

COURSEWORK SCHOLARSHIPS AND PRIZES PROCEDURE

SCOPE

This procedure applies to:

- All coursework students
- All coursework courses
- All locations

This procedure excludes:

- Emergency Grants Scheme
- Study Grants

PROCEDURE STATEMENT

1. Administration

- 1.1 At Monash University Australia, the Coursework Scholarships Unit (CSU), under the direction of the Deputy Vice-Chancellor (Education) and Senior Director, Student and Education Business Services, centrally administers all coursework scholarships and grants.
- 1.2 At Monash University Australia, Monash Abroad, under the direction of the Deputy-Vice Chancellor (Global Engagement), centrally administers the [Monash Abroad Travel Grants](#).
- 1.3 At Monash University Malaysia, the Scholarships and Study Loan (SSL) office, under the direction of the Vice President (Academic), Malaysia, administers scholarships.
- 1.4 The Deputy Vice-Chancellor (Education) determines who administers scholarships and prizes at any other delivery locations.

2. Establishing a new scholarship

- 2.1 A new scholarship can be established by submitting a proposal on the required form to:
 - 2.1.1 CSU for approval from the Coursework Admissions and Programs Committee (CAPC) via the relevant sub-committee (Monash University Australia scholarships)
 - 2.1.2 The SSL office for approval from the Campus Education Committee (Monash University Malaysia scholarships).

3. Scholarship eligibility and selection criteria

- 3.1 Merit scholarships are awarded to eligible students based on past achievements.
- 3.2 Equity scholarships are awarded to eligible domestic students who have experienced educational disadvantage and identify with one or more of the following [equity or personal disadvantage groups](#):
 - people of Indigenous Australian descent (Australian campuses)
 - people of Indigenous Malaysian descent (Malaysia campus)
 - people with low income
 - people from regional and remote areas
 - people from disadvantaged areas
 - people with a disability or medical condition
 - people who are recent refugees
 - people experiencing difficult circumstances

- people from under-represented schools.

- 3.3 Students may be restricted from receiving [multiple scholarships](#).
- 3.4 Students are not eligible if they are employed by Monash University on a full-time continuing basis or on a fixed-term contract for 12 months or longer.

4. Scholarship application and selection

- 4.1 Each [scholarship webpage](#) will specify the application process for the scholarship.
- 4.2 CSU or an approved selection panel will rank applicants based on the [published selection criteria](#) for each scholarship. The scholarships will be offered to the highest ranked eligible applicant.
- 4.3 In accepting a scholarship offer, recipients agree to the [terms and conditions](#) of the scholarship including any ongoing eligibility criteria such as academic, financial or enrolment requirements.
- 4.4 If an applicant becomes ineligible, rejects or defers or fails to accept an offer, the scholarship may be offered to the next ranked eligible applicant.
- 4.5 Select scholarships can be deferred. To defer a scholarship, recipients must also defer an eligible course offer.
- 4.6 Deferred scholarships will be counted in the scholarship allocation available in the year the recipient enrolls.

5. Establishing a new prize

- 5.1 Faculties are responsible for developing faculty prizes and establishing the criteria and processes for administering them.
- 5.2 CSU maintains a register of all prizes, the value and the selection criteria.
- 5.3 All new faculty prizes, the value and the selection criteria are noted at CAPC annually.

6. Payments

Scholarships

- 6.1 Scholarships will be paid as a single payment or in instalments over a period of time during the student's enrolment.
- 6.2 Payments will normally be made after the census date each semester and, depending on the terms and conditions, may be paid:
- to the student's nominated bank account; or
 - towards the student's tuition fees; or
 - towards Monash Residential Services accommodation fees.
- 6.3 Select scholarships may be paid before the census date to [eligible](#) commencing full-time students.
- 6.4 Where scholarships are not income tax exempt according to the Income Tax Assessment Act 1997, Monash may deduct tax from the payments. This includes scholarships paid to students who are enrolled part-time.

Prizes

- 6.5 Prizes that have a monetary value are paid to the student by the faculty in a single payment.

7. Recording on the academic transcript and AHEGS

- 7.1 CSU is responsible for entering scholarships and prizes in the student management system for the purpose of recording the scholarships and prizes on a student's transcript and Australian Higher Education Graduation Statement (AHEGS).
- 7.2 Scholarships awarded predominately on merit and with a total minimum value of \$1000 will be recorded by CSU on the student record in the student management system.
- 7.3 Prizes with a minimum value of \$1000 will be recorded by the faculty on the student record in the student management system.

8. Reporting and review

- 8.1 CSU is responsible for providing the following annual reports to CAPC:
- the number of offers and acceptances for all coursework scholarships;
 - the number and list of scholarships available;
 - a list of new faculty prizes; and

- the approved coursework scholarships budget.
- 8.2 The Deputy Vice Chancellor (Education) will review the university scholarship budget and the value of scholarships annually to ensure the appropriate distribution and allocation.
- 8.3 The Malaysia Scholarship and Study Loan office is responsible for providing an annual report to the Campus Education Committee and CAPC.

DEFINITIONS

Australian Higher Education Graduation Statement (AHEGS)	A document provided by Australian higher education institutions to graduating students that describes the nature, level, context and status of studies.
Educational disadvantage	Having reduced or inequitable access to educational opportunities due to recognised social or economic attributes as follows: being an Indigenous Australian; being a recent refugee; living in a low socio-economic, regional or remote area; attending an under-represented school; having a disability or long-term medical condition; having a low income; or having experienced difficult personal circumstances.
Emergency Grants Scheme	For eligible students whose financial situation is jeopardising their ability to continue their studies.
Grant (type of scholarship)	A one-off payment made to students: <ul style="list-style-type: none"> – for academic achievement, educational disadvantage or based on the student’s personal circumstance; or – to support additional training or travel as part of the student’s study.
Income tax exempt scholarship	Do not form part of a recipient’s assessable income. Income tax exempt scholarships must: <ul style="list-style-type: none"> – be made to a full-time student; – be a scholarship, bursary, education allowance or other form of educational assistance (with education as its principal purpose and is merit-based or has some other rational criteria); – not include a work requirement; and – not be otherwise excluded under section 51-35 of the Income Tax Assessment Act 1997.
Monash Abroad Travel Grant	Financial assistance provided to eligible students approved by their faculty or Monash Abroad to go on a non-award overseas program.
Prize	An award for student achievement that carries no condition for further study. Prizes may be in the form of money, a medal or a certificate.
Scholarship	An award based on student achievement and/or educational disadvantage which provides a payment or benefit to students undertaking a specified course of study.
Scholarship type	The basis of which a scholarship or grant is awarded such as merit, equity, honours, accommodation, music, travel, sport, industry. The rules and exceptions are listed on the scholarships website .
Student management system	Callista, Monash’s system that manages student data over the student lifecycle.
Study Grant	A one-off payment made to eligible commencing international students.
Transcript	An official certificate of a student’s academic record at Monash.

GOVERNANCE

Parent policy	Scholarships and Prizes Policy
Supporting schedules	
Associated procedures	Australian Higher Education Graduation Statement (AHEGS) Procedure Transcript of Academic Record Procedure
Legislation mandating compliance	Tertiary Education Quality and Standards Agency (TEQSA) Act 2011 (Cth) – Higher Education Standards Framework (Threshold Standards) 2021 Income Tax Assessment Act 1997 (Cth) (51-10 and 51-35)
Category	Academic

Approval	Coursework Admissions and Programs Committee 6 March 2019 MEETING NUMBER 2/2019 / AGENDA ITEM 7.1
Endorsement	Deputy Vice-Chancellor (Education) 22 February 2019
Procedure owner	Deputy Vice-Chancellor (Education)
Date effective	5 June 2019
Review date	5 June 2022
Version	1.0 (<i>Administrative amendments approved on 31 January 2022</i>)
Content enquiries	policy-education@monash.edu