

Scholarship and Prize Establishment and Management Procedures

Abstract

These Procedures apply to all scholarships and prizes offered by UTS and should be read in conjunction with the [Scholarships and Prizes Policy](#).

Dates	<div>Procedures approved 20/08/2014</div> <div>Procedures take effect 08/09/2014</div> <div>Procedures due for review (up to five years) 08/2019</div>
	<div>Procedures amendments approved 06/04/2016</div> <div>Procedures amendment takes effect 15/04/2016</div>
Approved by	Provost
	Latest amendment: Provost (see change history for details)
Implementation Officer	Director, Student Administration Unit
Relevant to	<div>All staff responsible for decision-making and administration of scholarships and prizes</div> <div>All students</div>
Related documents	Academic Records Vice-Chancellor's Directive Code of Conduct (staff) Fundraising Policy Guidelines for the Award of UTS Medals (under review) Privacy Vice-Chancellor's Directive Recognition Naming Policy Records Management Vice-Chancellor's Directive Scholarships and Prizes Policy Standing Delegations of Authority UTS Rules
Legislation	Commonwealth Scholarships Guidelines (Education) 2010 (DEEWR) Commonwealth Scholarships Guidelines (Research) 2012 Subsection 238.10(1) of Higher Education Support Act 2003 (Cwlth)

File number	UR12/1405
Superseded documents	Policy and Procedures for the Administration of Prizes, 2000 Guidelines for the Acceptance of New Prizes, 2000

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1. Purpose

The Scholarship and Prize Establishment and Management Procedures (the Procedures) described in this document are intended to support implementation of the [Scholarships and Prizes Policy](#). The Procedures outline requirements for the establishment of UTS scholarships and prizes, balancing the expectations and obligations of the University and external parties in the best interests of UTS students.

2. Scope

These Procedures apply to all UTS staff and students and articulate standardised processes for the establishment of UTS scholarships and prizes.

3. Definitions

The terms and definitions used in this document are defined in the [Scholarships and Prizes Policy](#).

4. Procedural principles

The following procedural principles apply:

- Candidates for scholarships and prizes will be assessed using defined selection criteria as outlined in the approved conditions of award.
- Eligibility criteria and selection criteria will be clearly articulated and applied fairly and equitably.
- Staff and students are responsible for ensuring that they are familiar with these Procedures.

- The principles outlined in the [Privacy Vice-Chancellor's Directive](#) and the [Records Management Vice-Chancellor's Directive](#) apply when managing all student and award information.
- Staff who believe at any time that a conflict of interest has arisen in relation to an award must bring this to the attention of their immediate supervisor.

5. Procedural statements

5.1 Establishment of a UTS scholarship or prize

5.1.1 Depending on the nature of the scholarship or prize and the number and nature of stakeholders, the establishment process can take between four weeks and several months to establish. [Appendix A](#) provides a flow chart of the award establishment processes and projected timelines.

5.1.2 The faculty or unit should contact the Scholarships Office in the first instance for advice on whether the award should be established as a scholarship or a prize.

5.1.3 Scholarships for coursework students and all prizes are supported by the Scholarships Office, which will coordinate the process of establishing and approving the conditions of award. Scholarships for graduate research students will be referred to the Graduate Research School, which will coordinate the process of establishing and approving the conditions of award.

5.1.4 The Scholarships Office or Graduate Research School (as appropriate) will facilitate in developing the conditions of award according to the owning faculty/unit's requirements, taking into account UTS Rules and Policies and the expectations of donors and/or sponsors.

5.1.5 Where a scholarship or prize does not comply with the requirements of the Scholarships and Prizes Policy in relation to the minimum value, the owning faculty/unit must seek approval from the Provost prior to proceeding with establishment or review of a scholarship or prize. For coursework scholarships and all prizes, the Scholarships Office can provide a template approval document.

5.1.6 Conditions of award must be developed using the condition of award template for either scholarships or prizes (as appropriate) approved by the Scholarships Office (see [Appendix B](#) and [Appendix C](#)). All sections of the template must be completed; the words 'not applicable' must be inserted into any sections that are not relevant to specific scholarships or prizes.

5.1.7 All stakeholders must endorse the conditions of award at clause 14 in the condition of award template prior to submission for final approval. For coursework scholarships and all prizes the endorsement of the Scholarships Office is required prior to final approval.

5.1.8 The Graduate Research School will arrange for the approval of conditions of award for scholarships and cross-faculty prizes for graduate research students.

5.1.9 The owning faculty/unit may wish to negotiate with another UTS unit to manage aspects of the administration of the award. In this case, clear division of roles and responsibilities is to be documented and agreed and approved in the conditions of award.

5.1.10 Scholarships and prizes can be funded internally through UTS budgeting or externally through donations, sponsorships or government funding, or a combination of these.

5.1.11 Where a potential or current donor or sponsor contacts a UTS faculty or unit with the intention of establishing an award, the faculty/unit should immediately seek advice from the External Relations Office (unless the activity of managing external relationships is based in the faculty), and refer to the UTS [Fundraising Policy](#) and [Standing Delegations of Authority](#) for information on accepting, negotiating and drafting funding agreements. The tax implications of external funding may determine what kind of agreement is set in place. For further advice, contact the External Relations Office and refer to [Australian Tax Office](#) policy for more information.

5.1.12 If the funds are being philanthropically donated (usually tax deductible for the donor), the External Relations Office should be involved as early in the establishment process as possible.

5.1.13 If the funds are a sponsorship (not tax-deductible for the sponsor due to them receiving some benefit from the sponsorship), the External Relations Office should be notified of the intended arrangement. The External Relations Office will advise on the establishment of Sponsorship Agreements or contracts (see section 6.5 below).

5.1.14 The Research and Innovation Office provides support for faculties and units in relation to identifying and securing external sourcing of sponsorship and government funds.

5.1.15 The draft conditions of an award and the funding (gift/sponsorship) agreement are interdependent documents and must be in alignment with each other, requiring the collaboration of all stakeholders to finalise them at all stages of development.

5.1.16 Where other types of funding are involved, advice is to be sought from the Scholarships Office in the first instance. It may be necessary to consult UTS Legal, so this timeline and the requirement to submit a 'request for advice' should be considered.

5.1.17 UTS does not provide advice to third parties as to tax implications of donations and sponsorships. Third parties are to be directed to obtain external advice if required.

5.2 Approval of UTS awards

5.2.1 Authorities responsible for the approval of awards are articulated in the [Standing Delegations of Authority](#) (see Delegation 4.11 on Scholarships, prizes and the University Medal). For coursework scholarships and all prizes, the Scholarships Office can provide a template approval cover sheet.

5.2.2 It is the responsibility of the owning faculty/unit to notify the Scholarships Office of approval (or where relevant, review) of scholarships and prizes. The Scholarships Office will add the award details to the UTS authoritative source database for display on the UTS website.

5.2.3 Faculties and units are responsible for arranging scholarship and prize giving events in consultation with the Scholarships Office.

5.2.4 Faculties and units should record recipients of scholarships and prizes in the UTS student system.

5.3 Communication of award

5.3.1 The UTS Scholarships and Prizes website is the core communications channel for award information. Standard details of all UTS scholarships and prizes must be publicly available on the UTS website.

5.3.2 The Scholarships and Prizes website is managed by the Scholarships Office who has responsibility for the data maintenance of the authoritative award source and for standardising scholarship and prize information as appropriate.

5.3.3 The owning faculties and units are responsible for advising the Scholarships Office of any changes to award details. Award information on faculty and unit websites must be drawn from the authoritative source data that is on the Scholarships and Prizes website.

5.3.4 The Scholarships Office will act as a point of focus for the promotion of UTS scholarships and prizes at UTS open days, and will work with the Marketing and Communications Unit, faculties and the External Relations Office in developing the overarching scholarships and prizes communication and marketing strategy.

5.3.5 Each faculty and unit will develop marketing and publications plans for its own scholarships and prizes in consultation with the Scholarships Office.

5.3.6 The advertising and promotion of the scholarship or prize must reflect the criteria defined in the current approved conditions of award.

5.4 Management of awards

This section outlines the processes involved in managing, maintaining and reviewing a UTS scholarship or prize.

5.4.1 The owning faculty/unit will create and maintain an official file for each scholarship and prize in accordance with the [Records Management Vice-Chancellor's Directive](#). All decisions regarding the scholarship or prize are to be documented and maintained in the official file, including:

- all versions of approved conditions of award
- establishment information
- copies of all relevant signed agreements and/or contracts
- documents relating to funding
- award approval and review dates
- minutes/notes of scholarship and prize selection meetings, and
- recipient details.

5.4.2 Scholarships and prizes should be reviewed every five years at a minimum (by the owning faculty or unit) and should assess the conditions of award, viability of award, recipient feedback (where appropriate) and factors relating to the award communication and management. Reviews should ensure compliance with these Procedures, the Scholarships and Prizes Policy and related UTS policies. Where a scholarship or prize under review does not comply with the requirements of the Scholarships and Prizes Policy in relation to the minimum value, the owning faculty/unit must seek approval from the Provost. For coursework scholarships and all prizes, the Scholarships Office can provide a template approval document.

5.4.3 Results of the review process should be communicated to the officers responsible for the approvals of awards articulated in the [Standing Delegations of Authority](#) (see Delegation 4.11 on Scholarships, prizes and the University Medal).

Revised conditions of award should be submitted to the Scholarship Office for endorsement prior to approval.

5.4.4 Changes to conditions of award: When the dean (or nominee) or director (or nominee) approves the phasing out and disestablishment of a scholarship or a revision of an existing scholarship's conditions of award, the dean, director or nominee, or Scholarships Office as appropriate, must ensure that the approved change is communicated to the scholarship recipients. This advice must:

1. state what the changes are
2. in the case of a revision of the conditions of award for a scholarship:
 - a. specify the revised conditions of award, and
 - b. state whether recipients shall be given the option to continue under the existing conditions of award or be obliged to transfer to the new conditions of award. Recipients should only be obliged to transfer to the new conditions of award when this request is deemed reasonable and does not disadvantage the recipient (for example, in relation to the value of the scholarship).
3. in the case of the phasing out and disestablishment of a scholarship, conditions of award must not be affected for any current scholarship recipients who have already accepted a scholarship at the time the decision to phase out or disestablish a scholarship was made.

If a scholarship recipient is required to change to revised conditions of award, the relevant dean (or nominee) or director (or nominee), or Scholarships Office as appropriate, must provide a transitional arrangement which will satisfy the requirements of the revised conditions of award. Details of the transition arrangement must be provided to the Scholarships Office, who shall ensure that it is recorded and used as the basis for administration of the scholarship.

5.4.5 The Scholarships Office will provide an annual report to the Director, Student Administration Unit outlining scholarships and prizes statistics across UTS for the calendar year. The Scholarships Office will request information, including accounting data, for this report from all relevant areas of UTS. This information must be provided to the Scholarship Office upon request.

5.4.6 The External Relations Office in conjunction with the owning faculty/unit will report to external donors and sponsors the information pertaining to their scholarships, prizes and recipients.

5.4.7 A recipient of a scholarship may have their scholarship terminated in accordance with the principles outlined in the [Scholarships and Prizes Policy](#).

- (a) If a recipient is found to have breached the conditions of award, the following steps should be followed:
 - The recipient must be notified of the breach of the scholarship conditions of award in writing by the owning faculty/unit.
 - The owning faculty/unit should identify the nature and, where possible, the timing of the breach.
 - The recipient must be given 10 working days to respond to the breach notification.
 - Any response received from the recipient must be submitted to and considered by the relevant scholarship selection committee (coursework) of the owning faculty/unit.

- The scholarship selection committee recommends an appropriate outcome following the breach. The scholarship must be terminated unless the recipient has sufficient grounds and is able to demonstrate mitigating circumstances (including but not limited to illness or disability). The scholarship selection committee may determine to:
 - i. allow the continuation of the scholarship with no changes to the scholarship conditions, or
 - ii. suspend the scholarship for one semester, with the relevant scholarship payment for the period forfeited. Provided the recipient meets the ongoing eligibility requirements of the scholarship during the suspension of the scholarship, the scholarship will be reinstated (payments will resume) from following semester. A suspension of this type may only be applied once during the scholarship period.
 - The outcome of the review must be communicated to the recipient in writing by the owning faculty/unit (under the authority of the chair of the scholarship selection committee) without delay, and documented in the appropriate recipient file.
 - If the outcome of the scholarship selection committee consideration is to terminate the recipient's scholarship, or where the recipient does not respond to the notification of breach within the requested timeframe, the recipient is notified of the scholarship termination in writing by the owning faculty/unit (under the authority of the chair of the scholarship selection committee) without delay.
- (b) If UTS determines that the student is guilty of misconduct and is permitted to continue their enrolment, the following steps should be followed:
- The owning faculty/unit will consult with the Director, Governance Support Unit and deem whether it is appropriate for the recipient to continue to hold the scholarship. If it is deemed that the recipient will not continue to hold the scholarship, then the scholarship will be terminated; and
 - The recipient must be notified of the termination in writing by the owning faculty/unit; and
 - The owning faculty/unit should identify that the determination was due to misconduct in the notification of termination.

Where the scholarship is terminated and the recipient is required to reimburse any part of the scholarship payment to the University (if stipulated in the scholarship conditions of award), the recipient must be notified in writing, by the owning faculty/unit (under the authority of the chair of the scholarship selection committee), of the process of reimbursing funds to the University at the time of the scholarship termination notice.

5.4.8 Where a scholarship or prize will not continue to be offered, the dean/director (or nominee) (Delegation 4.11) must approve the disestablishment and the owning faculty/unit must advise the Scholarships Office, who will manage the disestablishment process.

5.4.9 Any recipient requests to waive clauses in the conditions of award due to changes in recipients' circumstances not specified or addressed in the scholarship conditions of award must be forwarded for the consideration by the scholarship selection committee. The decision about these requests or changes must be

authorised by the chair of the scholarship selection committee on the recommendation of the committee.

5.5 Award recipient selection

5.5.1 Award recipients should be selected in line with the selection criteria outlined in the conditions of award and with regard to the general principles outlined in the Scholarship and Prizes Policy and authorities provided in [Standing Delegations of Authority](#) at Delegation 4.11.

5.5.2 Where a selection committee or panel has been established to facilitate the dean or director (see [Standing Delegations of Authority](#), Delegation 4.11) the following procedures apply:

- The selection committee or panel shall be chaired by the dean/director or their nominee.
- The selection committee or panel members will be chosen in line with the Scholarships and Prizes Policy (section 5.5).
- The chair shall convene the selection committee or panel in accordance with the relevant conditions of award.
- The panel or committee shall recommend award recipients for approval by the dean, director (or nominee) as outlined in [Standing Delegations of Authority](#) at Delegation 4.11.

5.5.3 Award recipients will be paid using the UTS supported system for reconciliation, reporting and auditing purposes. For reconciliation, reporting and auditing:

- All recipient payments must be identified as a scholarship or prize expenses using the relevant code from the designated list of scholarship and prize 'natural accounts' available from the Financial Services Unit (FSU).
- All payments are to be paid from a dedicated scholarship activity under the owning faculty/unit's accounting organisational unit. Where recipients receive regular, ongoing payments (for example, stipends), and their payments could be taxable, payments are to be made through the FSU payroll system.

6. Roles and responsibilities

A full list of roles and responsibilities can be found in the [Scholarships and Prizes Policy](#).

Below is a list of main officers and units with procedural responsibility for the establishment of awards and management of awards under the Scholarships and Prizes Policy.

6.1 Accountable Officer

Provost

6.2 Implementation Officer

Director, Student Administration Unit

6.3 Contact Officers

Scholarships Manager and Director, Graduate Research School

6.4 The Scholarship Office is responsible for:

- managing all coursework scholarships open to students from more than one faculty or are non-course specific
- managing specific processes for other coursework scholarships upon request from and negotiation with the owning faculty/unit, and
- other roles and responsibilities as clearly defined and articulated in the new or revised conditions of award.

6.5 The External Relations Office is the University office including Alumni Relations, Development and External Engagement.

6.6 The Development Office within the External Relations Office is responsible for managing the University's relationships with donors and prospective donors, and for providing leadership and management of philanthropy and corporate partnerships on behalf of UTS in accordance with the Fundraising Policy. It is responsible for the receipt and distribution of donated funds. It also develops and implements strategies for donor relationship management, in partnership with other UTS staff.

6.7 Owing faculties/units are responsible for the management of prizes and coursework scholarships (and the recipients thereof), unless the involvement of another area (such as the Scholarships Office) has been negotiated. This includes administering the scholarship lifecycle including the following phases: application, eligibility checking, selection process, offers, acceptances, payment, monitoring of ongoing recipients and terminate payments in cases where the recipient is in breach of conditions of award.

6.8 The Research and Innovation Office provides support for faculties and units in identifying and securing external sourcing of sponsorship and government funds.

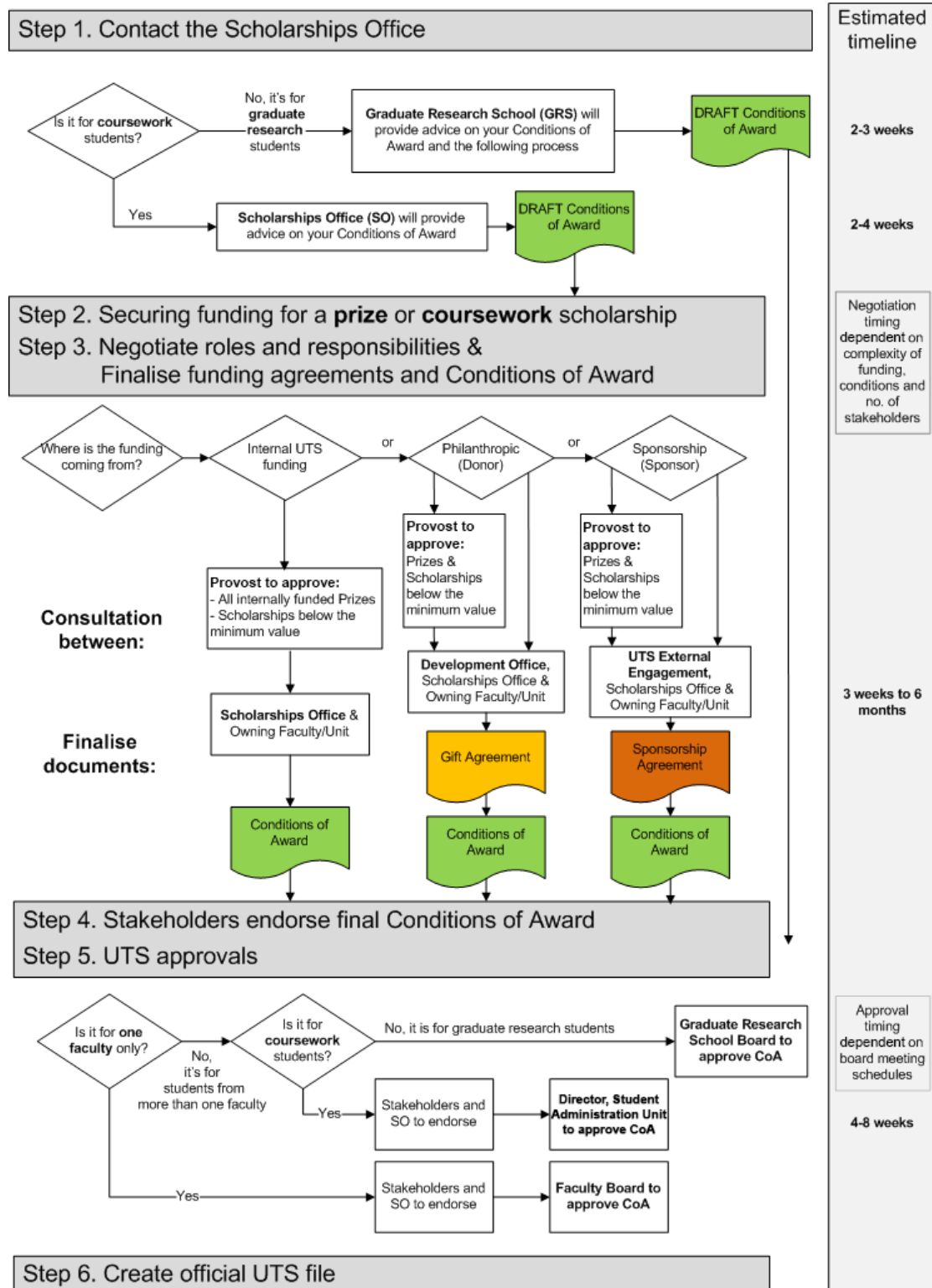
6.9 The Graduate Research School is responsible for managing scholarships and cross-faculty prizes for graduate research students and allocating competitive graduate research scholarships across UTS.

7. Version control and change history

Effective date	Version	Approved by (date)	Amendment
21/12/2012	1	Senior Deputy Vice-Chancellor (08/11/2012)	New Procedures.
01/09/2014	2	Senior Deputy Vice-Chancellor (20/08/2014)	Amendments to section 5 in relation to establishment of a UTS scholarship or prize and the management of awards. Inclusion of Appendix D. Scholarship Selection Committees Procedures. Minor changes to wording for clarification.
23/12/2015	2.1	Director, Governance Support Unit (15/10/2015)	Minor changes to align with amendments to the Student Rules and Senior Executive titles; and to cover disestablishment of the Registrar position.
15/04/2016	2.2	Provost (06/04/2016)	Amendments to institute selection committees for prizes where a qualitative judgement on outcome is required. Minor editorial amendments.

Appendix A. Flowchart of steps for establishing a UTS scholarship or prize

Establishing a UTS Scholarship or Prize



Appendix B. Conditions of award template for UTS scholarships

The conditions of award must comply with the Scholarships and Prizes Policy. Please ensure that you have read the Scholarships and Prizes Policy and the Scholarship and Prize Establishment and Management Procedures prior to drafting the conditions of award. All fields must be completed. Where there is no information available, please insert 'N/A' in the appropriate field. Please do not amend the font type or size.



UTS Scholarship Conditions of Award

[Enter proposed Scholarship Title]

Faculty: [enter faculty name]

This document sets out the conditions of award for the below scholarship ('Scholarship') as well as the obligations of recipients ('Recipient') and UTS in regards to this Scholarship. The administrative processes to support awarding this Scholarship will be managed, and may be amended, in accordance with UTS Rules, Policy and Procedures.

1. SCHOLARSHIP NAME: **[enter the name of scholarship — this should be short but descriptive. There should not be a scholarship already in existence with this name. Please enter in bold Calibri font]**

2. PURPOSE

[Example text: To attract to UTS undergraduate Faculty of ... degrees top achieving high school students who have a financially disadvantaged background]

3. VALUE AND BENEFIT

3.1 Number of Recipients: [Example text: A minimum of [enter number] new Recipients will be awarded the Scholarship each year]

3.2 Benefit/s to Recipient: [Example text: The maximum value of the Scholarship to each Recipient is \$x,xx].

3.3 Payment of benefit/s: [Example text below]

- Each Recipient will receive two payments per year by electronic funds transfer to his/her nominated bank account.
- Each payment will be [x amount] (or the pro-rata amount if part time study has been approved by exception as defined in clause 8.2).
- Payment will usually be made within four weeks after the Census dates in Autumn and Spring semesters.
- Payments are subject to the Recipient satisfying ongoing eligibility criteria as defined in clause 8 below.

4. DURATION [Example text: The duration of the Scholarship is three (3) years.]

5. ELIGIBILITY CRITERIA [Example text below]

To be eligible for the Scholarship, an applicant must meet all of the following criteria:

- Australian or New Zealand citizen, or holder of an Australian permanent resident visa or permanent humanitarian visa; and
- Current school leavers; and
- Achieved an ATAR or equivalent of 95.0 or above, excluding bonus points; and
- For the duration of the Scholarship: full-time enrolment in a UTS Faculty of ... undergraduate degree, which is their first undergraduate degree.
- All candidates must apply using the UTS online School Leavers Scholarships Application form to be eligible.

6. RECIPIENT SELECTION CRITERIA, IN PRIORITY ORDER [Example text below]

- Ranked in ATAR order.
- First UAC preferences to a UTS Faculty of [enter faculty name] undergraduate degree will be highly regarded.
- Motivation to succeed in the chosen Faculty of [enter faculty name] course, as demonstrated in the Scholarship application.
- Demonstrated initiative in personal and professional life, as demonstrated in the Scholarship application.

7. SELECTION

[Example text: Eligible candidates will be presented to a Scholarship Selection Committee, which will undertake the selection of Recipients, usually on the date of ATAR release.]

The Scholarships Committee will be made up of at least three relevant members of the UTS community, chaired by the Dean of the Faculty of [enter faculty name] (or their nominee), and is to include a member experienced in the selection of equity scholarships. Offers will be authorised by the chair of the Scholarship Selection Committee.

8. ONGOING RECIPIENT ELIGIBILITY CRITERIA

8.1 Academic progress:

[Example text: The Recipient must maintain a minimum pass average per semester, with no fails.]

8.2 UTS Enrolment: [Example text below] The Recipient:

- must continue to be enrolled full-time in a Faculty of [enter faculty name] undergraduate program at UTS; or
- may, in exceptional circumstances¹ apply to the Scholarships Office for approval of a part-time study load. The Recipient with an approved part-time study load may receive reduced pro-rata payments for the period of part-time study.
- may apply to the Scholarships Office to transfer the Scholarship to another UTS Faculty of [enter faculty name] undergraduate program, if a course transfer is being sought. The value of the Scholarship will be recalculated using the new undergraduate program to determine duration as per clause 4. All payments received by the Recipient, under any program, will accumulate towards their total payments received.

8.3 Leave / Deferral / Course withdrawal: [Example text below]

- If the Recipient defers the UTS offer or withdraws from the UTS course after the start of his/her first semester, the Scholarship will be terminated and any Scholarship payment already made for the semester in which they withdraw is to be reimbursed to UTS.
- After the first semester in which the Scholarship is awarded, if the Recipient can demonstrate exceptional circumstances, he/she may apply to the Scholarships Office to place the Scholarship on hold for the duration of approved leave of absence from studies. If the application is approved, payment of the Scholarship will be suspended for the period of leave.

¹ Exceptional circumstances include severe disruptions, disability, ongoing illness, carer's responsibilities and other education barriers which must have independent supporting documentation, and will be considered by the Scholarships Office on a case-by-case basis.

The Scholarship will be terminated if the Recipient takes leave without approval from the Scholarships Office.

- Provided the Recipient remains eligible, payments will be resumed to the Recipient after an approved leave of absence until the remaining value of the Scholarship has been paid or another leave of absence is approved.

8.4 Other obligations and conditions: [Example text below]

- The offer of the Scholarship is made subject to information provided by the Recipient being true and accurate.
- By accepting the offer of the Scholarship, each Recipient agrees to the Conditions of Award.
- The offer of the Scholarship is only valid for the intake defined in the Scholarship letter of offer and cannot be deferred.
- For the duration of the Scholarship the Recipient is not permitted to hold other UTS Scholarships, unless an equity-based scholarship is approved by exception.
- The Recipient is responsible for advising the Scholarships Office of any changes in circumstances that would make him/her ineligible for continuation of the Scholarship, eg reducing study load to part-time, taking leave of absence or deferring study.
- The Recipient does not need to re-apply for the Scholarship each year.
- Any change in the Recipient's circumstances not addressed by these Conditions of Award will be considered by the Scholarships Office and/or the Scholarship Selection Committee case-by-case.

9. TERMINATION OF RECIPIENT'S SCHOLARSHIP

The Scholarship will terminate:

- If the Recipient ceases to meet the eligibility criteria; or
- If the Recipient breaches any conditions of the Scholarship; or
- If UTS determines that the student is guilty of misconduct and after consultation with the Director, Governance Support Unit the delegate able to award the Scholarship deems that it is not appropriate for the Recipient to continue to hold the Scholarship.

10. FUNDING

10.1 Internal UTS funding: [Example text] Internal UTS funding has been budgeted by the [enter faculty name]. Annual funding is calculated at [enter \$ amount] per new Recipient plus [enter \$ amount] for each ongoing Recipient.

10.2 External Funding: [enter any details re external funding, if applicable. Where not applicable, please indicate]

10.3 Funding Projection: Five-year projection (estimates only, as course length and number awarded varies) [please begin at the start year of the scholarship and provide projections for ongoing years]

Recipients	2014	2016	2016	2017	2018
New	5	5	5	5	5
Ongoing	0	5	10	10	10
Total annual	5	10	15	15	15
Annual Amounts	[enter \$ amount]	[enter \$ amount]	[enter \$ amount]	[enter \$ amount]	[enter \$ amount]

11. ROLES AND RESPONSIBILITIES

11.1 Owning Faculties/Units: [ENTER Faculty name]

11.2 Managing Faculties/Units: [Enter Managing Faculty or UTS Unit, e.g. Scholarships Office]

12. PUBLICATION OF CONDITIONS OF AWARD

- Scholarships Office must be notified of these Conditions of Award prior to approval.
- On approval, the Conditions of Award must be forwarded to the Scholarships Office for publication of clauses 1 to 9 on the UTS website.
- Recipients must be notified of clauses 1 to 9 at the time of Scholarship offer being made.

13. DOCUMENT REVIEW

The formal review date for this document is by the end of 2018 (*Conditions of Award must be reviewed by minimum every five years, unless otherwise specified*).

14. APPROVAL*

Endorsement from all stakeholders listed at clause 11 must be sought before final approval. Approval must be in accordance with the Scholarships and Prizes Policy and UTS Standing Delegations.

Endorsed by:

Title: Faculty Manager

Date:

Endorsed by:

Title: Scholarships Manager

Date:

Endorsed by:

Title: Development Manager

Date:

Approved by: [Name], Chair

Title: Faculty Board

Date:

**Signatures not necessary if approval/endorsement is documented in writing.*

Appendix C. Conditions of award template for UTS prizes

The conditions of award must comply with the Scholarships and Prizes Policy. Please ensure that you have read the Scholarships and Prizes Policy and the Scholarship and Prize Establishment and Management Procedures prior to drafting the conditions of award. All fields must be completed. Where there is no information available, please insert 'N/A' in the appropriate field. Please do not amend the font type or size.



UTS Prize Conditions of Award

[Enter proposed Prize Title]

Faculty: [enter faculty name]

This document sets out the conditions of award for the below prize ('Prize') and the obligations of recipients ('Recipient') and UTS in regards to this Prize. The administrative processes to support awarding this Prize will be managed, and may be amended, in accordance with UTS Rules, Policy and Procedures.

1. PRIZE TITLE/NAME [enter the name or title of prize – this should be short but descriptive. There should not be a prize already in existence with this name. Please enter in bold Calibri font]

2. PURPOSE

[Example text: To attract award those achieving X Grade in X Subject etc.]

3. VALUE AND BENEFIT

3.1 Number of Recipients: [Example text: One/two Recipient(s) will be awarded the Prize at the end of each semester that the subject [enter subject] is offered]

3.2 Benefit/s to Recipient:

[Example text: The value of the Prize to the Recipient is \$X,XXX. Also include non-monetary benefits].

3.3 Payment of benefit/s: [Example text below]

- The Recipient will receive one payment of [x amount] by electronic funds transfer to his/her nominated bank account.
- A certificate of award will be presented to the Recipient at the [enter Faculty name] prize-giving event.

4. ELIGIBILITY CRITERIA [Example text below]

- Must receive a result in the subject XYZ in the semester immediately prior to the selection of the Prize. The student must not have had any prior results in this subject.
- Enter as many conditions here as necessary.

5. RECIPIENT SELECTION CRITERIA, IN PRIORITY ORDER [Example text below]

The highest final overall mark awarded in the subject X.

6. SELECTION

[Example text: The Prize will be selected by the [enter Faculty name] Prizes Committee.]

7. OTHER CONDITIONS

[Enter any other specific conditions of the Prize]

8. FUNDING

8.1 Internal UTS funding: [Example text] Internal UTS funding has been budgeted by the [ENTER Faculty name]. Annual funding is calculated at [enter \$ amount] per year].

8.2 External Funding: [enter any details re external funding, if applicable. Where not applicable, please indicate]

9. ROLES AND RESPONSIBILITIES:

9.1 Owning Faculties/Units: [ENTER Faculty name]

9.2 Managing Faculties/Units: [Enter Managing Faculty]

10. PUBLICATION OF CONDITIONS OF AWARD

- Scholarships Office must be notified of these Conditions of Award prior to approval.
- On approval, the Conditions of Award must be forwarded to the Scholarships Office for publication of clauses 1 to 7 on the UTS website.

11. DOCUMENT REVIEW

The formal review date for this document is by the end of 2018 (*Conditions of Award must be reviewed by minimum every five years, unless otherwise specified*).

12. APPROVAL

Endorsement from all stakeholders listed at clause 9 must be sought before final approval. Approval must be in accordance with the Scholarships and Prizes Policy and UTS Standing Delegations of Authority.

Endorsed by:

Title: Faculty Manager

Date:

Endorsed by:

Title: Scholarships Manager

Date:

Endorsed by:

Title: Development Manager

Date:

Approved by: [Name], Chair

Title: Faculty Board

Date:

**Signatures not necessary if approval/endorsement is documented in writing.*

Appendix D. Prize and Scholarship Selection Committees Procedures

Composition – Scholarship Selection Committee

Each committee shall consist of (see Scholarships and Prizes Policy sections 3.4.15, 5.5.2):

- a. Chair: the dean (or nominee) of the relevant faculty, for faculty-based scholarships, or the relevant director (or nominee) for non-faculty-based scholarships, and
- b. at least two other UTS staff members.

Where the scholarship has an equity component, one of the committee members must be a staff member experienced in equity issues. Where the scholarship is funded by an external donor or a sponsor, and where stipulated in the conditions of award, the donor or sponsor (or their nominee) will be invited by the relevant committee chair (or nominee) to be a member of the committee (see [Scholarships and Prizes Policy](#) section 5.5.2).

The dean (or nominee) shall establish scholarship selection committees (coursework scholarships). The composition of each scholarship selection committee must be relevant to the scholarship selected and will usually include staff members (and alternates) familiar with the scholarship being awarded and/or the specific course area for which the scholarship is awarded. The Dean, Graduate Research School shall establish scholarship selection committees (research scholarships) where appropriate. The appointment of committee members (and alternates) shall be for one year.

The relevant faculty administrative officer or the Scholarships Office, as appropriate, will coordinate invitations for membership of scholarship selection committees for each scholarship selected (coursework scholarships). The Director, Graduate Research School will coordinate annual nominations and appointments for scholarship selection committees (research scholarships).

Composition – Prize Selection Committee

There shall be a selection committee for any prize where a qualitative judgement on the outcome is required. Prizes with objectively clear selection criteria, such as highest WAM or GPA, do not require a committee.

For prizes where a qualitative judgement is required, each committee shall consist of (see [Scholarships and Prizes Policy](#) section 5.5.1):

- a. Chair: the dean (or nominee) of the relevant faculty, for faculty-based prizes, or the relevant director (or nominee) for non-faculty-based prizes, and
- b. **For prizes up to the value of \$4,999:** a minimum of two people with at least one UTS staff member, or
- c. **For prizes valued at \$5,000 or more:** a minimum of three people with at least two UTS staff members.

The dean (or nominee) or relevant director (or nominee) shall establish prize selection committees. The composition of each prize selection committee must be relevant to the prize selected and will usually include staff members (and alternates) familiar with the prize being awarded and/or the specific course area for which the prize is awarded.

Terms of reference

The scholarship or prize selection committees make recommendations to the chair on (see Delegation 4.11, [Scholarships and Prizes Policy](#) sections 6.3.5, 6.3.6, and section 5.5.2 of the [Scholarship and Prize Establishment and Management Procedures](#)):

- i. ranking applicants and selecting scholarship or prize recipients in accordance with the selection criteria defined in the conditions of award ([Scholarships and Prizes Policy](#) sections 3.4.5, 3.4.15, 3.4.16)
- ii. terminating a scholarship in cases where an award recipient has breached the conditions of award or is found guilty of misconduct ([Scholarships and Prizes Policy](#) section 5.9, [Scholarship and Prize Establishment and Management Procedures](#) section 5.4.7)
- iii. considering changes in scholarship recipient circumstances not specified or addressed in the conditions of award ([Scholarship and Prize Establishment and Management Procedures](#) section 5.4.9).

Procedures

Scholarship or prize selection committees shall be convened by the chair (or nominee) when required and in accordance with the relevant conditions of award ([Scholarship and Prize Establishment and Management Procedures](#) section 5.5.2). An alternate chair (or nominee) must convene a scholarship or prize selection committee if the chair is unavailable or has a conflict of interest.

All members of a scholarship or prize selection committee must be present at the selection committee meeting.

The chair may request administrative staff to assist a committee with its understanding of all the relevant issues and circumstances, act as advisers and attend meetings. Administrative staff may include relevant faculty or unit administrative staff and the Director, Graduate Research School or nominee. The role of administrative staff is not that of an advocate for the student(s) or for the faculties/units, and they must be sufficiently detached from any particular matter.

The scholarship or prize selection committee outcome is usually made during the selection committee meeting and authorised by the chair on conclusion of the meeting. Recommendation(s) of a scholarship selection committee on scholarship terminations or changed scholarship recipient circumstances must be conveyed to the chair without delay after the committee's meeting. The chair authorises the outcome on the basis of the committee's recommendations, on scholarship or prize recipients (Delegation 4.11), scholarship terminations ([Scholarships and Prizes Policy](#) section 5.9) and changed scholarship recipient circumstances ([Scholarships and Prizes Policy](#) section 5.10).

A decision of a scholarship or prize selection committee requires a simple majority. In the case where the vote is tied, the chair has an additional casting vote.

Recipients must be advised of the decision of the selection committee in writing by the relevant administrative officer of the faculty/unit responsible for managing the scholarship or prize ([Scholarships and Prizes Policy](#) section 5.6) or the Scholarships Office. The Dean, Graduate Research School (or nominee) will advise research students.