
Setting up a Postgraduate Scholarship Guidelines

Research Policy Group

1. Purpose

The purpose of this document is to provide guidance to staff prior to setting up a new postgraduate scholarship regarding the nature of postgraduate scholarship support at Victoria University of Wellington (the “University”).

2. Organisational Scope

These are University-wide guidelines.

3. Definitions

For purposes of these guidelines, unless otherwise stated, the following definitions shall apply:

Postgraduate Scholarship: A grant consisting of a stipend and/ or tuition fees awarded to a postgraduate student on merit to support postgraduate research in areas of either established or emerging importance to the University.

Research Trust Victoria (RTV): The Research Trust of Victoria University of Wellington (RTV) is a charitable trust established in 2006 to manage funds acquired for and committed to research and scholarship at Victoria University.

4. Availability of Funding

Prior to setting up a new scholarship the School budget or RTV grant should be checked to determine that there are sufficient funds in the account to support the level of stipend for full period of the scholarship. Staff should bear in mind that the Scholarships Committee considers that the tenure and stipend of full postgraduate scholarships should not be less than that currently provided for the Victoria University Postgraduate Scholarships. Although there are no administrative costs associated with the management of scholarships at the University, the value of any University award must reflect that transactional costs are incurred in the administration of prizes and scholarships and that these costs must not outweigh the value of the scholarship.

5. Nature of the Scholarship

Scholarships may be established in three categories:

- (i) full scholarship support for a student not less than that currently provided for the Victoria University Postgraduate Scholarships;
- (ii) support that is supplementary to a Victoria University Postgraduate Scholarship or another award as a means of attracting high calibre students to a particular research area. In line with Victoria Post Graduate Scholarship regulations this would normally be not greater than one third of the total value of the Victoria University Postgraduate

Scholarship held. Note that it is not possible for a student to hold two major scholarships simultaneously. Eligibility to hold two awards should be verified with the Scholarships Manager prior to offer.

- (iii) an award to provide continuity of funding for a student for a limited period following the expiry of a Victoria postgraduate scholarship.

6. Eligibility and Minimum Academic Standards

Recipients must have enrolled full-time, or be eligible to enroll full-time, in a postgraduate degree by thesis at Victoria University. Where there is more than one applicant, scholarships should be awarded on academic merit. Scholarships will not be paid unless a student is enrolled at Victoria University and has been accepted into the programme of study.

7. Advertising/Publicity

The cost of any external advertising is to be borne by the School or funder. The Scholarships Office will undertake internal promotion, including promotion on the Scholarships website, notice boards, Vic News and the postgraduate and general student websites. Where scholarships require advertising, advertisements should contain the following information:

- (i) qualifications and experience required; including any special requirements;
- (ii) brief details of the research project;
- (iii) the conditions of scholarship based on the regulations for Victoria Postgraduate Scholarships, the stipend to be paid and any additional allowances provided, such as conference travel or costs towards thesis production;
- (iv) information on obtaining application forms;
- (v) a statement that applicants are required to submit their applications directly to the Scholarships Office, Office of Research;
- (vi) the name of the contact person; and
- (vii) the closing date.

8. Application Forms and Scholarship Regulations

Application forms and scholarship regulations will be based on those used for application for a Victoria Postgraduate Scholarship and must include eligibility criteria, selection criteria and be accompanied where appropriate by instructions for their completion and submission. A Scholarship application form and regulations will be prepared and made available by the Manager, Scholarships Office, for Schools. Any changes should be confirmed by the Scholarships Manager.

Applicants other than those who have completed all of their study at Victoria University must include a certified copy of their academic transcripts from other institutions attached to the application form and provide at least one referees statements provided on the template available from the Scholarships Website.

9. Selection Process

The School in which the applicant intends to enrol may undertake the selection, provided there is consultation with the Scholarships Committee or a member of this committee is present on the selection panel. When an external funding body is involved, selection may also be made in consultation with the funding body.

10. Notification of Applicants

- (a) Where a School / Faculty has undertaken advertising, and made the selection for a scholarship, the School/Faculty must notify the Scholarships Office of the outcome and provide copies of any letters of offer made. A copy of the Victoria Postgraduate Scholarship Contract obtainable from the Scholarships Office must be included with the letter of offer and returned to the Scholarships Office when signed by all parties. The School/Faculty must ensure that letters are also written to unsuccessful applicants.
- (b) The candidate will be expected to reply in writing accepting the scholarship. The Scholarships Office must be advised of the intended starting date. Letters should include the name(s) of the successful applicant or applicants and the following details:
 - (i) the name of the scholarship;
 - (ii) the programme for which the scholarship has been allocated;
 - (iii) the timeline for acceptance;
 - (iv) the value of the scholarship, the tenure and the commencement date (if applicable);
 - (v) a payment schedule; and
 - (vi) additional conditions not contained in the general regulations.
- (c) If the selection process has been run through the Scholarships Office, letters to both successful and unsuccessful applicants will be issued by the Scholarships Office and include the above information. The original letter will be sent to the student and a copy sent to the Supervisor or Head of School. Deferrals must be applied for in writing to the Scholarships Manager.
- (d) Scholarships cannot be approved unless a candidate has applied for, and has been accepted into the appropriate postgraduate degree programme. It is the responsibility of School/Faculty to ensure that the candidate(s) selected will be accepted into the degree programme specified.

11. Terms and Conditions

- (a) The proposed level of study of the recipient of a postgraduate research scholarship should be at the Masters by thesis or Doctoral level. Recipients of these scholarships are bound by the same regulations as the recipients of Victoria Postgraduate Scholarships.
- (b) Recipients and their primary supervisor and Head of School will be required to sign a Victoria University Scholarship Contract.
- (c) If the recipient applies for a suspension of study at any time during the tenure of the scholarship the Scholarships Office must be informed and the scholarship formally suspended.
- (d) Scholarship recipients are required to submit a copy of the six monthly report to the Scholarships Manager and advise the Office of any other scholarship support they are currently holding.
- (e) In the case of a full scholarship, it is expected that the level of funding will be sufficient to support the student during the duration of their degree (or the balance thereof for enrolled students). This is up to one year for a Masters by thesis student and up to three years for a Doctoral student.

12. Payment of the Scholarship

- (a) The staff holding the grant must complete and sign a new scholarship payment form and submit this to the Scholarships Manager before funds can be accessed to pay the scholarship.
- (b) The Scholarships Office will advise appropriate payment schedules and must be involved when these are discussed with the recipient of any scholarship administered by the office.

- (c) Payment will not commence unless the student has been accepted into the programme of study, is enrolled and all documents, including computer generated bank details, have been received by the Scholarships Office.
- (d) In the event that funding for a particular scholarship by an external agency is withdrawn, for any reason, the University shall not be liable for the provision of alternative scholarship support.

13. Recipient responsibilities

- (a) Recipients must complete a Victoria University Postgraduate Scholarship Contract unless an alternative contract is required by an external funding body.
- (b) Continuation of a scholarship is subject to satisfactory academic progress as determined by the six monthly progress report from the student and the supervisor submitted to the Scholarships Office.
- (c) Where it has been determined that a scholarship should be suspended, or terminated, due to unsatisfactory academic progress, the candidate shall have the right of appeal.

14. Taxation

- (a) Scholarship stipends are exempt from taxation unless:
 - (i) it is a condition of the scholarship that a candidate is required to undertake activities that may be considered to be of service to the provider, then the student is rendering a service by agreeing to undertake those activities and stipend payments may be taxed;
 - (ii) on completion of the degree for which the scholarship is awarded a candidate is required to become an employee of the funding body; or
 - (iii) the scholarship is not provided principally for educational purposes.
- (b) Tuition fees and expenses are eligible for GST.
- (c) Scholarship payments are considered income in relation to any benefit payments received by the recipient and pay therefore affects the eligibility for a benefit or the level of benefit payments received.

15. Intellectual Property

It is the responsibility of the student, supervisors and Heads of School to refer to the University's policy on Intellectual Property available online at <http://policy.vuw.ac>.

16. References

Previous version: [Setting up a Postgraduate Scholarship Guidelines](#)

17. Appendices

None

18. Approval Agency

Provost

19. Approval Dates

These guidelines were originally approved on:	15 May 2006
This version was approved on:	30 March 2010
This version takes effect from:	30 March 2010
These guidelines will be reviewed by:	30 March 2012

20. Contact Person

The following person may be approached on a routine basis in relation to these guidelines:

Scholarships Manager

Victoria University of Wellington

Ext 7493