

Student Scholarships, Prizes and Awards

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1.0 Purpose

This procedure outlines the processes for establishing and administering student scholarships, prizes and awards.

2.0 Scope

This procedure applies to scholarships, prizes and awards:

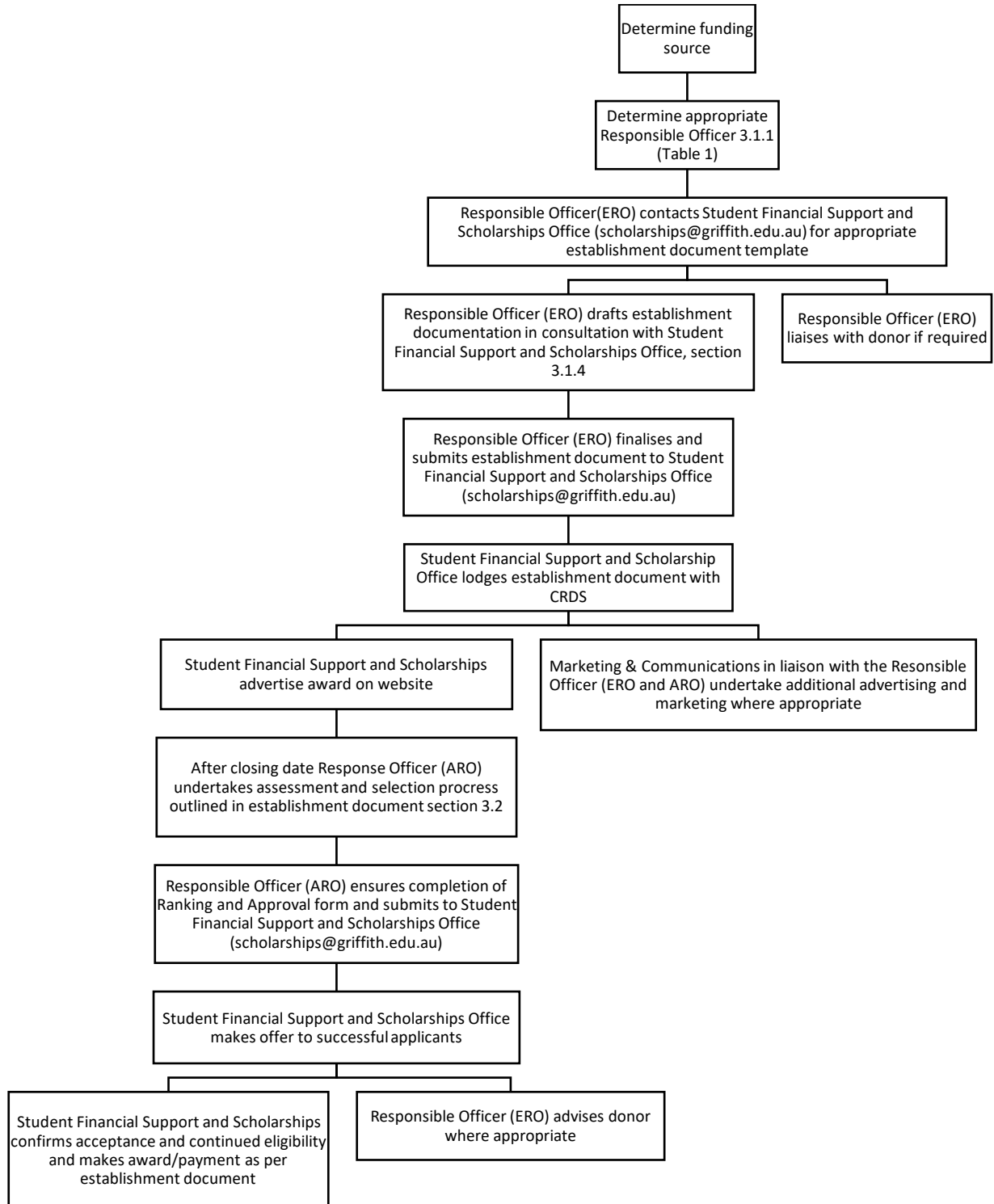
- for prospective and current undergraduate and postgraduate coursework students;
- funded by the University, Government bodies, sponsors, donors and other third parties; and
- administered by the University.

It does not apply to:

- higher research degree scholarships covered under the *Higher Research by Degree Scholarships Procedure*;
- fee reduction scholarships covered under the *Approval of Tuition Fees and Fee Reduction Scholarships Procedure*;
- medals covered under the *University and Chancellor's Medals Procedure*;
- the Griffith Award for Academic Excellence; and
- sponsorship arrangements for student fees covered under *Student Fee Sponsorship Procedure*.

3.0 Procedure

The process for establishing, administering, and awarding scholarships, prizes and awards is summarised in the following workflow diagram.



3.1 Establishing and administering awards

The establishment of awards must align with the Student Scholarships, Prizes and Awards Policy Administration of scholarships, prizes and awards must:

- provide [confidentiality](#) and [privacy](#);
- ensure [equity, transparency, integrity, and impartiality](#);
- manage [conflict of interest](#);
- provide [appropriate record keeping](#); and
- comply with stated selection, assessment, and eligibility criteria and, any legislative and regulatory requirements.

A copy of the final approved establishment documentation is lodged with Corporate Records & Digitisation Services (CRDS).

3.1.1 Responsible Officer

The establishment and administration of awards is undertaken by the Responsible Officer as outlined in the Table 1. Responsible Officers, based on the funding source and using the appropriate establishment documentation.

Table 1. Responsible Officers

Funding source	Establishing Responsible Officer (ERO)	Administrative Responsible Officer (ARO)	Establishment Document
Sponsor or donor (wholly or partially) - Scholarships	Appropriate Advancement Manager	Appropriate Student Financial Support and Scholarship Officer	Donor Agreement
- Prizes	Appropriate Student Financial Support and Scholarship Officer		Award Establishment Document
Government	Appropriate Student Financial Support and Scholarship Officer		Award Establishment Document
University Central Funding	Appropriate Student Financial Support and Scholarship Officer		Award Establishment Document
Group, School or Institute funding (wholly)	Appropriate Group PVC or nominee		Award Establishment Document

3.1.2 Value of awards

The minimum value of an award should be set so that the value is not exceeded by either the cost of administration to the University or the perceived cost of application by the potential applicant.

Minimum thresholds are set for donor/sponsor naming rights of an award:

- Scholarships - \$25,000;
- Prizes - \$500 per year and encouraged to be for a minimum duration of 3 years.

Donations of less than minimum threshold will be accepted and included as part of the total fund available for University named awards.

3.1.3 Accepting funds from external sources

In accordance with *the University's Donations Received – Deductible Gift Recipient Requirements Policy* and *Philanthropy and Fundraising Policy*, the Advancement Office is responsible for the receiving and recording of donations and the management of donor relations.

The Student Financial Support and Scholarships Office will liaise with the Commonwealth or State Government regarding awards funded by those specific bodies.

3.1.4 Process for establishing and administering an award

The Establishing Responsible Officer (ERO) as outlined in section 3.1 Table 1 is responsible for:

- liaising with the Student Financial Support and Scholarships Office to draft the appropriate establishment documentation, recommending:
 - the eligibility criteria, which should be clear, concise and enable ease of assessment, and detail intended cohorts, achievement and thresholds;
 - the assessment and selection process;
 - the method of resolving ties or determination not to award in any given year;
 - the duration of the award and review period;
 - where appropriate, the financial accounts for payment; and
 - in the case of a scholarship, performance criteria for the continuation of the award payment to a recipient;
- as appropriate, consulting, negotiating and documenting requirements with any external funding bodies;
- submitting the establishment documentation to the Student Financial Support and Scholarships Office for review and expert advice on compliance, legislative matters and best practice, before final approval.

The Administrative Responsible Officer (ARO) as outlined in section 3.1 Table 1 is responsible for:

- undertaking application, assessment and selection processes as outlined in the establishment document;
- completing the Selection and Ranking Approval form (available from the Student Financial Support and Scholarships Office), for submission to the Student Financial Support and Scholarships Office.

The Student Financial Support and Scholarships Office will:

- provide the Responsible Officer with expert advice to assist with establishment;
- maintain appropriate templates and forms;
- lodge the final approved establishment documents with CRDS;
- maintain a list of all awards;
- notify successful applicants as per section 3.2.2;
- organise award and/or payment to recipients as per section 3.2.3;
- coordinate the annual review process and recommitment process as per section 3.3.

3.1.5 Promotion and advertising

The appropriate Student Financial Support and Scholarships Officer is responsible for the promotion and advertising of all awards on the Scholarships main website.

Schools, Colleges, Institutes and Groups are responsible for additional promotions to their student cohort through appropriate websites, notice boards, advertising materials, newsletter and bulletin boards.

The Marketing and Communications team is responsible for broader corporate and external promotion and advertising.

3.2 Assessment and award

3.2.1 Assessment

The Responsible Officer is responsible for undertaking and documenting the assessment and selection process outlined in the establishment documentation. They should be guided by the expert advice of the Scholarships Office, and:

- ensure fairness and transparency to all applicants; and
- consider conflict of interest and management of such conflicts.

3.2.2 Awarding Successful Applicants

Following assessment, a completed Selection and Ranking Approval form (available from the Student Financial Support and Scholarships Office), shall be completed by the Responsible Officer and sent to the Student Financial Support and Scholarships Office.

The Student Financial Support and Scholarships Office shall collate these, and where appropriate seek approval by the Approver outlined in the Selection Process of the establishment documentation.

Following approval, the Student Financial Support and Scholarships Office will notify successful applicant/s.

Where appropriate, the Responsible Officer will contact the donor as outlined in the establishment documentation.

3.2.3 Payments to Recipients and Ongoing Eligibility

The Student Financial Support and Scholarships Office shall confirm a recipient's ongoing eligibility in-line with details outlined in the appropriate establishment documentation and make scheduled payments.

3.3 Annual review and donor recommitment

All awards are reviewed annually or as agreed in the signed establishment documentation to ensure:

- they are aligned appropriately with *Student Scholarships, Prizes and Award Policy*;
- they reference current courses and programs;
- they meet the needs of the sponsor/donor;
- they provide an appropriate potential applicant pool; and
- any proposed changes reflect the original intention of the award and ensure fairness and transparency for all applicants and continue to meet the needs negotiated with the donor.

The Student Financial Support and Scholarships Office is responsible for coordinating the review of the University's awards in conjunction with the Responsible Officer. The Student Financial Support and Scholarships Office advises the format and timing of the review process and recommitment.

The Student Financial Support and Scholarships Office maintains a list of all awards.

3.4 Review and appeal

The decision by the University made in respect of an application for a scholarships, prize or award is final and is not reviewable under the University's *Student Review and Appeals Policy*.

A recipient of a scholarship, prize or award, whose award is terminated for not complying with one or more conditions as set out in their offer, and whose benefits are not continued; may request a review of the decision as set out in the Student Review and Appeal Policy and Procedure.

4.0 Definitions

For the purposes of this procedure and related policy documents, the following definitions apply:

Award is a generic term that covers scholarships, bursaries, grants, medals, and prizes which are specifically defined below.

Bursary or grant is a one-off monetary payment that students must apply for. Recipients are awarded on meeting set criteria at the time of assessment but are not required to maintain standard of criteria after the award.

Medals are annual awards made to students based on designated criteria for academic excellence. Their design is prescribed in the Student Medal Procedure.

Prizes are annual awards made to students based on designated and quantifiable criteria for eligibility, academic excellence and/or practical performance or exhibition. They may include additional non-financial benefits.

Scholarships are a monetary merit-based awards, paid as a continuing contribution (more than one payment), where the recipient must continue to meet an approved set of criteria. Students must apply for a scholarship. Scholarships generally last for a period of 12 months or more. They may include additional non-financial benefits.

5.0 Information

Title	Student Scholarships, Prizes and Awards Procedure
Document number	2023/0000342
Purpose	This procedure outlines the processes for establishing and administering student scholarships, prizes and awards.
Audience	Staff; Students
Category	Academic
Subcategory	- Student Services
Approval date	March 2023
Effective date	1 December 2022
Review date	2025
Policy advisor	Manager, Student Transition, Mentoring and Financial Support

Approving authority	Deputy Vice Chancellor (Education)
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6.0 Related Policy Documents and Supporting Documents

Legislation	Higher Education Support Act 2003
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Policy	Student Scholarships, Prizes and Awards Policy Conflict of Interest Policy Student Review and Appeal Policy Gifts and Benefits Policy Philanthropy and Fundraising Policy
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Procedure	Higher Research by Degree (HDR) Scholarship Procedure University and Chancellor's Medals Procedure Student Fee Sponsorship Procedure Student Review and Appeals Procedure
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Local protocol	N/A
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Form	Internal Prize Establishment template Internal Scholarship Establishment template Selection and Ranking Approval form
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