Development of New Scholarships, Bursaries and Prizes Procedure

1 Purpose

To establish the process by which new Scholarships, Bursaries and Prizes are initiated, developed and approved at the University.

2 Scope

This procedure applies to the development of all new non-research Scholarships, Bursaries and Prizes.

This procedure does not apply to the administration of existing Scholarships, Prizes and Bursaries. This administration is managed by the Associate Director (Student Administration) as per the Scholarships, Prizes and Bursaries Policy.

3 Procedure Overview

The University offers a range of Scholarships, Bursaries and Prizes in order to assist with attraction, retention and financial support of Students. This procedure outlines the processes for initiating, developing and approving Scholarships, Bursaries and Prizes at the University.

4 Procedures

4.1 Classifications of Scholarships Bursaries and Prizes

The University classifies Scholarships, Bursaries and Prizes into two categories:

- University Funded
- Donor Funded.

All Scholarships, Bursaries and Prizes must be initiated, developed and approved prior to being activated. The requirements that must be satisfied prior to activation are dependent on the classification of the Scholarship, Bursary or Prize.

4.2 University Funded Scholarships, Bursaries and Prizes

4.2.1 Proposal development

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

Proposals may be made by any section of the University. The section of the University making the proposal will be responsible for funding the Scholarship, Bursary or Prize if approved and financial consideration should form part of the proposal. The section making the proposal for a new Scholarship, Bursary or Prize will gain the relevant stakeholder support and approvals prior to submission.

The proposal should be developed in memorandum format demonstrating:

- the purpose of the Scholarship, Bursary or Prize;
- how it links to University strategy;
- demand within the market;
- student need; and
- financial impacts to the University.

The Associate Director (Student Administration) is able to provide support and guidance for proposal development.

4.2.2 Proposal alignment

The proposal drafter will submit the proposal to the Associate Director (Student Administration) for development assistance. The Associate Director (Student Administration) will assess the proposal in relation to the strategy. If the proposal is considered to support the Scholarships, Bursaries and Prizes Strategy, the proposal will be supported by the Associate Director (Student Administration).

Proposals which do not support the Strategy will be referred back to the drafter for further consideration.

4.2.3 Criteria development

The Associate Director (Student Administration), in conjunction with the proposal drafter, will develop the criteria for the proposed proposal and record this information on the Scholarship Summary.

The criteria will include, but is not limited to:

- purpose
- merit or equity based

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

- target group for applicants
- proposed name
- Student application process
- Student assessment process
- criteria for assessment
- amount/value to establish
- payment method
- duration
- recipient responsibilities
- marketing and promotion details
- any other relevant criteria or information.

The amount/value of the University Funded Scholarship, Bursary or Prize will be managed in accordance with criteria outlined within the Scholarship Summary document.

Once development of the Scholarship Summary is complete, the Associate Director (Student Administration) will provide the Scholarship Summary document to legal and Finance and Business Solutions for any checks as necessary.

4.2.4 Approval

The completed Scholarship Summary will be approved by the relevant Financial Delegate and sent to the Associate Director (Student Administration) for final endorsement by the Deputy Academic Registrar and Director (Student Administration).

Upon endorsement by the Deputy Academic Registrar and Director (Student Administration), the Associate Director (Student Administration) will send a copy of the completed Scholarship Summary to the financial delegate representing the section of the University which proposed the Scholarship, Bursary or Prize for approval.

4.2.5 Activation

The Financial Delegate must inform the Associate Director (Student Administration) in writing that the Scholarship Summary has been approved.

The approved Scholarship, Bursary or Prize will be added by the Associate Director (Student

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

Administration) to the central register and the Scholarship Summary recorded in the University's SharePoint database.

Administration of the Scholarship, Bursary or Prize will then commence in accordance with the Scholarship Summary, Financial Management Practice Manual and the University's Contract Management Framework.

4.2.6 Renegotiation

All Scholarships, Bursaries and Prizes will be reviewed annually. At the completion of the 12 month period, the Associate Director (Student Administration) will contact the relevant Financial Delegate and request approval for the ongoing commitment to the existing Scholarship, Bursary or Prize by providing an updated copy of the previous year's Scholarship Summary which contains the administrative process.

4.3 Donor Funded Scholarships, Bursaries and Prizes

4.3.1 Donor relationship management

Donor relationship management is the responsibility of the Associate Director (Advancement and University Events) and will be undertaken in accordance with the Scholarships, Bursaries and Prizes Strategy.

4.3.2 Development of contract with donor

The Associate Director (Advancement and University Events) will negotiate with the Donor and develop a contract for the proposed Scholarship, Bursary or Prize in accordance with the University's Contract Management Framework.

The Associate Director (Student Administration) may be able to provide support in developing aspects of the contract in relation to the Strategy. As the contract will form the basis of the Scholarship Summary, negotiation should include the Donor being provided with options on appropriately administering the Scholarship, Bursary or Prize. The Scholarship Summary will include but is not limited to:

- purpose
- merit or equity based
- proposed title
- target group for applicants
- Student application process
- Student assessment process

- criteria for assessment
- amount of the
- payment method
- duration
- recipient responsibilities
- marketing and promotion details
- any other relevant criteria or information.

The amount/value of the Donor Funded Scholarship, Bursary or Prize will be managed in accordance with criteria outlined within the Scholarship Summary document.

4.3.3 Contract approval

Once contract negotiations are complete the Associate Director (Advancement and University Events) will provide a copy of the draft contract to the Pro Vice-Chancellor (Engagement) for endorsement.

Upon endorsement of the contract by the Pro Vice-Chancellor (Engagement), the Associate Director (Advancement and University Events) will manage the approval of the contract/s by the Donor and the University in accordance with the Contract Management Framework.

4.3.4 Contract activation

Upon contract signing, the Associate Director (Advancement and University Events) will provide a copy of the contract to the Associate Director (Student Administration).

The Associate Director (Student Administration) will add the new Scholarship, Bursary or Prize to the central register.

Contract details and administrative processes are then supplied through the completed Scholarship Summary and recorded in the University's SharePoint database.

Administration of Scholarships, Bursaries and Prizes will commence in accordance with the Scholarship Summary, Financial Management Practice Manual and the University's Contract Management Framework.

4.3.5 Renegotiation

All Scholarships, Bursaries and Prizes will be reviewed annually. The Associate Director

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

(Advancement and University Events) will contact the Donor according to the contract details and in line with promotional timelines to ensure that promotion of the Scholarship, Bursary or Prize is timely for required future offerings.

5 References

Nil.

6 Schedules

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

7 Procedure Information

Accountable Officer	Deputy Vice-Chancellor (Students and Education)
Responsible Officer	Academic Registrar
Policy Type	University Procedure
Policy Suite	Scholarships, Bursaries and Prizes Policy
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	Marketing and Brand Policy Privacy Policy Student Grievance Resolution Policy
Related Procedures	Privacy Procedure

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

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 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. Donor Funded Scholarship, Bursary or Prize A Scholarship, Bursary or Prize offered by the University which is funded in part or whole by a Donor. Higher Degree by Research (HDR) A Research Doctorate or Research Masters program for which at least two-thirds of the Student load for the program is required as research work.

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.

	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. University Funded Scholarship, Bursary or Prize A Scholarship, Bursary or Prize funded by a section of the University through the University's budgetary process.
	Definitions that relate to this procedure only
Keywords	Scholarship, Bursary, Prize, Donor
Record No	14/602PL

Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as UniSQ the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the UniSQ's Policy and Procedure Library.