

## Scholarships and Student Financial Awards Policy

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### Introduction | Kupu Whakataki

The purpose of this Kaupapa | Policy is to ensure consistency of principles, practices, and procedures with respect to the University's portfolio of Student Financial Awards. while allowing sufficient flexibility to respond to the University's strategic priorities.

### Scope

This Kaupapa | Policy applies to all Student Financial Awards. which are awarded by the University regardless of whether the source of the funds originated internally or externally to the University.

### Principles

The following principles apply to the development, provision and administration of all Student Financial Awards:

- Alignment with the University's strategic intent and goals.
- Attraction and retention of high-quality students from target groups.

In order to provide a transparent and consistent framework across the University's Student Financial Awards, the University operates a central system by which all Student Financial Awards are established and administered. Any Student Financial Awards provided by the University must have a set of Regulations.

## **Policy Statement | Kaupapa Here**

### **1. Types of Funding**

Student Financial Awards may be funded from any combination of sources, including:

- donations;
- bequests;
- University funds;
- research grants; or
- external sources, such as industry sponsors.

Student Financial Awards can be given in a number of ways:

- Lump sum (one-off) payment; or
- On-going (instalments) payments; or
- Deferred Award.

Student Financial Awards will generally be subject to an application and selection process (Contestable Student Financial Award) unless it is deemed a Prize.

### **2. Value of Student Financial Awards**

The maximum and minimum values of a Student Financial Award shall be determined taking into consideration the University's strategy and availability of funds.

### **3. Administration of Student Financial Awards**

#### ***Minimum Administrative Tasks***

Irrespective of the administrative body, the minimum administrative tasks should include maintaining documentation and management of:

- Eligibility criteria, applications and decisions including rationale to support decision making;
- student progress and reporting; and
- annual reporting.

All Financial Awards that are offered, administered, or endorsed by the University must be entered into the University's Student Management System in line with the Procedures.

The administrative body will adhere to the Procedures associated with this Policy.

## ***Decision-making***

Recipients of a Student Financial Award are determined according to the Regulations specific to the Student Financial Award under consideration.

The University is deemed the custodian of all Student Financial Awards funding irrespective of the source which means all decision making must demonstrate fairness and transparency. All financial decisions are required to be made in accordance with the University's Financial Delegated Authority - [Financial Delegation Principles and Guidance.pdf \(canterbury.ac.nz\)](#), including those related to Student Financial Awards.

## ***Authority to award Student Financial Awards***

A Student Financial Award cannot be made unless there is an authority to do so specified in a set of Regulations. The awarding body as stated with the Regulations is the only body authorised to make the award.

## ***Administration of Funds***

Responsibility for managing the administration of any Student Financial Award funds is as follows:

- University-wide Student Financial Awards funds including UC Foundation:
  - Scholarships Office
- Specific Student Financial Awards funds awarded by a Faculty, department, or school:
  - the relevant Faculty, department, or school in conjunction with the Scholarships Office.

Responsibility includes:

- Ensuring that pledged funds are received and disbursed at appropriate times;
- Ensuring that funds are correctly paid to Recipients; and
- Ensuring no over-expenditure of funds.

## **4. Student Financial Awards and Taxation**

Taxation of Student Financial Awards payments will be in accordance with the relevant legislation as detailed in the Procedures.

## **5. Establishing, Reviewing and Disestablishing Financial Awards**

### ***Student Financial Award Review Cycle***

If a Student Financial Award is proposed to be established or amended, this Policy, the institutional strategies and the [AAC Scholarship Approval Guidelines \(PDF, Scholarships Advisory Committee intranet\) \(Staff Only\)](#) shall be considered and adhered to.

The review cycle for each Student Financial Award is set out in the Regulations of the specific award. Student Financial Awards, and their respective Regulations should be reviewed on a regular basis to ensure they remain fit for purpose.

Amendment of Regulations are to be approved through the AAC or Postgraduate Committee, as applicable.

A Student Financial Award may be permanently disestablished by the approval authority of this Policy for reasons such as lack of available funds or for strategic reasons following appropriate consultation

## Definitions | Tautuhinga

**Academic Administration Committee (AAC)** – a committee of the Academic Board, with responsibilities that include:

- a) providing advice on University policies with regard to academic matters;
- b) approving any regulations applicable to scholarships, prizes, bursaries and grants to ensure that they meet the requirements of relevant interested parties (donors, sponsors, trust bodies, etc.) and adhere to this Policy; and
- c) providing advice to the Scholarships Office, Faculties and Departments regarding any regulations applicable to scholarships, prizes, bursaries and grants.

**Bequests** – financial donations left by a donor in an estate or will, which may come with stipulations associated with their use.

**Bursary** – a financial award granted to a student to assist them with their education.

**Contestable Financial Award** – a financial award that requires a formal application and for which there is a selection process that determines the Recipient.

**Deans Award** – a financial award or fees discount applied to international tuition fees for prospective full fee-paying students.

**Deferred Award** – a financial award where payment has been postponed, delayed or withheld until a future date at the request of the awardee and with the agreement of the AAC or the Dean of Postgraduate Research.

**Donor** – the person or organisation making a philanthropic donation to establish or contribute to a Financial Award.

**Fellowship** – a financial award granted to a graduate student appointed to an academic position, to be utilised for further research/study.

**Grant** – a financial award granted to a graduate student appointed to an academic position, to be utilised for further research/study.

**Postgraduate Committee** – a committee of Academic Board, with responsibilities that include:

- a) providing advice on University policies and regulations related to Postgraduate and other research degrees;
- b) determining the criteria for the awarding of University-wide postgraduate scholarships, prizes, bursaries and grants;
- c) to award University Doctoral and Master's Scholarships, Research Awards and other University-wide postgraduate scholarships and prizes.

**Prize** – an award in kind or, a monetary award of fixed value, given to a student to reward them for past academic excellence in a specific area of study or competition. The recipient is identified by the University. The student does not apply for a prize.

**Recipient** – holder of a Student Financial Award.

**Regulations** – the documented rules governing the terms and conditions of a Student Financial Award.

**Scholarship** – a financial award made to a student based on academic merit or some other rational criteria for the purpose of supporting their future or current study, with any retention conditional on specified agreed terms, if applicable.

**Sponsor** – a person or organisation providing financial support to a person or an organisation or event.

**Stipend** – a fixed sum of money paid to a student at regular intervals to support their education. A Scholarship or Bursary may have a stipend component.

**Student Financial Award** – a collective term for any award of monetary value based on academic and non-academic criteria and includes Scholarships, Prizes, Bursaries, Deans Award, Grants, Stipend and Fellowships provided by the University.

**University Funds** – all funds allocated and held across the organisation. (Individuals specific funds within a Faculty, department, or school) for the purpose of awarding a Student Financial Award.

## Related Documents and Information | He kōrero anō

### Legislation | Whakaturetanga

- [Education and Training Act 2020 \(New Zealand Legislation website\)](#)
- [Income Tax Act 2007 \(New Zealand Legislation website\)](#)

### UC Policy Library | Te Pātaka Kaupapa Here

- [Data Management Policy \(PDF, 175KB\)](#)

### UC Website and Intranet | Te Pae Tukutuku me te Ipurangiroti o UC

- [AAC Scholarship Approval Guidelines \(PDF, Scholarships Advisory Committee intranet\) \(Staff Only\)](#)

- [AAC terms of reference \(Academic Administration intranet\) \(Staff Only\)](#)
- [Postgraduate Committee information \(Postgraduate Committee intranet\) \(Staff Only\)](#)
- [Financial Delegation Principles and Guidance.pdf \(canterbury.ac.nz\)](#)

**For Staff Use Only (please contact Scholarships office)**

- Template for the Establishment of a Financial Award
- Guidelines for Selection Committee
- Scholarships and Student Financial Awards Procedures

<b>Document History and Version Control Table</b>			
<b>Version</b>	<b>Action</b>	<b>Approval Authority</b>	<b>Action Date</b>
0.01	Development of document and upload to document library.	DVC (A)	Jun 2015
1.00	Document approved and published to the UCPL.	DVC(A)	Aug 2015
2.00	Scheduled review by Contact Officer, minor changes only	Policy Unit	Oct 2017
3.00	Rewrite of policy approved with new policy published to UCPL	Assistant Vice-Chancellor - Engagement	Oct 2022

**This document remains in force until it is updated.**