

AWARD INFORMATION – please read carefully before submitting your application

The Faculty of Science Postgraduate Writing-Up Awards support eligible Science research higher degree (RHD) candidates during the preparation of journal articles or books based on the graduate research thesis submitted for examination. Conditions of the postgraduate writing-up awards are determined by the Faculty of Science.

The awards are supported through two endowed funds: the Albert Shimmins Fund (governed by UTR7.220), and the David Lachlan Hay Memorial Fund (governed by UTR6.190).

The number of awards is limited due to funding and will be based on candidates meeting the required selection criteria. **Submission of an application does not guarantee the awarding of a postgraduate writing up award.**

Please note:

Postgraduate writing-up award recipients are no longer enrolled for the purpose of study for the RHD thesis and income from the writing-up **must be declared for tax purposes.**

ELIGIBILITY AND CONDITIONS

- Graduate research students in the Faculty of Science at the University of Melbourne are eligible to apply upon submission of their RHD thesis for examination.
- *RHD candidature period:* Eligible candidates must have submitted their thesis within **THREE YEARS AND TEN MONTHS (FTE) (PhD) or ONE YEAR AND ELEVEN MONTHS (FTE) (MPhil)**. Approved leave periods are not included in this. Applicants whose work submission date is not within the **3 YEAR 10 MONTHS** FTE candidature period are not eligible to apply.
 - a. **COVID-19 AMMENDMENT:** As of April 2020, if you have had your submission delayed by the circumstances around COVID-19 and thus missed the thesis submission deadline, please outline the impact in your application and it will be considered.
- The awardee may not hold a similar award for the same purpose; awards cannot be deferred.
- Awardees should not undertake full-time or substantial regular part-time employment during the tenure of the award (more than 10 hours per week is considered 'substantial regular part-time work').
- The award does not assist students during the writing up of their thesis for submission.
- The candidature must not have been lapsed.
- **Eligible international students must commit to spending at least 66% of their time in Melbourne during the writing up of articles** and must ensure that their visa allows them to stay in the country – upon submission of their thesis they are an un-enrolled student. International students must also comply with any contractual obligations they may owe to an employer or sponsor, particularly those obligations relating to the period to be spent in their home country following completion of their studies. Students returning to their home country

following submission of their thesis will not be eligible to apply unless they meet the requirements noted above (ie. 66% of their time in Melbourne).

TENURE

The award is tenable for three months. The awardee will be responsible to the head of school and their supervisor for work undertaken while a recipient of the writing-up award.

VALUE AND PROCESS

The awardee will receive up to \$5000 during the award period based on continuing eligibility. Funds will be paid as a fortnightly stipend during the award period.

Process:

- The applicant must submit an application form and attach a draft of the manuscript(s) to be completed showing evidence of writing undertaken to date (*please see full requirements of the application below*);
- On approval of the application, the awardee, in consultation with their supervisor, must provide a start date and agree to the terms and conditions;
- On completion, the awardee must submit a final report on the work undertaken, the manuscript(s) submitted for publication and evidence that the manuscript has been submitted. If the work has not been satisfactorily completed, the final report must provide a detailed summary of the reasons why;
- The application form and final report must be accompanied by a detailed endorsement from the supervisor. The supervisor's endorsement must also justify the application and confirm that the work is achievable within the award period. Lack of appropriate supervisor endorsement will impact on the outcome of the application. NB: **Supervisors should also note** that failure by their candidate to successfully complete the writing up as outlined in the application may impact on future applications from the supervisor's RHD students. This may include, for example, a recipient's failure to complete the work without sufficient explanation, or failure by a recipient or to provide a final report and copies of manuscripts completed. Supervisors are also asked to provide the Faculty of Science with journal reprints of papers when published.

REPORTS - The application and final report forms are available at:

<https://scholarships.unimelb.edu.au/awards/faculty-of-science-postgraduate-writing-up-award>

APPLICATIONS CONSIST OF

- A completed application form including a writing-up proposal, writing plan and timeline (*see item 3 on the application form*), and drafts of the manuscripts to be completed;
- A detailed endorsement from the supervisor based on an assessment of the applicant's RHD research work and the nature of the thesis material being written-up for publication (*see also Process above*);
- A current CV;
- A final report, endorsed by the supervisor.

For information contact: science-awards@unimelb.edu.au



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