

# Scholarship & Award Regulations

## Unitec International Academic Excellence Scholarships

### Schools: All

This document sets out the regulations for the scholarship ('Scholarship') or award ('Award') named below, as well as the obligations of recipients ('Recipient') and Unitec in regards to this Scholarship. The administrative processes to support awarding this Scholarship will be managed, and may be amended, in accordance with Unitec Policy and Procedures (to be created).

### 1. SCHOLARSHIP NAME: Unitec International Academic Excellence Scholarships

#### 2. PURPOSE

The Unitec International Academic Excellence Scholarships were established in 2019 to encourage international students to succeed in their studies at Unitec. The International Excellence Scholarship Recipients are expected to be involved and participate in the Unitec international Community.

#### 3. VALUE AND DURATION

**3.1 Number of Recipients:** Up to forty-four (44) scholarships will be granted each semester - contingent on available funding. Up to two recipients per school will be granted the scholarship, each in one of the following categories:

Category 1: New student – students who are currently in their first semester of study at Unitec, with no previous Unitec study.

Category 2: Current student – students who have completed at least 1 semester of Study at Unitec.

*Students awarded in either category must have at least one semester of study remaining in their programme or show evidence (conditional/unconditional offer letter) of progression into another Unitec programme (at the same or higher level) the following semester.*

**3.2 Benefit(s) to Recipient:** The maximum value of the scholarship will be \$1,000 to each Recipient to assist in covering education related costs.

#### 3.3 Payment of benefit(s):

- Each Recipient will receive one payment by cheque or electronic funds transfer to his/her nominated bank account.
- Payments will usually be made during week four of the semester the scholarship is awarded.

- Payments are subject to the Recipient successfully satisfying ongoing eligibility criteria as defined in clause 8 below.

**4. DURATION:** The duration of the Scholarship is one semester.

#### **5. ELIGIBILITY CRITERIA**

To be eligible for the Scholarship, an applicant must meet all of the following criteria:

- Be an international student and hold a valid student visa.
- Enrolled full-time in a Unitec programme of study (Level 4-8) at the time of application.
- Have at least one semester of study remaining in their programme or show evidence (conditional/unconditional offer letter) of progression into another Unitec programme at the same or higher level the semester following their application.
- As part of the scholarship application a letter of recommendation from a Lecturer or tutor is required.
- Current student category only: Passed all courses during the previous semester of study.

#### **6. RECIPIENT SELECTION CRITERIA, IN PRIORITY ORDER**

- Academic Achievement:
  - Level 5 and above: GPA from current semester of study at Unitec.
  - Level 4: as demonstrated in letter of recommendation from lecturer or tutor.
- Attendance: Academic Leaders will provide student attendance rates for current semester of study.
- Engagement & contribution to classes, as demonstrated in letter of recommendation from lecturer or tutor.
- Commitment to benefiting their local and Unitec communities, as demonstrated in the scholarship application.

#### **7. SELECTION**

Eligible candidates will be presented to a Scholarship Selection Committee, which will undertake the shortlisting of Recipients based on the selection criteria stipulated in clause 6.

The Scholarships Selection Committee will be made up of at least three relevant members of Unitec, and will include a representative specific to the applicant's School. The Scholarships Selection Committee will be chaired by the Director, International Success.

Shortlisted candidates will be presented to the Head of School's who will make the final selection for their school. Scholarship offers will be authorised by the Director, Student Success.

## **8. ONGOING RECIPIENT ELIGIBILITY CRITERIA**

### **8.1 Academic progress:**

The Recipient must:

- N/A

### **8.2 Unitec Enrolment:**

The Recipient must continue to be enrolled full-time in the specified Unitec level 4 and above programme for which the scholarship was awarded, for the duration of the Scholarship.

### **8.3 Leave / Deferral / Programme withdrawal:**

- If the Recipient defers the Unitec offer or withdraws from the Unitec course/programme after the start of Semester 1 or 2, the Scholarship will be terminated and any Scholarship payment already made for the semester in which they withdraw may be asked to be reimbursed to Unitec.

### **8.4 Other obligations and conditions:**

- The offer of the Scholarship is made subject to all information provided by the Recipient being true and accurate.
- By accepting the offer of the Scholarship, each Recipient agrees to the Regulations.
- For the duration of the scholarship the recipient is not permitted to hold other Unitec scholarships, unless an equity-based scholarship is approved by exception.
- The Recipient must participate in a minimum of two (2) events, programmes or activities hosted by the Unitec in the year for which the scholarship is awarded. The Scholarship Office will inform the Recipient of any opportunities available to be a part of the Unitec international community.
- The offer of the Scholarship is only valid for the intake defined in the Scholarship letter of offer and cannot be deferred.
- 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.
- The Recipient will be invited to consent to allowing his/her name, photograph and a short article to be used for the promotion of Unitec.

## **9. TERMINATION OF RECIPIENT'S SCHOLARSHIP**

The Scholarship will terminate:

- If the Recipient ceases to meet the eligibility criteria; or
- If the Recipient breaches any regulations of the Scholarship; or

- If Unitec determines that the student is guilty of misconduct and after consultation with the Director Student Success (or their nominee), deems that it is not appropriate for the Recipient to continue to hold the Scholarship.
- If Unitec terminates the Recipients Scholarship for any of the above reasons, after the start of the Semester 1 or 2, any Scholarship payment already made may be asked to be reimbursed to Unitec

## 10. FUNDING

**10.1 Internal Unitec funding:** Internal Unitec funding has been budgeted by Director, Student Success within the 2020 scholarship budget approved by Tumu Tauwhirowhiro Māori & Exec Director- Student Success, Office of the Chief Executive. Funding is calculated at \$1,000 per new Recipient.

**10.2 External Funding:** N/A

**10.3 Funding Projection:** One-year projection (estimates only, as course length and number awarded varies)

Recipients	2020
New	44
Ongoing	0
Total annual	44
Annual Amounts	\$44,000

## 11. ROLES AND RESPONSIBILITIES

**11.1 Owning Schools/Teams:** International Success

**11.2 Managing Schools/Units:** Student Success

## 12. PUBLICATION OF REGULATIONS

- Scholarships Manager must be notified of these Regulations prior to approval.
- On approval, the Regulations must be forwarded to the Scholarships Manager for publication of clauses 1 to 9 on the Unitec website.
- Recipients must be notified of clauses 1 to 9 at the time of Scholarship offer being made.

### 13. APPROVAL

Endorsement from all stakeholders listed at clause 11 must be sought before final approval.

Endorsed by: Tracy Chapman  
Title: Director, International Success  
Date:

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

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

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