

## SCHOLARSHIPS, FELLOWSHIPS, BURSARIES AND AWARDS POLICY

<b>Section</b>	Academic
<b>Contact</b>	Research and Enterprise
<b>Last Review</b>	New
<b>Next Review</b>	June 2022
<b>Approval</b>	AB19/07/154
<b>Effective Date</b>	19 June 2019

### Purpose:

The purpose of this policy is to ensure clarity and consistency of practices and processes for the development and awarding of scholarships, fellowships, bursaries and awards at Massey University. The policy provides guidance for Massey University staff, students and benefactors to ensure an equitable approach to financial support for students in all levels of study at Massey. The policy is strategically aligned with the University's goals and aspirations to invest in the next generation of scholars, researchers and entrepreneurs (*Massey University Strategy 2018-2022*). The policy also supports a commitment to award with excellence by ensuring processes that are equitable, consistent and robust, as outlined in *Rautaki Karahipi Scholarships Strategy 2018-2021*.

### Scope

This policy covers financial support provided to Massey University students through scholarships, fellowships, bursaries and awards funded by one of the following sources:

- Massey University
- Massey University Foundation managed funds (e.g., Advancement Fund, Undergraduate Scholarship Fund, private donations)
- Funding obtained directly from external sources (e.g., external grants, business partners, preferred providers, individuals)

### Responsibilities

**The University Scholarships Committee**, a sub-committee of Massey University Academic Board, is established to exercise academic governance across the award of scholarships, fellowships, bursaries and awards. The roles and functions of the committee are outlined in the Terms of Reference and include delegation from Council to approve regulations for scholarships and awards offered in the name of Massey University, to develop strategies and policies, and to approve or ratify scholarships, fellowships, bursaries and awards. Members of the committee also serve as selection panels for some awards. The committee engages in collective decision-making as representatives of the colleges, central services and student body.

**The Scholarships Team** works within the Graduate Research School's Admissions and Scholarships Team as part of Massey University Research and Enterprise. The Scholarships Team has operational responsibilities for the management of scholarships, bursaries, fellowships and awards. The team is responsible for overseeing advertisement, applications, screening processes, offers, any required follow-up (e.g., student reporting, recording on transcripts) and monitoring and evaluation.

**The Graduate Learning and Development Facilitator** in the Graduate Research School is responsible for providing support for applicants through the provision of advice and information, and supporting recipients by facilitating of scholar development opportunities.

**The Massey University Foundation** fosters philanthropy to enable excellence at Massey University. The Foundation attracts donations to support scholarships, bursaries and awards. The Foundation builds and develops relationships with donors, fund-manages gifts and donations, and disburses annual funds to the Scholarships Team for distribution to approved recipients.

**The Colleges** have responsibility for ensuring representation on the University Scholarships Committee, managing any funding support that is administered within the College or its academic units (including tuition fees discounts), engaging in selection processes on behalf of the University Scholarships Committee and providing academic and operational support to ensure responsive engagement with the Scholarships Team.

**Applicants** are responsible for ensuring they 1) read and understand the application process and regulations; 2) follow instructions for application completion; 3) seek assistance before the deadline date; 4) complete application and submit all required documentation on time; 5) have references, if required, who meet expectations and meet deadlines; and 6) ensure all information provided is current and the scholarships team are informed of any changes.

**Recipients** are responsible for 1) adhering to the relevant regulations, as interpreted by the selection committee, on behalf of the University Scholarships Committee, and 2) enrolling in Massey University coursework or research for the tenure of the financial support. It is the responsibility of the recipient to inform the Scholarships Team of any changes in their circumstances which might affect their eligibility for support (e.g., change in enrolment status, employment, receipt of additional funding). Recipients are expected to participate and contribute to Massey's scholars' community.

## Regulations

Regulations are developed with guidance from the Scholarships Team and working collaboratively with the funder, the University Scholarships Committee and key stakeholders (e.g., the Colleges, Massey University Foundation).

Regulations are approved by the University Scholarships Committee and made available by the Scholarships Team.

Regulations are reviewed annually, at time of selection. Changes to regulations will not affect current scholarships holders, unless agreed by the University Scholarships Committee.

Regulations are interpreted and applied by selection panels in the nomination process for the awarding of financial support, however, the University Scholarships Committee approves the recipients of financial support, and their decision is final.

## Values

The minimum values for any new scholarships, fellowships, bursaries and awards are:

- Undergraduate – a minimum of \$2000 per annum
- Postgraduate – a minimum of \$3000 per annum

Minimum values do not include the value of indirect benefits (e.g., administration fees, guaranteed accommodation, scholar development programmes).

## Monitoring and Support

Recipients are monitored against relevant regulations by the Scholarships Team. In cases of inadequate progress or performance, failure to meet expectations, or lack of adherence to conditions, the funding may be suspended or terminated by the University Scholarships Committee.

Recipients are provided with ongoing support and learning through a scholar development programme facilitated by the Graduate Learning and Development Facilitator.

## Reporting and Evaluation

The University Scholarships Committee reports to Academic Board annually. The annual report is a summary of monthly reporting provided to the Committee by the Scholarships Team. The monthly minutes of the University Scholarships Committee are provided to the Academic Board.

Evaluations of the impact of specific financial support for scholars, including their progress and achievements, may be undertaken on behalf of the University Scholarships Committee by the Scholarships Team.

## Review Process

Selection panel decisions are considered final, however, an unsuccessful applicant may seek a review of the decision, in writing, based upon the following grounds:

- 1) *Eligibility*: If an applicant is deemed ineligible, they may seek a review if they believe the assessment to be incorrect or that an error has been made in applying the eligibility criteria.
- 2) *Late or incomplete application, incorrect information, technical issues*: If an application is not successful due to one or more of the following. 1) the application is received after the official closing date; 2) the application being incomplete and/or relevant supporting documentation was not submitted; 3) incorrect or misleading information being provided by the University; 4) technical problems. .

Appeals of scholarship decisions on any of these procedural grounds should be made in writing to the Team Leader of the Scholarships Team within 30 days of the decision. The Team Leader will review the evidence to determine whether there were procedural deficiencies. If no deficiencies are found, the applicant will be notified in writing.

Where deficiencies are found to have materially impacted the applicants' case for a scholarship, fellowship, bursary or award, the application and supporting evidence will be provided to the University Scholarships Committee for re-consideration. The Financial Manager will also be consulted to ensure funding is available, should an appeal be upheld on procedural deficiencies. Applicants who have requested a review will be notified in writing of the decision.

## Definitions:

Financial support at Massey University is provided to students through scholarships, fellowships, bursaries or grants, and awards, defined as:

**Scholarships** are designed to support study based on evidence of excellence that may be multidimensional. Scholarships may be based on excellence as demonstrated through academic achievement, research, leadership, sports, service, artistic expression or any other domain in which excellence may be measured.

**Fellowships** are also designed to support study based on evidence of excellence. Fellowships may provide opportunities for networking, learning, development and support, as well as ongoing affiliation as a fellow.

**Bursaries** (sometimes referred to as grants) are designed to support study based primarily, but not exclusively, on financial need. Bursaries or grants may also be based on factors like academic merit, leadership, culture, research or other criteria.

**Awards** are designed to support a specific study-related purpose (e.g., travel abroad, conference attendance).

**Audience:**

All staff and students.

**Document Management Control:**

Prepared by: Tracy Riley  
Authorised by: Dean Research  
Approved by: AB19/07/154  
Date issued: June 2019  
Last review: New  
Next review: June 2022