

STUDENT SCHOLARSHIPS POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 The purpose of the CQUniversity Scholarship Program is to position financial support in a way that complements one or several strategic directions of the University:
- Encourage participation of students from targeted equity backgrounds in higher education by providing them with financial assistance
 - Promote excellence
 - Support recruitment, promote a discipline or attract specific talent
 - Build CQUniversity's reputation
 - Support the University engagement mission by connecting community and industry with the University and its students and
 - Redress entrenched and historical disadvantage, under-representation and marginalisation of people.
- 1.2 This policy ensures that management of the CQUniversity Scholarship Program is consistent with CQUniversity's values. It defines the business units responsible for the management of scholarships and identifies streamlined processes involved in the development, awarding and administration of scholarships.

- 1.3 The success of the program is underpinned by effective collaboration between key stakeholders within the University and the financial support of external organisations and individuals. The Scholarship Program aims to have clear and transparent processes which are responsive and targeted toward student success.

2 SCOPE

- 2.1 This Student Scholarships Policy and Procedure applies to all areas of the University, except the Office of Research and the International Directorate (which administer their own scholarships independent of this policy) and the Vocational Division.

3 POLICY STATEMENT

- 3.1 The CQUniversity Scholarship Program consists of Commonwealth funded scholarships, community and industry scholarships, and institutional scholarships. CQUniversity ensures that the Scholarship Program has clear and transparent guidelines based on:
- assisting as many deserving and financially disadvantaged students as possible, based on sound equity principles
 - reflection of CQUniversity values
 - engaging with donors on the basis of mutual benefits and
 - analysis of student feedback to continuously improve scholarship process and offerings.
 - consultation with relevant stakeholders to develop scholarship opportunities in key program areas, regions, student cohorts and other growth areas

4 PROCEDURE

- 4.1 In order for the procedures to be executed effectively, it is imperative that stakeholders establish scholarship processes that are consistent with this Student Scholarships Policy and Procedure document.
- 4.2 For procedural consistency all relevant business units will collaborate to seamlessly establish, select, award and pay scholarships and monitor student academic progress, where required.

Scholarship establishment

- 4.3 Scholarships will be established so that opening, closing and payment dates correlate with student needs and relevant key dates within the academic calendar.

Donor scholarships

- 4.4 All monies received from external organisations other than Commonwealth funding for equity scholarships for the purpose of a scholarship should be facilitated by the Development and Alumni Relations Directorate.
- 4.5 The Development and Alumni Relations Directorate is responsible for:
- meeting the strategic alignment of community and industry engagement with CQUniversity priorities and the student profile
 - establishing a donor funded scholarship agreement between the University and the donor
 - communicating and liaising with donors in relation to scholarships
 - formally advising the Dean and the Student Life and Wellbeing Centre of newly established scholarships for respective schools, and
 - coordinating appropriate recognition strategies for donor partners
- 4.6 CQUniversity reserves the right to not accept scholarship donations from:
- donors who do not align with CQUniversity's values
 - organisations, individuals and activities that discriminate against or are offensive to minority community groups, and

- organisations that set unreasonable or unrealistic conditions that may be punitive or damaging to the student recipient, donor or the University.

Commonwealth funded scholarships

- 4.7 The Student Life and Wellbeing Centre is responsible for liaising with key internal stakeholders to establish a suite of equity scholarships which align with the intent of this document and relevant federal government funding and scholarship guidelines.

Institutional scholarships

- 4.8 Institutional scholarships should be established according to the purpose of the Scholarships Program. The Student Life and Wellbeing Centre is responsible for assisting with the establishment of institutional scholarships.

Receipting of funds

- 4.9 For donor scholarships, the Development and Alumni Relations Directorate is responsible for issuing donors with invoices and receipts provided by the Financial Services Division.
- 4.10 For Commonwealth funded scholarships, the Student Life and Wellbeing Centre is responsible for receipting and reconciling all Commonwealth funded scholarship monies according to the relevant Government requirements.

Scholarship promotion

- 4.11 Scholarship promotional activities are varied across the University and include:
- meeting the strategic alignment of community and industry engagement with CQUniversity priorities and the student profile
 - the Marketing Directorate being responsible for marketing all CQUniversity scholarships
 - Corporate and Student Communications teams liaising with business units responsible for the establishment of each scholarship to effectively promote the opportunities and benefits to CQUniversity students
 - developing a collaborative promotional campaign with stakeholders including Student Communications, the Development and Alumni Relations Directorate, the Widening Participation Team, Office of Indigenous Engagement and Marketing Directorate. The promotional campaign will be initiated, developed and implemented by the Corporate and Student Communications teams, and
 - the Student Life and Wellbeing Centre ensuring that the information on the scholarships website is current and in accordance with information provided by stakeholders.

Scholarship development and implementation

- 4.12 The Student Life and Wellbeing Centre is responsible for:
- developing student scholarship guidelines and application forms to ensure that all relevant student scholarship documentation is in accordance with information provided by external and internal stakeholders
 - developing and operationalising administrative processes for each scholarship, such as receipting applications and notifying students of the scholarship outcomes
 - administering all scholarships within the scope of this policy, and
 - operating as a point of contact for scholarship enquiries from prospective and current students.

Donor scholarships

- 4.13 Donor Funded Scholarships are:
- limited to one per enrolled student at any one time

- paid in two payments at the start of Term 1 and Term 2 following census dates if a scholarship value exceeds \$5000 per recipient
- not be marketed, promoted or awarded unless the donor funds have been receipted or formally pledged
- established by the Development and Alumni Relations Directorate who notify the Student Life and Wellbeing Centre within agreed timelines
- of a monetary amount that is sufficient to be of significant assistance to a student with their studies. New agreements will aim to offer scholarships valued at a minimum of \$3000 per year per student
- not to be used for administrative purposes, unless specifically negotiated, and
- restricted to the following eligibility categories including: postcode, discipline, minority group and citizenship, in order to ensure uptake of scholarships and to meet the student profile.

Scholarship application process

4.14 The Student Life and Wellbeing Centre is responsible for:

- the development and implementation of a scholarship application process to best fit the needs of applicants in accordance with funding guidelines;
- facilitating the application process within timeframes that are collaboratively determined to meet the needs of the student within key dates in the academic calendar;
- scholarship applications are administered in accordance with the CQUniversity Information Privacy Policy and Procedure;
- receipting and tracking scholarship applications, and
- communicating to students at each stage of the application process, including follow-up if an application is incomplete.

Scholarships eligibility checks

4.15 The Student Life and Wellbeing Centre is responsible for conducting preliminary checks of each scholarship application in accordance with the scholarship eligibility criteria. The quality of a scholarship application is the responsibility of the applicant.

Scholarship selection process

4.16 The scholarship selection process must be transparent and ethical and follow the below process:

- records on all decisions made throughout the selection process must be appropriately kept
- the Student Life and Wellbeing Centre is responsible to conduct a first shortlist of eligible applications
- scholarship selection committees can be convened with a broad representation of internal and external stakeholders with adequate professional expertise and appropriate gender balance
- the Student Life and Wellbeing Centre is responsible for developing CQUniversity Scholarship selection panel training, guidelines and record making documentation for CQUniversity staff who participate in scholarship panels. This training will also be made available for community and industry scholarship panel members if required
- the Student Life and Wellbeing Centre is responsible for notifying all applicants of the outcome of their scholarship application
- to ensure applicants can make informed decisions regarding their study, selection of the successful recipient/s will be carried out within three months after the closing date of the scholarship
- selection of scholarship recipients is based on a competitive application process that contains a written application, assessed by a three person minimum panel, unless otherwise specified by donors
- the Student Life and Wellbeing Centre is responsible for convening selection panels which are made up exclusively of CQUniversity staff members

- the Development and Alumni Relations Directorate is responsible for arranging selection panels which are made up exclusively of donor representatives
- for selection panels that includes CQUniversity staff members and donors' representatives, the Student Life and Wellbeing Centre is responsible for identifying, supporting and liaising with CQUniversity staff members. The Development and Alumni Relations Directorate is responsible for supporting and liaising with donors' representatives, and
- Institutional Scholarship selection panels will be arranged by the relevant division/department within the University.

Scholarship payment

- 4.17 The Student Life and Wellbeing Centre is responsible for facilitating payment of scholarships to successful recipients within the relevant scholarship timelines. Payment will only be made where there is sufficient funds held by the University to make payment.

Ongoing eligibility

- 4.18 The Student Life and Wellbeing Centre is responsible for monitoring all ongoing eligibility of continuing scholarship recipients. Where a recipient is in breach of the ongoing requirements of a scholarship as per the student scholarship agreement, the Student Life and Wellbeing Centre will determine the appropriate outcome for the student and advise appropriate stakeholders.
- 4.19 For donor funded Scholarships, the Development and Alumni Relation Directorate is responsible to make donors aware of CQUniversity's position on Scholarships' ongoing eligibility breaches, and communicate to the donors when such breaches occur.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The overarching responsibility for the scholarships policy rests with the Deputy Vice-Chancellor, Student Experience and Governance. Operational and administration rests with the Student Life and Wellbeing Centre. All divisions, departments and business units mentioned in this policy play a role in ensuring the success of the CQUniversity Scholarships Program.

Reporting

- 5.2 The CQUniversity Scholarship Program will be reported as follows:
- scholarships administered by the Student Life and Wellbeing Centre will be reported by the Manager, Student Life and Wellbeing Centre in the CQUniversity annual report;
 - it is the responsibility of the Student Life and Wellbeing Centre to maintain an accurate and current record of all scholarship awards and payments;
 - The Student Life and Wellbeing Centre provides biannual reporting to key stake holders with applicant and recipient outcomes;
 - Student Governance is responsible for reporting on Indigenous Commonwealth Scholarships via HEIMS.
 - The Director, Student Experience Directorate is responsible for reporting on Commonwealth Funded Scholarships (excluding the Indigenous Commonwealth Scholarship Scheme), and
 - The Director, Development & Alumni Relations Directorate is responsible for reporting on donor funded scholarships to the Higher Education Division and relevant community and industry partners.

Records management

- 5.3 Staff must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

6 DEFINITIONS

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

Terms and definitions

Donor scholarships: donor scholarship refers to scholarships that are established from donations or sponsorship from community and industry partners for CQUniversity students.

Commonwealth funded scholarships: Commonwealth funded scholarships refers to scholarships that are established from funds provided by the Commonwealth Government.

Institutional scholarships: Institutional Scholarship refers to scholarships that are established by the institution from internal funds.

7 RELATED LEGISLATION AND DOCUMENTS

[Higher Education Support Act 2003](#)

[Commonwealth Scholarship Guidelines \(2010\)](#)

[Central Queensland University Act 1998 Qld](#)

[Commonwealth Scholarships Selection Policy](#)

[Information Privacy Policy and Procedure](#)

8 FEEDBACK

8.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Deputy Vice-Chancellor (Student Experience and Governance)
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Approval and Amendment History	Details
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Amendment Authority and Date	
Notes	This document consolidates and replaces the existing Donor Funded Scholarships Policy and the existing Donor Funded Scholarships Principles.