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## Scholarships Policy - Externally Funded

### Research Policy

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#### 1 Purpose

The purpose of this Policy is to establish a consistent and equitable approach to awarding scholarships, and to provide guidance for University staff and students to ensure that the allocation of scholarships follows best practice and supports achievement of the University's goals.

#### 2 Organisational Scope

This is a University-wide policy.

#### 3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

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| External Funding:  | Funding originating from an external party managed through the Research Trust of Victoria University of Wellington, the Victoria University of Wellington Foundation or Victoria University of Wellington, provided to support research and teaching at Victoria University of Wellington ('the University'). |
| Research Trust of Victoria University of Wellington (RTV): | The charitable trust established to manage external research funding.   |
| Scholarship:   | A grant or award given to a student for study.  |
| Victoria University of Wellington Foundation               | The charitable trust established to manage private donations to the University.   |
| Victoria Trust Fund:                                       | The charitable trust established prior to the Victoria University of Wellington Foundation. This trust is managed by Victoria University's central Finance office.  |

#### 4 Policy

##### 4.1 Coverage

This Policy covers scholarships derived from external sources and managed through one of the following:

- Research Trust of Victoria University of Wellington;
- Victoria University of Wellington Foundation;

- Victoria Trust Fund;

and scholarships funded directly by an external source to the University.

#### **4.2 Regulations and Administration**

All scholarships are administered centrally and awarded by the relevant committees or panels specified under the regulations. Postgraduate research scholarship holders must sign a Victoria Research Degrees Scholarship Contract (see Appendix A).

Any regulations governing external scholarships will be agreed in writing between the funder and the University prior to advertising the scholarship.

Recipients must adhere to the relevant regulations including any reporting requirements.

Where applicable, the Scholarships Office will ensure that scholarship opportunities and relevant selection criteria are publicised widely. Results of the selection processes will be publicly notified.

##### **4.2.1 Scholarship Monitoring**

The performance of scholarship recipients will be monitored against relevant scholarship agreements. In cases of inadequate progress, scholarship payments may be suspended or terminated.

#### **4.3 Contractual Agreements**

Any externally funded scholarship contract will be signed by the relevant Trust Manager, their delegate or the Scholarships Office on behalf of the University. Academic staff are encouraged to seek external scholarship funding but may not commit the University to any contractual agreement.

Externally funded scholarships must be clearly differentiated from contracts for research and that difference must be recognised in the signed agreement. Students who are in receipt of scholarships are first governed by the Statutes pertaining to their degree.

#### **4.4 Reporting and Stewardship**

Progress reporting from students and/or supervisors to external funders will be agreed prior to the start of any scholarship. The Scholarships Office will be responsible for ensuring reporting is received by students and/or supervisors consistent with or as required by the agreed timeframes.

Where issues are identified the relevant trust will be notified as well as the Office of the Vice - Provost (Research) if necessary.

Where scholarship recipients are working offsite on research projects it is the responsibility of the supervisor and the relevant School to ensure pastoral care of the student.

#### **4.5 Student Agreements and Intellectual Property**

Externally funded PhD scholarships may require a Student Agreement to be signed between the student and the funding body. These must include consideration of any potential intellectual property that may arise from the research being undertaken.

#### **4.6 Financial Considerations**

- (a) All funding for Scholarships and Prizes must be made to one of the relevant bodies noted in 4.1.

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- (b) The funding level of any new Scholarship or Prize should reflect the minimum scholarship amounts set by the Scholarships Office.
  - (c) Scholarship regulations will clearly state what the scholarship offer covers which may include: stipend, tuition fees, insurance, student levies and research-related costs.
  - (d) Tuition Fee Scholarships and Tuition Waiver Scholarships will be paid directly into students' fees accounts on confirmation of enrolment. Tuition fees and tuition-related expenses are GST inclusive.
  - (e) It is the responsibility of the recipient to ensure income is declared in accordance with New Zealand law and government regulations.

#### **4.7 Recording of Scholarship Recipient Information**

Awarded scholarships will be recorded on academic transcripts.

### **5 Legislative Compliance**

There is no specific legislation directing this policy.

### **6 References**

[Scholarships Policy – Internally Funded](#)

[PhD Policy](#)

[Master's Policy](#)

Previous Version: [Scholarships Policy – Externally Funded](#)

### **7 Appendices**

[Appendix A: Postgraduate Research Scholarships Contract](#)

### **8 Approval Agency**

Vice-Chancellor

### **9 Approval Dates**

This policy was originally approved on: 18 July 2013

This version was approved on: 18 July 2013

This version takes effect from: 18 July 2013

This policy will be reviewed by: 18 July 2016

### **10 Policy Sponsor**

Provost

### **11 Contact Person**

The following person may be approached on a routine basis in relation to this policy:

Manager: Scholarships and PhD Admissions

Ext: 7493