

Name of Policy	Policy and checklist for the development of Scholarships, Bursaries Prizes and Awards
Description of Policy	This policy is one in the suite of inter-related policies adopted by the University to guide its fundraising and development activities and should be read in that context. The full suite can be found here: http://my.acu.edu.au/38271 .
<input checked="" type="checkbox"/> New Policy	<input type="checkbox"/> Revision

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Approved By	Academic Board
Officer Responsible	Pro-Vice-Chancellor (Academic Affairs)
Contact Officer:	Academic Registrar

Policy for the Development of Scholarships, Bursaries, Prizes and Awards

Introduction

ACU National places great importance on extending the assistance available to students and this policy aims to encourage and facilitate the creation of new scholarships, prizes and other awards. Such assistance can make a significant difference to a student's life.

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1. Definitions

1.1 Prize

A Prize is awarded to recognise a student's academic achievement in completing a particular unit or course, or for some other achievement, e.g. leadership and contribution to University life.

1.2 Scholarship

A Scholarship may be awarded on basis of a variety of factors including any or all of: academic merit; financial need; originating location of student (e.g. regional Australia or a particular country); personal qualities such as leadership; special needs or circumstances (e.g. Indigenous, mature-aged student, disabilities). A Scholarship provides practical assistance to a student to undertake his/her studies by providing a meaningful financial amount and/or other relevant in-kind support.

1.3 Bursary

A Bursary may be awarded on basis of a variety of factors but particularly financial need or other disadvantage; other factors which may be taken into account include any or all of: academic merit; originating location of student (e.g. regional Australia or a particular country); personal qualities such as leadership; special needs or circumstances (e.g. Indigenous, mature-aged student, disabilities). A Bursary provides practical assistance to a student to undertake his/her studies by providing a meaningful financial amount and/or other relevant in-kind support.

1.4 Study Award

A Study Award is similar to a scholarship but with a monetary amount less than that of a scholarship. It is granted to a student to encourage or assist them to pursue their studies, rather than at the conclusion of their studies.

1.5 Development Award

A Development Award is designed to assist a student or staff member enhance their skills and professional development with costs incidental to and arising out of their endeavours, other than tuition fees.

2. **Approval Process**

- 2.1 Proposals for the establishment of new scholarships, bursaries and awards other than prizes must be referred first to the Scholarships Committee for recommendation to Academic Board which will approve or otherwise their establishment.
- 2.2 Proposals for the establishment of new prizes must be referred to Faculty Board for approval. Any new prizes approved by Faculty Board will be referred to Academic Board for noting.

3. **Naming**

- 3.1 Proposals for naming any of the above in honour of a generous donor or supporter are encouraged and welcomed.
- 3.2 These will be assessed in accordance with the *Policy for Honouring Donors and Benefactors through Naming*. . In particular if 'a substantial benefaction has been made by that person or organisation, or by an associated person or organisation', where "a substantial benefaction" means:
'the amount donated to the Foundation must at a minimum support the nominated activity or activities in full or, where authorised by the Vice-Chancellor, in substantial part; or where the nominated activity is funded on an annual basis, rather than by endowment, the full sum to fund the activity should be provided for a minimum period of three years, except in the case of staff positions, where the minimum period will be five years.'
- 3.3 No proposal, offer or invitation regarding naming may be made without prior consultation with and support of the Fundraising and Development Office to ensure consistency with University policy.
- 3.4 All proposals for naming must be approved by the Vice-Chancellor who may delegate this authority to the Academic Board.

- 3.5 The person or organisation to be honoured through the naming of a scholarship or other award must not be or have been engaged in, or associated with, activities which are inconsistent with the University's Mission and values.
- 3.6 The University may withdraw the use of a name for a scholarship or other award where it judges that subsequent events or information indicate that the use of that name would be inconsistent with its Mission and values.

4. Academic Integrity

- 4.1 Decisions on the selection of scholarship and other award winners are exclusively matters for the University's academic judgement.
- 4.2 The University will ensure that proper academic processes are observed.
- 4.3 The University may invite a donor or a representative to be an observer and be consulted on the process to ensure the University is faithful to the donor's wishes, but the final decision rests with the duly constituted selection committee.

5. Student Benefits and Requirements

This provides a consistent approach to establishing the benefits for students, to guide donors and ensure students benefit from realistic awards that are also competitive.

5.1 Monetary Values

- 5.1.1 Generally, funds would be paid direct to the student on a semester basis.
- 5.1.2 The table in section 9 below proposes benchmarks for scholarships, prizes and other awards.
- 5.1.3 The table will be reviewed from time to time by the Fundraising and Development Office in consultation with the appropriate local area to ensure continuing relevance and availability of funds.

5.2 Medals and Certificates

Medals should only be struck for significant, University-wide awards, such as the University Medal, but existing commitments may continue. Instead, a student may be presented with a Certificate using a template produced by University Relations.

5.3 Academic History

The receipt of a Scholarship, Prize, Award or Development Award should be noted on the student's academic record and the Alumni database.

5.4 Conditions

- 5.4.1 Special conditions may be nominated for receipt, such as agreeing to allow their name and photograph to be published by the University or, in the case of a Development Award, providing a short report on the outcome of their activities at the end of the Development Award period. Such conditions should be included in the selection criteria.
- 5.4.2 A student who withdraws from a course or who does not maintain satisfactory progress without acceptable reasons will lose the scholarship subject to the University's Rules governing scholarships, bursaries and prizes.

6. Donation Options

6.1 Endowment

- 6.1.1 A project may be endowed in perpetuity with a lump sum as capital to be invested and the interest used to support activities (Endowment earning rates should be discussed with the Fundraising and Development Office). Unless specifically requested by a donor, the capital will be maintained in real terms.
- 6.1.2 Funding for an endowment may be made in a one-off donation or pledged over an agreed period of years.
- 6.1.3 Where an endowment is established through annual pledge, the Scholarship or other award may commence to be awarded if funds permit before the capital is fully established.
- 6.1.4 The terms of an endowed award should permit appropriate alternative distribution of the income by the University if the subject area ceases to be consistent with the University's mission or its academic plans, or if it is impractical or impossible to make the award. Any alternative distribution shall be as closely related to the donor's apparent original intent as is feasible.

6.2 Annually Funded

- 6.2.1 A scholarship, prize or other award may be funded through an annual pledge.
- 6.2.2 A minimum commitment of three years is required for the University to proceed with its establishment.

7. **Legal Requirements**

- 7.1 To comply with taxation and fundraising laws, all monies donated to Australian Catholic University must be received by the University Foundation prior to distribution.
- 7.2 It is a breach of taxation and fundraising laws for donations to be paid directly into an account that is not the University Foundation account, such as a School, Faculty or other accounts.
- 7.3 A tax deductible receipt will be issued by the Foundation to the donor or the sponsor (this may be distributed through the appropriate Faculty/School/other contact). Conversely, a valid tax deductible receipt cannot be issued for monies that are not paid into the University Foundation account.
- 7.4 Each funded scholarship, prize or other award will be maintained in an individual Foundation code and regular reports will be provided to the appropriate Faculty/School and donor as required.

8. **Goods and Services Tax**

- 8.1 Generally, donations from individuals are not subject to GST.
- 8.2 However, sponsorships and other funds provided by a business or corporation would be subject to GST, particularly if the project is 'named' in appreciation of the sponsor. To ensure the University and its students receive the full value of the gift, the organisation should be advised of the need to include GST. For its part, the University will issue a tax invoice to enable to the organisation to recover any GST paid.
- 8.3 Note that no GST is liable in funding arrangements between ACU National and other Catholic organisations.

9. **Administration**

- 9.1 Once a scholarship, prize or award has been approved by Academic Board or Faculty Board as appropriate, the Fundraising and Development Office will notify the Scholarships Office which will then be responsible for administering the University's portfolio of scholarships.

9.2 The Scholarships Office and University Relations will oversight other prizes and awards to ensure they are promoted and that awards are made in a timely manner.

10. Benchmark values

The following are minimum values for the various categories of awards and also indicate some preferred levels for the value of scholarships. These will be reviewed from time to time by the Fundraising and Development Office in consultation with the Scholarships Office for inflation and competitiveness and any recommendation for variation will be submitted to the Scholarships Committee.

Award	\$ Value (minimum unless otherwise indicated; includes both cash and in-kind, such as book voucher or membership of professional association)	Level of study (Undergraduate or Post-graduate)
Prize	250	All
Scholarship	1000	U/g
	2500 (preferred)	U/g
	5000	U/g Honours
	2500	P/g
	9200 (preferred – 50% APA)	P/g
Bursary	1000	All
Study Award	999 (maximum)	All
Development Award	1000	All

Checklist for the development of Scholarships, Bursaries, Prizes or other Awards For discussion with potential donors, sponsors and Faculties

1. **Purpose** (tick one – see Attachment for definitions and benchmark values)

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Prize | <input type="checkbox"/> Scholarship |
| <input type="checkbox"/> Bursary | <input type="checkbox"/> Study Award |
| <input type="checkbox"/> Development Award | |

2. **Faculty:**.....

3. **Course:**.....

4. **Campuses**

Ballarat.....BrisbaneCanberra.....Melbourne.....North Sydney.....Strathfield
(delete not applicable)

5. **Value:** \$

- Please refer to attached table for guidance.

- Nature and value of any in-kind component (e.g. book voucher, membership of professional association):

.....
Note total value includes both cash and in-kind

6. Level of Studies (tick appropriate)

Undergraduate:

- 1st Year
- 2nd Year
- 3rd Year
- Honours

Postgraduate:

- Graduate Certificate/Diploma
- Postgraduate Certificate/Diploma
- Master's – coursework
- Master's – research
- Professional doctorate
- PhD

7. Duration (scholarships only)

- One Year grant only
- Duration of course
- Balance of the course
- Other (please specify)

8. Criteria (tick appropriate)

- Academic potential (based on TER or previous results)
- Financial need
- Originating location of student (e.g., regional Australia or a particular country)

- Personal qualities such as leadership, commitment to community;
- Equity considerations e.g., Indigenous, mature age student, disabilities, single parent

- Other.....

9. Method of Selection based on some or all of:

- Normal academic process, e.g. grades achieved
- Specific (please describe: e.g., special needs, community engagement)
-
-
- Selection Panel: Makeup of selection panel

.....
(NOTE: Academic judgements are a matter exclusively for the University and its academic integrity. A donor may be consulted but the final decision rests with the University. Moreover, if a donor has a decision-making role in selection, it may be interpreted by the Tax Office as conferring a benefit on the donor, thus invalidating any tax deductibility status s/he may seek for the donation.)

10. What If

- Unable to award because of insufficient numbers or unsuitable candidates?
 - Hold over to the following year and allow unused funds to make additional award(s) if suitable candidates

- Make award to a candidate in another course that most closely matches apparent original intention of donor
- Course discontinued?

11. Review / Discontinue

- Review objectives and effectiveness after years? YES / NO
- Notice period if donor wishes to discontinue: 18 months preferred

12. Funding

- How is this to be funded:
 - Endowment (capital to be maintained in real terms)
 - One-off lump sum: \$.....
 - Series of payments over a number of years: \$..... xyears (normally three to five years)
 - Annual amounts (i.e., no capital to be maintained) of \$with initial commitment of at least three years
 - Other; please describe:
.....

If pledging either endowment or annual amount, is the University Foundation to send annual reminder to donor? YES / NO

- If YES, to whom (name and address) and timing:
.....
.....

13. Donor Stewardship

(For University staff only)

- Naming: the University welcomes any suggestions from the donor about an appropriate title for the award. Note however there must be prior consultation with and support of the Fundraising and Development Office to ensure consistency with University policy. Final approval rests with the Vice-Chancellor who may delegate this to the Academic Board.
- Would the donor be agreeable to the award being named after them?
- Is the donor/partner agreeable to information about the donation being made public (e.g. media coverage if appropriate, Annual Report etc) or
 - prefer to remain anonymous?
- Has a donor stewardship plan been developed with the Fundraising and Development Office
 - Full name and address (donor and spouse/partner)
 - Mailing list for Annual Reports, *ACUnique* etc
 - Letter advising details of successful candidate
 - Annual progress report on candidate
 - Invitation to Prizes and Awards presentation function
 - Christmas cards from appropriate University staff
 - Invitations to other University events.

Attachments:

1. Definitions and Benchmark values
2. Current Australian Catholic University scholarship priorities (to be developed)

Australian Catholic University Scholarships, Bursaries, Prizes and other Awards

1. Definitions

1.1 Prize

A **Prize** may be awarded to recognise a student's academic achievement in completing a particular unit or course, or for some other achievement, e.g. leadership and contribution to University life.

1.2 Scholarship

A **Scholarship** may be awarded on basis of a variety of factors including any or all of: academic merit; financial need; originating location of student (e.g. regional Australia or a particular country); personal qualities such as leadership; special needs or circumstances (e.g. Indigenous, mature-aged student, disabilities). A Scholarship provides practical assistance to a student to undertake his/her studies by providing a meaningful financial amount and/or other relevant in-kind support.

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1.4 Study Award

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	2500 (preferred)	Undergraduate
	5000	Undergraduate Honours

	2500	Postgraduate
	9200 (preferred – 50% APA)	Postgraduate
Bursary	1000	All
Study Award	999 (maximum)	All
Development Award	1000	All