



## SCHOLARSHIPS POLICY

<b>Approving Authority</b>	AIHE Council	<b>Approval Date of Last Revision</b>	
<b>Approval Date</b>	5 Dec 2019	<b>Effective Date of Last Revision</b>	
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<b>Document No</b>	PL017	<b>Version</b>	1.0
<b>Policy Category</b>	Operational		
<b>Governing Authority</b>			
<b>Responsible Officer</b>	General Manager		
<b>Related Documents</b>	Scholarships Procedure Fees and Refunds Policy Equity and Diversity Policy Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Providers of Education and Training to Overseas Students 2018		

\* Unless otherwise indicated, this Policy will still apply beyond the review date.

### Document Control

Version #	Date	Key changes
1.0		Original policy approved by Council

## 1. PURPOSE

1.1 The Scholarships Policy specifies the principles and framework for the establishment, award and management of Adelaide Institute of Higher Education (AIHE) coursework scholarships.

## 2. SCOPE

2.1 The Scholarships Policy applies to all coursework scholarships offered by AIHE. It applies to AIHE staff and students, including prospective students.

## 3. POLICY STATEMENT

3.1 The aim of AIHE coursework scholarships is to attract and retain students on the basis of merit and/or access in support of AIHE's strategic vision and directions.

## 4. PRINCIPLES

4.1 AIHE coursework scholarships:

- align with the strategic vision and directions of AIHE
- meet the academic standards of AIHE
- meet legal requirements and comply with Australian taxation requirements for income tax exemption for the recipient
- attract and retain students on the basis of merit and/or access
- have transparent eligibility requirements and selection criteria
- have clear, specific objectives
- provide a reasonable contribution towards the costs of studying at AIHE
- are sustainable to manage and monitor.

4.2 Each coursework scholarship is governed by the Terms and Conditions of Award and documentation used in the establishment of the scholarship.

4.3 AIHE will use a fair and equitable selection process for scholarship applicants.

## 5. RESPONSIBILITIES

5.1 Council is responsible for approving the Scholarships Policy and monitoring its implementation.

5.2 The General Manager

- has overall responsibility for the establishment and management of coursework scholarships within AIHE, in consultation with the Head of School and Marketing Manager
- approves the establishment, modification and disestablishment of all coursework scholarships offered within AIHE, ensuring each scholarship aligns with principles set out in the Scholarships Policy and subject to funds being available
- ensures fair and equitable selection processes for scholarship applicants
- has responsibility for reviewing and revalidating each scholarship at least every two years.

5.3 The Student and Academic Services Manager supports the General Manager in the establishment, management, review and revalidation of coursework scholarships.

5.4 The Head of School provides advice on the establishment and management of coursework scholarships within AIHE.

5.5 The Marketing Manager provides advice on the establishment and management of coursework scholarships within AIHE.

## **6. DEFINITIONS**

6.1 See the AIHE Glossary of Terms for definitions.