

VACATION RESEARCH SCHOLARSHIPS PROCEDURE

SCOPE

This procedure applies to:

- All staff
- All coursework students
- All locations in Australia

PROCEDURE STATEMENT

Vacation research scholarships are awarded based on set selection criteria. As part of the scholarship, coursework students undertake research-related activities at Monash University Australia in a school, department or institute during the standard university vacation period. The primary purpose of the scholarship is to educate students, it is not an employment arrangement.

1. Establishing a vacation research scholarship

- 1.1 The scholarship projects must focus primarily on research activities and the education of the student, not administration tasks.
- 1.2 The duration of the scholarship project will be determined by the project supervisor and will be between two and thirteen weeks during the vacation period start and end dates.
- 1.3 The school, department or institute is responsible for confirming the scholarship projects available with the Coursework Scholarships Unit (CSU) by the required date.
- 1.4 CSU administers the scholarships and advertises the project information on the [vacation research scholarships website](#).
- 1.5 Eligible students must apply through the scholarships website.
- 1.6 Each school, department or institute will select the scholarship recipients and interview students, as required.
- 1.7 CSU will make scholarship offers in writing to eligible students.

2. Selection criteria

- 2.1 To be eligible, students must be enrolled in an undergraduate or postgraduate (coursework) degree at any registered Australian or New Zealand provider of higher education in the teaching period either preceding the project commencement date or following completion of the project.
- 2.2 Students are not eligible if they are employed by Monash University on a full-time continuing basis or on a fixed-term contract for 12 months or longer. Students employed by Monash University on a part-time basis must provide evidence that the scholarship project is not related to their paid employment.

3. Value

- 3.1 Schools, departments and institutes will fund the scholarships from their own budget. The total scholarship value should be between:
 - \$400 and \$1,200 for a two week period, or
 - \$2,600 and \$7,800 for a 13 week period.
- 3.2 Students who live in Australia but outside the Melbourne metropolitan area are entitled to an allowance equivalent to one return economy rail or air fare, as determined by the school, department or institute.
- 3.3 The school, department or institute may provide other benefits, as determined in consultation with CSU.
- 3.4 Students are not eligible for superannuation or other employee-related benefits.

4. Payments

- 4.1 Students will be paid in either one or two lump sum payments, depending on the timing and duration of the scholarship project.
- 4.2 Students who are enrolled part-time and students who are not enrolled at the time the payment is made, may have tax deducted from their payment as these are not income tax exempt scholarships according to the Income Tax Assessment Act 1997.
- 4.3 If a scholarship is terminated or paid incorrectly, Monash University reserves the right to seek repayment from the student.

5. Recording on the academic transcript and AHEGS

- 5.1 CSU is responsible for entering the scholarship on the student record (for Monash students) in the student management system for the purpose of recording the scholarship on the transcript and Australian Higher Education Graduation Statement (AHEGS).

DEFINITIONS

Australian Higher Education Graduation Statement (AHEGS)	A document provided by Australian higher education institutions to graduating students that describes the nature, level, context and status of studies.
Income tax exempt scholarship	Do not form part of a recipient's assessable income. Income tax exempt scholarships must: <ul style="list-style-type: none">– be made to a full-time student;– be a scholarship, bursary, education allowance or other form of educational assistance (with education as its principal purpose and is merit-based or has some other rational criteria);– not include a work requirement; and– not be otherwise excluded under section 51-35 of the Income Tax Assessment Act 1997.
Student management system	Callista, Monash's system that manages student data over the student lifecycle.
Transcript	An official certificate of a student's academic record at Monash.

GOVERNANCE

Parent policy	Scholarships and Prizes Policy
Supporting schedules	
Associated procedures	Personal Accident Insurance Policy Australian Higher Education Graduation Statement (AHEGS) Procedure Transcript of Academic Record Procedure
Legislation mandating compliance	Income Tax Assessment Act 1997 (Cth)
Category	Academic
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