

**UNIVERSITY OF CANBERRA
COLLABORATIVE INDIGENOUS RESEARCH
INITIATIVE (UC CIRI)

SCHOLARSHIP PROGRAM

FOR

ABORIGINAL AND
TORRES STRAIT ISLANDER STUDENTS**

This document sets out the terms pursuant to which UC CIRI will establish a scholarship for selected Aboriginal and Torres Strait Islander students undertaking any of the following courses of study at UC:

- Honours
- Postgraduate Coursework
 - Graduate Certificate
 - Graduate Diploma
 - Masters (Coursework)
- Higher Degree by Research
 - Masters by Research
 - PhD
 - Professional Doctorate

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1 TITLE AND PURPOSE OF SCHOLARSHIP

1.1 UC CIRI Scholarship for Aboriginal and Torres Strait Islander Students

1.2 This scholarship provides financial assistance to selected Aboriginal and Torres Strait Islander students so they can focus on a course of study beyond a Bachelor Degree at the University of Canberra.

1.3 The terms and conditions outlined in this document are effective as of 1 April 2020.

2 DEFINITIONS

2.1 **“Applicant”** means an eligible student applying for the scholarship.

2.2 **“Committee”** refers to the University of Canberra Collaborative Indigenous Research Initiative Executive Committee

2.3 **“Cause of Study”** means any of the following:

- a. Honours
- b. Graduate Certificate
- c. Graduate Diploma
- d. Masters by Coursework
- e. Masters by Research
- f. PhD (Doctor of Philosophy)
- g. Professional Doctorate

2.4 **“Indigenous”** means a person who identifies as an Australian Aboriginal and/or Torres Strait Islander and is recognised as such by their community.

2.5 **“Recipient”** means a student that has been awarded a scholarship under the UC CIRI Scholarship Program.

2.6 **“Scholarship”** means the UC CIRI Scholarship for Aboriginal and Torres Strait Islander Students as described in Item 1.

2.7 **“UC CIRI”** refers to the University of Canberra Collaborative Indigenous Research Initiative

2.8 **“University”** means the University of Canberra.

3 ELIGIBILITY

3.1 The scholarship is awarded on the condition that the applicant is currently enrolled in and continues to pursue a full-time or part-time course of study as described in item 2.2, at the University for the duration of the scholarship.

3.2 Applicants may submit no more than two (2) applications in any calendar year.

3.3 To be eligible for the scholarship, an applicant must:

- a. identify as an Aboriginal or Torres Strait Islander and be recognised as such by their community; and
- b. have completed a Bachelor degree, or be regarded by the University as having an equivalent level of attainment; and

- c. be enrolled at the University of Canberra in a full-time or part-time course of study beyond Bachelor Degree during the term of the scholarship; and
- d. maintain a minimum of a pass average (coursework) or satisfactory progress (research). Note that preference will go to those applicants who maintain better than a pass or satisfactory average; and
- e. adhere to the University's policies and procedures.

3.4 The scholarship will not be awarded to an applicant who:

- a. Is on paid study leave; or
- b. Is not currently enrolled at the University in a course of study as per item 2.2; or
- c. Is not identified as an Australian Aboriginal and Torres Strait Islander person as described in 3.3(a); or
- d. Is not considered by the Committee to need and/or merit the scholarship; or
- e. Has not provided documentation to support their application as specified in these Terms and Conditions or as requested by the Committee.

3.5 This scholarship may be held in conjunction with other scholarships or bursaries.

4 SELECTION CRITERIA

4.1 Applicants must:

- a. complete the UC CIRI Scholarship Application form as provided on the UC CIRI website; and
- b. provide documented evidence of their enrolment in a course of study as describe in Item 2.2; and
- c. provide support documentation as specified in section 5 of these Terms and Conditions; and
- d. provide evidence, if funding is to attend a Conference, that they will be presenting a paper, or they have genuinely submitted one that has not been accepted for presentation; and
- e. provide an itemised budget or costing (see templates in Attachments B through G); and
- f. provide additional information should it be requested by the committee.

5 DOCUMENTATION

5.1 If documentation is not provided the application will not be processed. Please ensure all documents submitted are clearly legible.

5.2 All reference to financial figures is to be Australian dollars (AUD)

5.3 The following documentation is required when applying:

- a. a Confirmation of Aboriginality (Common Seal), or a written reference¹ made by an Aboriginal and/or Torres Strait Islander community member who knows you in the Aboriginal & Torres Strait Islander community; and
- b. your undergraduate qualification (eg. copy of transcript or certificate); and
- c. proof of enrolment in a course of study at UC as listed in item 2.2; and
- d. a fully completed UC CIRI Scholarship Application form; and
- e. a letter of support from your Research Supervisor or Course Convenor²; and
- f. relevant supporting documentation that may be in addition to templates in Attachments B through G of these Terms and Conditions.

¹ It is strongly preferred that the reference be on letterhead for the relevant community

² If your course is research based then the Letter of Support needs to be from your Research Supervisor. If it is course based then it needs to be from your Course Convenor

- 5.4 If the applicant is requested to provide additional documentation or clarification this is to be provided within two (2) months of the date requested or the applicant will need to reapply.

6 APPLICATION PERIOD

- 6.1 Applications may be submitted at any time during the year.
- 6.2 Applications are to be forwarded to uc-ciri@canberra.edu.au with the subject line clearly titled “UC CIRI Scholarship Application”.
- 6.3 Applicants are to be aware that assessment and approval of applications will usually occur at the next scheduled meeting of the Committee.
- 6.4 Applications should be submitted at least eight (8) weeks prior to the funds being required.

7 SELECTION

- 7.1 Recipients will be determined by the Committee.
- 7.2 Successful applications will be dependent on:
- a. Financial needs; and/or
 - b. Academic merit; and/or
 - c. Greatest benefit to the student.
- 7.3 Whereby two or more applicants are considered equal, academic performance may be considered as the determining factor.
- 7.4 All applications will be judged on their own merit with no consideration being given to the outcomes of previous applications.
- 7.5 All decisions by the Committee are final.

8 SCHOLARSHIP USES

- 8.1 The scholarship may be used for:
- a. Cost of studying at the University; and/or
 - b. Travel to conferences and/or workshops; and/or
 - c. Purchase of study resources; and/or
 - d. Fieldwork; and/or
 - e. Research costs and/or
 - f. Exceptional Circumstances**

*** This is for those situations where a student may have an unexpected need for assistance that is not in line with any of the other listed uses. Students applying under this category will be expected to supply documented proof of their need.*

9 SCHOLARSHIP VALUE

- 9.1 Recipients may be awarded up to \$5,000 per successful application.
- 9.2 The amount awarded to the recipient will be decided by the Committee and may vary from the amount requested on the application.

10 TENURE

- 10.1 The recipient must take up the scholarship by the date specified in the Letter of Offer.
- 10.2 Unless otherwise approved by the Committee, the duration of the scholarship will be one (1) year from the date funding was transferred to the recipient.³

11 CONDITIONS

- 11.1 By accepting a scholarship the recipient agrees to:
- Remain continuously enrolled at the University in a full-time or part-time course of study beyond Bachelor Degree during the term of the scholarship;
 - Maintain a minimum of a pass average (coursework) or satisfactory progress (research);
 - Adhere to the University's policies and procedures;
 - Be profiled to promote scholarships offered by UC CIRI;
 - Their academic progress being made known to the Committee if required;
 - When requested by the committee (usually within three (3) months of the activity or funding being received), to provide a report to the Committee covering key activities, achievements, benefits and ongoing activities;
 - If requested by the Committee, provide an expenditure summary of the activity or funding received.
- 11.2 Where the recipient ceases to meet the conditions pursuant to item 11.1, the Committee will cease further payments to the recipient and may require the recipient to repay any part of the Scholarship already received.

12 LEAVE PROVISIONS

- 12.1 The scholarship will not be paid during periods of intermission or leave from candidature. Any suspension of the scholarship occurs in conjunction with the approval of a period of intermission or leave from candidature.
- 12.2 If intermission or leave from candidature and scholarship are approved, the scholarship end date will be adjusted and increased by the number of days leave taken.
- 12.3 Scholarship recipients must notify the UC CIRI Secretariat at least four (4) weeks prior to ceasing or resuming studying following a period of intermission.

13 TERMINATION

- 13.1 The Committee may terminate the scholarship at any time if the recipient does not:
- Fulfil their obligations as a student of the University; and/or
 - Maintain a minimum of a pass average (coursework) or satisfactory progress (research); and/or
 - Agree to fulfil the reporting requirements as specified in 11.1(f); and/or
 - Adhere to the University's policies and procedures.

³ Extensions of tenure would usually apply to funding supplied for fieldwork, research costs and conferences/ workshops, where a delay has occurred. The recipient is to advise the committee of the delay within seven (7) days of the recipient being made aware that a delay will occur.

- 13.2 The Committee reserves the right to re-allocate the scholarship if for any reason the award is withdrawn.
- 13.3 Where termination has occurred, the Committee may require the recipient to repay all funds provided under the scholarship.

14 PAYMENT

- 14.1 Payment of the scholarship will be in the form of a one off payment.
- 14.2 Payment will only be made once the recipient has completed the Letter of Offer (see sample at Attachment A) and it has been received by the UC CIRI Administrator.
- 14.3 Once a Letter of Offer has been received, payment will usually be made within eight weeks.
- 14.4 Payment will be made by funds transfer direct to the recipient.

15 RE-PAYMENT

- 15.1 Where the recipient ceases to meet the conditions pursuant to item 11, the Committee will cease further payments to recipient and may require the recipient to repay any part of the Scholarship already received.
- 15.2 Recipients who suspend their studies without notifying the UC CIRI Secretariat in writing through the process of applying for intermission or leave from candidature, may be required to repay any payments to which they were not entitled.
- 15.3 The requirement to repay is at the discretion of the Committee.

16 CONTACTS

- 16.1 Application forms can be found at:

<http://www.canberra.edu.au/research/collaborations/ciri/scholarships>.

or call the UC CIRI Secretariat on (02) 6206 8678.

- 16.2 Completed applications are to be submitted to:

uc-ciri@canberra.edu.au Subject Line: **UC CIRI Scholarship Application**

- 16.3 For questions regarding the status of your application.

uc-ciri@canberra.edu.au Subject Line: **UC CIRI Scholarship Application QUERY**

or call the UC CIRI Secretariat on (02) 6206 8678.

- 16.4 For assistance in completing the application go to the Ngunnawal Centre in Building 9, Room A1, or call the Ngunnawal Centre on (02) 6201 2454

Or Call Tamara Posch (UC CIRI Secretariat) on (02) 6206 8678.

ATTACHMENT A: LETTER OF OFFER (SAMPLE)

Name
Street
Suburb Postcode State
Email:

dd mmmmm yyyy

Dear Name,

University of Canberra Collaborative Indigenous Research Initiative (UC CIRI)
Scholarship for Aboriginal and Torres Strait Islander Students

Congratulations! I am pleased to advise you that your application for funding under the UC CIRI Scholarship program has been approved and the Committee ('committee') has agreed to award you funding of \$#### to reason for funding/application.

In accepting this offer you agree to the terms and conditions of the UC CIRI Scholarship Program for Aboriginal and Torres Strait Islander Students^4 and agree to report back to the committee within 3 months (or at a time specified by the committee) of the activity or funding being received, on the how you benefited from the scholarship.

To accept this offer you will need to provide the information requested at the bottom of this letter, sign and then return it to uc-ciri@canberra.edu.au within 10 days of the date of this letter. Failure to reply within the specified timeframe will result in the offer being withdrawn.

Once the information has been received by the UC CIRI Secretariat, arrangements will be made to organise a direct debit to your specified bank account. An email will be sent to you advising when to expect the transfer.

If you have any questions regarding the agreement please contact Tamara Posch at uc-ciri@canberra.edu.au or call 02 6206 8678.

Regards

Professor Peter Radoll | Chair
Committee

I (print name) accept the scholarship as offered and have read and agree to the Terms And Conditions of the UC CIRI Scholarship for Aboriginal and Torres Strait Islander Students. I also authorise the University of Canberra to transfer the amount of \$#### to the account specified below.

Name of Account Holder:.....
BSB
Account Number:

Signature..... Date: / /

^4 Available at https://www.canberra.edu.au/research/collaborations/ciri/scholarships

ATTACHMENT B: COST OF STUDYING (TEMPLATE)

SUPPORTING DOCUMENTATION FOR UC CIRI SCHOLARSHIP APPLICATION

COST OF STUDYING FOR

Please Print Name

Description	Amount per Fortnight (AUD)
University Fees	\$
Text Books	\$
Required clothing / footwear	\$
Stationery (if more than \$80 please itemise*)	\$
Other (please specify)	\$

It is strongly preferred that you apply for funding BEFORE purchasing any equipment.

If you haven't purchased the item as yet then you must provide a quote or a copy of the advertised price of the item(s). A screen dump from the supplier's website will be fine.

- When itemising stationery you don't need to list any items that cost under \$30 each (pens, erasers, staplers, notepads, etc). These can be grouped together.

If all altogether your stationery costs \$80 or less, and none of the individual items cost more than \$30, then you don't need to itemise

Example 1

Stationery (<i>no individual item costs more than \$30.00</i>)	\$65.00
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If you require a piece of stationery that costs more than \$30 then you will need to itemise and provide details of the item(s)

Example 2

Stationery	
• Pens, erasers, staplers, notepads, etc;	\$50.00
• Calculator (HP-35S RPN Scientific Calculator)	\$108.00

If you are requesting reimbursement for items already purchased you must provide a copy of the receipt.

ATTACHMENT C: CONFERENCE/ WORKSHOP (TEMPLATE)

SUPPORTING DOCUMENTATION FOR UC CIRI SCHOLARSHIP APPLICATION

CONFERENCE/ WORKSHOP TRAVEL FOR

Please Print Name

Title of conference or workshop

URL for conference or workshop webpage **or**

Hardcopy of brochure / advertisement attached Yes / No

Location (City/ Town)..... Country:.....

Letter of Invitation attached Yes / No

I am presenting the following paper at this conference / workshop.....

On (date) at (time).....

Description	Amount (AUD)
Conference/ Workshop registration fee	\$
Return Flight (Canberra to)	\$
Taxis (No. of trips.....)	\$
Hire Car (No. of Days)	\$
Accommodation (No. of Nights.....)	\$
Meals	\$
Incidentals (No of days x \$)	\$
Other (please specify)	\$

If an item is not listed in the above table, add it.

You will need to provide quotes or evidence of charges (such as a screen dump) for:

- Flights
- Hire Car
- Accommodation

Meals and Incidentals: Attach a completed **Travel Allowance Calculator** to your application⁵. If you need assistance please contact the UC CIRI Secretariat at uc-ciri@canberra.edu.au

⁵ Form is available on this page <https://www.canberra.edu.au/myuc-s/business-units/DVC-and-VPFI/travel/travel-policy>

ATTACHMENT D: STUDY RESOURCES (TEMPLATE)

SUPPORTING DOCUMENTATION FOR UC CIRI SCHOLARSHIP APPLICATION

STUDY RESOURCES FOR

Please Print Name

Description	Amount (AUD)
Software**	\$
Computer / laptop*	\$
Equipment (e.g. stethoscope)	\$
Other (please specify)	\$

It is strongly preferred that you apply for the grant BEFORE purchasing any equipment you intend to seek reimbursement for under the UC CIRI Scholarship Program.

You must provide a quote or a copy of the advertised price of the item(s). A screen dump from the supplier’s website will be fine.

*** Specify the details of every item being claimed – see example below*

Description	Amount (AUD)
Software	
<ul style="list-style-type: none"> Microsoft Office 2013 Adobe Photoshop and Premier Elements 14 COM 	<p>\$137.59</p> <p>\$219.00</p>
Computer / laptop	
<ul style="list-style-type: none"> Asus X205TA-FD0060TS 11.6 Notebook 	\$314.00

If you are requesting reimbursement for items already purchased you must provide a copy of the Tax Invoice and/or Receipt.

ATTACHMENT E: FIELDWORK (TEMPLATE)

SUPPORTING DOCUMENTATION FOR UC CIRI SCHOLARSHIP APPLICATION

FIELDWORK FOR

Please Print Name

You are required to provide a letter of support from your Research Supervisor or Course Convenor.

Date(s) you intend travelling from / / to / /

Locations.....

.....

Description	Amount (AUD)
Return Flight (Canberra to)	\$
Taxis (No. of trips.....)	\$
Hire Car (No. of Days)	\$
Accommodation (No. of Nights.....)	\$
Meals	\$
Incidentals (No of days x \$)	\$
Other (please specify)	\$

If an item is not listed in the above table, add it.

You will need to provide quotes or evidence of charges (such as a screen dump) for:

- Flights
- Hire Car
- Accommodation

Meals and Incidentals: Attach a completed *Travel Allowance Calculator* to your application⁶. If you need assistance please contact the UC CIRI Secretariat at uc-ciri@canberra.edu.au

⁶ Form is available on this page <https://www.canberra.edu.au/myuc-s/business-units/DVC-and-VPFI/travel/travel-policy>

ATTACHMENT F: RESEARCH COSTS (TEMPLATE)

SUPPORTING DOCUMENTATION FOR UC CIRI SCHOLARSHIP APPLICATION

RESEARCH COSTS FOR

Please Print Name

You are required to provide a letter of support from your Research Supervisor or Course Convenor.

If travel is involved, specify date(s) you intend travelling from / / to / /

Locations.....

.....

Description	Amount (AUD)
Return Flight (Canberra to)	\$
Taxis (No. of trips.....)	\$
Hire Car (No. of Days)	\$
Accommodation (No. of Nights.....)	\$
Meals	\$
Incidentals (No of days x \$)	\$
Meeting Costs*	\$
Workshop Costs*	\$
Other (please specify)	\$

* *Itemise costs into general categories such as catering, venue, equipment, etc*

If an item is not listed in the above table, add it.

You will need to provide quotes or evidence of charges (such as a screen dump) for:

- Flights
- Hire Car
- Accommodation

Meals and Incidentals: Attach a completed **Travel Allowance Calculator** to your application⁷. If you need assistance please contact the UC CIRI Secretariat at uc-ciri@canberra.edu.au

⁷ Form is available on this page <https://www.canberra.edu.au/myuc-s/business-units/DVC-and-VPFI/travel/travel-policy>

ATTACHMENT G: LIVING EXPENSES (TEMPLATE)

SUPPORTING DOCUMENTATION FOR UC CIRI SCHOLARSHIP APPLICATION

LIVING EXPENSES FOR

Please Print Name

Description	Amount (AUD) per Fortnight
Childcare (No. of children.....)	\$
Clothing / Footwear	\$
Entertainment	\$
Food	\$
Insurance (<i>Attach Recent Invoice</i>)	
• Health	\$
• Car	\$
• House	\$
• Contents	\$
• Other (specify)	\$
Medical	\$
Rent or Mortgage Payment (<i>Attach Recent Invoice</i>)	\$
School (<i>Recent invoice or quote attached</i>)	
• Books and reference material	\$
• Tutor	\$
• Educational assistance (e.g. scribe, interpreter, etc.)	\$
Services (<i>Attach Recent Invoice</i>)	
• Utilities (electricity, water, rates, etc)	\$
• Phone (mobiles and landline)	\$
Transport	
• Public	\$
• Private Vehicle Make and model	\$
• Maintenance and petrol	\$
• Registration (<i>Attach Recent Invoice</i>)	\$
TOTAL PER FORTNIGHT	\$

- Please provide the figures per fortnight. If you usually get the bill monthly then divide it by 2, if quarterly then divide it by 6, if bi-annually then by 13 and if annually then divide by 26
- For items such as Medical, Food etc. enter an estimated figure
- If an item is not listed please add it to this form