

# THE UNIVERSITY OF MELBOURNE

## MACGEORGE BEQUEST COMMITTEE OF MANAGEMENT

### NORMAN MACGEORGE SCHOLARSHIP

#### 2012 Guidelines

The Macgeorge Bequest Committee of Management (the Committee) seeks applications from research higher degree students of the University of Melbourne (the University) for the Norman Macgeorge Scholarship (the scholarship) to be held by the successful candidate during 1 January-31 December 2012. The closing date for applications will be **Friday, 30 March 2012, 5.00 pm**.

*Please note that applications can be made online at — <http://arts.unimelb.edu.au/scholarships-prizes/current-students/nmacgeorge-scholarship.html>.*

#### 1. NORMAN MACGEORGE SCHOLARSHIP

---

The Scholarships provide 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 organisation/s. 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.

##### 1.1 Benefits of the Scholarship

The main benefit of the Scholarship is to provide the means of an uninterrupted period of research overseas. During this period, students will be able to focus on their theses within an international environment and with immediate access to significant, world resources. It is anticipated that students will benefit enormously from the experience of visiting prestigious, international organisation/s and their research will be enriched by the trip. The Committee will contribute **up to \$ 6,000** toward travel expenses associated with the research trip.

##### 1.2 Conditions of the Scholarship

It is stipulated that each Norman Macgeorge Scholar will —

- (1) hold the Scholarship concurrently with candidature for a higher research degree, i.e. Masters or PhD at the University of Melbourne under conditions specified separately, however, the Committee of Management would prefer that Masters and PhD candidatures are confirmed at the time of application for the Scholarship;
- (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 programme/travel plan with the application and complete the research trip between 1 January-31 December of the nominated year. 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 specified and agreed with the Committee;
- (6) be responsible for making contact with the specified international organisation/s and making appointments to gain access to resources at the organisation/s;
- (7) receive a contribution to travel expenses as part of the Scholarship. The value of this contribution will be up to \$ 6,000;
- (8) repay the Scholarship funding in full if the research trip is not completed during 1 January-31 December of the nominated year;
- (9) within three (3) 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 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

---

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

### 2.1 Who Can Apply?

The Scholarship is open to postgraduate students of the University of Melbourne. They can be citizens of Australia or citizens of any other country. To meet the eligibility requirements for the scholarship, 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 can I Make an Application?

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

<http://arts.unimelb.edu.au/scholarships-prizes/current-students/nmacgeorge-scholarship.html>. Students are asked to provide the following information:

- (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 a letter/email of support from their postgraduate supervisor will not be considered. As mentioned previously, application can be made online. If you are unable to make your application online, a copy of your application must be submitted together to the office listed below. These should be printed (not hand-written), single spaced, single sided and stapled once (not placed in a folder or plastic sleeve). Materials submitted with the application will not be returned.

### 2.3 Privacy Policy in Relations to Applications

The information we are asking you to provide will be available to and used by the Committee, administrative staff and where necessary professional advisers in order to assess you as a candidate for the scholarship. The University has a comprehensive policy addressing issues related to 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 on the Privacy Officer's web site at — <http://www.unimelb.edu.au/unisec/privacy/index.html>.

### 2.4 What is the Closing Date for Applications?

The deadline for submitting applications will be **Friday, 30 March 2012, 5.00 pm**. Application can be made online at — <http://arts.unimelb.edu.au/scholarships-prizes/current-students/nmacgeorge-scholarship.html> or if submitting a hard copy, it should be forwarded to one of the Faculty offices listed below.

## 3. SELECTION

---

### 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 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 organisations specified.
- (5) Stage reached in the candidate's postgraduate studies. Preference will be given to a postgraduate in their early postgraduate years.

## 4. STUDENT REQUIREMENTS

---

### 4.1 Submission of Documents

The successful student who is awarded a scholarship must **provide the Faculty/Department with the following documents:**

- (1) Travel itinerary including departure and return dates, with an airline quote for an economy fare.
- (2) Budget details.
- (3) Other relevant forms required by the Faculty/Department, such as:
  - (a) completed *Student Travel Insurance — Registration Form* which will be included in the formal letter to the successful applicant;
  - (b) completed *Request for Student Supplier Site Form (F05)*, which will be included in the formal letter to the successful applicant;
  - (c) completed *Application for Leave to Study Away* form, which will be included in the formal letter to the successful applicant;
  - (d) completed *Risk Assessment* form (if required) for overseas travel with the Faculty/Department or supervisor — <http://www.languages.unimelb.edu.au/postgraduate/travel/>.
  - (e) completed *Fieldwork Travel Risk Assessment* form (if required) <http://www.languages.unimelb.edu.au/postgraduate/travel/>.
  - (f) *Advice of Return from Leave or Study Away* form (PhD) or *Advice of Return from Leave Masters Research Students* form. <http://www.languages.unimelb.edu.au/postgraduate/travel/>.

All the above forms can be downloaded from the following website — <http://www.languages.unimelb.edu.au/postgraduate/travel/>.

#### **4.2 Funding Arrangements**

Funding is to be used for the expenditure items listed in Section 2.2(3) only. The actual value of the funding will depend on the length of the trip and the cost of the expenses. It is required that funding from the Macgeorge Bequest be accurately recorded and appropriately spent for auditing and accountability.

The successful student will be required to provide the host Faculty/Department with a reconciliation report, including a breakdown of the expenditure items that itemises the expenses for the host Faculty/Department to sign off. If there are any unexpended funds, they must be returned to Macgeorge Bequest.

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

The student must undertake the research trip to the international organisation, as specified and agreed with the Committee, during 1 January-31 December of the nominated year.

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

#### **4.3 Departmental Seminar/Performance**

Within three (3) 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.

The topic, date and venue of the seminar/performance should be sent to the Secretariat Officer, University Secretary's Department for subsequent circulation to the Committee members who may wish to attend.

#### **4.4 Providing a Scholarship Report**

The host Department must provide the Committee with a report, from the student, 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 as an appendix a photocopy 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 of returning from the research trip. Please attach as an appendix a copy of the notice/advertisement for the seminar/performance.

## 5. FACULTY/SCHOOL OBLIGATIONS

---

### 5.1 Administering the Scholarship

The Scholarship funding is allocated on the understanding the Faculty/Department will make arrangements in relation to the scholarship. Therefore, the Faculty/Department is requested to:

- (1) advertise the Scholarship by:
  - (a) updating the Faculty/Department website and uploading these guidelines onto the Faculty/Department website;
  - (b) displaying on Faculty and Departmental notice boards the Scholarship flier provided by the Committee;
  - (c) email circulation;
  - (d) any other suitable ways of encouraging applications.
- (2) collect applications and forward one copy of each application to the Secretariat Officer, University Secretary's Department, and place the other copy on the Faculty/Department files.
- (3) the Secretariat Officer will advise the successful and unsuccessful students of the outcome of their Scholarship application and request that successful students:
  - (a) send to the Faculty/Department office the relevant documents listed under Section 4.1(2);
  - (b) seek the assistance of their postgraduate supervisor in making:
    - (i) introductions to key staff and appointments to gain access to resources at the specified international organisation/s during the research trip;
    - (ii) arrangements for a Departmental seminar/performance within three months after returning from the research trip;
  - (c) ensure the Macgeorge Bequest is acknowledged in any publication, advertisement, lecture, seminar, performance, workshop or exhibition issuing from the scholarship with the phrase: **Supported by the Macgeorge Bequest;**
  - (d) submit a Scholarship report within three (3) months after returning from the research trip to the relevant Faculty/Department;
  - (e) deliver a Departmental seminar on the topic of the research conducted during the trip within three months after they return from the trip.

### 5.2 Funding Arrangements

The Committee will contribute up to \$ 6,000 toward the total cost of the research trip by the Norman Macgeorge Scholar. This funding is to be used for the expenditure items listed in Section 2.2(3) only.

It is required that funding from the Macgeorge Bequest be accurately recorded and appropriately spent for auditing and accountability. The successful student will be required to provide the host Faculty/Department with a reconciliation report, including a breakdown of the expenditure items that itemises the expenses for the host Faculty/Department to sign off. If there are any unexpended funds, they must be returned to Macgeorge Bequest.

## 6. DEPARTMENTAL OBLIGATIONS

---

### 6.1 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.

### 6.2 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 after they return from the trip. The Departmental seminar convenor/postgraduate officer should book a venue and promote the seminar/performance to encourage peer attendance. The Committee requests that all notices, advertisements and seminar materials acknowledge the Macgeorge Bequest with the phrase: *Supported by the Macgeorge Bequest*.

## 7. THE MACGEORGE BEQUEST

---

### 7.1 Norman and May Macgeorge

Norman Macgeorge, artist and patron of the arts, lived at Fairy Hills, Ivanhoe, with his wife May from 1911 until his death in 1952. May was a fellow artist and granddaughter of overlander pastoralist and ships Captain John Hepburn (which he pronounced "Hebburn") 1800-1860 who built Smeaton House in central Victoria, a Colonial Regency Style Georgian building dated 1849-50, and now registered by the National Trust of Australia.<sup>1</sup> Further information about Norman and May Macgeorge is provided by the Ian Potter Museum of Art at — [www.art-museum.unimelb.edu.au/fairyhills/index.htm](http://www.art-museum.unimelb.edu.au/fairyhills/index.htm).

On the death of May Macgeorge in 1970, the joint intention cherished by the Macgeorges and expressed in their Wills came into effect. This was to leave to the University of Melbourne their house and land, furniture, paintings, books and all effects, together with some capital.

---

<sup>1</sup> Marginson, Ray D., 'Welcome to the Macgeorge House', pamphlet, Parkville, The University of Melbourne, 12 April 1984.

During his lifetime, Norman Macgeorge expressed on behalf of himself and his wife a desire that his estate should be used for the benefit of “students...with special emphasis on those studying Fine Arts, Literature, History of Philosophy” and “for the postgraduate in all the arts rather than for the undergraduate who has not yet acquired sufficient knowledge either at an accredited art school or the University.” The bequest included provision to promote the arts at the University of Melbourne, especially postgraduate study of the arts, so the scholarship was established in 2005.

## 7.2 Management of the Bequest

The University entrusted the administration of the Macgeorge Bequest to a Committee of Management under [University Trust Record UTR7.98](#), with responsibility to maintain the house and grounds and to provide for its use in accordance with the intentions of Norman and May Macgeorge. This Committee is made up of senior academics, curators, administrators and financial advisors.

## 8. FURTHER INFORMATION

---

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

Application can be made online at — <http://arts.unimelb.edu.au/scholarships-prizes/current-students/nmacgeorge-scholarship.html>.

Hard copy applications must be submitted to one of the following Faculty offices:

1. Ms Sally Jones  
Research Co-ordinator  
**Faculty of Architecture, Building and Planning**  
The University of Melbourne  
VICTORIA 3010  
Tel: 8344 9013, Email: [sally1@unimelb.edu.au](mailto:sally1@unimelb.edu.au)  
**OR**  
Ms Lorenne Wilks  
Research Manager, Melbourne School of Design  
**Faculty of Architecture, Building and Planning**  
The University of Melbourne  
VICTORIA 3010  
Tel: 8344 6416, Fax: 9347 4856, Email: [lwilks@unimelb.edu.au](mailto:lwilks@unimelb.edu.au)
2. Ms Janita Westbury  
Scholarships and Prizes Officer  
**Faculty of Arts**  
The University of Melbourne  
VICTORIA 3010  
Tel: 9035 4317, Email: [janitaw@unimelb.edu.au](mailto:janitaw@unimelb.edu.au)
3. Ms Eva Stephenson-Hargitay  
Trusts Co-ordinator, External Relations  
**Faculty of the Victorian College of the Arts and Music**  
The University of Melbourne  
234 St Kilda Road  
SOUTHBANK VIC 3006  
Tel: 9685 9044, Fax: 9685 9370, Email: [evesh@unimelb.edu.au](mailto:evesh@unimelb.edu.au)