Scholarships Policy

Responsible Officer
Deputy Vice-Chancellor (Students and Education)

Approved by
Vice-Chancellor

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December, 2014

Review by
December, 2017

Relevant Legislation, Ordinance, Rule and/or Governance Level Principle
Personal Information Protection Act 2004
Right to Information Act 2009
Individual Academic Senate Rules for Scholarships

Responsible Organisational Unit
Student Centre

CONTENTS

1 Objectives ................................................................................................................. 2
2 Scope ......................................................................................................................... 2
3 Policy Provisions ....................................................................................................... 2
3.1 Principles of the Scholarships Program ................................................................. 2
3.2 Framework of the Scholarship Cycle .................................................................. 3
3.3 Management of Scholarships ............................................................................. 3
4 Responsibilities ........................................................................................................ 4
5 Definitions and Acronyms ....................................................................................... 5
6 Supporting Documentation ...................................................................................... 6
7 Versioning ................................................................................................................ 6
1 Objectives

The objectives of the Scholarships Policy are to:

- to establish a Scholarships program driven by strategic priorities to successfully attract, support and retain students across the range of cohorts, and in continuing to build and maintain external partnerships;
- to provide clear and transparent communication to prospective and current students and internal and external stakeholders on all aspects of award processes;
- to ensure that advertisement, application management, selection and payment of scholarships and bursaries are managed in accordance with management expectations and set procedures underpinning this policy;
- to establish a framework to measure and evaluate the overall success of the Scholarships program whilst providing nuanced and evidence-based understanding of factors that affect application, acceptance and academic success of the various student cohorts.

2 Scope

This policy applies to all applicants of the University of Tasmania Scholarships Program; all University of Tasmania staff and external stakeholders and organisations who are involved in the formation, dissemination of information, selection and review of scholarships and bursaries.

The policy is limited to the advertisement, management and award of scholarships but does not purport to cover what terms and conditions may be attached to incoming funds from various funding bodies, or any student assessment and examination in relation to the scholarships awarded.

This policy does not apply to higher degree by research scholarships.

3 Policy Provisions

3.1 Principles of the Scholarships Program

The Scholarships program actively supports the University’s *Open to Talent* Strategic Plan by providing financial and academic incentive to attract and support both prospective and current domestic and international students.

The Scholarships program is overseen by an appropriate governance structure which consists of broad representation of senior executives representing an institution-wide perspective and who facilitate a strategically driven and coordinated approach to scholarships.

The University develops and reviews scholarships and bursaries by applying a set of standard procedures to ensure consistency and effectiveness.
The Scholarships program delivers a suite of awards which support diversity and most importantly, deliver a positive student experience.

3.2 Framework of the Scholarship Cycle

The University scholarship cycle runs on a calendar year basis with two (2) application rounds:

- Main scholarship round: Applications for the preceding year will open at the beginning of August and close strictly October 31 the previous year.
- Mid-year scholarship round: Applications will open at the beginning of May and close strictly June 30 of the same year.

The University applies the following principles to the Scholarship cycle:

- All scholarships to be awarded are appropriately identified and opened for application in the relevant round;
- Once a scholarship round has opened, to ensure fairness and equity to applicants, any late requests to open new scholarships are not considered unless there are exceptional circumstances. In addition, late scholarship applications from students will not be accepted;
- Scholarship closing dates may be extended in exceptional circumstances, e.g. due to low application numbers, non-alignment with course-start dates, for example;
- Selection for scholarships will occur between December-March for the main round, and between July-September for the mid-year round. Selection outside of these times will be at the discretion of the Head, Scholarships & Prizes.

3.3 Management of Scholarships

3.3.1 Scholarship Offerings

Prior to the commencement of each round, the Scholarships unit confirms appropriate funding is available.

The Scholarships unit ensures diversity, variety and equity in the availability of scholarships and bursaries for a wide range of student cohorts. This may include, but is not limited to, academic merit, financial need, accommodation, indigenous, sporting prowess, musical talent and region/location specific.

3.3.2 Advertising of Scholarships

The Scholarships unit ensures that advertisement of scholarships is managed in accordance appropriately including ensuring equity and fairness in the advertising of scholarships.

Relevant areas of the University ensure that clear information about scholarships is effectively communicated to prospective and current students and internal and external stakeholders.
3.3.3 Scholarship Selection

The Scholarships unit ensures scholarship selection is conducted within a quality assurance framework.

Scholarship Selection Committees comprise of a broad representation of both internal and external stakeholders with adequate professional expertise and appropriate gender balance.

Scholarship Selection Committees ensure that a transparent and fair selection process is conducted and that any conflict of interests is declared.

3.3.4 Scholarship Bestowal

The Scholarships unit notifies all successful recipients of their award.

3.3.5 Awarding of more than one Scholarship concurrently

The Scholarships program only approves students to hold more than one scholarship concurrently in the following cases:

- Where the relevant stakeholders of both scholarships agree;
- If one of the scholarships is administered external to the University;
- If the value of at least one of the scholarships is $1,000 or less;
- Overseas Exchange scholarships may be held concurrently with an academic merit or access scholarship (Overseas Exchange scholarships will be viewed as an additional opportunity to enrich a student’s study experience);
- Scholarships which involve work experience/internship or cadetship may be held concurrently with an academic merit or access scholarship;
- Where both scholarships are not HECS waivers.

3.3.6 Ongoing Eligibility and Monitoring of Scholarship Recipients

Scholarship recipients must meet the published ongoing eligibility criteria for their award.

Suspension may be considered in cases where exceptional circumstances are identified. Suspension may be approved at the discretion of the Head, Scholarships and Prizes in consultation with the relevant external stakeholder(s).

Termination of scholarship may be considered where a student is deemed no longer eligible to hold their award; is unable to make satisfactory academic progress and intervention has not been successful; or has not observed the University’s rules of conduct and behaviour.

4 Responsibilities

The Scholarships Unit, Student Centre is responsible for:

- Confirming appropriate funding is available;
• Ensuring diversity, variety and equity in the availability of scholarships and
bursaries;
• Ensuring advertisement of scholarships is managed appropriately;
• Ensuring scholarship selection is conducted within a quality assurance
framework;
• Notifying successful recipients;
• Monitoring of scholarship recipients.
• Ensuring that records and Information that support this policy will be created,
managed and retained in accordance with University Records Management
Policy, Procedures and Guidelines.

Selection Committees are responsible for:

• Ensuring a transparent and fair selection process is conducted and that any
conflict of interests is declared.

Relevant areas of the University are responsible for:

• Ensuring clear information about scholarships is effectively communicated to
prospective and current students and internal and external stakeholders.

Scholarship recipients are responsible for:

• Ensuring their ongoing eligibility for their award.

## 5 Definitions and Acronyms

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<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tr>
<td><strong>Organisational Unit</strong></td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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<tr>
<td><strong>External Stakeholders</strong></td>
<td>Donors, patrons, benefactors, alumni, business enterprise, Nor for Profit organisations, community groups, State and Federal Government, other entities.</td>
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<tr>
<td><strong>Governance Structure</strong></td>
<td>A committee made up of senior executives who will provide a coordinated and strategic approach to scholarships, with clear allocation of responsibilities, including overall leadership.</td>
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<tr>
<td><strong>Internal Stakeholders</strong></td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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Scholarships Policy

6 Scholarships Unit
Area of the Student Centre responsible for the administration of scholarships

Scholarship Selection Committee
A committee made up of internal and external stakeholders who assess applications and select a successful applicant(s).

6 Supporting Documentation
- University Privacy Policy
- Records Management Policy

7 Versioning