

Monash University Procedure

Procedure Title	Coursework Scholarships Procedures for Australian campuses
Parent Policy	Coursework Scholarships Policy
Date Effective	06-July-2016
Review Date	06-July-2019
Procedure Owner	Coursework Admissions and Programs Committee (formerly the Education Committee)
Category	Academic Quality and Standards
Version Number	1.1
Content Enquiries	Education Policy Unit
Scope	<p>This policy applies to:</p> <ul style="list-style-type: none"> • all coursework courses • all faculties • all scholarships for undergraduate and graduate/postgraduate (OPG) coursework students • all staff and students connected with these programs. <p>This policy does not apply to faculty or university wide prizes.</p>
Purpose	This policy provides a framework for establishing and managing coursework scholarships.
PROCEDURE STATEMENT	

1. Establishment of Scholarships

1.1. The Coursework Admissions and Programs Committee (CAPC) is responsible for approving coursework scholarships.

Responsibility

CAPC

1.2. CAPC will determine any eligibility conditions and selection criteria associated with each scholarship.

Responsibility

CAPC

1.3. Equity scholarships will be awarded to domestic students who come from one or more of the following defined equity or personal disadvantaged groups:

- People of Australian Indigenous descent
- People experiencing financial disadvantage
- People from regional and remote areas
- People from disadvantaged areas

Monash University Procedure

- People with a disability or medical condition
- People who are recent refugees
- People experiencing difficult circumstances
- People from under-represented schools

Responsibility

Advised by Coursework Scholarship Unit (CSU) and Student Equity Committee (SEC); approved by Coursework Admissions and Programs Committee (formerly the Education Committee)

- 1.4. The Student Equity Committee (SEC) are responsible for approving Access Monash funded scholarships proposals.

Responsibility

SEC

- 1.5. Proposals to establish new scholarships must be made using the approved template and where they are centrally funded, submitted to CAPC and/or SEC for approval.

Responsibility

Faculty Managers/CSU

- 1.6. Proposals must include:

- Type of scholarship to be awarded (merit and/or equity)
- The administrative processes to award the scholarship
- Proposed application process, eligibility conditions and selection criteria
- Value, duration and payment terms of the scholarship
- Funding source

Responsibility

All staff

2. Funding of Central Scholarships

- 2.1. CAPC will review the value of centrally funded scholarships on an annual basis to ensure appropriate distribution and allocation of scholarships.

Responsibility

CAPC

3. Awarding of Scholarships

- 3.1. Each application must be assessed in terms of the prescribed eligibility requirements before the applicant can be considered for selection to receive a scholarship.

Responsibility

All staff

- 3.2. Selection for scholarships will be based on the published selection criteria.

Responsibility

All staff

- 3.3. A rank order list of eligible applicants based on the selection criteria will be created and scholarships will be offered to the highest ranked eligible applicants.

Monash University Procedure

Responsibility

All staff

- 3.4. Where a successful applicant is permitted to defer their scholarship that scholarship will be reoffered and the resulting deferment will be part of the following year's scholarship pool.

Responsibility

CSU

- 3.5. Offers for a scholarship must be in writing and include:

- The scholarship eligibility criteria
- Terms and conditions
- Value and duration of the scholarship
- Contact details of the responsible area
- Details for accepting, rejecting or deferring the scholarship.

Responsibility

All staff

- 3.6. Where an applicant becomes ineligible for, or rejects the offer of a scholarship, an offer will be made to the next ranked candidate.

Responsibility

All staff

- 3.7. A report will be provided to CAPC and SEC each year on the number of offers and acceptances for each scholarship administered by CSU.

Responsibility

CSU

- 3.8. Students will be assessed each semester to ensure that he/she remains eligible for a scholarship.

Responsibility

All staff

- 3.9. Students who fail to meet the eligibility requirements must be notified in writing and may have their scholarship terminated or may be placed on probation or suspension.

Responsibility

All staff

- 3.10. A student will not normally be eligible to hold more than one scholarships of the same type.

Responsibility

CSU

4. Administration of Scholarships

- 4.1. A report will be provided annually to CAPC and SEC outlining information on the number and range of scholarships supported on a yearly basis.

Responsibility

CSU

Monash University Procedure

- 4.2. Comprehensive information in relation to coursework scholarships will be made available to all students via the CSU website and other media as deemed appropriate in consultation with key stakeholders.

Responsibility

CSU

- 4.3. Each scholarship must be administered in accordance with the conditions set out in the proposal document approved by the governing body.

Responsibility

All staff

- 4.4. Recipients accepting an offer of a scholarship must confirm their agreement by the due date to abide by the scholarship terms and conditions or risk losing their award.

Responsibility

CSU

- 4.5. Payments to successful scholarship recipients will be made after the census date* each semester and may be:

- Paid directly to the recipient by EFT, or
- Indirectly in the form of payment of the student tuition fees (select scholarships only).

* some students may be eligible to be paid their semester 1 payment in March if they are full time, enrolled and have accepted their offer.

Responsibility

CSU

- 4.6. Students will be assessed as either part time or full time based on their enrolment at the time of payment.

Responsibility

CSU

- 4.7. Students who are enrolled part time will be required to complete specific taxation related forms and may be taxed on their scholarship in accordance with Australian Taxation regulations.

Responsibility

All staff

- 4.8. Scholarships awarded predominately on merit will be recorded on a student's transcript of results if they meet the following criteria:

- Meet the university definition of a scholarship
- Approved by CAPC
- Be selected for in a competitive and open process
- Be of a reasonable value (minimum value is \$1000).

Responsibility

CSU

5. Establishing of Faculty and externally funded Scholarships

- 5.1. Faculties must forward proposals that are funded by faculties or external bodies for noting by CAPC.

Monash University Procedure

Responsibility

CSU/Faculty Managers

- 5.2. The establishment of a scholarship that is to be funded by an external body must be accompanied by a written agreement.

Responsibility

CSU/Faculty Managers/ERDA

- 5.3. Where agreed, CSU will award and administer faculty and externally funded scholarships on behalf of the faculty or external granting body.

Responsibility

CSU/Faculty Managers

Responsibility for implementation	<p>Coursework Admissions and Programs Committee</p> <p>Director, Student and Education Business Services, Australia</p> <p>Director, Student Administration, Malaysia</p> <p>Director, Student Administration, South Africa</p> <p>Group Manager, Student Finance (Student and Education Business Services)</p> <p>Manager, Coursework Scholarships (Student and Education Business Services)</p> <p>External Relations, Development and Alumni</p> <p>Faculty Managers, Departmental Managers, Heads of Schools/ Departments</p>
Status	Revised
Approval Body	<p>Name : Academic Board</p> <p>Meeting : 01/2016</p> <p>Date : 03-February-2016</p> <p>Agenda item : 12.5</p>
Definitions	
Legislation Mandating Compliance	
Related Policies	
Related Documents	