

Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Prizes and Scholarships

Establishment:	Council, 25 October 1996
Last Amended:	Deputy Vice-Chancellor (Students), 13 December 2021
Nature of Amendment:	Consequential amendments to align with new Gift Acceptance Policy
Date Last Reviewed:	November 2011
Responsible Officer:	Deputy Vice-Chancellor (Students)

1. Preamble

This is a policy on prizes and scholarships which recognise or support academic achievement of undergraduate or postgraduate students. Prizes and scholarships can be funded by the University or by external organisations or individuals. The University takes a flexible approach in arrangements for funding and administering prizes and scholarships, and can establish suitable conditions and arrangements in each case in consultation with outside donors, consistent with the [Gift Acceptance Policy and procedures](#).

This policy also applies in conjunction with the [Policy on Recognition of Service, Donations, Significant Contributions to the University or Outstanding Personal Achievement](#). This policy does not apply to merit awards which are subject to policy decisions established by other University Committees such as the Awards Committee. Separate policies apply with regard to [Awards for Academic Excellence](#) and Privately Funded Scholarships established by academic staff members from grant monies.

The Council has delegated to the Vice-Chancellor or nominee authority to approve the establishment of prizes and scholarships, and the rules and conditions governing them.

2. Definitions

Donor

a donor of funds to be used for a prize or scholarship and includes, in relation to a bequest, the executor of the estate.

Prize

an award based on merit in recognition of high achievement in scholarship

Scholarship

a payment made to (or on behalf of) a student to assist them to pursue a course of study, in the form of: a living allowance or stipend; or payment of student contribution amounts or tuition fees; or an incidental allowance or bursary

3. Establishment of a Prize or Scholarship

3.1 The establishment of a prize or scholarship may be proposed by any person, group or organisation within or outside the University. Except where a prize or scholarship is wholly offered and administered independently of the University, the following provisions will apply.

3.1.1 The rules and conditions attaching to a prize or scholarship will ensure that:

- it is offered on the basis of acceptable academic and other criteria;
- administrative procedures uphold the principles of equal opportunity, and
- enable the prize or scholarship to be administered in a fair and proper manner; and
- no unacceptable conditions are placed on the University, its staff or students.

3.1.2 The establishment of a prize or scholarship, or amendment of the rules and conditions governing them, will be subject to the approval of the Vice-Chancellor (or nominee) on the recommendation of the relevant College. The Vice-Chancellor (or nominee) will ensure that:

- the rules and conditions of the prize or scholarship fulfil the criteria specified in Clause 3.1.1 above; and
- in establishing the prize or scholarship, the University is not exposed to any unacceptable risk, financial or otherwise; and
- the donor is acceptable to the University, consistent with the [Gift Acceptance Policy](#) and [procedures](#).

3.1.3 The Vice-Chancellor (or nominee) will ensure that the establishment of a prize or scholarship is reported to the Academic Senate at the earliest opportunity.

3.1.4 If the rules or conditions of a prize or scholarship or its name or value are unsuitable or become impractical, the Vice-Chancellor (or nominee) or the Vice-President and Executive Dean of the relevant College will consult with the person or donor who initiated its establishment and seek to have the problem addressed. If the matter cannot be resolved to the satisfaction of the University the Council may decide that the prize or scholarship not be offered.

3.1.5 Nominees of the Vice-Chancellor as per clause 3.1.2 and the scope of their authority will be set out in a Schedule to this Policy.

4. Award of a Prize or Scholarship

4.1 A prize or scholarship will not be awarded if there is no applicant of sufficient merit.

4.2 A prize or scholarship will be awarded in any given year only if there are sufficient funds available to meet its cost. The University will not be responsible for funding a prize or scholarship established by an outside donor.

4.3 Confidentiality will be maintained about an applicant during the selection process and award of a prize or scholarship, until such time as the award has been accepted or rejected.

5. Procedures for Approving and Amending Prizes and Scholarships

5.1 A proposal to establish a prize or scholarship or to amend the rules and conditions governing a prize or scholarship is to be submitted to:

- College prizes: Director, College Services
- Scholarships and University-wide prizes: Manager, Student Finance and Scholarships

5.2 The relevant officer, indicated above, will:

5.2.1 Ensure there has been consultation with:

- in the case of a prize or scholarship funded by a gift or bequest, the donor and other relevant persons as required by Procedure 4.4.2 of the [Gift Acceptance Procedures](#), in liaison with Alumni and Advancement;
- in the case of College-specific scholarships, the relevant Vice-President and Executive Dean; and
- in the case of scholarships and University-wide prizes, the Associate Director, Procurement Services,; and
- subject to 5.3, arrange for the proposal to be submitted to the Vice-Chancellor, or nominee.

5.2.2 Once the rules or conditions governing the prize or scholarship have been approved, notify the Secretary, Academic Senate and arrange for the prize or scholarship to be established and the funds to be administered by the University. A prize or scholarship that has been established as a result of a gift or bequest must be administered in accordance with the [Gift Acceptance Procedures](#).

5.3 Proposals for scholarships and University-wide prizes must be submitted to the Vice-Chancellor or nominee having first been submitted for endorsement by:

- Scholarships Committee, in the case of research higher degree scholarships; and
- the Manager, Student Finance and Scholarships, in the case of undergraduate and postgraduate coursework scholarships and University-wide prizes.

Documentation

5.4 A proposal will contain the following details:

- the name of the prize or scholarship;
- the value or form of the prize or scholarship (the total funds provided for initial establishment and the amount to be awarded to awardees);
- the frequency of its award and the maximum number of awardees who may receive the prize or scholarship in any given year;
- the academic criteria or other criteria for the award of the prize or scholarship;
- the process for deciding the outcome of a competition for a prize and the procedure for ranking or selecting awardees (where relevant); and

- any other conditions of award of the prize or scholarship.

Publication and Publicity

5.5 The University will publish information about the rules and conditions of a prize or scholarship, and publicise its availability and award, in accordance with any conditions agreed on its establishment. Except where a prize or scholarship is wholly funded and administered by an external party the following will apply.

5.6 A prize or scholarship will be listed in the University Calendar once its establishment has been approved by the Vice-Chancellor or the Vice-Chancellor's nominee.

5.7 The University will normally publicise the availability of a prize or scholarship each year through the relevant College Office and/or the Scholarships Office. Additional publicity may be arranged by the sponsor or the University, as agreed between the parties.

5.8 The name and academic qualifications of the successful applicant for a prize or scholarship may be published by the University once the award has been accepted. Details of unsuccessful candidates will not normally be released. Other details will remain confidential unless the person involved has consented to them being published, except for purposes relating to the administration of the award.

Schedule to the Policy on Prizes and Scholarships: Vice-Chancellor's nominees pursuant to clause 3.1.2

The Vice-Chancellor has nominated the following officers to approve the establishment of a prize or scholarship or amend the rules and conditions governing a prize or scholarship, on their behalf.

Approving Authority	Scope of delegated authority	Effective date
Deputy Vice-Chancellor (Students)	1. University-wide prizes, postgraduate coursework and undergraduate scholarships, and the rules and conditions governing them	8 February 2016
Deputy Vice-Chancellor (Research)	1. Higher degree research scholarships, and the rules and conditions governing them	1 December 2011
Vice-President and Executive Deans	1. College prizes and the rules and conditions governing them, in their respective Colleges	1 December 2011

Related Link

[Student Prizes and Awards](#)

[Recognition of Service, Donation, Significant Contributions or Personal Achievement](#)

[Gift Acceptance Policy and procedures](#)