

# Scholarships, Bursaries and Prizes: Establishment and Award - Procedures



/about/policies-and-procedures/scholarships-bursaries-and-prizes-establishment-and-award-procedures

## Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to these procedures and are critical to its effectiveness:

A scholarship is awarded primarily on the basis of academic merit and may include additional criteria. A scholarship is usually awarded for more than a single year of study.

A bursary is awarded to on the basis of good academic standing, while primarily being focused on addressing financial need or some other disadvantage. A bursary is usually awarded for no more than a single year of study.

A prize is presented in recognition of a student's performance during, or at the completion of their course. The Prize may include a financial reward, voucher, membership or other entitlement. Prize values are generally less than bursaries.

Endowed Funds are funds that are invested to provide income in perpetuity. Each year a portion of the income generated from the principal is released to be used for the specific purpose for which the fund was established.

### APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

### RESPONSIBLE OFFICER

Deputy Vice-Chancellor (Academic)

### DESIGNATED OFFICER

Director, Student Services and Engagement

### FIRST APPROVED

21 February 2008

### LAST AMENDED

13 September 2019

### REVIEW DATE

6 December 2021

### STATUS

Active

## 1. Purpose of procedures

1.1 These procedures are applicable to all scholarships, bursaries and prizes (awards) established in accordance with the Scholarships, Bursaries and Prizes - Governing Policy.

1.2 Selection and administration of Commonwealth Scholarships (excluding Postgraduate) is further detailed in the Selection of Commonwealth ISSP Scholarships – Procedures.

1.3 Selection and administration of all Postgraduate Research Scholarships, including Commonwealth Postgraduate Research Scholarships, is further detailed in the Research Training Program Scholarships – Managerial Policy and Higher Degrees by Research Scholarships - Procedures.

## 2. Establishment of awards

2.1 The University establishes awards in accordance with the Scholarships, Bursaries and Prizes - Governing Policy and values listed in the Schedule in Appendix A.

2.2 When establishing a new award (except HDR Scholarships) the proposal and agreement template must be completed:

- Template A: University funded proposal, or
- Template B: Donor funded Agreement (to be used as a guide)

2.2.1 Donor liaison contact – Where funds are to be provided by a donor/sponsor, a relevant University officer will be nominated by the Director, Development Office to be the person responsible for maintaining communication and relations with the donor. Prize donors will generally be the responsibility of the School staff.

2.3 When establishing a new HDR Scholarship, a HDR Establishment form must be completed:

- Template C: HDR Scholarship Establishment form

2.3.1 Where funds are to be contributed in the form of a Research Grant, academic staff liaise with the Research Development Team to apply for this funding and negotiate funding Agreements. A relevant University Officer will be nominated by the Director, Office of Research, to be the person responsible for maintaining communication with the funding provider in relation to the research grant.

2.4 The proposal or agreement template should include the following:

2.4.1 Naming - Naming of the award may be granted to external parties where the award is fully funded by a donor or other external source.

2.4.2 Rationale/purpose/background of the award

2.4.3 Source of funding – including amount and terms of funding commitment

2.4.4 Number of awards to be offered per semester/year

[usc.edu.au/policy](https://usc.edu.au/policy)

2.4.5 Duration of availability of the award

2.4.6 Monetary value and method of payment

2.4.7 Eligibility criteria

2.4.8 Selection criteria

2.4.9 Conditions of the award

2.4.10 Application and selection process

2.4.11 Review date

2.4.12 Parties to the agreement

2.4.13 Agreement term

2.4.14 Funding amount

2.4.15 Whether the funds are to be provided directly or endowed. For endowed funds, it must be specified that discretionary powers should be vested in the University which enables it to alter the conditions of the scholarship to the extent that such alteration is necessary to meet the original conditions as nearly as possible.

2.5 The Development Office will record all donor agreements in Raisers Edge.

2.6 The Graduate Research Office will record HDR scholarship funding agreements in the Research Information Management System.

2.7 The Director, Student Services and Engagement will monitor and coordinate the review of scholarships in the final year of the scholarship agreement in consultation with the Director, Development Office and/or the Graduate Research Office.

### 3. Administration of awards

#### 3.1 Advertising and publicity

3.1.1 The Director, Student Services and Engagement will:

- ensure that all eligible students are informed of the existence and nature of all scholarships and bursaries available and are invited to apply
- will maintain up-to-date information on the USC website. Schools and other administrative departments will be responsible for providing up-to-date information to relevant officers for use in publications for which they have responsibility within the University
- determine appropriate ways of advertising the scholarships and bursaries, including public recognition of successful recipients and winners, as appropriate

#### 3.2 Application and selection

3.2.1 The Director, Student Services and Engagement will:

- coordinate the receipt and processing of applications (where applicable)
- establish relevant selection panels consistent with the terms and conditions of scholarships or bursaries. The selection panels may include, as appropriate, representation from Schools, the USC Student Guild, Student Wellbeing and donors
- provide administrative support to selection panels
- ensure that all applicants are advised in writing of the outcome of their application and that the successful recipients formally accept the offer and the terms and conditions of the award in writing
- work in cooperation with Schools to identify recipients of prizes which reward specific academic achievement for which no application is required

#### 3.3 Records management

3.3.1 The Director, Student Services and Engagement, in conjunction with the Development Office and the Graduate Research Office, will

- maintain an electronic register of all award recipient and donor information
- maintain appropriate records of all documentation, correspondence and other matters relating to scholarships, bursaries and prizes in accordance with the University Information Management Framework – Governing Policy

#### 3.4 Financial arrangements

3.4.1 Where funding is provided by a donor/sponsor, the University will request payment each year to be directed to the Development Office or the Graduate Research Office as applicable.

3.4.2 The Development Office or Graduate Research Office will liaise with Financial Services to ensure that the income is received to the appropriate USC cost centre.

3.4.3 Postgraduate Research Scholarship stipends are administered by the Graduate Research Office. All other payments to students will be administered by Student Services and Engagement.

## 4. Awarding of Scholarships, bursaries and prizes

4.1 Eligibility criteria, selection criteria, and terms and conditions of each scholarship or bursary will be advertised on the USC website and notified to recipients in the terms and conditions of offer.

4.2. Prizes are awarded on the basis of academic merit and there is no limit to the number awarded to an individual student.

## 5. Donor liaison and recognition

5.1 For awards that are funded by donors/sponsors, the Development Office, Graduate Research Office or relevant School as nominated in the proposal will:

- notify the donor in writing of the name/s of the award recipient/s
- liaise with the Student Finance and Scholarships team within Student Services and Engagement to publicise the availability of scholarships and bursaries
- coordinate events to present awards to recipients and to recognise donors
- renegotiate with donors/sponsors for the continuation of the scholarships in the final year of funding agreements

END of Procedures

## Appendix A

### Schedule: Student scholarship definitions and amounts

AWARD	DEFINITION	FUNDING REQUIREMENTS – INDICATIVE AMOUNTS OPTION 1: DIRECT FUNDED ANNUAL GIFT (MIN)	FUNDING REQUIREMENTS – INDICATIVE AMOUNTS OPTION 1: NUMBER OF YEARS IF DIRECT FUNDED (MIN)	FUNDING REQUIREMENTS – INDICATIVE AMOUNTS OPTION 2: ENDOWED
Scholarship	Awarded to a student based on academic merit. Financial need and leadership in extra-curricular or community activities may also be taken into consideration.	A\$5,000	3	A\$100,000
Bursary	Awarded to a student of good academic standing and will be based on financial need.	A\$1,000	3	A\$20,000
Prize	Awarded to a student to recognise specific academic achievement.	A\$500	3	A\$10,000
HDR Scholarship (Domestic)	Awarded to a HDR student based on academic merit. Alignment to USC's Research Focus may also be taken into consideration.	Commensurate with Research Training Program (RTP) Rates (indexed annually)	3	A full three years' Stipend at RTP Rates (indexed annually)
HDR Scholarship (International)	Awarded to an international HDR student based on academic merit. Alignment to USC's Research Focus may also be taken into consideration.	Commensurate with RTP Rates (indexed annually), and International tuition fees and overseas health cover (both subject to annual increase)	3	A full three years' Stipend at RTP Rates (indexed annually) and full International tuition fees and overseas health cover

END

---

#### RELATED DOCUMENTS

Admissions - Procedures  
Admissions, Enrolments and Graduation - Academic Policy  
Donation Acceptance - Operational Policy  
Enrolments and Graduation - Procedures  
Equity and Diversity - Governing Policy  
Incoming Sponsorship - Operational Policy  
Scholarships, Bursaries and Prizes - Governing Policy

#### LINKED DOCUMENTS

Scholarships, Bursaries and Prizes - Governing Policy

#### SUPERSEDED DOCUMENTS

Establishing and Awarding Undergraduate Scholarships, Bursaries and Prizes - Procedures

#### RELATED LEGISLATION / STANDARDS

Higher Education Support Act 2003  
Commonwealth Scholarships Guidelines (Education) 2010