

# 2018 SUMMER AND WINTER RESEARCH SCHOLARSHIP PROGRAM

Terms and conditions



# SUMMER AND WINTER RESEARCH SCHOLARSHIP PROGRAM

## Terms and conditions

### 1. INTRODUCTION

Outlined within are the terms and conditions for summer and winter research scholarship program administered by the Coursework Scholarships Unit. You are expected to read and understand these terms and conditions in their entirety before you accept your summer or winter research scholarship offer. In accepting these terms and conditions you will be well informed about the requirements of your scholarship and how to comply with your obligations as a scholarship recipient.

### 2. ACCEPTING YOUR SCHOLARSHIP

Your scholarship offer pack will contain a letter of offer and terms and conditions. You will be advised how to accept or reject your scholarship in your letter of offer. In most cases, you will be required to accept your scholarship via the Monash Web Enrolment System (WES). If you do not complete the acceptance as instructed, your scholarship may be re-allocated.

#### 2.1 Coursework Scholarships Unit (CSU)

The Coursework Scholarships Unit is your first point of contact for all matters relating to your scholarship. We are responsible for:

- taking applications for scholarships,
- making all scholarship offers,
- processing scholarship payments, and
- the maintenance of records relating to the scholarship

Your faculty or department/school is your first point of contact for all matters relating to your project.

### 3. VALUE AND PAYMENTS

The value of your scholarship will be outlined in your letter of offer. You may receive up to two payments, dependent upon the duration and timing of your project. Payments will be made by Electronic Funds Transfer (EFT)\*. Before payment can be made you must:

- accept your scholarship as per the instructions in your offer letter
- enter or update your banking details via WES.

All students will be contacted by email regarding the payment process.

You must have accepted your scholarship offer and submitted your banking details to the Coursework Scholarships Unit to receive your payment. Failure to do so may result in a delay to your payment.

You will be paid according to the commencement date, value and number of weeks outlined in your offer letter. If these details change, your supervisor must complete a payment amendment form available on the scholarships website and submit it to the Coursework Scholarships Unit by:

- 6 July for July payments
- 30 November for December payments
- 8 February for February payments

#### 3.1 Payment dates

**Winter projects** – Last week in July.

**Summer projects** – Second last week in December (for students commencing their project in November/December) and/or the last week of February.

Students paid in December will be paid for the number of weeks completed in November and December. The balance will be paid in February.

Students commencing their project in January will be paid the full duration of their project at the end of February.

#### 3.2 Travel allowance

If you reside within Australia but outside the Melbourne metropolitan region, you may be entitled to an allowance equivalent to one economy rail or air fare (whichever is cheaper), which may form part of your lump sum payment/s. If you are eligible for this, this will be detailed in your offer letter.

\*Students from universities other than Monash may be paid by cheque, if an EFT payment cannot be processed.

### 3.3 Repayment of your scholarship

You are required to repay your scholarship if:

- the payment is made to you in error or you have been overpaid,
- you do not meet the conditions of the scholarship, or
- you are ineligible for the scholarship or have been made a scholarship offer in error.

## 4. CONDITIONS AND CRITERIA OF SCHOLARSHIPS

Monash University summer and winter research scholarships are awarded based on established eligibility criteria. These are outlined on the Coursework Scholarships Unit website at: [monash.edu/students/scholarships/current/research-projects](http://monash.edu/students/scholarships/current/research-projects)

Students are required to:

- adhere to the University's Research and Research Training Policy and Procedures: [policy.monash.edu/policy-bank/academic/research](http://policy.monash.edu/policy-bank/academic/research),
- follow all relevant health and safety guidelines and procedures: [monash.edu/ohs/topics/index.html](http://monash.edu/ohs/topics/index.html),
- keep confidential any information relating to the department, school, research body or the University that you may learn in the course of your scholarship,
- keep confidential any information relating to the research project you are engaged in, and
- use all university equipment and facilities, including information technology facilities; in a lawful and responsible manner.

### 4.1 International students

You must check that your visa obligations will not be breached by you receiving the scholarship and undertaking the research program.

### 4.2 Insurance

If you are an enrolled student at an Australian campus of Monash University, you are covered by the University Student Personal Accident Policy <http://intranet.monash.edu.au/finance/firm/insurance/studentpersonalaccident/index.html>

If you are enrolled at another Australian Higher Education Provider, you must check with your institution to determine if its' insurance covers you while participating in the project at Monash. Where insurance is not provided by your Higher Education provider, you will be required to arrange and pay for your own personal accident insurance.

### 4.3 Intellectual property

Intellectual property rights and any original work will be owned by Monash University.

## 5. OTHER SCHOLARSHIPS

You can hold a summer or winter research scholarship concurrently with any other Monash scholarship and/or grant.

You may also complete more than one summer or winter research scholarship during the same vacation period as long as the project dates do not overlap. This will need to be negotiated with the supervisors of both projects.

## 6. TAXATION AND CENTRELINK

If you are enrolled part-time (less than 18 credit points in the semester before and/or the semester after your research project), the Australian Taxation Office (ATO), requires Monash to withhold tax from your scholarship payment. If you complete your degree in December and are due a final payment in February of the following year, you will also have tax withheld.

If you are enrolled part-time, you must complete a Tax File Number Declaration Form (TFN Dec), and return it to the Coursework Scholarships Unit.

If a TFN Dec has not been mailed to you with your offer pack, you should contact the Coursework Scholarships Unit by submitting an enquiry online: [my.monash.edu/askmonash](http://my.monash.edu/askmonash)

If you do not return a valid TFN Dec, you will be taxed at the maximum rate. Further information can be obtained from the ATO website [ato.gov.au](http://ato.gov.au).

### 6.1 Centrelink

Scholarships and bursaries are exempt from means testing up to the value of \$8054 per year. Scholarship amounts in excess of the capped value will be assessed as income.

Please keep your letter of offer so that you can provide details of the scholarship to Centrelink upon their request.

Further information can be found via the Centrelink website [humanservices.gov.au/customer/enablers/income](http://humanservices.gov.au/customer/enablers/income)

## 7. TERMINATION

Your summer and winter research scholarship (and payments), will be withdrawn if you fail to meet the eligibility criteria or conditions of the scholarship outlined in Section 4, or if you fail to complete your project within the specified period of time. You may be required to repay some or all of your scholarship payment.

### 7.1 Provision of false information

The awarding of your scholarship is based on the information that you provide to the University. Your scholarship may be withdrawn at any time if you provide incorrect information or withhold relevant information.

## 8. ACCESS TO THE MONASH PORTAL FOR COMPLETED STUDENTS.

You can continue to have access to the Monash Portal for up to three months after you complete your Monash course. More information can be found on the Monash Alumni website: [monash.edu/alumni/contact/faqs/#email](https://monash.edu/alumni/contact/faqs/#email)

If you require wireless access to the internet, you can connect using guest-wireless. More information is available on the Wireless Access at Monash webpage: [monash.edu/wireless](https://monash.edu/wireless)

## 9. GRIEVANCES AND APPEALS

### Grievances relating to University Policies and Procedures

You may lodge complaints about academic and or administrative matters under the Monash University Grievance Policy and Procedure available via the website: [monash.edu/students/support/grievances](https://monash.edu/students/support/grievances)

If you believe that the selection process for a summer and winter research scholarship has not been addressed in a satisfactory manner, please write to the:

Coursework Scholarships Manager  
Student and Education Business Services  
c/- Monash Connect  
PO Box 197  
Caulfield East VIC 3145

## 10. PRIVACY

The information you provide to the University in your application for a summer and winter research scholarship is collected for the primary purpose of assessing your eligibility to receive a scholarship and, if you are successful, offering you a scholarship. Other purposes of collection include dealing with administrative matters relating to your application, administration of the program, corresponding with you, statistical analysis and to comply with legislative reporting requirements. The information may also be disclosed to:

- contracted service providers which the University uses to perform services on its behalf (such as banks, mailing houses, logistics and IT service providers); and
- in the event of emergencies, police, medical or hospital personnel, civil emergency services, your student's legal representative or nominated emergency contact person,
- or other person assessed as necessary to respond to the emergency.

You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer by email at [privacyofficer@monash.edu](mailto:privacyofficer@monash.edu).

## CONTACT DETAILS

### **Mailing address**

Coursework Scholarships Unit  
Student and Education Business Services  
c/- Monash Connect  
PO Box 197  
Caulfield East VIC 3145

**Phone:** 03 9905 3069

**Fax:** 03 9905 5004

**ask.monash:** your online help service

[my.monash.edu/askmonash](http://my.monash.edu/askmonash)

[monash.edu/students/scholarships](http://monash.edu/students/scholarships)

Disclaimer: Monash University reserves the right to alter information, procedures, fees and regulations contained in this document. Please check the Monash University website for updates ([www.monash.edu](http://www.monash.edu)). All information reflects prescriptions, policy and practice in force at time of publication. Please visit the scholarships website for news and updates during the year.

Designed, written and produced by SMC Monash: 18P-0341. April 2018.  
CRICOS provider: Monash University 00008C