

THE UNIVERSITY OF MELBOURNE  
MACGEORGE BEQUEST COMMITTEE OF MANAGEMENT  
NORMAN MACGEORGE SCHOLARSHIPS  
2024 Guidelines

The Macgeorge Bequest Committee of Management seeks applications from PhD students of the University of Melbourne for the Norman Macgeorge Scholarships for **1 July 2024 to 30 June 2025**.

The closing date for applications is **Monday 20 May 2024**

## 1. NORMAN MACGEORGE SCHOLARSHIPS

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The Scholarships provide PhD students in visual, creative and performing arts, music, architecture, conservation, literature, creative writing, language, history, philosophy or anthropology at the University with financial assistance to travel overseas on a research trip or to present their thesis research at an academic conference overseas. (*Please note: PhD students in political science are not eligible*).

The Scholarships are intended to support research visits to key, prestigious, international organisations or for students to present their thesis research at important international conferences overseas. Applicants should be at an early to mid stage in their PhD candidacy so that maximum benefit to their studies can be obtained.

*Please note: research or conference presentation trips within Australia are not eligible.*

### 1.1 Benefits of the Scholarship

**Research trip:** in the case of a research trip, the Scholarship provides for an uninterrupted period of research overseas. Students will be able to conduct research 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 \$8,000** toward expenses associated with the research trip.

**Conference presentation trip:** in the case of a conference presentation trip, the Scholarship supports students to present their PhD research at important international conferences overseas. The scholarship will contribute **up to \$4,000** toward expenses associated with the overseas conference presentation trip. Students presenting at more than one conference will receive a scholarship total of up to \$4,000.

***Please Note:** Successful students combining both a research trip and conference presentation will receive a total of up to \$8,000.*

### 1.2 Conditions of the Scholarship

Each Norman Macgeorge Scholar will —

- (1) hold the Scholarship concurrently with candidature for a PhD at the University of Melbourne under conditions specified separately. ***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/conference presentation between **1 July 2024 to 30 June 2025**. The Scholarship may not be deferred beyond this period of time;
- (5) in the case of a research trip, 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) in the case of a research trip, receive a Scholarship that contributes **up to \$8,000** towards expenses for the research trip;
- (8) in the case of an overseas conference presentation trip, receive a Scholarship that contributes **up to \$4,000** towards expenses for the conference presentation trip;
- (9) Successful students combining both a research trip and conference presentation will receive a total of up to \$8,000.
- (10) repay the Scholarship funding in full if the research trip/conference presentation is not completed during **1 July 2024 to 30 June 2025**;
- (11) in the case of a research trip, within three months of returning from the trip, deliver a Departmental seminar/performance at the University of Melbourne on the topic of the research conducted during the trip;
- (12) provide a Scholarship report to the Macgeorge Bequest Committee after returning from the research trip/conference presentation;
- (13) use the title of *Norman Macgeorge Scholar* for the duration of the research trip/conference presentation only;
- (14) uphold the reputation of the Scholarship by conducting themselves during their visit to the specified international organisation/s/conference as a representative of the University of Melbourne and forerunner of other Norman Macgeorge Scholars;
- (15) acknowledge the Macgeorge Bequest in any conference presentation, 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 PhD students at the University of Melbourne. They can be citizens of Australia or 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 to mid stages of their PhD candidacy in the visual, creative and performing arts, music, architecture, conservation, literature, creative writing, language, history, philosophy or anthropology at the University of Melbourne

and have maintained satisfactory progress since commencement. *Please note: PhD Students in political science are not eligible;* and

- (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 PhD supervisor. Applications are to be submitted online via the following website:

<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 brief synopsis of their PhD thesis;
  - (c) details of any other financial support received to assist their PhD, 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 PhD candidature), plus academic transcript from other institutions if previous studies were completed elsewhere.
- (2) Proposed program for the research trip/conference presentation including —
  - (a) expected duration, and estimated dates of arrival and departure;
  - (b) in the case of a research trip, details of the international organisation/s to be visited, including:
    - (i) name of the organisation/s, 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 PhD.
  - (c) in the case of a conference presentation trip, details of the international conference, confirmation that the student will be presenting at the conference, and an abstract of the paper to be presented;
- (3) Proposed budget for the research trip/conference presentation 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/conference only;
  - (b) train/bus/taxi fares for the leg of the trip pertaining to the visit to the specified international organisation/conference only;
  - (c) travel insurance for the leg of the trip pertaining to the visit to the specified international organisation/conference only;
  - (d) accommodation at or near the specified international organisations/conference for the purpose of visiting the specified international organisation/conference only;
  - (e) living expenses/per diem for the leg of the trip pertaining to the visit to the specified international organisations/conference only;

- (f) research expenses including library card, photocopying etc at the specified international organisation only.
- (4) In the case of a research trip, 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 PhD supervisor including statements about:
  - (a) the merit of the student;
  - (b) the prestige and relevance of the specified international organisations/conference;
  - (c) the expected benefits to the student's thesis from the visit to the specified international organisations/conference;
  - (d) how the Scholarship would facilitate the trip, and if the trip would take place without the Scholarship;
  - (e) in the case of a research trip, the Department/Division's intention to facilitate the student's introduction to relevant staff at the specified international organisations and host a Departmental seminar/performance within three months of the student's return from the trip.

***PLEASE NOTE: Incomplete applications won't be considered. Applications received from students without the letter/email of support from their PhD 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

Selection 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. 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 successful applicants:

- (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 as a result of the Scholarship the successful candidate will produce a significant research outcome (completion of a PhD, refereed or other research publications, etc) within two years of completing the research trip/conference presentation.
- (4) Suitability of the candidate to interact with the international community at the organisations/conference specified.
- (5) Stage reached in the candidate's PhD study. Preference will be given to students in the early to mid stages of their PhD.

#### 4. REQUIREMENTS FOR SCHOLARSHIP RECIPIENTS

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##### 4.1 Submission of Approval to Study Away

Students who are awarded a scholarship must provide the Committee with their *Study Away Approval*. <https://gradresearch.unimelb.edu.au/being-a-candidate/study-away>

##### 4.2 Funding Arrangements

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

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

##### 4.3 Departmental Seminar/Performance

In the case of a research trip, 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 arrangements.

##### 4.4 Scholarship Report

The student must provide the Macgeorge Bequest Committee with a report including details of the:

- (1) travel undertaken during the research/conference presentation trip;
- (2) accommodation during the research/conference presentation trip;
- (3) interaction with staff and other contacts at the specified international organisations/conference.
- (4) in the case of a research trip, resources accessed at the specified international organisations during the trip;
- (5) in the case of a research trip, research undertaken and work accomplished toward completion of the PhD during the trip;
- (6) in the case of a research trip, departmental seminar/performance delivered within three months after returning from the trip. Please attach a copy of the notice/advertisement for the seminar/performance.
- (7) In the case of an international conference presentation, a summary of the student's experience of presenting at the conference, including interactions with other students and academics in the discipline, and key benefits gained from presenting at the conference.

- (8) Scholars undertaking a research trip will be required to provide the scholarship report within one month after giving their departmental seminar/performance. Scholars presenting at a conference will be required to provide the scholarship report within one month after returning from the conference trip.

## 5. FACULTY/SCHOOL/DEPARTMENTAL OBLIGATIONS

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### 5.1 Advertising the Scholarship

The Scholarship funding is allocated on the understanding the Faculty/School/Department will advertise the scholarship:

### 5.2 Supervision

In the case of a research trip, the PhD 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 organisations 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**  
[abp-gradresearch@unimelb.edu.au](mailto:abp-gradresearch@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)

## 7. CLOSING DATE

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The closing date for applications is **Monday 20 May 2024.**