

## STUDENT SPONSORSHIP POLICY

### 1 PURPOSE AND SCOPE

This policy aims to:

1. Strengthen the relationships between the student body and the Monash Business School;
2. Increase student opportunity to participate in external events relevant to their field of study;
3. Increase student awareness of and participation in events, services and resources offered by student clubs and societies;
4. Reduce the transactional costs associated with the business school dealing with numerous single approaches for funds of an ad-hoc nature.

This policy applies to all undergraduate and graduate students who are currently enrolled in a course managed by the Monash Business School, Faculty of Business and Economics and to those clubs and societies that meet the criteria detailed below. It does not include research students except where they are members of a larger club or society which also includes undergraduates and graduates.

### 2 SPONSORSHIP ELIGIBILITY AND CRITERIA

The Monash Business School provides two forms of student sponsorship: an annual grant to its student clubs and societies, and a regular round of grants to individual students.

#### 2.1 CLUBS AND SOCIETIES

The annual grant awarded will usually be for a traditional or regular activity undertaken by the club or society, provided they meet the relevant criteria (see below). However new initiatives, and joint initiatives between clubs and societies, are encouraged and will also be considered as long as it meets the same criteria detailed below.

The grant holds for the academic year in which it is awarded but will reflect a reasonable timeframe for the implementation of the proposed activity as defined in the grant application.

There are two (2) categories of grants as follows:

#### A) Sponsorship for Monash Business School clubs and societies

Single and multi discipline-based clubs within the business school will be eligible to apply for a grant if:

- their membership is broad across the Monash Business School student body and includes all relevant campuses;
- Monash Business School support for student activities will be confined to clubs whose members are primarily business school students, inter-disciplinary and operate at one campus at a minimum. Single disciplined-based clubs within the business school may qualify if their membership is broad across the business school studentry, numbers exceed 350 and other financial support is not provided by a business school department or research centre;
- the club or society is legally constituted through the appropriate student union or association at Monash University.

## **B) Sponsorship for University clubs and societies**

Monash Business School support for student activities will be confined to University clubs and societies:

- whose membership is primarily Monash Business School students, and which are inter-disciplinary, including all relevant campuses;
- Monash Business School support for student activities will be confined to clubs whose members are primarily business school students, inter-disciplinary and operate at one campus at a minimum. Single disciplined-based clubs within the business school may qualify if their membership is broad across the business school studentry, numbers exceed 350 and other financial support is not provided by a business school department or research centre;
- whose other financial support is not provided by a business school department or research centre; and
- the club or society is legally constituted through the appropriate student union or association at Monash University.

To be eligible for support the application must fulfill the following criteria:

- Purpose of the event/activity.** The club or society must be able to demonstrate that the proposed activity will provide services to its members and will enhance either the academic experience of students (including transition), or the potential for students to gain access to vacation employment and/or graduate employment.
- Public relations for the Monash Business School.** The club or society must be able to demonstrate how the reputation of the business school will be enhanced by the proposed activity.
- Multiple grants.** The club or society must specify what other funds, grants or equivalent are being sought from other areas in the university and/or whether other grants have been awarded or when a decision is expected. This includes financial support or equivalent such as 'support-in-kind'.
- Student union or association support.** The initiative must have the endorsement of the relevant student union or association in accordance with safety, moral and legal requirements.

## 2.2 INDIVIDUAL STUDENT SPONSORSHIP

Individual grants will usually be awarded to students who are currently enrolled in a course managed by the Monash Business School, Faculty of Business and Economics, to contribute to the cost of undertaking an opportunity related to their field of study which is not organised by the University. Students currently enrolled in a business school course will be eligible to apply for a grant if:

- their enrolment is current and they are under no encumbrances, and
- other financial support is not provided by a business school department or research centre.

To be eligible for support the application must fulfill the following criteria below:

- Purpose of the event/activity.** The application must demonstrate how the grant will develop and enhance that individual in their field of study and/or graduate employment.
- Public relations for the Monash Business School.** The individual must be able to demonstrate how the reputation of the business school will be enhanced by the proposed activity.
- Multiple grants.** The individual must specify what other funds, grants or equivalent are being sought from other areas in the university and/or whether other grants have been awarded or when a decision is expected. This includes financial support or equivalent such as 'support-in-kind'.
- Department support.** The initiative must have the endorsement of the relevant department in accordance with safety, moral and legal requirements.

## 3 FUNDING

The Monash Business School reserves the right to alter the funding limits specified in this policy at any time, and to exercise discretion in the awarding of grants. Should the requests which are judged appropriate for sponsorship exceed the funds available, priority will be given to applications that:

- Enhance the student academic experience;
- Increase interaction between domestic and international students;
- Involve links with employers and industry representatives;
- Have goals that mesh with the business school's strategic directions and priorities.

The maximum grant available to any one club/society in a year is \$5,000.00. Above that, any request for a new initiative cannot exceed \$2,000.00.

The maximum grant available to an individual student in a year is \$1,000.00.

## 4 RESPONSIBILITIES OF SUCCESSFUL GRANT HOLDERS

All successful grant applicants must abide by the rules, criteria and conditions as specified in the Student Sponsorship Policy.

Clubs and societies must submit an end-of-year report and individuals an end-of-event report. The report should be a summary of the sponsorship conditions that the club or individual has successfully achieved as outlined in the initial sponsorship application and where possible include any relevant photos. In the event that any sponsorship conditions have not yet been met, the report must include an estimate of expected completion. The report will be forwarded to the Monash Business School marketing area and you may be contacted for marketing/promotional purposes.

Clubs and societies are also required to:

1. Maintain up-to-date contact details on Monash Clubs and Societies webpage;
2. Advertise events on the Monash Business School's events hub/calendar;
3. Promote the club and its activities during the Monash Business School's orientation.

For office use only:

Policy Status	Revised, April 2011
Endorsement Body	Faculty Executive Faculty Executive (meeting 5/2011, 11 April 2011, agenda item 6.1)
Policy Author	Deputy Dean Education, Faculty of Business and Economics and Faculty Manager, Faculty of Business and Economics
Policy Owner	Dean, Faculty of Business and Economics
Responsibility for implementation and reporting	Faculty Manager, Faculty of Business and Economics
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Procedures Title	Student Sponsorship Procedures