

1. Purpose

This Prizes and Scholarship Policy provides the principles and framework for the establishment, management and awarding of prizes and scholarships to students of Australian School of Accounting (ASA).

2. Principles

The following principles articulate the stages of scholarship and prize development and management at ASA. Student Services facilitates the establishment of coursework scholarships and all School prizes, and the establishment of scholarships.

ASA is committed to providing scholarship opportunities for its students and to demonstrating optimum outcomes for scholarship donors. To this end ASA will establish scholarships with broad, inclusive and durable eligibility and selection criteria, aligned to the School's course structure.

3. Scope

The Prizes and Scholarship Policy applies to all staff and students of the ASA.

4. Definitions

Term	Definition
Award	is a payment or benefit made on the basis of criteria established by ASA. An award includes prizes, scholarships, bursaries and student grants.
Prize	is a once-only award for meritorious achievement made on the basis of specific academic or non-academic achievement.
Scholarship	is an award on the basis of specified criteria and conditions, for a minimum of one quadmester, up to a maximum duration of a full course of study. Normally, students should be awarded no more than one merit scholarship at any given time.
Recipient	Person who has been made an offer for and has provided written receipt of an award. A recipient is a beneficiary of a scholarship or prize.

5. Policy

ASA is committed to:

- fostering partnerships with external donors of scholarship funding.
- ensuring that scholarships are established in accordance with the strategic interests of the School.
- clearly defining the responsibilities of staff involved in the establishment, management and administration of scholarships and prizes.
- a clear and public understanding of the criteria for the award of scholarships and prizes

Advertisement, application, selection and award processes for scholarships will be coordinated and combined wherever possible to maximise accessibility by students, provide the widest range of possible applicants for individual scholarships, and to optimise both the distribution of scholarships and efficiency of process.

Approval of awards

The Academic Board is the approving authority for all School awards.

Award application

Applicants should apply for a School award through the ASA website. Application conditions are outlined in the conditions of award.

6. Conditions of award

The requirements of a scholarship or prize made in accordance with this Policy must include:

- the name of the scholarship or prize
- selection committee details
- eligibility criteria, selection criteria and terms for the award of the scholarship or prize
- value
- funding arrangements
- requirements for termination of a recipient's award
- endorsement of stakeholders.

Eligibility criteria

Eligibility criteria, which are defined in the conditions of each award, are standards and benchmarks that all candidates must fulfil to be considered for an award. Awards with low numbers of eligible students, or low applicant numbers are to be reviewed and the conditions of award amended.

Selection criteria

In the interests of equity for all students and for accountability in relation to the selection process, the School ensures that all selection criteria are objectively demonstrable and assessable.

The standards and benchmarks that the selection committee/panel use to rank applicants and select award recipients must be defined in the conditions of award and are the only criteria to be used in the process of ranking and selecting recipients. The criteria should be broad enough to allow a reasonable number of candidates to be eligible, clear enough to allow the committee/panel to make an informed decision and robust enough to enable separation of equally ranked candidates.

Ongoing eligibility

Scholarship recipients may be obliged by the scholarship conditions of award to meet stated ongoing eligibility criteria. Where scholarship recipients are required to meet ongoing eligibility criteria, this will be assessed after the relevant period, and prior to any further payments being made.

If assessed as ineligible, the recipient must be notified in writing of termination of the scholarship.

Termination of a scholarship

Before the scholarship (coursework) duration is complete, a recipient's scholarship may only be terminated under the authority of the chair of the selection committee on the recommendation of the committee, under the following circumstances:

- the recipient requests termination of the scholarship in writing
- the recipient breaches any of the written conditions of award
- if the School determines that the student is guilty of misconduct and the recipient is deemed not able to hold a scholarship after consultation with the appropriate person.
- If a recipient is found to have breached the conditions of award, the recipient must be notified of the award termination in writing as outlined in the Scholarship procedure.

7. Management of scholarships

Scholarships and prizes, and their recipients, will be managed according to their specific conditions of award as outlined in the Scholarship procedures.

Records management

Documentation on recording scholarship and prize information and expenditure in a manner that is compliant with the Australian School of Accounting can be found in the Scholarship procedure.

Review of awards

Scholarships and prizes must be reviewed by Australian School of Accounting every five years at a minimum, or as otherwise required. Further details are outlined in the Scholarship procedures.

Disestablishing awards

Where a scholarship or prize will not continue to be offered, the award may be disestablished. The disestablishing process is managed by the Administration under

Scholarships. External reports to funding bodies are managed by the Board of Directors. Further details are outlined in the Scholarship procedure.

Conflicts of interest

Staff who believe at any time that a conflict of interest has arisen in relation to an award must bring this to the attention of their immediate supervisor.

8. Specific Related Documents

Student Handbook

Staff Handbook

In carrying out this policy further information and procedure can be found in the procedure register under the name "*Prizes and Scholarship Procedure*".

9. Related Documents

Website Policy

10. Version Control

Document		Prizes and Scholarship Policy			
Approved by		Academic Board		Date: 4 November 2020	
		Next review			2023
Version #	2.1	Replaces Version #	2.0	Update table	
	2.0		1.4	Academic Board approval	
	1.4		1.3	Governance restructure	
	1.3		1.2		
	1.2		1.1	Academic Board review Next Review	2020
	1.1		1.0	Academic Board review	
	1.0		0.2	Academic Board approval	
	0.2		0.1	Academic Board review	
	0.1		Generic		