

Academic Excellence Scholarships Policy

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Description	This policy specifies the University's processes for managing annually the award of the Academic Excellence Scholarships which include: the Deans' Sir Samuel Griffith Scholarship, Sir Samuel Griffith Scholarship, and the Griffith Connect Academic Excellence Bursary.

Related documents

[Bachelor Degree \(AQF Level 7\) Policy](#)

[Bachelor Honours Degree \(AQF Level 8\) Policy](#)

[Student Complaints Policy](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[Review of Decision Form](#)

[Student Misconduct Policy](#)

[Academic Standing, Progression and Exclusion Policy](#)

[Conflict of Interest Policy](#)

[\[Aim\]](#) [\[Administration\]](#) [\[Eligibility and Selection Criteria\]](#) [\[Benefits and Payment Arrangements\]](#) [\[Conditions\]](#)
[\[Review and Appeals\]](#)

1. AIM

The Academic Excellence Scholarships are designed to:

- attract high achieving students to study at Griffith University;
- facilitate the success of high achieving students through the provision of financial and other support; and
- promote the University to the public, secondary schools and potential students as an institution that is committed to academic excellence.

2. ADMINISTRATION

The Deputy Vice Chancellor (Academic) or nominee is responsible for the administration of these scholarship schemes. Each year, the Deputy Vice Chancellor (Academic) reviews the outcomes from the previous year's scholarship round and the funding available for scholarships in the following year to determine the:

- student cohorts for whom scholarships will be available;
- number of each type of scholarship to be offered; and
- benefits to be associated with each type of scholarship.

Funding for the Academic Excellence Scholarships is predominantly provided through the University's budget, as approved by University Council, and through contributions from the budgets of the academic Groups. Funding from other sources, including external donors, may be allocated to the Sir Samuel Griffith Scholarship Fund.

The Deputy Vice Chancellor (Academic) reviews and approves annually the conditions for the Academic Excellence Scholarships, including the number available.

The Deans' Sir Samuel Griffith Scholarship and the Sir Samuel Griffith Scholarship are transferrable between Griffith programs. However, a small number of scholarships are fully funded by the four (4) Griffith Academic Groups. Recipients who are awarded a fully funded Academic Group sponsored scholarship are required to maintain continued enrolment within that Academic Group for the term of the scholarship.

3. ELIGIBILITY AND SELECTION CRITERIA

The general eligibility criteria for these scholarships are determined annually by the Deputy Vice Chancellor (Academic).

Applications are competitive and must be made on the designated application form. Relevant documentation to determine eligibility and merit must be provided.

Applications are assessed against the following eligibility and selection criteria.

An order of merit list is prepared by the Scholarships Office, and where applicable, on the recommendation of the Academic Group. The Deputy Vice Chancellor (Academic) approves the award of scholarships.

3.1 Eligibility

3.1.1 Deans' Sir Samuel Griffith Scholarship

The Deans' Sir Samuel Griffith Scholarship is open to current Year 12 and gap year students who meet the following selection criteria:

- Australian Citizens or Australian Permanent Humanitarian Visa Holders; or
- Australian Permanent Residents, New Zealand Citizens or international students who are completing or have completed Years 11 and 12 in Australia;

AND

- have NOT undertaken/commenced any tertiary study with the exception of those undertaken as part of Year 11-12 studies (eg. Enhanced Studies Program); and
- have applied for a tertiary place through the Queensland Tertiary Admissions Centre (QTAC); or the Universities Admission Centre (UAC), which acts on behalf of the University to process undergraduate admissions from New South Wales; and
- meet the eligibility criteria for degree program and receive and accept an admission offer; and
- achieve a result which places them at the very top of the OP1 band (including International Baccalaureate (IB) and interstate equivalents) (or an equivalent Australian Tertiary Admissions Rank (ATAR). Bonus ranks do not apply; and
- have Griffith University listed as their 1st or 2nd QTAC/UAC preference.

3.1.2 Sir Samuel Griffith Scholarship

The Sir Samuel Griffith Scholarship is open to current Year 12 and gap year students who meet the following selection criteria:

- Australian Citizens or Australian Permanent Humanitarian Visa Holders; or
- Australian Permanent Residents, New Zealand Citizens or international students who are completing or have completed Years 11 and 12 in Australia;

AND

- have NOT undertaken/commenced any tertiary study with the exception of those undertaken as part of Year 11-12 studies (eg. Enhanced Studies Program, GUESTS); and
- have applied for a tertiary place through the Queensland Tertiary Admissions Centre (QTAC); or the Universities Admission Centre (UAC), which acts on behalf of the University to process undergraduate admissions from New South Wales; and
- meet the eligibility criteria for degree program and receive and accept an admission offer; and
- applicants with a Queensland OP1 to 3 (or an equivalent ATAR) are eligible to apply.

In exceptional circumstances where an applicant has demonstrated a high level of leadership and community engagement, a result of OP4 to 6 (including IB and interstate equivalents) (or an equivalent ATAR) will be considered. Bonus ranks do not apply.

3.1.3 Griffith Connect Academic Excellence Bursary

Griffith Connect – Valued Partners Program may nominate up to three students to apply for scholarships and/or admission per year in the Griffith Connect Partner Round. Applications must include school results, statements of support from the School Principal and/or other school staff, information about extra-curricular activities, leadership and community service activities.

3.2 Selection

3.2.1 Deans' Sir Samuel Griffith Scholarship and the Sir Samuel Griffith Scholarship

Academic Merit

- Academic merit is generally assessed on the basis of the applicants' OP score or International Baccalaureate (IB) score or equivalent rank or the Australian Tertiary Admission Rank (ATAR).
- Bonus ranks applied as a result of undertaking a language other than English, Maths C or enhanced studies, or applied as a consequence of a special entry program do NOT apply for the purposes of determining academic rank for one of these scholarships.
- Bonus ranks applied as part of QTAC's Educational Access Scheme (EAS) do NOT apply for the purposes of determining academic rank for one of these scholarships.

Leadership and Community Engagement

Assessment of leadership achievements and/or community service are based on information contained in the application and evidentiary documentation, such as:

- leadership qualities
- civic responsibility and
- social awareness.

Personal Qualities

Motivation towards:

- university study
- career aspirations and
- likelihood of success in university study.

Referee Reports

- Referee report completed by the School Principal.
- Referee report completed by community organisation.

3.2.2 Griffith Connect Academic Excellence Bursary

Academic Merit

An assessment of the student's school results to predict that the student is likely to achieve a Year 12 exit score in the range OP1-6 or equivalent, and is likely to meet the cut-off score for admission to the particular degree. National and State competitions, awards, school-based academic awards and prizes and school order of merit will be taken into account.

Personal Qualities

Motivation towards University study, career aspirations, likelihood of success in university study.

Leadership and Community Service

Evidence of leadership qualities, civic responsibility and social awareness.

The benefit the applicant brings to the University in terms of increasing numbers and improving the distribution of high achieving students.

The award of a Griffith Connect Academic Excellence Bursary in the Griffith Connect - Valued Partner Program category may be accompanied by an admission offer.

The offer is a guarantee of a place at Griffith University and may not necessarily be the applicant's first preference. Griffith University reserves the right to determine which programs are available for guaranteed admission in a particular admission period. Griffith University reserves the right to withdraw program offerings during the admissions process, or not offer places in programs depending on applicant numbers.

Applicants wishing to apply for a Deans' Sir Samuel Griffith Scholarship or a Sir Samuel Griffith Scholarship need to submit the online Application Form by the due date.

Should the recipient of a Griffith Connect Academic Excellence Bursary subsequently be awarded a Sir Samuel Griffith Scholarship, then the Sir Samuel Griffith Scholarship supersedes the Griffith Connect Academic Excellence Bursary.

4. BENEFITS AND PAYMENT ARRANGEMENTS

4.1 Deans' Sir Samuel Griffith Scholarship

The Sir Samuel Griffith Scholarship benefits are based on a full-time study load for undergraduate students excluding Trimester 3 enrolment, with the exception of students undertaking accelerated programs that require Trimester 3 enrolment as part of the degree structure.

- Valued at \$60,000 for up to 5 years. \$12,000 per year payable for up to 5 years or the minimum duration of the program, whichever is the lesser duration.
- Two payments a year will be made, each within six weeks of the Census Date in Trimester 1 and Trimester 2, to the value of 50% of the annual scholarship amount, subject to the student maintaining ongoing eligibility requirements.
- Payments will be made directly to students via electronic funds transfer to the bank account nominated by the recipient.
- International and New Zealand students will not receive a cash benefit. An equivalent sum will be credited to their student fees.

4.2 Sir Samuel Griffith Scholarship

The Sir Samuel Griffith Scholarship benefits are based on a full-time study load for undergraduate students excluding Trimester 3 enrolment, with the exception of students undertaking accelerated programs that require Trimester 3 enrolment as part of the degree structure.

- Valued at \$24,000. \$6,000 per year payable for up to 4 years or the minimum duration of the program, whichever is the lesser duration.

- Two payments a year will be made, each within six weeks of the Census Date in Trimester 1 and Trimester 2, to the value of 50% of the annual scholarship amount, subject to the student maintaining ongoing eligibility requirements.
- Payments will be made directly to students via electronic funds transfer to the bank account nominated by the recipient.
- International and New Zealand students will not receive a cash benefit. An equivalent sum will be credited to their student fees.

4.3 Griffith Connect Academic Excellence Bursary

The Griffith Connect Academic Excellence Scholarship benefit is based on a full-time study load for undergraduate students.

- Valued at \$3,000.
- A one off payment will be made within six weeks of the Census Date in Trimester 1, subject to the student maintaining ongoing eligibility requirements.
- Payments will be made directly to students via electronic funds transfer to the bank account nominated by the recipient.

5. CONDITIONS

5.1 Offer Process

- Successful applicants are officially notified in writing of the outcome of their applications as soon as practicable after the release of Year 12 results.
- The award of an Academic Excellence Scholarship is conditional on the recipient taking up the offer of a place at Griffith University, unless approval to defer both the tertiary place and the scholarship has been granted.
- Applicants wishing to defer their scholarship must submit their Acceptance Form indicating they defer the offer of a Scholarship and a place in the Griffith Honours College until the following academic year.
- Recipients, at the time of accepting an offer of an Academic Excellence Scholarship, must accept the conditions of the scholarship and agree to provide any information relevant to assessing their ongoing eligibility for a scholarship.
- The award of an Academic Excellence Scholarship does not guarantee a place at Griffith University. Scholarship recipients compete for a place through the usual QTAC offer round process and QTAC/UAC makes offers to academically qualified and eligible students on behalf of the University.
- Griffith University reserves the right not to offer all the scholarships available and to set a maximum limit on scholarships available for any one program or in any one academic group.
- Griffith University aims to award scholarships to students across a broad range of high schools and study programs.
- The University makes its own judgement about what constitutes the most meritorious cases.

5.2 Payments to Students

Payments are made directly to students via electronic funds transfer to the bank account nominated by the recipient.

5.2.1 Deans' Sir Samuel Griffith Scholarship and the Sir Samuel Griffith Scholarship

- Two payments a year are made, each within six weeks of the Census Date in Trimester 1 and Trimester 2, to the value of 50% of the annual scholarship amount, subject to the student maintaining ongoing eligibility requirements.

5.2.2 Griffith Connect Academic Excellence Bursary

- A single payment of the entire amount will be made within six weeks of the Census Date in the recipient's commencing trimester.

5.3 Full-time study requirements

- The University considers exceptional circumstances such as disability or serious medical condition, significant carer responsibilities and the unique circumstances of Indigenous Australian students in determining inability to study full-time.
- The University reviews the eligibility status of recipients whose study load falls below 75% of a standard trimester full-time load, and may determine the recipient is ineligible to retain their Scholarship unless they provide evidence that there are exceptional circumstances that prevent them studying on a full-time basis.
- Recipients who undertake a component of their studies while on overseas exchange studies, or with another university through an approved cross-institutional arrangement, are not precluded from accessing the scholarship if this study counts towards the requirements of the program in which the recipient is enrolled.

5.4 Academic Progress

- The University confirms a recipient's ongoing eligibility for a Deans' Sir Samuel Griffith Scholarship or a Sir Samuel Griffith Scholarship on a biannual basis prior to payment in Trimester 1 and Trimester 2.
- To remain eligible for a Deans' Sir Samuel Griffith Scholarship or a Sir Samuel Griffith Scholarship a recipient must maintain a cumulative career Grade Point Average (GPA) of 5.5. A recipient who does not achieve this GPA must agree to the terms and conditions of a 'learning contract' for a period of one (1) trimester. At the expiration of the one (1) trimester 'learning contract', should a student not achieve a cumulative career GPA of 5.5 or higher, the scholarship is terminated. A scholarship recipient may request a review of a decision to terminate their scholarship, if they feel they have exceptional circumstances. Refer [Section 6](#).

The Griffith Honours College is responsible for setting the terms and conditions of the learning contract and its ongoing administration.

5.5 Deferral and Suspension of an Academic Scholarship

- The University only grants deferment of a Deans' Sir Samuel Griffith Scholarship or a Sir Samuel Griffith Scholarship for one year.
- Successful applicants may apply to have their scholarship deferred only if approval to defer their Griffith University place has been granted.
- Applicants who do not take up their university place in the year following an approved deferment of study, shall have their scholarship offer withdrawn.

Once study has commenced, approval to suspend a Deans' Sir Samuel Griffith Scholarship or a Sir Samuel Griffith Scholarship is granted for a maximum period of one year.

5.6 Termination of an Academic Excellence Scholarship

The University terminates a Deans' Sir Samuel Griffith Scholarship or a Sir Samuel Griffith Scholarship on the following grounds:

- the recipient has committed serious misconduct including, but not limited to, the provision of false or misleading information in their Application Form; or
- the recipient ceases to meet the eligibility requirements specified in these Guidelines, other than during a period in which the scholarship has been suspended; or
- the full value of the scholarship has been paid; or
- the recipient has completed the requirements of their Bachelor degree; or
- the recipient does not resume study at the conclusion of an approved period of leave; or
- the recipient voluntarily discontinues from Griffith University and undertakes Griffith courses through Open Universities Australia; or
- the recipient voluntarily discontinues or is cancelled from Griffith University; or
- the recipient fails to maintain satisfactory academic progress as set out in these Guidelines.

5.7 Promotional Requirements

A scholarship recipient agrees to allow Griffith University to acknowledge the financial assistance being provided to them for the purpose of promotional activities. The Deputy Vice Chancellor (Academic) may choose to waive this requirement in certain circumstances.

6. REVIEW AND APPEALS

The decision by the University made in respect of an application for a scholarship is final and is not reviewable under the University's *Student Review and Appeals Policy*.

A scholarship recipient whose scholarship is terminated for not complying with one or more conditions set out in [Section 5](#) and whose scholarship benefits are not continued may request a review of the decision.

A request for a review of a decision to terminate the scholarship should specify the grounds in writing using the *Review of Decision Form*, attaching copies of all documents relevant to the decision and lodging their request for a review of the decision with the Scholarships Office within 10 working days of notification of the decision for forwarding to the Academic Registrar. The Academic Registrar reviews the decision and provides the applicant with the reason for the decision. If an error has been made it will be corrected at the first available opportunity. As specified in the *Student Review and Appeals Policy*, the Academic Registrar's decision is final.
