



Faculty of Fine Arts and Music

Graduate Assistantship Program

2024 Guidelines

Overview

The Graduate Assistantship Program (GAP) is a prestigious one-year career development and mentoring program offered through a competitive process to PhD graduate researchers within the Faculty of Fine Arts and Music. The aims of the GAP are to benefit successful applicants' future career paths in academia by providing:

- a range of teaching, tutoring and other academic experiences that will allow them to develop skills over the period of their candidature;
- an additional source of income to allow Graduate Assistants to focus on their graduate research program;
- an opportunity to develop relationships with academic mentors in addition to their research supervisors. Mentoring is an integral part of the scheme, and recipients are supported to develop their teaching and/or other academic skills; and
- an opportunity to develop their academic profile including teaching, research and administrative experience, recognised as key employability skills by universities.

The GAP participants will develop appropriate work packages in consultation with their mentor which will be comprised of hours spanning three key areas:

- Teaching and Learning
- Research
- Administration and Development

The Award

Successful applicants will be awarded the following during their one-year program:

- a \$5,000 bursary, to be paid in two instalments at the start of each semester, subject to satisfactory progress (Note: if you are part-time, the bursary will have tax implications);
- a casual academic employment contract up to a maximum of \$10,000 including on-costs (total payable to successful applicants is approx. \$8600). The casual workload activities are flexible and dependant on the needs of the area and the skills and interests of the applicant;
- regular mentoring from an academic member of staff; and
- a tailored development and training program



Eligibility

- Full-time and part-time PhD candidates are eligible to apply following the successful completion of the confirmation process, thus the scheme is designed for candidates typically in their 2nd or 3rd year of candidature
- Applicants must provide evidence of support from their Primary Supervisor, in the form of a letter or email to be uploaded in the Supporting Documentation section of the online application
- Applicants must nominate a mentor, and to broaden the applicant's experience it is encouraged this person should be a member of academic staff who is not the applicant's PhD supervisor. The mentor will be the primary contact for the applicant's casual contract work.
- A completed Casual Work Proposal must be uploaded to the online form and signed by the nominated mentor. A casual contract proposal template and budget calculator can be found [here](#)
- Equity and access are key for Faculty programs and endeavours. Priority will be given to First Nations people, first-time applicants and those not currently receiving a stipend or scholarship.

Timeline

The 2024/2025 Graduate Assistantship Program application deadline is Monday 6th May 11.59pm. Applications open 9:00am Monday 8th April.

Date	Activity
Monday 8 th April	Applications open, program advertised in Faculty Newsletters and LMS
Monday 6 th May	Applications close 11.59pm
Friday 10 th May	Faculty RO completes compliance checks and reviews budgets etc.
Friday 24 th May	Divisional review of applications deadline
Friday 31 st May	Applicants notified of outcome
Friday 28 th June	Friday 30 June 2023 Successful applicants receive employment contract
Monday 22 nd July	Semester 2 begins and 1st bursary payment
Mid-August	Welcome induction and celebration event
August	Development Session 1
September	Development Session 2
October	Development Session 3
Monday 3 rd March	Semester 1 begins and 2nd bursary payment
March	Development Session 4
April	Development Session 5
May	Development Session 6

Regulations and Conditions of the Award

- It is a requirement that Graduate Assistants successfully continue with their candidacy during the period of the contract.
- Leave of absences of longer than 4 weeks during participation from the program are not permitted. If more than 4 weeks leave is taken, the Graduate Assistant will forfeit their position in the program, except under exceptional circumstances and only with the approval of the Associate Dean Research.
- Contracts cannot be extended beyond the period of the scheme. It is the responsibility of the GAP participant to ensure their work packages are completed within the specified timeframe of their contract. If leave must be taken, the Graduate Assistant will forfeit their position in the program.



- It is a requirement that each Graduate Assistant participate in the compulsory induction session and end of year presentation as well as the 6 Development Sessions held throughout the year.

Queries For any queries, please contact the Faculty Research Office: fineartsmusic-research@unimelb.edu.au

The role of the mentor

The GAP participants will develop appropriate work packages in consultation with their mentor which will be comprised of hours spanning three key areas:

- Teaching and Learning
- Research
- Administration and Development

The exact makeup of each work package will be varied, but each participant must include hours from each area to ensure the program delivers a rounded academic experience.

Mentors are expected to ensure the proposed work package is balanced across the three areas and appropriate for the student undertaking it in terms of skill set, experience and subject area knowledge (particularly for Teaching and Learning activities). It is anticipated that the number of hours for a mentor would be fairly minimal and the benefit to the mentor is that part of the work-package would benefit them (i.e. that at least part of the hours would be work performed for the mentor in any of the three areas).

GR or Area convenors are, of course, ideally placed to identify potential work-packages and relevant mentors for students in their area but students may elect to independently select mentors and devise their own work packages as well, as appropriate for their particular circumstances.

- **Teaching and Learning** will operate in a similar to the way the previous AAP scheme as used by many Faculties, where GAP participants will be given responsibility for some components of teaching and learning activities including marking.
- The **Research** component is envisaged to give the participants insight into the funding, planning, and delivery of research activity. This includes working with research leaders within the Faculty to support existing research activity and grant writing. The GAP participant would contribute through roles such as writing grants, undertaking literature searches, developing budgets, and helping to realise ERA-eligible research outcomes. This will provide insights and understandings about how research careers are developed, and encourage the acquisition of skills that could lead to research successes in schemes such as the ARC DECRA or Australia Council for the Arts
- **Administration and Development** includes supporting activity that is supportive of academic staff with a preference for experience in more development-oriented activity – for example, new subject development, new LMS content, updating pages that support existing teaching and learning, engaging in the development of micro-certificates, etc.