



Coursework Scholarships Terms and Conditions

Version: 5

Start date: 1 November 2018

1. Introduction

The Coursework Scholarships Terms & Conditions set out the benefits and conditions that apply to a range of scholarships offered by the University of Melbourne, including the Melbourne Chancellor's Scholarship, Melbourne Access Scholarship, Melbourne International Undergraduate Scholarship and Melbourne Graduate Scholarship.

Benefits and conditions vary between scholarships and are specified in the scholarship offer.

The University reserves the right to make amendments to these terms and conditions without prior notice.

2. Definitions

Compassionate and compelling circumstance mean circumstances that are generally beyond the student's control and have an impact on the student's ability to study, for instance: serious illness or injury, pregnancy or childbirth, care responsibilities for dependants, visa processing delays, traumatic experiences, and political upheaval or natural disaster in the student's home country

Full-time student means a student who enrolls for 37.5 points or more over a half year period (See Enrolment and Timetabling Policy MPF1294)

Half-year period means either 1 January to 30 June, or 1 July to 31 December

Part-time student means a student who enrolls for less than 37.5 points over a half year period (See Enrolment and Timetabling Policy MPF1294)

3. Benefits

The benefits that apply to your scholarship are specified in your scholarship offer and may include one or more the following:

3.1 Living Allowance

- a. The value and duration of the Living Allowance is specified in your scholarship offer.
- b. The Living Allowance is paid in half-yearly instalments in April and September.
- c. The duration of the Living Allowance will be reduced by any periods of study undertaken previously towards the course for which the scholarship is awarded

3.2 HECS Student Contribution Exemption

- a. The exemption applies to all University of Melbourne subjects that you need to complete to meet the requirements of your course(s) of study for which the scholarship was offered.
- b. Melbourne National and Melbourne Chancellor's Scholarship recipients may receive an exemption for approved single subject enrolments at the University of Melbourne to a maximum of 25 credit points

3.2A Tuition Fee Sponsorship

- a. The Sponsorship applies to all University of Melbourne subjects that you need to complete to meet the requirements of the course(s) of study for which the scholarship was offered.

- b. The Sponsorship may cover full or part of the tuition fees (e.g. 25%, 50% or 100%). Where the sponsorship covers part of the cost of tuition, you are responsible for remaining cost of tuition.

3.3 [Removed]

3.4 Mobility awards

Guaranteed Melbourne Global Scholars Award towards approved Study Abroad, Exchange or a Melbourne University Overseas Subject

4. Conditions

4.1 Enrolment

You must be enrolled in a coursework degree course at the University of Melbourne.

4.1A [removed]

4.2 Deferral

If you receive permission to defer commencement of your course, your scholarship will be deferred to the following academic year.

4.3 Part-time enrolment:

- a. If you enrol as a part-time student, the living allowance will be suspended, unless you are of Indigenous Australian descent or you provide evidence that there are compassionate or compelling circumstances that prevent you from undertaking a full-time study load
- b. If you receive approval to continue to receive your living allowance while you are enrolled as a part-time student, living allowance payments may be reduced by income tax.

Note: HECS Student Contribution Exemptions and Tuition Fee Sponsorships are not affected by part-time enrolment.

4.4 Scholarship leave

- a. If you are granted leave of absence or suspended from your course by the University of Melbourne, the scholarship will be suspended (scholarship leave).
- b. The duration of your scholarship will be extended by the duration of the scholarship leave

4.5 Course transfer

If you transfer to another degree course at the University of Melbourne, the scholarship may continue subject to prior approval by Melbourne Scholarships, however the duration of the living allowance will not be extended.

4.6 Non-commencement and withdrawal

If you do not commence your course, discontinue your enrolment or your enrolment is withdrawn by the University, the scholarship will be withdrawn or stopped.

4.7 Academic progress:

The following applies to recipients of a Melbourne National Scholarship, Melbourne Chancellor's Scholarship and Melbourne Graduate Scholarship

- a. You must achieve an average result of at least 70 in each half-year study period (minimum average mark).
- b. Unless there are compassionate or compelling circumstances, if you fail to achieve the minimum average mark, either
 - i. your Living Allowance will be suspended, or
 - ii. your Overseas Student Tuition Fee Sponsorship will be halved
- c. The Living Allowance or Overseas Student Tuition Fee Sponsorship will be re-instated after you have achieved the minimum average mark in a following half-year study period (rehabilitation)

Note: HECS Student Contribution Exemptions are not affected by academic progress.

4.8 Concurrent scholarships

- a. You cannot receive another scholarship related to your course of study if the annual value of that scholarship is greater than 75 per cent of the annual value of your scholarship
- b. If you wish to receive another scholarship with an annual value that is greater than 75 per cent of the annual value of your scholarship, you must apply for leave from your scholarship. If leave is approved, the duration of your scholarship will not be extended by the period of study taken during the leave.

4.9 False or misleading information

If you have provided false or misleading information and as a result you were awarded or continued to receive the Scholarship, the scholarship may be stopped, and you may be required to repay any scholarship benefits to which you are not entitled to within 14 days of being requested to do so by the University.

5. Complaints and Grievances

Students may submit a complaint or grievance in relation to the application of this procedure in accordance with the [Student Complaints and Grievances Policy](#) and the [Student Complaints and Grievances Procedure](#).

6. Privacy

All personal information collected by the University is governed by the [University's Privacy Policy](#). The following are examples of instances where the University will use and disclose your personal information for legitimate purposes:

- providing information to Centrelink;
- releasing statistical information to relevant government bodies such as the Department of Education, Employment and Workplace Relations (DEEWR) and the Office of Training and Tertiary Education;
- releasing relevant information to the Department of Immigration and Citizenship (DIAC), the Department of Education, Employment and Workplace Relations (DEEWR) and the Australian Taxation Office

For further information, refer to [the University's privacy statement](#).

Amendments

Provision affected	Affected by
1, 3.1, 3.2, 4.1, 4.1A, 4.3, 4.6, 4.7	Version 2
Title, 1, 3	Version 3
2, 4.1, 4.1A, 4.2, 4.3, 4.5, 4.7, 4.8	Version 4
2, 3.1, 3.2A, 4.1A, 4.3, 4.4	Version 5