1. PURPOSE OF SCHEME

The Peter McPhee Student Awards are designed to promote and develop engagement activity within the University student community, by assisting students or groups of students to initiate, or participate in, extra-curricular leadership, community engagement and volunteering activities, involving the University and the wider community.

Individual students OR groups of students are encouraged to apply, in order to apply their learning in activities and projects which develop skills and leadership.

Individual students can apply for the Award to undertake an activity or attend an event.
Groups of students can apply for the Award to assist in the development of a project that has a project partner.

Further details on eligibility of such activities, events or projects, is provided in these guidelines.

Awards will normally range from $1000-2000. However, some applications may be eligible to receive more if there is the potential for the project/activity to develop strong ongoing links with the wider community.

2. APPLICATION PROCESS

• Applications must be made on the official application form and include all supporting documentation. Forms can be downloaded from: http://equity.unimelb.edu.au/initiatives/peter_mcphee_student_awards

• Group applications must have a staff member (University Staff Support) from a faculty, department or student association sign-off the application. Please refer to Project Eligibility details for more information. Individual applicants do not need this sign-off.

• There are two Award rounds, one per semester.
  Applications for Semester 1, 2013 close on Friday 26 April 2013.
  Applications for Semester 2, 2013 close on Friday 20 September 2013.

• Applications are to be submitted electronically in both a PDF and DOC format (only one copy requires signatures) to Margot Eden in the Office for Student Equity by the due date and as detailed below.

  Margot Eden, Manager, Equity and Student Engagement
  Email: m.eden@unimelb.edu.au
  Ph: 8344 6388

3. CONDITIONS OF AWARD

• Award recipients are required to provide a brief report on the project/activity, at the completion of the project/activity. The report will be completed in a format specified by the Office for Student Equity – you will receive an email update closer to the due date.

• The University will use project/activity information for promotional purposes.

• Awards will not be granted as a form of recurring income for an ongoing project or day-to-day operations of a student club or group.
4. **STUDENT ELIGIBILITY**

- Individual students or student groups currently enrolled in a course offered by The University of Melbourne are eligible to apply.

- Groups that consist of members from more than one Faculty must lodge their application with the details of the Faculty in which the team leader is enrolled.

5. **PROJECT OR ACTIVITY ELIGIBILITY**

- Activities and projects receiving funding must be consistent with the values and strategic objectives of the University. Examples of projects or activities for which support may be provided include:
  - initiating or participating in public lectures, debates, symposia, conferences that are about youth leadership, volunteering or community engagement
  - developing projects undertaken with the university community or a not-for-profit Organisation

- Activities or projects cannot be undertaken as part of assessment for a subject/course. Activities or projects in a particular discipline should be considered for funding by the relevant academic department and will not be funded by the Awards.

5a. **GROUP PROJECTS**

*(see below for information about individual projects)*

- All group projects must be undertaken by a group consisting of at least 3 students. Groups must nominate a project leader (student) and find a University Staff Supporter from a faculty or department the project leader is enrolled in, or a staff member from a student association the group is affiliated with, who can endorse the application.

- The University Staff Supporter is responsible for overseeing the project’s progress, the administration of the Award monies and any relevant Volunteering Student Acknowledgement forms or Letter Agreements. Copies of these forms can be downloaded via the Legal Office.

- Projects must commence no later than the semester following the granting of the Award, and be completed within a year or before completion of the project leader’s degree, whichever comes first.

- Projects must have a significant community engagement dimension and benefit the University of Melbourne by contributing to the student team members’ development as leaders in the community and as active global citizens.

- Projects must have the support of an external partner organisation, or a University department, faculty or student association.

- Partner organisations must match the University’s contribution. The contribution made by the external partner may be cash or ‘in kind’ support for the project. ‘In kind’ support includes resources, materials or staff time that are essential to the project.

- Projects will benefit the external partner and will address social, economic, environmental or cultural issues.

- For projects involving secondary schools, preference will be given to those partnering disadvantaged and underrepresented schools. For a list of underrepresented schools, go to: [http://www.futurestudents.unimelb.edu.au/ugrad/accessmelb/underrep.html](http://www.futurestudents.unimelb.edu.au/ugrad/accessmelb/underrep.html)

- Only projects undertaken in Australia will be considered. Overseas projects will not be awarded.

- Projects are not favoured which chiefly involve the use of grant money for purchase of expensive equipment.

*Examples of eligible group projects*

- Developing a healthy-eating education program for school-aged children with a local primary school in partnership with Ardoch Youth Foundation

- Organising a program of activities and events to enhance interaction between international and local students on campus, as part of Diversity Week.
• Organising an event on campus to raise awareness of youth mental-health, in partnership with the University’s Counselling Service.

5b. **INDIVIDUAL ACTIVITIES/EVENTS/PROJECTS**

• Students must undertake the activity, or attend the event during the year following the granting of the Award, or before graduating from the University, whichever comes first.

• Activities/events must have a broad appeal and have a significant community engagement dimension. (Activities/events of interest to specialists in a particular discipline or showcasing the academic work of students are regarded as matters for the relevant academic department and would not generally be funded by the Award).

• Activities/events undertaken within Australia and overseas will be considered.

• Applicants must ensure that appropriate insurance (e.g. travel insurance) is taken out for attendance at overseas activities/events.

• It is expected that applicants will commit some of their own resources to the proposed activity/event.

• Political or religious activities/events will not be funded by the Award.

• Projects are not favoured which chiefly involve the use of grant money for:
  - purchase of expensive equipment, or
  - overseas volunteering programs requiring volunteers to pay a significant participation fee to the organisation.

  **Examples of eligible individual activities**

• Registration to attend the Dragon Leaders 100 conference in China.

• Registration to attend the Students 4 Students National Leadership Conference.

• Participation in the Jagriti Yatra annual Train Ride.

6. **NOTIFICATION OF RESULTS**

• Applicants will be advised in writing of the outcome of their submission approximately one month after applications are due. Successful applicants will receive detailed information of the amount of funding granted, the purpose for which the money has been approved and reporting requirements.

• Award monies granted to a student group will be paid into a nominated Themis account, upon notification of successful application.

• Award monies granted for individual activities will be paid into the student’s nominated account, upon notification of successful application.

*For assistance or further information, please contact Margot Eden via email m.eden@unimelb.edu.au or by telephone 83446388.*