

Monash University Procedure

Procedure Title	Summer and Winter Research Scholarship Program Procedures
Parent Policy	Summer and Winter Research Scholarships Policy
Date Effective	18-July-2012
Review Date	18-July-2015
Procedure Owner	Director, Student and Education Business Services
Category	Academic Quality and Standards
Version Number	1.0
Content Enquiries	Education Policy Unit
Scope	<ul style="list-style-type: none"> • All campuses • All staff and coursework students
Purpose	The Monash University Summer and Winter Research Scholarships Policy has been developed to ensure that the program is administered in accordance with all University, legislative and regulatory principles.
PROCEDURE STATEMENT	

1. Summer and Winter Research Scholarships will be advertised publicly and awarded on academic merit and based on the research area of the participant aligning with the objectives of the Department.

Responsibility

CSU

2. They are available to currently enrolled undergraduate or postgraduate (coursework) Monash students who are not full time continuing employees of the University or to students at another Australian Higher Education provider.

Responsibility

CSU/Faculties

3. Students enrolled part time will have tax deducted from their scholarship payment in accordance with Australian Taxation regulations. Students who complete their degree in December and are due a final payment in February will also have tax deducted from their payment.

Responsibility

CSU

4. The CSU is primarily responsible for administering the scholarships in accordance with the Summer and Winter Research Scholarships Policy.

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Responsibility

CSU
Faculty

5. Summer and Winter Research Scholarships must be offered prior to the end of the semester preceding the scholarship.

Responsibility

CSU
Faculty

6. Applications for Summer and Winter Research Scholarships will be via the CSU website (<http://www.adm.monash.edu.au/scholarships/opportunities/vacation-schols.html>)

Responsibility

CSU
Faculty

7. After the applications have been closed the CSU will collate the data and rank (on merit) the students accordingly. The collated data and rankings will then be sent to the departments for selection.

Responsibility

CSU

8. Departments, after matching the students and research projects and interviewing the students (if required), will then select the successful applicants and advise the CSU of the outcome. CSU will then be responsible for making the offers, payments and any further administrative processes as outlined in the procedures.

Responsibility

Faculties

9. Summer and Winter Research Scholarships will be between four to thirteen weeks as determined by the Faculty. Summer and Winter Research Scholarships are only available for the period between the last day of the exam period and the commencement of the next semester. Summer and Winter Research Scholarships of a shorter period may be offered for the duration of the midyear semester break (normally 2 weeks).

Responsibility

CSU/Faculties

10. Students will be required to comply with all policies and protocols of Monash University whilst participating in the Summer and Winter Research Scholarship program.

Responsibility

Students

11. International students who apply for Summer and Winter Research Scholarships must provide evidence that undertaking the program will not be in breach of their visa obligations.

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Responsibility

Students

12. If a currently enrolled student applies for a Summer and Winter Research Scholarship and they are presently employed by Monash University, the individual Department must provide additional evidence demonstrating that there is no connection between the Summer and Winter Research Scholarship and the work for which the student is paid as an employee.

Responsibility

Faculties

13. The individual Department offering the Summer and Winter Research Scholarship will offer between \$200 and \$500 per week to participating students. One or two lump sum payments will be made to students by the CSU dependent upon the duration of the scholarship. Other benefits may also be provided as determined by the CSU in consultation with the individual Department. Other benefits must form part of the Summer and Winter Research Scholarship and where approved, may form part of the lump sum payment/s.

Responsibility

Faculties

14. Departments will fund the Summer and Winter Research Scholarships from their budgets. Payments will be made to students by the CSU on behalf of all departments.

Responsibility

Faculties

15. Departments participating in the Summer and Winter Research Scholarship program will be required to contribute to the costs associated with external advertising of the Scholarships, including the preparation and placement of the advertisement in appropriate media. All external advertising should be referred to the Office of Marketing and Communications who will then coordinate the media campaign.

Responsibility

Faculties

16. Students who reside within Australia but outside the Melbourne metropolitan region will be entitled to an allowance equivalent to one economy return rail or air fare (whichever is cheaper) which may form part of the lump sum payment/s.

Responsibility

Students

17. Summer and Winter Research Scholarships will not be subject to superannuation or other employee related costs.

Responsibility

CSU

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18. Monash enrolled students will be covered by the University's Student Personal Accident policy. Other non-Monash students (i.e. enrolled at other universities) will be required to check with the Higher Education Provider where they are enrolled to determine insurance cover. Where insurance coverage is not provided by their Higher Education Provider, the student will be required to arrange their own personal accident insurance.

Responsibility

CSU
Student

19. All intellectual property arising from activities undertaken during the Summer and Winter Research Scholarship is owned by the University.

Responsibility

All

20. Participants are required to keep confidential any information relating to the Department or University that they may learn during the course of the Summer and Winter Research Scholarship.

Responsibility

Students

21. Participants are required to keep confidential any information relating to the research project in which they are engaged.

Responsibility

Students

22. Participants will be entitled to use relevant University facilities and services as determined by their supervisor; however, responsible and ethical use is required at all times.

Responsibility

Students

23. Monash University reserves the right to terminate the scholarship forthwith in the event a participant fails to attend the University during the period of the Summer and Winter Research Scholarship without providing reasonable notice of absence or is otherwise engaged in an act of misconduct. This right may be exercised at the absolute discretion of Monash University. If a scholarship is terminated the payment will cease immediately.

Responsibility

CSU

24. Monash University reserves the right to seek from the participant any overpayments made.

Responsibility

CSU

25. Participants will be required to adhere to the Monash Research and Research Training Policy and Procedures (<http://www.policy.monash.edu/policy-bank/academic/research/>).

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Responsibility

Students

26. Participants will be required to follow all relevant safety measures as directed by their supervisor.

Responsibility

Students

Responsibility for implementation	Director, Student and Education Business Services Manager, Student Finance Manager, Coursework Scholarships Faculty Managers School/Departmental Managers Heads of schools/departments
Status	Revised
Approval Body	Name: Academic Board Meeting: 4/2012 Date: 18-July-2012 Agenda item: 16.3
Definitions	CSU: Coursework Scholarships Unit, Student Business Services
Legislation Mandating Compliance	Monash University (Council) Regulations Part 12
Related Policies	Coursework Scholarships Policy Monash Occupational Health and Safety Policies
Related Documents	ATO ID 2002/220 : ATO Interpretative Decision on Personal tax: Exemption of summer vacation scholarship income - provided for research. Records Management Office Monash University Research Policies