



# Faculty of Arts

## Award Application Guidelines

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### 1. Guidelines

- a) Read the general information advertising the award for which you are applying carefully.
- b) Consider if you have presented a convincing case to the selection committee as to why you deserve the award.
- c) Check that you have met all eligibility requirements and application submission instructions including closing date.
- d) All documentation to support your application must be uploaded in each section of the application as requested. Please ensure you have all this information available to upload before you start your application. A full list of accepted file types can be found [here](#).
- e) As each award has different eligibility and requirements, the documentation you need to provide may differ. You may be requested to provide the following document types:
  - **Statement to support your application**
  - **Scholarship application budget form and supporting financial documents**
  - **Proposed research program and timetable**
  - **Travel itinerary**
  - **Flight and booking confirmation**
  - **Curriculum vitae**
  - **Official academic transcript**
  - **Academic referees' reports**
- f) Applicants must submit all documents at the same time with their application.
- g) If any documents are missing, applicants may be ineligible for the award.

### 2. Privacy information

The University has a comprehensive policy addressing issues related to the use, collection, security and access to personal information which can be found [here](#). Privacy collection notices are also made available throughout the application and awarding process.

Receipt of Faculty of Arts awards is based on information provided to the University of Melbourne. Recipients are required to confirm that information supplied in their application is true and correct to the best of their knowledge, and if the application leads to an award, providing false or misleading information may lead to forfeiting the award and associated funds.

#### **If an application is successful:**

Recipients agree to have their name and the award name published in University of Melbourne publications and/or web sites, or promotional materials. The information will be forwarded to the award donor as many Faculty of Arts awards are made available by the generosity of sponsors and donors, who often like to congratulate students personally on their achievements.

The University of Melbourne regularly reproduces photographs for teaching purposes, in publications, promotional and marketing material and on the [unimelb.edu.au](http://unimelb.edu.au) web site to promote the University and its programs to the public. The University of Melbourne may request photographs, or the use of supplied photographs for this purpose and consent will be sought as part of the application and awarding process.

Examples of privacy collection information and requests include, but are not limited to:

- I hereby agree to the University of Melbourne using, reproducing and disclosing photographs of me for use in teaching materials, promotional and marketing materials, publications and / or on its web site.
- I give permission for the Faculty of Arts and/or the University of Melbourne to use all or part of my report and associated representations for marketing and promotional purposes.

Examples of terms and conditions for recipients of research and travel scholarships include, but are not limited to:

Recipients of **research and travel awards** will be required to:

1. Understand that Faculty of Arts awards are governed by University gift terms;
2. Accept the award within 21 days of receiving the offer letter;
3. Understand that award tenure is usually 12 months from the date of the award offer letter;
4. Notify the Faculty of Arts Awards team immediately if any circumstances arise resulting in a change to the proposed activities outlined in the original application;
5. For travel awards, submit the required travel documents, as outlined in the award offer letter, within six weeks prior to any scheduled departure date to ensure timely payment of funds;
6. For travel awards, travel must be concluded within 12 months of receiving the award offer letter. If unforeseen circumstances arise resulting in a change to travel activities or if travel cannot be conducted within this time, variations must be requested as soon as possible. Any variations will be at the committee's absolute discretion.
7. For travel awards, students must adhere to the [Student Conduct Policy \(MPF1324\)](#) whilst travelling abroad;
8. Where a condition of an award is satisfactory progress, if a recipient is deemed not to have progressed satisfactorily, the selection committee may withdraw the award at any time;
9. Where a condition of the award is enrolment, recipients are required to notify the Faculty of Arts Awards team of changes to enrolment status; and,
10. Acknowledge the Faculty of Arts and the name of the award and donor, in any promotional material resulting from the award money and, where possible, assist the Faculty of Arts in promoting the award.
11. Failure to comply with the conditions of the award may result in forfeiting the award and associated funds.