Related Policy
Scholarships Policy

Responsible Officer
Head, Scholarships and Prizes

Approved by
Executive Director, Student Operations

Approved and commenced
July, 2016

Review by
July, 2019

Responsible Organisational Unit
Division of the Chief Operating Officer
Student Operations – Scholarships and Prizes Unit

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1 Objective

The objective of this Procedure is to provide details of how the University manages the selection and bestowal process for scholarships and bursaries administered by Scholarships and Prizes Unit. This document operationalises the principles of scholarship selection and scholarship bestowal contained in the Scholarships Policy and should be read in conjunction with that Policy.

2 Scope

This Procedure applies to all University staff and external stakeholders who are involved in the assessment, shortlisting and selection of scholarship applications and bestowal of awards on students.

The Procedure is limited to the management and award of scholarships and it does not purport to address the terms and conditions attached to incoming funds from various funding bodies, or any student assessment and examination in relation to the scholarships awarded.

This Procedure does not apply to HECS waivers applied by Colleges, International Scholarships or higher degree by research scholarships.

3 Procedure

3.1 Management of Scholarship Selection Committees

All scholarships which are administered under the University's Scholarship Program are assigned to a scholarship selection committee. The scholarship selection committee is responsible for the transparent, fair assessment and selection of the scholarship recipient(s).

Scholarship selection committees should ideally be comprised of a broad representation of both internal and external stakeholders with adequate professional expertise and appropriate gender balance. Selection committees may involve the donor/sponsor where applicable (Refer to Clause 3.3.3).

The Scholarships and Prizes Unit will be responsible for the management of the University’s scholarship selection committees.

The Scholarships Officer will:

- form and coordinate scholarship selection committee membership as outlined in the Memorandum of Understandings (MoUs) and Academic Senate Rules set up for each scholarship/donor
- ensure that scholarship selection is conducted within a quality assurance framework through close monitoring, audit and review of selection processes.
3.1.1 Roles and Responsibilities

The Scholarships and Prizes Unit will form a scholarship selection committee following the establishment of each new scholarship, with each member invited to participate.

Should any invited member not participate, the Scholarships and Prizes Unit will identify an appropriate alternative in consultation with the Chair of the committee.

In accepting an invitation to join a selection committee, each member is confirming:

- their availability to participate, noting the timeframe for the process
- their understanding that all information relating to selection is confidential, and that they will adhere to confidentiality at all times
- they will declare any conflicts of interest (Refer to Clause 3.6).

A Chair of the committee should:

- confirm the agenda items
- lead the selection process at committee meetings/student interviews
- liaise with the Scholarships and Prizes Unit should a conflict of interest arise and be involved in determining the appropriate course of action.
- ensure each committee member's views are represented
- document, approve, sign off approval and notify the Scholarships and Prizes Unit of the selection outcome.

A Selection Committee should:

- assess shortlisted applicant/s
- determine the merit of applicant/s
- make appropriate selection of one or more candidates.

While all committee members should be actively involved in the selection process, the Chair in consultation with the Scholarships and Prizes Unit has ultimate responsibility for proceedings. The Chair has responsibility for the processes undertaken, and accountability for the outcomes of those processes.

Each selection committee will have at least one staff member from the Scholarships and Prizes Unit involved either as Chair, Secretary, Member or Observer.

3.1.2 Membership of Selection Committees

A Selection Committee should:

- comprise three or more people
- have the appropriate expertise to assess applicants
- include a combination of both internal/external stakeholders
- have gender balance
- include at least one member from the Scholarships and Prizes Unit.
The Scholarships and Prizes Unit may supplement the Committee with additional members for the purposes of ensuring adequate professional expertise, and/or appropriate gender balance and/or, as appropriate, campus balance.

3.2 Shortlisting Process

Following the closing date of applications, the Scholarships and Prizes Unit will undertake a shortlisting process to ensure all applications are appropriately screened. Only those applicants who are eligible and/or are of the highest calibre are referred to the Scholarship Selection Committee for further consideration.

A member of the Scholarships and Prizes Unit will undertake a first shortlist according to the eligibility criteria advertised. The Scholarships Officer will remove any applicant who does not meet the basic criteria. A shortlisting report will be documented for each scholarship.

A second member of the Scholarships and Prizes Unit (Selection) will then undertake a second shortlist deemed suitable to send to the selection committee. A second shortlist should be assessed in terms of academic merit, financial need, the quality of written application, or a combination of, depending on the selection criteria specified for each individual scholarship. The number of applications sent to the committee will depend upon the number of applicants and committee’s preference. For example, a scholarship which has 25 applicants may be shortlisted to 10.

Each Selection Committee will be sent the following in a distribution pack either electronically or by mail:

Mandatory:

- Shortlisted applications
- List of applicants containing personal details, TER and/or GPA (where relevant), equity score, current scholarships, address, notes/comments
- Scholarship Overview and Shortlisting Report (for scholarships with interviews/independent ranking) OR Scholarship Overview and Selection Report

Optional (depending on the scholarship):

- Web advertisement
- Shortlisting Report
- Academic Rules
- Minutes of the previous meeting
- Financial Report
- Academic Progress Report of current recipients
3.3 Scholarship Selection Process

Scholarships selection process occurs through one of four processes:

3.3.1 Process 1: No Donor Involvement:

- Applications are received by the Scholarships and Prizes Unit
- Shortlisting/Selection is undertaken by the Scholarships and Prizes Unit
- Scholarships and Prizes Unit will distribute applications to an internal University approved selection committee (where applicable)
- Selection Committee will review applications and select preferred applicant(s).
- Scholarships and Prizes Unit will notify the preferred applicant
- Once the preferred applicant has accepted the scholarship offer, Scholarships and Prizes Unit will notify the donor and the Advancement Office of the outcome as appropriate.

3.3.2 Process 2: Donor Involvement (endorsement only):

- Applications are received by the Scholarships and Prizes Unit
- Shortlisting/Selection is undertaken by the Scholarships and Prizes Unit
- Scholarships and Prizes Unit will distribute applications to an internal University approved selection committee (where applicable)
- Selection Committee will review applications and select preferred applicant(s).
- Scholarships Office will send selection report and preferred applications to donor to endorse
- Donor endorses selection
- Scholarships and Prizes Unit will notify the preferred applicant.
- Once the preferred applicant has accepted the scholarship offer, Scholarships and Prizes Unit will notify the donor and the Advancement Office of the outcome as appropriate.

3.3.3 Process 3: Donor Involvement (Selection):

- Applications are received by the Scholarships and Prizes Unit.
- Shortlisting/Selection is undertaken by the Scholarships and Prizes Unit
- Scholarships and Prizes Unit will distribute applications to a University approved selection committee which includes the donor
- Donor must not chair a selection committee
- Selection Committee will review applications and select preferred applicant(s).
- Scholarships and Prizes Unit will notify the preferred applicant
- Once the preferred applicant has accepted the scholarship offer, Scholarships and Prizes Unit will notify the donor and the Advancement Office of the outcome as appropriate

N.B: This process is gradually being phased out and is no longer an approved selection process for new scholarships.
3.3.4 Process 4: Internally funded scholarships:

- Applications are received by the Scholarships and Prizes Unit
- Shortlisting/Selection is undertaken by the Scholarships and Prizes Unit
- Scholarships and Prizes Unit will distribute applications to an internal University approved selection committee, or appropriate College/contact, who will organise an Academic Unit selection committee (where applicable)
- Selection Committee will review applications and select preferred applicant(s)
- Scholarships and Prizes Unit will notify the preferred applicant.

3.4 Methods of Selection

Depending on the scholarship, the following methods may be used during one of the above selection processes.

- **Direct Selection** - applications are distributed to an internal/external selection committee who meet and make a selection based on short-listed applications

- **Independent Ranking** - applications are distributed to an internal/external committee who each assess and rank independently of each other according to the selection guidelines; and then submit their individual shortlist to the Scholarships and Prizes Unit. The results are reviewed by the Scholarships and Prizes Unit and the selection of a recipient(s) is based on the rankings received. The result of this ranking is communicated to the selection committee

- **Shortlisting Panel** - distribution to an internal/external committee who will consult and decide on a shortlist of applicants for interview/audition (music). The shortlist is submitted to the Scholarships and Prizes Unit who organise the date/time of interview/audition, facilitate room bookings, and then contact the shortlisted applicants to arrange interviews/auditions. Selection Committees must not arrange their own interviews without prior approval from the Scholarships and Prizes Unit

- **Interview Panel** - internal/external committee who after confirmation of a shortlist will interview or audition applicants, and determine a recipient on the basis of a final interview.

Scholarships requiring an interview process should have a staff member from the Scholarships and Prizes Unit present. The staff member will greet applicants, show them to the interview room, and provide general secretariat support to the interview panel.

- The successful student(s) cannot be awarded a scholarship until a selection report has been completed, signed and submitted to the Scholarships and Prizes Unit
- Selection Committees must specify at least one reserve recipient in the event that a successful recipient is not able to take up an offer
- Selection Committees reserve the right to not award a scholarship in the event that there are no applicants who suitably meet the selection criteria.
3.5 Conflicts of Interest

As a broad guiding principle it is undesirable that personal relationships should influence or be seen to influence recruitment and appointment decisions. In the context of awarding scholarships, personal relationships are defined as relationships which are separate from and/or extend beyond professional relations.

No person should be advantaged or disadvantaged because of a personal relationship with another member of staff or a member of a scholarship selection committee.

In accordance with the Conflict of Interest Policy, if a member of a scholarship selection committee has an interest such that a reasonable observer, knowing all the facts, could reasonably conclude that the interest could affect the decision or functioning of the selection committee, the member must disclose the interest, whether actual or perceived.

A certification that no conflict of interest exists is used for all shortlisting and selection reports. The Chair of the selection committee is responsible for confirming these. In the case where an actual or perceived conflict is known, the Head, Scholarships and Prizes Unit must be informed, a Conflict of Interest Declaration Form completed, and an appropriate management plan put in place. The Scholarships and Prizes Unit will maintain a conflict of interest register in accordance with risk and audit practices.

In accordance with the Conflict of Interest Policy the Scholarships and Prizes Unit reserves the right to exclude any member of a selection committee where there is an actual or perceived conflict of interest.

3.6 Bestowal process

Upon written confirmation of the successful candidate(s), the Scholarships and Prizes Unit scan and store the signed selection report. The Scholarships Officer creates an award instance for the scholarship in the Scholarships System and prepares a letter of offer (either online or hard copy) to the successful recipient(s) for each offer to be made.

Prior to making the offer confirmation, the Scholarships and Prizes Unit checks whether the recipient is enrolled in accordance with scholarship eligibility criteria, or already holds another scholarship (See Scholarships Policy- Clause 3.3.5 Awarding of more than one scholarship concurrently).

Each letter of offer is in a standard format and wording is approved by the Head, Scholarships and Prizes Unit prior to issue. The offer includes the name of the scholarship, the course, the duration, the amount, the payment process, background about the donor/organisation, ongoing eligibility and conditions, enquiries, presentation details (if required), and the terms and conditions to accept the offer. Included with the acceptance, if appropriate, is a bank details form for completion by the recipient in order for payment to be made (this is provided either in hard copy or in electronic form through accessing a secure website link).

The Scholarships and Prizes Unit reserves the right to award to the reserve candidate without consulting the scholarship selection committee should the first
chosen candidate either decline the offer, not respond to the offer, or be awarded/in receipt of a higher value scholarship.

The successful candidate completes the acceptance form and returns it to the Scholarships and Prizes Unit.

The Scholarships and Prizes Unit receives and processes acceptances, including recipient’s bank details. For further details see Student Scholarship Payments and Management of Ongoing Eligibility Procedure.

3.7 Scholar Confirmation letters

As part of the stewardship process, donors will be sent a Scholar Confirmation letter confirming the details of the scholarship recipient(s).

The Scholarships and Prizes Unit will

- Prepare the Scholar Confirmation letter once the successful recipient(s) have accepted the scholarship
- Save the letter in the shared folder accessed by both the Advancement Office and Foundation for the purposes of scholarship stewardship.

The University Foundation and Advancement Office will

- Check the contents of the letter ensuring that the donor’s contact details are updated and correct
- Send the letter to the donor.

3.8 Scholarship Presentation and Certificates

Scholarship presentations perform the final ceremonial aspect of the scholarship bestowal process and provide the opportunity for the donor to meet with scholarship recipients and celebrate their success.

The University of Tasmania Foundation/Advancement Office will be responsible for the organisation and coordination of scholarship presentations for scholarships administered through the Foundation.

The Scholarships and Prizes Unit (or nominee) will be responsible for preparing the scholar’s certificate in line with the protocol of certificate. Each certificate will be printed on the required paper, with approved University logo and text and be affixed with the Vice-Chancellor’s signature.

3.9 Records Management

Records and Information that support these activities will be created, managed and retained in accordance with University Records Management Policy, Procedures and Guidelines.
Definitions and Acronyms

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
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<td>Academic Rules</td>
<td>Rules which govern the process for administering a scholarship and the way in which selection must occur.</td>
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<td>Donor</td>
<td>A person who contributes something, such as money for a scholarship.</td>
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<td>Independent Ranking</td>
<td>A ranking/selection undertaken by members of a selection committee without meeting/consulting one another.</td>
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<td>GPA</td>
<td>Grade Point Average.</td>
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<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
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<td>Scholarship System</td>
<td>A database which is used to administer all components of the scholarship lifecycle; it also serves as a central repository for information on scholarships.</td>
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<td>TER</td>
<td>Tertiary Entrance Ranking.</td>
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<td>University of Tasmania</td>
<td>Manages relationships and builds support through alumni, friends, local, national and international communities for the advancement of the University of Tasmania; initiates and develops relationships with prospective donors relating to specific areas of the University with a view to gaining philanthropic support.</td>
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<tr>
<td>Foundation/Advancement Office</td>
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Supporting Documentation

- Scholarships Policy
- Student Scholarship Payments and Management of Ongoing Eligibility Procedure
- Conflicts of Interest Policy
- Conflicts of Interest Procedure
- Scholarship Overview and Shortlisting Report
- Scholarship Overview and Selection Report
- Scholarship Selection Committee Confidentiality Undertaking
- Conflict of Interest disclosure form
- Selection Flowchart
6 Versioning

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<tr>
<td>Current Version</td>
<td>Version 2 – Scholarship Selection and Bestowal Procedure; approved July 2016, amended in December 2017 to incorporate the finalised academic structure.</td>
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