1. Purpose
This policy sets out the procedures followed by the Faculty of the VCA & MCM (VCA-MCM) in granting scholarships to Graduate Research candidates enrolled in the Faculty of the VCA-MCM. In addition, this document will explain the procedures followed by the University of Melbourne Scholarships Office for the granting of government funded scholarships and how these relate to the Faculty of the VCA-MCM.

Enquiries relating to this policy and to the granting of scholarships to graduate research candidates in the Faculty of the VCA & MCM should be directed to:

- Lucy O’Brien, VCA-MCM Research Manager: x46183 or leobrien@unimelb.edu.au
- David Strover, VCA-MCM RHD Coordinator: x53471 or dstrover@unimelb.edu.au

2. Scope
The VCA-MCM Graduate Research Scholarships Policy explains policies, procedures and responsibilities for the granting of scholarships to graduate research candidates in the Faculty of the VCA & MCM.
3. Definitions

- **APA - Australian Postgraduate Award**: Government funded scholarship providing for a living stipend for local students. These are both centrally allocated through the Melbourne Scholarships Office and Faculty-allocated through the VCA-MCM Research Office.

- **International Student**: An international student is a student who does not fit into any of the categories which define a local student.

- **IPRS - International Postgraduate Research Scholarship**: Government funded scholarship which pays the tuition fees and health cover for an international student enrolled in a research higher degree. These are Faculty allocated through the VCA-MCM Research Office.

- **Local Student**: A local student is a student who is either a citizen of Australia, a permanent resident of Australia or a citizen of New Zealand.

- **MIFRS - Melbourne International Fee Remission Scholarship**: Scholarship which exempts international students from paying tuition fees. These are funded and allocated by the VCA-MCM Research Office.

- **MIRS - Melbourne International Research Scholarship**: Faculty funded scholarship which provides a living stipend and health cover for international students. These are funded and allocated by the VCA-MCM Research Office.

- **MRS - Melbourne Research Scholarship**: Faculty funded scholarship providing for a living stipend for local students. These are funded and allocated by the VCA-MCM Research Office.

- **Graduate Research Candidate**: A student enrolled in a Masters or Doctoral level degree where the research component of the degree is at least 66% of the degree.
4. Policy

4.1 Faculty Research Committee and Graduate Research Scholarships Sub-Committee

The Faculty of the VCA & MCM has established a Graduate Research Scholarships Sub-Committee of the Faculty Research Committee for the purposes of allocating APA (Faculty), IPRS, MIFRS, MIRS and MRS scholarships. The Graduate Research Scholarships Sub-Committee will allocate scholarships to graduate research candidates on the basis of academic merit, discipline-based rankings and strategic priorities. Priority and preference will also be given to PhD applicants or Masters by Research leading to PhD via conversion.

4.2 Policies relating to Graduate Research Scholarships

The VCA-MCM Graduate Research Scholarships Sub-Committee abides by all policies relating to scholarships as determined by the University of Melbourne and by the VCA-MCM Faculty Research Committee.

4.3 Determination of Academic Merit

Applicants for scholarships will be ranked according to the score calculated using the Graduate Research Scoring Committee (GRSC) scoring system and the Department Recommended Score (DRS). The scholarship score is calculated by the Research Office and approved by the responsible academic. The Scholarships Sub-Committee will then determine the final DRS score, based on supporting documentation.

4.4 Graduate Research Scholarships for International Students

The VCA-MCM Graduate Research Scholarships Sub-Committee will grant graduate research scholarships to international students with a preference for granting both a fee remission (MIFRS) and stipend (MIRS) together. This policy also applies to students granted an IPRS which will be matched with a University of Melbourne allocated APA (International) stipend.
4.4.1 Stipend Only Grants to International Students

In the case where a student applies for a stipend only, preference will be given to students who have already been granted a fee remission, or have alternative funding to cover the tuition fees.

5 Procedures

5.1 Applying for Scholarships

In order to be considered for scholarships students must make a formal application for candidature and scholarships as per the admission requirements for the graduate research program in which they seek entry (see the MSGR http://futurestudents.unimelb.edu.au/info/research and VCA-MCM website http://vca-mcm.unimelb.edu.au/research/future for further information).

5.2 Granting Scholarships

In order to be competitive for a graduate research scholarship, applicants must normally obtain a scholarship score of ≥80, or a score deemed to be equivalent by the Selection Committee. IPRS recipients must score considerably more than this.

Graduate Research Scholarships are granted in late December and early January each year. If there are any scholarships remaining, there may be a second round of offers made later in the year.

The administration, payment of scholarships and the offers are the responsibility of the Melbourne Scholarships Office.

5.3 Allocation of Scholarships

The yearly budget for scholarships is determined by the VCA-MCM Research Office and Faculty Research Committee in conjunction with the Faculty Executive. Allocation of
scholarships is determined by the VCA-MCM Graduate Research Scholarships Sub-Committee in line with the budget allocation.

5.4 Procedure for granting scholarships
The VCA-MCM Graduate Research Scholarships Sub-Committee will meet prior to the fourth and final meeting of the Faculty Research Committee (late November/early December).

Prior to the Sub-Committee meeting, the Executive Officer will provide members of the committee with a list of current applicants, including GRSC score, DRS score, discipline-based ranking and full application details, including proposed project. If a special case is made terms of the recommended final score of the applicant, this must also be supplied.

Scholarships will be allocated according to a rank-order list of applicants where the ranking is provided by GRSC and DRS scores of applicants, in addition to discipline recommendations (according to strategic priorities). Scholarships will be prioritized and preferred towards applicants in the PhD and Masters by Research leading to PhD via conversion.

Following scholarship allocation recommendations by the VCA-MCM Graduate Research Scholarships Sub-Committee, and final ratification of these recommendations by the Faculty Research Committee, the Executive Officer must notify the relevant staff in the VCA-MCM Research Office, who will in turn send the required documentation to the Melbourne Scholarships Office, so that these decisions can be implemented.

5.5 Review
These policies and procedures can be reviewed at any time by the VCA-MCM Faculty Research Committee. The Graduate Research Scholarships Sub-Committee may submit changes to these policies and procedures to the VCA-MCM Faculty Research Committee at any time.
Appendix 1

Faculty of the VCA & MCM
Faculty Research Committee
Graduate Research Scholarships Sub-Committee

Terms of Reference
The Faculty of the VCA & MCM Graduate Research Scholarships Sub-Committee is established under the authority of the VCA-MCM Faculty Research Committee and has the responsibility for any and all matters relating to graduate research scholarships allocated to and by VCA-MCM. This committee will operate independently subject to rules and policies decided upon by the VCA-MCM Faculty Research Committee.

The VCA & MCM Graduate Research Scholarships Sub-Committee shall have the following responsibilities:

- Grant scholarships to suitable applicants who are enrolled in, or have been offered candidature in to the VCA-MCM Graduate Research Program at the University of Melbourne.
- Make policies in relation to the granting of graduate research scholarships to VCA-MCM graduate researchers.
- Advise the VCA-MCM Faculty Research Committee on any matters relating to graduate research scholarships.

Meetings
The VCA & MCM Graduate Research Scholarships Sub-Committee can be called upon to meet by any member of the committee, by the VCA-MCM Faculty Research Committee or by the Sub-Committee Executive Officer.
Membership
The VCA & MCM Graduate Research Scholarships Sub-Committee shall have the following members:

- The VCA-MCM Associate Dean (Research) who shall be the Chair of the committee.
- The VCA or MCM Associate Director (Research), who shall be Acting Chair in the Chair’s absence (from the alternate division to the current ADR).
- Up to one nominee from each of the Divisional level Research Committees – VCA and MCM – at the discretion of the Chair.
- Members may send a proxy if they are unable to attend a meeting of the Graduate Research Scholarships Sub-Committee.

Executive Officer
The Executive Officer of the VCA & MCM Graduate Research Scholarships Sub-Committee shall be a professional staff member employed in the VCA-MCM Research Office and shall have the following responsibilities:

- keep records of all meetings of the committee.
- keep records of all decisions of the committee.
- prepare agendas and any other materials for meetings of the committee.

Quorum
In order for a VCA & MCM Graduate Research Scholarships Sub-Committee meeting to be quorate either the Chair or Acting Chair must be present and at least two thirds of the department representatives must be present.

Policies
The VCA-MCM Graduate Research Scholarships Sub-Committee abides by all policies relating to scholarships as determined by the University of Melbourne and by the VCA-MCM Faculty Research Committee.
The Graduate Research Scholarships Sub-Committee may submit recommendations of changes to these policies and procedures to the VCA-MCM Faculty Research Committee at any time.

**Decisions In Between Meetings**

The Graduate Research Scholarships Sub-Committee can be called upon to make decisions in between meetings for a variety of reasons which may include:

- that one or more department representatives were unable to attend a meeting of Graduate Research Scholarships Sub-Committee.
- that a highly qualified student may be lost to a competing university if we delay a decision on granting a scholarship to the aforementioned applicant.

The Graduate Research Scholarships Sub-Committee can make decisions in relation to granting scholarships in between meetings. These decisions can be made using the following procedure:

- A request is made to the Chair or Executive Officer of the Graduate Research Scholarships Sub-Committee to decide upon a scholarship applicant by the VCA-MCM Associate Dean (Research), the VCA Associate Dean (Research), a Head of Division in the Faculty to the Graduate Research Scholarships Sub-Committee.
- The Executive Officer must email all members of the Graduate Research Scholarships Sub-Committee with details of proposed scholarship recipient.
- Any member of the Sub-Committee may ask for more information on the applicant and the Executive Officer will email the additional information to all members of the Graduate Research Scholarships Sub-Committee.
- Any member of the Graduate Research Scholarships Sub-Committee may ask that the decision on any applicant be held over until a formal meeting, if this is requested the decision will be held over until the next meeting of the Sub-Committee.
• Members of the Graduate Research Scholarships Sub-Committee must email their
decision to the Executive Officer and may email their decision to all members of the
Sub-Committee.

• For a decision to be made in between meetings it must be agreed to by at least two
thirds of the Department Nominees and by the VCA-MCM Associate Dean (Research)
or the VCA Associate Director (Research) if the ADR cannot be contacted. In addition,
the Department Nominee of the Department in which the applicant will be enrolled
must agree to the decision.

All decisions made in between meetings will be itemised in the Agenda of the following
meeting of the Graduate Research Scholarships Sub-Committee.

Review
These terms of reference can be reviewed at any time by the VCA-MCM Faculty Research
Committee. The Graduate Research Scholarships Sub-Committee may submit changes to
these terms of reference to the VCA-MCM Faculty Research Committee at any time.