

## UNE Undergraduate Scholarships Policy

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<b>Related Policies and Other Documents:</b>	Undergraduate Scholarships Appeals Guidelines

### 1. Overview

These policy guidelines establish principles and responsibilities for the coordination of undergraduate scholarship activities throughout the University. All UNE undergraduate scholarships will be approved by the Undergraduate Scholarships Committee.

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 standards.

### 2. Definitions

The following definitions are intended for clarification of what will be considered a UNE undergraduate scholarship:

- a. Any undergraduate scholarship that disburses UNE funds or funds provided by the UNE Foundation is a UNE scholarship. This includes:
  - i. funds controlled by discrete units within the University (e.g. Residential Colleges and Faculties);
  - ii. funds donated to the University by individuals or organisations; *and*
  - iii. funds generated from investments for the purpose of providing scholarships.
- b. A UNE undergraduate **scholarship** is an amount per annum in cash or in-kind benefits provided to a student for a period up to the minimum completion time for a course offered at UNE. Scholarships will be awarded on a competitive basis following an approved selection process.
- c. A **prize** is awarded to a student following the successful completion of a unit, course or portion of a course, on merit. Normally, a student will not be required to apply for a prize, however, some prizes may require application. For the purpose of this policy, prizes are not defined as scholarships.
- d. A **bursary** is an amount in cash or in-kind benefits awarded to a student wholly on the basis of financial need. For the purpose of this policy, bursaries are not defined as scholarships.
- e. A scholarship that is sponsored and administered by a third party not affiliated with the University (eg. NSW Department of Education and Training) is not a UNE scholarship and will not be governed by this policy.

### 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 these definitions for the purposes of administration.

### 4. Purpose

- a. The purposes of the University of New England's undergraduate scholarships are to:
- b. Build the leadership and education profile of the University in the region;
- c. 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.

## **5. Commonwealth Learning Scholarships**

Funds provided by DEST for Commonwealth Learning Scholarships will be allocated in accordance with the provisions of the Higher Education Support Act 2003 (as amended). The University's policy and procedures regarding these scholarships will be approved by the Undergraduate Scholarships Committee.

## **6. Entry on student records**

- a. All UNE undergraduate scholarships will be recorded on the recipient's academic record.
- b. All UNE prizes will be recorded on the recipient's academic record.
- c. Bursaries will not be recorded on the recipient's academic record.
- d. Scholarships that are sponsored and administered by a third party not affiliated with the University (e.g. NSW Department of Education and Training) will not be recorded on the recipient's academic record.

## **7. Scholarships Presentation Ceremony**

UNE undergraduate scholarship recipients will be required to attend the annual scholarships presentation evening, if they are invited to do so, and may be asked to participate in activities to promote their scholarship, including public speaking, donor liaison, media interviews and photographs.

## **8. Terms and Conditions**

All UNE undergraduate scholarships will 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.

## **9. Fees Compliance**

Responsibility for the payment of fees will rest with the student. Where a scholarship is provided for the purpose of covering the cost of fees, the payment will be made, in the first instance, to the student.

## **10. Restrictions**

Undergraduate scholarship holders may not concurrently hold a UNE scholarship with a value of five thousand dollars per annum (\$5,000) or more and a Commonwealth Scholarship.

Undergraduate scholarship holders may not hold more than one UNE scholarship if the combined value is greater than three thousand five hundred dollars (\$3,500) per annum.

## **11. Withdrawal of Scholarships**

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

## **12. Termination of a Scholarship**

UNE will terminate an undergraduate scholarship:

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

Termination of Commonwealth Learning Scholarships will be in accordance with the Commonwealth Scholarships Guidelines.

## **13. Appeals**

Appeals will be considered in accordance with the UNE Undergraduate Scholarships Appeals Procedure.

## **14. Reporting**

Where the selection process for a UNE Undergraduate Scholarship is not administered through the Undergraduate Scholarships Office, the Undergraduate Scholarships Officer must be advised of the recipient/s as soon as practicable.

## **15. Further Information**

Further information regarding procedures and selection processes for UNE undergraduate scholarships is available from the Scholarships Officer, Student Administration and Services.