

Scholarship & Award Regulations

Unitec School Leaver Scholarships – 2023

The following regulations relate to a scholarship offered by Unitec New Zealand Limited*(Unitec). By applying for the scholarship, you agree to be bound by these regulations.

* From 1 October 2022, Unitec will become a business division of its parent entity, Te Pūkenga – New Zealand Institute of Skills and Technology (Te Pūkenga). From that date, any references to Unitec shall refer to Te Pūkenga trading as Unitec, a business division of Te Pūkenga. The change of entity will not otherwise have any impact on the scholarship terms outlined below.

1. SCHOLARSHIP NAME: Unitec School Leaver Scholarships (“Scholarship”)

2. PURPOSE OF THE SCHOLARSHIP

2.1 The School Leaver Scholarships were established in 2019 to assist secondary or kura school leavers commencing study at Unitec to help cover education related costs and provide an opportunity to connect to various induction and mentoring opportunities.

2.2 Unitec recognises that financial support is an important consideration for ākongā considering study. The scholarship provides both financial support and mentoring opportunities in the first year of study.

3. SCHOLARSHIP FINANCIAL VALUE

3.1 The value of the scholarship is \$1,500.00 for a full year of full-time study; or pro-rata for one semester full-time programmes.

3.2 The scholarship is provided to learners to cover education related costs and is paid:

- in two equal payments of \$750.00 each semester; or
- where the student’s programme is only one semester long by one payment of \$750.00.

3.3 A pro-rata value will also be considered for learners who need to study part-time because they are either disabled learners or have carers responsibilities as either sole parents or whānau/fanau members.

3.4 You may not defer or suspend the scholarship without the prior written permission of the awarding Head of School or Director.

3.5 Once awarded for a particular programme and School, the scholarship is not transferrable to another Unitec programme or School, or to any other subsidiary or business division of Te Pūkenga.

4. DURATION

4.1 The scholarship is awarded for one year i.e., two semesters of consecutive study. Where a student is awarded the scholarship for a programme that lasts for one semester, then the duration of the scholarship is one semester only.

5. WHO’S ELIGIBLE

5.1 To apply, you must:

- be a domestic student, i.e., a New Zealand citizen or Permanent Resident
- have exited secondary school or kura within the last 24 months
- be enrolling for the first time at Unitec

- be starting in a programme from Level 3 to 8 (certificate, diploma, undergraduate degree, postgraduate certificate, or diploma) that takes at least one semester of full-time study to complete.

6. HOW TO APPLY

6.1 Apply online on the form provided: [Unitec School Leaver Scholarships Application Form](#). You can complete the form to apply or use it to provide your details and opt to complete your application by video submission.

6.2 As part of your application you will need to respond to the following statements and questions:

- tell us a little about yourself, especially around your goals and achievements, community involvement and personal strengths
- what are you planning to study at Unitec and what are your career aspirations beyond that?
- what motivates you to succeed in your study?
- how will this scholarship help support you with your studies?

6.3 If you are a disabled learner, sole parent, or a learner with other carer responsibilities, who is applying to study part-time, you will also be asked “how does being able to study part-time remove barriers and help you to succeed in your goals?”

7. SELECTION

7.1 Once scholarship applications close, the Scholarships & Mentoring Team (“**Team**”) check that applicants have:

- completed the online application and/or video submission
- applied to study a relevant course at Unitec; and
- enrolled as a New Zealand citizen or Permanent Resident
- exited school or kura within the last 24 months

7.2 The Team sends all eligible applications to the Under 25s Success - Unitec Pathways College Scholarship Selection Committee for review.

7.3 The number of scholarships awarded varies and is dependent on available funding.

8. COMMITTEE PREFERENCING

8.1 It is important to Unitec to manaaki the success of our learners and communities. Our strategic vision includes parity goals for Māori, Pacific, and Under 25 learners, and goals to enhance the success of disabled and neurodiverse learners. We also want to manaaki the success of first in family to pursue tertiary education, sole parents, and ākongā with low prior achievement.

8.2 Unitec School Leaver Scholarships are also an opportunity to foster diversity and inclusion in our student cohorts. Factors such as educational disadvantage, gender, refugee or migrant status may all contribute to positive outcomes of your application.

9. SELECTION COMMITTEES

9.1 Selection committees (“**Committee**”) are made up of at least three relevant members of Unitec, including the Director of Under 25s Success – Unitec Pathways College (or their delegate) as Committee Chair (“**Chair**”).

The committee review all applications received and will make award recommendations based on a combination of:

- responses to the scholarship application questions;
- Unitec and Te Pūkenga priority group goals – namely to achieve parity for Māori, Pacific and Under 25 students, and enhance the success of Disabled and Neurodiverse learners, sole parents, and ākonga with carers responsibilities;
- diversity and inclusion factors; and
- in addition to the above, first in family to pursue tertiary education and students residing in Tāmaki Makaurau may also be given preference.

9.2 Committee award decisions are authorised by the Director, Student Success.

9.3 Unitec has complete discretion in assessing applications for the scholarship. Unitec’s decision is final and binding. Learners are welcome to contact the Scholarships & Mentoring Team at scholarships@unitec.ac.nz for feedback on their scholarship application outcome.

10. WHAT HAPPENS AFTER SELECTION

The Scholarships & Mentoring team are the kaitiakitanga of the scholarships process. They will:

- let students know scholarship application outcomes
- check enrolments at week three of the semester as the final eligibility check
- set up the first payments – to be made to students in week six of semester 1
- manage ongoing eligibility checks, mentoring opportunities, and second payments

11. ONGOING ELIGIBILITY

11.1 Academic progress: Learners who are awarded the scholarship are expected to achieve Pass grades for all courses unless exceptional circumstances prevail.

11.2 Learners who fail one or more courses will be assisted by the Scholarships & Mentoring team to explain their circumstances via a breach appeals process.

11.3 Appeals are considered by the awarding scholarship selection committee Chair. The Chair will decide whether to terminate or maintain the scholarship, and will also provide academic assistance, wherever possible, to support the learner.

11.4 Unitec Enrolment: Learners are expected to maintain their enrolment status, i.e., be enrolled full-time (this is typically a minimum of 60 credits) per semester, or part-time as stipulated when their scholarship was awarded.

11.5 Programme withdrawal: If you withdraw from the Unitec course/programme after the start of the course/programme, the Scholarship will be terminated, and Unitec may require you to reimburse any payment(s) already made for the semester in which you withdraw.

12. TERMINATION OF A SCHOLARSHIP

12.1 Your scholarship terminates if:

- you withdraw from the Unitec course/programme after the start of the programme

- you cease to meet the eligibility criteria;
- you breach the academic and enrolment eligibility requirements and do not successfully appeal; or
- Unitec determines that you are guilty of misconduct and after consultation with the Director Student Success (or their nominee), deems that it is not appropriate for you to continue to hold the Scholarship.

12.2 If Unitec terminates the Recipient’s Scholarship for any of the above reasons, after the start of Semester 1 or 2, Unitec may require any Scholarship payment(s) already made to be reimbursed to Unitec.

13. Other obligations and conditions:

- The offer of the Scholarship is made subject to all information provided by the scholarship recipient (“**Recipient**”) being true and accurate.
- By accepting the offer of the Scholarship, each Recipient agrees to the Regulations.
- For the duration of this scholarship students are not allowed to hold other Unitec funded scholarships, unless a priority group or equity-based scholarship is approved by the relevant Director and/or Head of School. Students are limited to accessing a maximum of \$5,000 of Unitec scholarship funding per academic year.
- The Recipient is responsible for advising the Scholarships Manager of any changes in circumstances that would make him/her ineligible for continuation of the Scholarship, e.g., reducing study load to part time, taking leave of absence or deferring study.
- Any change in the Recipient’s circumstances not addressed by these Regulations will be considered by the Scholarships Manager and/or the Scholarship Selection Committee case-by-case.
- Unitec is committed to The Education (Pastoral Care of Tertiary and International Learners) Code of Practice and ensuring the wellbeing of our learners. The scholarships team will track and monitor recipients and check in throughout the duration of the scholarship.
- The Recipient will be invited to consent to allowing their name, photograph, and a short article to be used for the promotion of Te Pūkenga and/or Unitec.
- The Scholarship is not transferrable or exchangeable.

14. FUNDING

Internal Unitec funding: Internal Unitec funding has been budgeted by Director, Student Success within the 2023 scholarship budget approved by ELT & DCE - Learner Experience and Success, Office of the Chief Executive on 2 August 2022. Funding is calculated at \$1,500 per new Recipient.

15. ROLES AND RESPONSIBILITIES

15.1 Owning & Responsible Schools/Unit: Under 25s Success – Unitec Pathways College

15.2 Managing & Administration Schools/Units: Student Success

16. PUBLICATION OF REGULATIONS

- On approval, the Regulations must be forwarded to the Student Support and Scholarships Manager for publication of clauses 1 to 13 on the Unitec website.
- Recipients must be notified of clauses 1 to 13 at the time of Scholarship offer being made.

17. APPROVAL

Endorsement from stakeholders listed beneath must be sought before final approval.

Endorsed by: Annette Pitovao
 Title: Director, Student Success
 Date: 30.08.22

Endorsed by: Monique Bell
Title: Student Support and Scholarships Manager
Date: 26.08.22

Endorsed by: Andrea Thumath
Title: Director - Under 25s Success – Unitec Pathways College
Date: 26.08.22

Signatures not necessary if approval/endorsement is documented in writing e.g., by email.