



Melbourne Undergraduate Scholarships

2003

Conditions Booklet

Melbourne Scholarships Office

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1 Introduction

Following its successful introduction in 1996, the Melbourne Undergraduate Scholarships Program has continued to provide The University of Melbourne with outstanding local and international students.

The purpose of this document is to state the terms and conditions for these Scholarships that make up the Melbourne Undergraduate Scholarships Program:

- Melbourne National Scholarships
- Melbourne Rural Scholarships
- Melbourne Access Scholarships
- Melbourne Faculty Scholarships
- Undergraduate Coursework Scholarships
- International Undergraduate Scholarships
- Melbourne Abroad Scholarships.

Named scholarships and bursaries are also considered part of the Melbourne Undergraduate Scholarship Program for the purpose of this document unless otherwise stated in a letter of offer.

2 Accepting a Scholarship

When a student is offered a scholarship they will receive a scholarship offer package containing:

- a letter of offer of scholarship
- an undergraduate scholarships acceptance/decline form
- a University Scholarship Recipient survey
- a Conditions Booklet (this document)

In order to accept a scholarship a student is required to return the Melbourne Undergraduate Scholarship Acceptance/Decline Form to the Melbourne Scholarships Office by the date specified in a letter of offer.

Completion of the Undergraduate Scholarship Recipient Survey on the acceptance/decline form is voluntary.

It is expected that scholarship recipients have read and understood the Conditions Booklet in its entirety before they accept a scholarship offer.

2.1 Obligations as a Melbourne Scholar

In accepting these Terms and Conditions, you undertake to ensure that other sponsors are aware of your obligations as a Melbourne Scholarship holder.

2.2 Obligations of the Melbourne Scholarships Office

The Melbourne Scholarships Office is your first point of contact within the University for all matters and enquiries relating to your scholarship. The Scholarships Office aims to provide a service that is efficient, friendly and responsive to your needs.

3 Criteria of Award

3.1 Specific Scholarship Criteria

The award of a Melbourne Scholarship is subject to you being offered a place through the Victorian Tertiary Admissions Centre (VTAC). Additional requirements apply depending on the particular scholarship.

In addition you must:

- be an Australian citizen or permanent resident
- have completed Year 12 or International Baccalaureate in the year prior to the date on which you propose to commence your tertiary studies. Exceptions:
 - (i) Faculty Merit Scholarships where students must not have undertaken previous study at tertiary level in an award course (excluding TAFE studies Certificate IV and below and extension studies undertaken as part of a Year 12 program)

- (ii) where students have applied to the University under the TAP (Tertiary Access Program) program for admission to a course and have not completed Year 12 in the year prior to the date on which they propose to commence their tertiary studies
- for Access and Faculty Access scholars, be a member of one or more of the designated equity groups set out in the Undergraduate Scholarships brochure
- for Rural scholars, have resided in and completed Year 12 studies at a secondary school in a rural area.

If you propose to enrol in a course, which is different from the course on which your initial offer of scholarship is based, you must apply to the Melbourne Scholarships Office to seek approval for the transfer of your scholarship. Transfers of Faculty Scholarships are at the discretion of the awarding faculty and the faculty to which you are transferring.

The following scholarships and bursaries cannot be transferred:

- National Medicine
- William Allan Stewart Scholarships
- William Allan Stewart Establishment Bursaries.

National, Rural and Access Scholarships

These awards are subject to you enrolling in the fee based place specified in your letter of offer.

National Medicine Scholarships

This award is subject to you enrolling in a HECS based place in the Bachelor of Medicine /Bachelor of Surgery / Bachelor of Medical Science or a Bachelor of Medicine/Bachelor of Surgery/ Bachelor of Medical Science combined degree.

Faculty Access and Merit Scholarships

These awards are subject to you enrolling in the fee based place specified in your letter of offer.

Faculty Scholarship offers are linked to specific course places within the awarding faculty.

William Allan Stewart Scholarships

This award is subject to you enrolling in a fee based place in the Bachelor of Agriculture, Bachelor of Resource Management, Bachelor of Food Science or the Bachelor of Animal Science and Management offered through the Institute of Land and Food Resources (ILFR).

William Allan Stewart Establishment Bursaries

This award is subject to you enrolling in a HECS based place in the Bachelor of Agriculture, Bachelor of Resource Management, Bachelor of Food Science, Bachelor of Animal Science and Management or the Advanced Diploma in Agriculture course offered through the Institute of Land and Food Resources (ILFR).

International Undergraduate Scholarships

This award is subject to you enrolling in an undergraduate degree at The University of Melbourne.

In addition you must:

- be commencing study at The University of Melbourne for the first time
- be a citizen of a country other than Australia and New Zealand
- not be a permanent resident of Australia
- not be in receipt of any other tuition scholarship at The University of Melbourne.

If you propose to enrol in a course which is different from the course on which your initial offer of a scholarship is based, you must apply to the Melbourne Scholarships Office to seek approval for the transfer of your scholarship. Transfers of Melbourne International Undergraduate Scholarships are at the discretion of the awarding faculty and the faculty to which you are transferring.

Undergraduate Coursework Scholarships

This award is subject to you enrolling in a fee based place at the University of Melbourne.

If you propose to enrol in a course which is different from the course on which your initial offer of scholarship is based you must apply to the Melbourne Scholarships Office to seek approval for the transfer of your scholarship. Transfers of Undergraduate Coursework Scholarships are at the discretion of the awarding faculty and the faculty to which you are transferring.

3.2 Commencement

The scholarship or bursary is awarded on the basis that you will commence study in the course for which you are being offered a place at the University in the semester specified in your letter of offer.

Note: It is not possible to defer your scholarship.

3.3 Study Program

A Melbourne Scholarship is awarded on the basis that you will study as a full-time student during the period of the scholarship.

4 Scholarship Benefits

4.1 Tuition

National, Rural and Access, Faculty Access and Merit, and William Allan Stewart Scholarships

Your scholarship will meet the full cost of course fees as well as amenities and services fees payable for the normal duration of your course or the minimum amount of points required to complete your degree, up to no more than five years or 500 points of study.

Where the minimum duration of your course is six years your scholarship will meet the course fees as well as amenities and services fees for the normal duration of your course.

International Undergraduate Scholarships

Your scholarship exempts you from twenty five per cent (or the percentage specified in your letter of offer) of the international student tuition fees for the normal duration of your course.

You should note that:

- this exemption does not include the study of an additional honours year, unless otherwise specified in your letter of offer
- prior to the commencement of each semester you will be invoiced and required to pay the balance of the tuition fee payable for your course.

Undergraduate Coursework Scholarships

Your scholarship exempts you from twenty five per cent (or the percentage as specified in your letter of offer) of the tuition fees for the normal duration of your course.

You should note that:

- his exemption does not include the study of an additional honours year unless otherwise specified in your letter of offer
- prior to the commencement of each semester you will be invoiced and required to pay the balance of the tuition fee payable for your course.

National Medicine and William Allan Stewart Establishment Bursaries

No contributions are made towards your tuition.

4.2 Allowances

National (Victorian) Scholarships

Your scholarship provides for the payment of \$5,000 per annum, paid on a semester basis, for each of the first four years in which you remain enrolled in your course.

National (Interstate) Scholarships

Your scholarship provides for the payment of \$10,000 per annum, paid on a semester basis, for

each of the first four years in which you remain enrolled in your course.

National Medicine Scholarships

Your scholarship provides for the payment of \$8000 per annum, paid on a semester basis, for each of the six years in which you remain enrolled in the Bachelor of Medicine/Bachelor of Surgery/Bachelor of Medical Science course.

Melbourne Rural Scholarships

Your scholarship provides for the payment of \$5,000 per annum, paid on a semester basis, for each of the first four years in which you remain enrolled in your course.

Melbourne Access Scholarships

Your scholarship provides for the payment of \$1,000 per annum, paid on an annual basis, for each of the first four years in which you remain enrolled in your course.

William Allan Stewart Establishment Bursaries

Your bursary provides for a one off payment of \$3,000, payable at the commencement of the course.

Faculty Access and Merit, International Undergraduate, Undergraduate Coursework and William Allan Stewart Scholarships

No allowance is provided to you by the University.

5 Scholarship Extensions

5.1 Honours Year

National, Rural, Access and William Allan Stewart Scholarships

Scholars undertaking an honours year will be funded up to the minimum time or minimum amount of points required to complete their course up to no more than five years or 500 points.

Faculty Access and Merit Scholarships

If you receive approval to enrol in an honours year, it may be possible for your scholarship to continue. Approval is at the faculty's discretion.

National Medicine, International Undergraduate, Undergraduate Coursework Scholarships and William Allan Stewart Establishment Bursaries

It is not possible to extend your scholarship or bursary to cover an additional honours year unless otherwise stated in the letter of offer as may be the case for International Undergraduate and Coursework Scholarships (see 4.1).

5.2 Additional Subjects

National, Rural, Access, International Undergraduate, Undergraduate Coursework, Faculty Access and Merit, and William Allan Stewart Scholarships

Your scholarship does not cover any fees payable for any additional subjects including Complementary Studies, Community Access Program subjects or repeating failed subjects which are not part of your course regardless of whether they have been approved by your faculty for credit towards your degree.

5.3 Concurrent Diplomas

National, Rural and Access Scholarships

Scholars undertaking a concurrent diploma (eg Diploma of Modern Languages) will be funded up to the minimum time or minimum amount of points required to complete their course up to no more than five years or 500 points.

Should you wish to enrol in a concurrent diploma you must apply to both the Melbourne Scholarships Office and the relevant faculty to have your request approved.

Faculty Access and Merit and William Allan Stewart Scholarships

Your scholarship does not normally cover any fees payable in respect of enrolling in a concurrent diploma (eg Diploma of Modern Languages).

You may be permitted to enrol in a concurrent diploma on a HECS basis. Should you wish to enrol in a concurrent diploma on a HECS basis you must apply to both the Melbourne Scholarships Office

and the relevant faculty to have your request approved.

International Undergraduate and Undergraduate Coursework Scholarships

No contributions are made towards tuition fees for enrolment in a concurrent Diploma.

6 Variations to Enrolment

The University recognises that there may be a valid academic or personal reason why you may wish to vary your enrolment during the period of the scholarship. Approval is subject to the specific conditions applicable for the scholarship that you hold.

Variation to enrolment forms may be downloaded from:

http://www.services.unimelb.edu.au/scholarships/ugrad/changes_to_enrolment/index.html

or obtained from:

The Melbourne Scholarships Office
John Smyth Building
The University of Melbourne
VICTORIA 3010.

You should note that:

- your scholarship does not cover fees payable for any additional subjects including Complementary Studies or Community Access Program subjects regardless of whether they have been approved by your faculty for credit towards your degree
- your scholarship does not cover fees payable for repeating failed subjects
- scholars will be funded up to the minimum time or minimum amount of points required to complete their course up to no more than five years or 500 points.

The following are considered a variation to your enrolment.

6.1 Summer Enrolment

You **must** seek approval from the Melbourne Scholarships Office and the faculty administering your degree for your scholarship to cover any enrolment in courses run as part of the Summer Term

6.2 Overloading Subjects

Any enrolment in more subjects or credit points than the recommended full time load **must** be approved by the Melbourne Scholarships Office and the faculty administering your degree.

Scholars will be funded up to the minimum time or minimum amount of points required to complete their course up to no more than five years or 500 points.

6.3 Part time Enrolment

If you change your enrolment status to part time (less than 0.375 credit points per semester) you must inform the Melbourne Scholarships Office **immediately**. Failure to do so may lead to the suspension of your scholarship. Approval for the scholarship to continue will only be granted in exceptional circumstances.

Applications, together with supporting documentation, must be received by the Melbourne Scholarships Office no later than one week prior to the HECS census date namely:

- Semester 1, 31 March
- Semester 2, 31 August.

You should note that:

- for scholarship holders whose applications are submitted after the HECS census date but not approved by the Melbourne Scholarships Office, the duration of your scholarship will be amended to account for fees covered for subjects not undertaken.

6.4 Leave of Absence

If you take leave of absence from your course for one or two semesters you **must** also apply for leave of absence from your scholarship in order to have benefits suspended while you are on leave.

You should note that:

- for scholarship holders whose applications are submitted after the HECS census date but not approved by the Melbourne Scholarships Office, the duration of your scholarship will be amended to account for fees covered for subjects not undertaken
- applications for leave of absence before a student has completed enrolment and commenced study will not be approved
- applications for leave of absence by scholarship recipients for and during their first year of study are approved only in exceptional circumstances.

6.5 Internal Course Transfer

Changing courses (either to a course within the same faculty or to a course from another faculty) is considered an internal course transfer.

Approval is subject to the specific conditions applicable for the scholarship that you hold.

You should note that:

- National Medicine Scholarships cannot be transferred.

6.6 International Scholarships

If you become a permanent resident of Australia during the tenure of your scholarship, you may continue as a fee paying student and receive a fee remission scholarship which exempts you from twenty five per cent (or the percentage as specified in your letter of offer) of the tuition fees for the normal duration of your course subject to faculty approval.

6.7 Discontinuation of Studies

You are required to notify the Melbourne Scholarships Office should you discontinue studies in any course at The University of Melbourne.

6.8 Exchange Programs

If you are accepted for an approved overseas exchange program, you must apply to the Melbourne Scholarships Office to seek approval for your scholarship to cover overseas study. It is likely that your scholarship will be unaffected by your period of study at another institution provided that you maintain and have credit approval from The University of Melbourne for a full load of study.

You should note that:

- scholars undertaking an Exchange program will be funded up to the minimum time or minimum amount of points required to complete their course up to no more than five years or 500 points
- if you intend undertaking an independent overseas study program (Study Abroad) your scholarship will not cover your study at another institution. In this situation you are required to apply for leave of absence from your scholarship
- changes to your enrolment status due to a proposed overseas study program may impact on your eligibility to hold your scholarship. Any changes will be considered on a case by case basis.

6.9 Disallowed Variations

National, Rural and Access Scholarships

Where, for any reason, the University decides that it is unable to approve a variation or transfer of your scholarship to accommodate a variation of enrolment, you will be entitled to continue your studies as a HECS based student, subject to the University's Statutes and Regulations, from the

date of effect of your variation of enrolment. Your scholarship will cease from that date.

International Undergraduate and Undergraduate Coursework Scholarships

Where, for any reason, the University decides that it is unable to approve a variation or transfer of your scholarship to accommodate a variation of enrolment, you will be entitled to continue your studies as a full fee based student, subject to the University's Statutes and Regulations, from the date of effect of your variation of enrolment. Your scholarship will cease from that date.

6.10 Notification of Variation

If you intend to vary your enrolment status you must notify the Melbourne Scholarships Office **immediately**. Failure to do so may lead to the suspension of your scholarship. Approval for the scholarship to continue will only be granted in exceptional circumstances.

Applications, together with supporting documentation, must be received by the Melbourne Scholarships Office no later than one week prior to the HECS census date namely:

- Semester 1, 31 March
- Semester 2, 31 August.

The impact of any change in enrolment status on your eligibility to continue to hold the scholarship will be considered on a case by case basis. Any approval of enrolment variations could be subject to change contingent on your academic progress review.

7 Satisfactory Academic Performance

As a holder of a Melbourne Scholarship, it is expected that you will maintain satisfactory academic performance in your studies over each year of your scholarship.

7.1 First Year Scholars (All Categories)

First year scholars must progress through the course in minimum time according to the rules of

the administering Faculty. This usually requires a minimum of a pass grade in all subjects.

First year scholars who do not meet the minimum requirements will be asked to make a submission to the Chair, Undergraduate Scholarships Sub-Committee setting out any special circumstances which may have affected their progress.

7.2 Second & Subsequent Years

National and National Medicine Scholarships

These scholarship holders must achieve a weighted average mark of at least H2B (70%) in their best 100 points during each of the second and subsequent years of their course. Continuation will be at the discretion of the Academic Board.

Rural, Access, William Allan Stewart Scholarships and William Allan Stewart Bursaries

These scholarship holders are normally required to pass all subjects. Continuation will be at the discretion of the Academic Board.

Faculty, International Undergraduate, Undergraduate Coursework, and Later Year Scholarships

These scholarship holders are normally required to pass all subjects. Continuation will be at the discretion of the Undergraduate Scholarships sub-committee based on a recommendation from the relevant faculty.

7.3 Unsatisfactory Academic Performance

Should you fail to maintain a satisfactory academic performance the University will review your results for that year and, taking into account any special circumstances, determine whether your scholarship should continue.

8 Termination of Scholarship

8.1 Grounds for Termination

Your scholarship may be withdrawn if after proper inquiry (which provides you with the opportunity to

present your case) the University forms the view that:

- you are not making satisfactory progress
- you have not complied with the conditions of the Melbourne Scholarships Office
- you have not conformed to the obligations placed on students under the University's Statutes and Regulations.

8.2 Consequences of Termination

- (i) If your scholarship is withdrawn you will normally be entitled to continue your studies as a HECS based student, subject to the University's Statutes and Regulations, from the date of withdrawal of your scholarship provided you have maintained satisfactory academic progress within the course.
- (ii) The University may require you to pay back any amounts paid by the University to you, or for your benefit, in respect of your scholarship.
- (iii) For International Undergraduate and Undergraduate Coursework Scholarships, you will normally be entitled, subject to the University's Statutes and Regulations, to continue your studies as a full fee based student from the date of withdrawal of your scholarship provided you have maintained satisfactory academic progress within the course.

8.3 Discontinuing your Enrolment

- (i) If you discontinue your enrolment at any time during a semester while holding a Melbourne Scholarship you will be ineligible to continue your scholarship.
- (ii) The University may require you to pay back any amounts paid by the

University to you, or for your benefit, in respect of your scholarship for that semester.

8.4 Misrepresentation

The award of your scholarship and its continuation are based on the information you have provided to the University both in your application and subsequently. The provision of incorrect information or the withholding of relevant information at any time relating to your scholarship may result in the withdrawal of the scholarship at any stage during your course.

9 Review Of Scholarship Decisions

9.1 Review Processes

Scholars who have not met the academic progress requirements will be asked by the Chair, Undergraduate Scholarships Sub-Committee, to show cause why their scholarship should be continued. If, after due consideration, the Sub-Committee decides a scholarship should be discontinued, a recommendation to this effect will be made to the Academic Board.

9.2 Review Appeals

A student dissatisfied with a recommendation from the Undergraduate Scholarships Sub-Committee may appeal in writing to the Academic Board. Notice of an intention to appeal should be lodged with the Melbourne Scholarships office as soon as possible.

10 Holding Concurrent Scholarships

As a Melbourne Scholarship holder you may be permitted to hold other awards which enhance your studies at the University provided:

- there is no conflict between the conditions pertaining to your Melbourne Undergraduate Scholarship

- you obtain written approval from the Melbourne Scholarships Office.

As an International Undergraduate scholar you **may not** hold your scholarship concurrent with any other award.

11 Melbourne Abroad Scholarships

Melbourne Abroad Scholarships are awarded to assist with costs related to an overseas study program (Exchange or Study Abroad).

11.1 Criteria of Award

The award of a Melbourne Abroad Scholarship is subject to a confirmed program of study at an overseas institution as approved by The University of Melbourne.

In addition you must:

- be currently enrolled and confirmed in an undergraduate program at The University of Melbourne
- have completed at least one academic year of tertiary studies at The University of Melbourne at the time of application.

Recipients of a Melbourne Abroad Scholarship are usually required to have a weighted grade point average of H2B (70%).

If you propose to enrol in an overseas study program which is different from the program on which your initial offer of scholarship is based you must apply to the Melbourne Scholarships Office to seek approval for the transfer of your scholarship.

11.2 Commencement

A Melbourne Abroad Scholarship is awarded on the basis that you will commence study in the overseas study program for which approval has been given and in the semester specified in your letter of offer.

11.3 Allowance

A Melbourne Abroad Scholarship provides for the payment of a travelling allowance (value as specified in the letter of offer) to be paid as a lump sum on confirmation and approval of your overseas study program.

Melbourne Abroad Scholarship recipients are eligible to apply for the Further Financial Assistance Scheme during the same round to seek additional funds to assist with their overseas study program.

11.4 Scholarship Extensions

It is not possible to extend your Melbourne Abroad scholarship to cover an additional honours year.

11.5 Concurrent Diplomas

You may not hold a Melbourne Abroad Scholarship concurrently with a School of Languages Scholarship for an overseas study program.

11.6 Termination of Scholarship

If your enrolment in the overseas study program for which the scholarship was awarded is cancelled, the Melbourne Abroad Scholarship will be cancelled and you will be required to pay back any amounts paid by the University to you or for your benefit.

Appendix A: Frequently Asked Questions

Can I defer my scholarship?

No. Scholarships awarded cannot be deferred. However, if a student is awarded a scholarship for study in 2003 and is planning to defer their university course in 2003 they may be considered for a scholarship in the following year by:

- declining the scholarship offer and then
- apply to be reconsidered in 2003 based on their Year 12 performance.

A number of scholarships have been allocated specifically for this purpose.

I am a currently enrolled student. What scholarships can I apply for?

Most categories of scholarships are for commencing students only, however you may be eligible in the later years of your course for a Melbourne Coursework Scholarship, a Melbourne Abroad Scholarship or for a sponsored faculty scholarship.

A list of sponsored faculty awards and scholarships is available from
<http://www.unimelb.edu.au/ExecServ/awards/#1>

What is the definition of a HECS based and a fee based place?

Places are funded according to Course Types. Course Types are defined on pages 1 - 2 of the 2003 VTAC guide (published by the Victorian Tertiary Admissions Centre (VTAC) June 2002).

Type 1 (HECS) courses are government subsidised courses. If you undertake a HECS course you do not pay the full cost of the course. Instead through HECS you pay a proportion of the cost, and make repayments later. Course codes for these end with the number 1.

TAFE courses are also government subsidised. Students pay approximately \$1 per contact hour and fees range from \$40 (to current recipients of some approved government benefits, pensions or allowances) to payments between \$500 and \$1,000 per year.

Type 2 (fee) courses are no discount, fee based university (and other provider) courses. VTAC course codes for these courses end with the number 2.

Fees and payment schedules for these courses will vary from institution to institution and from course to course. The approximate costs associated with fee based courses range from \$7,000 to \$27, 000 per year. These fees must be paid prior to the commencement of the course.

Except where no corresponding HECS based places exist, fee based places can only be offered once the HECS subsidised places for that course have been filled. Currently the number of fee based places in any course is limited to 25% of the total number of HECS places in a course.

Institutions have clear guidelines as to whether or not it is possible to transfer from a fee based place into a HECS based place. It is important to check with each institution to be clear about their guidelines

Type 3 (international fee) courses are Full fee university (and other provider) courses for VCE international students and Victorian IB international students currently studying a Year 12 in Victoria only. VTAC course codes for these courses end with the number 3.

Australian and New Zealand citizens and Australian permanent residents will jeopardise their application by applying for 'Type 3' courses.

International VCE and international IB students do not apply through VTAC for TAFE courses, instead applying directly to the TAFE Institute concerned.

What is the difference between exchange and study abroad?

Exchange

A large number of overseas universities have exchange agreements with The University of Melbourne. An Exchange is an arrangement that allows a student from a host institution to take a place at The University of Melbourne and, in return, you will take the place of an incoming student.

On Exchange you remain enrolled at The University of Melbourne and continue to pay your normal fees as well as enrolling as a full-time student at your host institution for which you do not pay a tuition fee.

Study Abroad

Study Abroad is an independently organised study program at an institution with which The University of Melbourne does not have an exchange agreement.

Study Abroad students are usually required to pay full fees to the overseas institution and to apply for leave of absence from The University of Melbourne during the stay abroad. Students are responsible for their own arrangements for Study Abroad.

Melbourne Scholarships Office
The University of Melbourne
Victoria 3010 Australia
Telephone: (+61 3) 8344 7467
Facsimile: (+61 3) 8344 3734
<http://www.services.unimelb.edu.au/scholarships/ugrad/>

The University of Melbourne CRICOS Provider code: 00116K

