



## Establishment and Award of Scholarships and Prizes

**Approved by:** Academic Board on 15 March 2000  
**Date of effect:** 16 March 2000  
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### 1. Policy

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:

- 1.1 The acceptance of an offer to establish a gift or a prize is a solemn undertaking by the Senate of the University.
- 1.2 Senate has delegated authority to accept gifts to the Vice-Chancellor and Deputy Vice-Chancellors. 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.
- 1.3 Senate has delegated to the Academic Board the authority to:
  - 1.3.1 award all prizes, scholarships and fellowships and other awards;
  - 1.3.2 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.
- 1.4 The Academic Board carries out this delegation by:
  - 1.4.1 publishing the policies which guide the drafting of terms and conditions, and any revisions thereof, and
  - 1.4.2 in consultation with the Provost, 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.
- 1.5 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.

### 2. Acceptance of Gifts

The Vice-Chancellor and Deputy Vice-Chancellors 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.

### 3. Role of the Academic Board

The Academic Board has delegated authority from the Senate to:

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

### 4. Factors to be Taken into Account in Establishing Awards

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

- 4.1 that the award observes the spirit of anti-discrimination legislation;
- 4.2 that the University administers the award, including selection of the successful applicant;

- 4.3 that the conditions of award are determined by the University within the donor's general terms of reference;
- 4.4 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;
- 4.5 that continuance of a prize, scholarship or fellowship is assured for a minimum period of time;
- 4.6 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;
- 4.7 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;
- 4.8 that the field in which a scholarship or fellowship may be held is not unduly narrow;
- 4.9 that any progress report required of a scholarship or fellowship holder is subject to the approval of the University and not of the donor;
- 4.10 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;
- 4.11 that any restrictions on the publication of the results of a postgraduate scholarship or fellowship holder's work be consistent with current University policy;
- 4.12 that in creating new scholarships and prizes, due consideration be given to possible adverse effects of the proposed scholarships on recruitment into cognate disciplines.

## **5. Creation of and Amendments to Established Scholarships and Prizes**

### **5.1 Undergraduate and Postgraduate Coursework**

#### **5.1.1 University-Wide Scholarships and Prizes**

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

- 5.1.1.1 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;
- 5.1.1.2 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;
- 5.1.1.3 reporting to the Academic Board on such policy matters relating to prizes and scholarships as may be referred to the Scholarships & Prizes Office or the Deputy Provost (Learning and Teaching) and Pro Vice-Chancellor.

#### **5.1.2 Faculty, School or Departmental Scholarships and Prizes**

The relevant dean is responsible for:

- 5.1.2.1 consideration of offers to establish undergraduate and postgraduate coursework faculty, school or departmental prizes, scholarships and bursaries, and acceptance of such offers in accordance with his/her delegated authority;
- 5.1.2.2 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;
- 5.1.2.3 recording the establishment of a new award or revision of conditions of an existing award on the FlexSIS record system.

The Scholarships & Prizes Office will confirm whether the award meets University policies before the new or revised award becomes active.

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

## **5.2 Postgraduate Research**

### **5.2.1 University-Wide Scholarships and Prizes**

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

- 5.2.1.1 consideration of offers to establish University-wide postgraduate research 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;
- 5.2.1.2 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;
- 5.2.1.3 reporting to the Academic Board on such policy matters relating to prizes and scholarships as may be referred to the Research Office or the Deputy Vice-Chancellor (Research).

### **5.2.2 Faculty, School and Departmental Scholarships and Prizes**

The relevant dean is responsible for:

- 5.2.2.1 consideration of offers to establish postgraduate research faculty or departmental prizes, scholarships and bursaries, and acceptance of such offers in accordance with his/her delegated authority;
- 5.2.2.2 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;
- 5.2.2.3 recording the establishment of a new award or revision of conditions of an existing award on the FlexSIS record system. The Research Office will confirm whether the award meets University policies before the new or revised award becomes active.

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

## **6. Authority to Award Scholarships and Prizes**

### **6.1 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:

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

## **6.2 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:

6.2.1 the head of the responsible unit has authority to award faculty, school or departmental scholarships or prizes for which applications are not required;

6.2.2 the relevant dean has authority to award faculty, school or departmental scholarships or prizes for which applications are required.

## **7. 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:

7.1 A scholarship shall be awarded on the basis of academic merit.

7.2 A scholarship shall be awarded by the Head of Department or School most concerned.

7.3 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:

7.3.1 availability of funds, and

7.3.2 the general level of the value of scholarships offered by the University.

7.4 A scholarship may provide allowances if the Head of Department or School so recommends, subject to the availability of funds.

7.5 All non-established scholarships must be advertised.

## **8. Special conditions for postgraduate scholarships**

8.1 The object of each scholarship is to promote and encourage postgraduate research within the University of Sydney.

8.2 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.

8.3 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.

8.4 A scholarship may be renewed subject to:

8.4.1 progress satisfactory to the Head of Department or School, and

8.4.2 availability of funds.

8.5 The holder of a scholarship shall acknowledge the donor of the funds in any publication arising out of the research.

## **9. Travelling Scholarships**

9.1 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.

9.2 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.

9.3 All candidates shall be citizens or permanent residents of Australia.

9.4 Candidates who have previously held awards designed to promote study overseas and which offer similar benefits to travelling scholarships shall be ineligible for consideration, unless exceptional circumstances apply.

9.5 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.

9.6 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.

**10. Bursaries**

10.1 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.

10.2 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.

**11. Number of Scholarships Which May be Held**

11.1 An undergraduate student will usually only hold one primary scholarship in any given year, except with the approval of the Deputy Provost (Learning and Teaching) and Pro Vice-Chancellor, 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 Deputy Vice-Chancellor (Research) who shall take into account the value of the awards and their purposes.