

THE UNIVERSITY OF MELBOURNE  
MACGEORGE BEQUEST COMMITTEE OF MANAGEMENT  
**NORMAN MACGEORGE SCHOLARSHIPS**  
2021 Guidelines

The Macgeorge Bequest Committee of Management seeks applications from research higher degree students of the University of Melbourne for the Norman Macgeorge Scholarships for **1 July 2021 to 30 June 2022**. *(Please note that these dates may change due to COVID-19 travel restrictions).*

The closing date for applications is [Wednesday, 14 April 2021](#).

## 1. NORMAN MACGEORGE SCHOLARSHIPS

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The Scholarships provides research higher degree students in the visual, creative and performing arts, music, architecture, conservation, literature, creative writing, language, history, philosophy and anthropology at the University with financial assistance to travel overseas on a research trip. It is intended to support visits to key, prestigious, international organisations. Applicants should be at an early stage in their candidacy for a research higher degree, so that maximum benefit to their studies can be obtained. Preference will be given to PhD students. Please note that Macgeorge Bequest does not fund attendance at conferences.

### 1.1 Benefits of the Scholarship

The Scholarship provides for an uninterrupted period of research overseas. Students will be able to focus on their theses within an international environment and access significant, world resources. It is anticipated that students will benefit enormously from the experience of visiting prestigious, international organisations and their research will be enriched. The scholarship will contribute **up to \$6,000** toward travel expenses associated with the research trip.

### 1.2 Conditions of the Scholarship

Each Norman Macgeorge Scholar will —

- (1) hold the Scholarship concurrently with candidature for a higher research degree at the University of Melbourne under conditions specified separately. *PhD students must have their candidature confirmed at the time of application;*
- (2) be responsible for making their own travel and accommodation bookings;
- (3) comply with University of Melbourne policy for off-campus travel;
- (4) submit a detailed program/travel plan with the application and complete the research trip between **1 July 2021 to 30 June 2022**. The Scholarship may not be deferred beyond this period of time;
- (5) spend 80% of their time during the trip undertaking research at the international organisation/s approved by the Committee;
- (6) be responsible for contacting the specified international organisation/s and making appointments to gain access to resources at the organisation/s;
- (7) receive a Scholarship that contributes **up to \$6,000** towards travel expenses for the research trip;

- (8) repay the Scholarship funding in full if the research trip is not completed during **1 July 2021 to 30 June 2022 (please note that these dates may change due to COVID-19 travel restrictions)**;
- (9) within three months of returning from the research trip, deliver a Departmental seminar/performance at the University of Melbourne on the topic of the research conducted during the trip;
- (10) provide a Scholarship report to the Macgeorge Bequest Committee after returning from the research trip;
- (11) use the title of *Norman Macgeorge Scholar* for the duration of the research trip only;
- (12) uphold the reputation of the Scholarship by conducting themselves during their visit to the specified international organisation/s as a representative of the University of Melbourne and forerunner of other Norman Macgeorge Scholars;
- (13) acknowledge the Macgeorge Bequest in any publication, advertisement, lecture, seminar, workshop, performance, workshop or exhibition issuing from the Scholarship with the phrase: '*Supported by the Macgeorge Bequest*'.

## 2. APPLICATION PROCEDURES

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The Scholarship is awarded by the Committee which reserves the right to seek applications through advertisement or direct solicitation.

### 2.1 Eligibility

The Scholarship is open to research higher degree students at the University of Melbourne. They can be citizens of Australia or citizens of any other country. To be eligible, students must —

- (1) have completed, at a high level of achievement, a tertiary course that is at least equivalent to an Australian four-year honours degree;
- (2) be in the early stages of their candidacy for a research higher degree in the visual, creative and performing arts, music, architecture, conservation, literature, creative writing, language, history, philosophy and anthropology at the University of Melbourne and have maintained satisfactory progress since commencement. In research higher degrees, the research component accounts for at least 66% of the course requirements;
- (3) be enrolled as a full or part-time student at the University of Melbourne;

### 2.2 How to apply

Applications should be prepared by students in consultation with their postgraduate supervisor. Applications can be made online at —

<https://scholarships.unimelb.edu.au/awards/norman-macgeorge-scholarship>

Students are asked to provide the following in the online application:

- (1) Information about themselves including —
  - (a) current curriculum vitae;
  - (b) title and synopsis of their thesis for the research higher degree (no more than one page);

- (c) details of any other financial support received to assist their studies for the research higher degree, e.g. scholarships, grants, Departmental funding (do not attach confirmation letters);
  - (d) current academic transcript from the University of Melbourne (this will include a statement confirming candidature for the postgraduate qualification currently underway), plus academic transcript from other institution/s if previous studies were completed elsewhere.
- (2) Proposed program for the research trip including —
- (a) expected duration, and estimated dates of arrival and departure;
  - (b) details of the key, prestigious, international organisation/s to be visited during the trip, including:
    - (i) name of the organisation, mailing and web address;
    - (ii) key staff to be contacted there;
    - (iii) description of the resources to be accessed there;
    - (iv) explanation of the scholarly reason for pursuing research at the organisation/s toward the research higher degree.
- (3) Proposed budget for the research trip itemising the following costs (do not attach travel quotes or printouts from websites):
- (a) economy class return airfare for the leg of the trip pertaining to the visit to the specified international organisation/s only;
  - (b) train/bus/taxi fares for the leg of the trip pertaining to the visit to the specified international organisation/s only;
  - (c) travel insurance for the leg of the trip pertaining to the visit to the specified international organisation/s only;
  - (d) accommodation at or near the specified international organisation/s for the purpose of visiting the specified international organisation/s only;
  - (e) living expenses/per diem for the leg of the trip pertaining to the visit to the specified international organisation only;
  - (f) research expenses including library card, photocopying etc at the specified international organisation/s only.
- (4) Proposed title of the Departmental seminar/performance to be delivered after returning from the research trip.
- (5) Confirmation that you accept the terms and conditions of the Scholarship.
- (6) Letter/email of support from the postgraduate supervisor including statements about:
- (a) the merit of the student;
  - (b) the prestige and relevance of the specified international organisation/s;
  - (c) the expected benefits to the student's thesis from the visit to the specified international organisation/s;
  - (d) how the Scholarship would facilitate the trip, and if the trip would take place without the Scholarship;
  - (e) the Department/Division's intention to facilitate the student's introduction to relevant staff at the specified international

organisation/s and host a Departmental seminar/performance within three months of the student's return from the research trip.

Applications received from students without the letter/email of support from their postgraduate supervisor will not be considered.

### 2.3 Privacy Policy

The information you provide will be available to and used by the Committee, administrative staff and where necessary professional advisers in order to assess your application. The University has a comprehensive policy on the responsible use, collection and security of, and access to personal information which can be viewed at the following website: <http://www.unimelb.edu.au/unisec/privacy/index.html>. You are entitled to access personal information held by the University under Freedom of Information laws as explained at — <http://www.unimelb.edu.au/compliance/foi.html>.

## 3. SELECTION

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### 3.1 Selection Process

The number of Scholarships awarded in any year shall be determined by the Committee. The Committee reserves the right not to make awards in any given year if it sees fit. The selection process will be undertaken by members of the Committee. All applicants will be advised in writing of the outcome of their application.

### 3.2 Selection Criteria

The following criteria will be used by the Committee in selecting the successful candidate:

- (1) Quality of the candidate, as judged by academic results, references and any publications.
- (2) Inherent academic significance and interest of the project proposed (bearing in mind also the feasibility of progress within the timetable stated).
- (3) Likelihood that the successful candidate, as a result of having the scholarship, will produce a significant research outcome (completion of a research higher degree, refereed or other research publications etc) within two years of completing the internship.
- (4) Suitability of the candidate to interact with the international community at the organization/s specified.
- (5) Stage reached in the candidate's postgraduate studies. Preference will be given to postgraduates in their early postgraduate years.
- (6) Preference will be given to PhD candidates.

## 4. REQUIREMENTS FOR SCHOLARSHIP RECIPIENTS

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### 4.1 Submission of Documents

Students who are awarded a scholarship must *provide the relevant Faculty/School/Department with the following documents*:

- (1) Travel itinerary including departure and return dates, with an airline quote for an economy fare.
- (2) Summary of proposed budget.

- (3) Other relevant forms required by the Faculty/Department, such as:
- (a) *Travel Insurance Confirmation* which can be completed online — <https://students.unimelb.edu.au/student-support/advice-and-help/insurance/travel-insurance>;  
<https://www.smarttraveller.gov.au/>
  - (b) *Study Away/Student Exchange/Study Abroad Approval*.  
<https://gradresearch.unimelb.edu.au/being-a-candidate/study-away>
  - (c) *Photo Consent Form*.

All the above forms can be downloaded for **Arts** students from the following website —

<http://arts.unimelb.edu.au/scholarships/forms-and-guides>

## 4.2 Funding Arrangements

Funding is to be used for the expenditure items listed in Section 2.2(3) only.

***PLEASE NOTE: The funding cannot be used for meals, gifts or spouse/partner/family expenses.***

After returning from their research trip, scholarship recipients must provide their Faculty/Department with a reconciliation report, including a breakdown of expenditure that itemises the expenses for the Faculty/Department to sign off. Any unexpended funds must be returned to the Macgeorge Bequest.

If the research trip is not completed during the period of scholarship award, the student will be required to repay the scholarship funding in full. The research trip cannot be deferred beyond the period of award.

## 4.3 Departmental Seminar/Performance

Within three months of returning from the trip, the student must deliver a Departmental seminar/performance at the University of Melbourne on the topic of the research conducted during the trip. Details of the seminar/performance should be discussed with the postgraduate supervisor who will assist with making arrangements.

## 4.4 Scholarship Report

Within four weeks of delivering the Departmental seminar/performance, the student must provide the Macgeorge Bequest Committee with a report including details of the:

- (1) travel undertaken during the research trip;
- (2) accommodation during the research trip;
- (3) interaction with staff and other contacts at the specified international organisation/s. Please attach a copy of correspondence received from a contact person at the organisation/s to confirm arrangements;
- (4) resources accessed at the specified international organisation/s during the research trip;
- (5) research undertaken and work accomplished toward completion of the research higher degree during the research trip;
- (6) Departmental seminar/performance delivered within three months after returning from the research trip. Please attach a copy of the notice/advertisement for the seminar/performance.

## 5. FACULTY/SCHOOL/DEPARTMENTAL OBLIGATIONS

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### 5.1 Administering the Scholarship

The Scholarship funding is allocated on the understanding the Faculty/School/Department will make the following arrangements in relation to the scholarship:

- (1) advertise the Scholarship;
- (2) receive the relevant documents from the student listed under Section 4.1;
- (3) organise payment of Scholarship funding to the student;
- (4) receive and sign off on the student's reconciliation report which includes a breakdown of expenditure that itemises the expenses. Any unexpended funds must be returned to the Macgeorge Bequest Trust.

### 5.2 Supervision

The postgraduate supervisor is requested to assist the successful student in making —

- (1) introductions to key staff and appointments to gain access to resources at the specified international organisation/s during the research trip;
- (2) arrangements for a Departmental seminar/performance within three months after returning from the research trip. Supervisors should discuss with the student the work accomplished towards their studies while overseas with a view to its presentation at the seminar/performance.

### 5.3 Departmental Seminar/Performance

The student's Department should organise a Departmental seminar/performance by the student on the topic of the research conducted during the trip within three months of return from the trip.

The Departmental seminar convenor/postgraduate officer should book a venue and promote the seminar/performance to encourage peer attendance. All advertisements and seminar materials must acknowledge the Macgeorge Bequest with the phrase: *Supported by the Macgeorge Bequest.*

## 6. FURTHER INFORMATION

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Please address any queries to one of the following Faculty offices listed below.

1. **Faculty of Architecture, Building and Planning**  
Sally Jones  
Manager, Research and Industry  
8344 9013  
[sally1@unimelb.edu.au](mailto:sally1@unimelb.edu.au)
2. **Faculty of Arts**  
Faculty of Arts Awards Team  
[artsprizes-info@unimelb.edu.au](mailto:artsprizes-info@unimelb.edu.au)
3. **Faculty of Fine Arts and Music**  
Scholarships Officer  
[fineartsmusic-scholarships@unimelb.edu.au](mailto:fineartsmusic-scholarships@unimelb.edu.au)

Further information about Macgeorge Bequest can be found at —  
<https://about.unimelb.edu.au/strategy/governance/macgeorge/macgeorge>

## 7. CLOSING DATE

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The closing date for applications is **Wednesday, 14 April 2021**.