



The University of Sydney

VICE-CHANCELLOR'S ADVISORY COMMITTEE

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

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## **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 Confirmation 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*.

## **APPENDICES**

**APPENDIX A: PROPOSAL TO ESTABLISH A NEW AWARD**

**APPENDIX B: PROPOSAL TO CREATE A NON-ESTABLISHED SCHOLARSHIP**