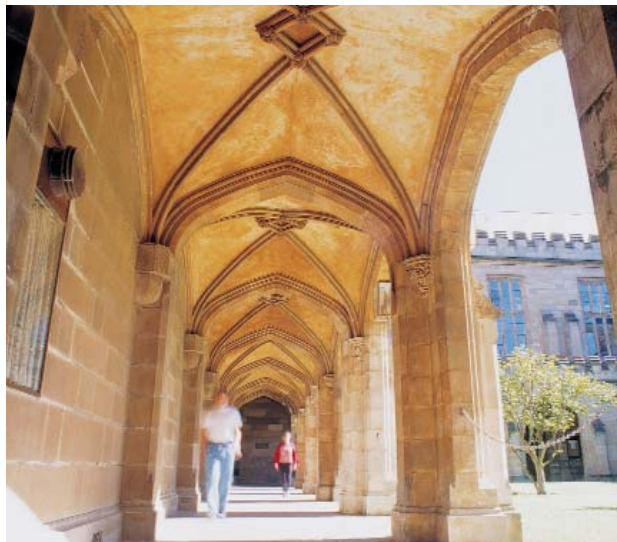




Melbourne Undergraduate Scholarships

National and National Medicine Scholarships **Terms and Conditions 2007**



Undergraduate Scholarships Office

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1 Introduction

In 2007, the Undergraduate Scholarships Program comprises:

- Melbourne National Scholarships
- National Medicine Scholarships
- Melbourne Access and Commonwealth Learning Scholarships
- Melbourne Honours Scholarships
- International Undergraduate Scholarships and
- Melbourne Abroad Scholarships

You are expected to read and understand this document in its entirety before you accept your scholarship offer.

You should refer to this document and your letter of offer for information regarding your scholarship benefits, terms and conditions, and retention requirements.

2 Accepting a Scholarship

You will receive an offer package containing:

- Letter of Offer
- Acceptance/Decline form
- Bank details form
- How to Enrol Information Sheet
- Recipient Survey and
- Terms and Conditions Booklet (this document)

To accept your scholarship, return the Acceptance form and bank details form to the Undergraduate Scholarships Office by the date specified in your offer letter. Completion of the Recipient Survey is voluntary.

2.1 Your obligations as a Melbourne Scholar

In accepting these terms and conditions you undertake to comply with all your obligations as a scholar as specified in this document. You must ensure that your faculty and others are aware of your obligations as a scholarship recipient.

2.2 Obligations of the Undergraduate Scholarships Office

We are your first point of contact for all matters relating to your scholarship. We are responsible for the day-to-day administration of the undergraduate scholarship program. We aim to provide a service that is efficient, friendly, and responsive.

3 Criteria of Award

3.1 Specific Scholarship Criteria

The award of a **Melbourne National** or **National Medicine Scholarship** is subject to your being offered a course place at the University of Melbourne through the Victorian Tertiary Admissions Centre (VTAC) and enrolling in the course specified in your letter of offer.

3.2 Commencement

Melbourne undergraduate scholarships are awarded on the basis that you will commence full-time study in the course and in the semester specified in your letter of offer.

3.3 Transfer of Scholarship at Commencement

Melbourne National Scholarships may be transferred to another course, excluding medical courses, with the agreement of the Manager, Undergraduate Scholarships.

National Medicine Scholarships cannot be transferred.

3.4 Deferring a Scholarship

You will only be permitted to defer your **Melbourne National Scholarship** if your faculty permits you to defer your course place. When you are approved to defer your course place, you must first accept the scholarship offer, and then submit a request to defer the start date of your scholarship for up to one year only.

National Medicine Scholarships cannot be deferred.

3.5 Full-time Study

Melbourne undergraduate scholarships are awarded on the basis that you will enrol in and maintain a full-time enrolment. The normal workload for each year of a course is 100 points, 50 points per semester. A course load below **37.5** points per semester is considered **part-time**.

If you are unable to remain enrolled full-time due to extenuating circumstances, you must apply to the Manager, Undergraduate Scholarships, in order to retain your scholarship.

3.6 Holding Other Awards

You are not able to apply for a Commonwealth Learning Scholarship. You may be permitted to hold other awards which enhance your studies at the University of Melbourne provided that you obtain written approval from the Manager, Undergraduate Scholarships, and there is no conflict with the conditions pertaining to your Melbourne undergraduate scholarship.

4 Scholarship Benefits

4.1 Tuition fees

Melbourne National Scholarships

Your scholarship will meet the full cost of tuition fees payable for the minimum points required to complete the course for which you hold the scholarship for up to 500 points, provided that you remain enrolled as a full-time student.

National Medicine Scholarships

Your scholarship will meet the full cost of tuition fees payable for the minimum points required to complete the course for which you hold the scholarship for up to 600 points, provided that you remain enrolled as a full-time student.

4.2 Allowance Payments

You will receive an allowance payment at the beginning of each semester provided that you are enrolled as a full-time student.

Melbourne National (Victorian)

\$2,500 per semester for up to five years

Melbourne National (Interstate)

\$5,000 per semester for up to five years

National Medicine (Victorian)

\$2,500 per semester for up to six years

National Medicine (Interstate)

\$5,000 per semester for up to six years

5 Changes to your Enrolment

A change to your enrolment will affect your scholarship.

If you vary your enrolment at any time during the period of your scholarship, you must inform the Scholarships Office.

Failure to submit the appropriate form in due time may lead to the suspension of your scholarship.

Changes to your enrolment include:

- Transferring to an Honours degree
- Transferring to a new course
- Enrolling in a concurrent diploma
- Enrolling in a summer subject
- Taking a Leave of Absence
- Returning from a Leave of Absence
- Overloading
- Studying Overseas
- Enrolling part-time
- Discontinuing your degree/diploma

You should be aware of the correct procedures detailed below so that your scholarship is not adversely affected.

If your application is not approved you may be required to pay back any allowance payments paid by the University to you or for your benefit for that semester.

Application forms are available from our web site at www.services.unimelb.edu.au/scholarships/ugrad/

5.1 Honours

Melbourne National Scholarships

You may apply to transfer your scholarship to an Honours degree provided that your scholarship will not exceed five years and 500 points.

The Honours year must be undertaken during or in the year immediately following completion of your Bachelor degree.

National Medicine Scholarship

Your scholarship cannot be transferred to an Honours year.

5.2 Course Transfer

Melbourne National Scholarships

You may apply to transfer your scholarship to a new course excluding medical courses. Approval is at the discretion of the Manager, Undergraduate Scholarships.

Should you reach 500 points before completing your degree, you will be required to fund the remaining subjects yourself.

If you transfer your course and you are not approved to transfer your scholarship, you may be required to pay back any allowance payments paid by the University to you, or for your benefit, for that semester.

National Medicine Scholarships

You cannot transfer your scholarship to a new course.

5.3 Concurrent Diplomas

Melbourne National Scholarships

You may apply to extend your scholarship to a concurrent diploma provided that your scholarship will not exceed five years and 500 points. Approval is at the discretion of the Manager, Undergraduate Scholarships.

Should you reach 500 points before completing your degree and diploma, you will be required to fund the remaining subjects yourself.

Alternatively, you may choose to enrol in the concurrent diploma and fund the subjects yourself. The end date of your scholarship may be extended by one year to accommodate the extra subjects.

National Medicine Scholarships

Your scholarship will not sponsor a concurrent diploma.

5.4 Summer Enrolment

You may apply to extend your scholarship to sponsor your summer semester enrolment provided that your scholarship will not exceed five years and 500 points. Approval is at the discretion of the Manager, Undergraduate Scholarships.

Alternatively, you may choose to enrol in summer semester and fund the subjects yourself.

5.5 Leave of Absence

It is not permissible to take a leave of absence from your scholarship in your first year of study. If you wish to take leave, you must decline the scholarship offer.

In second and subsequent years, you are entitled to 12 months leave in total.

NB: If you take a leave of absence from your scholarship after the census date, the credit points of the withdrawn subjects will be included in the calculation of your 500 points.

For information about the consequences of withdrawing from a subject, go to the Student Information web site at sis.unimelb.edu.au and click on Big Dates.

5.6 Return from Leave of Absence

You must notify the Scholarships Office when you return from leave so that your scholarship can recommence and you can continue to receive your scholarship benefits.

5.7 Overloading

Melbourne National Scholarships

You may apply to extend your scholarship to an overload provided that your scholarship will not exceed five years and 500 points. Approval is at the discretion of the Manager, Undergraduate Scholarships.

An overload will only be approved for one semester and not for the length of the course.

Should you reach the minimum points required to complete your course before completing your degree you will be required to fund the remaining subjects yourself.

5.8 Studying Overseas

Exchange

If you are accepted into the Melbourne Abroad Exchange Program, you must notify this office so that your scholarship benefits may continue.

Study Abroad

If you intend to undertake independent study overseas, you must take a Leave of Absence from your scholarship.

5.9 Part-time Enrolment

If your course load falls below **37.5** credit points in semester 1 and/or 2, your scholarship may be withdrawn.

You may only apply to continue your scholarship if you have been affected by exceptional extenuating circumstances.

You must submit an application addressed to the Manager, Undergraduate Scholarships and provide supporting documentation.

If your application is not approved, you may be required to pay back any allowance payments paid by the University to you or for your benefit for that semester.

5.10 Discontinuation of Studies

If you discontinue your degree/diploma, you must inform the Undergraduate Scholarships office.

If you discontinue your course, your scholarship will be withdrawn and you may be required to pay back any amounts paid by the University to you, or for your benefit, for that semester.

6 Disallowed Variations

Your scholarship will not sponsor fees for:

- repeating failed subjects
- undertaking additional subjects in lieu of failed subjects
- undertaking complementary studies at another university
- regardless of whether they are credited to your course
- Community Access Program (CAP) subjects

7 Satisfactory Academic Progress

Each semester, we undertake an academic progress review of scholars following the release of results. You are not required to do anything unless requested by this office.

You will only be contacted if you appear 'at risk' of not meeting your academic requirements. You will be advised on what to do at that time.

7.1 Requirements

You are expected to pass all subjects in your first year and achieve at least a 70% weighted average in the second and subsequent years of your course.

7.2 Unsatisfactory Academic Progress

If you do not meet the progress requirements of your scholarship, you will be invited to make a written submission to the Chair, Undergraduate Scholarships Sub-Committee (UGSSC), setting out the circumstances which have affected your progress. Address your submission to:

The Chair
UGSSC
c/o Undergraduate Scholarships Office
3rd floor, John Smyth building
The University of Melbourne
Victoria 3010

The Chair will determine the outcome of the review taking into consideration your submission and advice from your faculty and you will be advised of the outcome via mail.

8 Termination of Scholarship

8.1 Grounds for Termination

Your scholarship may be terminated if, after proper inquiry, the University determines that you have not complied with the conditions of your scholarship; or you have not conformed to the obligations placed on students under the University's Statutes and Regulations outlined in your student diary.

8.2 Appealing a Termination

If termination is recommended, you may appeal to the Academic Board. Notice of intention to appeal should be lodged with the Manager, Undergraduate Scholarships.

8.3 Consequences of Termination

If your scholarship is terminated you will normally be entitled to continue your studies provided that you have maintained satisfactory academic progress in your course and subject to the University's Statutes and Regulations.

You may be required to pay back any amounts paid by the University to you or for your benefit for that semester.

9 Review of Scholarship Decisions

9.1 Review Processes

The University has established processes which enable you to apply for a review of any decision affecting your scholarship. If you are dissatisfied with a decision, you may apply in writing to the Manager, Undergraduate Scholarships, for a review.

9.2 Review Appeals

If you still feel that a matter is not adequately resolved you may appeal in writing to the Academic Board. Notice of an intention to appeal an academic progress recommendation should be lodged with the Manager, Undergraduate Scholarships.

10 Misrepresentation

The award of your scholarship is based on the information that you provide to the University. Your scholarship may be withdrawn at any stage if you provide incorrect information or withhold relevant information.

11 Centrelink and Taxation

Refer to this document and your letter of offer for information about your scholarship benefits. For general information on how your scholarship is treated go to our web site and click on Centrelink or Taxation at www.services.unimelb.edu.au/scholarships/ugrad/

Contact details

Undergraduate Scholarships Team

Melbourne Scholarships Office

3rd floor, John Smyth building

The University of Melbourne

Victoria 3010 Australia

W: <http://www.services.unimelb.edu.au/scholarships/ugrad/>

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