Procedure

Student Scholarships, Prizes and Awards

1.0 Purpose

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

2.0 Scope

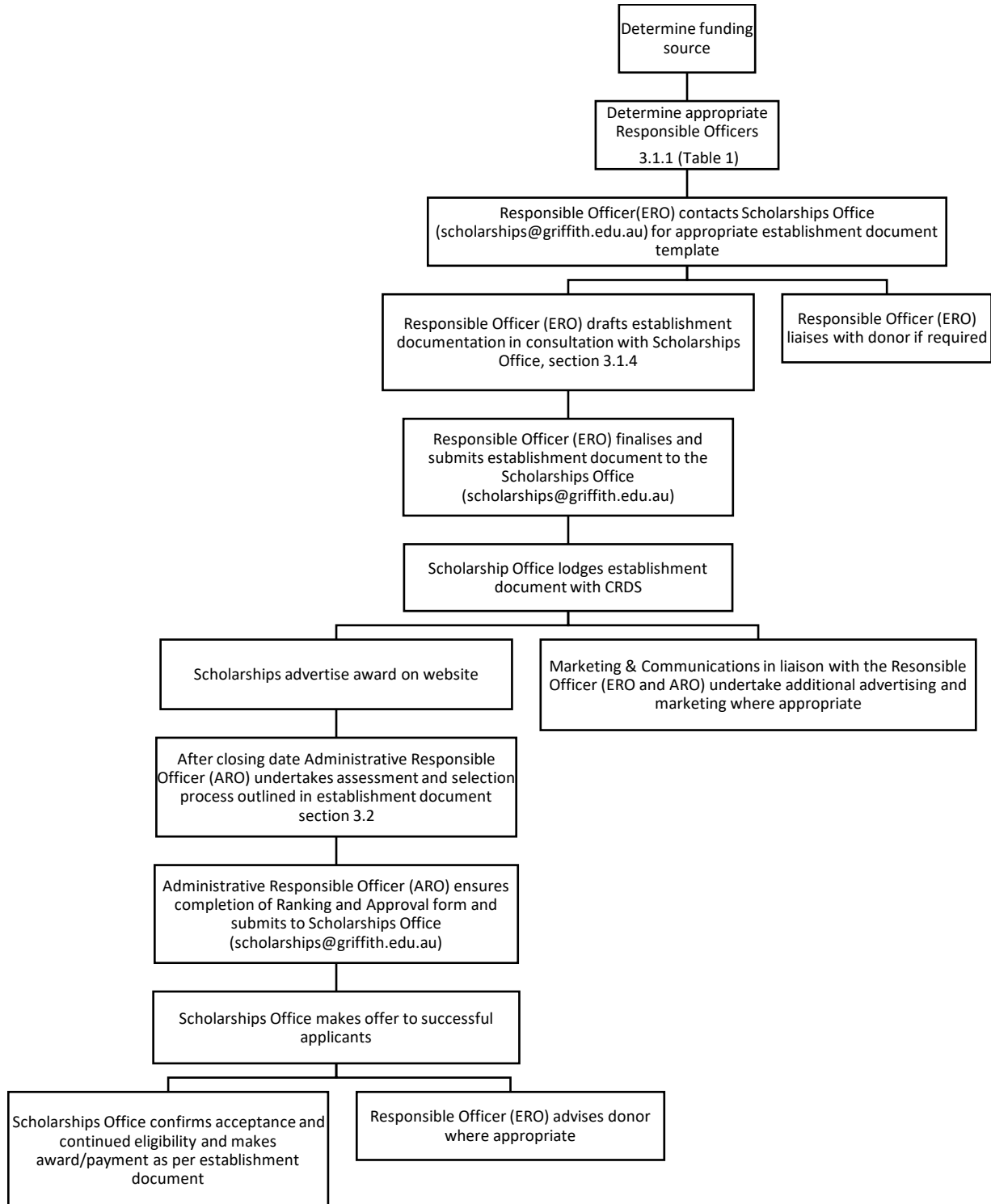This Procedure applies to scholarships, prizes and awards:

- 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*.

- Non-award students.

3.0 Procedure

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

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┌─────────────────────┐
│ Determine funding   │
│ source              │
└──────────┬──────────┘
           │
┌──────────┴──────────┐
│ Determine appropriate│
│ Responsible Officers │
│ 3.1.1 (Table 1)      │
└──────────┬──────────┘
           │
┌──────────┴───────────────────────────────┐
│ Responsible Officer(ERO) contacts         │
│ Scholarships Office                        │
│ (scholarships@griffith.edu.au) for         │
│ appropriate establishment document         │
│ template                                   │
└──────────┬─────────────────────────────────┘
           │
┌──────────┴──────────────┐   ┌──────────────────────────┐
│ Responsible Officer      │   │ Responsible Officer (ERO)│
│ (ERO) drafts             │   │ liaises with donor if    │
│ establishment            │   │ required                 │
│ documentation in         │   └──────────────────────────┘
│ consultation with        │
│ Scholarships Office,     │
│ section 3.1.4            │
└──────────┬──────────────┘
           │
┌──────────┴──────────────┐
│ Responsible Officer      │
│ (ERO) finalises and      │
│ submits establishment    │
│ document to the          │
│ Scholarships Office      │
│ (scholarships@griffith.  │
│ edu.au)                  │
└──────────┬──────────────┘
           │
┌──────────┴──────────────┐
│ Scholarship Office lodges│
│ establishment document   │
│ with CRDS                │
└──────────┬──────────────┘
           │
┌──────────┴──────────┐   ┌──────────────────────────┐
│ Scholarships         │   │ Marketing & Communications│
│ advertise award on   │   │ in liaison with the       │
│ website              │   │ Resonsible Officer (ERO   │
└──────────┬──────────┘   │ and ARO) undertake        │
           │              │ additional advertising and│
           │              │ marketing where appropriate│
           │              └──────────────────────────┘
┌──────────┴──────────┐
│ After closing date   │
│ Administrative       │
│ Responsible Officer  │
│ (ARO) undertakes     │
│ assessment and       │
│ selection process    │
│ outlined in          │
│ establishment        │
│ document section 3.2 │
└──────────┬──────────┘
           │
┌──────────┴──────────┐
│ Administrative       │
│ Responsible Officer  │
│ (ARO) ensures        │
│ completion of Ranking│
│ and Approval form and│
│ submits to           │
│ Scholarships Office  │
│ (scholarships@       │
│ griffith.edu.au)     │
└──────────┬──────────┘
           │
┌──────────┴──────────┐
│ Scholarships Office  │
│ makes offer to       │
│ successful applicants│
└──────────┬──────────┘
           │
┌──────────┴──────────┐   ┌──────────────────────────┐
│ Scholarships Office  │   │ Responsible Officer (ERO)│
│ confirms acceptance  │   │ advises donor where      │
│ and continued        │   │ appropriate              │
│ eligibility and makes│   └──────────────────────────┘
│ award/payment as per │
│ establishment        │
│ document             │
└─────────────────────┘
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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 Officers

The establishment and administration of awards is undertaken by the Responsible Officers as outlined in the Table 1. The funding source determines the Responsible Officers and 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 Scholarship Officer	Donor Agreement
- Prizes	Appropriate Scholarship Officer		Award Establishment Document
Government	Appropriate Scholarship Officer		Award Establishment Document
University Central Funding	Appropriate 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 - $1,500, or $500 per year for a minimum duration of 3 years. In-kind prizes must have value equal to the minimum.

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 *Philanthropy and Fundraising Procedure*, the Advancement Office is responsible for the receipting and recording of donations and the management of donor relations

The 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 Scholarships Office to draft the appropriate establishment documentation, recommending:
  - o the eligibility criteria, which should be clear, concise and enable ease of assessment, and detail intended cohorts, achievement and thresholds;
  - o the assessment and selection process;
  - o the method of resolving ties or determination not to award in any given year;
  - o the duration of the award and review period;
  - o where appropriate, the financial accounts for payment; and
  - o 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, including any endowment requirements;
- submitting the establishment documentation to the Scholarships Office for review and expert advice on compliance, legislative matters and best practice, before final approval;
- final approval as per the *Delegations Policy*.

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 Scholarships Office), for submission to the Scholarships Office.

The Scholarships Office will:

- provide the ERO with expert advice to assist with establishment;
- maintain appropriate templates and forms;
- lodge the final approved establishment documents in the appropriate central corporate records system;
- 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 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 ARO 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 Scholarships Office), shall be completed by the ARO and sent to the Scholarships Office.

The 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 Scholarships Office will notify successful applicant/s.

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

3.2.3 Payments to Recipients and Ongoing Eligibility

The 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 or conditions of any endowment;

- 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 Scholarships Office is responsible for coordinating the review of the University's awards in conjunction with the ERO. The Scholarships Office advises the format and timing of the review process and recommitment.

Changes to an award must be approved by the appropriate party under the *Delegations Policy*. Changes to awards established by a Donor Agreement can only be made to the extent permitted by the Donor Agreement, particularly in reference to endowment funded awards, and must be approved by the Vice President (Advancement).

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	2025/0000758
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	4 March 2025
Effective date	4 March 2025
Review date	2030
Policy advisor	Senior Manager Domestic Admissions, Scholarships, and Credit
Approving authority	Deputy Vice Chancellor (Education)

6.0 Related Policy Documents and Supporting Documents

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