Procedure: Scholarships (coursework)

Purpose
To provide support to the Student financial awards policy, outline the responsibilities of the University and provide further detail on how to implement and comply with the policy.

Procedure

Establishment

1. The Deputy Vice-Chancellor (Academic) approves the establishment, modification and disestablishment of all coursework scholarships offered within ANU, ensuring they are in alignment with ANU Student financial awards principles.

2. Any person, group or organisation within or beyond the University may propose the establishment of an ANU scholarship.

3. Proposed scholarships meet the definition from the Policy: Glossary - student policies and procedures, and principles detailed in the Student financial awards Policy.

4. Each Scholarship has a single Scholarship Owner, completed Award Establishment Form (including charge code) and an approved Conditions of Award prior to publication or promotion.

5. To propose a scholarship, the Scholarship Owner completes the Award Establishment Form available from the Coursework Scholarships Office, with advice from relevant stakeholders. The Coursework Scholarships Office drafts a Conditions of Award based on the Award Establishment Form and in consultation with the Scholarship Owner.

6. The final Conditions of Award is endorsed by:
   - the relevant Associate Dean(s);
   - the Head of the Scholarship Owner’s organisational unit (Dean or Director); and
   - the Registrar, Division of Student Administration & Academic Services.

7. The final Conditions of Award is approved by the Deputy Vice-Chancellor (Academic).

8. When approval has been given, the Coursework Scholarships Office:
   a. enters the necessary scholarship details into the student administration system;
   b. informs the Scholarship Owner and other relevant stakeholders of the outcome;
c. publishes the scholarship on the ANU Scholarships website; and

d. uploads the Award Establishment Form, the Conditions of Award and the record of approval in the University’s Electronic Records Management System (ERMS).

**Awarding: Eligibility and Selection**

9. The Scholarship Owner is responsible for ensuring the Scholarship is promoted, in consultation with relevant stakeholders.

10. Prior to award to new scholars, the Scholarship Owner must conduct a financial health check on the account to ensure the financial commitment can be met for the duration of the award. The financial health check is kept on record with the Scholarship establishment documents.

11. Where there is an application process, the application form or process will be published on the Scholarship’s webpage.

12. If a Scholarship is not offered through the Direct Domestic Admissions process the:
   
   a. Scholarship Owner is responsible for convening a Selection Committee (as required). The Selection Committee includes at least three people and has regard to gender and diversity balance. The Committee may consider more than one scholarship; and

   b. Head of the Scholarship Owner’s organisational unit (Dean/Director) approves selection decisions.

13. Applicants meet the prescribed eligibility requirements before being considered for selection for a scholarship.

14. Selection from the pool of eligible applicants is transparent, consistent and documented in line with the principles of the Student financial awards Policy and Conditions of Award.

15. Where selection requires consideration of multiple eligible applicants, the Scholarship Owner records an order of offer (i.e., Merit list) for all applicants to ensure that unaccepted scholarships are offered to the next ranked eligible applicant. Depending on the Conditions of Award criteria, the recipient(s) may be selected through automation or Committee. The merit list is kept on record with the Scholarship establishment documents.

16. Prior to offering the scholarship, the Scholarship Owner ensures the selected recipient adheres to the University’s concurrent scholarship position:

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<th>a. A coursework student may hold:</th>
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<td>• multiple ANU Access scholarships, and</td>
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• one ANU Academic or Sports scholarship, and
• one ANU Residential sponsorship at any one time, and
• multiple grants, bursaries and prizes.

b. A recipient's scholarship package will not exceed the total annual limit set by Academic Quality Assurance Committee. This amount will be published by the Coursework Scholarships Office on the ANU Scholarships website.

17. Where multiple scholarships are being offered to a student that will take them over the financial limit at the point of commencement, the student is offered the best possible package of scholarships. This is established based on the priorities as follows:
   a. Awarding the scholarship combination that gives the highest total value.
   b. Awarding the scholarship combination that gives the highest value of the first year of the scholarship.
   c. Awarding the scholarship combination that gives the longest duration of funding.

18. A Selection Committee member declares any conflict of interest in the selection process in accordance with the University’s Conflict of interest and commitment policy and procedure.

19. The Scholarship Owner notifies the Coursework Scholarships Office of all selection decisions prior to offers being sent.

**Awarding: Outcome notices and Acceptance of Scholarships**

20. For scholarships administered through Direct Domestic Admissions, the Coursework Scholarships Office ensures offer letters are sent to successful recipients, notifies unsuccessful applicants and advises the Scholarship Owner of responses. This is undertaken through Direct Domestic Admissions wherever possible.

21. If the Scholarship is not offered through Direct Domestic Admissions, the Scholarship Owner ensures offer letters are sent to successful recipients, notifies unsuccessful applicants and processes outcomes.

22. Recipients agree to the Conditions of Award upon accepting the scholarship.

23. Students employed by the University full-time on a continuing basis or a fixed term contract for 12 months or greater are eligible to apply for a scholarship, but will cease their employment prior to accepting the scholarship.
24. Scholarship recipients are responsible for seeking taxation advice regarding their own individual circumstances. Scholarships may be regarded as taxable income if a student is enrolled on a part-time basis.

25. All documentation relating to awarding of a scholarship is recorded in each recipient’s individual record (application, outcome notification, response and retraction where required).

**Payment**

26. The Scholarship Owner is responsible for ensuring that payments are made to the recipient in accordance with the relevant ANU policies and procedures and the Conditions of Award.

27. Recipients are assessed each semester by the Scholarship Owner for ongoing eligibility of their scholarships in accordance with the requirements set out in the Conditions of Award. All checks required by the Conditions of Award are stored in the recipient’s individual record.

28. Receipt of an Academic scholarship will be recorded on the academic transcript of the recipient by the Coursework Scholarships Office.

**Governance**

29. The University Coursework Scholarships Committee is the governing body for all coursework scholarship matters.

30. The University Coursework Scholarships Committee serves as the Selection Committee for all scholarships offered through the Direct domestic admissions process.

31. Where the Coursework Scholarships Office is the Scholarship Owner, the Dean of Students is responsible for the academic decision-making including but not limited to part-time enrolment, deferment and academic performance of scholarship recipients. The Dean of Students may provide advice on academic performance to other Scholarship Owners.

32. Where a College or School is the Scholarship Owner, the delegated authority in the College/School is responsible for the academic decision-making including but not limited to part-time enrolment, deferment and academic performance of scholarship recipients.

33. In reviewing the academic performance of scholarship recipients, the Dean of Students or delegated authority refers to the processes outlined in the Conditions of Award.

34. The Coursework Scholarships Office compiles an annual report to the University Coursework Scholarships Committee on all coursework scholarships. The report
includes information as outlined in the University Coursework Scholarships Committee Charter and a summary of the annual audit results.

35. Annual audits are undertaken by Scholarship Owners. Each year 10% of active scholarships in each College plus 10% of centrally administered scholarships are audited. Audits focus on scholarships:

a. Documentation to support the scholarship lifecycle is present, stored appropriately and complete. This allows for a complete history of the scholarship to be understood quickly to support changes.

b. Selection has occurred according to the relevant governing documentation, the Student financial awards Policy and Coursework scholarships Procedure and Conditions of Award.

c. Payments have been made correctly, according to the relevant Conditions of Award, to the correct number of applicants during the preceding year.

and recipients:

a. The unique journey of each recipient has been actioned according to the governing documents; Student financial awards Policy and Coursework scholarships Procedure, Conditions of Award and each subsequent required action has been undertaken to completeness.

b. Documentation that represents each activity undertaken for or by the recipient is present and stored appropriately.

c. Any required remediation plans.

36. The Coursework Scholarships Office will make available templates and other guidance documents for Scholarship Owners to support the audit process.

37. At least every five years, each scholarship is re-validated to ensure alignment with the Student financial awards Policy and principles, coursework scholarship strategy and the original intention of the scholarship. The Scholarship Owner reviews the Conditions of Award and the Award Establishment Form and completes the Award Review Form, in consultation with key stakeholders.

38. Outcomes of the revalidation exercise are submitted to the Coursework Scholarships Office. Any changes made to the Conditions of Award will follow the standard approval process as outlined in Clauses 6-8.

39. The Deputy Vice-Chancellor (Academic) or Dean may trigger a shorter revalidation cycle for specific scholarships on the basis of viability, audit outcomes or if the scholarship is not offered for a minimum of two consecutive years.

40. Amendments can be made to a scholarship at any time by following the re-validation process, making clear the impact the changes will have on existing recipients, if any.
41. Scholarships can be disestablished at any time through an Award Disestablishment Form, which outlines the Scholarship cessation plan with consideration of existing recipients and Donors, if applicable. The request is:

- endorsed by the Head of the Scholarship Owner’s organisational unit;
- approved by the Deputy Vice-Chancellor (Academic).

Disputes regarding award of a scholarship

42. Disputes regarding College scholarships are submitted in writing to the College Dean. The College Dean has the authority to request a review via the delegate who approved the original decision within 20 working days.

43. Upon receiving the findings of the review, the Dean upholds or does not uphold the original decision within five working days and communicates the final decision to the applicant.

44. Disputes on University-wide scholarships are submitted in writing to the Registrar. The Registrar has the authority to request a review via the delegate who approved the original decision within 20 working days.

45. Upon receiving the findings of the review, the Registrar upholds or does not uphold the original decision within five working days and communicates the final decision to the applicant.

46. Procedural appeals on scholarships are submitted in writing to the Deputy Vice-Chancellor (Academic). The Deputy Vice-Chancellor (Academic) has the authority to request a review via the delegate who approved the original decision within 20 working days.

47. Upon receiving the findings of the review, the Deputy Vice-Chancellor (Academic) upholds or does not uphold the original decision within five working days and communicates the final decision to the applicant.

48. If the College Dean, Associate Dean (Education), Registrar, or Deputy Vice-Chancellor (Academic) was involved in the decision regarding a scholarship being disputed they delegate their decision-making authority. The Scholarship Owner is responsible for any funding shortfall as a result of a decision regarding a scholarship under dispute.
This procedure provides support to the Scholarships (Coursework) Policy and outlines University and individual responsibilities, and provides further detail on how to implement and comply with the policy.

Audience: Students- Graduate- Coursework, Students- Undergraduate, Staff, Prospective Students

Category: Academic

Topic: Students

Subtopic: 

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Review Date: 9 Apr 2024

Responsible Officer: Registrar, Student Administration (registrar.student.administration@anu.edu.au)

Approved By: Deputy Vice- Chancellor (Academic) (dvc.academic@anu.edu.au)

Contact Area: Division of Student Administration and Academic Services (policy.regs@anu.edu.au)

Authority: Australian National University (ANU Foundation) Statute 2018

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