



2018 Universitas 21 (U21) Fellowships and Scholarships

Applications must be submitted as a **single PDF** by email no later than the following date; **12pm Monday 6 August 2018**.

All applications and enquiries direct to:

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1. Universitas 21 (U21) Fellowships and Scholarships

Nomination process

Heads of Departments are asked to be responsible, in the first instance, for identifying potential applicants. They should encourage applications from suitably qualified members of professional staff and academic staff. Staff may, however, initiate applications through discussion with their Head of Department. Further advice regarding their proposed project can be obtained in discussion with the Senior Vice-Principal for professional staff and President of the Academic Board, Associate Deans (Teaching and Learning) and the Deputy Vice-Chancellor (Academic and Undergraduate) for Academic staff.

Particularly for the purpose of judging management performance, account should be taken of matters such as the outcome of management projects, success in reaching strategic objectives, and other evidence of excellence. Divisional Heads and Deans will be responsible for approving the final project details for successful nominees, and may be required to contribute additional funds to ensure the proposed project objectives can be fulfilled.

Priority areas

Applicants are encouraged to propose projects that are aligned with areas of strategic importance for the University in achieving its aims to: deliver greater impact through research; enhance the student experience in a digital world; and integrate the strands of teaching and learning, research and engagement. Projects should emphasise how these aims can be achieved by supporting people, organising infrastructure and aligning resources.

Projects may involve benchmarking and the sharing of information that leads to new possibilities for the University, the development of collaborative projects and the creation of resources that might be used across the U21 network.

2018 Schedule

Monday 4 June 2018	Awards launched
12pm Monday 6 August 2018	Applications close
Late September 2018	Award winners announced
November 2018	Universitas 21 luncheon

2. Academic Fellowships

The purpose of the Universitas 21 (U21) Fellowships is to recognise outstanding teaching performance by academic staff of the University of Melbourne, provide development opportunities for the recipients and benefit the University of Melbourne through the advancement of its quality of teaching and learning. The Fellowships have the key objective of advancing the strategic educational priorities of the University through enabling academic staff to develop their expertise further, pass on what they have learned for the benefit of the University of Melbourne, and strengthen links with other U21 institutions so that other staff and students can benefit from mobility across the network.

U21 fellows are expected to be ambassadors for the University and to foster joint educational projects across the network. Their interaction with colleagues at other U21 institutions is expected to promote ongoing communication and foster long-term relationships with the University of Melbourne from which future fellows and exchange students will benefit. The U21 selection committee awards a total of three Fellowships for academic staff and Scholarships for professional staff per year up to the value of \$12,500 each. The fellows will be funded to spend up to two months engaged on a project that involves visiting at least three U21 universities and, as appropriate, universities outside the consortium. Fellowships are to be taken up within twelve months of receipt of the award.

Eligibility Criteria

Eligibility for Fellowships is limited to academic staff of the University of Melbourne at levels B and above.

Selection Criteria

Applications must address each of the following criteria:

- The case for their contribution to excellence, quality and innovation in teaching and learning.
- Ability to be an excellent ambassador for the University of Melbourne.
- The strategic University priority are to be addressed or the significance of an alternative area of teaching and learning development to be explored.
- How they intend to use the experience of visiting other U21 universities to further their understanding of the project area. Applicants should explain the benefits of visits as opposed to information exchanges that could occur through email or voice.
- Applications must include a concise outline of the proposed project to be completed by the end of the following calendar year including visits to at least three Universitas 21 universities and any additional universities outside the consortium. It is expected that the number of non-U21 universities to be visited will not exceed three and/or the number of U21 universities to be visited.
- The ways in which the Fellowship would be used to improve the quality of teaching and learning, not only in their Faculty, but at the University of Melbourne in general upon their return. This could include leadership of an ongoing project with a U21 partner, delivering seminars on teaching practice or mentoring other staff.
- How the proposal would reinforce the main strategic areas of Universitas 21 as outlined here: <https://universitas21.com/network/u21-network>

3. Professional Staff Scholarships

The Universitas 21 (U21) Scholarship Scheme provides awards to professional staff of the University of Melbourne to undertake a management development activity across U21 institutions. The Scheme is designed to encourage visits and exchanges of key professional staff across participating institutions.

The Scholarships recognise outstanding performance by professional staff of the University of Melbourne, provide development opportunities for the recipients and benefit the University through the advancement of its administrative and management practices. The Scholarships have the key objectives of enabling professional staff to develop their expertise further, pass on what they have learned for the benefit of the University of Melbourne, and strengthen links with other U21 institutions so that other staff and students can benefit from mobility across the U21 network.

Applicants are encouraged to propose projects that are aligned with areas of strategic importance for the University in achieving its aims to: deliver greater impact through research; enhance the student experience in a digital world; and integrate the strands of teaching and learning, research and engagement. Projects should emphasise how these aims can be achieved by supporting people, organising infrastructure and aligning resources. Projects may involve benchmarking and the sharing of information that leads to new possibilities for the University, the development of collaborative projects and the creation of resources that might be used across the U21 network.

The U21 Selection Committee awards a total of Scholarships for professional staff and three Fellowships for academic staff per year up to the value of \$12,500 each. The Scholars will be funded to spend up to two months engaged on a project that involves visiting at least three U21 universities and, as appropriate, universities outside the consortium. Scholarships are to be taken up within twelve months of receipt of the award.

Eligibility Criteria

Eligibility for Scholarships is limited to professional staff of the University of Melbourne at HEW levels 8, 9 or 10.

Selection Criteria

Applications must address each of the following criteria:

- Proven record of excellence and innovation with the capacity for further career development.
- Ability to be an excellent ambassador for the University of Melbourne.
- How they intend to use the experience of visiting other U21 universities to further their understanding of the project area. Applicants should explain the benefits of visits as opposed to information exchanges that could occur through email or voice.
- How they intend to use the experience of visiting other U21 universities to further their understanding of excellence in administrative/management practices.

- Ways to foster mobility for staff and students of the University of Melbourne or enhance their engagement with other institutions.
- Applications must include a concise outline of the proposed program which is to be completed by the end of the following calendar year including visits to at least three Universitas 21 universities and any additional universities outside the consortium.
- Applications must also include a nominated date by which a report will be submitted and a presentation given. This should include an outline of ways in which the findings of the project will be shared with colleagues at the University.
- The particular dimension of administrative/management practices on which the Scholarship would focus. Applications must include the theme and details of the administrative/management project and any professional development program to be undertaken as part of the award.
- The ways in which the Scholarship would be used to improve the quality of administrative/management practices, not only in their faculty/division, but at the University of Melbourne in general upon their return.
- How the proposal would reinforce the main strategic areas of Universitas 21 as outlined here: <https://universitas21.com/network/u21-network>

4. Application Requirements

Applicants prepare and submit a written application, consisting of the following components, which must be presented in the following order:

1. An **application cover sheet**, completed by the applicant and signed by the applicant and Dean of Faculty or Head of Division (separate form provided on the [Melbourne CSHE website](#)).
2. A **written statement** prepared by the applicant addressing the relevant application selection criteria. The written statement is limited to three pages. (Minimum 11 point type in Arial, Times New Roman or similar font).
3. Abbreviated **curriculum vitae** of no more than two A4 pages (minimum 11 point type in Arial, Times New Roman or similar font).
4. Itemised **budget** to show how you would utilise the Fellowship/Scholarship funding if successful.
5. Outline of travel itinerary.

It is strongly recommended that applications are proofread prior to submission. Page limits should be adhered to as additional pages will not be considered by the selection committee. Nominees should note that assessors are likely to come from a range of disciplines and so should not presume they have detailed knowledge of their discipline.

Submissions

All applications require endorsement from the relevant Dean of Faculty, Head of School or Head of Department on the Application Cover Sheet. Multiple applications from faculties are encouraged. In cases of multiple applications, Deans will be invited to rank applicants. Applications must be submitted as a **single PDF** by email no later than **12pm Monday 6 August, 2018**.

For enquiries and submission please contact: Nina Grange, nina.grange@unimelb.edu.au

All applications received will be acknowledged via reply email. All submissions are confidential.

The selection committee meets soon after the closing date for submissions. All applicants are contacted individually and notified of the outcome.

Fellowship and Scholarship requirements

Successful staff members who are awarded a Fellowship or a Scholarship are requested to undertake the following steps in preparation for, and subsequent reporting on, their Fellowship or Scholarship:

Luncheon

After receiving written confirmation of the award, successful fellows and scholars will be invited to attend a Universitas 21 luncheon hosted by the Deputy Vice-Chancellor (Academic and Undergraduate) to discuss the planning of individual programs and exploring ways to maximize the benefit to the University.

Funding

The Committee will make an allocation of up to \$12,500 to support each Fellowship or Scholarship. Approval of funding rests with Deputy Vice-Chancellor (Academic and Undergraduate) Professor Richard James. Departmental Finance Officers should contact the Melbourne CSHE melbourne-cshe@unimelb.edu.au or call 8344 4605 with any queries about accounting arrangements.

Seminar

Following their return from overseas, award recipients will be expected to deliver an open seminar for the University of Melbourne about their project and experiences at other Universitas 21 institutions.

Fellowship and Scholarship Report

Successful applicants are required to submit a report within eight weeks of completion of their Fellowship or Scholarship activities to the Melbourne CSHE. The report should summarise or synthesise the main findings of the project that will be of benefit to the University of Melbourne and the broader Universitas 21 community. The report should be in the form of advice to the University on opportunities for enhancing administrative/management practices, including recommendations as appropriate. This report should normally be of no more than 12 pages and should include:

- An executive summary of approximately 300 words
- An appendix listing the activities undertaken as part of the project

The report should indicate that the grant funding has supported the activities proposed in the application and should identify where there were variations, if any, to the original proposal. The report should be of a standard suitable for placement in the e-Prints repository.