



THE UNIVERSITY OF  
MELBOURNE

# Melbourne Undergraduate Scholarships

## Terms and Conditions 2006



Undergraduate Scholarships Office

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## 1 Introduction

In 2006, the Undergraduate Scholarships Program comprises:

- National
- National Medicine
- Melbourne Access
- Melbourne Honours and
- International Undergraduate Scholarships

This document states the terms and conditions for the scholarships above. There are separate Terms & Conditions Booklets for Melbourne Abroad and Commonwealth Learning Scholarships.

You are expected to read and understand this Terms and Conditions document in its entirety before you accept the scholarship.

## 2 Accepting a Scholarship

You will receive an offer package containing:

- Letter of Offer
- Acceptance/Decline form
- Bank details form (not required for International Undergraduate Scholarship recipients)
- 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 if appropriate) to the Undergraduate Scholarships Office by the date specified in your letter of offer. Completion of the Recipient Survey is voluntary.

### 2.1 Obligations as a Melbourne Scholar

In accepting these Terms and Conditions you undertake to comply with your obligations as a scholar as specified in this document and ensure that others, ie. your faculty, 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 aim to provide a service that is efficient, friendly and responsive to your needs. We are responsible for:

- scholarship allowance payments;
- advice on scholarship variations; and the
- academic progress review of scholars.

## 3 Criteria of Award

### 3.1 Specific Scholarship Criteria

#### First year students

The award of a **National, National Medicine** or **Melbourne Access 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.

The award of an **International Undergraduate Scholarship** is subject to your being offered and enrolling in the undergraduate course specified in your letter of offer.

#### Later year students

The award of a **Melbourne Honours** or **International Undergraduate Scholarship** is subject to your enrolling in the course specified in your letter of offer.

### 3.2 Commencement

All scholarships are awarded on the basis that you will commence study in the course and in the semester specified in your letter of offer.

### 3.3 Transfer of Scholarship at Commencement

**National Scholarships** may be transferred to another course with the agreement of the Manager, Undergraduate Scholarships.

**Melbourne Access Scholarships** can only be transferred to another course offered by the same faculty awarding you the scholarship and if the faculty agrees.

**International Undergraduate Scholarships** may be transferred to another course offered by the same faculty awarding you the scholarship and if the faculty agrees.

**National Medicine** and **Melbourne Honours Scholarships** cannot be transferred.

### 3.4 Deferring a Scholarship

You may apply to defer your scholarships for up to one year on the condition that your faculty allows you to defer your course place. Not all faculties will allow you to defer; you must check with your particular faculty regarding their deferral policy.

You cannot defer a **National Medicine Scholarship**.

### 3.5 Full-time Study

All scholarships are awarded on the basis that you will 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 enrolled in more than one course and are unable to remain enrolled full-time in your sponsored course due to extenuating circumstances, you must seek approval from your faculty **and** the Manager, Undergraduate Scholarships, to retain your scholarship.

If you are allowed to retain your scholarship, you must maintain at least a 25 credit point enrolment each semester in your sponsored course and be enrolled full-time overall.

### 3.6 Holding Other Scholarships

You may be permitted to hold other awards which enhance your studies at the University 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

#### National and National Medicine Scholarships

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

#### Melbourne Access Scholarships

These scholarships meet the full cost of tuition fees payable for up to four years of the course for which you hold the scholarship provided that you remain enrolled as a full-time student.

#### Melbourne Honours Scholarships

These scholarships meet the full cost of tuition fees payable for up to one year of an honours course provided that you remain enrolled as a full-time student.

#### International Undergraduate Scholarships

These scholarships provide a partial fee remission of 25%, or the percentage specified in your letter of offer, for the normal duration of your course.

If you become a permanent resident of Australia during the tenure of your scholarship, your scholarship will cease.

### 4.2 Allowances

#### National Scholarships

You will be paid an allowance in February and July each year, for up to five years, as long as you remain enrolled as a full-time student.

##### National (Victorian)

\$5,000 per annum, \$2,500 per semester

##### National (Interstate)

\$10,000 per annum, \$5,000 per semester

#### National Medicine Scholarships

You will be paid an allowance in February and July each year, for up to six years as long as you remain enrolled as a full-time student in the medical course for which you hold the scholarship.

##### National Medicine (Victorian)

\$5,000 per annum, \$2,500 per semester

##### National Medicine (Interstate)

\$10,000 per annum, \$5,000 per semester

#### Melbourne Access Scholarships

You will be paid an allowance in February and July\* each year for up to four years as long as you remain enrolled as a full-time student.

##### Melbourne Access Scholarships

\$2,000 per annum, \$1,000 per semester

\*If you are awarded a concurrent **Commonwealth Learning Scholarship (CLS)** you will be paid each semester in April and September. The **CLS** allowance is indexed each year; in 2006 the allowance will be:

##### Commonwealth Education Costs Scholarships

\$2,080 per annum, \$1,040 per semester

##### Commonwealth Accommodation Scholarships

\$4,161 per annum, \$2,080.50 per semester

You will only receive one allowance payment (the CLS allowance) not both.

#### Melbourne Honours Scholarships

You will be paid an allowance of \$2,000 per annum, \$1,000 per semester, in February and July for one year as long as you remain enrolled as a full-time student.

#### International Undergraduate Scholarships

No allowance is provided.

## 5 Honours Year

### National Scholarships

You may apply to extend your scholarship to an Honours year. The Honours year must be undertaken during or in the year immediately following completion of your Bachelor degree. Your scholarship will not extend beyond 500 points.

### National Medicine Scholarships

National Medicine Scholarships cannot be extended to an Honours year.

### Melbourne Access

You may apply to extend your scholarship to an Honours year. The Honours year must be undertaken during or in the year immediately following completion of your Bachelor program. Approval is at the discretion of the faculty which awarded the scholarship. Your scholarship will not extend beyond four years.

### International Undergraduate Scholarships

You may apply to extend your scholarship to an Honours year. The Honours year must be undertaken during or in the year immediately following completion of your Bachelor program. Approval is at the discretion of the faculty which awarded the scholarship.

## 6 Concurrent Diplomas

### Melbourne National Scholarships

You may apply for your scholarship to fund a concurrent diploma. Approval is at the discretion of the Manager, Undergraduate Scholarships. If you reach 500 points before completing your degree/diploma, you will be required to fund the remaining subjects to complete your course.

Alternatively, you may apply to enrol in and fund the diploma yourself.

### Melbourne Access and International Undergraduate Scholarships

Your scholarship will not fund a concurrent diploma. You may apply to enrol in and fund the diploma yourself. Approval is at the discretion of the faculty which awarded the scholarship.

## 7 Changes to Enrolment

If you vary your course enrolment during the period of your scholarship, you should be aware of the correct procedures for changing your enrolment so that your scholarship is not adversely affected. Failure to notify this office in due time may lead to the suspension of your scholarship. Application forms are available from our web site at: [www.services.unimelb.edu.au/scholarships/ugrad/](http://www.services.unimelb.edu.au/scholarships/ugrad/)

If your application is not approved you may be required to pay back any amounts paid by the University to you or for your benefit for that semester. You will be entitled to continue your studies subject to the University's Statutes and Regulations outlined in your student diary.

The following are considered variations to enrolment:

### 7.1 Overloading

The normal workload for each year of a course is 100 points, 50 points per semester. If approval is given for your scholarship to fund enrolment in more subjects or credit points in a semester than the recommended full-time load for your course, your scholarship will only fund up to the minimum points required to complete your course. Once you reach the maximum points allowable, your scholarship will end and you will be required to fund the remaining subjects.

### 7.2 Summer Enrolment

If approval is given for your scholarship to fund an enrolment in Summer semester, you will only be funded up to the minimum points required to complete your course.

### 7.3 Part-time Enrolment

If your course load falls below 37.5 credit points per semester, your scholarship will be terminated unless there are exceptional extenuating circumstances, in which case, you must apply to the Manager, Undergraduate Scholarships to request that your scholarship continue. Supporting documentation must be provided.

#### **7.4 Leave of Absence**

It is not possible to take leave in your first year of study.

When you take leave from your course you need to take leave from your scholarship as well. You will normally be granted up to 12 months leave during your course.

If you take leave or withdraw from subjects after the subject census date, the points of withdrawn subjects will be included in the calculation of your total sponsored points.

#### **7.5 Return from Leave of Absence**

Notify the Undergraduate Scholarships Team when you return from leave in order for your scholarship benefits to recommence.

#### **7.6 Internal Course Transfer**

An internal course transfer includes transferring to a course within the same faculty and transferring to a course offered by another faculty within the university.

#### **Melbourne National Scholarships**

Scholarships may be transferred to a new course with the approval of the Manager, Undergraduate Scholarships.

#### **National Medicine and Honours Scholarships**

Scholarships cannot be transferred.

#### **Melbourne Access and International Undergraduate Scholarships**

Scholarships may be transferred to a new course within the same faculty with the approval of the faculty which offered you the scholarship.

#### **7.7 Discontinuation of Studies**

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

#### **7.8 Studying Overseas**

Your scholarship will continue if you are accepted into the Melbourne Abroad Exchange Program. If you undertake independent study through Study Abroad, you will be placed on leave from your scholarship for the duration.

#### **7.9 Disallowed Variations**

Your scholarship will not fund fees payable for:

- Complementary Studies undertaken at another university;
- Community Access Program (CAP) subjects;
- repeating failed subjects; or
- undertaking additional subjects in lieu of failed subjects.

### **8 Satisfactory Academic Progress**

The Undergraduate Scholarships Office reviews the academic progress of all scholars each semester.

#### **8.1 Requirements**

##### **National and National Medicine Scholarships**

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

##### **All other scholarships**

You are expected to maintain satisfactory academic progress each year and to progress through your course in minimum time. This usually requires a pass in all subjects in each year of your course.

## 8.2 Unsatisfactory Academic Progress

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

Address submissions to:

The Chair  
Undergraduate Scholarships Sub-Committee  
c/o Undergraduate Scholarships Team  
3rd floor, John Smyth building  
The University of Melbourne  
Victoria 3010

The Chair will determine the outcome of the review taking into account your submission. If termination of your scholarship is recommended, you will be given the opportunity to appeal to the Academic Board.

Guidelines:

[www.services.unimelb.edu.au/scholarships/ugrad/current/](http://www.services.unimelb.edu.au/scholarships/ugrad/current/)

## 9 Termination of Scholarship

### 9.1 Grounds for Termination

Your scholarship may be terminated if, after proper inquiry, the University determines that:

- you are not making satisfactory progress;
- 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.

### 9.2 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.

## 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 Review of Scholarship Decisions

### 11.1 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.

### 11.2 Review Appeals

If you still feel that a matter is not adequately resolved you may then 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.

## 12 Centrelink and Taxation

The Undergraduate team is unable to provide advice on Centrelink and taxation matters. Your letter of offer contains information about the benefits of your scholarship; retain this document as your record for Centrelink and Taxation purposes. For more information go to: [www.ato.gov.au/](http://www.ato.gov.au/) and [www.centrelink.gov.au/](http://www.centrelink.gov.au/)

### Centrelink

As a general rule, if you are enrolled full-time and receive full exemption from tuition fees, the value of your scholarship is not taken into account when applying income tests to payments such as Youth Allowance, Austudy and Abstudy.

Scholarship payments (allowances) made directly to you may be considered as income.

### Taxation

As a general rule, if you are enrolled full-time your scholarship is exempt from tax.

## Contact

Undergraduate Scholarships Team  
Melbourne Scholarships Office  
3rd floor, John Smyth building  
The University of Melbourne  
Victoria 3010 Australia  
Telephone: (+61 3) 8344 7467  
Facsimile: (+61 3) 8344 3734  
Email: [ug-schols@unimelb.edu.au](mailto:ug-schols@unimelb.edu.au)  
[www.services.unimelb.edu.au/  
scholarships/ugrad/](http://www.services.unimelb.edu.au/scholarships/ugrad/)

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