

Scholarships Policy

Version number	1
Approved by	Academic Board
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Purpose

Sydney Institute of Higher Education (SI) is committed to enabling student access to higher education through a range of pathways that maintain the integrity of SI programs. This includes provision of scholarships, subsidies, prizes and awards as part of SI's commitment to equity, access and diversity. Scholarships and subsidies must be applied through a consistent process that promotes and protects the integrity and quality of SI's higher education degrees. Prizes and Awards will be issued through a consistent process that ensures fairness and equity.

This *Scholarships Policy* sets out the principles underpinning the awards of scholarships, prizes and awards.

Scope

This policy applies to students applying for entry or studying within a higher education program at SI, and all positions and bodies at SI involved in admissions and assessment of learning.

Principles

All SI higher education programs will comply with the quality and integrity standards of the *Higher Education Standards Framework (Threshold Standards) 2015*.

Scholarships, subsidies, prizes and awards will occur through a transparent, fair, and accountable process.

The scholarship and subsidy process may be applied in order to bring equity and diversity into the student cohort.

Awards and prizes process will be applied to reward outstanding achievement, improvement or service to SI.

The scholarship process does not guarantee entry into a program at SI.

Procedures

(1) Student recognition awards may take the form of:

- (a) scholarships;
- (b) subsidies; or
- (c) prizes or awards.

(2) Scholarships, subsidies, prizes and awards may only be established by the President of SI if there is sufficient funding available.

(3) New scholarships, subsidies, prizes and awards must:

- a) recognise and support any or all of:
 - (i) academic excellence;
 - (ii) equity of access;
 - (iii) fairness;
 - (v) diversity of cohort, and
 - (iv) SI strategic priorities;
- (b) have appropriately broad, inclusive and fair eligibility and selection criteria; and
- (c) provide for SI to be the ultimate decision maker in relation to recipients.

(4) Eligibility and selection criteria must:

- (a) set clear standards and benchmarks against which applicants can be ranked and recipients selected; and
- (b) be broad enough to allow a reasonable number of people to be eligible.

(5) Scholarships, subsidies, prizes and awards may be funded by any, or a mixture, of:

- (a) donated funds;
- (b) contractually provided funds, including sponsorships;
- (c) government funding schemes; or
- (d) internal funds.

(6) Scholarships, subsidies, prizes and awards may only be awarded in any given year if the President is satisfied that there are sufficient funds available.

(7) All student recognition awards must be established and administered consistently and transparently, and in accordance with this policy and the procedures.

(8) Administrative processes will proceed by

(a) The Provost is responsible for the receipt, collection and, where possible, initial ranking of applications.

(b) Ranked applications must be considered by the *Admissions Committee*, consistently with the applicable terms and conditions.

(c) The *Admissions Committee* will determine the final ranking of the applicants.

(d) The Provost will notify applicants of the outcome of their application.

(e) Notifications to successful applicants must include:

(i) the terms and conditions of the award;

(ii) instructions on how and by when to accept it;

(iii) details of any proposed awards ceremony or other public recognition;

(iv) details of any additional information about the recipient proposed to be provided to a donor or other third party; and

(v) whether, and if so how, a recipient may elect:

(i) not to participate in any public recognition; or

(ii) not to have their information provided to any donor or other third party.

(f) The Finance Manager will manage student scholarships, subsidies, prizes and awards by:

(i) identifying appropriate methods of payment based on the value of award;

(ii) using SI systems and processes to issue funds to recipients.

(9) Termination of a scholarship, subsidy, prize and award

(a) The recipient of a student recognition award may terminate it at any time by:

(i) notice in writing to the Provost; or

(ii) terminating their candidature in their award program.

(b) The President may terminate an individual award if:

(i) satisfied that the holder has failed to fulfil the eligibility criteria or breached any term on which the award is conditional; or

(ii) the holder has been found guilty of misconduct.

(c) Prior to any decision to terminate a scholarship, subsidy, prize or award

(i) The Provost will inform the holder of the scholarship, subsidy, prize or award under consideration of termination and invite them to make submissions as to why it should not be terminated, in a specified manner and within a specified time; and

(ii) will provide the *Admissions Committee* with any such submissions received.

(iii) The Provost will inform the holder of the decision in writing.

Appeals

Students may appeal the decision made regarding their application for RPL in accordance with the *Student Complaints and Appeals Policy*.

Policy Implementation and Monitoring

The *Academic Board* delegates responsibility for the day-to-day implementation of this policy to the Provost, seeking advice on particular cases from the *Admissions Committee*.

The *Academic Board* will review all periodic reports from relevant committees and staff members, in accordance with the *Compliance Calendar*.

Additionally, The *Academic Board* will review all relevant student complaints, concerns raised by staff members, and instances of student or staff misconduct in accordance with the *Compliance Calendar*.

Based on these monitoring activities, the *Academic Board*, in accordance with the *Compliance Calendar*, must provide a report to the *Corporate Governance Board* and ensure that findings are taken into account in monitoring all student admissions process, and with planning, quality assurance and improvement processes overall.

Definitions

Academic Board: the SI governing body responsible for academic oversight, including SI learning and teaching environment and practices, program development and approval, workforce planning, research and scholarship, and academic policies and procedures. The *Academic Board* advises the *Corporate Governance Board* on academic matters.

Credit points: Points gained for each unit a student passes as they progress through the program. The student must gain a specified number of credit points in order to graduate.

Formal learning: Learning that takes place through a structured program that leads to the attainment of a formally recognised qualification.

Informal learning: Learning that takes place outside of a formal program of study.

Recognition of Prior Learning (RPL): A process that enables students to claim credit for prior formal, informal, and non-formal learning towards their studies at SI.

Prize: means a payment or benefit that carries no condition of further study which is received by a student on the basis of either or both of prior academic performance or fulfilling relevant selection and eligibility criteria. The benefit can be monetary or non-monetary.

Scholarship: means a payment or benefit to a student which is:

1. usually monetary;
2. awarded on the basis of academic merit or potential, alone or in combination with other criteria;
3. awarded in connection with ongoing or future study;
4. subject to satisfactory future performance requirements; and
5. awarded for a specified period up to a maximum duration of a full program of study.

Subsidy: means a form of scholarship consisting of a monetary benefit to support a student or graduate for a specific activity or purpose (such as travel or accommodation), usually for a minimum teaching or research period.

Review Schedule

This policy will be reviewed by the *Academic Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Academic Board	13/01/2019		13/01/2022

▼ Related Documents

↗ Academic and Professional Integrity Policy
↗ Academic Standards Policy
↗ Admissions Policy
↗ Recognition of Prior Learning Policy
↗ Student Complaints and Appeals Policy
↗ Equity and Diversity Policy

End of document: "Scholarships Policy"

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