

1.0 Background

The Director of Research and Enterprise makes a certain number of Postgraduate Scholarships available for distribution at Programme level each year. The Director anticipates that programmes will use the scholarships as a recruitment tool, supporting talented students who might not otherwise choose/be able to study at Unitec.

2.0 Funding Available

The level of support given to individual students is at the Academic Leader's discretion, i.e. the total amount that the programme has been allocated for scholarships could go to one student or be split between students.

2.1 Payment of benefit(s):

- The payments will be made after week 4 of each Semester in the year for which the Scholarship is Awarded.
Payments are subject to the Recipient satisfying ongoing eligibility criteria as defined in clause 5.0 below.

3.0 Criteria

Applicants may study full-time or part-time but *as a minimum* must:

- be enrolled in a Unitec Masters or Doctoral programme;
- have committed themselves to completing a research thesis of at least 90 credits;
- have a minimum **B** GPA or equivalent in all previous study at Level 7 or above.
Provisional grades can be used to calculate the GPA if necessary.

International students are eligible to apply if they meet all of the above criteria.

Full-time Unitec staff are *not* eligible to apply.

Tūāpapa Rangahau must be advised at the earliest opportunity if there are no students who meet the above eligibility criteria.

Where a number of applications are received from students in a particular programme, all of whom meet this criteria, a transparent process for application and selection must be put in place by the Academic Leader at their discretion.

Applicants must declare any other scholarships they have received, have applied for, or intend to apply for. Academic Leaders have the discretion to allocate or not allocate scholarships to students who hold other scholarships.

4.0 Application Requirements

Applicants are required to complete the 2020 Postgraduate Scholarships Application Form. Successful applicants must sign a Terms and Conditions document and provide *bank generated evidence of their bank account name and number and proof of enrolment.*

5.0 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 Terms and Conditions.
- 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 their Academic Leader of any changes in circumstances that would make him/her ineligible for continuation of the Scholarship, e.g. unenrolled in a Programme.
- By accepting the offer of the Scholarship, each Recipient agrees to allow for their personal information to be provided to Unitec (or any third party engaged by Unitec) to use that information (names, photos and images) for marketing and promotional purposes without further compensation.

6.0 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 Tuapapa Rangahau, deems that it is not appropriate for the Recipient to continue to hold the Scholarship.

7.0 Responsibilities

Academic Leaders are responsible for:

- Promoting the availability of scholarships to eligible students and answering any queries from students about the availability and terms and conditions of the scholarships.
- Setting a deadline for applications that will enable Tūāpapa Rangahau to pay out the scholarship(s) before 31st January 2020.
- Assessing applications received from students enrolled in their programme (perhaps in conjunction with their Programme Committee).
- Informing applicants of the outcome of their applications (whether approved or declined).
- Obtaining the bank account details and signed acceptance of the scholarship(s) from successful applicants.
- Forwarding the successful students' application form to Tūāpapa Rangahau (ensuring the 'Academic Leader's use only' part of the form has been completed) together with the required supporting documentation.

Tūāpapa Rangahau will provide the appropriate templates for this purpose but will *not* take responsibility for these tasks. Tūāpapa Rangahau will make payment directly to students. The Academic Leader's decision on scholarship applications will be final and binding.

8.0 Timeframes

Academic Leaders must have allocated their available scholarships and undertaken all of their responsibilities as articulated in Section 5.0 before **31st January 2020**. Failure to do so may result in the forfeiture of any unallocated scholarships.