



2012 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 (University Trust Record — UTR7.92).

**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 within).**

1. GUIDELINES FOR 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 may be considered ineligible for funding.

- The application should include 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 Advocacy 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.
- Student Support Advisor**
Student Union Advocacy Service
Union Building
The University of Melbourne
Tel: 8344 6546
Email: suashelp@union.unimelb.edu.au
- 2.4 The Committee distributed approximately \$ 4,000 in 2010 and \$ 6,000 in 2011. The funds for 2012 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. Since 2005, an average of 3 to 4 applicants has been 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.
- Student reports will also be published on the Lorna Stirling website. If you are agreeable to having your report published please advise so in the personal details section of the application form.
- 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:

5.00 pm
Friday, 4 May 2012

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:**

Ms Leanne Fisher
Secretary, Lorna Stirling Fund Committee
Level 6, Raymond Priestley Building
University of Melbourne

Tel: 8344 4721

Fax: 8344 6897

Email: lmfisher@unimelb.edu.au

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

The Lorna Stirling Fund Committee will meet at the end of May 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 Fund 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