

Scholarships and Prizes Policy

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Description	Awards, including scholarships, bursaries, grants and prizes are established by the University for the purpose of encouraging and recognising academic excellence, assisting particular categories of students to pursue academic studies, and fostering links between the University and the wider community. This policy describes how such awards are to be established and managed.

Related documents

[Conflict of Interest Policy](#)

[Student Review and Appeals Policy](#)

[Student Review and Appeals Procedures](#)

[Donations Received – Deductible Gift Recipient Requirements Policy](#)

[Philanthropy and Fundraising Policy](#)

[Calculation of Grade Point Average Policy](#)

[Review of Decision Form](#)

[\[Definitions\]](#) [\[Establishing Awards\]](#) [\[Assessment and Award\]](#) [\[Annual Review of Awards\]](#) [\[Review and Appeals\]](#)

1. DEFINITIONS

- Award – is a generic term that covers scholarships, bursaries, grants and prizes which are specifically defined below. Donors may wish to use this generic term when naming their award or may prefer to use the following specific wording when describing their award.
- Scholarship – students have to apply for a scholarship. A scholarship is a monetary merit-based award, paid as a continuing contribution (more than one payment), where the recipient must continue to meet an approved set of criteria. Scholarships generally last for a period of 12 months or more. May also include in-kind or experience based incentive. Example – Sir Samuel Griffith Merit Scholarships.
- Bursary or grant – students have to apply for a bursary or grant but unlike a scholarship it is a one-off monetary payment. Recipients are awarded on meeting set criteria at the time of assessment, but are not required to maintain standard of criteria after the award. Example – Griffith Connect Academic Excellence Bursary.
- Prizes – are annual awards made to students based on designated criteria for eligibility, academic excellence and/or practical performance or exhibition. They may be monetary, product, in-kind or experience based. Example – Business Prize – Awarded to a Griffith University student enrolled full or part-time in the Bachelor of Business who achieves the highest GPA in the first year of the program.
- Competitions – are prizes awarded on the basis of the outcome of a competitive process of performance or submission of a particular work or set of works, including performance, and may be assessed at an event. Example – Matilda Jane Aplin Prize - The prize is open to violin

students enrolled in the first or second year of an undergraduate program or alternatively, a final year student who will be doing a postgraduate program at the Queensland Conservatorium with violin as their chief practical study the following year. Competitors are required to play two contrasting works of their own choice, lasting not longer than 10 minutes in duration.

- Student - a person who has an active enrolment status in a program of Griffith University.
- Eligible student – a person who meets the eligibility criteria for the relevant student award.
- Grade Point Average (GPA) – the standard GPA is calculated by summing over all attempts at all courses, excluding courses with a grade of Non-graded Pass (NGP). Courses for which transfer credit has been awarded (grade T = Transfer Credit) are not included in the calculation. The GPA may be reported for a trimester, a program, a career (e.g. undergraduate, postgraduate) or on the basis of specific courses.
- Academic excellence – a cumulative career GPA of at least 6.0 or as defined by the academic element, calculated over at least two consecutive teaching periods and a minimum of 40CP, excluding non-graded passes and any credit applied.
- Terms of Award – Terms of the Award are to include eligibility criteria, including the level of academic excellence achievement, the selection process, the method for resolving conflict of interest, review period and/or termination clauses; in the case of a scholarship, performance criteria for the continuation of the award payment to a recipient.
- Establishment documentation – these templates are used to document the terms of the award and comprise an Establishment Form and Checklist provided by the Scholarships Office or a Deed of Gift or Deed of Endowment provided by the Development and Alumni Office. The establishment documentation will depend on the nature of the sponsorship or endowment.

2. ESTABLISHING AWARDS

The establishment of awards is undertaken collaboratively between the central Scholarships Office, Development and Alumni Office, Office of Finance and where required, Academic Group, School or Department staff, using the approved establishment documentation.

A copy of the approved establishment documentation is lodged with Corporate Records & Digitisation Services (CRDS).

Funding for awards may be received from the University, or from external sources including the Commonwealth Government and donors.

The value of an award should be set so that the value is not exceeded by either the cost of administration to the University or the perceived cost of application by the potential applicant. The naming rights for an award is set at a minimum of \$500 in value and for a minimum duration of 3 years.

Donations of less than \$500 will be accepted and included as part of the total fund available for University named awards.

2.1 Accepting Funds From External Sources

In accepting donations for the purpose of establishing an award, the Development and Alumni Office must be involved. In accordance with *the University's Donations Received – Deductible Gift Recipient Requirements Policy* and *Philanthropy and Fundraising Policy*, the Development and Alumni Office is responsible for the receipting and recording of donations.

The Development and Alumni Office will liaise with the Scholarships Office and / or School to make every effort to match the donor's wishes with the University's requirements and policies, and ensure compliance with the relevant scholarship legislation.

The Scholarships Office will liaise with the Commonwealth or State Government regarding awards funded by those specific bodies.

2.2 Establishing Criteria

Eligibility and criteria for awards and competitions should be clear, concise and enable ease of assessment.

Awards may be based on academic excellence.

Awards may also be established to provide support to students from particular categories (e.g. disadvantaged groups or sportspeople), or a combination of these and academic excellence.

An award shall not be awarded in any year, if in the opinion of the recommending authority there is no candidate of sufficient merit to justify its award.

An award may be divided equally among candidates deemed to be of equal merit.

2.2.1 University funded awards and competitions

Where the award is University funded, and not University-wide, the School, College or Group and its relevant Pro Vice Chancellor is responsible for:

- Negotiating, in consultation with the Scholarships Office, the terms of the award, including review period and/or termination clause;
- Recommending the eligibility criteria, including the level of achievement, the selection process, the method of resolving ties and conflicts of interest, and in the case of a scholarship, performance criteria for the continuation of the award payment to a recipient;
- Undertaking appropriate selections and awarding processes;
- Completion of the appropriate establishment documentation;
- Sending a final copy to the Scholarship Office who will then lodge with CRDS.

2.2.2 Externally funded or University-wide awards

Where the award is wholly or partially externally-funded, or University-wide (regardless of funding source):

The Development and Alumni Office is responsible for:

- Identifying with the donor the nature of the support to the University; and
- In conjunction with the Scholarships Office or relevant school, completion of the appropriate establishment documentation outlining the terms of the award or competition including review period and /or termination clauses, and recommending the eligibility criteria, including the level of achievement, the selection process, the method of resolving ties and conflicts of interest, and in the case of a scholarship, performance criteria for the continuation of the award payment to a recipient.

The appropriate Scholarship Officer in the central Scholarships Office is responsible for:

- Submitting the completed establishment documentation for approval by the Deputy Vice Chancellor (Academic) and, where appropriate, the sponsor(s);
- Lodging the approved establishment form with CRDS; and
- Undertaking appropriate selection and awarding processes.

2.3 Promotion and Advertising

The appropriate Scholarships Officer is responsible for the promotion and advertising of all awards on the Scholarships main website and within other appropriate scholarship promotional materials.

Schools, Colleges and Groups are responsible for additional promotions to their student cohort through appropriate websites, notice boards, advertising materials, newsletter and bulletin boards.

The Office of Marketing and Communications is responsible for broader corporate promotion and advertising.

3. ASSESSMENT AND AWARD

3.1 Assessment

In line with the established award criteria, the party outlined in [2.2](#), is responsible for developing and documenting an assessment process that:

- ensures fairness and transparency to all applicants; and
- considers conflict of interest and manages such conflicts.

3.2 Awarding Successful Applicants

Following assessment, a completed Selection and Ranking Approval form (available from the Scholarships Office), shall be completed by the party outlined in [2.2](#) and sent to the Scholarships Office.

Scholarships Office shall collate these, and where appropriate seek approval by the Deputy Vice Chancellor (Academic).

Following approval, the School or Scholarships Officer will make arrangements for the notification of successful applicant/s; and where appropriate invitation to the Annual Awards Ceremony.

For awards presented at the Annual Awards Ceremony, Scholarships Office will notify the appropriate sponsor/donor. Otherwise the School or Development and Alumni Office will contact the donor as outlined in the establishment documentation.

3.3 Payments to Recipients and Ongoing Eligibility

The central Scholarships Office or relevant school shall make scheduled payments and confirm ongoing eligibility criteria in-line with details outlined in the appropriate Scholarship Policy or establishment documentation.

4. ANNUAL REVIEW OF AWARDS

All awards are reviewed annually or as agreed in the signed establishment documentation to ensure they are aligned appropriately with Griffith courses and programs; meet the needs of the sponsor/donor; and provide an appropriate potential applicant pool.

The Scholarships Office is responsible for coordinating the review of the University's awards. The Scholarships Office advises the format and timing of the review process. The School or Development and Alumni Office (as outlined in the establishment documentation) is involved to ensure donor recommitment. Any changes should reflect the original intention of the award, and ensure fairness and transparency for all applicants and be negotiated with the donor.

The Scholarships Office maintains a list of all awards.

5. REVIEW AND APPEALS

The decision by the University made in respect of an application for an Award, Scholarship, Bursary or Grant, Prize or Competition is final and is not reviewable under the University's *Student Review and Appeals Policy*.

A recipient of an award, scholarship or bursary whose award is terminated for not complying with one or more conditions as set out in their offer and whose benefits are not continued may request a review of the decision.

A request for a review of a decision to terminate an award 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 central 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.