## Monash University Procedure

<table>
<thead>
<tr>
<th>Procedure Title</th>
<th>Summer and Winter Research Scholarship Program Procedures</th>
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</thead>
<tbody>
<tr>
<td>Parent Policy</td>
<td>Summer and Winter Research Scholarships Policy</td>
</tr>
<tr>
<td>Date Effective</td>
<td>18-July-2012</td>
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<tr>
<td>Review Date</td>
<td>18-July-2015</td>
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<tr>
<td>Procedure Owner</td>
<td>Director, Student and Education Business Services</td>
</tr>
<tr>
<td>Category</td>
<td>Academic Quality and Standards</td>
</tr>
<tr>
<td>Version Number</td>
<td>1.0</td>
</tr>
<tr>
<td>Content Enquiries</td>
<td>Education Policy Unit</td>
</tr>
</tbody>
</table>

### Scope
- 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.
Monash University Procedure

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.
Monash University Procedure

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
Monash University Procedure

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/).
Monash University Procedure

Responsibility
Students

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

Responsibility
Students

<table>
<thead>
<tr>
<th>Responsibility for implementation</th>
<th>Director, Student and Education Business Services</th>
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<tbody>
<tr>
<td></td>
<td>Manager, Student Finance</td>
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<td>Manager, Coursework Scholarships</td>
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<td>Faculty Managers</td>
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<td>School/Departmental Managers</td>
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<tr>
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<td>Heads of schools/departments</td>
</tr>
</tbody>
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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
Records Management Office
Monash University Research Policies