

# CQUNIVERSITY SCHOLARSHIP PROGRAM POLICY AND PROCEDURE



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## 1 PURPOSE

- 1.1 This policy and procedure outlines the process for managing and administering the CQUniversity Scholarship Program for students at CQUniversity.

## 2 SCOPE

- 2.1 This policy and procedure applies to scholarships administered to CQUniversity students by Student Central, including donor funded scholarships initiated by Alumni Relations and Advancement Services.
- 2.2 This policy and procedure does not apply to scholarships administered by the Research Division or International Directorate.

## 3 POLICY STATEMENT

- 3.1 The CQUniversity Scholarship Program provides financial assistance and development opportunities to students at CQUniversity. The Program supports the strategic direction of the University by:
- removing financial barriers to the participation, retention and success of students from disadvantaged backgrounds in higher education
  - promoting excellence
  - supporting recruitment, promoting study disciplines or attracting students with specific talents
  - building the University's reputation

- advancing the University’s engagement mission by connecting community and industry with the University and its students, and
  - redressing entrenched and historical disadvantage, under-representation and marginalisation of people from specific equity backgrounds.
- 3.2 The Program is funded through Commonwealth and State government, and the CQUniCares donor community, including University alumni, employees, students and members of the public.
- 3.3 Scholarships:
- reflect sound equity principles and University values
  - cater to the diverse needs of University students
  - are established on the basis of shared vision and mutual benefit of community partners and donors, and
  - are developed in consultation with relevant stakeholders to recognise key trends in the student profile and regional growth areas, and
  - are enhanced by the continuous improvement of scholarships processes through student and stakeholder feedback.

## 4 PROCEDURE

- 4.1 Business areas involved in the CQUniversity Scholarships Program will collaborate together and work according to an agreed timeline of key dates and milestones. These timelines and milestones will be reviewed annually.

### Establishing

- 4.2 Scholarships will be established so that dates correlate with student’s needs, and relevant key dates within the [academic calendar](#).
- 4.3 The University may decline scholarship donations from:
- donors whose values do not align with those of the University
  - organisations, individuals and activities that discriminate against or are offensive to minority community groups, or
  - organisations that set unreasonable or unrealistic conditions that may be punitive or damaging to the student recipient, donor or the University.

### CQUniCares donor funded scholarships

- 4.4 Alumni Relations and Advancement Services are responsible for sourcing, receiving and establishing donor funded scholarships in line with the [Fundraising and Acceptance of Donations Policy and Procedure](#).
- 4.5 Once a scholarship is established, Alumni Relations and Advancement Services will liaise with Student Central to develop scholarship guidelines, prior to Student Central implementing and administering the scholarship.
- 4.6 When establishing a scholarship, Alumni Relations and Advancement Services will:
- ensure that potential scholarships strategically align community and industry engagement with the University’s priorities and the student profile
  - ensure a donor funded scholarship agreement between the University and the donor is established
  - ensure funding is available when a scholarship is offered, and approve scholarship payment/s as required
  - secure funding prior to marketing and promotion of scholarships
  - draft initial scholarship guidelines for Student Central
  - communicate and liaise with the donors in relation to scholarships

- advise the following of newly established scholarships:
  - Deans of Schools
  - Student Central
  - Global Brand and Marketing
  - Head of Course (for course specific scholarships), and
  - Associate Vice-President's (for regional specific scholarships), and
- coordinate recognition strategies for donors and partners.

#### 4.7 CQUniCares donor funded scholarships will:

- be limited to one per enrolled student at any one time. However, this is at the discretion of the Deputy Director Philanthropy
- be paid in two payments at the start of Term 1 and Term 2 following census date and final eligibility checks, if a scholarship's annual value exceeds \$AU5,000 per recipient or as per the agreed schedule
- be of a monetary amount that is sufficient to be of significant assistance to a student with their studies. New agreements will offer higher education scholarships at a minimum of \$5,000 per year per student, and vocational education and training (VET) scholarships at a minimum of \$1,500 per year per student
- not be used for administrative purposes, unless specifically negotiated
- be restricted to the following eligibility categories in order to ensure uptake of scholarships and to meet the student profile:
  - postcode
  - discipline, and
  - minority group and citizenship, and
- where possible not be refunded to their donors.

#### **Commonwealth funded scholarships**

- 4.8 Student Central, in consultation with relevant business areas, will establish and implement programs for Commonwealth funded scholarships which align with the intent of this policy and procedure and relevant Commonwealth government funding and scholarship guidelines.

#### **Institutional scholarships**

- 4.9 Institutional scholarships will be established according to the strategic vision of the University and overall purpose of the CQUniversity Scholarships Program. Student Central, in consultation with relevant business areas, will establish and implement institutional funded scholarships that complement and expand the existing program.

### **Receipting funds**

#### **CQUniCares donor funded scholarships**

- 4.10 Alumni Relations and Advancement Services will issue donors with invoices and receipts provided by the Finance Directorate. Marketing and promotion of donor scholarships will not proceed until funds are confirmed through the finalisation of a scholarship agreement (signed by all parties).

#### **Commonwealth funded scholarships**

- 4.11 Relevant business areas will work together to receipt and reconcile Commonwealth funded scholarships money according to relevant Government requirements.

## **Institution scholarships**

- 4.12 Student Central will work with the relevant business areas to develop and implement a centralised process for receipting and reconciling institution funded scholarship money.

## **Promoting**

- 4.13 Promotional resources and activities for CQUniversity Scholarships will be coordinated and delivered to ensure students and employees are aware of scholarship offerings for each term:
- Global Brand and Marketing Directorate will market University scholarships to new and prospective students. This may include targeted communication to priority regions/schools based on scholarships available.
  - Corporate Communications, in consultation with the business areas who established the scholarship, will initiate, develop and implement scholarships promotion campaigns to support the activities from the Global Brand and Marketing Directorate, and to assist donor/scholarship recognitions.
  - Student Central will ensure information on the [University website](#) is current and in accordance with information provided by stakeholders.

## **Developing and implementing**

- 4.14 Student Central will:
- administer all scholarships within the scope of this policy and procedure
  - establish guidelines for new and updated Commonwealth and institution scholarships
  - review and provide advice to Alumni Relations and Advancement Services on guidelines for new and updated donor funded scholarships
  - conduct annual reviews on ongoing scholarships guidelines in consultation with all relevant organisational units
  - be the first point of contact for scholarship enquiries from new, prospective and current students
  - develop an online application process that is transparent, accessible and seamless for students
  - maintain data systems to establish, manage and record scholarship awards, criteria, tenure and payment schedules, and
  - liaise with relevant business areas to obtain data and information to confirm the eligibility of specific student cohorts to be targeted for direct offer scholarships that do not involve a formal application process (HEPPP).

## **Application process**

- 4.15 Student Central is responsible for:
- the ongoing development and enhancement of online scholarship application forms, dashboards and reporting processes in accordance with eligibility criteria, and
  - facilitating and managing the application process in accordance with the [Privacy Policy and Procedure](#), and conducting preliminary checks of each application in accordance with the scholarship application process and required supporting documents.
- 4.16 Applicants are responsible for ensuring the quality of their application and that all required information has been provided before the closing date.

## **Selection process**

- 4.17 Scholarships will be awarded either through a competitive application and selection process or by direct offer where specific eligible students/student cohorts are identified for financial assistance.

- 4.18 For scholarships requiring a selection panel, a broad representation of internal and/or external stakeholders with adequate professional expertise and appropriate gender balance will be included. Selection panels will:
- include a three-person minimum panel, unless the number of eligible applicants is equal to or less than the number of available scholarships or otherwise specified by donor/funding body, and determine the successful recipient/s within three months of the closing date of the scholarship application.
- 4.19 Student Central will:
- use the application form data to identify eligible applicants for each available scholarship. Applicants may be eligible, and presented to a selection panel, for multiple scholarships
  - conduct initial shortlisting of eligible applications based on merit
  - identify, support and convene selection panels which are made up exclusively of employees
  - identify and support employees on mixed employee and donor selection panels, and
  - maintain and securely store records of all decisions made throughout the selection panels it convenes.
- 4.20 Alumni Relations and Advancement Services will
- identify, support and convene selection panels which are made up exclusively of donor representatives
  - develop selection panel training and record keeping documentation
  - convene selection panels made up of both employees and donor representatives
  - identify and support donor representatives on mixed employee and donor selection panels
  - communicate outcomes of selection panels to Student Central, and
  - maintain and securely store records of all decisions made throughout the selection panels it convenes.

## **Offers and acceptances**

- 4.21 Once the selection panels have determined their preferred applicants, Student Central will:
- collate the outcomes to match preferred applicants to the highest value scholarship offer available. Where an applicant has been identified as the preferred applicant for multiple scholarships of high value, that include additional benefits such as paid vacation work and graduate employment benefits, the applicant will be given the choice of which offer they would like to accept. Scholarships may be awarded to lower ranked applicants where the first preference/s were successful for higher valued offers.
  - make conditional offers to successful students
  - support students to formally accept their scholarship offers and any additional tasks as outlined in the guidelines, and
  - use the data systems to record the successful applicant against the scholarship including configuring ongoing criteria, tenure and payment schedule.

## **Payment**

- 4.22 Student Central will:
- conduct final eligibility checks prior to payment and ensure students who are no longer eligible withdraw from the scholarship offer, and
  - facilitate payment of scholarships to successful recipients within the timelines outlined in the scholarships' guidelines.
- 4.23 Payment will only be made where there are sufficient funds held by the University to make payment.

## **Ongoing eligibility**

- 4.24 Student Central will monitor ongoing eligibility of continuing scholarship recipients. Where a recipient is in breach of the ongoing requirements of a scholarship, Student Central will determine the most appropriate outcome for the student and advise Alumni Relations and Advancement Services (who will liaise with the donor for input where required) and/or business areas prior to communicating with the student.
- 4.25 Alumni Relations and Advancement Services will advise donors of eligibility breaches for ongoing donor funded scholarships.
- 4.26 Payment schedules are based on term study load and will be updated for each continuing scholarship.

## 5 RESPONSIBILITIES

### Compliance, monitoring and review

- 5.1 The Director Student Central is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

### Reporting

- 5.2 Student Central will:
- maintain an accurate and current record of all scholarships
  - provide a report on the scholarships administered by Student Central in the University annual report
  - provide a biannual report to key stakeholders with applicant outcomes, recipient academic progress and retention, ongoing eligibility and expected graduation timeframes
  - provide reports on scholarship activities to the relevant Commonwealth Department, as outlined in the funding guidelines
  - report on Indigenous Commonwealth Scholarships via the Tertiary Collection of Student Information (TSCI), and
  - provide information for reporting against the University's Strategic Plan to the Office of Indigenous Engagement for the Indigenous Student Success Program.
- 5.3 The Director Student Central will report on Commonwealth funded scholarships (excluding the Indigenous Commonwealth Scholarships) to the [Department of Education, Skills and Employment](#).
- 5.4 The Director Strategic Engagement will report on CQUniCares donor funded scholarships to the Tertiary Education Division and relevant community and industry partners.

### Records management

- 5.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email [records@cqu.edu.au](mailto:records@cqu.edu.au)).

## 6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

### Terms and definitions

**Donor funded scholarships:** scholarships that are established from donations or sponsorship from community and industry partners. These are sourced and established by Alumni Relations and Advancement Services, then administered and implemented by Student Central.

**Commonwealth funded scholarships:** scholarships that are established from funds provided by the Commonwealth Government. These are administered and implemented by Student Central.

**Institutional scholarships:** scholarships that are established by the University from internal funds. These are administered and implemented by Student Central in consultation with the relevant business areas.

## 7 RELATED LEGISLATION AND DOCUMENTS

[Fundraising and Acceptance of Donations Policy and Procedure](#)

[Higher Education Support Act 2003](#) (Cwlth)

[Indigenous Commonwealth Scholarships Selection Policy](#)

[Privacy Policy and Procedure](#)

## 8 FEEDBACK

8.1 Feedback about this document can be emailed to [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
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Notes	This document consolidated and replaced the Donor Funded Scholarships Policy and the Donor Funded Scholarships Principles (approved on 07/09/2016). This document was formerly known as the Student Scholarships Policy and Procedure (last approved on 07/09/2016).