

# MDHS STUDENT AWARDS DIRECTORY - STYLE GUIDE

## 1. BACKGROUND

The Scholarship WEB directory is a central depository of faculty scholarships, bursaries, prizes and exhibitions (student awards) that are available to future or current students. The purpose of this guide is to create a consistent look and feel for each entry in terms of language and use of the text fields.

## 2. DIRECTORY LAY OUT

The Scholarship Directory has a public interface and a staff interface.

The public interface has a sort function and listing of scholarships that meet the search criteria. The listing sorts the name of the scholarship alphabetically (as a link to the scholarship detail page), the school, department, study level, category and the open and closing dates (if used). The scholarship detail page contains the relevant information.

In the staff interface, a scholarship entry or record consist of:

- A. Search field options and opening and closing dates for current and future rounds
- B. Scholarship details section with several text boxes that (if populated) will appear under standard headings on the scholarship detail page.

## 3. PRINCIPLES

- A. Keep the student in mind.
  - (a) Avoid repetition of information
  - (b) Only include information that is relevant to the student
- B. Keep information general
  - (a) The details should give a good, general overview of scholarship and its eligibility, selection and application criteria.
  - (b) Avoid using exact dates (with years) and instead use the opening and closing dates.
  - (c) Avoid using exact values or the number of scholarships available and instead use “up to” or “approximately” or “usually”, keeping in mind that the information in the Directory is not binding, but the actual scholarship offer is the formal, binding contract with the student.
- C. Single source of truth
  - (a) Avoid duplicating eligibility, selection and application requirements across different webpages which can cause inconsistent information. Treat the Scholarship directory entry as the source of truth (and link to the Scholarship directory entry from other webpages). If the award is administered outside of the Faculty of MDHS keep the Scholarship directory description as short as possible and link to another website where other information is held.

*Example:* [Silk Miller Scholarship](#)

## 4. SCHOLARSHIP DETAIL VIEW

### 4.1 Heading

- A. **Opens** (only for application scholarships)
- B. **Closes** (only for application scholarships)
- C. **Study level** (Undergraduate, Graduate Coursework, Graduate Research, Other)

- D. **Category** (Prize, Bursary or Scholarship, Travel)
- E. **Enrolment Status** (Future student, Current student, Alumnus, Other)
- D. **Study Area** (relevant department)
- E. **Origin** (Individual donation, Bequest, Family, Appeal, Society donation, etc)
- F. **Fund Source** (Expendable Gift, Perpetual Trust (OUM), Perpetual Trust (External))
- G. **Fund basis** (UTR # and hyperlink ONLY for Perpetual Trust (OUM))

#### 4.2 Scholarship Management

- A. **Faculty** (Faculty of Medicine, Dentistry and Health Sciences)
- B. **School** (affiliated school/s)

*Example:*

Anita Morawetz Scholarship			SCHOLARSHIP MANAGEMENT
<p>Opens 29th Sep 2017</p> <p>Closes 30th Nov 2017</p> <p>Study level Graduate Coursework</p> <p>Category Scholarship</p> <p>Enrolment status Future student; Current student</p> <p>Study Area Social Work</p>			<p><b>Faculty</b> <a href="#">Faculty of Medicine, Dentistry and Health Sciences</a></p> <p><b>School</b> Health Sciences</p>
Origin Family	Fund source Perpetual Trust (UOM)	Fund basis <a href="#">UTR6.185</a>	

#### 4.3 Scholarship details

##### A. Scholarship name

- (a) Enter the formal name of the scholarship approved by Academic Board on the Student Award Proposal
- (b) Do not include the article “The” at the start of the name
- (c) Do not include a reference to a particular faculty, school or unit (if this is not part of the formal name)

##### B. About

- (a) Enter a short background information to the scholarship, including who or which organisation established the scholarship and the main purpose. Only include key terms and avoid including eligibility or selection criteria.

*Example:*

ABOUT
<p>Donor: The family of the late Anita Morawetz. The scholarship memorialises the late Anita Morawetz, who graduated from the University in 1962, and worked as a social worker, first in Europe, and then in Israel for some years, after which she went to America where she undertook a postgraduate degree. Her special interest was family therapy, which she continued to practise on her return to Australia in 1981.</p>

**C. Benefits**

- (a) Enter the benefits of the scholarship, including the duration (if tenured).
- (b) Use a round figures where possible. Include “approximately”, “up to” or “per year”
- (c) Include how many scholarships are offered from the total and the value range of these.
- (d) As benefit amounts may change from year to year especially if funded from a trust, the benefit section has a fixed disclaimer stating: The benefit amount for this award is approximate. It will be confirmed at the time of awarding and determined by the committee according to the terms of the award.

*Example for fixed lump sum scholarship:*

**BENEFITS**

Up to \$30,000 available in total. Several scholarships offered from \$1,000 to \$8,500 each.

**Disclaimer:** The benefit amount for this award is approximate. It will be confirmed at the time of awarding and determined by the committee according to the terms of the award.

*Examples for tenured scholarship (fortnightly stipend):*

**Benefits**

The duration of the scholarship is up to 1 year. The scholarship provides a fortnightly allowance of approximately \$24,000 per year (pro rata).

*Example for prize awarded for academic merit:*

**BENEFITS**

The value of the prize is \$1,596

**Disclaimer:** The benefit amount for this award is approximate. It will be confirmed at the time of awarding and determined by the committee according to the terms of the award.

**D. Eligibility**

- (a) Enter the eligibility criteria (i.e. the criteria that a student must meet in order to be considered for the scholarship) taken from the approved Student Award Proposal
- (b) Avoid including selection criteria
- (c) Start the paragraph with “To be eligible or considered for this scholarship, you must:”

*Example:*

**ELIGIBILITY**

To award the scholarship to an individual or a group of individuals who are pursuing or are intending to pursue research which will contribute to the clinical practice of family therapy.

To be eligible for the award students must be currently enrolled in the Master of Narrative Therapy and Community Work course and can only be awarded the scholarship in the year they will be undertaking the subject- SCWK90061 Narrative Practice and Research Synthesis (MNTCW).

*Example:*

**ELIGIBILITY**

To be eligible, students must submit both a Financial Aid Grant Application, and an Arthur Lionel and Hilda Alice Swift scholarship application.

Students must also:

- be entering into MD2 or MD3 in 2017,
- be in good academic standing
- be experiencing genuine financial need.

**E. Selection**

- (a) Enter the selection criteria (i.e. the criteria used to identify successful candidates from eligible applicants)
- (b) This field does not need content for academic merit prizes.

*Example for financial aid bursary:*

**SELECTION**

Recipients will be selected by the Melbourne Medical School Scholarships and Bursary Allocation Committee made up of senior professional and academic staff members of the School. The selection of recipients is based on the applicant's financial aid ranking as provided by the University Scholarships office.

*Example for scholarships by application:*

**SELECTION**

The scholarship/s will be awarded to the student who demonstrates the most compelling case for support. Particular emphasis will also be given to the applicant/s potential, as set out in the scholarship application, to make a contribution to the discipline of Physiotherapy. Financial circumstances will also be considered.

**F. Application (if applicable)**

- (a) Enter the application requirements

- (b) Start the paragraph with - “Eligible students must submit a ...”
- (c) If the award requires an application form then a link is to be provided in this section.
- (d) This field does not need content for academic merit prizes.

*Example for scholarship or bursary by application:*

**APPLICATION**

Eligible students must submit an online [Financial Aid Grant application](#) by the closing date AND [complete and submit scholarship application form DOC, 150 KB](#) that includes a 750 word statement of how the scholarship will support your studies.

**G. Outcome**

- (a) Enter the time period or date when applicants can expect an outcome

*Example for scholarship or bursary by application:*

**OUTCOME**

Successful candidates will be advised of the outcome of their application within 4-6 weeks of the closing date.

*Example for prize awarded for academic merit:*

**OUTCOME**

Most merit based prize recipients will be advised in writing in Semester One of the following academic year.

**H. Enquires**

- (a) List the name, position and hyperlinked email of the person delegated to address student queries
- (b) Start with – “Please contact (name, position and email)”

**I. More information**

- (a) Enter links to other information, such as Scholarships Terms & Conditions

*Example for payment and reporting requirements:*

## **MORE INFORMATION**

### **Reporting requirements and payment instalments**

Recipients must provide a report on their research to the Anita Morawetz Scholarship Committee by 31st January in the year following completion of the subject SCWK90061.

On award of the scholarship, 80% will be disbursed up-front toward the tuition fee of the subject SCWK90061. Following approval of the final research report by the committee, 20% will be disbursed directly to the scholarship recipient.

## **5. VERSION HISTORY**

<b>Version</b>	<b>Username</b>	<b>Date</b>	<b>Affected provisions</b>
1.0	jwes	14/06/2017	Draft

[Style guide – University publications](#)