



Scholarships for Undergraduate and Postgraduate Coursework Procedure

1. COMPLIANCE OBLIGATION SUPPORTED

[Scholarships and Financial Assistance Policy](#)

2. PROCEDURAL DETAILS

- 2.1 The Student Services Scholarships Office will be notified of all domestic scholarships offered by Curtin University with the exception of Higher Degree by Research (HDR) scholarships.
- 2.2 A scholarship will have the eligibility, application (including open and close dates), and selection criteria clearly stated.
- 2.3 Variations to scholarships administered by the Student Services Scholarships Office will be approved by the Director Student Management.

2.4 Establishing and Publishing Scholarships

- 2.4.1 The establishment of a new scholarship will be planned and involve consultation with relevant stakeholders.
- 2.4.2 University Advancement, in collaboration with the Student Services Scholarships Office will establish corporate or philanthropic funded scholarships.
- 2.4.3 The name of a scholarship and use of the sponsor/donor(s) name will be in accordance with the Naming Rights Procedures.
- 2.4.4 Information and criteria regarding individual scholarships will be published and accessible to all students on the Curtin website.
- 2.4.5 The Student Services Scholarships Office may, at its discretion, publicise other scholarships available to Curtin students, from sources outside the University.
- 2.4.6 Staff members responsible for publicising scholarships will ensure it is accurate in order to minimise the likelihood that scholarships are described in a way that could be interpreted as misleading or deceptive.

2.5 Eligibility and Awarding a Scholarship

- 2.5.1 Scholarships eligibility will be based on the published criteria.
- 2.5.2 A student may be awarded a scholarship if they meet the criteria and have been:
 - 2.5.2.1 Nominated for the scholarship;
 - 2.5.2.2 assessed and selected by a Scholarships Selection panel; or
 - 2.5.2.3 automatically awarded.

2.6 Scholarship Selection Panels

- 2.6.1 Selection panels will comprise at least two panel members and ideally three, one of which will be a Curtin staff member.
- 2.6.2 The Manager, Scholarships (or nominee) will require disclosure of any actual, perceived, or potential conflict of interest when selecting members for a selection panel, and will give regard to:
 - 2.6.2.1 the source of funding;
 - 2.6.2.2 the purpose of the scholarship; or
 - 2.6.2.3 gender balance and diverse representation.
- 2.6.3 Where a conflict of interest, actual, perceived, or potential, is disclosed, the appropriate action to mitigate this will be undertaken.

2.7 Advice to Applicants

- 2.7.1 Applicants for scholarships will be notified of the outcome of their application.

- 2.7.2 Successful applicants will be provided with acceptance documentation which will include the terms and conditions of the award.
- 2.7.3 Terms and conditions will include the duration and details of the scholarship, categories of support and any commitment the recipient will make in order to take up the scholarship.
- 2.7.4 The scholarship will be awarded only on receipt of completed and accepted acceptance documentation.
- 2.7.5 Scholarship recipients may be asked to participate in marketing activities for the promotion of their scholarship and the University.

2.8 Scholarship Payment

- 2.8.1 Payments are made to the recipient in accordance with the accepted scholarship terms and conditions and acceptance documents.

2.9 Scholarship Monitoring

- 2.9.1 Scholarship monitoring is a process undertaken to determine if scholarship recipients are meeting the terms and conditions of their scholarship.
- 2.9.2 Scholarship monitoring may include but is not limited to:
 - a) academic progression monitoring;
 - b) re-assessment of personal circumstances; or
 - c) enrolment monitoring.

2.10 External Funding

- 2.10.1 Where an external sponsor or donor is funding a scholarship administered by Curtin University, the sponsor or donor will be contacted by the appropriate staff member prior to the date funding ceases, to review the continuation, value and aims of the relevant scholarship.

2.11 Cancellation of Scholarships

- 2.11.1 Scholarships may be cancelled in accordance with the terms and conditions of the recipient's scholarship.
- 2.11.2 If a scholarship is to be cancelled, the Scholarships Advisor will notify the recipient in writing and provide the opportunity to submit an appeal in writing to the Manager, Scholarships Office.
- 2.11.3 The Manager, Scholarships will commence the assessment of the appeal within 10 working days and will notify the appellant of their decision in writing.
- 2.11.4 If a recipient's scholarship is cancelled, the University may reclaim any stipend or other scholarship related funding.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2.

3.1 Academic Registrar

Is responsible for:

- a) Determining the correct or intended interpretation of this procedure.

4. SCOPE OF PROCEDURES

These procedures apply to staff and University Associates involved in administering scholarships and all students who apply for or have been awarded a scholarship managed by the Student Services Scholarships Office.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Student

Any person enrolled in a course/unit at the University.

Working Day

Any day, Monday to Friday other than University-observed holidays (including Academic and Professional staff observed public holidays) and formal close down periods of the University.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[General Debtors Procedures](#)

[Disclosure of Relationships and Interests Procedures](#)

[Disclosure of Personal Information Procedures](#)

[Media Procedures](#)

[Advertising Procedures](#)

[Competition and Consumer Act 2010](#)

[Naming Rights Procedures](#)

[Higher Education Support Act \(2003\)](#)

[Education Services for Overseas Students \(ESOS\) Act](#)

[Donations to Curtin Procedures](#)

Policy Compliance Officer	<u>Jon Yorke</u> , Academic Registrar
Policy Manager	Deputy Vice-Chancellor, Academic
Approval Authority	Deputy Vice-Chancellor, Academic
Review Date	1st April 2027

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
NEW	Approved	25/11/2011	Academic Board	AB 186/11	Attachment 4 to Document No 01214/11
	Administratively Updated	13/05/2015	Director, Legal and Compliance Services		Committee website link updated
	Amended	14/12/2015	Chair, Academic Services Committee	EM1523	Unconditional
	Approved	10/07/2019	Deputy Vice-Chancellor, Academic	EM1932	Unconditional
	Approved	06/09/2023	Deputy Vice-Chancellor, Academic	EM2324	Effective, 1 November 2023

