

Scholarship & Award Regulations

U25 Mentor 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.

1. SCHOLARSHIP NAME: U25 Mentor Scholarships

2. PURPOSE

The U25 Mentor Scholarship and programme aims to provide a strong support system for incoming students Under 25 new to tertiary education and Unitec. U25 Mentor Scholarships were developed to provide leadership and mentoring opportunities for current U25 students who have been successful in at least one semester of study at Unitec. The Mentoring initiative is set up to support new U25 students in hopes of easing transition and induction to tertiary study, and lifting U25 student retention overall at Unitec. The scholarship is designed to help support current U25 students in their study by providing financial support for education related costs.

3. VALUE AND DURATION

3.1 Number of Recipients: Approximately twelve (12) U25 Mentor scholarships will be granted each semester - contingent on available funding.

3.2 Benefit(s) to Recipient: The maximum value of the scholarship will be \$1,500 paid directly to the recipient to cover educational costs.

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 up to \$750.
- Payments will usually be made in week 6 of the semester one and two.
- 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 up to one year, dependent on programme length.

5. ELIGIBILITY CRITERIA

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

- New Zealand citizen or holder of a New Zealand Permanent Resident visa.
- Be a current full-time Unitec student enrolled in a Certificate, Diploma or Degree Level programme.
- Successfully completed (passing at least 75% of papers the previous semester) at least one semester at Unitec the semester or year prior to the scholarship.
- Preference may be given to applicants who meet one or more of the below:
 - Māori
 - Pacific
 - First in Family to pursue tertiary education
 - Single Parent
 - Received Financial Assistance through Unitec's Student Support team

6. RECIPIENT SELECTION CRITERIA, AS DEMONSTRATED IN THE SCHOLARSHIP APPLICATION AND INTERVIEW

- Motivation to succeed in their chosen course
- Commitment to supporting new U25 students at events/initiatives and attending U25 Mentor training
- Commitment to benefiting their local and Unitec communities
- Demonstrated organisational and time management skills
- Previous Study GPA may be considered.

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. Shortlisted Candidates may be asked to attend an interview. Only those who attend an interview are eligible for the scholarship.

The Scholarships Selection Committee will be made up of at least three relevant members of Unitec, and will include the Team Leader – Youth and Finance and the Director, Student Success. The Scholarships Selection Committee will be chaired by Manager, Student Support & Scholarships and Scholarship offers will be authorised the Director, Student Success.

8. ONGOING RECIPIENT ELIGIBILITY CRITERIA

8.1 Academic progress:

The Recipient must maintain a minimum B minus average (minimum GPA 3.5) per semester, unless exceptional circumstances¹ prevail.

8.2 Unitec Enrolment:

The Recipient:

- Must continue to be enrolled full time (minimum of 60 credits) per semester in a Unitec certificate, diploma or degree level programme.
- Maintain 80% attendance in all classes

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.

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 Recipient must participate in the below U25 Mentor Programme requirements for the duration of the scholarship:
 - Attend the U25 Mentor Training.
 - Attend a minimum of two U25 events (ie. orientation, induction, U25 student focussed events) per semester
 - Complete all necessary mentoring reports on time and meet with the Team Leader – Scholarships, Mentoring & USC when requested
- 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 and approved by Tumu Tauwhirowhiro Maori & Exec Director-Student Success, Office of the Chief Executive in December 2018. 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 – Semester 1	2020 – Semester 2
New	14	12
Ongoing	0	14
Total semester	15	26
Semester Amounts	\$10,500	\$19,500

11. ROLES AND RESPONSIBILITIES

11.1 Owning Schools/Units: Student 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: Helena Finau
Title: Team Leader Mentoring, Scholarships & USC
Date:

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

Endorsed by: Monique Bell
Title: Student Support and Scholarships Manager
Date: 30/8/19

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