



Context and Purpose

This document sets out the procedures relating to the establishment and administration of coursework scholarships, grants and prizes at the University. It should be read in conjunction with the [Coursework Scholarships, Grants and Prizes Policy](#).

Responsibility

Director: Student and Academic Services

Procedure

A. General Responsibilities and Procedures

1. Advancement Services has primary responsibility for initiating relationships with donors. Academic Units should consult with Advancement Services prior to approaching a prospective donor.
2. Advancement Services, in collaboration with the relevant Academic or Central Unit, will work with the donor to prepare a proposal for Academic Board to approve the establishment of a new award. The proposal must document the name, selection criteria and other relevant detail about the award, and confirm the donor's commitment to providing funds for at least three years. Recommendation for the naming of awards must be consistent with relevant [naming conventions](#).
3. Amendments to scholarships, grants and prizes will be approved by the Academic Unit Board in the case of Academic Unit based awards, or the Director: Student and Academic Services, or delegate, in the case of other awards. Authority to amend includes authority to disestablish awards.
4. Following the establishment of an award, the relationship with the donor will be managed by Advancement Services in collaboration with relevant Academic or Central Units.
5. If a donor is unable to meet the financial obligations associated with a scholarship, grant or prize, UniSA will not be responsible for making payments to recipients.
6. Student and Academic Services is responsible for maintaining a database of all scholarships, grants and prizes, and providing students with accurate information about these via the University's website.
7. Any person involved in decisions to select recipients of awards must avoid any actual or perceived conflict of interest in relation to the selection process.

8. A scholarship, grant or prize will only be awarded if there is an eligible student of sufficient merit as defined in the relevant selection criteria.
9. Selection and ongoing eligibility for an award may be impacted by a record or finding of misconduct by the student applying for or in receipt of an award.
10. Unless indicated otherwise, all merit based awards will be recorded on the student's academic transcript and Australian Higher Education Graduation Statement (AHEGS).

B. Scholarships and Grants

11. The minimum value of all new scholarships is an annual payment to the student of AU\$5,000. The minimum value of all new grants is a payment to the student of AU\$1,000.
12. All arrangements specifying that UniSA will undertake the administrative functions relating to a scholarship or grant on behalf of an external organisation must be agreed in writing.
13. Advancement Services is responsible for confirming that sufficient funds are available before scholarships and grants are opened for new applications.
15. Student and Academic Services is responsible for oversight of the administrative processes relating to scholarships and grants.
16. UniSA International has primary responsibility for marketing, funding allocation, and selection decisions relating to international mobility awards and awards relating to commencing international students.
17. Student and Academic Services will ensure that scholarships and grants are reviewed at least every five years following their establishment.
18. The Communications and Marketing Unit will undertake regular advertising and marketing for all scholarships and grants.
19. Scholarships and grants will be awarded on the basis of approved and published selection criteria. Scholarship and grant holders must comply with requirements stipulated in the relevant rules to maintain eligibility, such as study load and academic performance requirements.
20. Scholarship and grant selection criteria may take account of factors that impact an individual's capacity to demonstrate academic merit, for example disability, geographic location, socio-economic status, or cultural background.
21. In addition to University approved scholarships, UniSA will also administer scholarships and grants established under relevant legislation, for example Commonwealth Scholarships.
22. Scholarship and grant offers will be made to recipients through the student system. Offers must include the following information:
 - a. the scholarship or grant eligibility criteria,

- b. terms and conditions, including study load or academic performance,
 - c. the duration of the scholarship,
 - d. payment details, including a schedule of payments where applicable,
 - e. a recommendation that the student seek advice regarding possible tax or Centrelink payment implications of receiving the scholarship or grant,
 - f. information about the donor, where applicable,
 - g. contact details for the administrative unit that administers the scholarship or grant, and
 - h. the opportunity for the recipient to agree to the terms and conditions and formally accept the offer.
23. Unless otherwise specified:
- a. a student may be awarded more than one scholarship or grant
 - b. scholarships and grants are not transferable to another provider
 - c. UniSA's Enrolment Policy applies, including procedures for leave, credit, cross-institutional study, study abroad and exchange, and program transfer
 - d. where a candidate becomes ineligible for, or rejects the offer of a scholarship, an offer may be made to the next ranked candidate providing they meet the selection criteria.

C. Prizes

24. The minimum value of all new prizes is AU\$500, either cash, or an in-kind equivalent.
25. Prize recipients will be selected on the basis of the approved selection criteria for each prize. Receiving a prize will not be conditional on future enrolment or attaining a specific level of academic performance in future courses.
26. A prize will only be awarded if there is an eligible student of sufficient merit as defined in the relevant selection criteria.
27. The Academic Unit, or relevant Central Unit, will be responsible for:
- a. procedures for the selection of prize recipients
 - b. advising prize recipients of their award
 - c. advising prize donors of the outcome for that year
 - d. arranging presentations of prizes
 - e. ensuring students receive their prizes in a timely manner
 - f. ensuring that prizes are reviewed at least every five years following their establishment

Further Assistance

[Scholarship Office](#)

Related Documentation:

[Coursework Scholarships, Grants and Prizes Policy](#)
[Recognition of Academic Excellence Procedures](#)

[Research Degrees and Research Training Program \(RTP\) Scholarships Policy](#)
[Higher Degree by Research Prizes Policy](#)
[Philanthropic Gift and Fundraising Procedure](#)

Officer Responsible for Update and Review: Director: Student and Academic Services

Approved by: Academic Board, 24 February 2021

Minor amendment approved by Director: Student and Academic Services, 12 October 2021

Commencement Date: 24 February 2021

Review Date: February 2024

History: This procedure supersedes: A-50.7 Coursework Scholarships and Prizes