

THE UNIVERSITY OF MELBOURNE
UNIVERSITAS 21 SCHOLARSHIP PROGRAM
FOR PROFESSIONAL STAFF

Guidelines 2008

1. Universitas 21 Scholarships

The Universitas 21 Scholarship Scheme provides for up to two awards per year to professional staff of the University of Melbourne. The Scheme is designed to encourage visits and exchanges of key non-academic staff across participating institutions.

The scholarships recognise outstanding performance by professional staff of the University of Melbourne, provide development opportunities for the recipients and benefit the University through the advancement of its administrative and management practices. The scholarships have the key objectives of enabling professional staff to develop their expertise further, pass on what they have learned for the benefit of the University of Melbourne, and strengthen links with other Universitas 21 institutions so that other staff and students can benefit from mobility across the Universitas 21 network.

Universitas 21 Scholars (the scholars) are expected to be good 'ambassadors' for the University. Their interaction with colleagues at other Universitas 21 institutions is expected to promote ongoing communication and foster long-term relationships with the University of Melbourne from which future scholars and exchange students will benefit.

The Universitas 21 Fellowship Selection Committee awards up to two Universitas 21 scholarships each year and makes an allocation of up to \$10,000 to support each scholarship. Scholars will be funded to spend up to two months engaged in a management project at Universitas 21 institutions and any additional universities outside the consortium and, where appropriate, to attend a relevant international conference or development program. The undertaking of a significant management project will be a core component of each award. It is expected that scholarships will be taken up within twelve months of receipt of the award. Eligibility for awards will be limited to professional staff of the University of Melbourne at the HEW 8, 9 or 10 level.

Further information about Universitas 21 is located at www.universitas21.com/.

2. Nomination Process

Heads of Departments are asked to be responsible, in the first instance, for identifying potential applicants. They should encourage applications from suitably qualified members of professional staff.

Staff may, however, initiate applications through discussion with their Head of Department. Further advice regarding their proposed scholarship project can be obtained in discussion with the Senior Vice-Principal. **Staff should submit their application to the Dean/Divisional Head by Friday 25th April 2008** for subsequent nomination to the Committee.

Deans of Faculties/ Divisional Heads are asked to rank the applications from their departments and **forward these with a covering memorandum to Mrs. Mary Tsaousis, University Secretary's Department, no later than Monday 5th May 2008**. The grounds on which they have ranked the various applications should be provided in the memo. Particularly for the purpose of judging management performance, account should be taken of matters such as the outcome of management projects, success in reaching strategic objectives, and other evidence of excellence. Deans/Divisional Heads will be responsible for approving the final project details for successful nominees, and may need to be prepared to top up the award benefits to ensure the proposed program can be fulfilled.

3. Applications

Appendices A-C

Applicants should provide sufficient details to enable the Committee to make judgments according to the selection criteria. Applications must address each of the following criteria:

- i. proven record of excellence and innovation. Applications must include a full curriculum vitae;
- ii. capacity for further career development;
- iii. ability to be a good ambassador for the University of Melbourne;
- iv. how they would use the experience of visiting other universities to:
 - a. further their understanding of excellence in administrative/management practices. The Committee encourages scholars to become involved in benchmarking programs of the University with equivalent ones at other Universitas 21 universities.
 - b. foster mobility for staff and students of the University of Melbourne. Of particular interest to the Committee are proposals which would enhance undergraduate student exchanges (appendix B).

Applications must include an outline of the proposed travel program including visits to at least three Universitas 21 universities and any additional universities outside the consortium;

- v. the particular dimension of administrative/management practices on which the scholarship would focus. Applications must include the theme and details of the administrative/management project and any professional development program to be undertaken as part of the award. The projects of previous scholars are provided as past examples (appendix C);
- vi. the ways in which the scholarship would be used to improve the quality of administrative/management practices, not only in their faculty/division, but at the University of Melbourne in general upon their return;
- vii. how the proposal would reinforce the broad program themes outlined in the planning and policy paper, *Universitas 21 – The Next Phase: “A Global Learning Partnership”*. Applications should address the key pillars (appendix A, pp.3-4).

Applications received from staff without a letter/email of support from the Dean/Divisional Head will not be considered. See above section 2 for details of submission to the Dean/Divisional Head's office. Only one copy of the application is required and it 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.

4. Selection Process

Selection of scholars is conducted by the Universitas 21 Fellowship Selection Committee (the Committee), the membership of which includes the Chancellor, Vice-Chancellor, three officers of the Academic Board, Senior Vice-Principal and Provost. The Committee membership list is located at www.unimelb.edu.au/unisec/committees/centcomm.html#38.

The Committee has resolved that scholars should be representative of a wide range of backgrounds in terms of expertise, seniority (HEW levels 8-10) and other matters. Accordingly, the Committee will take into account a number of factors in appointing scholars so as to ensure that, over time, a range of appointments are made. The departments of previous appointees will be taken into account, as will the spread of seniority, gender balance and the projects of other recent appointees.

Above all, scholars will be appointed on the basis of demonstrated excellence in management and their potential to use the scholarship to further the administrative/management practices of the University of Melbourne. The Committee will look favourably upon those whose projects foster mobility of staff and students at the University of Melbourne.

5. Scholarship Requirements

The successful staff members who are awarded a scholarship are requested to undertake the following steps in preparation for, and subsequent reporting on, their scholarship.

5.1 Luncheon

After receiving written confirmation of the award of a scholarship, scholars will be invited to attend a Universitas 21 luncheon hosted by the President of the Academic Board. The Provost, Senior Vice-Principal and the other 2008 Universitas 21 Fellows and Scholars will be present also. At this luncheon, the President of the Academic Board would like to discuss planning individual scholarship programs and including ways to maximize the benefit to the University. Scholars should send their RSVP to the PA to the President of the Academic Board.

5.2 Funding

The Committee will make an allocation of up to \$10,000 to support each scholarship. Approval of funding rests with Professor Peter McPhee, Provost. Therefore, after the successful scholar and the Dean have agreed upon a travel program abroad and associated activities at the University of Melbourne, the scholar must submit a travel itinerary and budget to Professor McPhee for final funding clearance. Professor McPhee will provide a written reply to the scholar, cc Mr Geza Horanyi in Financial Operations with attached budget. Funding will be released to the scholar's department after Financial Operations receives a copy of Professor McPhee's authorising memo/email and the scholar's budget. Departmental Finance Officers should contact Mr Horanyi with any queries about accounting arrangements.

5.3 Seminar

Following their return from overseas, scholars will be expected to deliver a seminar for appropriate senior staff of the University of Melbourne about their project and experiences at other Universitas 21 institutions also. They should select an appropriate seminar series conducted at the University, and email the coordinator to schedule their seminar.

5.4 Scholarship Report

Following their return from overseas, scholars must send to the Committee Secretary, University Secretary's Department, a written report on the outcome of their program of visits, and include details of their:

- a. itinerary,
- b. project and any professional development undertaken at other Universitas 21 institutions and any additional universities outside the consortium,
- c. interaction with staff, students and community at other Universitas 21 institutions and any additional universities outside the consortium as an ambassador of the University of Melbourne,
- d. views about the ways the University of Melbourne will benefit from the scholarship, including the ways they are using their experiences at other Universitas 21 institutions to further the quality of administrative/management practices at the University of Melbourne, and any general advice on ways of increasing student and staff mobility with Universitas 21 partners,
- e. seminar delivered to appropriate senior staff of the University of Melbourne.

6. Privacy Policy in Relation to Nominations

The information we are asking you to provide will be available to and used by the Committee, Committee Secretary, administrative staff and where necessary professional advisers in order to assess candidates for scholarships. The University of Melbourne 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.htm. You are entitled to access personal information held by the University of Melbourne under freedom of information laws as explained on the Privacy Officer's web site at www.unimelb.edu.au/unisec/privacy.htm.

7. Further Information

Questions regarding the scholarships for professional staff should be directed to Mr Ian Marshman, Senior Vice-Principal, tel: 8344 6121, email: i.marshman@unimelb.edu.au

Useful websites:

- a. further information on Universitas 21 can be found at: <http://www.universitas21.com/>
- b. staff opportunities within Universitas 21:
<http://www.universitas21.com/staffopportunities.html>
- c. Universitas 21 Fellowships and Scholarships: www.unimelb.edu.au/unisec/u21/
- d. Universitas 21 student exchanges:
<http://www.services.unimelb.edu.au/exchanges/goabroad/ex/universitas21.html>
- e. quality assurance at the University of Melbourne:
<http://www.unimelb.edu.au/publications/accountability/quality.html>.

These guidelines are located at www.unimelb.edu.au/unisec/u21/

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