

MPA POSTGRADUATE GROUP GRANT FUNDING REGULATIONS

Version 1.1

Updated January 2018

1. GLOSSARY

1.1 Department: refers to postgraduate departments, schools, courses and sub-faculty level Groups of Monash University.

2. GENERAL

2.1 These regulations cover both the Departmental Group and Special Interest Group funding schemes which sit under the MPA Postgraduate Group Funding Scheme.

2.2 Applicant Groups must be run by Monash postgraduates, for Monash postgraduates only. Exceptions to this can include:

- (i) Honours students within the same departmental cohort; or
- (ii) Staff members within the department for special events; or
- (iii) Postgraduates from other universities who share the same facilities.

2.3 Events run must be:

- (i) to the benefit of all Monash Postgraduates within your Group's area; and
- (ii) open to all Monash Postgraduates within your Group's area; and
- (iii) advertised to all Monash Postgraduates within your Group's area.

2.4 Only one Group per department will be funded. Exceptions may be granted on a case-by-case basis where departments have multiple physical locations (such as Clayton division and Alfred division) or a faculty is not divided into departments (such as Education).

2.5 Groups cannot receive funding from the MPA while in receipt of funds from other Student Associations (such as Clubs & Societies, or MONSU clubs).

2.6 Groups should not charge a membership fee to members. However, Groups may charge postgraduate students to attend events to help cover costs.

2.7 If evidence is discovered which demonstrates that a Group is partaking in any illegal act or omission, the Group may be immediately disassociated from the MPA, and it's funding revoked by the MPA.

2.7.1 If the act is deemed accidental, the MPA will issue a written warning. The Group will be given two days to cease the illegal activity.

2.8 Groups with year-long funding must submit a brief summarising report of their year-to-date activities to the managing MPA staff member by July 31st of the calendar year. If required, the MPA staff member will arrange a face-to-face meeting to discuss the progress of the student Group.

3. APPLICATION GUIDELINES

3.1 Departmental Group funding applications may be submitted by at any point during the funding year for which they apply, with a final cut-off date for applications of 30 September.

3.2 Departmental Group funding applications will be responded to within 20 working days of receipt.

3.3 New Special Interest Group funding applications may be submitted at any time. Any ongoing Special Interest Group applications must be submitted by 30 September of the funding year.

3.4 To receive Group funding, applicants must:

- (i) Receive support from their faculty or department if applying for Departmental funding; or
- (ii) have submitted an Expression of Interest form, and run at least one successful event if applying for a Special Interest Group funding; and
- (iii) Submitted a Departmental Group Funding application form to the MPA by the funding round cut-off date.

3.5 Groups must meet the following requirements:

- (i) Understand the cohort to which they are providing events, and as such, have stated aims and objectives that offer educational or social benefits to postgraduate students; and
- (ii) Provide a list of planned events and supporting budget for these events; and
- (iii) Agree to spend the funding provided by the MPA on SSAF-approved events only (see section 4.16).

3.6 Applications require the following evidence:

- (i) Full contact details of two managing students who are applying for the funding on behalf of their department;
- (ii) Full contact details of a supporting staff member who can verify the student cohort and confirm that funds can be transferred to the department for student use;
- (iii) Number of students within the faculty cohort;
- (iv) Evidence of plans to hold at least 2 activities in the interest of postgraduates in the Group;
- (v) All persons enrolled in the particular department are automatically granted membership to the Group, at no cost;
- (vi) That Groups will agree to submit an audit at the end of the calendar year or funding period outlining income and expenses.

3.7 The MPA managing staff member will consider the application and will either:

- (i) Accept the association of the Group to the MPA; or
- (ii) Direct the Group to revise the application; or
- (iii) Reject the application.

3.8 Should an application be rejected, Groups have five working days to appeal the decision.

3.9 Should an appeal be lodged, the application will be reviewed by the MPA Executive Officer within ten working days. The decision of the Executive Officer will be final and no further appeals, or applications for similar Groups may be lodged within the same calendar year.

4. FINANCIAL

4.1 The initial applicants for funding from the MPA shall be responsible for the correct management and control of the Group's finances within the calendar year the funds are allocated.

4.2 A Group must not commit themselves to spending more money than is available to them via the nominated cost centre and fund.

4.3 All Group income and expenses must be properly recorded and accounted for.

4.4 MPA funding will be accessible via departmental cost centres and funds.

4.5 Groups who do not have access to a departmental fund may, at the discretion of the MPA, have the funds:

- (i) Allocated as a pre-approved reimbursement after an event has been run; or
- (ii) Allocated to the Group's private bank account.

4.6 Any profits from events must be invested back into the student Group, and shown on the end of year audit.

4.7 Funding is only allocated for use within the calendar year it was applied for.

4.8 Funding Schema:

Type	Funding per Monash Postgraduate	Maximum allocated funding amount per semester
Departmental Group	\$20	\$1500
Special Interest Group	\$20	\$1500

4.9 Group funding should not be used for the purchase of assets for the club. Applications for assets can be made via the University-run SSAF Capital Development funding rounds. These funding rounds normally occur in July each year. Contact MPA staff for more information and exact dates.

4.10 Funding provided cannot be used to pay stipends for committee nor for personal items (such as mobile phones).

4.11 Unused Group funding will be rolled over into the following year. The amount of remaining funds will be taken into consideration for the following year's application.

4.12 Should a Group not apply for continued funding with the MPA for the next calendar year, and have rolled-over funds, the Group must agree to run an MPA-approved event to spend the last of the funding within the first 3 months of the next calendar year, or return the funds to the MPA.

4.13 All final funding amounts are at the discretion of the MPA, and funding figures provided are indicative guides only and shown as maximum funding amounts possible to be allocated.

4.14 Group expenditure is governed by the *Higher Education Support Act* clause 19-38, as outlined in 4.15 and 4.16.

4.15 A Group must not spend an amount paid to support:

- (i) a political party; or
- (ii) the election of a person as a member of:
 - a. the legislature of the Commonwealth, a State or a Territory; or
 - b. a local government body.

4.16 A Group must only spend the allocated funding on the provision of one, or more, of the following services:

- (i) providing food or drink to students on a campus of the higher education provider;
- (ii) supporting a sporting or other recreational activity by students;
- (iii) supporting the administration of a club most of whose members are students;
- (iv) promoting the health or welfare of students;
- (v) helping students obtain employment or advice on careers;
- (vi) supporting debating by students;
- (vii) supporting an artistic activity by students;
- (viii) supporting the production and dissemination to students of media whose content is provided by students;
- (ix) helping students develop skills for study, by means other than undertaking *courses of study in which they are enrolled;
- (x) advising on matters arising under the higher education provider's rules (however described);
- (xi) advocating students' interests in matters arising under the higher education provider's rules (however described);
- (xii) giving students information to help them in their orientation;
- (xiii) helping meet the specific needs of overseas students relating to their welfare, accommodation and employment.

4.17 Groups will agree to follow the conditions set out in 4.15 and 4.16 by signing the MPA Postgraduate Group Grant Funding Agreement prior to receipt of their funding. See schedule 1.

5. AUDIT

5.1 Groups must submit details of their events, and profit and loss, to the MPA for audit annually at the end of the calendar year. As set out in Schedule 2.

5.2 The MPA will give at least one month's written notice of the due date for audit submission to each Group.

5.3 Groups must submit their audit by the final audit deadline set by the MPA.

5.4 Audit requirements:

- (i) Statement of aims and objectives of the Group; and
- (ii) Income and expenditure report; and
- (iii) List of activities and approximate attendance numbers; and

- (iv) Signed SSAF form stating that money provided by the MPA funding scheme was spent on SSAF-approved activities.

6. SUPPORT

6.1 MPA will provide:

- (i) a single point of contact managing staff member
- (ii) Basic photocopying and printing of promotional material for the Group
- (iii) Venue hire of the MPA Seminar room, depending on availability
- (iv) MPA merchandise (notepads, pens, novelty items) depending on availability and event requirements

6.2 The MPA requires student Groups to acknowledge the support of the MPA in any promotional material they create.

A. VERSIONS AND AMENDMENTS

Version 1.1 (January 2018)

- Update to 3.1 and 3.3: Removal of 4-yearly funding deadlines and introduction of yearly funding cut-off date.
- Addition of Schedule 1 and Schedule 2.

SCHEDULE 2

MPA POSTGRADUATE GROUP FUNDING AUDIT DOCUMENT

As per section 5 of the MPA Postgraduate Group Funding regulations

201x

Part One: Group information

Group name:

Department/School/Centre/Area:

Faculty:

Names of group organisers:

Statement of aims and objectives of the group:

Part Two: Income and expenditure report

INCOME

Item	Dates	Details	Amount
TOTAL INCOME			

EXPENSES

Item	Dates	Details	Amount
TOTAL EXPENSES			

NET POSITION (INCOME/EXPENSES)

Part Three: List of activities and approximate numbers

Events

Name	Date	Attendance numbers
------	------	--------------------

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

--	--	--

TOTAL EVENTS RUN

PART FOUR: Declaration of use of funds

The _____ confirms that it has abided by the regulations of the MPA Postgraduate Group Grant Funding Scheme for the use of all money allocated to them by the MPA. Further, the group agrees that it:

1. Expended the funds received only on a purpose that relates to the provision of any of the services listed in clause 19-38(4) *Higher Education Support Act 2003* as outlined in Section 4.16 of the MPA Postgraduate Group Funding Regulations (v1.0); and
2. Did not use the funds received on a purpose that relates to the provision of any of the services listed in clause 19-38 (1, 2) *Higher Education Support Act 2003*, as outlined in Section 4.15 of the MPA Postgraduate Group Funding Regulations (v1.0).

Signed for, and on behalf of, the _____ by its authorised representatives in the presence of:

.....
 Group representative 1 (signature) (Print name) date

.....
 Group representative 2 (signature) (Print name) date

.....
 Witness (signature) (Print name) date