

# Scholarships, Bursaries and Prizes: Establishment and Award - Procedures

## 1. Purpose of procedures

1.1 These procedures are intended to implement the Scholarships, Bursaries and Prizes - Governing Policy for all applicable scholarships, bursaries and prizes (awards).

## 2. Scope and application

2.1 These procedures are applicable to all scholarships, bursaries and prizes (awards) established in accordance with the Scholarships, Bursaries and Prizes - Governing Policy.

2.2 Selection and administration of Commonwealth Scholarships (excluding Postgraduate) is further detailed in the Selection of Commonwealth ISSP Scholarships – Procedures.

2.3 Selection and administration of all Postgraduate Research Scholarships, including Commonwealth Postgraduate Research Scholarships, is further detailed in the Research Training Program Scholarships – Operational Policy and Higher Degrees by Research Scholarships - Procedures.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to these procedures 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.

Endowed Funds are funds that are invested to provide income in perpetuity. Each year a portion of the income generated from the principal is released to be used for the specific purpose for which the fund was established.

## 4. Establishment of awards

4.1 The University establishes awards in accordance with the Scholarships, Bursaries and Prizes - Governing Policy and values listed in the Schedule in Appendix A.

4.2 When establishing a new award (except HDR Scholarships) the proposal and agreement template must be completed:

(a) Template A: University funded proposal; or

(b) Template B: Donor funded Agreement (to be used as a guide)

4.2.1 Donor liaison contact – Where funds are to be provided by a donor/sponsor, a relevant University officer will be nominated by the Director, Development Office to be the person responsible for maintaining communication and relations with the donor. Prize donors will generally be the responsibility of the School and Academic Support Unit staff.

4.3 When establishing a new HDR Scholarship, a HDR Establishment form must be completed: Template C: HDR Scholarship Establishment form

### APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

### RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

### DESIGNATED OFFICER

Academic Registrar and Director, Student Services

### FIRST APPROVED

21 February 2008

### LAST AMENDED

20 December 2021

### REVIEW DATE

7 December 2026

### STATUS

Active

4.3.1 Where funds are to be contributed in the form of a Research Grant, academic staff liaise with the Research Development Team to apply for this funding and negotiate funding Agreements. A relevant University Officer will be nominated by the Director, Office of Research, to be the person responsible for maintaining communication with the funding provider in relation to the research grant.

4.4 The proposal or agreement template should include the following:

(a) Naming - Naming of the award may be granted to external parties where the award is fully funded by a donor or other external source.

(b) Rationale/purpose/background of the award

(c) Source of funding – including amount and terms of funding commitment

(d) Number of awards to be offered per semester/year

(e) Duration of availability of the award

(f) Monetary value and method of payment

(g) Eligibility criteria

(h) Selection criteria

(i) Conditions of the award

(j) Application and selection process

(k) Review date

(l) Parties to the agreement

(m) Agreement term

(n) Funding amount

(o) Whether the funds are to be provided directly or endowed. For endowed funds, it must be specified that discretionary powers should be vested in the University which enables it to alter the conditions of the scholarship to the extent that such alteration is necessary to meet the original conditions as nearly as possible.

4.5 The Development Office will keep a record of all donor agreements.

4.6 The Graduate Research School will record HDR scholarship funding agreements in an endorsed record keeping system.

4.7 The Academic Registrar and Director, Student Services will monitor and coordinate the review of scholarships in the final year of the scholarship agreement in consultation with the Director, Development Office and/or the Graduate Research School.

## 5. Administration of awards

### 5.1 Advertising and publicity

5.1.1 The Academic Registrar and Director, Student Services will:

(a) ensure that all eligible students are informed of the existence and nature of all scholarships and bursaries available and are invited to apply;

(b) will maintain up-to-date information on the USC website. Schools and other administrative departments will be responsible for providing up-to-date information to relevant officers for use in publications for which they have responsibility within the University; and

(c) determine appropriate ways of advertising the scholarships and bursaries, and liaise with Marketing and External Engagement for public recognition of successful recipients and winners, as appropriate.

### 5.2 Application and selection

5.2.1 The Academic Registrar and Director, Student Services will:

(a) coordinate the receipt and processing of applications (where applicable);

(b) establish relevant selection panels consistent with the terms and conditions of scholarships or bursaries. The selection panels may include, as appropriate, representation from USC Executive, Academic Support Unit, Schools, the USC Student Guild, Accessibility, Student Wellbeing, Indigenous Services and donors;

- (c) provide administrative support to selection panels;
- (d) ensure that all applicants are advised in writing of the outcome of their application and that the successful recipients formally accept the offer and the terms and conditions of the award in writing; and
- (e) work in cooperation with Academic Support Unit and Schools to identify recipients of prizes which reward specific academic achievement for which no application is required.

### 5.3 Records management

5.3.1 The Academic Registrar and Director, Student Services, in conjunction with the Development Office and the Graduate Research School, will:

- (a) maintain an electronic register of all award recipient and donor information; and
- (b) maintain appropriate records of all documentation, correspondence and other matters relating to scholarships, bursaries and prizes in accordance with the University Information Management Framework – Governing Policy.

### 5.4 Financial arrangements

5.4.1 Where funding is provided by a donor/sponsor, the University will request payment each year to be directed to the Development Office or the Graduate Research School as applicable.

5.4.2 The Development Office or Graduate Research School will liaise with Financial Services to ensure that the income is receipted to the appropriate USC cost centre.

5.4.3 Postgraduate Research Scholarship stipends are administered by the Graduate Research School. All other payments to students will be administered by Student Services and Engagement.

## 6. Awarding of Scholarships, bursaries and prizes

6.1 Eligibility criteria, selection criteria, and terms and conditions of each scholarship or bursary will be advertised on the USC website and notified to recipients in the terms and conditions of offer.

6.2 Where a student is in receipt of an ongoing scholarship, the USC Equity Bursary, Study Support Bursaries and other scholarships and bursaries may not be awarded if the applicant is in receipt of another scholarship or bursary of higher value.

6.3 Two or more Scholarships and/or bursaries may be awarded to one student at the discretion of the donor of the award.

6.4 Prizes are awarded on the basis of academic merit and there is no limit to the number awarded to an individual student.

6.5 Single-unit study applicants (12 units) may not be eligible for scholarships and bursaries and applicants must be making satisfactory academic progress (minimum GPA of 4.0) to be considered eligible.

## 7. Donor liaison and recognition

7.1 For awards that are funded by donors/sponsors, the Academic Support Unit, Development Office, Graduate Research School or relevant School as nominated in the proposal will:

- (a) notify the donor in writing of the name/s of the award recipient/s;
- (b) liaise with the Student Finance and Scholarships team within Student Services and Engagement to publicise the availability of scholarships and bursaries;
- (c) coordinate events to present awards to recipients and to recognise donors; and
- (d) renegotiate with donors/sponsors for the continuation of the scholarships in the final year of funding agreements.

END of Procedures

## Appendix A

### Schedule: Student scholarship definitions and amounts

AWARD	DEFINITION	FUNDING REQUIREMENTS – INDICATIVE AMOUNTS	FUNDING REQUIREMENTS – INDICATIVE AMOUNTS	FUNDING REQUIREMENTS
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		OPTION 1: DIRECT FUNDED ANNUAL GIFT (MIN)	OPTION 1: NUMBER OF YEARS IF DIRECT FUNDED (MIN)	– INDICATIVE AMOUNTS OPTION 2: ENDOWED
Scholarship	Awarded to a student based on academic merit. Financial need and leadership in extra-curricular or community activities may also be taken into consideration.	A\$5,000	A\$100,000*	
Bursary	Awarded to a student of good academic standing and will be based on financial need.	A\$1,000	A\$20,000*	
Prize	Awarded to a student to recognise specific academic achievement.	A\$500	A\$10,000*	
HDR Scholarship (Domestic)	Awarded to a HDR student based on academic merit. Alignment to the University's Research Focus may also be taken into consideration.	Commensurate with Research Training Program (RTP) Rates (indexed annually) and conditions	A 3.5 years' Stipend at RTP Rates (indexed annually)	
HDR Scholarship (International)	Awarded to an international HDR student based on academic merit. Alignment to the University's Research Focus may also be taken into consideration.	Commensurate with RTP Rates (indexed annually) and conditions, and International tuition fees and overseas health cover (both subject to annual increase)	A 3.5 years' Stipend at RTP Rates (indexed annually) and full International tuition fees and overseas health cover	

\* Endowment amounts are indicative as they need to earn appropriate levels of interest to be able to be disbursed annually. During times of low interest rates, the university will focus on maintaining the principal by deferring a disbursement.

END

#### RELATED DOCUMENTS

- Admissions - Procedures
- Admissions, Enrolments and Graduation - Academic Policy
- Donation Acceptance - Operational Policy
- Enrolments and Graduation - Procedures
- Equity, Diversity and Inclusion - Governing Policy
- Scholarships, Bursaries and Prizes - Operational Policy

#### LINKED DOCUMENTS

- Scholarships, Bursaries and Prizes - Operational Policy

#### SUPERSEDED DOCUMENTS

- Establishing and Awarding Undergraduate Scholarships, Bursaries and Prizes - Procedures

#### RELATED LEGISLATION / STANDARDS

- Higher Education Support Act 2003 (Cth)
- Commonwealth Scholarships Guidelines (Education) 2010

[usc.edu.au/policy](http://usc.edu.au/policy)

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