

## Aboriginal & Torres Strait Islander Staff Scholarship Selection and Administration Guidelines

### 1. Purpose

These guidelines underpin the allocation of Federation University Australia Foundation Scholarships, which are intended to enhance a staff members chances of succeeding at Federation University by awarding scholarships.

### 2. Scholarships available

Available for a Federation University Indigenous staff member, General / Administration staff, Aboriginal Education Centre specific staff, or TAFE teaching staff member undertaking Higher Education undergraduate or postgraduate level studies, excluding PhD at a Federation University campus or online.

### 3. Eligibility Requirements

#### 3.1 Basic Eligibility Requirements

To meet the basic eligibility requirements for this scholarship, staff will need to be:

- a) enrolled as a Higher Education Undergraduate (including honours) or Postgraduate, excluding PhD level studies student;
- b) undertaking studies in Higher Education at Federation University for the full academic year at a Federation University campus;
- c) able to demonstrate commitment to study.

#### 3.2 General Circumstances

Please note, a scholarship application does not guarantee a place in the course of your choice.

The scholarship holder is required to commence study no later than 1 March in the year in which the scholarship commences.

### 4. Applications, Assessment and Selections

- 4.1 Applicants who do not complete the application and provide two written references by the due date will be ineligible.
- 4.2 The selection process will be administered by the Federation University Australia Foundation with input from staff from Federation University. Finance Department is responsible for payment to successful applicants.

### 5. Scholarship Payments

If successful in being awarded a Federation University Australia Foundation Scholarship, staff will receive the scholarship payment for one year only, provided they continue to meet the ongoing eligibility requirements.

## 5 Conditions

- 5.1 A staff member must formally accept the scholarship offer in order to receive any payment, and in doing so, accepts the conditions of the scholarship.
- 5.2 It is the responsibility of the staff member to maintain current contact details, including email, in the Federation University Student Administration System ([mysc.federation.edu.au](http://mysc.federation.edu.au)). If a staff member cannot be contacted by mail, email or telephone for the purpose of assessing ongoing eligibility, and as a result their eligibility cannot be determined in the allowed timeframe, their scholarship will be terminated.
- 5.3 Staff members awarded a Federation University Australia Foundation Scholarship are not permitted to suspend their scholarship if they take leave from studies or defer their course.
- 5.4 Termination of a Federation University Australia Foundation Scholarship will occur:
  - a) if a staff member ceases to meet the eligibility criteria; or
  - b) if Federation University determines that the staff member:
    - i) has failed to maintain satisfactory academic progress and there are no extenuating circumstances for such failure; or
    - ii) has committed serious misconduct during a course of study whilst attending Federation University including, but not limited to, the provision of false or misleading information.

## 6 Review / Appeal

Staff members with a grievance about the selection process should, in the first instance, direct their concerns to the Foundation Office. If the matter remains unresolved, the staff member can access the University's Student Grievance Policy, which is available on the University's website [\*\*http://policy.federation.edu.au/university/student\\_grievance/ch1.pdf\*\*](http://policy.federation.edu.au/university/student_grievance/ch1.pdf)

## 7 Donors

The Federation University Australia Foundation acknowledges with gratitude funds donated to the Foundation to support Foundation scholarships, and warmly thanks corporate donors and individual donors and their families for their generosity.

Successful recipients of a Foundation scholarship are expected to attend a Foundation event with our donors to receive a scholarship certificate in May, and provide feedback to donors prior to the census date in August on what it has meant to receive the scholarship.