



SCHOLARSHIPS PROCEDURE

Approving Authority	General Manager	Approval Date of Last Revision	
Approval Date	16 Dec 2019	Effective Date of Last Revision	
Effective Date	16 Dec 2019	Review Date	16 Dec 2022
Document No	PRO17.1	Version	1.0
Parent Policy	Scholarships Policy		
Policy Category	Operational		
Governing Authority			
Responsible Officer	Manager Student and Academic Services		
Related Documents	Scholarships Policy Fees and Refunds Policy (and related Procedure) Equity and Diversity Policy (and related Procedure) Higher Education Standards Framework (Threshold Standards) 2015 (TEQSA Act 2011) Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018		

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

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1. PURPOSE

1.1 The Scholarships Procedure gives effect to the Adelaide Institute of Higher Education (AIHE) Scholarships Policy.

2. SCOPE

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

3. ESTABLISHMENT OF A SCHOLARSHIP

3.1 Any person, group or organisation within or beyond AIHE may propose the establishment of a coursework scholarship at AIHE. Proposed scholarships must meet the definition and principles detailed in the Scholarships Policy.

3.2 To propose a scholarship the person or group completes the Scholarship Proposal Sheet and the Scholarship Terms and Conditions templates (refer Appendices 1 and 2 of this Procedure), with advice from relevant stakeholders and submits the proposal to the General Manager.

3.2.1 For each scholarship the following will be clearly stated prior to establishment:

- name of the scholarship
- value of the scholarship
- frequency of its award and the maximum number of awardees who may receive the scholarship in any given year
- delivery of the scholarship (e.g. a direct payment to the recipient in the form of money or other financial benefit, or indirect payment in the form of a financial obligation paid on behalf of the student, or a partial or full tuition fee waiver)
- criteria for the award of the scholarship and any terms and conditions of award
- selection process.

3.3 The General Manager considers each proposal and on the basis of strategic and business considerations either:

- approves the establishment of the coursework scholarship; OR
- refuses the proposal and provides feedback on the reasons for this decision.

3.4 The General Manager may initiate and approve a proposal for a coursework scholarship in accordance with clauses 3.1-3.3 above.

3.5 When approval has been given, Student and Academic Services:

- enters the necessary scholarship details into the student administration system
- informs relevant stakeholders of the new scholarship
- publishes all approved AIHE coursework scholarships on the AIHE website
- uploads the Scholarship Summary Sheet, Scholarship Terms and Conditions and the record of approval in AIHE's electronic records management system.

4. PROMOTING SCHOLARSHIPS

4.1 AIHE will promote coursework scholarships accurately to minimise any chance that information could be interpreted as misleading or deceptive.

4.2 When appropriate, a recipient of a coursework scholarship may be asked to participate in activities for the promotion of their scholarship and AIHE.

5. APPLICATION AND SELECTION

5.1 Applicants apply using the approved Scholarship Application Form.

5.2 Recipients will be selected based on the published selection criteria for the coursework scholarship. Selection is undertaken in accordance with the Scholarship Terms and Conditions and any rules set out in the Scholarship Proposal Sheet. Recipients may be selected through automation, or by a single person or a committee (hereafter, the scholarship awarding authority).

5.2.1 Student and Academic Services will receive applications, check eligibility criteria and where applicable send eligible applications to the scholarship awarding authority.

5.2.2 Student and Academic Services will convene a scholarship selection committee if required.

5.2.3 The scholarship approving authority, including members of a scholarship selection committee, will disclose any conflict of interest.

5.2.3 Where there are multiple applicants for a limited number of scholarships, the scholarship awarding authority will record an order of offer (merit list) for all applicants to ensure that unaccepted scholarships are awarded to the next best eligible applicant.

5.2 All applicants applying for a promoted scholarship will be notified of the outcome of their application.

6. AWARDING A SCHOLARSHIP

6.1 All students awarded a scholarship will be notified and provided with relevant acceptance documents.

6.1.1 The terms and conditions applicable to payment of fees do not change with the awarding of a scholarship.

6.2 All acceptance documentation will be completed and returned to Student and Academic Services before acceptance of the scholarship is formalised.

6.3 The terms and conditions of award will be provided to all successful scholarship recipients.

6.3.1 The scholarship conditions will clearly state any specific commitment the scholarship recipient must make in order to take up the scholarship.

6.3.2 A recipient accepting an offer of a scholarship is required to sign the terms and conditions/conditions of award as confirmation of their agreement.

7. MONITORING AND CESSATION

7.1 The General Manager is responsible for ensuring the performance of each scholarship and recipient is reviewed annually. Scholarship monitoring is undertaken to determine if scholarship recipients are abiding by the terms and conditions of their scholarship.

7.2 Scholarship monitoring may include but is not limited to:

- consideration of academic progression monitoring
- re-assessment of personal circumstances
- enrolment monitoring.

7.3 **Cessation.** Scholarships may be cancelled in accordance with the conditions provided in the terms and conditions of the recipient’s scholarship.

7.3.1 If a scholarship is to be cancelled, the recipient will be notified in writing and provided the opportunity to appeal.

7.3.2 Any appeal will be submitted in writing to the General Manager within ten (10) working days of notification of the scholarship cancellation.

7.3.3 If a recipient’s scholarship is cancelled, AIHE may reclaim any scholarship or other scholarship related funding.

7.4 At least every two years, each scholarship is re-validated. The General Manager reviews the current Scholarship Proposal Sheet and the Scholarship Terms and Conditions, together with the performance of the scholarship since the last approval/re-validation, in consultation with key stakeholders.

8. DEFINITIONS

8.1 See the AIHE Glossary of Terms for definitions.

Version Control

Version #	Date	Key changes
1.0	16/12/2019	Original policy approved by General Manager

APPENDIX 1. Scholarship Proposal Sheet template

AIHE SCHOLARSHIP PROPOSAL	
Scholarship Name	
Rationale/Purpose/Background of the Award	
Funding – include amount, source and terms of funding commitment	
Donor Details – where funds are to be provided by a donor/sponsor, include company/donor name, address, ABN (if applicable) and contact details	
Donor Liaison Contact – where funds are to be provided by a donor/sponsor include details of AIHE person responsible for maintaining communications and relations with the donor	
Award value, method of payment and number of awards to be offered per Semester or Year	
Eligibility Criteria	
Selection Criteria	
Conditions of Award – include details of what recipient must do to continue receiving the Award	
Selection/ Nomination Process	
Any other relevant matters	
Award Proposer	
Name:	Position:
Signed:	Date:
Approval of Establishment of Award	
Name:	Position:
Signed:	Date:

APPENDIX 2. Scholarship Terms and Conditions template



[Name of Scholarship] Scholarship TERMS AND CONDITIONS

Value

[include details]

Eligibility

[include details of eligibility criteria to be awarded the scholarship]

Exclusions

[include details of any exclusions to eligibility]

Application process

[include details about how to apply]

Continuing eligibility conditions

[include details about what recipient must do to continue receiving the scholarship, e.g. maintain enrolment, maintain satisfactory academic progress, etc]

Delivery of scholarship

[include details about the form of the scholarship, transferability, what happens if the recipient withdraws from AIHE, etc]