



## Scholarships and Awards Policy

### 1. Overview

This Scholarships and Awards Policy establishes the general rules for the award and administration of student scholarships and awards funded by CIHE or other donors.

**An academic merit scholarship** is awarded on the basis of academic achievement to a student to support their studies by providing financial and/or other support.

**An equity scholarship** is awarded on the basis of financial need or other disadvantage and may include additional eligibility criteria. Equity scholarships are awarded to a student to assist their studies by providing financial and/or other support

**An award** recognises a student's academic or other achievement and may be a financial reward, voucher, membership or other entitlement.

**Forms of payment** - Scholarships and awards may take the form of monies paid directly to students, a reduction in fees payable, textbook allowances or other forms of subsidy. Scholarships or awards may be restricted to one off payments or be paid over a period (one semester, one year or a whole course, for example). Scholarships or awards that extend over a period may be subject to conditions for continued payment – enrollment or achievement conditions, for example.

### 2. Procedures

#### 2.1 Scholarships and awards:

- are awarded at the discretion of the Dean in consultation with the Registrar, CIHE
- are subject to funding being available
- can be associated with, or named after donors
- must be awarded through open and accountable selection processes, and
- will not be awarded if it is considered that there is no candidate of sufficient merit.

#### 2.2 All scholarships and awards must:

- specify eligibility and selection criteria
- in the case of scholarships, be subject to the standard scholarship application period(s) endorsed by the Academic Board, and
- be published in a register on the CIHE website.

### 3. Roles and Responsibilities

#### 3.1 Marketing Manager is responsible for:

- sourcing philanthropic donor funds for scholarships
- liaising with donors to negotiate eligibility and selection criteria for new, or for changes to existing, scholarships, for approval by the Registrar
- the promotion and publicity of donor funded scholarships to prospective students



- the conduct of scholarships and awards ceremonies.

### 3.2. The Registrar is responsible for the administration of scholarships and awards

- all conditions for new scholarships require the approval of the Academic Board
- any amendment to the criteria on which a scholarship is awarded requires approval by the Academic Board
- amendments to written expression, the membership of selection committees, donor name, value of scholarship, or the number of scholarships available for any scholarship are made by the Academic Board.

## 4. Selection Process

4.1 All scholarships will be subject to application.

4.2 Recipients will be selected against the published criteria.

4.3 Where the published criteria require academic assessment and/or are specific to Aboriginal and Torres Strait Islander students, advice will be sought consistent with Section 4.1 of this procedure.

4.4 Academic merit will be a determining factor in the awarding of merit scholarships and awards. Academic merit will be assessed on performance in year 12 or prior studies. It may include demonstration of professional competence in professional experience and/or performance in community engagement activities.

4.5 Equity scholarships will be awarded on the basis of financial need or other disadvantage. In the event of applicants being equally ranked, academic merit, as above, will be the determining factor.

## 5. Limitations

5.1 An individual student may hold more than one scholarship.

5.2 Students may not defer any scholarship unless particular conditions explicitly allow this.

## 6. Duration or Continuation of a Scholarship

6.1 Where a scholarship is awarded 'for the length of the course', the duration will be calculated on the basis of the standard course requirements, as specified in the course rules, and/or up to a maximum duration negotiated with the donor as specified in the conditions of the scholarship.

6.2 The conditions for the continuation of a scholarship will include a requirement that students must gain a minimum grade of Pass in all units in which they were enrolled in the previous semester.

6.3 The conditions for any individual scholarship may specify that, in the event that the recipient withdraws from or fails to make satisfactory progress in their course of study, or fails to satisfy other requirements for continuation of the scholarship, the balance of the monies otherwise payable to the recipient will either:

- revert to the fund or
- be awarded to the next eligible applicant, in which case
  - the amount of the scholarship available will be the original value less any amount already paid to the first recipient, and



- the duration of the scholarship will be the normal duration less any period of time during which it was held by the first recipient.

### 7. Financial Matters

Scholarship payments may affect student’s eligibility for financial support by the Australian Government. Recipients must be advised that it is their responsibility to ascertain any such impacts.

### 8. Record Keeping

A list of the recipients of all scholarships and awards will be kept by the Registrar.

Recipients of academic and merit scholarships, or awards will be included on the recipients’ Australian Higher Education Graduation Statement (AHEGS).

### 9. Suspension or Cancellation

If the recipient of a scholarship fails to comply with any condition of that scholarship, the scholarship may be cancelled or suspended until such time that the conditions are met.

### 10. Saving Clause

Notwithstanding anything to the contrary contained in this policy, the Registrar may, in any case deemed appropriate, vary, dispense with or suspend any requirement of or prescription in this policy or in the conditions for individual scholarships or awards

### 11. Version Control

Version	Approved by	Approval Date	Details
1.0	Academic Board	21.4.2017	Document creation – as requested by the BOD
2.0	Academic Board	19.3.2020	Reviewed as a part of regular review cycle

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