

## Monash University Policy

<b>Policy Title</b>	<b>Coursework Scholarships Policy</b>
<b>Date Effective</b>	03-February-2016
<b>Review Date</b>	03-February-2019
<b>Policy Owner</b>	Deputy Vice-Chancellor (Education)
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.2
<b>Content Enquiries</b>	<a href="mailto:policy-education@monash.edu">policy-education@monash.edu</a>
<b>Scope</b>	<p>This policy applies to:</p> <ul style="list-style-type: none"> <li>• all coursework courses</li> <li>• all faculties</li> <li>• all scholarships for undergraduate and graduate/postgraduate (OPG) coursework students</li> <li>• all staff and students connected with these programs.</li> </ul> <p>This policy does not apply to faculty or university wide prizes.</p>
<b>Purpose</b>	This policy provides a framework for establishing and managing coursework scholarships.
<b>POLICY STATEMENT</b>	

### Establishment of Scholarships

1. The purpose of the university's Coursework Scholarship program is to attract and retain students who will be amongst the most able of their generation, irrespective of their means and circumstances.
2. The program provides a range of merit-based scholarships.
3. The program also provides a range of equity-based scholarships aimed at educationally disadvantaged students with the capacity to participate in higher education.
4. Equity scholarships are established to target designated categories or groups.
5. There will be a formal process for determining the eligibility, range and value of all scholarships.
6. Scholarship naming nomenclature must adhere to the following conventions. The broad category of awards will be referred to as 'scholarships'
  - Scholarship - Any award awarded based on merit or disadvantaged circumstances.
  - Grant - Any award that is a one-off financial grant.

### Funding of Scholarships

7. The University will fund a range of scholarships from central university resources.
8. Scholarships funded by faculties or external donors must be established and managed within the parameters of this policy and its associated procedures

## Awarding of Scholarships

9. Applicants must meet the prescribed eligibility requirements before being considered for selection for each scholarship.
10. Selection will be based on published selection criteria for the specific scholarship.
11. Students who are employed full-time by Monash University on a continuing basis or a fixed term contract for 12 months or greater will be ineligible to apply for coursework scholarships.
12. Each scholarship will have a set of terms and conditions that will be provided to all successful applicants and must be agreed to by the applicant upon accepting the scholarship.
13. Students will be assessed no less than annually for continued eligibility of their awards.
14. The awarding of scholarships which are based predominantly on merit, will be recorded on a student's academic transcript.

## Administration of Scholarships

15. A report will be provided annually to the Coursework Admissions and Programs Committee (formerly the Education Committee), including information on the number and range of scholarships supported on a yearly basis.
16. Scholarships will be publicly promoted and students will either apply via a formal application process or be automatically assessed.

<b>Supporting Procedures</b>	<a href="#">Coursework Scholarships Procedures for Australian campuses</a>
<b>Responsibility for implementation</b>	<ul style="list-style-type: none"> <li>• Deputy Vice-Chancellor (Education)</li> <li>• Director, Student and Education Business Services, Australia</li> <li>• Director, Student Administration, Malaysia</li> <li>• Director, Student Administration, South Africa</li> <li>• Group Manager, Student Finance (Student and Education Business Services)</li> <li>• Manager, Coursework Scholarships (Student and Education Business Services)</li> <li>• External Relations, Development and Alumni</li> <li>• Faculty Managers, Departmental Managers, Heads of Schools/ Departments</li> </ul>
<b>Status</b>	Revised
<b>Approval Body</b>	<p><b>Name:</b> Academic Board</p> <p><b>Meeting:</b> 01/2016</p> <p><b>Date:</b> 03-February-2016</p> <p><b>Agenda item:</b> 12.5</p>
<b>Endorsement Body</b>	<p><b>Name:</b> Education Committee</p> <p><b>Meeting:</b> 5/2010</p> <p><b>Date:</b> 29-September-2010</p> <p><b>Agenda item:</b> 11.1.1</p>
<b>Definitions</b>	<b>Award:</b> Any payment or benefit made on the basis of criteria established by

	<p>Monash University. Includes scholarships and prizes.</p> <p><b>Scholarship:</b> A merit or equity award based on academic performance and/or disadvantaged circumstances which provide financial advantage to students undertaking a specified course of study. The advantage can be in the form of full or partial remission of tuition fees or accommodation fees or meeting of costs associated with the course of study such as living costs, purchase of books, or accommodation. Students must meet ongoing eligibility requirements to continue receiving payments.</p> <p><b>Grant:</b> A one-off payment made to students based on academic performance or disadvantaged circumstances.</p> <p><b>Prize:</b> An award for academic performance that carries no condition for further study.</p> <p><b>Faculty:</b> The groupings of academic areas within the university.</p>
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	<p><a href="#">Privacy at Monash University</a>  <a href="#">Recognition of Excellence policy</a>  <a href="#">Academic Transcript Policy</a></p>
<b>Related Documents</b>	<p><a href="#">Proposal template</a>  <a href="#">Coursework Scholarships: Information for Monash Staff and Scholarship Donors</a>  <a href="http://www.monash.edu.au/scholarships">www.monash.edu.au/scholarships</a>  <a href="#">Australian taxation regulations</a></p>