

Scholarships, Prizes and Grants Policy

Defines rules for the establishment, allocation, management and reporting of scholarships, grants and prizes awarded to HDR students.

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Author	Academic Registrar
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Contact	sgr.scholarships@rmit.edu.au
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Who is it for?

All RMIT University scholarships, grants and prizes awarded to higher degree by research students. This policy does not apply to the remission or refund of fees on grounds of financial hardship, compassion or university error.

For all other scholarships and prizes refer to the Scholarships and Prizes Policy from 3 February 2020.

Policy provisions

1. Funding and payment

- 1.1. RMIT scholarships, grants and prizes may be funded either by the university, by an individual or external organization, or a combination of these.
- 1.2. Scholarships that involve a financial payment may be a single payment or be paid in instalments over a period of time during a student's enrolment.
- 1.3. Grants and prizes that involve a financial payment consist of a single one-off payment or presentation.
- 1.4. If the funding for a continuing scholarship is no longer sufficient, current commitments will be honoured, but no new scholarships will be offered, and the scholarship will be discontinued. If the scholarship is funded by a philanthropic gift, RMIT Advancement will manage any uncommitted funds in accordance with the Philanthropy and Fundraising Policy.

2. Establishment, amendment and rescission of scholarships and prizes

~~Coursework scholarships, grants and university level prizes at all locations with the exception of RMIT campuses outside of Australia.~~

- ~~2.1.1. The Executive Director, International Recruitment and Mobility endorses:~~
 - ~~a) proposals of new scholarships (including international mobility scholarships) funded or co-funded by or in conjunction with the International Portfolio, or endorses the rescission of such scholarships, for approval by the Deputy Vice-Chancellor (International).~~
- ~~2.1.2. The Director, Student Wellbeing endorses:~~
 - ~~a) the proposal of new and the rescission of existing scholarships, grants and university-level prizes for approval by the Deputy Vice-Chancellor (Education).~~
- ~~2.1.3. To propose new coursework scholarships and grants, staff complete the coursework scholarships and grants template and submit this by following the instructions on the template.~~
- ~~2.1.4. To propose new university level coursework prizes, staff complete the university level prizes template and submits this by following the instructions on the template.~~
- ~~2.2. Scholarships, grants and university level prizes at RMIT Vietnam:~~
 - ~~2.2.1. The Executive Director, Students endorses the following for approval by the Vice-President Academic, RMIT Vietnam:~~
 - ~~a) proposals of new scholarships, grants and campus level prizes; and~~
 - ~~b) the rescission of existing scholarships, grants and campus level prizes.~~
- ~~2.3. School, centre, or college level coursework prizes:~~
 - ~~2.3.1. The relevant program manager endorses proposals of new and rescission of existing school or centre prizes for approval by the relevant Dean/Head of School/Centre.~~
 - ~~2.3.2. The relevant College Executive endorses proposals of new and rescission of existing college-level prizes.~~
- 2.4. Higher degree by research scholarships, prizes and grants.
 - 2.4.1. The Associate Deputy Vice-Chancellor, Research Training and Development (ADVC RT&D) endorses:
 - a) the proposal of new, and amendment or rescission of existing, university-level higher degree by research (HDR) scholarships, prizes and grants for approval by the Deputy Vice-Chancellor Research and Innovation or delegate.
 - 2.4.2. The relevant College Director, Higher Degrees by Research endorses:
 - a) proposals of new, and amendment or rescission of existing, college HDR scholarships, prizes and grants for approval by the relevant College Pro Vice-Chancellor or delegate.
 - 2.4.3. The Deputy Dean/Head of School, Research and Innovation endorses:
 - a) proposals of new, and amendment or rescission of existing, school or research centre HDR scholarships, prizes and grants for approval by the relevant Dean/Head of School.

3. Allocation of scholarships, grants and prizes

- ~~3.1. Coursework scholarships, grants and prizes.~~

- ~~3.1.1. Scholarships and grants may be awarded on the basis of merit or equity considerations, or both.~~
- ~~3.1.2. Prizes are awarded on the basis of merit.~~
- 3.2. HDR scholarships, grants and prizes
 - 3.2.1. The HDR Scholarships Subcommittee of RMIT Research Committee approves the allocation of all centrally funded higher degree by research (HDR) stipend scholarships.
 - a) Centrally funded HDR scholarships are awarded on a consistent merit-based ranking process.
 - b) The HDR Scholarships Subcommittee may, however, consider issues of equity and strategic allocation in the ranking and awarding of HDR Scholarships.
 - c) For non-centrally funded scholarships with stipend, the school or college provides details of the proposed ranking and/or selection and nomination of applicants, for approval by the ADVC RT&D.
 - d) All HDR scholarships awarded by RMIT University have consistent terms and conditions which will be published annually by the School of Graduate Research.
 - 3.2.2. The ADVC RT&D approves the allocation of all centrally funded HDR grants on the basis of recommendations by College Directors, Higher Degrees by Research.
 - 3.2.3. The Deputy Vice-Chancellor, Research and Innovation or their delegate approves the allocation of all centrally funded HDR prizes on the basis of recommendations.
 - 3.2.4. The following officers approve the allocation of HDR fee scholarships:
 - a) the ADVC RT&D, where the scholarship is funded by the budget of the School of Graduate Research
 - b) the Deputy Pro Vice-Chancellor, Research and Innovation, where the scholarship is funded by the budget of a college
 - c) the Dean/Head of School, where the scholarship is funded by the budget of a school.

4. Offer and acceptance of scholarships, grants and prizes

- 4.1. The University may offer scholarships and grants to prospective and current students, who must meet the approved eligibility requirements before they can be considered for a scholarship, grant or prize.
- 4.2. A scholarship or grant can only be activated once the student has enrolled.
- 4.3. In order to be eligible for a school, centre, college or university-level prize a person must be a current student or recent graduate of the university (as specified by the prize).
- 4.4. A candidate for a scholarship, grant or prize must not have:
 - 4.4.1. any overdue debts owed to the university; or
 - 4.4.2. a record of academic or general misconduct.
- 4.5. An offer of a scholarship, grant or prize will be made in writing and will include the:
 - 4.5.1. terms and conditions;
 - 4.5.2. value and duration of the scholarship; and

- 4.5.3. instructions for acceptance.
- 4.6. A successful candidate accepts the offer of a scholarship and its terms and conditions by following the instructions for acceptance outlined in the letter of offer.

5. Qualification documents

- 5.1. The Academic Registrar will approve a schedule of ~~merit-based coursework~~ and HDR scholarships that appear on the academic transcript and the Australian Higher Education Graduation Statement (AHEGS) of the scholarship recipient.

6. Reporting requirements

~~6.1. Coursework scholarships, prizes and grants~~

~~6.1.1. The Director, Student Wellbeing and the Executive Director, Students, RMIT Vietnam submit an annual report to Academic Board of all scholarships and grants that have been awarded or discontinued in the past academic year.~~

~~6.1.2. Schools submit an annual report of all prizes they have awarded or discontinued in the past academic year to the College Pro Vice Chancellor.~~

~~6.1.3. Centres at a campus outside Australia submit an annual report of all prizes they have awarded or discontinued in the past academic year to the Campus President.~~

~~6.1.4. College Pro Vice Chancellors and Presidents of campuses outside Australia submit an annual summary report to Academic Board of prizes awarded or discontinued in the past academic year, in their college or campus.~~

6.2. Higher degrees by research scholarships, prizes and grants

6.2.1. Schools, research centres and colleges submit an annual report of all higher degree by research (HDR) scholarships, prizes and grants they have awarded, rescinded or discontinued in the past year to the College Research Committee for endorsement before submission to the ADVC T&D.

6.2.2. The ADVC T&D submits an annual report on centrally funded HDR scholarships, prizes and grants awarded, rescinded or discontinued in the past year to the Graduate Research Committee for noting. The report is then submitted to Research Committee and the Academic Board.

7. Grievance and complaint procedures

- 7.1. Grievances and complaints relating to scholarships, grants and prizes will be managed in accordance with the Student and Student-Related Complaints Policy.

Definitions

(Note: Commonly defined terms are in the RMIT Policy Glossary. Any defined terms below are specific to this policy).

Grant	A one-off payment or benefit (financial or otherwise) to a student for a study-related purpose such as conference attendance, travel, purchase of equipment or services. It may be
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	based either on equity grounds or merit, or both. Grants are established and approved at university level.
Prize	A one-off payment (such as cash, a medal, a book or in kind) which carries no condition of further study. Prizes are awarded solely on merit. Prizes may be established at university, college or school/centre level.
Scholarship	A financial allowance or benefit provided to a student to enable them to access or continue study. It may be based either on equity grounds or merit, or both. Scholarships are established and approved at university level.
Sponsor	Refers to an organisation that has funded a prize or scholarship in return for which the recipient is required to provide work or another service to the sponsoring organisation.

Document history

Version	Approval date	Effective date	Summary of changes	Approval authority
1.0	7 March 2016	5 June 2016	New policy	Academic Board
1.1	4 April 2019	10 April 2019	Minor amendment (update policy owner)	Vice-Chancellor's Executive
1.2		3 February 2020	Amendment to clarify scope and application to HDR scholarships, prizes and grants only and editorial changes to provision that no longer apply.	University Policy Manager

See also

- Student and Student-Related Complaints Policy
- Philanthropy and Fundraising Policy
- Scholarships and Prizes Policy