

UNE Undergraduate Scholarship Appeals Guidelines

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Preamble

University policy on undergraduate scholarships includes provision for students to appeal decisions made regarding the loss or non-award of a scholarship.

Where students breach the terms and conditions for the continuation of their scholarship, the scholarship will be withdrawn. Commonly this is because the student fails to achieve the academic results required for retention of the scholarship, or as a result of the student changing their mode of study or study load, or otherwise being in breach of the conditions under which the scholarship may be held.

The University recognises that circumstances may arise which are beyond the control of a student and, on the basis of which, a student may appeal against the loss or non-award of a scholarship. These guidelines provide guidance as to circumstances under which an appeal may be considered favourably.

Guidelines

The purpose of these guidelines is to:

1. Provide information on how to appeal;
2. Summarise circumstances under which an appeal against loss of a scholarship will be considered;
3. Summarise circumstances under which an appeal against the non award of a scholarship will be considered.
4. Summarise circumstances under which an application for leave from a scholarship may be approved without loss of the scholarship;
5. Summarise circumstances under which study undertaken with another University may be undertaken without loss of the scholarship

All appeals are subject to the terms and conditions of the scholarship concerned.

1. How to make an appeal

Appeals must be made in writing and should be sent to the Undergraduate Scholarships Officer, Student Centre, UNE, NSW 2351. An appeal should state clearly the decision against which the appeal is being made, and should explain the grounds which form the basis for the appeal.

Documentary evidence verifying the circumstances which form the basis of the appeal should be attached to the appeal. It is normally not sufficient for an appellant to assert the existence of certain circumstances or performance of certain actions, or a change of circumstances, without provision of supporting evidence which substantiates the assertions.

Appeals in relation to the award/non-award of a scholarship must be received no later than twenty days after the commencement of the teaching period for which the scholarship was sought. Appeals in relation to loss of a scholarship must be received by no later than twenty days after the census date of the teaching period in which the scholarship has been withdrawn.

Appeals against decisions taken more than 20 days earlier will not normally be considered unless there is an explanation for the delay and documentary evidence verifying these circumstances is provided.

2. Guidelines for appeals against the loss of a scholarship

Where a student fails to meet the terms and conditions of their scholarship the scholarships will be withdrawn.

The circumstances which typically lead to the loss of a scholarship include:

- Failure to meet the academic requirements for retention of the scholarship
- Change in study mode from On to Off campus status
- Relocation from Armidale
- Change from full-time to part-time study

Where unusual and unforeseen circumstances have led to the loss of scholarship appeals against termination of a scholarship will be viewed sympathetically.

Examples of unusual and unforeseen circumstances during the semester in which poor results were attained on the basis of which appeal against the termination of a scholarship may be successful include:

- Medical or compassionate grounds, for example, life threatening illness, death of a close family member or relationship breakdown;
- Emergency requirements such as call up of service or aid personnel for overseas deployment without notice occasioned by national or international emergency.

Independent documentation verifying the circumstances is required.

3. Circumstances in which an application for leave of absence from a scholarship may be approved without loss of the scholarship

Students who have approval to undertake study elsewhere or who proceed on intercalary study with another tertiary institution such that they cease to be enrolled full-time on campus in Armidale are **not** exempt from the normal residence provisions for those scholarships which require full-time on campus study with UNE in Armidale.

Students who are advised by a UNE course coordinator to undertake cross institutional study (or approved study abroad), should apply for leave of absence from the scholarship for the period of study taken elsewhere before proceeding with cross-institutional study or study abroad so they are aware of any impact of such study on their scholarship.

Approval of leave from a scholarship is not automatic and cases will be considered individually under the terms and conditions of the scholarship concerned. The proposed study must be directly relevant and complementary to the student's UNE course for the leave to be granted.

4. Circumstances in which study may be undertaken with another institution without loss of the scholarship

Students who proceed on a semester/year of full-time study with another tertiary institution as a **compulsory** requirement of their UNE course (for example, Bachelor of Language students enrolled full-time in intercalary language units with UNE undertaking the study required overseas) will be exempt from the normal residence provisions for those scholarships which require full-time on campus study with UNE in Armidale

5. Guidelines for appeals against the non award of a scholarship

Where an applicant for the award of a scholarship is unsuccessful, an appeal may be considered on procedural grounds only, that is, where there has been an error in the process for consideration by the university of the application.

It is the responsibility of the scholarship applicant to provide all required information, including supporting documentation, by the date required by the university. Failure to do so will not constitute grounds for an appeal even if the circumstance was beyond the control of the applicant.

Outcome of appeals

Following receipt of an appeal by the Undergraduate Scholarships Officer, it will be referred to the Chair of the Undergraduate Scholarships Committee.

The outcome of the appeal will be advised to the applicant by the Undergraduate Scholarships Officer. Decisions on appeals will be made as soon as possible.

Where the appellant is dissatisfied with the outcome of the appeal a final appeal against the decision may be lodged in writing within twenty days of the written advice on the outcome of the initial appeal. This appeal should be sent to the Deputy Vice-Chancellor (Academic)*, UNE who shall uphold or dismiss the final appeal. The Deputy Vice-Chancellor (Academic) will advise the student in writing of the outcome of the appeal within twenty days of the date of the appeal.

*Where the Deputy Vice-Chancellor (Academic) has been the chair of the Undergraduate Scholarships Committee, the final appeal shall be referred to the Vice-Chancellor.