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| **THE UNIVERSITY OF MELBOURNE****McKenzie Postdoctoral Fellowships Program****2019 Eligibility Exemption Request Form**  |

Please refer to the Funding Guidelines before completing this form.

## INSTRUCTIONS TO APPLICANTS

* 1. Eligibility Exemption Request (EER) Forms must be received by Research, Innovation and Commercialisation (RIC) **by 11.59PM (AEST) Wednesday 1 August 2018.**
	2. EERs may be submitted to request an exemption under the following circumstances only:
1. The applicant’s PhD was awarded prior to 1 January 2016 and there are exceptional extenuating circumstances;
2. For clarification where the applicant holds an appointment at the University of Melbourne;
3. The applicant has another candidate eligibility issue due to exceptional circumstances.

RIC will not support EERs for applicants who have undertaken employment or made a decision to follow a different career path prior to 1 January 2016 and/or if the applicant was awarded their PhD ten (10) or more years ago at the time of application. RIC will not support EERs for applicants who will not be able to provide evidence of satisfactory completion of PhD by the application closing date.

* 1. Applicants who were awarded a PhD on or after 1 January 2014 and have had a period of significant research career interruption between 1 January 2016 and 7 September 2018 due to circumstances described in *Section 4.1(b)* of the Funding Guidelines are not required to submit an EER, however *Part E* of the Application Form must be completed.
	2. In order for an EER to be reviewed, applicants must:
* Complete this EER Form;
* Clearly state and justify alleligibility issues;
* Attach supporting documentation (if required) of five single-sided A4 pages maximum;
* Save the EER as a single PDF file with the filename format **‘McKenzie\_2019\_SURNAME\_EER’;**
* Email the EER to **mckenzie-application@unimelb.edu.au** using the subject heading ‘**McKenzie 2019 – SURNAME – EER’**by 11.59PM (AEST) Wednesday 1 August 2018.

	1. Research, Innovation and Commercialisation (RIC) may, in its absolute discretion, and only in exceptional circumstances, accept late EERs.
	2. Submission of an EER does not guarantee an exemption and all outcomes are at the discretion of the EER Review Committee.
	3. RIC will endeavour to notify applicants of the outcome of their Eligibility Exemption Request **by Monday 20 August 2018**.
	4. Where an EER is approved, applicants will be invited to submit a full application by **7 September 2018**.

## ELIGIBILITY EXEMPTION REQUEST DETAILS

### 2.1 Administrative Summary

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| Title |       | Surname |       |
| Given Name(s) |       |
| Address |       |
| Nationality |       |
| Telephone |       |
| Email Address |       |
| Date PhD Awarded (Day, Month, Year) |       |
| Proposed Host Academic Division for McKenzie Fellowship |       |
| Proposed Fellowship Project Title |       |

### 2.2 Type of Exemption(s) Requested

**Please tick all relevant boxes.**

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| Your PhD was awarded prior to 1 January 2016 | [ ]  |
| Clarification of appointment at the University of Melbourne*You have an appointment or sequence of appointments of greater than one year in total at the University of Melbourne* | [ ]  |
| Other candidate eligibility issue due to exceptional circumstances | [ ]  |

### 2.3 Details of Eligibility Exemption Request(s)

Applicants must provide full details of each type of exemption being requested, i.e. the details of exactly what you are requesting an exemption for (**maximum 100 words**).

*For example:* *I am requesting two eligibility exemptions because my PhD was awarded in December 2015 and because I have an appointment at the University of Melbourne that is longer than 12 months.*

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### 2.4 Justification for the need of an Eligibility Exemption

**Applicants must make a compelling argument as to why they should be granted an exemption (maximum 700 words).**

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### 2.5 Research Experience

**Please specify the total months/years since your PhD award and describe as fully as possible research experience gained (maximum 700 words).**

### 2.6 Non-Employment and Employment History

Indicate non-employment **and** employment history (in months/years and fraction Full-Time Equivalent) in reverse chronological order since the date of PhD award. In addition, include any academic appointments at the University of Melbourne which predate the award of your PhD, if applicable.

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| **Time Period****(Month/Year – Month/Year)** | **Non-employment and employment history (include position title)** | **Was employment research related****(Yes/No)** | **Total period****(Months/Years)** | **Fraction Full-Time Equivalent** | **Documentation attached****(Yes/No)** |
| *eg. June 2017 – present* | *Teaching-only position, Level A* | *No* | *1 year 1 month* | *0.5* | *Yes* |
| *eg. June 2016 – June 2017* | *Career interruption due to travel* | *No* | *1 year* | *1.0* | *Yes* |
| *eg. Jan 2016 – June 2016* | *Researcher* | *Yes* | *6 months* | *1.0* | *No* |
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*(Add or delete rows in the table above as required)*

### 2.7 Applicant Declaration

*I declare that the information I have given in this Eligibility Exemption Request is true to the best of my knowledge and I understand that any offer of a Fellowship or employment as a Fellow may be withdrawn if false information is given.*

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| Signature |       | Date |       |