

GUIDELINES FOR SPONSORING PhD PROGRAM

Under 'Split' University of Melbourne (UMEL)

1. LENGTH OF SPLIT PHD DEGREE

The Split PhD is the 3 year University of Melbourne degree which can be taken over 4 years. The MOHE scholarship is provided for up to a maximum period of 4 years. All official documentation should state that the scholarship is for 36-48 months. Please note that funding for the full PhD is only available for 36 months.

2. PERIOD OF STAY AND INTERNATIONAL TRAVEL COSTS

In line with the agreement:

- (i) The period of location at The University of Melbourne shall normally be 50% of the PhD. **The maximum time allowed to complete the PhD is 48 months.** The period in Melbourne must include the first 3 months (for orientation and "start-up" purposes) and the last 3 months (for the purpose of final discussion and submission of the thesis for examination) of the PhD candidature. The remainder of the time shall be undertaken at the candidate's Malaysian university.
- (ii) The exact time split between location at The University of Melbourne and location at the Malaysian university shall be determined on a case by case basis, ideally by the Melbourne supervisor, the Malaysian co-supervisor and the student.
- (iii) In the first year, students may need to remain at the University of Melbourne for up to 364 days in order to complete the University of Melbourne's compulsory confirmation of candidature process which normally takes place at the end of the first 12 months.
- (iv) There is no requirement for students to return to Malaysia after 9 months at The University of Melbourne as is the case with Split PhD arrangements with some UK universities. They can remain at the University of Melbourne for up to but no longer than 364 days in any one calendar year in order to complete key PhD candidature milestones such as confirmation and PhD panel meetings.

- (v) To ensure the program stays within budget, **a maximum of 3 return trips** from Malaysia to Australia for each student will be permitted.
- (vi) A relocation allowance will only be paid once to the students for the period of the PhD and this will normally be paid in the first year of the PhD. In order to qualify for this “one-off” allowance, students will need to be in Australia for a continuous period of at least 9 months.

3. MONITORING OF STUDENT PROGRESS

The agreement states that the Joint Advisory Committee will be responsible for setting the overall direction of the PhD program. This includes reviewing the progress of the Split PhD candidates. These reviews will be conducted on an annual basis and will be supplemented by six-monthly reports to the MOHE by the Malaysian universities summarizing the progress of their Split PhD students.

4. FUNDING OF VISITS MADE BY SUPERVISOR AND CO-SUPERVISOR

- (i) Funding for the supervisor/co-supervisor visits is for **one visit each year** by the University of Melbourne supervisor between the University of Melbourne and the student’s Malaysian home campus and one visit each year by the Malaysian co-supervisor between the student’s Malaysian home campus and The University of Melbourne. **The University of Melbourne will invoice for all these visits as travel and administrative costs (with the details given) and submit the invoices to the Undersecretary Scholarship Division, Ministry of Higher Education Malaysia for reimbursement.**
- (ii) **Funding is for one person only for each visits** i.e. any other faculty staffs who wish to join the trip will be required to be self-funded through their own department or research budget.
- (iii) **The funding will cover the cost of return travel, accommodation and living expenses.** Funding for supervisor/co-supervisor visits will be **capped at a maximum of AUD 10,000.00 per year.** The supervisor and co-supervisor will need to ensure

they budget adequately for each visit to stay within the budget. The length of each visit is based on the budget allocation i.e. whatever can be achieved within the budget.

5. FUNDING FOR ATTENDING EXTERNAL COURSE/TRAINING

- i. The cost for participating in agreed leadership and skills development programs of the Melbourne School of Graduate Research will be borne by the candidate's Malaysian University.
- ii. The cost of any English language bridging program must be borne by the candidate. Neither the Ministry nor the candidate's home university will subsidize this.

6. AGE LIMIT FOR CANDIDATES

Candidates must be under 40 years of age before accepting the scholarship. Candidates over 40 but less than 45 will be assessed on a case by case basis by the MOHE scholarships division.

7. FAMILY ALLOWANCE

Under the terms of the Agreement between the MOHE and The University of Melbourne, **there is no family allowance payable for this program.**