



Establishment of a new Scholarship Procedure **UNDER REVIEW**

Related Policy	Scholarships Policy
Responsible Officer	Head, Scholarships and Prizes
Approved by	Executive Director, Student Operations
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Responsible Organisational Unit	Division of the Chief Operating Officer Scholarships and Prizes Unit

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1 Objective

The objective of this *Procedure* is to set out how the University manages the establishment of new scholarships from the various funding sources for scholarships and bursaries administered by the Scholarships and Prizes Unit. This document operationalises the principles contained in the *Scholarships Policy* and should be read in conjunction with that *Policy*.

2 Scope

This *Procedure* applies to all University staff, external stakeholders and organisations who are involved in the establishment of new scholarships and bursaries.

The *Procedure* is limited to the establishment and set-up of scholarships and bursaries and 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 *Procedure* does not apply to HECS waivers applied by Colleges/Faculties/Institutes, International Scholarships or higher degree by research scholarships.

3 Procedure

3.1 Confirmation of Funding Arrangements

Funding to establish a new scholarship can come from one of the following funding sources:

- University of Tasmania Foundation (donor-funded)
- University Central funding (internally-funded)
- Colleges, Faculties and Institutes (internally-funded)
- Federal Government

3.1.1 University of Tasmania Foundation (donor-funded)

Gifts to the University's Scholarship Program are sought by the University Foundation/Advancement Office. Funding arrangements are coordinated by the University Foundation through agreements with each donor.

The Advancement Office will assign a Relationship Manager to a donor during the cultivation process.

3.1.2 University Central Funding (internal funding)

Central funding for the purpose of administering scholarships is managed by the Scholarships and Prizes Unit in close liaison with the Executive Director, Student Operations and Financial Services.

Operational funding for the administration of scholarships will be confirmed each year and prior to the commencement of each scholarship round.

Scholarship funding for operational use is confirmed on an annual basis and budgeted accordingly.

3.1.3 Colleges (internal funding)

Colleges , are responsible for funding scholarships which have a direct impact on the Organisational Unit; for example, Arts Honours Scholarship. When establishing a new scholarship, the designated College,contact must confirm the amount of funding available.

3.1.4 Federal Government funding

Funding for new scholarships is generally confirmed through a bidding process and/or contractual arrangement with the Federal Government. Current arrangements in place include

- Department of Foreign Affairs and Trade (Australia Awards Scholarships Program)
- Department of the Prime Minister and Cabinet (Indigenous Commonwealth Scholarships Program)
- Department of Education and Training (New Colombo Plan and other Student Mobility Scholarships).

3.2 Documentation required to establish a new scholarship

The following documentation is required to establish a new scholarship. Documentation varies depending upon the funding source:

- Memorandum of Understanding (MoU)
- Academic Rules
- Activation of Scholarship Form

3.2.1 Memorandum of Understanding

A MoU is required for all scholarships established by the University Foundation (donor-funded) and Federal Government.

In the case of scholarships established by the University Foundation, a MoU is prepared by the Relationship Manager, University Foundation/Advancement Office and made between the donor and the University of Tasmania Foundation which includes, but is not limited to, the following details:

- details of the donor(s) making the gift
- donation amount pledged and the schedule therein
- gift purpose
- naming opportunity
- donor recognition
- eligibility criteria and selection process
- amendments
- relevant signatures and approvals.

In the case of scholarships established between the University of Tasmania and Federal Government, a MoU may be replaced with another legally binding document which includes, but is not limited to, the following details:

- details of the donor(s) making the gift
- donation amount pledged and the schedule therein
- gift purpose
- naming opportunity
- donor recognition
- eligibility criteria and selection process
- amendments
- relevant signatures and approvals.

3.2.2 Academic Rules

Academic Rules are required for all scholarships established and administered by the University.

The intent of Academic Rules is to govern the way in which the scholarship is established and terms by which the scholarship is to be administered. Each academic rule must include, but is not limited to, the following details:

- overview of the donor/organisation/person gifting the money
- donation amount pledged
- award schedule (i.e. annual, on completion, once-off)
- selection criteria
- future changed circumstances
- selection process
- stewardship details (ie terms and conditions of recipient's eligibility)
- responsibilities

3.2.3 Activation of Scholarship Form

An *Activation of Scholarship Form* is required for all scholarships established by the University Foundation/Advancement Office, Scholarships and Prizes Unit, and Faculties and Institutes (internally-funded). An *Activation of Scholarship Form* for

scholarships established by the Federal Government and Other may be considered on a case by case basis.

The *Activation of Scholarship Form* is jointly completed by the Scholarships and Prizes Unit and the respective area establishing the scholarship. Each *Activation of Scholarship Form* must include, but is not limited to, the following details:

- name of the scholarship
- responsible relationship manager
- responsible scholarships officer
- donor/sponsor details
- type of scholarship
- scholarship terms and conditions (as confirmed with funding area)
- selection process
- description for scholarship website
- scholarship availability
- ongoing eligibility
- questions to be included for online application process
- additional information (as required)

3.3 Establishing a Scholarship

New scholarships may be established at any time of the year. However, offerings are to be restricted to the two (2) application rounds which form the University's annual scholarship cycle. Refer to Clause 3.2 of *Scholarships Policy*.

3.3.1 University of Tasmania Foundation (donor-funded)

The responsible Relationship Manager, University Foundation/Advancement Office will liaise with the Head, Scholarships and Prizes Unit to establish a new scholarship.

Upon confirmation of funding, the Relationship Manager will provide the Head, Scholarships and Prizes with the following documentation:

- Draft MoU
- Draft Academic Rules (for approval by Academic Senate)

The Head, Scholarships and Prizes will review the draft MoU and Academic Rules with particular reference to the eligibility criteria and selection process to ensure that the proposed is compliant with the *Scholarships Policy* and *Scholarships Selection and Bestowal Procedure*.

In the event that changes are required to the MoU and/or Academic Rules, the Head, Scholarships and Prizes will liaise with the Relationship Manager.

The Relationship Manager will finalise the MoU for sign off by the donor and send a copy of the final document to the Head, Scholarships and Prizes.

The Head, Scholarships and Prizes will then arrange for the Academic Rules to be considered at the next available meeting of Academic Senate.

The Head, Scholarships and Prizes will use information from the signed MoU and Academic Rules to prepare an *Activation of Scholarship Form* for the Scholarships Officer to create a new award instance in the Scholarships System.

The Scholarships Officer will:

- Create a new award instance in the Scholarships System
- Set the Award Instance to draft for the Relationship Manager to review and set to 'Draft Complete'.
- Set the Award Instance to 'Draft Approved' once the Relationship Manager has approved the draft.

3.3.2 University Central Funding (internal-funding)

The Head, Scholarships and Prizes will liaise with the Executive Director, Student Operations or other relevant senior management to establish a new centrally-funded scholarship.

Upon confirmation of funding, the Head, Scholarships and Prizes will prepare and provide the Executive Director, Student Operations and/or relevant Senior Manager with the following documentation

- Briefing paper/scholarship proposal outlining the details and funding support required for the new scholarship
- Draft Academic Rules (for approval by Academic Senate)

The Executive Director will review the briefing paper/scholarship proposal, and Academic Rules with particular reference to the eligibility criteria and selection process to ensure that the proposed is compliant with the *Scholarships Policy* and *Scholarships Selection and Bestowal Procedure*.

In the event that changes are required to the briefing paper/scholarship proposal and/or Academic Rules, the Executive Director, Student Operations and or other senior manager will liaise with the Head, Scholarships and Prizes.

Once documentation has been approved by the Executive Director, the Head, Scholarships and Prizes will send a briefing note and academic rules to Academic Senate for approval. Depending upon the nature of the scholarship, endorsement by the Senior Management Team and the Vice-Chancellor may also be required.

Once approved at the appropriate level, the Head, Scholarships and Prizes will use information from the scholarship proposal/briefing paper and Academic Rules to prepare an *Activation of Scholarship Form* for the Scholarships Officer to create a new award instance in the Scholarships System.

The Scholarships Officer will:

- Create a new award instance in the Scholarships System
- Set the Award Instance to draft for the Head, Scholarships and Prizes to review
- Set the Award Instance to 'Draft Approved' once Head, Scholarships and Prizes has approved.

3.3.3 Colleges (internal-funding)

Colleges/Faculties/Institutes wishing to establish a new scholarship will contact the Scholarships Office.

Upon receiving a request, the Head, Scholarships and Prizes will liaise with the relevant contact within the College/Faculty/Institute to establish the new College/Faculty/Institute-funded scholarship.

The College/Faculty/Institute contact will prepare a brief scholarship proposal.

The Head, Scholarships and Prizes will review the proposal with particular reference to the eligibility criteria and selection process to ensure that the proposed is compliant with the *Scholarships Policy* and *Scholarships Selection and Bestowal Procedure*.

In the event that changes are required to the scholarship proposal, the Head, Scholarships and Prizes will liaise with the College/Faculty/Institute contact.

Upon review of the scholarship proposal, the Head, Scholarships and Prizes will prepare the following documentation:

- *Activation of Scholarship Form*
- Draft Academic Rules (for approval by Academic Senate)

The College contact will finalise the *Activation of Scholarship Form* for sign off by the Head of School or Business Development Manager and send a copy of the final documentation to the Head, Scholarships and Prizes.

The Head, Scholarships and Prizes will then arrange for the Academic Rules to be considered at the next available meeting of Academic Senate.

Upon sign off, the Scholarships Officer will use the information in the *Activation of Scholarship Form* to create a new award instance in the Scholarships System.

The Scholarships Officer will:

- Create a new award instance in the Scholarships System
- Set the Award Instance to draft for the Head, Scholarships & Prizes to review
- Set the Award Instance to 'Draft Approved' once Head, Scholarships and Prizes has approved.

3.3.4 Establishing a Scholarship – Federal Government funded

The Head, Scholarships and Prizes will liaise with the Executive Director, Student Operations or other relevant university staff member to establish a new federal government funded scholarship.

Upon confirmation of funding, the Head, Scholarships and Prizes will prepare and provide the Executive Director, Student Operations and/or relevant senior manager with the following documentation:

- Briefing Paper outlining the details of the new scholarship and relevant MoU/contract/deed of agreement

- Draft Academic Rules (for approval by Academic Senate) if appropriate
- *Activation of Scholarship Form*

The Executive Director will review the briefing paper and supporting documentation, academic rules and activation of scholarship form and in particular to ensure selection criteria and selection process is compliant with the *Scholarships Policy* and *Scholarships Selection and Bestowal Procedure*.

In the event that changes are required to the MoU and/or Academic Rules, the relevant Senior Manager or Executive Director, Student Operations will liaise with the Head, Scholarships and Prizes, who will then liaise with the relevant Federal Government contact where applicable.

Once the final document has been approved by the Executive Director, the Head, Scholarships and Prizes will send the briefing note and academic rules will be sent to Academic Senate for approval. Depending upon the nature of the scholarship, endorsement by the Senior Management Team and the Vice-Chancellor may also be required.

Once approved at an appropriate level, the Head, Scholarships and Prizes will prepare an *Activation of Scholarship Form* and forward it to the Scholarships Officer to create a new award instance in the Scholarships System.

The Scholarships Officer will:

- create a new award instance in the Scholarships System
- set the Award Instance to draft for the Head, Scholarships and Prizes to review and mark as 'Draft Complete'
- set the Award Instance to 'Draft Approved' once Head, Scholarships and Prizes reviews.

NB: The above does not apply to student mobility grants which are funded by the Department of Education and Training.

3.3.5 Indigenous Scholarships

The Pro Vice-Chancellor Aboriginal Research and Leadership Team will be consulted in the establishment of any Indigenous specific scholarship.

3.4 Activation of new Scholarship

All new award instances which have been marked as 'Draft Approved' must be accompanied by the relevant supporting documentation as appropriate.

As part of the online application process, a standard or customised referee report is mandatory for Honours and Masters by coursework scholarships, however it is optional for undergraduate scholarships.

Some scholarships may require additional supporting documentation, including but not limited to a statement of support, information sheet/guide, confirmation of aboriginality, or portfolio of work.

Prior to activating a new scholarship, the Scholarships Officer will ensure the following has been undertaken:

- details which will appear on the website are correct
- the appropriate set of questions and forms have been allocated to the scholarship for the online application process
- marketing section is correct i.e. commencing and/or current student and scholarship search function
- payment section is set-up and the account code has been added for payments to be made from
- selection process has been determined and is documented
- closing date is set.

The scholarship is then ready to be committed and opened for the next available scholarship application round.

3.5 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*.

4 Definitions and Acronyms

Term/Acronym	Definition
Academic Rules	Rules which govern the process for administering a scholarship and the way in which selection must occur.
Activation of Scholarship Form	A form containing the pertinent details needed to set-up a new scholarship.
Briefing Paper	A document used to inform Senior Management about a variety of topics, some of which may require approval/endorsement.
College	Means <ul style="list-style-type: none"> (a) The primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure (b) The University College
Organisational Unit	College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.
Scholarship System	A database which is used to administer all components of the scholarship lifecycle; it also serves as a central repository for information on scholarships.
SMT	Senior Management Team

University	University of Tasmania
University Central Funding	Funding which is provided to the Division to administer solely as scholarships
University of Tasmania Foundation/Advancement Office	Manages relationships and builds support through alumni, friends, local, national and international communities for the advancement of UTAS; initiates and develops relationships with prospective donors relating to specific areas of the University with a view to gaining philanthropic support.

5 Supporting Documentation

- *Scholarships Policy*
- *Scholarships Selection and Bestowal Procedure*
- *Business Process Map – Establishment of a new Scholarship*
- *Academic Rules Template*
- *Activation of Scholarship Form*

6 Versioning

Former Version	Version 1 – <i>Establishment of a new Scholarship Procedure</i> ; approved July, 2016, amended in December 2016 to incorporate Colleges.
Current Version	Version 2 <i>Establishment of a new Scholarship Procedure</i> . Approved July 2016, amended in December 2017 to incorporate the final academic structure.