

# Scholarships, Bursaries and Prizes - Operational Policy

## 1. Purpose of policy

1.1 The University awards scholarships, bursaries and prizes to students in order to attract, retain and support its students and to encourage student success. They are typically offered on the basis of merit and/or equity.

1.2 The University also awards various non-funded prizes in the form of commendations and medals to graduating students, to recognise academic excellence.

1.3 This policy sets out the governance arrangements for the establishment, administration and disbursement of scholarships, bursaries and prizes for students. It should be read in conjunction with:

- Scholarships, Bursaries and Prizes: Establishment and Award – Procedures
- Award of Chancellor's Medal – Procedures
- Award of Commendations and Medals – Procedures
- Selection of Students for Commonwealth Scholarships – Procedures
- Research Training Program Scholarships – Operational Policy
- Higher Degrees by Research Scholarships – Procedures

## 2. Policy scope and application

2.1 The policy applies to the creation and maintenance of scholarships, bursaries and prizes that are University or donor funded, including those promoted by the University which are paid directly to the recipient by the donor.

2.2 This policy excludes State and Commonwealth funded scholarships, bursaries and prizes that are administered externally.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

Terms and definitions identified below are specific to this policy and are critical to its effectiveness:

A scholarship is awarded primarily on the basis of academic merit and may include additional criteria. A scholarship is usually awarded for more than a single year of study.

A bursary is awarded on the basis of good academic standing, while primarily being focused on addressing financial need or some other disadvantage. A bursary is usually awarded for no more than a single year of study.

A prize is presented in recognition of a student's performance during, or at the completion of their course. The Prize may include a financial reward, voucher, membership or other entitlement. Prize values are generally less than bursaries.

## 4. Policy statement

4.1 The University is committed to complying with the *Higher Education Support Act 2003* (Cth).

## 5. Principles

5.1 Donor relationships are overseen by the Development Office.

5.1.1 Donor relationships for School-based prizes are the responsibility of the Academic Support Unit on behalf of the School.

5.2 Higher Degrees by Research (HDR) Scholarships are overseen by the Graduate Research School.

5.3 The University seeks to grow its portfolio of scholarships, bursaries and prizes and actively seeks funding through donor/sponsors.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

### DESIGNATED OFFICER

Academic Registrar and Director, Student Services

### FIRST APPROVED

12 February 2002

### LAST AMENDED

20 December 2021

### REVIEW DATE

7 December 2026

### STATUS

Active

5.4 All Scholarships, Bursaries and Prizes will only be established in accordance with the University's strategic interests, with regard to the intent of the donor and in observance of the Equity and Diversity – Governing Policy.

5.5 All agreements developed and administered in relation to Scholarships, Bursaries and Prizes will be developed in accordance with the Management of Contracts and Memoranda of Understanding (MOU) – Governing Policy and all acceptance of gifts from Donors will be developed in accordance with the Donation Acceptance – Managerial Policy. Financial disbursements will be carried out in-line with the Financial Management Practices – Managerial Policy.

5.6 The establishment of all new scholarships or bursaries are approved by the Deputy Vice-Chancellor (Academic), with the exception of HDR Scholarships and bursaries which the Dean, Graduate Research will approve, unless funded by an external donor.

5.7 Establishment of prizes will be approved by the Head of School relevant to the prize.

5.8 All records with regards to scholarships, bursaries and prizes will be in alignment with the Information Management Framework – Governing Policy.

5.9 Every Scholarship, Bursary or Prize will have defined, approved and published selection criteria.

5.10 Student Services and Engagement, Student Finance and Scholarship Unit, the Graduate Research School, Academic Support Unit or the School, will undertake a formal selection process for each Scholarship, Bursary and Prize, as set out in the associated procedures, and these will be reviewed regularly to align with industry best practice.

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#### RELATED DOCUMENTS

- Award of Commendations and Medals - Procedures
- Delegations Framework - Governing Policy
- Donation Acceptance - Operational Policy
- Financial Management Practices - Operational Policy
- Higher Degrees by Research Scholarships - Procedures
- Naming - Governing Policy
- Research Training Program Scholarships - Operational Policy
- Scholarships, Bursaries and Prizes: Establishment and Award - Procedures
- Selection of Students for Commonwealth ISSP Scholarships - Procedures

#### LINKED DOCUMENTS

- Award of Commendations and Medals - Procedures
- Scholarships, Bursaries and Prizes: Establishment and Award - Procedures
- Selection of Students for Commonwealth ISSP Scholarships - Procedures

#### RELATED LEGISLATION / STANDARDS

- Higher Education Support Act 2003 (Cth)