

THE UNIVERSITY OF MELBOURNE

2008

LORNA STIRLING FUND

INFORMATION AND INSTRUCTIONS
FOR APPLICANTS

Ms Lorna Stirling was a Music Director in the Melbourne University Drama Club in the 1940's. On her death in 1956 she bequeathed funds to the University for the purpose of promoting international student relationships through the creation of scholarships for the exchange of students between the University of Melbourne and other universities (Regulation R.7.92).

**BEFORE COMPLETING YOUR APPLICATION,
PLEASE READ THIS INFORMATION CAREFULLY**

Failure to supply the necessary information or adequate supporting
Materials may deem your application ineligible for funding.

Further information and advice on how to apply may be obtained from the
Student Union Advisory Service or the University Secretary's Department
(Refer to contact details below).

1. Guidelines for the Award of Grants

1.1 Awards will be granted to:

- promote genuine student interchange and to enable mutual understanding to be established between students at The University of Melbourne and international universities.
- support international meetings of students in which students or student organisations and The University of Melbourne have an interest. Applications from individuals to participate in conferences held overseas will be considered as long as the applicants can show that such participation will benefit this University as well as themselves.

1.2 Grants will not be given to students who wish to travel overseas to carry out private research work or training, that will form part of their degree.

1.3 Where there is strong competition for grants from students wishing to attend international student meetings, preference will be given to official student representatives at this University.

1.4 Since the annual income of the Fund is small, only **limited** support can be given to student organisations to help defray the costs of running student conferences.

1.5 To be eligible to apply, students must be enrolled at the University of Melbourne at the time of application and for the period of the proposed exchange or project.

2. General Advice to Applicants

2.1. The Committee may ask the following questions in implementing its guidelines:

- Has the applicant previously shown any real interest or desire to participate in matters which affect student welfare?
- Is the purpose for which the applicant seeks the grant of sufficient relevance to the interest of the student population at large, or is the project primarily for private benefit?
- Would the project be able to go ahead if no grant were available?

2.2. It is important that you demonstrate the worth of the project to the University by addressing the following criteria:

Please note if you do not adequately address the following criteria your application will be judged ineligible for funding.

- The application includes a signed letter of support from a relevant student organisation such as the Student Union or a Faculty based organisation
- The Project is relevant to the interests of the student population at large; and/or
- The Project will enable mutual understanding to be established between students at the University of Melbourne and international universities

2.3. If you require help with your application please contact the Student Union Advisory Service (SUAS). SUAS have agreed to take on a mentoring role to help applicants for this award. They will be able to help you address the criteria on which the Committee makes its decisions.

Mr. Howard Wilson
Student Support Advisor
Student Union Advisory Service
Union Building
The University of Melbourne
Tel: 8344 6546
Email: h.wilson@union.unimelb.edu.au

2.4. The Committee distributed approximately \$7,000 in 2006 and 2007. The funds for 2008 are still to be decided and this may be allocated in any way, if at all, as Council (on the recommendation of the Committee) sees appropriate. (Please remove this next sentence in green) Since 2001, an average of 3 to 4 applicants were successful in receiving funding each year.

2.5. The successful applicant(s) is required to provide a detailed report on the success and benefits of the project within six weeks of its completion. Reports should contain details on how recipients used and disseminated the information gained from their project when they returned. Please note that any unused funding must be returned to the Fund.

Please note that the application form is in Microsoft Word format and may be completed electronically. You may choose to cut and paste into the form fields from another document if necessary, or simply type directly onto any of the lines or boxes in this form.

Closing date for receipt of applications:

**12.00pm Midday
Friday 16th May 2008**

Please note late applications will not be considered.

Applications submitted in person to the security point on ground level of the Raymond Priestley Building risk their applications being received after the deadline.

Please submit your completed form and supporting information via **post, email or fax to:**

**Mrs. Mary Tsaousis
Secretary, Lorna Stirling Fund Committee
Level 6, Raymond Priestley Building
University of Melbourne**

Tel: 8344 7529

Fax: 8344 6897

Email: maryt@unimelb.edu.au

Please take note: Unfortunately compact discs cannot be accepted as part of an application as they cannot be duplicated for all committee members to view.

The Lorna Stirling Fund Committee will meet in early June to consider applications and award the scholarships. Successful recipients will be contacted of the outcome via mail.

Privacy Information

The information we are asking you to provide will be available to and used by the Lorna Stirling Estate Committee, staff from the Student Union Advisory Service, a University Accounting Officer and the Lorna Stirling Committee Secretary, in order to consider and process the applications. Once the Committee has made its decision, information is provided to the Accounting Officer so that scholarship funds can be posted to the successful applicants. All applications and any other documents discussed at Committee meetings are forwarded to Central Records for filing and storage by the University.

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, www.unimelb.edu.au/unisec/privacy

You are entitled to access personal information held by the University under freedom of information laws as explained on the website above.

LORNA STIRLING FUND SCHOLARSHIP

STUDENT APPLICATION FORM 2008

A. PERSONAL DETAILS

Name:

(If there is more than one applicant please choose a single contact person to receive correspondence)

Student Number:

Postal Address:

Email Address:

Telephone (home):

(You may be contacted if your application is incomplete prior to the closing date. Please provide a contact number/s)

Mobile:

Course currently enrolled in:

Year level (for Undergraduates):

Part time/Full time:

B. DETAILS OF PROJECT

1. Brief description of project

Type of project

(please click box applicable to you)

Student exchange

Attendance/presentation at conference

Organisation of conference

Representation of University of Melbourne overseas

Other (please specify) _____

Destination/Location of project?

Timing/date of project?

2. How is the project relevant to the interest of the student population at large?

Please note: You must attach a signed letter of support from a relevant student organisation such as the Student Union or a Faculty based organisation to provide evidence of the project's relevance.

3. How will the Project enable mutual understanding to be established between students at The University of Melbourne and international universities?

4. Please specify the amount (\$) of funding assistance sought from the Lorna Stirling Fund in 2008.

\$ _____

5. If applying for a joint application, please provide the names of any additional applicants.

- a. _____
- b. _____

6. Detailed Itinerary

Attach additional information if desired.

DATES	LOCATION	ACTIVITY
__/__/__		
__/__/__		
__/__/__		

7. Estimated costs of the project

Attach additional information if required

EXPENSES	DETAILS	COST (\$)
Travel (i.e. Airfares)		
Travel (i.e. Bus/train/taxi)		
Living expenses (including accommodation, meals etc)		
Conference fees		
Other (please specify)		
TOTAL		

8. Estimated support from other sources

NAME OF FUNDING INSTITUTION	AMOUNT (\$)	APPLIED FOR/RECEIVED (If already received please give date of receipt)

9. Please explain how you would make up any budget shortfall if that should be the case.

C. APPLICANT'S INTERESTS/CONTRIBUTIONS

The following information should provide details about the applicant's interests in and contributions to matters that affect the student body at large, such as contributions to:

10. The Melbourne University Student Union or University of Melbourne Postgraduate Association

11. University committees

12. Student publications

13. Student clubs

14. Other relevant organisations

15. Relevant areas of study previously undertaken

16. Employment/work experience relevant to project

D. SUPPORTING MATERIAL

17. Copies of any supporting material which may assist in the Committee's assessment of the application should be enclosed (please tick on check boxes).

- Letters of interest/support from relevant University of Melbourne student organisations
- Letters of interest/support from any relevant overseas student organisations
- Conference brochures (if applicable)
- References
- Other relevant supporting material

18. How did you find out about the Lorna Stirling Fund Scholarships? (please tick boxes below)

- Faculty or departmental notice boards
- Faculty or department email notification
- Residential College notice board
- UMPA newsletter/publication
- MUSU Inc newsletter/publication
- UMPA notice board
- MUSU Inc notice board
- Student Financial Aid Officer
- Scholarships Office
- Information Centre
- Student Union Advisory Service
- Other (please specify) _____

Please submit your completed form and supporting information **via POST, EMAIL or FAX** to:

Mrs. Mary Tsaousis
Secretary, Lorna Stirling Fund Committee
Level 6, Raymond Priestley Building
The University of Melbourne
Tel: 8344 7529
Fax: 8344 6897
Email: maryt@unimelb.edu.au

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