

# 2024 FEIT Student Enrichment Grant application

## Form Preview

### General information and your privacy

Applications for the ENG&IT Student Enrichment Grant may be submitted at any time up to the application close date of Thursday 5 December 2024.

Please allow approximately three weeks for processing. For experiences involving travel, funds will be released only upon evidence of having registered and been approved for travel insurance through the [University Travel Insurance](#).

If you have any questions regarding the application process, please contact:

Urna Tuladhar Scholarships & Enrichment Coordinator [engit-scholarships@unimelb.edu.au](mailto:engit-scholarships@unimelb.edu.au)

### Privacy Collection Notice

The collection of personal information by the University of Melbourne (University) is governed by the Privacy and Data Protection Act 2014 (Vic) and Health Records Act 2000 (Vic) (together, Privacy Laws). The University is also considered to be a data controller for the purposes of the EU General Data Protection Regulation 2016/679 (GDPR) in relation to the collection of personal information from individuals located in the European Union (EU), while conducting certain activities. The University is committed to protecting your privacy and processing your personal information fairly and lawfully in compliance with the Privacy Laws and the GDPR, as applicable.

The information on this form is being collected by the Faculty of Engineering & IT for the purposes of administering this scholarship, including selection, awarding and reporting requirements. The information you provide will be used by members of the scholarship selection committee and may be shared with the donors of the award. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law.

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We will retain your personal information only for as long as required for the purpose it was collected and in accordance with our legislative obligations. This information is then securely destroyed in accordance with the [University's retention and disposal authority](#).

You may request access to, or correction of, information we hold about you, or exercise rights of access, rectification, erasure and other rights under the GDPR, at any time. Please refer to our [Privacy webpage](#) for information on how to contact us about privacy, how to lodge a complaint and for the contact details of the University's Privacy and Data Protection Officer.

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### About the Grant

\* indicates a required field

#### Introduction

Funding is now available for Faculty of Engineering and Information Technology (FEIT) coursework students to attend conferences, programs or experiences that will enhance their degree and broaden their general university experience.

The proposed experiences must be extracurricular and not directly contribute to course credit or assessment.

- Applications can be for experiences either within Australia or overseas
- This funding can only be accessed by each student **once** during their degree
- Applications can be submitted at any time. Please allow approximately **three** weeks for processing.

**Following the completion of their proposed experience, successful recipients will be required to provide a written report to the Faculty to share their experiences. Part, or all, of this report may be used for marketing or promotional purposes.**

#### Funding

Individual funding may vary and is subject to approval by the faculty; below is a guide of indicative amounts:

- upto **\$500** for experiences within Australia
- upto **\$1000** for international experiences

#### **Please note:**

- For approved applications where travel is involved, **funding will be released once proof of approved travel insurance** has been provided.
- Funding will **not** be granted for course fees under any circumstances, including online courses that do not promote active student involvement.
- Applications submitted for experiences retrospectively will **not** be approved.

#### Eligibility

#### **To be eligible for FEIT Student Enrichment Grant funding, you must:**

- be a current student in a master by coursework program within FEIT with at least one semester remaining in your degree at the time of the planned experience
- be proposing an experience which does not directly contribute to course credit or assessment.
- submit a risk assessment for the intended experience and/or travel
- have not have previously received an Enrichment Grant.

**Please note: Applications for experiences submitted retrospectively will not be approved**

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**I confirm I meet the eligibility criteria for this Grant \***

Yes

No

You must meet all of the eligibility criteria in order to apply.

**This application form will require the following attachments to be uploaded at the end of the application:**

- Academic transcript or current statement of results
- Evidence of registration, acceptance or invitation to participate in the proposed experience
- You must also provide a referee from the Faculty of Engineering and Information Technology who may be contacted to support your application.

Don't meet the eligibility criteria?

Your application won't progress from here.

If you're not sure whether you're eligible or have questions, email FEIT's Scholarships & Enrichment Coordinator at [engit-scholarships@unimelb.edu.au](mailto:engit-scholarships@unimelb.edu.au)

## Contact Details

\* indicates a required field

### Applicant Details

**Student ID \***

Must be a number.  
Your UniMelb ID

**Name \***

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Email \***

This is the address we will use to correspond with you about this application. Your UniMelb email is preferred

**Your Course \***

Include the full name of the course

**Course Commencement Date \***

If uncertain of day of commencement, enter the 1st of the month

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### Expected Course Completion Date \*

Must be a date.

## Proposed Experience

\* indicates a required field

### Proposed Experience

#### Title of Proposed Experience \*

If no formal title, give a name in a few words to summarise the experience

#### Type of Experience \*

Conference or Workshop     Volunteering     Other:

Short Course

Research Project

#### Experience start date \*

#### Experience end date \*

Must be a date.

#### City of Proposed Experience: \*

#### Country of Proposed Experience \*

#### Is the experience in Australia or overseas? \*

in Australia     Overseas

#### Will you need to be physically present at the location of the experience? \*

Yes     No

### Experience Overseas

Eligible students may be able to access upto \$1,000 towards an extracurricular experience that does not directly contribute to course credit or assessment.

#### I agree that I am responsible for obtaining appropriate visa or entry documents prior to my departure. \*

Yes

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No

Please see <https://www.passports.gov.au/using-your-passport/passport-validity-and-foreign-visas> and <http://safety.unimelb.edu.au/hazard-topics/travel-and-off-campus-work> - International students need to check with their relevant embassy/ consulate/ high commission

### **The DFAT travel advice given for the location of your experience \***

- Level 1: Exercise normal safety precautions  
 Level 2: Exercise a high degree of caution  
 Level 3: Reconsider your need to travel  
 Level 4: Do not travel

Information about DFAT travel advice can be found here: <https://www.smartraveller.gov.au/destinations>.

## Application will not proceed

As your travel destination is determined as *High Risk*, your application cannot be approved.

The University defines a high risk destination based on [Department of Foreign Affairs and Trade](#) (DFAT) advice levels. Currently the University determines this with the following advisories:

- Level 3 - Reconsider your need to travel (all regions)
- Level 4 - Do not travel (all regions)

## Experience within Australia

Eligible students may be able to access upto \$500 towards an extracurricular experience that does not directly contribute to course credit or assessment.

### **Will you need to travel more than 100kms from your normal place of residence? \***

- Yes  No

The University travel Insurance can cover a journey in excess of 100 kilometres \*exclusions apply- <https://students.unimelb.edu.au/student-support/advice-and-help/insurance/travel-insurance>

## Travel Insurance

As a University of Melbourne student, you are insured for certain events under the University's insurance program.

Information about when you are covered and what you are covered for is available through the [Student Hub](#).

Once your application has been approved you will need to apply for [University Travel Insurance](#).

Students must register their travel with the University, either independently or as part of a group.

**\*Please note you will need to provide evidence of being approved for Travel Insurance for funds to be paid.**

**Should my application be approved, I agree to complete the required paperwork and register for The University of Melbourne Travel insurance \***

- Yes  No

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### I agree to make myself aware of the insurance claim process \*

- Yes  No

## Activity Risk Assessment

The Faculty of Engineering and Information Technology's top priority is the wellbeing and safety of our students. Please take some time to think about the experience you will be undertaking and the potential risks associated with the experience.

### Identify the potential hazards \*

- Manual handling (eg positions, impacts, over-exertion)
- Gravity (e.g. falls and struck by falling objects)
- Striking or entanglement (e.g. moving parts, struck by plant or flying objects)
- Electrical (e.g. from faulty tools or working close to live power)
- Chemical (e.g. inhaling, swallowing or touching acid, solvents or asbetsos)
- Pressure (e.g. contact with highly pressurised fluid/gas or air)
- Noise (e.g. hearing damage, masking of emergency alarms)
- Wellbeing (e.g. stress, fatigue, depression)

### How will the identified hazards and risks be controlled? \*

Word count:

Must be no more than 100 words.

Please refer to the Risk Matrix in the Field Work Risk Assessment Form found here: <https://safety.unimelb.edu.au/hazard-topics/travel-and-off-campus-work>

### Please indicate the level of risk associated with the experience \*

- Low (includes Academic Collaboration, University Administration, Meetings and Conferences only)
- Medium
- High
- Extreme

Please refer to the Risk Matrix in the Field Work Risk Assessment Form found here: <https://safety.unimelb.edu.au/hazard-topics/travel-and-off-campus-work>

## In Person Participation Agreement

All students undertaking an experience must complete the Participation Agreement as part of their application for the FEIT Student Enrichment Grant.

This agreement contains important information about the obligations and responsibilities you assume should your application be approved. Please read the Agreement carefully so that you fully understand your obligations and responsibilities.

**I acknowledge that I will be representing the Faculty of Engineering IT during the proposed experience. I will conduct myself in a manner that will not breach the local laws and I will respect local cultural and societal norms. I will conduct myself in accordance with the University's Student Conduct Policy \***

- Yes  No

Student Conduct Policy - <https://students.unimelb.edu.au/student-life/policy-and-conduct>

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**I have fully read and understood the travel insurance information on the University of Melbourne Travel Insurance page and have noted the limitations and exclusions that apply. Any questions about the insurance should be directed to the insurance team. \***

Yes  No

University of Melbourne Travel Insurance page- <https://students.unimelb.edu.au/student-support/advice-and-help/insurance/travel-insurance>

**I understand that due to the travel aspect of the experience, events beyond the control of the Faculty of Engineering & IT may occur including but not limited to the COVID-19 pandemic, outbreak of war, civil unrest or natural disasters and that these may require a modification of my participation in the proposed experience. I agree to abide by instructions issued by the University of Melbourne to modify my participation in the proposed experience in these circumstances. \***

Yes  No

Healthy and Safety- <https://safety.unimelb.edu.au/safety-topics>

**I agree that I will indemnify the Faculty from and against any liability, loss, harm, damage, charges or expenses (including reasonable legal costs) that the Faculty may suffer, incur or sustain as a result of my conduct during my participation in the proposed experience, except to the extent that such liability, loss, harm, damage, charge or expense are caused by or contributed to by the negligence of the Faculty. \***

Yes  No

**I will leave itinerary, contact details and scans of key documents with friends or family and will let them know of any changes to my plans \***

Yes  No

## Personal Statement

\* indicates a required field

**Provide details of the proposed experience, including planned activities and any other universities, institutions or organisations involved. \***

Word count:

Must be no more than 300 words.

**Provide a personal statement outlining why you wish to participate in this experience. What opportunities will undertaking this experience provide you with? What impact will it have on your degree or your future career development? \***

Word count:

Must be no more than 300 words.

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### Budget

#### Budget

When filling out the expenditure table below, please ensure you are including only items that are directly related to the experience.

Eligible experiences that involve international travel may receive funding of upto \$1,000. Those that do not require international travel may receive funding of upto \$500. Funding is subject to approval by the Faculty.

Please note: Funding will not be granted for course fees under any circumstances. This includes online courses that do not promote active student involvement.

Expenditure	Details	Links to where prices have been sourced	Expenditure Amount
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

#### Budget Totals

##### Total Expenses

\$

This number/amount is calculated.

##### Total Amount Requested

\$

Must be a dollar amount.

Eligible experiences that involve international travel may receive funding of upto \$1,000. Those that do not require international travel may receive funding of upto \$500. Funding is subject to approval by the Faculty.

**You can use this space to add any additional information about your budget, if needed**



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### Referee Supporting Documents

\* indicates a required field

#### Referee

##### Referee \*

Title      First Name      Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Note: this referee should be from FEIT and be someone who will verify that this experience will benefit you

##### Relationship to you \*

e.g. lecturer, supervisor, mentor

##### Referee Phone Number \*

Must be an Australian phone number.

##### Referee Email \*

Must be an email address.

### Supporting Documents

#### Evidence of invitation, or confirmation of acceptance, to participate in the proposed experience (if applicable) (e.g. a confirmation email or letter from conference organisers/selectors) \*

Attach a file:

A minimum of 1 file must be attached.

#### Academic transcript or current statement of results \*

Attach a file:

#### Evidence of costs associated with experience \*

Attach a file:

### Declaration and Feedback

\* indicates a required field

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### Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a moment to provide some feedback.

#### How did you hear about this grant?

- FEIT Scholarships page
- University of Melbourne scholarships page
- Supervisor
- Lecturer/ Tutor
- School/Department
- FEIT social media channels
- Friends/ Other students
- Other:

#### Please indicate how you found the online application process: \*

- Very easy     Easy     Neutral     Difficult     Very difficult

#### Please provide us with your suggestions about any improvements to the application process/form you think we need to consider.

**FEIT aims to improve the student experience and we value your thoughts. Thinking about your experience, is there anything you'd like to suggest - not just in relation to scholarships - that could make your experience in FEIT better?**

### Student Declaration

**I declare that all information provided in this application is true and correct and I consent to this information being used for the purposes of administering this award.**

**I understand that, if successful, I will be required to provide a report to the Faculty of Engineering and Information Technology on the experience which may be used for marketing or promotional purposes.**

**I agree \***

Yes

No