



## SCHOLARSHIP CONDITIONS

# HARTLEY EXCHANGE STUDIES SCHOLARSHIP

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## ESSENTIALS

The Hartley Exchange Scholarships provides financial assistance to students travelling on semester exchange at a French University with which University of Newcastle has a Memorandum of Understanding (MOU).

Students accepting an offer of this scholarship will:

- Undertake a full semester of exchange with an approved French University in the year of scholarship award,
- Notify [scholarships@newcastle.edu.au](mailto:scholarships@newcastle.edu.au) of any changes to your circumstances which may impact your eligibility for this scholarship,
- Agree to write a message of thanks to the donor via email to [Donor-Relations@newcastle.edu.au](mailto:Donor-Relations@newcastle.edu.au) within 2 weeks of accepting your offer, and
- Be available for a presentation ceremony during Scholars Week events (usually around September) unless overseas on exchange.

This scholarship provides a one-off payment of \$7500 paid in the semester of travel.

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## ESTABLISHMENT

These scholarships were established from the estate of the first Professor of French, Professor Kelter Hartley, at the University of Newcastle to promote the study of French and to assist students in this endeavour. Funding is derived from the Hartley Bequest administered by the executors, the Perpetual Trustees.

## FUNDING TYPE

This is a donor-funded scholarship from the Hartley Bequest.

## ELIGIBILITY

To be eligible to apply for this scholarship, you will need to:

- Be enrolled in the second or third year of an undergraduate degree at the University of Newcastle.
- Be enrolled in FREN3610 and/or FREN3701 and have previously completed FREN2620 or FREN3620 or equivalent.
- Accepted as an exchange student for a semester at a French University with which University of Newcastle has a Memorandum of Understanding.
- Demonstrate academic achievement by having a Grade Point Average (GPA) of 5.0 or higher in your current program.

## REQUIRED DOCUMENTATION

As part of your application, you will be asked to submit:

- A personal statement (approx. 1 A4 page) outlining your academic achievements, career aspirations in the relevant area of study, and how this scholarship would assist you.
- Credit Approval - A copy of your overseas study credit approval from your Faculty.
- Exchange Agreement - A copy of your acceptance to study at an overseas institution as part of an exchange program.

## SELECTION

Selection is based on assessment of the application against all eligibility criteria and the written statement about your commitment to the exchange opportunity. Preference may be given to students who have a Major or Minor study in French and academic merit may be taken into consideration, including grades for prior French courses.

Selection will be made by the College of Human and Social Futures Selection Committee which will consist of a minimum of three members chosen by the Pro Vice-Chancellor, College of Human and Social Futures.

Successful recipients will be communicated to the delegated Scholarships Officer and all applicants notified of an outcome via email. The university will aim to finalise selection and scholarship payment in time to assist with travel costs.

## CONDITIONS OF AWARD

If accepting this scholarship, you agree to the following conditions:

- You will continue to meet relevant eligibility criteria for the duration of the scholarship, unless special consideration is approved (see below).
- You undertake the approved exchange program within the year of scholarship award.
- If your circumstances change in a way that impacts your eligibility (e.g. your ability to undertake the overseas exchange program), you agree to notify [scholarships@newcastle.edu.au](mailto:scholarships@newcastle.edu.au). If unable to travel or complete your exchange and no arrangements have been approved under special consideration provisions of this scholarship, arrangements may be made to repay your scholarship.
- Be available for a presentation ceremony during Scholars Week events (usually around September) unless overseas on exchange.

## BENEFIT

This scholarship is annual and must be taken up in the year for which it is awarded.

The scholarship provides a total benefit of \$7500, to be paid as a lump sum. Payment will be made in the semester of exchange and on confirmation that travel is going ahead.

The scholarship benefit and number of scholarships awarded may vary and will be determined by the funding available each year.

## PERIODS OF LEAVE

This scholarship does not provide a period of leave or deferral.

## TERMINATION

A scholarship will be finalised when the tenure is completed and full payment has been made. Early termination of the scholarship may apply if:

- The scholarship conditions are not met, including relevant eligibility criteria maintained;
- The scholar completes study and/or ceases to be a student with University of Newcastle;

- The scholar has committed serious misconduct.

When early termination is required, the Office of Alumni and Philanthropy will be advised and undertake the most appropriate action in consultation with the Donor/Sponsor and Student Central.

## **SPECIAL CONSIDERATION**

As a scholarship recipient, if you are unable to meet the conditions of the scholarship due to illness, injury or other extenuating circumstances, you may apply for special consideration. Please apply by writing to the Scholarships Officer via email to [scholarships@newcastle.edu.au](mailto:scholarships@newcastle.edu.au). Please provide appropriate documentary evidence to support your request.

A decision will be made by Student Central Scholarships staff in consultation with the Office of Alumni & Philanthropy.

## **PRIVACY AND COLLECTION OF PERSONAL INFORMATION**

If applying for a donor-funded scholarship, the application or a summary of information provided with the application may be provided to an external donor and/or their representative. This is for the purpose of scholarship selection and otherwise to inform the donor that the terms of the donation are met.

You may be asked by the Scholarships Officer if you give permission for any short articles or newsletter items to be published. You may have the option to provide a photo, quote and or short paragraph about yourself for this.

The University of Newcastle is committed to the protection of your personal information and privacy. The University will only disclose your personal information to the extent necessary for the purpose of the provision of this scholarship (including scholarship selection and assessing ongoing eligibility requirements).

When applying, please review the Declaration and Authority at the start of your application which includes additional information in relation to privacy and the collection of personal information and links to the University of Newcastle [Privacy Management Plan](#), [Web Privacy Statement](#), and [UAC Privacy Policy](#).

The University reserves the right to make amendments to these terms and conditions without prior notice.

### **SCHOLARSHIPS OFFICER**

Student Services Centre  
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Email: [scholarships@newcastle.edu.au](mailto:scholarships@newcastle.edu.au)

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