

# SCHOLARSHIPS AND STUDENT RECOGNITION AWARDS POLICY 2016

The Academic Board, as delegate of the Senate of the University of Sydney, adopts the following policy.

Dated: 2 November 2016

Last amended: 7 June 2017 (administrative amendments only)

31 December 2018 (commencing 1 January 2019)

24 March 2019 (administrative amendments only)

15 May 2023 (administrative amendments)

5 April 2024 (administrative amendments)

Signature:

Name: Associate Professor Anthony Masters

Position: Chair, Academic Board

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## PART 1 PRELIMINARY

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### 1 Name of policy

This is the Scholarships and Student Recognition Awards Policy 2016.

### 2 Commencement

This policy commences on 1 January 2017.

### 3 Statement of intent

This policy establishes the framework for establishing and managing student recognition awards.

### 4 Application

- (1) This policy applies to all scholarships and student recognition awards at the University, except:
  - (a) Australian Government Research Training Program Scholarships for higher degree by research students; or

**Note:** See [Research Training Program Scholarships Policy](#)

- (b) to the extent that it conflicts with the terms or conditions required by applicable trust conditions or contractual terms.
- (2) This policy does not apply to loans, bursaries or ex-gratia payments made by the University to students.

**Note:** Information about student financial support is available at [http://sydney.edu.au/stuserv/financial\\_assistance\\_office/index.shtml](http://sydney.edu.au/stuserv/financial_assistance_office/index.shtml). Student loans are administered according to the [Student Loan Procedures](#)

### 5 Definitions

<b>delegate</b>	means an officer, employee or committee of the University to whom Senate has made a delegation of authority.
<b>prize</b>	means a payment or benefit that carries no condition of further study which is received by a student on the basis of either or both of prior academic performance or fulfilling relevant selection and eligibility criteria. The benefit can be monetary or non-monetary.
<b>procedures</b>	means the procedures associated with this policy.
<b>SAS PSU</b>	means the Student Administrative Services professional services unit, within the portfolio of the Vice-President (Operations).



- scholarship** means a payment or benefit to a student which is:
- usually monetary;
  - awarded on the basis of academic merit or potential, alone or in combination with other criteria;
  - awarded in connection with ongoing or future study;
  - subject to satisfactory future performance requirements; and
  - awarded for a specified period up to a maximum duration of a full course of study.
- For the purposes of this policy, this does not include Australian Government Research Training Program Scholarships for higher degree by research students
- student recognition award** means any form of scholarship, prize or subsidy. except for Australian Government Research Training Program Scholarships for higher degree by research students.
- subsidy** means a form of scholarship consisting of a monetary benefit to support a student or graduate for a specific activity or purpose (such as travel or accommodation), usually for a minimum teaching or research period.

## 6 Principles for student recognition awards

- (1) Student recognition awards may take the form of:
  - (a) scholarships;
  - (b) subsidies; or
  - (c) prizes.
- (2) New student recognition awards may only be established:
  - (a) by a relevant delegate;
  - (b) if there is sufficient funding available; and
  - (c) if gift funded, consistently with the requirements of the [Gift Acceptance Policy](#).
- (3) New student recognition awards must:
  - (a) recognise and support any or all of:
    - (i) academic excellence;
    - (ii) equity of access;
    - (iii) fairness; and
    - (iv) the University's strategic priorities;
  - (b) have appropriately broad, inclusive and fair eligibility and selection criteria; and
  - (c) provide for the University to be the ultimate decision maker in relation to recipients.
- (4) Student recognition awards funded by third parties should recognise donor philanthropy and foster partnerships and shared objectives with third party participants.

- (5) Existing student recognition awards may only be awarded in any given year if the relevant delegate is satisfied that there are sufficient funds available.
- (6) All student recognition awards must be established and administered consistently and transparently, and in accordance with this policy and the procedures.
- (7) Except with the prior approval of the relevant delegate the availability of all student recognition awards must be appropriately advertised.

## **PART 2 ESTABLISHING STUDENT RECOGNITION AWARDS**

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### **7 Funding and approval**

- (1) The Executive Director, Student Administrative Services, in consultation with the relevant delegates, will establish annually the categories and minimum values for categories of student recognition awards. In doing so, the Executive Director, Student Administrative Services will take into consideration currently applicable government allowance and payment thresholds where relevant.
- (2) Student recognition awards may be funded by any, or a mixture, of:
  - (a) donated funds;
  - (b) contractually provided funds, including sponsorships;
  - (c) government funding schemes; or
  - (d) internal University funds.
- (3) Where internal University funds are to be used, the relevant academic or business unit must obtain the funds through the annual budget process in the financial year before the year in which the student recognition award is offered.

**Note:** See [University of Sydney \(Delegations of Authority\) Rule](#).

### **8 Terms and conditions**

- (1) In establishing a student recognition award the relevant delegate must determine its terms and conditions.
- (2) The terms and conditions for a student recognition award must:
  - (a) except to the extent that they are governed by trust or contractual requirements, comply with this policy and the procedures;
  - (b) be drafted in consultation with the SAS PSU; and
  - (c) be endorsed by the Office of General Counsel.
- (3) The terms and conditions for each student recognition award must specify:
  - (a) the eligibility criteria for applicants;
  - (b) selection criteria for recipients;
  - (c) any ongoing eligibility criteria;
  - (d) the total value of the recognition award;
  - (e) the payment schedule;



- (f) the composition of a selection committee which will determine recipients; and
  - (g) the circumstances in which the award may be terminated prematurely.
- (4) Eligibility and selection criteria must:
- (a) set clear standards and benchmarks against which applicants can be ranked and recipients selected; and
  - (b) be broad enough to allow a reasonable number of people to be eligible.

## **PART 3 MANAGING STUDENT RECOGNITION AWARDS**

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### **9 Marketing and applications**

- (1) SAS PSU will establish and maintain a publicly available page on the University's website, which will be the core communications channel for all student recognition awards.
  - (a) Delegates must provide details of each student recognition award they approve to the SAS PSU in the manner and form specified in the procedures, as soon as possible after approval is given.
  - (b) Any reference to a student recognition award in any publication or website published by or on behalf of the University must link to, or provide details of, the relevant webpage.
- (2) In relation to each student recognition award, the relevant webpage must publish or link to:
  - (a) its terms and conditions;
  - (b) application dates and processes; and
  - (c) details of information about applicants or recipients which need to be provided to any donor or other third party.
- (3) Wherever possible, application rounds will be aligned to the teaching or research period appropriate to the relevant student recognition award.
- (4) Applications must be submitted electronically in the form and manner specified in the procedures.
- (5) SAS PSU will confirm receipt of applications, and advise applicants of outcomes in the form and manner specified in the procedures.

### **10 Making student recognition awards**

- (1) SAS PSU is responsible for the receipt, collection and, where possible, initial ranking of applications.
- (2) Ranked applications must be considered by the relevant selection committee, consistently with the applicable terms and conditions.
- (3) The selection committee will then determine the final ranking of the applicants.
  - (a) Unless the terms and conditions specify otherwise, the selection committee will determine which of the selection criteria will be prioritised in order to resolve any deadlock in ranking.

- (4) SAS PSU will notify applicants of the outcome of their applications, in the form and manner specified in the procedures.
- (5) Notifications to successful applicants must include:
  - (a) the terms and conditions of the award;
  - (b) instructions on how and by when to accept it;
  - (c) details of any proposed awards ceremony or other public recognition;
  - (d) details of any additional information about the recipient proposed to be provided to a donor or other third party; and
  - (e) whether, and if so how, a recipient may elect:
    - (i) not to participate in any public recognition; or
    - (ii) not to have their information provided to any donor or other third party.
- (6) SAS PSU will manage student recognition award payments by:
  - (a) identifying appropriate methods of payment based on the value of award;
  - (b) using University systems and processes to issue funds to recipients.

## 11 Recognition

- (1) The Alumni and Development Office, in collaboration with faculties and University Schools, may hold ceremonies or events to recognise both student recognition award recipients and donors.
- (2) The Deputy Vice-Chancellor (Education) will determine which student recognition awards will appear on academic transcripts.
- (3) Recipients may elect not to participate in any recognition ceremony or similar event.
- (4) SAS PSU will maintain award and merit lists that may be published and made publicly available on the University website.

## 12 Terminating individual students' recognition awards

- (1) The recipient of a student recognition award may terminate it at any time by:
  - (a) notice in writing to the SAS PSU; or
  - (b) terminating their candidature in their award course.
- (2) The delegate responsible for establishing the student recognition award may terminate an individual award if:
  - (a) satisfied that the holder has failed to fulfil the eligibility criteria or breached any term on which the award is conditional; or
  - (b) the holder has been found guilty of misconduct.

**Note:** See [University of Sydney \(Student Discipline\) Rule](#)

- (3) Prior to any decision to terminate an award under subclause 12(2):
  - (a) SAS PSU will inform the holder of the proposal to consider termination and invite them to make submissions as to why it should not be terminated, in a specified manner and within a specified time; and

- (b) will provide the relevant delegate with any such submissions received.
- (4) SAS PSU will inform the holder of the delegate's decision in writing.

### **13 Reviewing student awards**

- (1) SAS PSU will conduct an annual review of all student recognition awards to identify those with:
  - (a) low numbers of eligible students;
  - (b) low numbers of applicants; or
  - (c) possibly insufficient funds to continue.
- (2) At least once in every five years, the SAS PSU will recommend to the relevant delegates any student recognition awards which should be considered for cessation.
- (3) The relevant delegate will determine whether or not a student recognition and support award should cease to be offered.

## **PART 4 RESEARCH TRAINING AWARDS**

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### **14 Research training scholarships**

- (1) This policy does not apply to Australian Government Research Training Program Scholarships for higher degree by research students, which are governed by the [Research Training Program Scholarship Policy](#).
- (2) The Academic Board, in consultation with the Deputy Vice-Chancellor (Education), the Deputy Vice-Chancellor (Research) and others where applicable, will determine the terms and conditions on which other research training scholarships will be offered and awarded, consistently with government and University funding requirements.
- (3) Research training scholarships may be funded by any, or a mixture, of:
  - (a) donated funds;
  - (b) contractually provided funds, including sponsorships;
  - (c) government funding schemes other than the Australian Government Research Training Program; or
  - (d) internal University funds.
- (4) The terms and conditions for research training scholarships must specify:
  - (a) eligibility requirements;
  - (b) benefits provided;
  - (c) duration of support;
  - (d) application, selection and offer processes;
  - (e) extension and suspension arrangements;
  - (f) paid leave or work arrangements;
  - (g) arrangements for changes in student circumstances, such as:



- (i) change in award course;
  - (ii) change from full time to part time study or vice versa;
  - (iii) change of institution;
  - (iv) change of research area.
  - (h) circumstances in which support may be terminated; and
  - (i) any necessary transitional arrangements for scholarship holders under prior schemes.
- (5) SAS PSU will establish and maintain a publicly available page on the University's website for research training program scholarships. This web page:
- (a) must be linked to the student recognition and support awards web page established under clause 9 and
  - (b) will be the core communications channel for all research training program scholarships.

## **PART 5 ADMINISTRATIVE MATTERS**

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### **15 Transitional provisions**

- (1) SAS PSU, together with the relevant delegates, will undertake a review of currently offered student recognition awards within one year of the commencement of this policy.
- (2) That review will classify the student recognition awards as follows:
  - (a) those which should continue as presently operating (this will include those subject to trust or contract terms);
  - (b) those which should continue, but should be brought into compliance with this policy and the procedures; and
  - (c) those which should cease to be offered.
- (3) SAS PSU, together with the relevant delegates must then establish and implement a programme for conversion or cessation of relevant student recognition and support awards.

### **16 Rescissions and replacements**

This document replaces the following, which are rescinded as from the date of commencement of this document:

- (1) *Scholarships Policy*, which commenced on 16 June 2005.
- (2) *Establishment and Award of Scholarships and Prizes Policy*, which commenced on 15 March 2000.
- (3) *Scholarships: Prizes and Scholarships – Academic Board Resolutions* approved by the Academic Board prior to 1992.

## NOTES

### Student Recognition Awards Policy 2016

Date adopted:	2 November 2016
Date commenced:	1 January 2017 1 January 2019
Date amended:	7 June 2017 (administrative amendments only) 31 December 2018 24 March 2019 (administrative amendments only) 15 May 2023 (administrative amendments only) 5 April 2024 (administrative amendments)
Original administrator:	Executive Director, Student Administrative Services
Current policy owner:	Deputy Vice-Chancellor (Education)
Review date:	1 January 2021
Rescinded documents:	<i>Scholarships Policy</i> <i>Establishment and Award of Scholarships and Prizes Policy</i> <i>Scholarships: Prizes and Scholarships – Academic Board Resolutions</i>
Related documents:	<a href="#">University of Sydney (Student Discipline) Rule</a> <a href="#">Brand Policy</a> <a href="#">Gift Administration Policy</a> <a href="#">Gift Acceptance Policy</a> <a href="#">Gift Acceptance Procedures</a> <a href="#">Student Loans Procedures</a>

## AMENDMENT HISTORY

Provision	Amendment	Commencing
7(3)note	Updated reference to University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016	7 June 2017

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
12(2); related documents	Replaced University of Sydney By-law with <i>University of Sydney (Student Discipline) Rule 2016</i>	7 June 2017
Title	Reference to Scholarships added	1 January 2019
4(1)(a)	Subclause added	1 January 2019
5	Definitions of “scholarship” and “student recognition award” amended to exclude Australian Government Research Training Program Scholarships for higher degree by research students	1 January 2019
14(1)	Subclause added	1 January 2019
14(2)	Amended –“other” added before “research training”; “program” deleted before “scholarship”.	1 January 2019
14(3)	Typographical amendments.	1 January 2019
14(3)(c)	Amended to exclude Australian Government Research Training Program Scholarships for higher degree by research students	1 January 2019
5; 7(1); 11(2); 14(2)	Remove reference to Deputy Vice-Chancellor (Registrar)	24 March 2019
4(2)note; related documents	Replace ‘Student Loan Procedures – Accounts Receivable’ with ‘Student Loan Procedures 2022’	15 May 2023
7(3)	Replace ‘University of Sydney (Delegations of Authority – Administrative Functions) Rule 2016 with ‘University of Sydney (Delegations of Authority) Rule 2020	15 May 2023
5	‘Vice-Principal (Operations)’ replaced with ‘Vice-President (Operations)	5 April 2024
Throughout	Administrative amendments to remove the year in policy references.	5 April 2024