

**Conditions of Award**

This document sets out the conditions of award for the below prize or scholarship and the obligations of recipients and the University in regards to this prize or scholarship. The administrative processes to support awarding this prize or scholarship are in accordance with the Prizes and Scholarships Rule and associated procedures.

**Prize/Scholarship Title/Name**

[enter the name or title of prize/scholarship – this should be short but descriptive. There should not be a prize/scholarship already in existence with this name.)

**Purpose**

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

**Value and Benefit**

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

**Benefit/s to Recipient:**

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

The prize/scholarship will be noted on the Recipients Australian Higher Education Graduation Statement and Academic Record (transcript).

**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.

**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.

**Recipient Selection Criteria, in Priority Order**

[Example text below]

The highest final overall mark awarded in the subject X.

**Selection**

[Example text: The Prize recipient will be selected by the [enter School name] Teaching and Learning Committee.] The Scholarship recipient will be selected by the Coursework Scholarship Committee.

**Other Conditions**

[Enter any other specific conditions of the Prize/Scholarship]

**Funding**

**Internal UNE funding:** [Example text] Internal UNE funding has been budgeted by the [ENTER School/Directorate name]. Annual funding is calculated at [enter $ amount] per year].

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

[Example text] External funding has been budgeted by the Office of Advancement. Annual funding is calculated at [enter $ amount] per year].

**Roles and Responsibilities**

**Owning School/Directorate:** [ENTER School/Directorate name]

**Managing School/Directorate:** [Enter Managing School/Directorate]

**Publication of Conditions of Award**

* Office of Advancement must be notified of these Conditions of Award prior to approval.
* On approval, the Conditions of Award must be forwarded to the Office of Advancement for publication on the University website.

**Document Review**

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

**Approval**

Endorsement from the following stakeholders (where applicable) must be sought before formal University approval. Approval must be in accordance with the Scholarships and Prizes Rule. \*

External Donor:

Signature:

Date:

Endorsed by: School Teaching and Learning Committee

Signature

Date:

Endorsed by: Office of Advancement

Signature:

Date:

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