

Scholarship Establishment and Management Procedures

INTRODUCTION

The University is committed to fostering the support of external donors for scholarship funding to maximise scholarship opportunities for its students.

COMPLIANCE

This is a compliance requirement under the [Charles Darwin University Act 2003](#) part 8, section 34.

INTENT

This document outlines the requirements for the establishment and management of University scholarships and prizes.

RELEVANT DEFINITIONS

In the context of this document

Applicant means a student or prospective student who has submitted an application for a Scholarship at the University;

CDU Foundation means a trustee of the Charles Darwin University Foundation Trust limited by guarantee, established under a Memorandum of Association and Articles of Association. It was established to enhance the relationship between Charles Darwin University and the wider community, and to encourage donations and other contributions for the development of a wide variety of programs, projects and infrastructure;

Continuing scholarship means scholarships that are paid in more than one (1) instalment;

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 any person or organisation making a donation to the University in support of a scholarship or prize;

Eligible Student means a person who meets the eligibility criteria for the relevant scholarship;

Eligibility criteria means the standards and benchmarks that all candidates must fulfil in order to be considered for an award. The eligibility criteria must be defined in the Terms and Conditions of the award;

Exceptional circumstances means extended and serious illness of the student or an immediate family member; extreme financial hardship; long-term cultural obligations; or other circumstances such that failure to recognise them would result in an unfair or unreasonable outcome;

Full-time enrolment means enrolment in a minimum of thirty (30) credit points (CP) per Semester 1 and 2 for Higher Education and an agreed and appropriate completion rate for VET;

Intermission means University-approved Leave of absence. A period of intermission is one university semester;

Internal Enrolment means the majority of units in any semester are attended on campus;

Prize means an amount of money or other goods donated to the University to reward a specified student achievement;

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. New scholarships established following the implementation of this Policy, must have a minimum total value of \$5000;

Scholarship Panel means a panel convened to determine scholarship recipients, generally comprising at least three (3) ex officio members;

Selection criteria means the standards and benchmarks that the selection committee/panel use to rank applicants and select award recipients. The selection criteria must be defined in the Scholarship Terms and Conditions and are the only criteria to be used in the process of ranking and selecting recipients;

Student means a person enrolled or eligible for enrolment in a course of study leading to a University recognised award; and

Scholarship Terms and Conditions means a document outlining the responsibilities of the University, the donor and the recipient in regards to a Scholarship.

PROCEDURES

Establishment

The Office of Marketing and the Charles Darwin University Foundation will build and maintain relationships with donors and proactively seek funds from the community to support the establishment and maintenance of a wide range of scholarships for students studying at the University that will:

- Recognise academic merit and equity issues;
- Attract and retain the brightest students irrespective of their means and circumstances; and
- Target designated categories or groups of educationally disadvantaged students with the capacity to participate in higher education.

Scholarship requirements will be identified within the University's faculties and schools in consultation with the Office of Marketing, and the Office of Student Administration to determine the appropriateness of donations or offers ensuring that the desired criteria meets the student cohort needs.

The Office of Marketing and the Office of Student Administration, together with the donor will negotiate proposed scholarships to determine the eligibility requirements, terms and conditions and selection process in accordance with the [Donor Scholarships Policy](#).

When an agreement is reached, the Office of Marketing will:

- Discuss the opportunity to present the scholarship to the recipient at the scholarships ceremony;
- Provide the donor with general information about the University and relevant events; and
- Raise an invoice for payment to be due by 28 February, of the relevant year.

Eligibility and Selection Criteria

The Scholarship Terms and Conditions will advise the Eligibility and Selection Criteria for which a scholarship will be awarded.

For continuing scholarships, the Scholarship Terms and Conditions must include the criteria for ongoing eligibility. Normally, this will be that the student continues to meet the eligibility criteria and other relevant conditions including:

- Remaining enrolled in his or her current course of study. Any application for course transfer will require reassessment against the eligibility criteria and may lead to scholarship termination;
- Maintaining a credit average (GPA of 5), where academic merit is a condition of the selection criteria;
- Passing more than 50% of his or her enrolled study load in a Semester and not failing the same unit two (2) or more times, where satisfactory progression is a condition; or
- Maintaining a full-time or part-time (if applicable) enrolment.

Where full-time enrolment is a condition of the scholarship and a student decreases his or her enrolment to part-time, he or she will be asked to demonstrate any exceptional circumstances to the Scholarship Officer. Where the part-time enrolment is approved, the student will continue to receive full payment, until the full scholarship has been expended. Where the part-time enrolment is NOT approved, payment will be suspended.

Where a scholarship includes a compulsory work placement, completion of this will form part of the ongoing eligibility criteria. The timing of work placements must be negotiated directly between the applicant and the donor. Should the donor have any concerns regarding the performance of a scholarship holder during a work placement, this should be communicated to both the student and the University's Scholarships Officer.

Advertisement

The Office of Student Administration, Scholarships Officer will administer and coordinate advertising of Scholarships on the University's Scholarships web page.

Scholarships will be advertised in October on the Student Administration [Scholarship Webpage](#) together with links to external scholarship providers. Opening and closing dates for scholarships will be in line with the University's semesters or study periods of any given year.

The Office of Marketing and Planning will produce advertising material and marketing collateral, to effectively promote Scholarships to prospective students in conjunction with the Scholarships Officer, Faculties and Schools and School liaison teams.

Application

New or continuing students who meet the eligibility criteria may apply for one (1) or more scholarships. Students must complete and submit the online [Scholarship Application Form](#) by the relevant closing date listed on the Scholarship Webpage.

Applicants will be notified in writing by the Scholarships Officer on receipt of a Scholarship application.

Where there are insufficient applicants for a Scholarship or applicants do not meet the eligibility and selection criteria to offer an award, the Scholarships Officer will recommend to the Office of Marketing, to broaden the eligibility criteria and re-open applications for a further twenty-eight (28) days.

Where a scholarship has not been awarded in Semester 1, the scholarship will be offered in the subsequent semester. The University may decide to reserve some or all of the Scholarships for awarding in Semester 2.

Selection Process

Applicants who meet the eligibility and selection criteria will have their applications presented to the Scholarship Panel for consideration against the selection criteria. The Panel will use a scoring system to rank the applicants, who will be offered the scholarship in order of rank.

Note: The Scholarships Officer reserves the right to ask any panel member to reconsider in the event of a tie or any other reason to ensure equity and transparency in this process.

Making and receiving an offer of Scholarship

Successful applicants will be notified in writing within ten (10) working days of the decision. To accept the Scholarship, the applicant must sign the Student Agreement acknowledging the Scholarship Terms and Conditions and the Scholarship Policy and return it to the Scholarships Officer as soon as possible.

If for any reason the successful applicant is unable to accept the offer of the scholarship, the offer will be given to the next highest ranked applicant and so on.

A student may hold up to two (2) active scholarships (including the Pro Vice-Chancellor's High Achievers' scholarship) unless this is expressly restricted by a scholarship's terms and conditions. If one (1) of the two (2) scholarships that a student holds expires, the student is able to apply for another scholarship. Where a student is eligible for Commonwealth Scholarships, these may be held in addition.

Unsuccessful applicants will be notified in writing within fifteen (15) working days of the decision.

The Office of Marketing will advise donors of the successful recipient/s.

Where a scholarship has not been awarded for two (2) consecutive semesters, The Office of Marketing will alert the donor to any broadening of eligibility criteria which has occurred, and discuss further modifications to the student cohort.

Scholarship Timelines and Payments

Scholarship holders will be paid after the relevant Higher Education (HE) Census Date for that Semester regardless whether the students are HE or Vocational Education and Training (VET) students.

A Scholarship's duration will be as per the Scholarship Terms and Conditions document. Where this document specifies the annual or six (6) monthly payment amount, the scholarship duration will be no greater than the remaining duration of the student's course completed at a rate of forty (40) credit points per Semester.

Each scholarship instalment will be paid in full. Where a student is undertaking approved part-time study, the full instalment will be paid for that semester. Where a scholarship is for the duration of a course, a student will be paid as if they were studying the maximum full-time load each semester, regardless of his or her actual load, until the full value of the scholarship is paid. In this way, it would be possible for a scholarship to be finished before the student's actual course duration is completed if part-time study is approved for one (1) Semester. This will not affect the Semester payment or the amount of payments to be made over the life of the scholarship, regardless of whether this means that a student is still studying after the duration of the scholarship has expired.

Where a scholarship holder withdraws from his or her course prior to the end of the Semester of payment, but after the payment date, the University will not seek repayment unless otherwise stated on the Scholarship Terms and Conditions.

Recipient Review Process

Each scholarship recipient's ongoing eligibility will be reviewed by the Scholarships Officer, twice a year. The Scholarships Officer will contact the recipient during the review process to ensure satisfactory progress and other ongoing conditions are being maintained.

Where a recipient is deemed not to have met ongoing eligibility criteria, additional information will be sought from the recipient as to any exceptional circumstances that may have been present. Where such evidence does not exist or is not provided, the Scholarship may be suspended for the following semester, at the end of which the ongoing eligibility criteria will again be assessed. A recipient may have only one (1) period of suspension for not meeting ongoing eligibility criteria throughout the life of a scholarship.

Suspension of Scholarship

A scholarship may only be suspended for a maximum of two (2) semesters (unless otherwise stated in the terms and conditions). This may include:

- One (1) or two (2) semesters of approved Intermission; or
- One (1) semester of approved intermission and one (1) semester of suspension on the grounds of failure to meet ongoing eligibility criteria

Payments will be resumed to the recipient after an approved intermission or suspension until the remaining value of the scholarship has been paid or the student no longer qualifies for payment.

The Scholarships Officer will notify the recipient in writing of all decisions made by the University in relation to suspension or termination of the scholarship

Termination of Scholarship

Before the scholarship duration is complete, a scholarship may only be terminated under the following circumstances:

- The recipient requests termination of the scholarship in writing;
- The recipient breaches any of the written conditions of award including not meeting ongoing eligibility criteria;

- An applicant takes more than two (2) semesters of Intermission; or
- The University determines that the student is guilty of serious misconduct.

If the University terminates the scholarship, the recipient will be notified of the award termination in writing by the Scholarships Officer.

Scholarship Review and Renewal Process

Each scholarship will be reviewed each year by the Scholarships Office.

A scholarship not awarded in an academic year may have the criteria re-evaluated so as to ensure the best possible likelihood of subsequent awarding, and will be rolled over to the following academic year and offered in addition to any scheduled new scholarships.

The University reserves the right to ensure that a suitable pool of applicants exists for a scholarship, and to amend the eligibility criteria accordingly. Where this occurs, all reasonable care will be taken to ensure that the new criteria are in line with the original purpose of the scholarship, as defined by the Donor in the scholarship proposal.

In the event of a scholarship recipient not using the full scholarship amount, the funds will be kept by CDU Foundation until such time as a full scholarship value is accrued and an additional scholarship can be offered in a subsequent year. If this does not occur, the funds will be allocated by CDU Foundation to a purpose in keeping with the donor's intention.

Where a scholarship agreement is due for renewal with the Donor, a report will be prepared documenting the awarding of the scholarship throughout its duration. This will inform subsequent renewal discussions between the Donor and the University.

Where a donor wishes to renew a scholarship agreement, the University will prepare a new Scholarship Terms and Conditions document and a Donor Agreement.

Withdrawal of a Scholarship

The University reserves the right, in any given year, not to offer particular scholarships, or any scholarships.

ESSENTIAL SUPPORTING INFORMATION

Internal

[Code of Conduct](#)

[Conflicts of Interest Policy](#)

[Conflicts of Interest Procedures](#)

[Donor Scholarship Policy](#)

[Information Privacy Policy](#)

External

[Anti-Discrimination Act 1992](#) (NT)

Document History and Version Control

Last amendment:	15 Dec 2017	Next Review:	Jun 2018
Sponsor:	Pro Vice-Chancellor, Education and Student Success		
Contact Officer:	Director, Student Administration		

Version	Date Approved	Approved by	Brief Description
1.00	3 Jun 2015	Vice-Chancellor	Creation of original document and upload to CDU website.
2.00	13 Jan 2016	Vice-Chancellor	<ul style="list-style-type: none"> Remove the scholarship cap of \$15,000 - Where an applicant is successful for multiple scholarships in any given scholarships offer round, the applicant may only accept a maximum of two (2) concurrent scholarships provided the total value of all donor scholarships does not exceed \$15 000. Where an applicant is offered more than two (2) scholarships, or the total value does exceed \$15 000, the applicant must choose which scholarship/s he or she want take. Scholarship/s not selected will be then offered to next ranked student. Replace with A student may hold up to two (2) active scholarships (including the Pro Vice-Chancellor’s High Achievers’ scholarship) unless this is expressly restricted by a scholarship’s terms and conditions. If one (1) of the two (2) scholarships that a student holds expires, the student is able to apply for another scholarship. Where a student is eligible for Commonwealth scholarships, these may be held in addition. Remove duplicate definition Update hyperlink
2.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> Conversion to new template due to new University branding Updated definitions Updated hyperlinks Added a Sponsor, Pro Vice-Chancellor, Education and Student Success Amended Contact Officer from Director, Office of Student Administration and Equity Services to Director, Student Administration Amended Office of Media, Advancement and Community Engagement to Office of Marketing Amended Office of Student Administration and Equity Services to Office of Student Administration
2.02	5 Jul 2018	Governance	<ul style="list-style-type: none"> Administrative update – corrected spelling error