

UNIVERSITY OF MELBOURNE

Coursework Scholarships and Awards Committee

A committee of the Academic Board

Composition and Terms of Reference

1. Membership

Members serve a term of office of two years, commencing on 1 July in the year of appointment. Members may serve for more than one term to ensure a continuity of expertise of new and continuing members.

President of Academic Board or nominee

Two elected non-Board members.

Four elected Academic Board members

Academic Registrar (or nominee)

A Faculty Manager nominated by the Academic Registrar

A Graduate School Manager nominated by the Academic Registrar (in this case the management school will be one with faculty status)

Manager, Undergraduate and Graduate Coursework Scholarships

Up to two additional members nominated for a term of up to two years by the President of the Academic Board having regard to gender balance and disciplinary expertise of the membership.

2. Chairperson

Academic Board must appoint a person to chair the Committee for a period of up to two years. A person so appointed will be eligible for re-appointment. Academic Board must also appoint a Deputy Chairperson, in consultation with the Chairperson.

3. Quorum

A quorum for the committee is 30% of the current membership. There must be at least two academic staff members present at a meeting.

4. Terms of Reference

- 4.1 To advise and make recommendations to the Academic Board on any matters of policy relating to coursework scholarships, awards and prizes.
- 4.2 To make recommendations on proposals for student awards for undergraduate and postgraduate coursework courses.
- 4.3 To conduct the selection of applicants for coursework scholarships on behalf of the Selection Procedures Committee in accordance with the policies of the Academic Board.
- 4.4 To have oversight of coursework scholarship nominations from Faculty Scholarship Selection Committees.
- 4.5 To establish guidelines within which routine applications from recipients of undergraduate and graduate coursework scholarships for variations to their scholarship status can be administered by the Scholarships Office.

- 4.6 To review the academic progress of recipients of undergraduate and graduate coursework scholarships and make recommendations as appropriate to the President of the Academic Board.
- 4.7 The Chair of the Committee or, in their absence, the Deputy Chair of the Committee, is authorised to approve on behalf of the Committee offers to applicants for coursework scholarships and awards, referring to the Committee those cases that create precedents or that do not clearly meet current guidelines.
- 4.8 The Chair of the Committee or, in their absence, the Deputy Chair of the Committee, is authorised to act on behalf of the Committee where an urgent matter relating to the award of an individual coursework scholarship is referred to the Chair by the Scholarships Office or the Secretary of the Committee.
- 4.9 The Committee shall make recommendations to the Board on proposals for student awards for undergraduate and postgraduate courses
- 4.10 All decisions of the Chair or Deputy Chair must be reported to the Committee.

5. Reporting

The Coursework Scholarships and Awards Committee will report to Academic Board after each meeting including. The report will include the principles applied in the award of undergraduate and coursework scholarships and decisions of the committee which, where appropriate, will also be reported to Senior Executive committee. The report will include recommendations on proposed new student awards and changes to existing student awards.

6. Appeals

Applicants may appeal a decision of the committee in regard to selection for a scholarship under the University's [Grievance Policy](#).

7. Secretariat

The Academic Secretary, or nominee, will provide secretariat support to the committee.