



THE UNIVERSITY OF
MELBOURNE

Melbourne
Abroad
Scholarships

Terms and Conditions



Undergraduate Scholarships Office

Melbourne Abroad Exchange Program

The University has **Exchange** agreements with a large number of overseas universities. An **Exchange** is an arrangement that allows a student from a host institution to take your place at the University of Melbourne. In return, you take the place of the incoming student at their university.

As an Exchange student:

- you remain enrolled at the University of Melbourne
- you pay your tuition fees to the University of Melbourne
- you enrol as a full-time student at the host institution
- you pay no tuition fees to the host institution **and**
- staff at the Melbourne Abroad Exchange Office organise your Exchange.

Study Abroad is when you organise your own overseas study at an institution with which the University does not have an exchange agreement.

As a Study Abroad student:

- you are responsible for your own arrangements
- you pay your fees to the overseas institution **and**
- you take a leave of absence from your University of Melbourne course.

Melbourne undergraduate scholarship recipients

If you hold a Melbourne undergraduate scholarship such as a National, Access or International Undergraduate Scholarship, you must notify the Undergraduate Scholarships Office of your intention to study overseas.

If you are an **Exchange** student, your scholarship benefits will continue while you undertake study overseas.

If you are a **Study Abroad** student, you must take leave of absence from your scholarship for the duration of your overseas study.

Melbourne Abroad Scholarships

Exchange students are automatically considered for a Melbourne Abroad Scholarship. A separate application is not required.

Study Abroad students must apply for a Melbourne Abroad Scholarship.

Eligibility criteria

- If an undergraduate student, you must have been enrolled for at least one year (75 points) in your current course at the time of application; **or**
- if a postgraduate coursework student, you must have been enrolled for at least one semester (50 points) in your current course at the time of application; **and**
- have achieved a minimum 70% weighted average over your course **and**
- be receiving faculty credit for your overseas study **and**
- be studying overseas full time.

Applications

Applications are available from www.services.unimelb.edu.au/scholarships/ugrad/

Scholarship application closing dates:

- 31 March - for travel between May and November
- 31 August - for travel between November and May
- Late applications cannot be accepted
- Where the date falls on a weekend, applications can be submitted on the following Monday

Language Programs

If you are undertaking language studies as part of your overseas study, you must apply directly to the School of Languages, Level 5, Arts Centre, cnr Swanston and Grattan Streets.

NB: The closing dates for School of Languages Scholarships are earlier than those for Melbourne Abroad Scholarships. Go to www.languages.unimelb.edu.au/scholarships/index.html

If you are unsuccessful in gaining a Melbourne Abroad School of Languages Scholarship, you will automatically be considered for a Melbourne Abroad Scholarship. A separate application is not required.

You are not eligible to apply for or be awarded a scholarship if you have already received a Melbourne Abroad Scholarship for Exchange, Study Abroad, or School of Languages or if you have already been awarded a Master of International Politics (M.I.P.) overseas grant.

You will not be considered for a scholarship if you intend to travel to a country for which the Department of Foreign Affairs and Trade (DFAT) advises 'against all travel' or 'reconsider your need to travel'.

Check for DFAT warnings at www.dfat.gov.au/travel/

If you wish to appeal this rule, you must apply to the Vice Principal and Academic Registrar for a waiver. If you are granted a waiver, you must submit the waiver approval letter with your application. Applications without a waiver approval letter attached will not be considered.

Scholarship Benefits

- Up to \$2,000 for an Exchange program of more than 12 weeks duration or another credit-bearing program such as Study Abroad or Capitol Hill Internships.
- Up to \$750 for an Exchange program or another credit-bearing program such as Study Abroad or hospital placements of less than 12 weeks duration.

Scholarship Selection

- Selection is based on academic merit

Number available

- The number of scholarships is subject to Faculty and central funding
- Funding is not guaranteed
- Preference is given to Exchange students

Scholarship offers

You will be notified of the outcome in April for travel between May and November, and in October for travel between November and May.

How to Accept Your Offer

You will receive an offer package in the mail containing:

- Letter of Offer
- Acceptance form
- Bank details form and
- Terms and Conditions booklet (this document)

To accept your scholarship, return the acceptance and bank details forms by the date specified in your letter of offer.

Payment

Payment will be made once we receive your acceptance and bank details forms **and** have sighted your original proof-of-travel documents **and** your faculty has enrolled you into an Exchange subject(s) or granted you Leave of Absence for credit.

Changes affecting payment

Your funding may be withdrawn at any stage if you provide incorrect information or withhold relevant information.

If your overseas study is postponed, deferred, withdrawn or cancelled or your destination is placed on a DFAT list before you depart, all monies paid to you must be returned to the University immediately.

If you were awarded a Melbourne Abroad Scholarship in a previous round and you deferred your overseas study, you will be considered under the guidelines of the round for which you are currently applying.

Melbourne Abroad Financial Assistance

- Both Exchange and Study Abroad students can apply for further Financial Assistance for any credit-bearing program of more than 12 weeks or Capitol Hill Internships.
- You must apply within the round that you are awarded a scholarship
- You are not eligible if you have already received Financial Assistance
- Selection is based on financial need as assessed by staff from the Student Financial Aid Office

The Aitchison Travelling Scholarship

- All students applying for travel between May and November will be considered for the Aitchison Travelling Scholarship
- A separate application is not required
- Selection is based on financial need taking into account academic merit

Application closing dates:

- 20 May for travel between May and November
- 20 October for travel between November and May
- Late applications cannot be accepted
- Where the date falls on a weekend, applications can be submitted on the following Monday

Scholarship Benefits

- Up to \$2,000 for Financial Assistance
- \$5000 for the Aitchison Travelling Scholarship

Offer of Financial Assistance

You will be notified of the outcome in April for travel between May and November, and in October for travel between November and May.

How to Accept Your Offer

You will receive an offer package in the mail containing:

- Letter of Offer
- Acceptance form
- Bank details form and
- Terms and Conditions booklet (this document)

To accept the financial assistance, return the acceptance and bank details forms by the date specified in your letter of offer.

OS-HELP Loans

The Australian government offers loans of up to \$5,000 to undergraduate Australian students who wish to study overseas.

For information, go to www.services.unimelb.edu.au/exchanges/OS_HELP.htm

Centrelink and Taxation

For information about how Centrelink and the Australian Taxation Office treat your scholarship allowance or financial assistance payment, go to 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

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