Scholarships, Prizes, Bursaries and Grants Policy

Introduction

The purpose of this policy is to ensure consistency of practices and procedures while allowing sufficient flexibility for colleges and donors to administer their financial awards in a manner appropriate to their needs and objectives.

This policy also establishes the University’s response to requests from external awarding bodies for administrative support of their awards. Support may include publicity, collection of application forms, determination and monitoring of recipients, and payment methods.

Definitions

**Academic Administration Committee (AAC)** – a committee of the Academic Board, tasked with overseeing the administration of, and providing advice on policy with regard to, academic matters.

**Alumni and UC Foundation (A&UCF) Department** – those members of staff employed by the University to support alumni engagement, philanthropy and sponsorship.

**Bursary or Grant** – a financial award conferred primarily, but not exclusively, on the basis of financial need; “grant” being the contemporary terminology.

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

**Deferred award** – a deferred award is one whose 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 donation to establish or contribute to a financial award in total or in part.

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

**Official financial award** – a financial award that, if accepted, is recorded on the recipient’s academic transcript. Financial awards are regarded as official if their regulations have been approved by the Assistant-Vice-Chancellor (Academic) as the Chair of the AAC, and the regulations mention the University of Canterbury Council as the awarding body. (Indicated in UCSMS by ticked “Print on Academic Record” checkbox; AND “Successful – Print on Academic Record Status of Scholarship Event”; AND ticked “Academic Board Approved” checkbox.)

**Postgraduate Committee** – a committee of Academic Board with responsibilities that include: awarding UC Doctoral and Masters’ Scholarships, Research Awards and other University-wide postgraduate financial awards; making recommendations to the Universities New Zealand Scholarship Committee regarding national and international scholarships; and determining the criteria for awarding University postgraduate scholarships.

**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 awardee is identified by the University. The student does not apply for a prize.

**Raiser’s Edge** – the University’s alumni database which is managed by the Alumni and UC Foundation (A&UCF) Department.

**Recipient** – holder of a grant, prize, bursary or scholarship.

**Scholarship** – grant or payment made to support a student’s education, awarded on the basis of academic or other achievement.

**Scholarships Advisory Committee (SAC)** – a subcommittee of the Academic Administration Committee. Its purpose is to advise the Academic Administration Committee in relation to the regulations for, and awarding of, scholarships, grants, bursaries and prizes.

**Scholarships Information System (SIS)** – the pages on the University’s website that are electronically linked to UCSMS’s Scholarships Module. Only those financial awards that have both a status of ‘Active’ and the ‘Publish on the Web’ checkbox ticked, are displayed in SIS.

**Unofficial financial award** – a financial award that, if accepted, is not recorded on the recipient’s academic transcript. Awards are regarded as unofficial if their regulations have not been approved by either the Assistant-Vice-Chancellor (Academic) as Chair of the AAC, or the Postgraduate Committee, and their regulations do not mention the University of Canterbury Council as the awarding body. (Indicated on UCSMS by unticked “Print on Academic Record” checkbox.)
Policy Statement

This policy applies to all University student financial awards. It outlines the requirements for

- developing new financial awards,
- the process to vary the terms and conditions of existing awards, and
- the procedures for administering them

Those responsible for the administration of University financial award information will ensure the integrity of the information, systems and processes to facilitate effective and seamless service delivery to recipients and donors.

The University of Canterbury’s Student Management System (UCSMS) will be the primary source of data for all University-managed financial awards and will inform supplementary services such as, but not limited to, the Scholarships Information System (SIS) and electronic noticeboards.

The administration of financial award data will adhere to the principles of data management as expressed in the Data Management Policy (PDF, 175KB), in particular:

- Data is accurately and completely recorded by the most informed source and in electronic form at the earliest opportunity.
- Data is recorded in an auditable and traceable manner.
- Data is not duplicated unless absolutely essential, and then only with the approval of the relevant data steward and with one source clearly identified as the master record.
- Data structures are under strict change control.

Priority will be given to advertising new financial awards as follows:

- official internal;
- Universities New Zealand (UNZ); Tertiary Education Commission (TEC); Education NZ; and
- external

All financial awards that are offered or endorsed by the University must be entered into UCSMS in line with the Scholarship Data Entry Guide¹. Where available information is insufficient to populate all mandatory fields, the scholarship will not be advertised by the University.

Principles

Principles for the development, provision and administration of University financial awards:

¹ Held in K:Sscholarships/Administration/General
• Alignment with the University’s strategic intent and goals.
• Attraction and retention of high-quality students from target groups.
• Postgraduate scholarships are tenable for a sufficient period to enable the recipient to reach research milestones and make substantial progress towards completion of the degree in which they are enrolled.

Procedures

1. Funding

Financial awards are typically funded from:

• bequests;
• University, college, department or school funds;
• donations;
• research grants; or
• external sources

Responsibility for managing financial award funds is delegated as follows:

• University-wide financial awards including UC Foundation
  - Scholarships Office
• College, department, or school financial awards
  - Scholarships Office and/or relevant department

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.

2. Types of Financial Awards

A Financial Award is a collective term for any award of monetary value based on academic and non-academic criteria and includes scholarships, prizes, bursaries and grants. Financial awards may be funded from any combination of the University’s operating budget, donations or bequests held in trust by the UC Foundation, external agencies or a combination of the two.

Financial Awards are:

• Bursary
• Fellowship
These can be given in a number of ways:

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

Financial Awards will either be recorded on a student transcript (official financial award), or will not be (unofficial financial reward).

Financial Awards will generally be subject to an application and selection process (contestable financial award), unless they are a prize.

2.1 Value of Financial Awards

The maximum and minimum values of a financial award shall be determined as follows:

- Undergraduate and honours awards: by members of the AAC and confirmed by the Assistant-Vice-Chancellor (Academic) in consultation with the Chief Financial Officer (CFO).
- Postgraduate awards: by members of the Postgraduate Committee and confirmed by the Dean of Postgraduate Research in consultation with the CFO.
- Trusts/externally funded official awards: according to the terms of the donation/bequest or in consultation with representatives of the donor/benefactor or as agreed otherwise; and as approved by the relevant body (above) for undergraduate/honours or postgraduate awards.

3. Financial Awards and Taxation

According to Section CW 36 of the Income Tax Act 2007 (New Zealand Legislation website): “A basic grant or an independent circumstances grant under regulations made under section 303 of the Education Act 1989 is not exempt income, but any other scholarship or bursary for attendance at an educational institution is exempt income”.

Taxation of scholarship, bursary or grant payments is specific to the terms and conditions of the University’s contract with the student. The following principles apply:

- A scholarship paid to enable a student’s attendance at the institution to gain a qualification is tax-exempt.
- Where payment is for purposes of research that belongs to the institution, then the payment is not tax-exempt.
- Where a student is paid to conduct research that is also to be used for the purpose of gaining a qualification, taxation as personal services is probable, but liability is to be
determined on a case-by-case basis by Payroll Services, Office of Human Resources, as this is a PAYE matter.

4. Establishing, Reviewing and Realigning Financial Awards

Financial awards may be funded internally from departmental, college or central monies; via trusts; the UC Foundation; or from external sources. A bequest may allow an annual distribution of funds based on the interest generated.

The AAC Scholarship Approval Guidelines (PDF, Scholarships Advisory Committee intranet) (Staff Only) (a working document) are available from the Committee intranet pages.

In line with Section CW 36 of the Income Tax Act 2007 (New Zealand Legislation website), a scholarship may not be used as a method of payment for a research or teaching assistant. Scholarships are to support students in their own research, not in assisting a researcher or lecturer.

Financial awards administration will adhere to the policy, principles, procedures and guidelines expressed in this document.

Amendment of regulations are to be approved through the Academic Administration Committee (AAC).

5. Administration of Financial Awards

5.1 Irrespective of the administrative body, the minimum administrative tasks should include maintaining documentation, information gathering, preparation, dissemination, processing, recording and management of:

- applications and decisions;
- student tracking and reporting; and
- annual reporting

5.2 Decision-making

Financial award recipients are determined according to the terms and conditions specific to the financial award under consideration.

5.3 Authority to award Financial Awards

Where authority to award a University-wide financial award is not specified, then the AAC will determine the recipient on the recommendation of the Scholarships Advisory Committee (SAC) for undergraduate financial awards. University-wide postgraduate financial award recipients will be determined by the Postgraduate Committee.
All other financial awards, i.e., those that specify who will determine the recipient, will be awarded as follows:

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<thead>
<tr>
<th></th>
<th>Grants</th>
<th>Prizes</th>
<th>Scholarships - PG</th>
<th>Scholarships - UG</th>
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<tr>
<td><strong>University-wide</strong></td>
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<td>HOD/S or funder representative</td>
<td>Principal investigator if research funded; funder representatives or delegates</td>
<td>HOD/S in conjunction with funder representative</td>
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</table>

6. **Financial Award Review Cycle**

The review cycle for each financial award is set out in the regulations of the specific award.

7. **Responsibilities of the Deputy Vice-Chancellor**

The AAC must be consulted by the Deputy Vice-Chancellor when making decisions regarding the criteria for and awarding of undergraduate scholarships, fellowships, bursaries and prizes, excluding those pertaining to doctorates and other postgraduate degrees which are the responsibility of the Dean of Postgraduate Research and the Postgraduate Committee.

8. **Responsibilities of the Scholarships Office**

Respond to financial award enquiries by students, staff, donors and stakeholders including:

- advise and support students in their scholarship applications; and
- provide information about alternate sources of funding

For official University awards:

- ensuring the ongoing accuracy of University financial award information;
- advertising and disseminating University financial award information;
- maintaining the University financial award database;
- coordinating the recipients’ selection process including the preparation and distribution of documentation; and notifying the applicants of the outcome;
• preparing and processing University financial award payments (unless otherwise specified);
• monitoring and reporting on University financial award recipients’ engagement in, and academic progress against, financial award terms and conditions;
• drafting regulations in consultation with relevant stakeholders for consideration by the SAC;
• requesting the invoicing of donors and reconciling of funds (where applicable);
• providing University financial award information for annual reporting to University senior management; and
• managing the University financial award review cycle

9. Responsibilities of the Scholarship Advisory Committee (SAC) for University-wide Financial Awards

The SAC is a subcommittee of the AAC. Its purpose is to advise the AAC in relation to the regulations for, and awarding of, scholarships, prizes, bursaries, and grants.

The specific tasks and "Terms of Reference for the SAC (Scholarship Advisory Committee intranet) (Staff Only)" are available from the University’s committee webpages and include:
• consideration of offers to establish University-wide financial awards by donation, bequest or internal funding, taking stakeholder advice into account; and
• determination of the terms and conditions of such financial awards, (including amendments to those terms and conditions), in accordance with relevant policy and the University’s strategic intent

10. Responsibilities of the Academic Administration Committee (AAC) for Financial Awards

The AAC’s authority as delegated by Academic Board includes oversight of “the administration of, and to advise on policy with regard to, a range of academic issues” including:
• the regulations for, and award of, undergraduate and honours scholarships, bursaries and prizes; and
• the granting of University and other scholarships, bursaries and prizes

Excluding those pertaining to doctorates and other postgraduate degrees which are the responsibility of the Dean of Postgraduate Research and the Postgraduate Committee.

11. Responsibilities of the Postgraduate Committee for Financial Awards

The Postgraduate Committee’s authority as delegated by Academic Board includes
12. Responsibilities of UC Foundation

The UC Foundation is an independent charitable trust established to help support and resource the University. Its mission is:

“To support the University in its quest for excellence and international reputation in education and research by creating mutually beneficial partnerships and opportunities for giving”.

Executive support for the UC Foundation and fundraising for scholarships and other philanthropic support is undertaken by the University’s Alumni and UC Foundation (A&UCF) Department. All philanthropic support for the University in the form of donations, grants, sponsorships and bequests is required to be directed through the Foundation and recorded on the University’s Raiser's Edge alumni and donor database.

The UC Foundation is responsible for:

- invoicing and receiving funds on behalf of the University;
- holding and investing funds as appropriate; and
- disbursing scholarship and other funds to the Scholarships Office and University departments as required, in accordance with donors’ wishes

The UC Foundation is governed by the Board of Trustees, with regular meetings between the Foundation, University senior management and the A&UCF Department, to coordinate fundraising and donor strategies.

13. Responsibilities of the Alumni and UC Foundation (A&UCF) Department

The A&UCF Department is responsible for alumni relations, fundraising and donor relations. Its mission is:

“To build strong relationships and networks with University of Canterbury alumni and friends who can make a difference for our university”.

The A&UCF Department provides executive support to the UC Foundation, and works with Foundation trustees, other alumni and supporters in New Zealand and overseas, to develop and implement fundraising strategies for individual donors, organisations and wider campaigns.
All philanthropic donations, grants, sponsorships and bequests, and donor interactions should be recorded on the Raiser’s Edge alumni and donor database, managed by the A&UCF Department.

The A&UCF Department is part of Student Services and Communications.

14. Responsibilities of the Trust Fund Administrator

The responsibilities of the Trust Fund Administrator are jointly held by the Student Services and Communications Manager and the University Registrar, or their delegates.

The Student Services and Communications Manager is responsible for ensuring that the income for the various individual Trust Funds managed by the University is spent in line with donors’ intentions with regards to scholarships.

The University Registrar provides reassurance to the University Council – whose members are responsible for the governance of those funds – that endowment funds are properly managed and disbursed on a sustainable basis.

Related Documents and Information

Legislation
- Education Act 1989 (New Zealand Legislation website)
- Income Tax Act 2007 (New Zealand Legislation website)

UC Policy Library
- Data Management Policy (PDF, 175KB)
- Research Grants Policy (PDF, 319KB)
- Trust Funds Policy (PDF, 135KB)

UC Website and Intranet
- AAC Scholarship Approval Guidelines (PDF, Scholarships Advisory Committee intranet) (Staff Only)
- AAC terms of reference (Academic Administration intranet) (Staff Only)
- Learning and Teaching Plan 2013 – 2017 (PDF, 504KB)
- Pasifika Strategy 2014 – 2018 (University Pacific Students website)
- Postgraduate Committee information (Postgraduate Committee intranet) (Staff Only)
- Rautaki Whakawhanake Kaupapa Māori – Strategy for Māori Development (PDF, 332KB) (University Vice-Chancellor’s Office website)
- Research Operational Plan 2017(PDF, 197KB) (University Governance and Leadership website)
UCPL-4-6

- Scholarships Advisory Committee information (Scholarships Advisory Committee intranet) (Staff Only)
- UC Investment Plan 2015-2017 (PDF, 594KB) (University Governance and Leadership website)

For Staff Use Only (please contact Scholarships office)

- Template for the Establishment of a Financial Award
- Guidelines for Selection Committee

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<th>Version</th>
<th>Action</th>
<th>Approval Authority</th>
<th>Action Date</th>
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<td>0.01</td>
<td>Development of document and upload to document library.</td>
<td>DVC (A)</td>
<td>Jun 2015</td>
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<tr>
<td>1.00</td>
<td>Document approved and published to the UCPL.</td>
<td>DVC(A)</td>
<td>Aug 2015</td>
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<tr>
<td>1.01</td>
<td>Update to 5.3 Authority to award Financial Awards.</td>
<td>Policy Unit</td>
<td>Sep 2015</td>
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<td>1.02</td>
<td>Clarification of titles for consistency.</td>
<td>Policy Unit</td>
<td>Dec 2015</td>
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<tr>
<td>1.03</td>
<td>Changes made to bring in line with 2016 Delegations Schedule: Student Services Manager’s responsibilities defined clearly in regards to scholarships.</td>
<td>Policy Unit</td>
<td>Apr 2016</td>
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<td>1.04</td>
<td>‘Faculty’ references changed to ‘College’ to reflect College-Faculty merger.</td>
<td>Policy Unit</td>
<td>Jun 2016</td>
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<td>Changed Alumni and Fundraising Team to Alumni and UC Foundation Department, definitions added and changed to match glossary, re formatting of intro.</td>
<td>Policy Unit</td>
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<td>“Stipend” definition moved to the correct alphabetical place, spacing corrected</td>
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<td>Scheduled review by Contact Officer, minor changes only, change of DVC(A) to AVC(A), DVC (R and I) to DVC in parts of the document, reorganising of content from definitions to be included within main content.</td>
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