



Faculty of Fine Arts and Music Graduate Research Scholarships Policy

1. Purpose

This policy sets out the procedures followed by the Faculty of Fine Arts and Music in granting scholarships to Graduate Research candidates enrolled in the Faculty of Fine Arts and Music. 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 Fine Arts and Music.

Enquiries relating to this policy and to the granting of scholarships to graduate research candidates in the Faculty of Fine Arts and Music should be directed to:

- Jonathan Laskovsky, Faculty of Fine Arts and Music: Manager, Research and Industry: x46183 or jonathan.laskovsky@unimelb.edu.au
- David Strover, Faculty of Fine Arts and Music: Graduate Research Coordinator: x53471 or dstrover@unimelb.edu.au

2. Scope

The Faculty of Fine Arts and Music Graduate Research Scholarships Policy explains policies, procedures and responsibilities for the granting of scholarships to graduate research candidates in the Faculty of Fine Arts and Music.

3. Definitions

RTP – SF Research Training Programme (Stipend and Fee Offset): Government funded scholarship providing for a living stipend for local and international students. These are both centrally allocated through the Melbourne Scholarships Office and Faculty-allocated through the Faculty of Fine Arts and Music Research Office.

RTP – F Research Training Programme Fee Offset: Local students in Graduate Research courses (PhD, MPhil and Master by Research) will in most cases be funded by the Australian Government Research Training Program which exempts students from tuition

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fee payments for up to 2 years for a Master by research course and 4 years for a PhD course.

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

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 Faculty of Fine Arts and Music 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 Faculty of Fine Arts and Music Research Office.

MRS - Melbourne Research Scholarship: Faculty funded scholarship providing for a living stipend for local students. These are funded and allocated by the Faculty of Fine Arts and Music 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 Fine Arts and Music has established a Graduate Research Scholarships Sub-Committee of the Faculty Research Committee for the purposes of allocating RTP - SF (Faculty), 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.
- Applicants who are undertaking research supported by a competitive grant received by academic staff of the Faculty of Fine Arts and Music.

4.1.1 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.

4.1.2 Discipline Ranking

Each discipline will rank their candidates for scholarships. In ranking candidates for scholarships each discipline will take account of the scholarship score. The discipline

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ranking may also take account of additional factors such as, but not limited to, reputation and prominence in their artistic field, prior research outputs, professional experience and research experience.

4.1.3 Strategic Priorities

In ranking applicants for scholarships the Faculty of Fine Arts and Music Graduate Research Scholarships Sub-Committee will give preference to applicants who undertake research which supports faculty and university strategic priorities.

4.2 Policies relating to Graduate Research Scholarships

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

4.3 Graduate Research Scholarships for International Students

The Faculty of Fine Arts and Music Graduate Research Scholarships Sub-Committee will grant graduate research scholarships to international students with a preference for granting an RTP – SF offsetting fees and providing a living stipend.

4.3.1 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

Students who apply for entry to any graduate research course at the University of Melbourne are automatically considered for Graduate Research Scholarships.

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.

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.

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5.3 Allocation of Scholarships

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

5.4 Procedure for granting scholarships

The Faculty of Fine Arts and Music 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 preferenced towards applicants in the PhD and Masters by Research leading to PhD via conversion.

A minimum of one RTP-SF scholarship will be allocated to an indigenous PhD applicant subject to eligibility as outlined in Section 5.2.

Following scholarship allocation recommendations by the Faculty of Fine Arts and Music 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 Faculty of Fine Arts and Music 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 Faculty of Fine Arts and Music Research Committee. The Graduate Research Scholarships Sub-Committee may submit changes to these policies and procedures to the Faculty of Fine Arts and Music Research Committee at any time.

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Appendix I

Faculty of Fine Arts and Music

Faculty Research Committee

Graduate Research Scholarships Sub-Committee

Terms of Reference

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

The Faculty of Fine Arts and Music 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 Faculty of Fine Arts and Music Graduate Research Program at the University of Melbourne.
- Make policies in relation to the granting of graduate research scholarships to Faculty of Fine Arts and Music graduate researchers.
- Advise the Faculty of Fine Arts and Music Research Committee on any matters relating to graduate research scholarships.

Meetings

The Faculty of Fine Arts and Music Graduate Research Scholarships Sub-Committee can be called upon to meet by any member of the committee, by the Faculty of Fine Arts and Music Research Committee or by the Sub-Committee Executive Officer.

Membership

The Faculty of Fine Arts and Music Graduate Research Scholarships Sub-Committee shall have the following members:

- The Faculty of Fine Arts and Music Associate Dean (Research) who shall be the Chair of the committee.
- The Faculty of Fine Arts and Music Associate Directors (Research), one of whom shall be Acting Chair in the Chair's absence (from the alternate division to the current ADR).
- One nominee from each of Division – Fine Arts and Music – who shall normally be the Academic Graduate Research Coordinator for that division.

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- Consideration will be given to gender balance in the nominations from Divisions.
- 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 Faculty of Fine Arts and Music Graduate Research Scholarships Sub-Committee shall be a professional staff member employed in the Faculty of Fine Arts and Music 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 Faculty of Fine Arts and Music 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 Faculty of Fine Arts and Music Graduate Research Scholarships Sub-Committee abides by all policies relating to scholarships as determined by the University of Melbourne and by the Faculty of Fine Arts and Music Research Committee.

The Graduate Research Scholarships Sub-Committee may submit recommendations of changes to these policies and procedures to the Faculty of Fine Arts and Music 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:

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- A request is made to the Chair or Executive Officer of the Graduate Research Scholarships Sub-Committee to decide upon a scholarship applicant
- 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 Committee and by the Faculty of Fine Arts and Music Associate Dean (Research).

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 Faculty of Fine Arts and Music Research Committee. The Graduate Research Scholarships Sub-Committee may submit changes to these terms of reference to the Faculty of Fine Arts and Music Research Committee at any time.

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