



Scholarships for International Undergraduate and Postgraduate Coursework Procedures

1. STRATEGIC PLAN THEME AND COMPLIANCE OBLIGATION SUPPORTED

[Scholarships and Financial Assistance Policy](#)

Strategic Plan Theme: [Learning and Student Experience](#)

2. PROCEDURAL DETAILS

2.1. Scholarships Administration

- 2.1.1. Curtin International will be notified of all international undergraduate and postgraduate coursework (excluding doctoral) scholarships offered by Curtin University, to ensure all scholarships are centrally advertised.
- 2.1.2. A scholarship will have the eligibility, application and selection criteria clearly stated.
- 2.1.3. Exceptions to scholarships administered by Curtin International will be approved by the Director, Curtin International.

2.2. Establishing a Scholarship

- 2.2.1. The establishment of a new scholarship will be planned and involve consultation with relevant stakeholders.
- 2.2.2. If the funding is from a philanthropic source, University Advancement will establish the scholarship in cooperation with Curtin International.
- 2.2.3. On request by the Director, Curtin International (or nominee), University Advancement will provide assistance and advice to source funding for recipients where their scholarship is likely to end prior to the completion of the course of study.
- 2.2.4. The name of a scholarship and use of the sponsor/donor(s) name will be in accordance with the *Naming Rights Procedures*.
- 2.2.5. Information on individual scholarships will be accessible to all students on the [Curtin website](#).
- 2.2.6. Curtin International may, at its discretion, publicise other scholarships available to Curtin students, from sources outside the University.

2.3. Advertising a Scholarship

- 2.3.1. The University endeavours to advertise scholarships accurately in order to minimise the likelihood that scholarships are described in a way that could be interpreted as misleading or deceptive.
- 2.3.2. All advertising will be managed through University Marketing and in accordance with the Advertising Procedures and International Marketing Procedures.
- 2.3.3. Where scholarship recipients have been asked by Curtin International to promote their scholarship and the University in marketing activities, the activity will be undertaken in accordance with International Marketing Procedures and the University's Privacy Statement.

2.4. Application and Selection

- 2.4.1. A student may be awarded a scholarship if they meet the criteria and have been:
 - a) Nominated for the scholarship;
 - b) assessed and selected by the International Admissions Office; or
 - c) automatically awarded.

- 2.4.2. All applicants applying for an advertised scholarship will be notified of the outcome of their application.
- 2.4.3. Staff members will disclose any conflict of interest in accordance with the *Conflict of Interest Procedures*.

2.5. Awarding a Scholarship

- 2.5.1. Students awarded a scholarship will be notified and provided with the relevant acceptance document which will include the terms and conditions of the award.
- 2.5.2. Terms and conditions will include the duration and details of the scholarship, categories of support and any commitment the recipient will make in order to take up the scholarship.
- 2.5.3. All acceptance documentation will be completed and returned to Curtin International before acceptance of the scholarship is formalised.
- 2.5.4. A recipient accepting an offer of a scholarship is required to sign the terms and conditions of award as confirmation of their agreement.
- 2.5.5. Scholarship award ceremonies may be organised for particular categories of scholarships.
- 2.5.6. Curtin International will liaise with the relevant areas of the University to ensure the appropriate organisation of the scholarship award ceremony.

2.6. Scholarship Payment

- 2.6.1. Payments are made to the recipient in accordance with the accepted Scholarship terms and conditions and acceptance documents.

2.7. Post-Award Administration

- 2.7.1. Scholarship monitoring is a process undertaken to determine if scholarship recipients are abiding by the terms and conditions of their scholarship.
- 2.7.2. Scholarship monitoring may include but is not limited to:
 - a) Academic progression monitoring;
 - b) Re-assessment of personal circumstances; and
 - c) Enrolment monitoring.
- 2.7.3. Stipends are payable to recipients on a fortnightly basis.
- 2.7.4. Payments may be made indirectly, in the form of a financial obligation paid on behalf of the student.
- 2.7.5. Scholarships may be cancelled in accordance with the terms and conditions of the recipient's scholarship.

2.8. External Funding

- 2.8.1. Where an external sponsor or donor is funding a scholarship administered by Curtin University, the sponsor or donor will be contacted by the appropriate staff member prior to the date funding ceases, to review the continuation, value and aims of the relevant scholarship.

2.9. Australia Awards Scholarships

- 2.9.1. Australia Awards Scholarships are funded and administered by the Australian government to support students from developing countries undertaking full time undergraduate or postgraduate study.
- 2.9.2. The Director, Transnational Education is responsible for the in-Australia management of awardees in accordance with the Australia Awards Scholarships Policy Handbook and Curtin's contract with the Department of Foreign Affairs and Trade.

3. RESPONSIBILITIES

In addition to any responsibilities set out in section 2, Director, Curtin International is responsible for determining the correct or intended interpretation of this procedure.

4. SCOPE OF PROCEDURES

These procedures apply to staff and University Associates involved in administering scholarships and all students who apply for or have been awarded a scholarship managed by Curtin International.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Advertising Procedures](#)

[Competition and Consumer Act 2010](#)

[Complaints Procedures](#)

[Conflict of Interest Procedures](#)

[Curtin International Website](#)

[Curtin Scholarships Website](#)

[Disclosure of Personal Information Procedures](#)

[Education Services for Overseas Students \(ESOS\) Act](#)

[General Debtors Procedures](#)

[Scholarships and Financial Assistance Policy](#)

[Higher Education Support Act \(2003\)](#)

[Media Procedures](#)

[Naming Rights Procedures](#)

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Approval Authority	Deputy Vice-Chancellor, International
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REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes & Notes
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