

GUIDELINES: Establishing a new scholarship, award, or prize at the University of Waikato



THE UNIVERSITY OF
WAIKATO
Te Whare Wānanga o Waikato

Purpose

The School of Graduate Research (Scholarships) and Development Office (Foundation) are often approached by potential donors, organisations and members of the University community (hereafter collectively 'Party/Parties') who wish to establish scholarships, awards, or prizes, or similar funding.

In an effort to manage expectations these guidelines have been established. These Guidelines outline the process and requirements, including best practice and who to contact in the first instance.

These Guidelines should be read in conjunction with the *Guidelines: Minimum value of privately funded scholarships, awards, and prizes*, and the *Scholarships Policy*.

CONTACTS: WHO YOU SHOULD CONTACT FOR ASSISTANCE

Scholarships, Awards, and Prizes

School of Graduate Research - scholarships@waikato.ac.nz

The School of Graduate Research administers scholarships, awards and prizes on behalf of the Scholarships Committee. These are defined as:

- *Scholarships* are contestable and are provided to students who are academically meritorious, or who have the potential to become so.
- *Awards* are contestable and are provided to students with desirable personal qualities and/or to assist targeted groups.
- *Prizes* are by nomination and are generally awarded to students achieving the highest mark in a particular course/programme.
- *Bursaries* are not dependent on academic merit nor any specific criteria, but instead on affordability of study. They are normally only provided to international students as a fee discount to offset international fees.

OUTSIDE THE SCOPE OF THESE GUIDELINES

Internships

Relevant Division/Faculty/School/Unit - info@waikato.ac.nz

In some cases, Parties are interested in providing funding to support specific initiatives and participation in a certain programme of study. Which unit will administer these is dependent on the discipline/topic.

- *Internships* are positions where a student or trainee works in an organisation, sometimes without pay, in order to gain work experience or satisfy requirements for a qualification. These can be offered as part of a scholarship but are at the expense of the external funder.

Study Awards funded from research funding

Research and Enterprise Waikato - research@waikato.ac.nz

Research funding can provide funding to support students in connection with a research project. This funding is classified as a *Study Award* and is not dependent on academic merit but is related to the research project, the suitability of a particular student and their ability to contribute to the research project. Study Awards are administered through Research & Enterprise Waikato.

PROCESS: HOW A SCHOLARSHIP, AWARD OR PRIZE COMES TO BE

Read the remainder of this document, and any associated documents, to determine what criteria need to be met.

1. Complete and return the document named 'Questions for Setting up a New Scholarship'; the latest version of this document can be requested from scholarships@waikato.ac.nz.
2. Draft regulations will be prepared based on the responses to those questions, and any additional requirements of the University, including administrative expectations.
3. Once agreed with the Party, the draft regulations will proceed to the Scholarships Committee for final approval. This process can take up to four weeks. Changes may be required at this stage, and the Party will be consulted.
4. Once approved the regulations will form part of an Agreement for funding. Depending on the source of the funding, this Agreement may be provided by the Development Office (development@waikato.ac.nz) or School of Graduate Research (scholarships@waikato.ac.nz). The Agreement must be signed prior to advertising.
5. Advertising will take place via the Scholarships Website.
6. Invoicing of the Party will be as soon as practicable after signing of the Agreement, and then annually for the term of the Agreement.

CONDITIONS: THE RULES THAT GOVERN SCHOLARSHIPS, AWARDS, AND PRIZES

To be considered a scholarship, award or prize the following must be true:

- Must be exempt income under the [Income Tax Act 2007](#) and associated [Interpretation Statement: IS 15/01 \(Income Tax – Tax Exempt Scholarships and Bursaries – section CW 36\)](#).
- Must demonstrate a robust application/nomination and assessment process.
- Must align strategically with the values and purpose of the University of Waikato.
- A merit scholarship, award or prize comprises financial aid given to a student as a result of high academic achievement exceeding that of their fellow cohort.
- A needs award comprises financial aid given to a student who would otherwise be significantly disadvantaged in accessing education.

Employment

- The terms of a scholarship, award or prize must not tie the recipient(s) to work for the Party, now or in the future. However, employment may be made available as an option for the recipient to accept outside the terms of the grant.
- A scholarship, award or prize may not be offered for anything that pertains to work or paid work, as scholarships, awards and prizes are expected to be tax-exempt.

Selection Panels

- All scholarship selection panels must have at least one member of the University's Scholarship Committee in the role of Chair, who will ensure that the regulations are adhered to and that the *Agreement: Guidelines and Expectations for Members of a Scholarship Selection Panel* are understood and followed.
- Where the Scholarship is funded by an external party, the funder may choose (or not) to be included on the Selection Panel.
- Selection panels are normally no more than five people.

FURTHER CONSIDERATIONS

Availability of Funding

- It is expected that new scholarships, awards and prizes are funded from external Parties and/or a Division/Faculty/School/Unit budget.
- There must be sufficient funds to meet the expected minimum value (see *Guidelines: minimum value of privately funded scholarships, awards, and prizes*).
- Generally there is no provision for co-funding of scholarships by the University. However, in some cases (e.g., strategic relevance), consideration may be requested.

What is supported by the University?

- The University will only administer scholarships awards for study at, or to continue studying at, the University of Waikato. In some cases, the University will support current students to study abroad.
- Admission to postgraduate level study (i.e., master and doctoral study) has minimum academic requirements, and this should be acknowledged in regulations.
- The University supports scholarship, awards, and prizes for students of merit from under-represented groups.
- Parties often wish to provide scholarships, awards, and prizes for students from designated groups. In such cases, it is important to note that the University is governed by the Education Act, its own statements of mission and goals, Inland Revenue and the general law (e.g., Human Rights Act 1993).
- If a scholarship, award, or prize is declined by the University due to not meeting requirements set out in the preceding point, where the Party is external to the University they may choose to create an external offering; this will not be promoted or endorsed in any way by the University.
- Interviews of applicants are administratively expensive and will only be included as part of the selection process where the scholarship or award value is at least equivalent to current tuition fees. The current values are available from the [domestic tuition fees website](#).

Nature of a scholarship, award or prize

- Scholarships and awards may be:
 - Full support for a recipient that is at least equivalent to those currently provided for by the University (e.g., [stipend and fees for doctoral study](#); [accommodation credit](#) for first year undergraduate study);
 - Supplementary support as a means of attracting high calibre students to a particular research area (e.g., cash or fees credit).
- Prizes must be cash.

Advertising/Publicity and uptake

- The cost of external advertising is to be borne by the Party. The School of Graduate Research will promote the funds using the Scholarships website, and other internal avenues.
- Where scholarships, awards or prizes require external advertising, advertisements should link to the approved regulations and submission link on the University website.
- Parties are often disappointed by low application rates (most often brought about by overly-specific eligibility criteria). Parties are encouraged to keep the eligibility criteria as broad as possible to maximize the number of potential candidates.
- To ensure that the scholarship is desirable it should be at least on par with the other similar scholarships offered through the University.
- Whether a scholarship, award, or prize may be held concurrently with others is considered on a case-by-case basis.