Coursework Scholarships Procedure

Version | Approved by | Approval date | Effective date | Next review
--- | --- | --- | --- | ---
X.X | [to be completed] | XX Month Year | XX Month Year | Month Year

**Procedure Statement**

**Purpose**
This Procedure sets out the process for establishing, managing and awarding UNSW coursework scholarships.

**Scope**
This Procedure applies to all scholarships for coursework students that awarded, managed or maintained by UNSW, and applicants and recipients of these scholarships.

The Procedure excludes scholarships for Higher Degree Students, the Co-op Scholarships Program, Prizes and inbound sponsored students.

**Are Local Documents on this subject permitted?**
☒ Yes, subject to areas specifically restricted within this Procedure.
☐ No

**Procedure Processes and Actions**

**Contents**
1. Overview of Coursework Scholarships ................................................................. 2
   1.1. Purpose ........................................................................................................ 2
   1.2. Student enrolment status and coursework program type ................................ 2
   1.3. Student type ............................................................................................ 2
   1.4. Value ....................................................................................................... 3
2. Establishing a scholarship program ........................................................................ 3
   2.1. Scholarship program proposal .................................................................. 3
   2.2. Approval and establishment .................................................................... 3
   2.3. Budget and funding arrangements .......................................................... 4
   2.4. Other external scholarships .................................................................... 4
3. Governance and management of UNSW Coursework Scholarships .................... 4
   3.1. Governance structure ............................................................................ 4
   3.2. Reporting ............................................................................................... 5
   3.3. Review .................................................................................................. 5
4. Scholarship application and selection process ..................................................... 5
   4.1. Application process ................................................................................ 5
   4.2. Selection of scholarship recipients (excluding Equity scholarships) .......... 6
   4.3. Selection of equity scholarship recipients ............................................ 6
5. Scholarship offers ............................................................................................... 6
6. Scholarship payments ......................................................................................... 7
7. Scholarship progression requirements .................................................................. 7
   7.1. Academic progression ......................................................................... 7
   7.2. Program leave ....................................................................................... 8
8. Certificates and transcripts ................................................................................ 8
9. Appeals ............................................................................................................. 8
Appendix 1: Structure of Coursework Scholarship Programs .................................. 11
Appendix 2: Terms of Reference - Scholarships Steering Committee ....................... 12
Appendix 3: Terms of Reference - Scholarships Review Committee ....................... 13
1. Overview of Coursework Scholarships

UNSW coursework scholarships provide financial assistance to coursework students to support their education at UNSW. Financial assistance may be on an annual basis for full or part duration of a student’s program of study or as a one-off payment in the form of an Award.

The establishment, governance and awarding of all UNSW coursework scholarship programs must comply with UNSW Delegations of Authority (https://www.gs.unsw.edu.au/registerofdelegations/) and this Procedure.

All scholarships for coursework students and degree programs are managed by the UNSW Scholarships office on behalf of UNSW.

Approved UNSW scholarship programs are able to be recognised as official UNSW scholarships for the purposes of management and support from the UNSW Scholarships office, regulatory reporting and compliance, inclusion on UNSW academic records and Australian Higher Education Graduation Statement (AHEGS).

Scholarship programs are classified by Purpose, Student Enrolment Status, Coursework Program Type, Student Type and Value.

1.1. Purpose

UNSW coursework scholarships programs can be either merit- or equity-focused.

Merit scholarship programs are established to recognise and encourage academic, sporting, leadership and other achievements and to retain students of high potential.

Equity scholarship programs are established to support students that may experience socio-economic or educational disadvantage or financial hardship and to encourage diversity and inclusion.

The following scholarship programs can be either merit- or equity-focused:

- Program/Faculty specific scholarships encourage students to undertake particular degree programs or areas of study.
- Honours/Undergraduate research scholarship programs encourage and support students to undertake an Honours year or research project related to their coursework degree.
- Sponsorships/Industry partnerships support students to undertake work placement or industrial training as part of their education or degree requirements.
- Travel/Exchange scholarship programs support students to undertake exchange programs or study abroad relevant to their education.
- Rural/accommodation scholarship programs support rural, regional and remote students to move closer to campus.

1.2. Student enrolment status and coursework program type

UNSW coursework scholarship programs may be for:

- Current; or
- Future students enrolled in or applying for admission to a full-time:
  - Undergraduate; or
  - Honours; or
  - Postgraduate Coursework degree program.

1.3. Student type

UNSW coursework scholarship programs may be for:

- Domestic students (Australian citizens or permanent residents, New Zealand citizens);
- Indigenous students;
- International students;
- Humanitarian visa Holders.
1.4. Value
Scholarship programs provided for the full or part duration of a program of study will be categorised by value. The minimum value of Scholarships is $5,000 per annum, for the minimum normal duration of the degree program.

The scholarship categories and minimum values are:

- Tier 1 - $20,000 plus per annum;
- Tier 2 - $10,000 – under $20,000 per annum;
- Tier 3 - $5,000 – under $10,000 per annum.

The minimum value of scholarship programs that can be made as one-off payments for Awards is $5,000. Any contributions less than $5,000 should be allocated to existing scholarship program funds for particular student cohorts or coursework programs.

The minimum values can be reviewed and increased by the Scholarships Steering Committee.

The structure of coursework scholarships is outlined in Appendix 1.

2. Establishing a scholarship program
The UNSW Scholarships Office will manage the process for approval and establishment of a UNSW coursework scholarship program.

2.1. Scholarship program proposal
Any person, group or organisation can propose to establish a UNSW coursework scholarship program. Gifts, donations or sponsorships from an external person or organisation for the purpose of establishing a scholarship can only be accepted according to the UNSW Register of Delegations.

The scholarship program proposal must be submitted to the UNSW Scholarships Office in the required format or template, specifying:

- Funding source;
- Purpose;
- Value and duration;
- Eligibility (Student Enrolment Status, Coursework Program Type, Student Type);
- Selection Criteria;
- Sponsor and/or recipient benefits;
- Scholarship Program name and code (assigned by UNSW Scholarships);
- Any other terms and conditions as required by UNSW Scholarships.

2.2. Approval and establishment
Proposals to establish or change a UNSW coursework scholarship program will be considered for approval by the delegated authority in the Register of Delegations, or their nominee.

The scholarship program proposal will be assessed against the following criteria:

- Scholarships must be designed to recognise and support students for the purpose of their education.
- Scholarships should be transparent in terms of value, tenure, eligibility, selection and progression requirements.
- Scholarships are offered at a reasonable value to make a real contribution towards the costs of education.
- Scholarships should be designed to be tax exempt for students.
- Scholarships must be cost-effective to administer.
- Scholarships should meet relevant legal and compliance requirements.

If the funding source is from an external person or organisation to be receipted through the Division of Philanthropy, the proposal must be in the form of a Gift Acknowledgement or Sponsorship Agreement.

If the funding source is a UNSW Faculty, School or other internal division, the proposal must be in the form of a Scholarship Protocol document.

If approved, the Deputy-Vice Chancellor Academic (DVCA) or nominee will determine the terms and conditions for coursework scholarships, upon the recommendation of the Director Student Services and Systems and UNSW Scholarships office. Terms and conditions may include any scholarship progression requirements, timing and value of payment amounts and other administrative requirements.
The terms and conditions must be consistent with Australian taxation requirements for income tax exemption for the recipient, or clearly advise where this is not applicable.

The Scholarships Steering Committee reserves the right to not approve a scholarship, or not accept particular conditions such as an obligation that UNSW considers unreasonable.

Once the proposal has been approved and the budget/funding has been confirmed, the UNSW Scholarships Office will record the details of the scholarship on the student information system or other relevant reporting system, and arrange for the promotion and awarding of the scholarship.

All coursework scholarships will be advertised on the UNSW Scholarships website, and will include clearly stated purpose, value, eligibility, selection criteria and application process.

2.3. Budget and funding arrangements

After a scholarship has been established and approved, the funding arrangements must be finalised prior to application and offer. The relevant authority for the distribution of funds for each fund source is listed below:

- Donor or Sponsor funded - Division of Philanthropy
- Centrally funded – DVC Academic
- Faculty/School funds - Dean/Head of School.

Bona fide scholarship offers are required to be honoured, and the financial liability will be the responsibility of the relevant fund source as per above.

2.4. Other external scholarships

The Director Student Services and Systems may enter in agreements with external organisations or Government bodies that provide scholarships to UNSW coursework students. All agreements should outline the roles and responsibilities of each party, including any administration costs to be charged by UNSW.

UNSW Scholarships Office may promote external scholarship opportunities if they are of sufficient benefit and value to UNSW students.

3. Governance and management of UNSW Coursework Scholarships

3.1. Governance structure

All new and existing UNSW Coursework Scholarships Programs will be governed and managed through the structure shown in Diagram 1 to ensure that:

- Scholarship programs are appropriately aligned to the objectives of UNSW;
- Scholarships are offered using consistent and independent processes; and
- Exceptions to standard agreements and processes are approved by an authorised delegate.

Diagram 1 - Scholarships governance and management
The **Deputy Vice-Chancellor Academic** is the Chair of the Scholarships Steering Committee and is responsible for approving the establishment of a new scholarship program and determining the terms and conditions for scholarships.

The **Scholarships Steering Committee** is responsible for setting the overall UNSW Scholarships Program objectives and strategy, approving the structure and minimum value of scholarship programs, authorising major deviations to scholarship agreements or terms and conditions, and signing off changes to scholarships funding allocation. The composition and Terms of Reference for the Scholarship Steering Committee are set out in Appendix 2.

The **Scholarships Review Committee** is responsible for the approval of any exceptions to standard scholarship agreements and the review of existing scholarships. The composition and Terms of Reference for the Scholarship Review Committee are included in Appendix 3.

**Director, Student Services and Systems** is the Chair of the Scholarships Review Committee and responsible for determining the recipients of scholarships, according to the approved terms and conditions and advice from the UNSW Scholarships office.

**UNSW Scholarships Office** is responsible for the management of all scholarship programs for coursework students on behalf of UNSW. This includes:

- Coordinating the process for the proposal, approval and establishment of a scholarship program;
- Managing scholarships application, assessment and selection process;
- Promoting scholarships to students;
- Communicating with applicants about the outcome of their application;
- Issuing scholarship offers and payments;
- Communicating with scholarship recipients and reviewing progression requirements;
- Maintaining a centralised database of all UNSW coursework scholarship holders.

**UNSW Division of Philanthropy** (including UNSW Alumni and External Engagement) is responsible for receipting gifts, donations and sponsorships and the management of university donor relations, and for providing leadership and management of philanthropy on behalf of UNSW.

**Nura Gili** is responsible for Indigenous student support services and providing input for the establishment and selection process for Indigenous scholarship programs.

**Faculties** are responsible for the budget allocation for faculty based scholarship programs and providing input for the establishment and selection process for faculty specific scholarship programs.

### 3.2. Reporting

UNSW Scholarships Office will maintain a centralised database of all UNSW coursework scholarship holders for the purposes of government and other regulatory reporting.

UNSW Scholarships will provide an annual report outlining coursework scholarships statistics for the calendar year.

### 3.3. Review

The Scholarships Steering Committee will review the structure and minimum value of existing scholarship programs every five years. A shorter review period may be required if the scholarship program is not offered for a minimum of two years or if there is sufficient evidence that the scholarship conditions, viability of award or student experience no longer meets UNSW Scholarship Program objectives or strategic intent.

If scholarship funding is no longer available, the scholarship program will automatically lapse.

### 4. Scholarship application and selection process

#### 4.1. Application process

Most scholarship programs will require an application via a centralised online application system and process.

Applicants applying for Equity scholarships will normally submit their applications through the University Admissions Centre (UAC) Equity Scholarship application or the University Admissions Centre (UAC) Educational Access Scheme application.

Scholarships can be linked to UNSW Admission processes, such as the Educational Access Scheme, Indigenous Programs or other pathway programs.
UNSW may also award scholarships to students based on academic results such as Australian Tertiary Entrance Rank (ATAR), without an application process.

While a student may apply and be offered multiple scholarships, they may not necessarily be eligible to hold multiple scholarships concurrently.

4.2. Selection of scholarship recipients (excluding Equity scholarships)

The Director Student Services and Systems, or their nominee (Manager, UNSW Scholarships) determines scholarship recipients in accordance with the scholarship’s terms and conditions, eligibility and selection criteria.

UNSW Scholarships is responsible for determining the timing and processes for the selection of scholarship recipients.

A Scholarship Selection Panel is normally required to assess applications and rank recipients for all scholarships (except Equity scholarships). The Panel will consist of the Manager, UNSW Scholarships and one other UNSW representative, or their nominees.

A Donor or Sponsor Representative may be invited as a Panel member in the case of Gift Acknowledgement or Sponsorship Agreement.

Scholarships can be awarded on the recommendation of the Manager, UNSW Scholarships, such as cases where a Selection Panel cannot be formed, the Panel members do not rank in the required timeframe or the Panel has nominated the Manager to act on their behalf.

The following rules apply to formation and the making of decisions by the Selection Panel.

- Scholarships will be awarded subject to transparency and due process in terms of application, eligibility and selection.
- Selection Panel members must disclose any actual, perceived or potential conflict of interest and must comply with the agreed procedure (outlined in the UNSW Conflict of Interest Policy) to manage or eliminate the conflict of interest.
- Where Donors, Sponsors or external parties are invited to be on Scholarship Selection Panel, the panel must have a majority of UNSW panel members.
- Selection Panel Members may nominate another appropriate person to stand in for them on a Selection Panel.
- Interviews are not generally required but may be conducted if:
  - the scholarship has met the minimum value for a Tier 1 or Tier 2 Merit scholarship; and
  - the scholarship has selection criteria such as leadership or qualities other than academic merit or equity; or
  - the recipient might be invited to undertake a work placement.

UNSW reserves the right not to award a scholarship, where there is no applicant of sufficient merit, or if the applicant does not meet the scholarship eligibility and/or selection criteria.

4.3. Selection of equity scholarship recipients

Equity scholarships do not require a Scholarship Selection Panel. Scholarships can be awarded by UNSW Scholarships office on the basis of equity information from University Admissions Centre, or other access and admission schemes.

Donors, sponsors or other UNSW Panel Members may be invited to be on Selection Panel for Equity Scholarships in some circumstances where other selection criteria are used for ranking.

Interviews are not generally conducted for Equity scholarships. Exceptions can be approved by the Chair, Scholarships Review Committee.

5. Scholarship offers

Scholarship offers will be issued by the Manager, UNSW Scholarships Office on behalf of/under the authority of Director of Student Services and Systems.

Successful applicants will be notified in writing (e.g. by email/electronically) of the terms and conditions of the Scholarship.

Recipients must accept any scholarship offer and provide any required information to facilitate the payment of the scholarship.
Students may receive multiple scholarship offers, but the recipient should not normally hold more than one Scholarship except with the permission of the Manager, UNSW Scholarships.

The Manager, UNSW Scholarships may grant permission to hold multiple scholarships after consideration of each scholarship program’s:

- Value and Duration;
- Purpose/Type;
- Funding Source; and
- Terms and Conditions.

Scholarships may not normally be deferred unless clearly stated in the terms and conditions or with written permission from the Manager, UNSW Scholarships.

Scholarship offers should have an expiry date and may lapse.

Scholarship offers may be withdrawn if the offer was based on incorrect, incomplete or misleading information.

Scholarship offers that have expired, lapsed, have not been accepted or otherwise are not taken up may be re-offered to another eligible candidate.

6. Scholarship payments

Scholarship recipients will be paid, subject to meeting the scholarship progression requirements, as outlined in the scholarship offer letter, by the UNSW Scholarships office.

All payments will be processed using a UNSW supported system and subject to financial compliance requirements.

UNSW Scholarships office reserves the right to determine and change scholarship payment dates, frequency and type.

Scholarship payments may take the form of:

- Stipends (into nominated Australian bank accounts under the recipient’s name);
- Payment of tuition or other university fees;
- Payment of on-campus residential fees/costs.

Scholarship payments are made only after confirmation of full-time enrolment in the applicable coursework degree program. Recipients enrolled in less than a full-time load may apply for and be granted permission by the Manager, UNSW Scholarships to receive the scholarship on a pro-rata basis.

Scholarships will be paid on a tax-free basis. Scholarship recipients are responsible for seeking taxation advice regarding their own individual circumstances.

Where a recipient withdraws from their program after the semester census date and after a payment has been issued, the Scholarship will be terminated and no further payments will be made.

UNSW reserves the right to seek repayment if required and may apply a negative service indicator or otherwise block enrolment, graduation and access to transcripts if money is owed to UNSW.

7. Scholarship progression requirements

A scholarship recipient may be required to meet scholarship progression requirements in order to retain the scholarship. Progression requirements will be outlined in scholarship offer letter. Progression will be assessed after a relevant period (per semester or term) and prior to subsequent payments being issued.

Students must also comply with UNSW policies and procedures, including admission, academic progression and enrolment and the Student Code of Conduct.

7.1. Academic progression

Scholarship recipients are expected to be enrolled full-time and maintain a minimum academic standing of “Good”. Scholarships may specify a minimum grade (such as Credit or Distinction) as determined by the Weighted Average Mark (WAM) in order to retain the scholarship, which would be clearly outlined in the offer letter.

In the event that the recipient does not meet the scholarship progression requirements, the scholarship may be suspended for a period of time determined by the Manager, UNSW Scholarships on behalf of/under the authority of Director of Student Services and Systems.
7.2. Program leave

A scholarship recipient may apply to the Manager, UNSW Scholarships to place the scholarship on hold for the duration of approved leave of absence from studies. If approved, the scholarship will be suspended for the duration of leave.

If a scholarship recipient is deemed ineligible to continue receiving the scholarship due to a breach of the scholarship progression requirements or a UNSW policy, the scholarship may be terminated by the UNSW Scholarships Manager on behalf of/under the authority of the Director, Student Services and Systems. The scholarship may also be terminated under the following circumstances:

- The recipient breaches any conditions of the scholarship; or
- The recipient requests, in writing, that the scholarship be terminated; or
- UNSW determines the student is guilty of serious misconduct.

Any exceptions to scholarship progression requirements may be approved by the Director, Student Services and Systems (or nominee).

8. Certificates and transcripts

Scholarships can be recognised in the form of a certificate issued by UNSW Scholarships or by a Faculty, and may be included on academic statements as follows:

- Merit based scholarships can be included on AHEGS statements, can be listed publicly and acknowledged at award ceremonies/functions;
- Equity based scholarships are not included on AHEGS or academic transcripts, and are not normally listed publicly or acknowledged at award ceremonies/functions except with express permission of the recipient.

9. Appeals

The decision of the Scholarship Selection Panel or authorised delegate is final and individual feedback regarding scholarship applications is not required to be provided.

If an applicant believes the selection process was not conducted in a satisfactory manner and has sufficient evidence to demonstrate procedural irregularity, the applicant may submit an appeal in writing to the Manager, UNSW Scholarships.

If a recipient’s scholarship is suspended or terminated, the recipient may submit an appeal in writing to the Manager, UNSW Scholarships.

If the matter cannot be resolved by the Manager, UNSW Scholarships, it will be escalated to the Director, Student Services and Systems. If the matter cannot be resolved by the Director, Student Services and Systems, the matter may be escalated to the Deputy Vice-Chancellor Academic.

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<tr>
<th>Accountabilities</th>
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<tbody>
<tr>
<td><strong>Responsible Officer</strong></td>
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<td><strong>Contact Officer</strong></td>
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<th>Supporting Information</th>
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<tbody>
<tr>
<td><strong>Legislative Compliance</strong></td>
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<tr>
<td><strong>Parent Document (Policy)</strong></td>
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<tr>
<td><strong>Supporting Documents</strong></td>
</tr>
</tbody>
</table>
| Related Documents | Academic Progression and Enrolment Policy  
|                   | Academic Progression Procedure  
|                   | Admission to Coursework Programs Procedure  
|                   | Admissions Policy  
|                   | Conflict of Interest Policy  
|                   | Enrolment and Withdrawal Procedure  
|                   | Gift Acceptance Policy  
|                   | Naming Recognition Policy  
|                   | Student Misconduct Procedure  
| Superseded Documents | Nil  
| File Number | [For Governance Use]  

### Definitions and Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
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<tbody>
<tr>
<td>AHEGS</td>
<td>Australian Higher Education Graduation Statement.</td>
</tr>
<tr>
<td>Award</td>
<td>A grant of financial aid which is of at least $5,000 in value and may not be tenable for the duration of the degree program. Awards are administered by the UNSW Scholarships Office.</td>
</tr>
<tr>
<td>Equity Scholarship</td>
<td>A Scholarship or Award that supports students with socio-economic or educational disadvantage, or financial hardship and to encourage diversity and inclusion.</td>
</tr>
<tr>
<td>Gift Acknowledgement</td>
<td>A UNSW document acknowledging the intended purpose and processes for administration of a gift or donation.</td>
</tr>
<tr>
<td>Merit Scholarships</td>
<td>A Scholarship or Award that recognises and encourages academic, sporting, leadership and other achievements.</td>
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<tr>
<td>Postgraduate coursework program</td>
<td>A program of study that leads to the award of a graduate certificate, graduate diploma, or masters degree excluding Higher Degree Research programs.</td>
</tr>
<tr>
<td>Scholarship</td>
<td>A grant of financial aid with a minimum value of $5,000 per annum normally for the duration of the degree program. Scholarships are administered by the UNSW Scholarships Office.</td>
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<tr>
<td>Sponsorship Agreement</td>
<td>A legal document outlining the provision of money, goods or services for a specific activity, event or program in return for a material benefit.</td>
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<tr>
<td>Undergraduate coursework program</td>
<td>A program of study that leads to the award of a diploma, advanced diploma, associate degree or a bachelor degree (pass or honours).</td>
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<tr>
<td>UAC</td>
<td>University Admissions Centre.</td>
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### Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Approved by</th>
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<th>Effective date</th>
<th>Sections modified</th>
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<tr>
<td>1.0</td>
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<td>New Procedure.</td>
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### Further Information

This section is not published on the final PDF document. It is for website purposes only

**Keywords for search engine** | Scholarships, Awards
| FAQs and answers | Include any Frequently Asked Questions and answers to be included with the Procedure (in a separate tab or section) in the Governance Policy Repository |
## Appendix 1: Structure of Coursework Scholarship Programs

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Merit</th>
<th>Equity</th>
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<tr>
<td></td>
<td>Program/Faculty specific</td>
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<td></td>
<td>Honours/UG Research</td>
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<td>Rural/Accommodation</td>
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<td>Student Enrolment</td>
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<td>Current Student</td>
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<td></td>
<td>Humanitarian Visa holder</td>
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<tr>
<td>Value</td>
<td>Tier 1: $20,000 pa and over (program duration)</td>
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<td></td>
<td>Tier 2: $10,000 - under $20,000 pa (program duration)</td>
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<td></td>
<td>Tier 3: $5,000 – under $10,000 pa (program duration)</td>
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<td></td>
<td>Awards: minimum $5,000</td>
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## Appendix 2: Terms of Reference - Scholarships Steering Committee

<table>
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<th>Committee Name:</th>
<th>Scholarships Steering Committee</th>
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### Membership

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<th>Role</th>
<th>Name</th>
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<tr>
<td>Chair</td>
<td>Deputy Vice-Chancellor Academic</td>
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<tr>
<td>Members</td>
<td>Vice-President Philanthropy</td>
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<tr>
<td></td>
<td>Director, Student Services &amp; Systems</td>
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<td></td>
<td>Deputy Vice-Chancellor Inclusion and Diversity</td>
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<td></td>
<td>General Manager, DVCA</td>
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<td></td>
<td>Pro Vice-Chancellor Indigenous</td>
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<td></td>
<td>Faculty Dean</td>
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**In attendance:** Manager, UNSW Scholarships

### Terms of Reference

- Responsible for the strategic planning and policy setting for scholarships at UNSW.
- Be an advocate for the Scholarships Program Objectives.
- Ensure scholarships program / profile remains aligned with Strategy.
- Help monitor overall program to ensure that it is moving satisfactorily towards objectives.
- Authorise major deviations to scholarship agreement, terms and conditions ensuring they are in line with strategy.
- Approving changes to scholarships funding allocations.

### Method of Operation

- Meets quarterly or as required.
- The Chair convenes the meeting.
- Agenda and papers distributed electronically no less than 3 full business days prior to meeting commencement.
- Convenor: Director, Student Services & Services.
- Escalation: DVC, Academic.
## Appendix 3: Terms of Reference - Scholarships Review Committee

<table>
<thead>
<tr>
<th>Committee Name:</th>
<th>Scholarships Review Committee</th>
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### Membership

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Director, Student Services &amp; Systems</td>
</tr>
<tr>
<td>Members</td>
<td>UNSW Division of Philanthropy representative</td>
</tr>
<tr>
<td></td>
<td>Manager, UNSW Scholarships</td>
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</tbody>
</table>

### Terms of Reference

- Responsible for approving the establishment of scholarship programs (received via Division of Philanthropy) and is the escalation point for UNSW Scholarships Office.
- Authorise any exceptions to scholarship protocols and agreements.
- Review and recommend scholarship funding allocations.

### Method of Operation

- Meets electronically and/or as required.
- Convenor: UNSW Scholarships Office.
- Escalation: Scholarships Steering Committee.