International Industry Placement / Internship/ Fieldwork

RMIT Travel Grants - for credit towards RMIT Semester 1, 2010

Closing Date: Friday 16 October 2009

RMIT University provides Travel Grants to assist students who are undertaking a mobility activity that is for academic credit within their RMIT Program. This can be:

- Exchange or Study Abroad (separate application form)
- Study Tour (separate application form)
- International Industry Placement / Internship / Fieldwork (unpaid only)

AVAILABLE FUNDING

Unpaid Placements / Fieldwork / Internships: $1,000

APPLICATION GUIDELINES

Please be advised that a limited number of Travel Grants is available, and the process is highly competitive. Students should not rely on receipt of a Travel Grant alone to fund their mobility activity.

Students are only eligible for one Travel Grant during the course of their program at RMIT.

If students are undertaking a Study Tour and then a placement (or any other combination) they should only apply for one program.

All applicants will be emailed the outcome of their submission by Thursday 26 November 2009. Please do not contact the EAO before this date.

Every attempt will be made to pay successful applicants 4 weeks prior to the commencement of their overseas program. In some circumstances payment may not be made until the program has commenced. Payment will only be processed on receipt of proof of acceptance into the overseas program.

ELIGIBILITY CRITERIA

- Travel Grants are open to all RMIT domestic and international students enrolled in a TAFE, Undergraduate or Postgraduate coursework program.
- All applicants must be enrolled at RMIT at the time of application.
- Students on a Leave of Absence not exceeding 1 year can apply for a Travel Grant.
- All applicants must have applied for, or be enrolled in, an RMIT international mobility activity as defined above.
- Any mobility activity for which a Travel Grant application is submitted must be credited toward a student’s RMIT program.
- Students in receipt of ANY other RMIT or external scholarship or financial support will not be awarded a Travel Grant.
- Students must not have previously received a travel grant from RMIT Education Abroad for an overseas program.

HOW TO APPLY

1. Complete an RMIT Travel Grant Application Form

Provide all information as specified on the form. Late or incomplete applications will not be considered. Applicants will not be contacted for missing documentation.

2. Lodge your completed application with the EAO by 5pm Friday 16 October 2009

Education Abroad Office – Building 15, Ground Floor
Applications cannot be submitted to another location.
International Industry Placement / Internship/ Fieldwork

RMIT Travel Grants - For credit towards RMIT Semester 1, 2010

Closing Date: Friday 16 October 2009

1. PERSONAL DETAILS

1. RMIT Student Number __________________________
2. Title __________
3. Family Name__________________________ Given Name(s) __________________________
4. Date of Birth __________________________
5. Current Address ______________________________________________________________
   Suburb __________________________ Postcode __________________________
6. Phone __________________________
7. RMIT Student Email Address __________________________
8. Program Name & Code __________________________
   e.g., Bachelor of Business (Business Information Systems) BP 138
9. College (tick)
   □ Design and Social Context   □ Science, Engineering and Health  □ Business
10. School __________________________
    e.g., School of Applied Sciences
11. At what level are you studying? (tick)
    □ TAFE  □ UG  □ PG
12. In what year of your program are you? (tick)
    □ 1  □ 2  □ 3  □ 4  □ 5
13. Are you of Aboriginal or Torres Strait Islander origin?
    □ No  □ Yes
2. MOBILITY ACTIVITY DETAILS

1. What type of mobility activity will you be doing? (tick)
   □ Industry Placement
   □ Internship
   □ Fieldwork

2. Will this be paid? (tick) □ Yes □

3. Destination (country) _________________________________

4. Host company / institution / organisation________________________

5. Please provide start and end dates of your activity (dd/mm/yyyy) / / to / /

6. How many credit points will you complete on this activity? (tick)
   □ 12 □ 24 □ 36 □ 48 □ 96

7. For which RMIT course will this activity be credited?
   e.g., Clinical Internship COTH 2042
   e.g., International Field Study SOCU1042

   Course Name _________________________________

   Course Code _________________________________

8. Please provide the name of the Course Coordinator _________________________________

9. In what School are they located? _________________________________

10. Is this the first mobility activity that you have undertaken as part of your current program at RMIT? (tick)
    □ Yes □ No

    If no, please provide details of previous involvement, e.g., previous Study Tour, Exchange. (List all).
    ___________________________________________________________________
    ___________________________________________________________________
    ___________________________________________________________________

11. Have you previously received a Travel Grant from RMIT Education Abroad (tick)
    □ Yes □ No
    (if you have answered yes you will not be eligible to apply for this grant)
3. SOURCES OF FINANCIAL SUPPORT

Please list any other scholarships/grants you have applied for or received for this overseas program:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. PERSONAL STATEMENT

Please attach to this form a Personal Statement outlining why you wish to undertake your chosen mobility activity.

- Your statement should clearly present a personal profile and how this experience meets your goals and plans.
- Consider the benefits of this activity to you personally, academically and professionally, as well as your expectations of the experience and what you hope to gain from it.
- Your statement must contain original ideas and not rely on clichés or unsubstantiated statements.
- Please note that financial circumstances are not assessed and should not be addressed in the statement as a reason for receiving a Travel Grant.

- Your statement will be assessed on content as well as adherence to academic standard.
- It must be typed and submitted with your application.
- It should be no more than one A4 page (approx. 300-500 words).

5. ACADEMIC OR PROFESSIONAL REFERENCE

Please attach to this form 1 Academic Reference from an RMIT lecturer or tutor OR 1 Professional Reference from a current or previous employer. Please instruct your referee to use the form provided.

- This reference must support any claims made in your personal statement.
- Your reference must testify to your suitability and commitment to undertake an international mobility activity.
- Personal references (i.e., from a friend or family member) will not be considered.
- References must be typed and submitted with your application.
- References cannot be emailed or sent separately to the EAO.
International Industry Placement / Internship/ Fieldwork

RMIT Travel Grants - For credit towards RMIT Semester 1, 2010

Closing date: Friday 16 October 2009

REFERENCE FOR STUDENT

Full Name of Applicant: ___________________________________________________________________

RMIT Student No.: _________________________

Name of Referee: _________________________

Title/Position: _____________________________________________________________________

RMIT Portfolio and School: ___________________________________________________________________

The above student is applying for an RMIT Travel Grant for an International Industry Placement/Internship/Fieldwork that will be accredited to their RMIT studies. Your honest estimate of the student’s academic abilities, suitability and commitment to undertake an international mobility activity is important in determining if the student will be awarded funding.

How long, and in what capacity, have you known the applicant?

__________________________________________________________________________________

Please add comments which you feel would be helpful in determining the suitability of the applicant for an overseas study experience. Only staff related to the selection of student for the overseas program will view this document.

__________________________________________________________________________________

Referee’s Signature: _________________________

Date: _________________________

CHECKLIST FOR APPLICANTS
Please ensure that all questions in this form have been addressed and the following documents are attached:

- Personal Statement
- Supporting Reference

Incomplete applications will not be considered and applicants will not be contacted for missing documentation. Please do not hand in items separately.

**ASSESSMENT AND RANKING**

The thoroughness of your application is an important consideration in the selection process.

- Assessment and awarding of the grants will be managed by the EAO.
- Only complete applications received by the due date will be assessed.
- All applications will be treated confidentially.
- All applicants will be notified of the outcome of their application by email.
- All decisions are final and no further correspondence will be entered into.

Ranking is based on:

- Eligibility criteria set by the EAO
- Applicant’s cumulative GPA
- Quality of the Personal Statement
- Quality of Application
- Supporting Reference
- Length of mobility activity
- Credit point value of the mobility activity

**CONDITIONS OF RECEIVING A TRAVEL GRANT**

- Successful applicants will be paid Travel Grant funds into their Australian bank account when their place in the mobility activity is confirmed. This will be verified through RMIT Enrolments and Records.
- In some circumstances payment may not occur until the mobility activity is underway. Students should not rely on receipt of a Travel Grant alone to fund their mobility activity.
- Payment will only be processed on receipt of proof of acceptance into the overseas program.
- Travel grants are not paid retrospectively.
- If a recipient of a Travel Grant, for whatever reason, is unable to participate in the mobility activity, they must repay the grant within 4 weeks of notifying the EAO of their circumstances.
- Students who fail to complete their mobility activity will also be required to repay the Travel Grant on their return to RMIT.
- Within 4 weeks of returning to study at RMIT, recipients of a Travel Grant are required to provide the EAO with a 1-2 page report detailing their experiences, and benefits of the program.

**APPLICANT STATEMENT**

I, ________________________________ declare that the preceding information is correct and true, and that I have read and understood the procedures by which my application will be assessed. I further declare that I have read and understood the conditions by which Travel Grants are awarded, and will adhere to the obligations stipulated by RMIT University if my application is successful.

Signature of Applicant

______________________________

Date:

______________________________