



POLICY

Policy Title: Scholarships

Policy Owner: Director Student Services Centre

Keywords: 1) Scholarships 2) Undergraduate 3) Postgraduate 4) Coursework
5) Research

Policy Code: PL256 [ac099]

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1. INTENT

This policy outlines the requirements for the development, awarding and administration of scholarships.

2. ORGANISATIONAL SCOPE

All ECU staff responsible for the administration of student scholarship schemes and scholarship holders.

3. DEFINITIONS

TERM	DEFINITION
Funder	An awarding body, industry partner, sponsor or external organisation which provides funding for scholarships administered through the University.
Donor	An individual, organisation or entity that makes a donation to the University.
Scholarships Sub-committee	A sub-committee of the Academic Services Committee.

Research Students and Scholarships Committee	A sub-committee of the Research and Higher Degrees Committee.
Postgraduate research scholarship	Financial support in the form of a stipend and/or payment of tuition fees and/or allowances to or on behalf of a student to assist them in pursuing a higher degree by research.
Undergraduate or postgraduate coursework scholarship	Financial support in the form of a stipend and/or payment of tuition fees and/or allowances to or on behalf of a student to assist them in pursuing an undergraduate or postgraduate coursework degree.

4. POLICY CONTENT

External Funding for ECU Scholarships

- 4.1 The University will not accept scholarship funding from persons or organisations that may diminish the reputation of the University through association with such persons or organisations, or expose the University to unreasonable risk.
- 4.2 The University reserves the right to withdraw scholarship funding agreements should it come to the University's attention that it is inappropriate for the University to associate with the person(s) or organisation(s) involved, in accordance with the Fundraising Ethics Policy and the Donation Acceptance Procedures (see Section 5.1)

Scholarship Conditions

- 4.3 All scholarship schemes at the University will be administered in accordance with the conditions and/or guidelines that relate to each scholarship.
- 4.3.1 For scholarships not funded by the University, the administration of the scholarship will be in accordance with any conditions and/or guidelines agreed by the University and the donor/funder; or in the case of Commonwealth funding as specified under the relevant guidelines listed in Sections 5.1 and 5.2.
- 4.3.2 For scholarships funded by the University, the administration will be in accordance with the scholarship conditions established when the scholarship was approved or amended in accordance with ECU's approval process outlined in the relevant Guidelines listed in Section 5.1 and 5.2.

Confidentiality

- 4.4 In accordance with the ECU Privacy Policy (ad067), unless written authority is provided for specific information to be released, confidentiality will be maintained at all times with respect to information regarding applicants and recipients of scholarships including during the selection process, awarding, receipt of a scholarship and during and at the conclusion of tenure of a scholarship. Where the scholarship recipient authorises in writing the

disclosure of information, the relevant ECU Faculty or Centre can make contact with the student as per the conditions of the scholarship.

Termination

- 4.5 The University reserves the right to withdraw scholarship funding from a student should it come to the University's attention that the scholarship holder fails to meet the scholarship conditions as outlined in the Termination section of the scholarship conditions.
- 4.6 The University may seek reimbursement of any payment(s) made to the recipient in any period in which the recipient was not eligible to receive the scholarship.

5. RELATED DOCUMENTS:

5.1 The policy is supported by the attached Guidelines and following documents

- Academic Prizes Policy
http://www.ecu.edu.au/GPPS/policies_db/tmp/ac002.pdf
- Fundraising Ethics Policy
http://www.ecu.edu.au/GPPS/policies_db/tmp/ad084.pdf
- Donation Acceptance Procedures [ECU Staff Only]
<http://secure.ecu.edu.au/service-centres/staffonly/OOA/Summaries/-/Summary-of-policies-and-procedures.pdf>
- Privacy Policy
http://www.ecu.edu.au/GPPS/policies_db/tmp/ad067.pdf
- Research Grant Management Policy and Research Grant Management Guidelines
http://www.ecu.edu.au/GPPS/policies_db/tmp/ac092.pdf
- A list of internal and external scholarships available to students by academic pathway
<http://www.ecu.edu.au/scholarships/scholarships-by-pathways>

5.2 Research Scholarships Guidelines

- Research Scholarships Ranking Guidelines
- Australian Postgraduate Award, ECU Postgraduate Research Scholarship and ECU Research Excellence Award – Scholarship Conditions.
http://intranet.ecu.edu.au/_data/assets/pdf_file/0007/177874/APA-Scholarship-conditions.pdf

Documents are available from:

<http://intranet.ecu.edu.au/research/for-research-students/research-journey/forms-policies-and-guidelines>

6. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director Student Services Centre
All Enquiries Contact:	Manager Student Finance and SSC Business Manager
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7. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	08 May 2014
Date last modified:	08 May 2014
Revision History:	
Next Revision Due:	May 2017
TRIM File Reference	SUB/56237

Undergraduate and Postgraduate Coursework Scholarships Guidelines

1 TYPES OF SCHOLARSHIPS

Undergraduate and postgraduate coursework scholarships categories:

- ECU scholarships (centrally funded or funded by a faculty or school)
- Commonwealth and other externally administered/funded scholarships
- Donor-funded scholarships

A full list of scholarships can be found at:

<http://www.ecu.edu.au/scholarships/scholarships-by-pathways>

2 ESTABLISHMENT OF NEW DONOR- FUNDED SCHOLARSHIPS

- The ECU point of contact for enquiries from prospective donors of new scholarships is the Office of Advancement. The Office of Advancement, in consultation with the relevant ECU Faculty or Centre and the Director, Student Services Centre, will develop the scholarship proposal, including the agreed conditions.
- Individual scholarship proposals must include information on:
 - publicity and advertising;
 - eligibility;
 - application process;
 - tenure;
 - selection criteria;
 - selection process;
 - reporting and publicity consent requirements of the recipient;
 - payments;
 - criteria used for assessing recipient's ongoing eligibility for the scholarship; and
 - review of decisions.
- The Office of Advancement will assess the risk associated with donors of new scholarships against the Risk and Assurance Services Centre's risk matrix, in accordance with the Donation Acceptance Procedures and the Fundraising Ethics Policy outlined in Section 5.1.
- The proposal with the risk assessment shall be reviewed by the Scholarships Sub-committee. The Scholarships Sub-committee will make a recommendation to the Academic Services Committee. The Academic Services Committee will consider the proposal for approval.

3 SELECTION CRITERIA AND AWARDING OF SCHOLARSHIPS

- Scholarships are allocated on the basis of the selection criteria identified when the scholarship was approved or subsequently amended in accordance with ECU's relevant approval process.

- The establishment of the proposed selection criteria (including weighting to be allocated against each criterion) will be determined by the relevant Faculty, School and/or specialist area, in collaboration with the Office of Advancement and the donor/funder.

4 SCHOLARSHIP ADMINISTRATION

- For undergraduate and postgraduate scholarships funded by the University the conditions will be reviewed by the Scholarships Sub-committee. The Scholarships Sub-committee will make a recommendation to the Academic Services Committee for approval, and for noting by the Academic Board.
- The Student Services Centre will undertake administrative tasks in relation to scholarship applications and shall be responsible for:
 - development of policies and processes for administering scholarships;
 - marketing of scholarships to existing ECU students and will work in conjunction with the Marketing and Communications Service Centre Graduate Research School, Faculties and Schools in the marketing of scholarships to new students;
 - collection and processing of applications;
 - assisting with the evaluation of applications;
 - maintenance of scholarship records;
 - payment of scholarships funds;
 - monitoring of recipients compliance with conditions and updating the Office of Advancement or relevant ECU Faculty or Centre where applicable;
 - monitoring academic progress of students holding scholarships;
 - maintenance of a database of scholarships administered by the University. The database will not include externally administered/funded scholarships;
 - reporting on scholarship applications and activity to the Scholarships Sub-committee;
 - reporting on scholarship recipients and scholarship expenditure; and
 - other appropriate administrative processes as required.

For all donor-funded scholarships, the Office of Advancement or relevant ECU Faculty or Centre will collate information from recipients for the purposes of reporting to donors/funders in accordance with the conditions of the scholarship.

5 VARIATIONS TO SCHOLARSHIP HOLDER'S TENURE

- Variations to a scholarship holder's tenure and payments on the basis of compassionate and compelling circumstances will be referred to the Director SSC for decision, actioned by the Student Services Centre, and communicated to the Office of Advancement or relevant ECU Faculty or Centre where appropriate.

6 PUBLICITY AND ADVERTISING OF SCHOLARSHIPS

- The University will disseminate information about the availability and conditions of scholarships through appropriate publications and websites. Direct marketing of scholarship opportunities may also be made to existing ECU students, where consent has been obtained from the student.

- The Office of Advancement or relevant ECU Faculty or Centre may publish information about donor-funded scholarship recipients and the impact of scholarships, in accordance with the agreed individual scholarship guidelines, where consent has been obtained from the scholarship holder.

7 AMENDMENT OF SCHOLARSHIP PROPOSALS

The following applies to amendments of scholarship proposals:

- The Academic Services Committee on recommendation from the Scholarships Sub-committee must approve amendments to the terms, name, value or termination conditions of a scholarship, or any other variation. Such amendments shall be compatible with the purpose of the scholarship as stated in the original scholarship proposal.
- Any variation approved after the commencement of the scholarship application process in any annual cycle, will be implemented in the following annual cycle.
- Where a scholarship proposal is amended and the conditions of the scholarship altered, the University will meet its obligations to students currently in receipt of a scholarship, unless the recipient agrees in writing to the amended conditions.

8 UNDERGRADUATE AND POSTGRADUATE COURSEWORK SCHOLARSHIPS SUB-COMMITTEE

Purpose

To make recommendations to the Academic Services Committee on matters related to the establishment and administration of coursework scholarships.

Membership

- Chair Academic Services Committee (Chair)
- Two Academic Services Committee Faculty representatives
- Pro Vice-Chancellor (Equity and Indigenous) or nominee
- Director Student Services Centre or nominee
- Director Marketing and Communications Service Centre or nominee
- Director Office of Advancement.

Executive Officer: Student Finance and SSC Business Manager or nominee

Terms of Reference

1. To consider new scholarship proposals and make recommendations to the Academic Services Committee.
2. To consider amendments to existing scholarship conditions and make recommendations to the Academic Services Committee.
3. To monitor and report on scholarships activity to the Academic Services Committee
4. Review scholarship policy and make recommendations to the Academic Services Committee.

Meeting Frequency

As required, before each scheduled meeting of the Academic Services Committee.

Postgraduate Research Scholarship Guidelines

1 TYPES OF POSTGRADUATE RESEARCH SCHOLARSHIPS

Postgraduate research scholarships categories:

- ECU scholarships (centrally funded or funded by a faculty or school)
- Commonwealth and other externally administered/funded scholarships
- Donor-funded scholarships

A list of internal and external scholarships available for higher degree by research students is available from:

<http://www.ecu.edu.au/scholarships/scholarships-by-pathways/higher-degree-by-research>

The majority of postgraduate research scholarships administered by ECU are in one of the following schemes:

Scholarship name	Type of scholarship	Funding body	Eligibility
Australian Postgraduate Awards (APA):	Stipend	Commonwealth Government	Higher degree by research students.
Edith Cowan University Postgraduate Research Scholarships (ECUPRS)	Stipend	ECU centrally funded	Higher degree by research students.
Edith Cowan University Postgraduate Research Scholarships (International)(ECUPRSInt)	Stipend, Overseas Student Health Cover and Student Visa application fees. Tuition fees	ECU centrally funded Sponsored by Faculty	International students enrolled in a higher degree by research
Australian Postgraduate Awards (Industry) (APA-I)	Stipend	Australian Research Council (ARC)	Higher degree by research students conducting research with an industry partner based on an ARC Linkage or Discovery grant won by supervisor
International Postgraduate Research Scholarships (IPRS)	Stipend	Commonwealth Government	International students enrolled in higher degree by research
Edith Cowan University Merit Awards (ECUMA)	Top-up stipend		Eligible APA/ECUPRS awardees

Donor-funded, including industry funded	Various	Donor	Various
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2 ESTABLISHMENT OF NEW DONOR-FUNDED SCHOLARSHIPS

- The ECU point of contact for enquiries from prospective donors of new scholarships is the Office of Advancement. The Office of Advancement will develop the postgraduate research scholarship proposal, including agreed conditions.
- Individual scholarship proposals must include information on:
 - publicity and advertising;
 - eligibility;
 - application process;
 - tenure
 - selection criteria;
 - selection process;
 - reporting and publicity consent requirements of the scholarship recipient;
 - payments;
 - criteria used for assessing recipient's ongoing eligibility for the scholarship; and
 - review of decisions.
- The Student Services Centre in consultation with the relevant Faculty (or Faculties) and the Graduate Research School will provide advice on the establishment of new scholarships, the development of proposals for new postgraduate research scholarships and assistance with their approval and review of scholarship conditions.
- The Office of Advancement will assess any risk associated with donors of new scholarships against the Risk and Assurance Services Centre's risk matrix, in accordance with the Donation Acceptance Procedures and the Fundraising Ethics Policy outlined in Section 5.1.
- The Research Students and Scholarships Committee (RSSC) will make recommendation to the Research and Higher Degrees Committee on proposals for new postgraduate research scholarships.

3 SCHOLARSHIP SELECTION PROCESS

- Most APA, APA (Industry), ECUPRS, ECUPRS (Int), and ECU Merit Awards scholarships are allocated according to a ranked list of eligible applicants. Scholarship applications are assessed according to the *Research Scholarships Ranking Guidelines* (see Section 5.2 of this policy).

4 SCHOLARSHIP ADMINISTRATION

- For postgraduate research scholarships funded by the University the conditions will be reviewed by the Research Students and Scholarships Committee and a recommendation made to the Research and Higher Degrees Committee for approval, and subsequently for noting by the Academic Board.
- The ongoing administration of all postgraduate research scholarships, other than external or faculty administered postgraduate research scholarships will be the responsibility of the Student Services Centre.

- In the case where a scholarship has additional funding to support the research, such as an operating grant or maintenance funds, these funds will be administered by the appropriate faculty, school or research centre.
- The Student Services Centre shall be responsible for:
 - development of policies and processes for administering scholarships;
 - marketing of scholarships to existing ECU students and working in conjunction with the Marketing and Communications Service Centre, Graduate Research School, Faculties and Schools in marketing scholarships to new students;
 - collection and processing of applications;
 - assisting with the evaluation of applications;
 - maintenance of scholarship records;
 - payment of scholarships funds;
 - monitoring of recipients compliance with conditions and updating the Office of Advancement or relevant ECU Faculty or Centre where applicable;
 - monitoring academic progress of students holding scholarships;
 - maintenance of a database of scholarships administered by the University. The database will not include externally administered scholarships;
 - reporting on scholarship recipients and scholarship expenditure; and
 - other appropriate administrative processes as required.

For all donor-funded scholarships, the Office of Advancement or relevant ECU Faculty or Centre will collate the information from all recipients for the purposes of reporting to donors/funders in accordance with the conditions of the scholarship.

- All variations to a postgraduate research scholarship holder's tenure and stipend payments will be considered by the Research Students and Scholarships Committee, actioned by the Student Services Centre, and communicated to the Office of Advancement or relevant ECU Faculty or Centre where appropriate.
- Once approved by the Research Students and Scholarships Committee, variations to scholarships will be forwarded to the University Research and Higher Degrees Committee and Academic Board for noting.

5 PUBLICITY AND ADVERTISING OF SCHOLARSHIPS

- The University will disseminate information about the availability and conditions of scholarships through appropriate publications and websites. Direct marketing may also be used, where appropriate and where consent has been obtained.
- Where an Australian Research Council (ARC) grant makes available an APA (Industry), scholarship, the relevant faculty, school or research centre will provide the resources for advertising, where appropriate.
- The relevant ECU Faculty or Centre may publish information about donor-funded scholarship recipients and the impact of scholarships, in accordance with the agreed individual scholarship guidelines where consent has been obtained from the scholarship holder.