



## MACQUARIE UNIVERSITY

### PROCEDURES FOR VACATION SCHOLARSHIPS IN SCIENCE

The Vacation Scholarships in Science were established in 1992 to encourage undergraduate students to pursue research programs in science and technology at Macquarie University.

#### 1. Conditions of Award

Attached is a copy of the Conditions of Award for Vacation Scholarships.

#### 2. Insurance Cover

Your attention is drawn to information provided by the Assistant Chief Accountant regarding the University's insurance cover. (Memo dated 19 May 1995 to Heads of Schools). The following points should be noted in respect of vacation scholars:

- i) vacation scholars are **not** covered by workers compensation claims
- ii) the University's liability policy covers legal liability in respect of injury to students (and visitors) when the University is considered legally liable (ie where negligence can be proved)
- iii) the Sports Association holds a personal accident type policy which covers **students enrolled at Macquarie** while engaged in campus related activities.
- iv) vacation scholars who are **not** enrolled at Macquarie (ie students from other institutions granted vacation scholarships at Macquarie) are not covered by any policy (except the liability policy if relevant).

Insurance coverage for vacation scholars should be detailed in the letter of offer of scholarship, and students from other universities should be requested to provide assurance from their home university that it provides appropriate personal accident cover, prior to commencement of the Scholarship.

#### 3. Procedures for awarding of vacation scholarships

- i) Advertising

Vacation Scholarships should be advertised on campus to maintain the University's principles of equity and merit and to attract a field of suitable candidates.

Please provide a copy of information flyers to the Scholarships Officer, Postgraduate Studies for display within the Office.

ii) Selection:

Applications should be considered according to set criteria for selection. The Conditions of Award detail that these should be at least academic merit and research potential in the area of study. Selection should be made by a nominated small Committee within the Department and endorsed by the Head of Division.

iii) Offer of Award:

When suitable applicants have been selected the Division/Centre should officially offer the scholarships and include with the letter of offer the Conditions of Award and insurance information.

iv) Acceptance of Award:

When scholars have accepted, the Division/Centre should:

- a) Provide the scholar with a "Living Allowance claim" form (copy attached, available from Postgraduate Studies Section) for completion.

Submit the form to the Scholarships Officer, Postgraduate Studies Section.

- b) Provide the Postgraduate Studies Section (Contact person: Scholarships Officer) with details of the award for payment. Either use the copy of the attached form or provide a memo with the same information.

v) Payment of Award

The Postgraduate Studies Section will coordinate payment via Salaries and Wages, Personnel Office.

Any amendments to the award must be advised to Postgraduate Studies Section at least seven working days prior to the affected pay date.