

# Prizes and Scholarships Rule

## Section 1 - Overview

(1) This Rule provides the framework for the establishment, management and administration of coursework prizes and scholarships awarded by the University.

## Section 2 - Scope

(2) This Rule applies to:

- a. coursework prizes and scholarships awarded by the University;
- b. all University Representatives involved in the management, administration and promotion of coursework prizes and scholarships awarded by the University; and
- c. all eligible Candidates and recipients of coursework prizes and/or scholarships awarded by the University.

(3) This Rule does not apply to University Medals, coursework Commonwealth Scholarships or Higher Degree Research candidates.

(4) This Rule should be read in conjunction with the [Prizes and Scholarships Procedures](#).

## Section 3 - Rule

### Principles

(5) The University bestows prizes and scholarships in order to encourage and reward excellence and attract, retain and support its students.

(6) The process of establishing a new prize or scholarship must be completed in accordance with the provisions of this Rule and the [Prizes and Scholarships Procedures](#), prior to the prize or scholarship being activated.

(7) Candidates for prizes and scholarships will be assessed using defined eligibility and selection criteria as outlined in the respective Terms and Conditions for each prize and scholarship. Eligibility and selection criteria will be applied fairly and equitably.

(8) In the interests of equity for all students, and for accountability in relation to the selection process, the University ensures that all selection criteria are objectively demonstrable and assessable.

### Establishment of Prizes and Scholarships

(9) The University classifies prizes and scholarships into two categories:

- a. university funded; and
- b. donor funded.

(10) The Director, Advancement, Communications and Events is responsible for accepting offers to establish prizes and scholarships, taking into consideration:

- a. the advice of any Faculty, School or Directorate concerned;
- b. the prize or scholarship's ability to encourage and reward excellence and attract, retain and support students;
- c. the ability to fund the prize or scholarship; and
- d. for donor-funded offers, any requirements under the [Advancement Rule](#) and [Advancement Policy](#).

(11) If an offer to establish a prize or scholarship is accepted, Advancement, Communications and Events is responsible for establishing the Terms and Conditions of the prize or scholarship. For donor-funded prizes and scholarships, Advancement, Communications and Events will:

- a. negotiate the terms and conditions of new and amended prizes and scholarships with the donor;
- b. notify the donor in writing of the name/s of the prize and/or scholarship recipient/s;
- c. publicise the establishment of new prizes and scholarships and the awarding of prizes and scholarships (as applicable);
- d. coordinate events to recognise donors; and
- e. renegotiate with donors for the continuation of the prize and/or scholarship in the final year of funding agreements.

## **Selection and Awarding of Prizes and Scholarships**

(12) The Scholarships team in Student Success is responsible for the administration of the application, selection and awarding processes for prizes and scholarships.

(13) The decision making body under the prize and scholarship Terms and Conditions will select and approve recipients. Prizes and scholarships will then be awarded by the relevant body under the respective Terms and Conditions.

(14) Unless otherwise specified in the relevant scholarship Terms and Conditions, a student cannot hold multiple scholarships awarded by UNE if the combined value of the scholarships is greater than \$6,000 per annum. There are however no restrictions on the number of scholarships a student can hold from external bodies or individuals.

(15) There is no limit to the number of prizes awarded to an individual student.

(16) The University retains the right to make the final decision on the selection of prize and scholarship recipients and may terminate prizes and scholarships at its discretion.

## **Appeals**

(17) Selection of prize and scholarship recipients is at the University's discretion and is not subject to appeal. The right of the NSW Ombudsman to investigate maladministration of this process is acknowledged.

## **Records Management**

(18) University Representatives involved in the establishment of prizes and scholarships, donor liaison, selection and awarding of prizes and scholarships, and payments of prizes and scholarships are responsible for ensuring records are retained in UNE's Records Management System, in accordance with the [Records Management Rule](#).

(19) Further information regarding records management requirements is outlined in the [Prizes and Scholarships Procedures](#). University Representatives can seek support from the Records Team via [records@une.edu.au](mailto:records@une.edu.au) for information and assistance.

## Authority and Compliance

(20) The Vice-Chancellor and Chief Executive Officer, pursuant to Section 29 of the University of New England Act, makes this University Rule.

(21) University Representatives and Students must observe this Rule in relation to University matters.

(22) In the event of a conflict between this Rule and any School policy or practice, this Rule shall take precedence.

(23) The Rule Administrator is authorised to make policies and associated information for the operation of this University Rule. The policies and associated information must be compatible with the provisions of this Rule.

(24) This Rule operates as and from the Effective Date.

(25) Previous Rules/Policies and related documents on prizes and scholarships are replaced and have no further operation from the Effective Date of this new Rule.

(26) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.

## Section 4 - Definitions

(27) Candidate is a Student or prospective Student or graduate of the University who has met the requirements to be considered for the bestowal of a Prize and/or Scholarship, including submission of an application where that is required.

(28) Effective Date is the date on which this Rule will take effect.

(29) Prize is an award usually made on the basis of academic performance. The benefit is usually financial but may include a certificate or some other form of recognition.

(30) Scholarship for the purposes of this Rule, means any scholarship or bursary and is an award usually made on the basis of academic merit and/or equity providing a benefit to a student undertaking a course of study. The benefit is usually financial and may include full or partial remission of fees, costs associated with studying and/or living allowance or stipend.

(31) Student means an Admitted Student or an Enrolled Student, at the relevant time.

- a. Admitted student means a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study.
- b. Enrolled student means a student who is enrolled in a unit of study at UNE.

(32) University Representative means a University employee (casual, fixed-term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

## Status and Details

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| <b>Status</b>             | Historic  |
| <b>Effective Date</b>     | 28th July 2020  |
| <b>Review Date</b>        | 28th July 2022  |
| <b>Approval Authority</b> | Vice-Chancellor and Chief Executive Officer             |
| <b>Approval Date</b>      | 28th July 2020  |
| <b>Expiry Date</b>        | 20th December 2022                                      |
| <b>Unit Head</b>          | Suzanne Crew<br>Executive Principal Education Futures   |
| <b>Enquiries Contact</b>  | Office of the Deputy Vice-Chancellor<br>+61 2 6773 5050 |