



The University of Sydney

Academic Board agenda

15 March 2000

ATTACHMENTS FOR AGENDA ITEM 5.2.1

ATTACHMENT 1

Academic Board Policy: Establishment and award of scholarships and prizes

(Pages 1-5)

ATTACHMENT 2

Guidelines for the establishment and variation of awards, prizes and scholarships

(Pages 6-17)

ACADEMIC BOARD POLICY

ESTABLISHMENT AND AWARD OF SCHOLARSHIPS AND PRIZES

The Academic Board's policy for the establishment and award of prizes and scholarships for academic proficiency in the University is based on the following principles:

1. The acceptance of an offer to establish a gift or a prize is a solemn undertaking by the Senate of the University. Senate has delegated authority to accept gifts to the Vice-Chancellor, Deputy Vice-Chancellors and Pro-Vice-Chancellors (College). This delegation of authority is not marked with an asterisk *; the delegate is, therefore, permitted to authorise another person to exercise his or her delegation (or any part of it) as an agent.
2. Senate has delegated to the Academic Board the authority to:
 - award all prizes, scholarships and fellowships and other awards;
 - determine the terms and conditions of awards established within the University, either by donation or bequest, in accordance with any terms of the gift and following acceptance of the offer by the Senate.
3. The Academic Board carries out this delegation by:
 - publishing the policies which guide the drafting of terms and conditions, and any revisions thereof, and
 - in consultation with the Deputy Vice-Chancellor (Academic and International), identifying the responsibilities of the parties involved in considering offers of awards, accepting awards, determining the terms and conditions of awards in accordance with any terms of the gift, making awards and reporting on the procedural framework to the Academic Board and Senate.

The policy incorporates all earlier resolutions of the Academic Board and clarifies all relevant delegations of authority pertaining to the establishment and award of scholarships and prizes.

Contents:

1. Acceptance of Gifts
2. Role of the Academic Board
3. Factors to be Taken into Account in Establishing Awards
4. Creation of and Amendments to Established Scholarships and Prizes
5. Authority to Award Scholarships and Prizes
6. Non-Established Scholarships
7. Travelling Scholarships
8. Bursaries
9. Number of Scholarships Which May be Held.

1. Acceptance of Gifts

The Vice-Chancellor, Deputy Vice-Chancellors and Pro-Vice-Chancellors (College) have a delegation from the Senate to accept gifts and corporate sponsorships and are permitted to authorise another person to exercise this delegation (or any part of it) as an agent.

2. Role of the Academic Board

The Academic Board has delegated authority from the Senate to:

- (1) determine the terms and conditions of awards, scholarships and prizes established within the University, either by donation or bequest;
- (2) determine the policies and procedures which govern the award of all prizes, scholarships, fellowships and other awards in the University.

3. Factors to be Taken into Account in Establishing Awards

The following factors shall be taken into account when considering offers to establish awards:

- (1) that the award observes the spirit of anti-discrimination legislation;
- (2) that the University administers the award, including selection of the successful applicant;
- (3) that the conditions of award are determined by the University within the donor's general terms of reference;
- (4) that a postgraduate scholarship or fellowship be tenable for a sufficient period of time to enable a holder to make substantial progress towards the degree in which the holder is enrolled;
- (5) that continuance of a prize, scholarship or fellowship is assured for a minimum period of time;
- (6) that the value of a postgraduate scholarship or fellowship which is intended to provide a living allowance is such that the holder is not under pressure to supplement the stipend with part-time earnings;
- (7) that the value of a prize or undergraduate scholarship is sufficient to make a reasonable contribution towards the cost of a student's books and/or equipment;
- (8) that the field in which a scholarship or fellowship may be held is not unduly narrow;
- (9) that any progress report required of a scholarship or fellowship holder is subject to the approval of the University and not of the donor;
- (10) that any decision as to whether a scholarship or fellowship holder's work justifies renewal of the award is subject to the approval of the University which may, if the merits of the circumstances so dictate, consult with the donor;
- (11) that any restrictions on the publication of the results of a postgraduate scholarship or fellowship holder's work be consistent with current University policy;
- (12) that in creating new scholarships and prizes, due consideration be given to possible adverse effects of the proposed scholarships on recruitment into cognate disciplines.

4. Creation of and Amendments to Established Scholarships and Prizes

(1) Undergraduate

(a) University-Wide Scholarships and Prizes

The Research and Scholarships Office, reporting through the Pro-Vice-Chancellor (Teaching and Learning), is responsible for:

- (i) consideration of offers to establish University-wide prizes, scholarships and bursaries, either by donation or bequest, taking into account advice of any departments and faculties concerned, and acceptance of such offers in accordance with his/her delegated authority;
- (ii) determination of the terms and conditions of award of such prizes and scholarships and bursaries, including the amendment of such terms and conditions, in accordance with any policies established by the Senate or the Academic Board;
- (iii) reporting to the Academic Board on such policy matters relating to prizes and scholarships as may be referred to the Research and

Scholarships Office or the Pro-Vice-Chancellor (Teaching and Learning).

(b) Faculty, School or Departmental Scholarships and Prizes

The relevant dean is responsible for:

- (i) consideration of offers to establish undergraduate faculty, school or departmental prizes, scholarships and bursaries, and acceptance of such offers in accordance with his/her delegated authority;
- (ii) determination of the terms and conditions of award of such prizes and scholarships and bursaries, including the amendment of such terms and conditions, in accordance with any policies established by the Senate or the Academic Board;
- (iii) notification to the Research and Scholarships immediately upon the establishment of a new award or revision of conditions of an existing award.

- (c) The Pro-Vice-Chancellor (Teaching and Learning) will provide an annual report, to be prepared by the Research and Scholarships Office, to the Academic Board on all new undergraduate awards and revised conditions to such awards and on any problems encountered in the administration of such awards.

(2) Postgraduate

(a) University-Wide Scholarships and Prizes

The Research and Scholarships Office, reporting through the Pro-Vice-Chancellor (Research), is responsible for:

- (i) consideration of offers to establish University-wide postgraduate prizes, scholarships and bursaries, taking into account advice of any departments and faculties concerned, and acceptance of such offers in accordance with his/her delegated authority;
- (ii) determination of the terms and conditions of award of such prizes and scholarships and bursaries, including the amendment of such terms and conditions, in accordance with any policies established by the Senate or the Academic Board;
- (iii) reporting to the Academic Board on such policy matters relating to prizes and scholarships as may be referred to the Research and Scholarships Office or the Pro-Vice-Chancellor (Research).

(b) Faculty, School and Departmental Scholarships and Prizes

The relevant dean is responsible for:

- (i) consideration of offers to establish postgraduate faculty or departmental prizes, scholarships and bursaries, and acceptance of such offers in accordance with his/her delegated authority;
- (ii) determination of the terms and conditions of award of such prizes and scholarships and bursaries, including the amendment of such terms and conditions, in accordance with any policies established by the Senate or the Academic Board;
- (iii) notification to the Research and Scholarships immediately upon the establishment of a new award or revision of conditions of an existing award.

- (c) The Pro-Vice-Chancellor (Research) will provide an annual report, to be prepared by the Research and Scholarships Office, to the Academic Board on all new postgraduate awards and revised conditions to such awards and on any problems encountered in the administration of such awards.

5. Authority to Award Scholarships and Prizes

(1) University-Wide Scholarships and Prizes

University-wide scholarships or prizes will be awarded by the Academic Board or some other body within the University, as specified in the scholarship or prize conditions. Where responsibility for awarding a scholarship or prize is not so specified:

- (a) the Pro-Vice-Chancellor (Teaching and Learning) has authority to award undergraduate University-wide scholarships or prizes;
- (b) the Pro-Vice-Chancellor (Research) has authority to award postgraduate University-wide scholarships or prizes.

(2) Faculty, School and Departmental Scholarships and Prizes

Faculty, School or Departmental scholarships or prizes will be awarded by a body within the University as specified in the scholarship or prize conditions. Where responsibility for awarding a scholarship or prize is not so specified:

- (a) the head of the responsible unit has authority to award faculty, school or departmental scholarships or prizes for which applications are not required;
- (b) the relevant dean has authority to award faculty, school or departmental scholarships or prizes for which applications are required.

6. Non-Established Scholarships

Scholarships are from time to time created within the University through faculty or departmental funds, external sponsorship or research grants. Such scholarships are awarded under the following conditions:

- (1) A scholarship shall be awarded on the basis of academic merit.
- (2) A scholarship shall be awarded by the Head of Department or School most concerned.
- (3) The value and duration of a scholarship may be recommended by the Head of Department or School. In determining the value of a scholarship, the Head will take into account:
 - (a) availability of funds, and
 - (b) the general level of the value of scholarships offered by the University.
- (4) A scholarship may provide allowances if the Head of Department or School so recommends, subject to the availability of funds.
- (5) All non-established scholarships must be advertised.

Special conditions for postgraduate scholarships

- (1) The object of each scholarship is to promote and encourage postgraduate research within the University of Sydney.
- (2) Awards shall be granted to graduates who are eligible for admission to candidature for a higher degree by research and who enrol accordingly as full-time candidates.
- (3) A scholarship shall be tenable for one year in the first instance but subject to satisfactory progress may be renewed for a second year and in the case of a PhD candidate for a third, and in special circumstances, a further six months.
- (4) A scholarship may be renewed subject to:
 - (a) progress satisfactory to the Head of Department or School, and
 - (b) availability of funds.
- (5) The holder of a scholarship shall acknowledge the donor of the funds in any publication arising out of the research.

7. Travelling Scholarships

- (1) All candidates for travelling scholarships shall be graduates or graduands of the University of Sydney who are of no more than four years' standing from qualifying for their final undergraduate degree.
- (2) The scholarships shall be awarded only when the proposed course of study overseas is related to at least one of the undergraduate degrees of the candidate.
- (3) All candidates shall be citizens or permanent residents of Australia.
- (4) Candidates who have previously held awards designed to promote postgraduate study overseas and which offer similar benefits to travelling scholarships shall be ineligible for consideration, unless exceptional circumstances apply.
- (5) The scholarships shall normally be awarded to enable scholars to undertake studies or research in some place or places overseas approved by the Academic Board.
- (6) The scholarships shall not normally be held for longer than one year unless the holder is enrolled for a higher degree. A scholarship shall not be renewed for a third year unless the holder is a candidate for the degree of Doctor of Philosophy and renewal shall be subject to satisfactory progress.

8. Bursaries

- (1) The bursaries at the disposal of the University have been created by private foundations. The capital sums are held in perpetuity with the bursary funded from the income from interest on the capital. The bursary or bursaries shall normally be awarded for an undergraduate degree course. Unless otherwise specified, the bursaries are tenable in any faculty.
- (2) All students of the University who shall, during their course, have received bursaries or exemptions from fees are invited by the Senate to make returns to the University, when their circumstances in life shall permit, for the purpose of conferring like benefits on future students. The names of all students making such returns will, if so desired, be published.

9. Number of Scholarships Which May be Held

- (1) An undergraduate student is not allowed to hold at any one time more than two scholarships awarded on the basis of performance at the HSC Examination, except with the approval of the Pro-Vice-Chancellor (Teaching and Learning), who will take into account the value and duration of the awards concerned.
- (2) A postgraduate student may hold no more than one scholarship providing a living allowance although this may be held with a scholarship providing a supplementary allowance, unless otherwise permitted by the Pro-Vice-Chancellor (Research) who shall take into account the value of the awards and their purposes



The University of Sydney

VICE-CHANCELLOR'S ADVISORY COMMITTEE

Guidelines for the Establishment and Variation of Awards, Prizes and Scholarships

**GUIDELINES FOR THE ESTABLISHMENT AND VARIATION OF
AWARDS, PRIZES AND SCHOLARSHIPS**

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(with sample conditions of award)**

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(with sample advertisement)**

GUIDELINES FOR THE ESTABLISHMENT AND VARIATION OF AWARDS, PRIZES AND SCHOLARSHIPS

This document outlines the University's requirements and the processes which should be followed for establishing new awards (*ie* scholarships, prizes and bursaries) or varying the terms and conditions of existing awards at Faculty, School and Department level within the University.

The procedures will depend upon whether the award is to be offered on an ongoing basis (*ie* an 'established' award) or whether it is a 'one-off' (*ie* non-established) award which is established for a limited period using University funds or funds obtained from an external source. Particular attention should be paid to paragraph 3.3 of this document which outlines the division of responsibility here.

1. SOURCES OF FUNDS

Awards are typically funded from:

Bequests
Personal/Industry Donations
Departmental/School/Faculty/University funding
Research Grants (e.g. ARC, NH&MRC)

Where awards are funded by bequests, the Development Office of the University of Sydney advises Senate, and accepts the bequest on the advice of Senate. Details of the bequest will then be forwarded to the Department/ Faculty concerned.

Responsibility for managing the funds for prizes and scholarships is delegated as follows:

University-wide scholarships and prizes
Director, Research and Scholarships

Faculty, Department or School scholarships and prizes
Dean or Head of Department/School as appropriate

This responsibility includes:

- (a) ensuring that pledged donations are solicited at appropriate times;
- (b) ensuring that there is no overexpenditure of funds in P (prize) or S (scholarship) accounts, and
- (c) where permitted under the terms of the award, adjusting the value of an award offered from a B (bequest) or T (capital preserved trust) account to reflect the allocation authorized by the Investments Office.

2. TYPES OF AWARD

2.1 Scholarship with Stipend

Scholarships with stipend provide a living allowance to students. The award may include a relocation allowance, maintenance allowance, thesis allowance, conference travel allowance, sick leave and maternity leave. These scholarships are often set up to provide some or all benefits in line with Australian Postgraduate Awards (APA – Conditions of Award available from the Scholarships Office) which are indexed annually by DETYA.

Where the funding is provided by industry, the Faculty/Department should draw up the terms of the award in accordance with these guidelines. However, if negotiations

are required or an agreement about intellectual property is involved, the Department/Faculty should liaise with the Business Liaison Office.

2.1.1 ARC/NH&MRC/Other Government Funds

If scholarships are funded by research grants, they must be established in accordance with the conditions as set out in the offer of grant from the granting body. Advice may be sought from the Research Office if the terms of the grant are unclear. Any proposed variation must be negotiated with the granting body.

When a scholarship is offered using grant funds from ARC, NH&MRC, or other government funds, the stipend should be set at or above the level of the APA (eg \$16,135 in 1999). The payment of thesis and maintenance allowances is optional.

2.1.2 Sydney University Postgraduate Scholarship (SUPS)

In November 1992, the Academic Board agreed that Sydney University Postgraduate Scholarships (Conditions of Award available from the Scholarships Office) may be established in Departments which choose to support postgraduate research using their own funds. The Scholarships are administered by the Department and may be advertised at the same time as APAs. Departments may elect to consider APA applicants who have been unsuccessful in obtaining APAs/UPAs.

2.1.3 Department-funded extensions to existing scholarship holders

Additional funding may be provided for short periods of time to allow scholarship holders extra time to complete their degree. These awards require the approval of the Head of Department and usually do not need to be advertised. The Scholarships Office should be consulted when consideration is being given to setting up such an award.

2.2 Supplementary Scholarship

Supplementary awards, commonly called a 'top-up', provide an additional allowance to assist with living expenses to existing scholarship holders and generally have the same tenure (and extensions) as the main scholarship.

2.3 Grant-in-aid

Grants-in-aid are awarded as a one-off payment and are designed to provide supplementary living allowances, travel grants or some other kinds of financial support as deemed appropriate by the selection committee unless otherwise stated in the conditions.

The generic conditions state that applicants must be:

- (a) enrolled in a higher degree at the University of Sydney; and
- (b) citizens or permanent residents of Australia.

Most grants-in-aid are handled in one round by the Scholarships Office with a closing date early in Semester 1. Grants-in-aid which are determined by Faculties or Departments are awarded first, and the more general awards which are determined by the Academic Board's Postgraduate Awards Sub-Committee are subsequently allocated with a view to optimising the use of available resources.

2.4 Travelling Scholarship

Travelling scholarships are awarded, in accordance with conditions specified by the Academic Board, to enable eligible graduates or graduands of the University of Sydney to undertake studies or research in some places overseas.

2.5 Prize

Prizes may take the form of money, a medal or an item (*eg* a book). They are usually awarded either on examination results or on general proficiency in a certain area of a course upon the recommendation of the Head of Department. Some prizes are awarded upon the outcome of a 'competition' which requires applicants submitting an entry (*eg* prize compositions).

2.6 Undergraduate Scholarship

A few undergraduate scholarships offered to school leavers at entrance to the university have special application procedures. Otherwise, most awards are based on HSC results, University examination results or other indicators of proficiency.

2.7 Bursary

The bursaries at the disposal of the University have principally been created by donations. The capital sums are held in perpetuity with the bursary funded from the income from interest on the capital.

The conditions under which the bursaries are awarded are:

- (a) That the Vice-Chancellor shall have received satisfactory assurance that the candidate's own means, and those of his or her parents, guardians, 'or other friends' (as expressed in some of the foundations), are insufficient to enable him or her to bear the cost of attending the University without the assistance of a bursary.
- (b) The bursaries shall be awarded from year to year on academic merit and the holder shall be diligent and of good conduct.
- (c) The bursary or bursaries shall normally be awarded for an undergraduate degree course.

3. GUIDELINES AND REQUIREMENTS

It is the responsibility of the head of the relevant academic unit to ensure that the award meets the requirements which govern the award of scholarships and prizes within the University of Sydney, and to ensure that the procedures set out in this document for the establishment, variation and administration of the award are followed.

3.1 Refer to Academic Board Policy 'Establishment and Award of Scholarships and Prizes'

3.2 Advertising

The advertising of non-established scholarships be mandatory. New scholarships must be advertised to comply with University's policies on EEO. Scholarships must be advertised in the *Bulletin Board* and may also be advertised in other publications, including the Saturday edition of the *Sydney Morning Herald* and the *Higher Education Supplement* in the *Australian*. Advertising in the *Bulletin Board* is free. The costs of advertising in other publications must be borne by the scholarship account or the Department/Faculty advertising the scholarship. All advertisements for scholarships will also be placed on the WWW Homepage of the Scholarships Office. Closing dates for applications should be at least 10 days after publication.

3.3 Scholarships and Taxation

Section 23(z) of the *Income Tax Assessment Act* generally considers Australian Postgraduate Awards and equivalent as tax exempt. Section 23 exempts income from tax which is derived by way of a scholarship, bursary or other educational allowance for students receiving full-time education at a school, college or university and who are not required, as a condition of the allowance, to render any services to the authority granting the allowance.

4 PROCEDURES FOR CREATING FACULTY AND DEPARTMENTAL 'ESTABLISHED' AWARDS AND MODIFYING EXISTING AWARDS

These procedures should be followed when establishing a new award which is intended to be offered regularly. Modifications to existing awards should also be drafted using these guidelines. Conditions of award for scholarships funded from bequests must remain in keeping with the intention of the bequest. Where variation from the original terms of a bequest are sought, the University Solicitor must be consulted as it is likely that the approval of the NSW Attorney General will be required. This process usually takes a minimum of six months and should be used infrequently. Terms of the bequest may be found in the file relating to the actual bequest, or in the file relating to the award established by the bequest. These files are held by the University's Records Management Services, A14.

4.1 Drafting of a Proposal for a New Award

4.1.1 Proposal to Establish a New Award

Where a new award is being established, the form entitled *Proposal to Establish a New Award* (Appendix 1) must be completed.

4.1.2 Conditions of Award

Using the information recorded on the *Proposal to Establish a New Award* form and the sample conditions of award in Appendix 1 as a model, conditions of award must be drafted. These conditions of award and the *Proposal to Establish a New Award* form must then be submitted to the Dean of the Faculty.

4.2 Modifying an Existing Award

If you wish to modify an existing award, please send the Scholarships Office a document containing the existing conditions, the proposed conditions and the reasons for the changes to the conditions. Also include approval from the Faculty for the changes to the conditions.

4.3 Approval by Faculty

The Dean of the Faculty in which the scholarship is tenable must approve all new awards and changes to existing awards. It is the relevant academic unit's responsibility to ensure that awards are in line with Academic Board policy and other guidelines noted in this document. Once this is confirmed the Dean should refer the new or revised award to the Manager, Scholarships Office.

4.4 Approval by the Research and Scholarships Office

Details of approval of new awards or revised awards must be lodged immediately with the Scholarships Office. The Scholarships Office will confirm that all new awards and amendments to existing awards conform to the guidelines. Where a prize is to be paid by the Student Centre, the Scholarships Office will send details of the conditions of new or modified awards to the Prizes Officer.

4.5 Setting up New Account Codes

In general, accounts for awards that involve one-off payment to the recipients by cheque and handled by the Department/School, Faculty or Student Centre should have a 'P' prefix. These accounts are to be set up by the College Accountants.

Accounts for awards that are funded by Bequests or Capital Preserved Trusts should have a 'B' or 'T' prefix respectively. These accounts are to be set up by the Investments Office.

Accounts for awards to be paid as a stipend over a period of time through the University's payroll should have a 'S' prefix. These accounts are to be set up by the Research and Scholarships Office.

Requests to set up new account codes should be forwarded to the appropriate office and must include the Responsibility Centre where the account should be set up, together with copies of correspondence relating to the award.

4.6 Publication

Where appropriate, upon approval of a new award or a revision to an existing award, the conditions of award are updated by the Scholarships Office.

5 PROCEDURES FOR CREATING A 'NON-ESTABLISHED' AWARD

The University guidelines for setting up these awards are detailed in Section 2 of this document and it is the responsibility of the proposer to ensure that the scholarship meets these guidelines, whether the funding comes from University or external sources.

To create a 'non-established' scholarship, complete the form entitled *Proposal to Create a 'Non-Established' Scholarship* (Appendix 2) and forward to the Scholarships Office. The form must be supported by the Head of Department/School and include a draft advertisement. The award must then follow the same administrative procedures as established scholarships. These are set out in the document *The Administration of Awards, Scholarship and Prizes which are Specific to Faculties, Schools and Departments*.

APPENDIX A: PROPOSAL TO CREATE A NEW ESTABLISHED AWARD

This form should be used for the creation of established awards which are intended to be offered regularly for many years.

(1) **Title of Award:** _____

(2) **Purpose of Award** _____

(3) **Type of Award:** Prize / Bursary / Scholarship / Travelling Scholarship / Grant-in-aid
(delete as applicable)

(4) **Candidature:** Undergraduate / Postgraduate / Undergraduate & Postgraduate / Graduate
(delete as applicable)

Course/Field of Study: _____

Other Eligibility Criteria: _____
(e.g. final year of course)

(5) **Department/School:** _____

Faculty: _____

Method of Award: Examination results / Formal application / On recommendation by
(delete as appropriate)

Selection Committee: _____
(if required)

(6) **Tenure:** One-off payment / _____ years (delete as appropriate)

If the award is to provide a living allowance for full-time postgraduate students, there is a reasonable expectation that funding is available for the duration of their studies - two years for a Masters candidate and three years for a doctoral candidate. A further six months extension may be offered to PhD students in line with the conditions of the Australian Postgraduate Award.

Value of Award: _____

(7) **Other Benefits:** _____
(e.g. relocation allowance)

Funding Source: Donation received / Annual Donation to be collected by Department / Funds from Faculty or Department / Bequest / 5% annual allocation from Capital Preserved Trust
(delete as appropriate)

Payment to be processed by: Department / Prizes Officer, Student Centre / Other (please provide details) (delete as appropriate)

AccountCode: _____

In general, if the award is supported by funds from Faculty or Department, there is no need to set up a separate account for the award. For awards supported by donations or external funds, a separate account is required.

- Accounts for awards that involve one-off payment to the recipients by cheque and handled by the Department/School, Faculty or Student Centre should have a 'P' prefix. These accounts are to be set up by the College Accountants.
- Accounts for awards that are funded by Bequests or Capital Preserved Trusts should have a 'B' or 'T' prefix respectively. These accounts are to be set up by the Investments Office.
- Accounts for awards to be paid as a stipend over a period of time through the University's payroll should have a 'S' prefix. These accounts are to be set up by the Research and Scholarships Office.

1. INFORMATION ON TRANSCRIPTS

If the award is a prize based on examination results or course assessment only, should the name of the award be included in the winning student's transcripts : YES / NO

DRAFT CONDITIONS OF AWARD – for publication

Please attach the draft conditions of award to this form.

APPROVAL DETAILS

All new awards and changes to existing awards must be approved by the Dean of the appropriate Faculty.

Approved by Head of Department/School: _____
(if applicable)

Date: _____

Approved by Dean of Faculty: _____

Date: _____

PLEASE SEND THIS COMPLETED FORM AND DRAFT CONDITIONS OF AWARD TO THE DEAN OF YOUR FACULTY FOR APPROVAL BEFORE SUBMITTING BOTH TO THE MANAGER, SCHOLARSHIPS OFFICE, MAIN QUADRANGLE (A14).

SAMPLE CONDITIONS OF AWARD

An award that does not require formal application and involves one-off payment to the recipient

Peter Edward Moran Memorial Prize

Established in 1990 by a donation of \$2000 from the family of Peter Edward Moran, MA *Macq.* DipEd *Syd.* *Teach. Coll.* MEd, who died in 1988 at the age of 43. Mr Moran held the position of Lecturer in Education at the Sydney Teachers' College from 1973 until his death. Awarded annually to the student enrolled in French IV who demonstrates the greatest proficiency, provided the work is of sufficient merit. Value \$100.

An award that requires formal application and involves ongoing stipend payment to the recipient

Richard Claude Mankin Scholarship

Established in 1973 by a bequest with an estimated value of \$185 000 comprising the residual estate of Winifred Ruby Mankin MSc MBBS. The purpose of the bequest was to promote and encourage research at the University of Sydney related to water conservation.

- 1 The scholarship will be known as the Richard Claude Mankin Scholarship, and its objective is to encourage research related to water conservation at the University of Sydney.
- 2 The scholarship shall be awarded at the postdoctoral or postgraduate levels. A postdoctoral scholarship may be awarded only to an applicant who holds the degree of Doctor of Philosophy or who possesses such equivalent standing as may be approved by Academic Board. A postgraduate scholarship may only be awarded to an applicant who is admitted to candidature for a higher degree by research and who enrolls accordingly.
- 3
 - (a) A postdoctoral scholarship shall be tenable for one year in the first instance but, subject to satisfactory progress, may be renewed for a second year.
 - (b) A postgraduate scholarship shall be tenable for one year in the first instance but, subject to satisfactory progress, may be renewed for a second year, and in the case of a PhD candidate a third year. In exceptional circumstances, a further extension of six months may be granted to PhD candidates.
- 4 The scholarship shall be awarded on the basis of academic merit and appropriateness of the proposed program of research detailed in the application. It shall be awarded by the Academic Board on the recommendation of a committee consisting of the Chair of the Academic Board and the Deans of the Faculties of Agriculture, Architecture, Economics, Engineering, Science and Veterinary Science or their nominees.
- 5
 - (a) A scholarship at postdoctoral level shall be equal in value to the Australian Postdoctoral Research Fellowship.
 - (b) A scholarship at postgraduate level shall be valued at the same rate as the Australian Postgraduate Award.
- 6
 - (a) A relocation allowance, removal expenses and a thesis allowance may be awarded to postgraduate students subject to the conditions of Australian Postgraduate Awards.
 - (b) The scholarship shall provide a research maintenance allowance equal in value to that provided by the corresponding award scale.
 - (c) The scholarship shall provide a travel grant for holders coming from overseas equivalent to economy class air travel by the most direct route and the most economical rate available at the time. A corresponding grant may be made for return travel.

APPENDIX B: PROPOSAL TO CREATE A NON-ESTABLISHED SCHOLARSHIP

SCHOLARSHIP DETAILS

Title of Scholarship:		
Department:		
Type:	Scholarship <input type="checkbox"/>	Supplementary Scholarship <input type="checkbox"/>
Candidature		
Proposed commencement Date:	Duration:	Possible Extension:

Tenure: *If the award is to provide a living allowance for full-time postgraduate students, there is a reasonable expectation that funding is available for the duration of their studies - two years for a Masters candidate and three years for a doctoral candidate. A further six months extension may be offered to PhD students in line with the conditions of the Australian Postgraduate Award (APA). The scholarship is tax exempt for full-time students who are **not** required, as a condition of the scholarship, to render any services to the authority granting the award.*

FUNDING DETAILS

Funding Source/Granting Body and grant/contract number (if applicable):
Name of Academic Staff holding the Grant/Funding: (if applicable)
Stipend/Supplement to be Paid: (state whether it is a lump sum or per annum rate)
If the stipend rate is the same as APA, do you want to index it annually in line with APA? YES / NO
Other Allowances: (e.g. conference travel)
Account code to be Charged:

Funding: Scholarships funded from grants from the ARC or NH&MRC and other government bodies should be offered at or above the rate as the Australian Postgraduate Award (\$16,135 in 1999).

ADVERTISING DETAILS

Where do you propose to advertise?
Account code to be charged: (only required if advertised externally)

Advertising: It is Academic Board policy that new scholarships **must** be advertised to comply with University's policies on EEO. Scholarships must be advertised in the *Bulletin Board* of the *University News* and may also be advertised externally. The Scholarships Office will organise placement on its website: <http://www.usyd.edu.au/su/reschols/welcome.html>

APPROVAL DETAILS

Name of Proposer:	Signature:
Name of Head of Department or School:	Signature:

Approval: Non-established scholarships require the support of the Head of Department or School.

PLEASE RETURN THE COMPLETED FORM AND A DRAFT ADVERTISEMENT TO THE SCHOLARSHIPS OFFICE, MAIN QUADRANGLE, A14. Please also e-mail the draft advertisement to: scholars@reschols.usyd.edu.au

SAMPLE ADVERTISEMENT

Postgraduate Scholarship in Applied Mathematics

A postgraduate scholarship is available for a suitably qualified candidate with a good honours degree in science or engineering to undertake research studies leading to a PhD in applied mathematics. The project is to investigate the dynamic stability and bifurcation behaviour of yarn balloon equations as they apply to the textile yarn manufacturing process of ring spinning and two-for-one twisting. Applicants should have a particular interest in the computational solution of systems of non-linear partial differential equations. The scholarship is valued at \$16,135 per annum and may be renewed for up to three years. Applicants must be citizens or permanent residents of Australia. Further information can be obtained from Professor xxxxxxx, School of Mathematics and Statistics (F07), The University of Sydney NSW 2006 (Phone:; Fax: E-mail:). Applications should be sent direct to Professor xxxxxxx at the above address by [*closing date*].