

Scholarships and Prizes Policy

POLICY STATEMENT

The University establishes and administers scholarships and prizes to support a diverse range of students in their academic endeavours and to recognise student success. Scholarships and prizes foster links between the University, its students and the wider community and provide an opportunity for the celebration of educational achievement.

SCOPE

This policy applies to scholarships and prizes available to domestic and international applicants and currently enrolled students in award courses in vocational or higher education at Charles Darwin University. It does not apply to scholarships that are restricted to Higher Degree by Research candidates only.

POLICY PRINCIPLE

The following principles will apply to CDU scholarships and prizes.

- 1.1. Scholarships and prizes will be established in line with the University's strategic priorities, taking account of a donor's requirements.
- 1.2. Scholarships and prizes aim to recognise and support:
 - academic excellence, and/or
 - equity of access, and/or
 - community leadership and engagement, and
 - the upholding of ethical behaviour.
- 1.3. Eligibility and selection criteria for scholarships and prizes will support inclusivity and diversity, in addition to recognising merit. The selection process will be fair, transparent, consistent and equitable.
- 1.4. The University is responsible for final decisions in awarding scholarship and prize.
 - Scholarships will be open to all eligible applicants, and applicants will be assessed against specified selection criteria after the closing date.
 - Prizes will be awarded through the identification of eligible students by the College.
- 1.5. A student may be awarded any number of prizes and hold up to two (2) scholarships, unless otherwise stated in a scholarship's terms and conditions.
 - If one (1) of the two (2) scholarships that a student holds expires, a student can apply for another scholarship.
 - Indigenous Commonwealth Supported Scholarships do not count towards the maximum number of scholarships that a student can hold.

2. Funding

- 2.1. Scholarships and prizes may be funded by the University or by donors.



- 2.2. Where the donor is a Federal or Territory Government department, the scholarship will be administered according to the requirements specified in the relevant legislation or regulation.
- 2.3. Where the donor is an individual, private business, industry group, agency or professional accreditation body, the scholarship or prize will be subject to an online authorisation, signed contract or agreement with the University and will be administered according to the requirements specified in that agreement.
 - HE scholarships must be equal to or greater than \$5,000 per student per year*
 - VET scholarships must be equal to or greater than \$2,500 per student per year*
 - There is no minimum value on prizes.
 - By signing a Donor Agreement, the donor acknowledges and agrees to their financial commitment and the terms and conditions, including payment amounts and dates for annual scholarship funding rounds and the administration of unused funds at the end of each calendar year.
 - If a scholarship cannot be awarded for four (4) consecutive application periods, despite broadening application potential, the donor will be consulted on the redirection of residual funds to an area of the University that best supports the original intent of the scholarship.

** The University reserves to right to alter the conditions surrounding minimum donation amounts if it is considered to be of strategic interest to the University. Donors who wish to donate less than the minimum value for a HE or VET scholarship can contact CDU Advancement to discuss alternative avenues of support.*

- 2.4. All donors will be appropriately acknowledged by the University, which may include in-person presentation at a Scholarships Ceremony or relevant College prize giving ceremony.
- 2.5. The University will apply a standard naming convention to donor-funded scholarships and prizes, including acknowledging memorial or tribute scholarships where relevant, and accommodating a donor's decision to remain anonymous.

3. Terms and Conditions

- 3.1. The University, in partnership with a donor where applicable, will determine the terms and conditions of a scholarship or prize..

Unless otherwise agreed in a contract or agreement:

3.1.1. The terms and conditions for a scholarship must specify at minimum:

- eligibility and selection criteria, including any ongoing eligibility requirements,
- duration and total value of the scholarship,
- the payment schedule,
- the circumstances in which the award may be terminated prematurely.

3.1.2. The terms and conditions for a prize must specify at minimum:

- eligibility and selection criteria,
- type of prize to be awarded,
- total value and the payment method, if the prize has a monetary value.

- 3.2. The selection criteria will set clear standards and benchmarks against which eligible students can be ranked and will be objectively demonstrable and assessable, fair, transparent and equitable.
- 3.3. Wherever possible, scholarships application rounds will be aligned with teaching periods.

4. Marketing and Communication of Scholarships and Prizes

- 4.1. The University will establish and maintain a publicly accessible website that provides up-to-date



information on all scholarships, including application dates and processes, value and duration, and information about the donor, gift and/or purpose of the scholarship or prize.

- 4.2. Prizes are awarded based on merit therefore do not have an application process, or website listing. Recipients of prizes and donors may be acknowledged on public facing digital platforms.

5. Awarding Scholarships

- 5.1. The University is responsible for awarding scholarships according to this Policy and associated procedures.
- 5.2. Eligible scholarship applicants will be considered and ranked for a scholarship by a scholarship selection panel.
 - Scholarship applications will not be accepted after the closing date.
 - Applicants must be eligible for the scholarship by the closing date.
 - Membership of the selection panel will be provided to applicants on request.
 - The scholarship selection panel members may individually assess the applicants, and/or meet to discuss the selection and ranking.
 - Donors of scholarships with a compulsory period of paid work or work placement, or with a minimum value of \$15,000, may have the option to participate in the selection process, as determined in the scholarship agreement.
- 5.3. The scholarship selection panel will use a scoring system to rank the applicants and will offer the scholarship to applicants in order of rank.
- 5.4. Where there are no applicants, or very few applicants who meet the eligibility criteria, the University may, in consultation with the donor (where applicable), review and amend the terms and conditions in order to broaden the application pool.
- 5.5. Where a scholarship cannot be awarded in one teaching period, it may be offered in a subsequent teaching period.

6. Awarding Prizes

- 6.1. Colleges are responsible for awarding prizes according to this Policy and associated procedures.
- 6.2. Students will be nominated for a Prize by College academic staff, based on the Prize's eligibility criteria.
- 6.3. Nominated students will be assessed and ranked by the College against the selection criteria for the prize.
- 6.4. Where required as part of the selection process, the College will use a scoring system to rank the nominated students and will offer the prize to the highest ranked student.
 - Details of the assessment process will be provided to nominees on request.
- 6.5. Where there are no eligible students for a prize in a particular year, the College may, in consultation with the donor where applicable, review and amend the selection and eligibility criteria to broaden the awardee potential, redirect funds to another prize or choose to not award the prize.

7. Payments

- 7.1. Details of Scholarship and Prize payments will be contained in the relevant terms and conditions.
- 7.2. Tuition Scholarship recipients will have their scholarships applied to their student accounts.
 - Scholarships are neither transferable for cash nor refundable.
 - Scholarships cannot be transferred to another person, semester, course or year.
- 7.3. Scholarship recipients who will be receiving funds will be paid after the census date for Semester 1 and 2, whether they are enrolled as VET or HE students.
- 7.4. To be eligible for payment, recipients must continue to meet the relevant eligibility criteria past the census



date (HE) or past the last day to withdraw (VET).

- If the Terms and Conditions specify full time enrolment, recipients are expected to undertake forty (40) credit points per Semester (HE) or the agreed full time study plan (VET), finishing their course within the standard full time duration.
- If the Terms and Conditions allow for part time enrolment, recipients will be paid at a pro-rata rate of 50%, allowing them to finish their course in double the length of time for a standard full time duration.
- Enrolment that extends over a longer period of time (where a recipient reduces their study load) will not continue to attract a scholarship payment past the expected full time or part time duration.

7.5. Scholarship recipients must notify the Scholarships Office as soon as they withdraw from their course or reduce their study load.

- Where a scholarship recipient withdraws from their course prior to the end of the Semester but after the payment date, the University will not seek repayment unless otherwise stated on the scholarship Terms and Conditions.

7.6. Prizes will be paid as a one-off payment to the awardee, as soon as practicable following the relevant prize giving ceremony.

8. Suspension of Scholarships

8.1. A Scholarship may be suspended (put on hold) because the recipient is on a period of approved intermission or has failed to meet ongoing eligibility criteria, reviewed twice a year.

8.2. Unless otherwise stated in the terms and conditions, recipients may have one (1) period of suspension on the grounds of failure to meet ongoing eligibility criteria.

- If, after the period of suspension, the recipient still fails to meet those criteria, the University will withdraw the scholarship.

8.3. Unless otherwise stated in the terms and conditions, recipients may have up to two (2) periods of suspension for approved intermission (leave of absence from the course).

- If the recipient fails to meet the eligibility criteria on their return to the University, they may be considered for one (1) further period of suspension on those grounds (see 8.1).

8.4. Once a recipient is approved for continuation of a scholarship, payments will be resumed until the remaining value of the scholarship has been paid or the student no longer qualifies.

9. Termination of Scholarships

9.1. A scholarship recipient may terminate their scholarship by:

- Informing the University in writing that they wish to terminate their scholarship, or
- Withdrawing from their course.

9.2. The University may terminate a scholarship if the recipient:

- fails to fulfil the ongoing eligibility criteria for two teaching periods (see 8.1)
- breaches any term on which the scholarship is conditional, or
- is found by the University to have breached the University's Code of Conduct.

9.3. Prior to any decision to terminate a scholarship, the University will inform the recipient of the proposal to consider termination and invite them to make a submission on the matter.

9.4. The University will inform the recipient of the outcome and reasons in writing.

9.5. In the event that a scholarship recipient is not awarded the full scholarship amount, funds will usually be accrued towards a future scholarship.

10. Review of Scholarships and Prizes

Once printed, this Policy is considered an uncontrolled document. Only documents in the online Library are considered the most current version.



- 10.1. The University will conduct an annual review of each category of scholarships and prizes to determine whether that category should continue or cease to be offered. Decisions will take into consideration the Gift Policy and any conditions made by the donor at the time of donation.

11. Transitional provisions

- 11.1. Within one year of the implementation of this policy, all existing scholarships and prizes will either:
- continue in their original form (including those subject to trust or contract terms), or
 - be adapted to comply with this policy and accompanying procedures, or
 - cease to be offered.

RELEVANT DEFINITIONS

In the context of this document:

Donation means either a financial payment or a non-financial payment (such as property or other goods) made to the University that has the following characteristics: it is made voluntarily; it does not provide any material benefit to the donor, and it essentially arises from benefaction and proceeds from detached and disinterested generosity.

Donor means individuals, private businesses, industry, Federal and Territory Government departments, agencies or professional accreditation bodies that provide funds for the purpose of a scholarship and/or prize.

Prize means an amount of money and/or other benefit donated to or given by the University to reward a specified student achievement. For the purpose of this policy, a Prize can also encapsulate an Award or Bursary.

Scholarship means an award to support students, usually financially, on the basis of specified criteria and conditions, for a minimum of one (1) semester, up to a maximum duration of a full course of study.

Scholarship selection panel means a panel created to assess scholarship applicants, generally comprising at least three (3) members. The scholarship selection panel members may individually assess the applicants, and/or meet to discuss the selection and ranking.

NON-COMPLIANCE

Non-compliance with Governance Documents is considered a breach of the [Code of Conduct](#) and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures.

All staff members have an individual responsibility to raise any suspicion, allegation or report of bribery or improper conduct in accordance with the [Fraud and Corruption Control Policy](#) and [Whistleblower reporting \(Improper Conduct\) Procedures](#).



RELATED AND SUPPORTING DOCUMENTS

Legislation	
Policy	
Procedures	Scholarship Establishment and Management Procedures
Definitions	CDU Glossary

GOVERNANCE

Owner	Pro Vice-Chancellor, Student Engagement and Success	
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DOCUMENT HISTORY AND VERSION CONTROL

Version	Date Approved	Approved by	Brief Description
	3 Jun 2015	Vice-Chancellor	<ul style="list-style-type: none"> Creation of original document and upload to CDU website.
1.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> Conversion to new Governance template due to new branding Updated hyperlinks Updated Australian Taxation Regulations to Taxation Administration Regulations 1976 Updated Records Management Procedures to include all Records Management Procedures Amended sponsor from Vice-Chancellor to Pro Vice-Chancellor, Education and Student Success Amended Contact officer from Director, Office of Student Administration and Equity Services to Director, Student Administration
2.00	24 Mar 2021	Vice-Chancellor	<ul style="list-style-type: none"> Complete rewrite and review of policy