

# Scholarship & Award Regulations

## Archiland Scholarship

### Pathway/Network: CIE

This document sets out the regulations for the below scholarship ('Scholarship') 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.

### 1. SCHOLARSHIP NAME: Archiland Scholarships

### 2. PURPOSE

The Archiland Scholarships were established in 2017 in conjunction with HX Building Limited (trading as Archiland) to assist international Chinese students who are intending to complete a qualification at Unitec both financially and with an opportunity to gain work experience in New Zealand.

### 3. VALUE AND DURATION

**3.1 Number of Recipients:** Up to four scholarships will be awarded annually.

**3.2 Benefit(s) to Recipient:** The maximum value of the scholarship will be \$3,000 to each Recipient. Scholarship Recipients may also be given the opportunity to participate in work experience with Archiland.

### 3.3 Payment of benefit(s):

- Each Recipient will receive two payments by cheque or electronic funds transfer to his/her nominated bank account.
- Each payment will be \$1,500.
- The first payment will usually be made within four weeks of selection in 2017 and usually in week 3 of the semester in which the Scholarship is awarded in subsequent years.
- The second payment will usually be made upon matriculation of the programme.
- Payments are subject to the Recipient satisfying ongoing eligibility criteria as defined in clause 8 below.

**4. DURATION:** The duration of the scholarship is determined by the length required to complete the programme. Recipients will be required to complete the programme for which the scholarship is awarded in the minimum time stipulated for their enrolment.

### 5. ELIGIBILITY CRITERIA

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

- Chinese citizen; and
- Hold a valid student visa
- For the duration of the Scholarship: full-time enrolment in one of the specified programmes:
  - Bachelor of Architectural Studies (current 3<sup>rd</sup> year student or completing your 2<sup>nd</sup> year at the time of application),
  - National Diploma of Architecture Technology (*2017 Scholarship applicants only*),
  - New Zealand Diploma in Architectural Technology.
- Completed at least one semester in one of the above programmes and achieved an average grade of B- or above (on compulsory papers) for your previous Semester's study
- As part of the Scholarship application:
  - Submit an introductory cover letter describing why you would be a great addition to the Archiland team
  - Submit a digital portfolio book (max 3mb) of:
    - 6 x A4 landscape pages (digital files of scans and/or photographs (compressed jpegs for web viewing) of original design work appropriate to the programme

## **6. RECIPIENT SELECTION CRITERIA**

- Academic Achievement
- Knowledge of Architecture as demonstrated by the Scholarship Application (current portfolio book and introductory cover letter)

## **7. SELECTION**

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

The Scholarships Committee will be made up of at least three relevant members of the Unitec community, chaired by the Scholarships Manager. The Selection Committee will advise Archiland of up to 6 nominees. Archiland may choose to interview the nominees and applicants must attend an interview and provide a letter of recommendation from a Unitec Lecturer of Tutor and portfolio book if requested. The Dean Innovations & Development, CIE, upon confirmation from Archiland, will authorise final Recipient selection.

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

### **8.1 Academic progress:**

The Recipient must maintain a minimum pass average per semester, with no fails

### **8.2 Unitec Enrolment:**

The Recipient:

- must continue to be enrolled full time in the specified programme for which the Scholarship was awarded; or
- may apply to the Student Scholarships Manager to transfer the Scholarship to another programme eligible to receive this Scholarship. All payments received by the Recipient, under any program, will accumulate towards their total payments received.

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

- If the Recipient defers the Unitec offer or withdraws from the Unitec course after the start of his/her first semester, 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.
- After the first semester in which the Scholarship is awarded, if the Recipient can demonstrate exceptional circumstances, he/she may apply to the Student Scholarships Manager to place the Scholarship on hold for the duration of approved leave of absence from studies. If the application is approved, payment of the Scholarship will be suspended for the period of leave. The Scholarship will be terminated if the Recipient takes leave without approval from the Scholarships Manager.
- Provided the Recipient remains eligible, payments will be resumed to the Recipient after an approved leave of absence until the remaining value of the Scholarship has been paid or another leave of absence is approved.

### **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.
- 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 Student Scholarships Manager of any changes in circumstances that would make him/her ineligible for continuation of the Scholarship, eg reducing study load to part-time, taking leave of absence or deferring study.
- The Recipient does not need to re-apply for the Scholarship each year.
- Any change in the Recipient's circumstances not addressed by these Regulations will be considered by the Student Scholarships Manager and/or the Scholarship Selection Committee case-by-case.
- By accepting the offer of the Scholarship, each Recipient agrees to allow for their personal information to be provided to Archiland (or any third party engaged by Archiland) and authorises Unitec and/or Archiland (or third parties engaged by Archiland) to use that information (names, photos and images) for marketing and promotional purposes without further compensation.

## **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 GM Student Experience, deems that it is not appropriate for the Recipient to continue to hold the Scholarship.