

UNE UNDERGRADUATE SCHOLARSHIPS POLICY

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Related Policies and Other Documents:	Undergraduate Scholarships Appeals and Leave of Absence Guidelines, UNE Advancement Policy Donor Recognition Guidelines

1. Rationale and scope

- 1.1 This policy establishes principles and responsibilities for the award and administration of undergraduate scholarships throughout the University.
- 1.2 All UNE-funded undergraduate scholarships will be approved by the Undergraduate Scholarships Committee.
- 1.3 This policy is designed to ensure that all students who are eligible and who apply for a scholarship are treated fairly and that all administrative processes conform to the University's policies and procedures.

1.4 Exclusions

This policy does not cover the following:

- a. a prize or other form of recognition awarded following the successful completion of a unit, course or portion of a course;
- b. a bursary (being an amount in cash or in-kind benefits awarded to a student wholly on the basis of financial need);
- c. a scholarship that is sponsored and administered by a third party not affiliated with the University (the NSW Department of Education and Training, for example); and
- d. Commonwealth Learning Scholarships.

1.5 Purposes

The purposes of UNE undergraduate scholarships are to:

- a. build the UNE leadership and education profile in the region;
- b. establish recognition of UNE as an institution that rewards academic excellence;
- c. provide financial support to students who could benefit from a university education but who are financially or otherwise disadvantaged;
- d. attract academically gifted students to UNE undergraduate courses; and
- e. position UNE competitively with other universities in relation to student recruitment.

2. Definitions

A UNE undergraduate scholarship is defined as:

- a. any undergraduate scholarship that disburses UNE funds or funds provided by the UNE Foundation, including:

- 1) funds controlled by UNE business units (the Residential Colleges and Faculties, for example); or
 - 2) funds donated to the UNE by individuals or organisations; or
 - 3) funds generated from investments for the purpose of providing scholarships; and
- b. an annual amount in cash or in-kind benefits for a period up to the minimum completion time for a UNE course; and
 - c. scholarships that are awarded on a competitive basis following an approved selection process.

3. Naming of scholarships

Where a scholarship, prize or bursary carries a name that is in conflict with these definitions it will be categorised in accordance with the definitions above for the purposes of administration.

4. Student records

All UNE undergraduate scholarships governed by this policy will be recorded on the student's official academic record including the Australian Higher Education Graduation Statement.

5. Recipient obligations

- a. UNE undergraduate scholarship recipients will be required (if so invited) to attend the annual scholarships presentation and may be required to participate in activities to promote their scholarship, including public speaking, donor liaison, media interviews and photographs.
- b. Recipients will be required to submit brief reports twice per year on their progress with their studies and involvement in sporting, cultural and community activities as well as participation in University life.

6. Terms and conditions

All UNE undergraduate scholarships have terms and conditions and selection procedures that have been approved by the Undergraduate Scholarships Committee and other relevant bodies as required by UNE policy and Commonwealth law.

7. Scholarship payment

Generally payment will be made directly to the student unless otherwise specified in the terms and conditions.

8. Restrictions

Undergraduate scholarship holders may not hold more than one UNE scholarship (as defined above) if the combined total annual value is greater than \$3,500.

9. UNE right to offer or not offer scholarships

UNE reserves the right, in any given year, not to offer some scholarships as advertised in any media, or not to offer scholarships at all.

10. Termination of a scholarship

UNE will terminate an undergraduate scholarship:

- a. if the recipient ceases to meet the eligibility criteria of the scholarship;
- b. once the full value of the scholarship has been paid;
- c. if the recipient is excluded or expelled for misconduct;
- d. if the recipient fails to maintain satisfactory academic progress; or
- e. once the recipient graduates or exits early with a lower level qualification.

11. Appeals

Appeals against decisions of the Undergraduate Scholarships Committee will be considered in accordance with the UNE Undergraduate Scholarships Appeals and Leave of Absence Guidelines.

12. Reporting to Student Administration and Services

Where the selection process for a UNE Undergraduate Scholarship is not administered through the Undergraduate Scholarships Team within Student Administration and Services, the Team and the Office of Advancement must be kept informed in a timely manner about all matters involving the scholarship and its recipient(s).