Scholarships, Bursaries and Prizes Policy

1 Purpose

To establish governance arrangements for the establishment, administration and disbursement of non-research Scholarships, Bursaries and Prizes at the University.

2 Scope

This policy applies to all non-research Scholarships, Bursaries and Prizes offered by the University.

3 Policy Statement

The University offers a range of Scholarships, Bursaries and Prizes which assist with attraction, retention and financial support of Students. The Scholarships, Bursaries and Prizes offered by the University are typically offered on the basis of merit and/or equity.

Merit based Scholarships, Bursaries and Prizes are typically offered on the basis of Academic Merit and/or other extra-curricular achievement.

Equity based Scholarships, Bursaries and Prizes are typically offered to address disadvantage and/or financial hardship.

The University's portfolio of Scholarships, Bursaries and Prizes is managed by the Pro Vice-Chancellor (Engagement) and administered by the Associate Director (Student Administration).

The University seeks to grow its portfolio of Scholarships, Bursaries and Prizes and will actively seek funding through Donor and government funding as well as internal budget processes. Relationships with Donors will be managed by the Associate Director (Advancement and University Events).

The University will develop and maintain a strategy which outlines the University's direction and target areas in regard to Scholarships, Bursaries and Prizes. This strategy will be developed by the Pro Vice-Chancellor (Engagement) and approved by the Vice-Chancellor. The strategy will be reviewed on a three yearly basis. Development and establishment of new Scholarships, Bursaries and Prizes will occur in accordance with the strategy and the Development of New Scholarships, Bursaries and Prizes Procedure.

The Associate Director (Student Administration) will establish and maintain a central systems register which sets out the processes for administering Scholarships, Bursaries and Prizes. The Associate Director (Student Administration) is responsible for ensuring the currency and quality

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management of the central systems register. All contracts developed and administered in relation to Scholarships, Bursaries and Prizes will be developed in accordance with University's Contract Management Framework and all financial disbursements will be carried out in accordance with the University's Financial Management Practice Manual.

Each Scholarship, Bursary and Prize will have defined, approved and published selection criteria.

4 Principles

The following principles will apply to the governance, establishment, administration and disbursement of Scholarships, Bursaries and Prizes:

1. The portfolio of Scholarships, Bursaries and Prizes will support the strategy.
2. The administration of Scholarships, Bursaries and Prizes will be centrally managed by the Associate Director (Student Administration).
3. Responsibility for Donor management in relation to Scholarships, Bursaries and Prizes will reside with the Associate Director (Advancement and University Events).
4. All non-research Scholarships, Bursaries and Prizes will be recorded in the central systems register.
5. All non-research Scholarships, Bursaries and Prizes will have defined, approved and published eligibility and selection criteria.
6. There will be a formal selection process for each Scholarship, Bursary and Prize.
7. All processes developed in relation to non-research Scholarships, Bursaries and Prizes will be based on industry best practice.

5 References

Nil.

6 Schedules

This policy must be read in conjunction with its subordinate schedules as provided in the table below.

7 Policy Information

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Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Academic Registrar
Policy Type	Executive Policy
Policy Suite	Development of New Scholarships, Bursaries and Prizes Procedure
Subordinate Schedules	
Approved Date	2/1/2026
Effective Date	2/1/2026
Review Date	15/9/2019
Relevant Legislation	*Anti-Discrimination Act 1991* *Human Rights Act 2019* *Information Privacy Act 2009* *Right to Information Act 2009*
Policy Exceptions	Policy Exceptions Register
Related Policies	Privacy Policy Student Grievance Resolution Policy
Related Procedures	Higher Degree by Research Student Scholarship Procedure Privacy Procedure
Related forms, publications and websites	Contract Management Framework Financial Management Practice Manual Privacy Scholarship website Scholarships, Awards and Bursaries website Scholarship Summary
Definitions	**Terms defined in the Definitions Dictionary**
	Academic Merit Academic Merit is based on an Applicant's level of academic achievement during their prior studies. It is generally assessed on an

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applicant's OP score, International Baccalaureate (IB) score, Australian Tertiary Admissions Rank, or equivalent rank based on the applicants qualifications and/or work experience.

Bursary

A type of financial grant provided to certain Students to assist with the costs associated with attending the University. A Bursary is a monetary grant provided to Students based on financial need and/or academic performance. A Bursary is provided to the Student by the University.

Donor

An individual or other entity that makes a contribution of value to an Organisation to further the organisation objectives. A Donor includes prospective donors and an individual or entity that has previously made a contribution with the exclusion of government funding for core business purposes.

Prize

A prize acknowledges outstanding academic achievement in a Course, group of Courses or a program. Selection will be based on Academic Merit but may be restricted to certain groups of Students in accordance with the University's equity objectives. A prize may take the form of monetary reward, equipment, book voucher, or subscription to professional organisations.

Scholarship

A Scholarship is Student recognition, typically based on Academic Merit, which provides a financial grant to a Student to undertake or complete a program of study at the University over a nominated period of time, in accordance with the selection criteria. A Scholarship may take the form of periodic payments to the Student or a reduction in specified costs, such as tuition fees for the duration of the Scholarship.

Student

A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.

Definitions that relate to this policy only

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Keywords	Scholarship, Bursary, Prize, Donor
Record No	14/599PL

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