
Scholarships Policy – Internally Funded

1. Purpose

The purpose of this Policy is to establish a consistent and equitable approach to awarding scholarships, and to provide guidance for Te Herenga Waka—Victoria University of Wellington (the University) staff and students to ensure that the allocation of scholarships follows best practice and supports achievement of the University’s goals.

2. Application of Policy

This Policy applies to Staff Members and Students.

Policy Content

3. Coverage

- 3.1 This Policy only covers scholarships funded from the University’s budget at all levels of study. Externally funded scholarships are covered in a separate policy.

4. Regulations

- 4.1 Regulations governing all internally funded scholarships will be publicly available.

5. Scholarship Conditions

- 5.1 Recipients may hold only one internally funded scholarship at any one time to support a programme of study or research except when provided for in the regulations governing the specific regulation. Changes to regulations and funding levels will not affect current scholarship holders unless agreed by the relevant Committee.
- 5.2 Recipients must:
- (a) adhere to the relevant regulations; and
 - (b) reside in Wellington and attend the University during the tenure of the scholarship, except when their study or research requires a period of absence, and that absence is approved by the University.
- 5.3 Doctoral students who commence their study offshore may receive partial scholarship payments at the discretion of the University’s Research Scholarships Committee.

6. Administration

- 6.1 All scholarships are administered centrally and awarded by the relevant committees of panels specified under the regulations.
- 6.2 The Scholarships Office will ensure scholarship opportunities and relevant criteria are publicised widely
- 6.3 Results of the selection process will be publicly notified.

7. Scholarship Monitoring

- 7.1 Scholarship recipients will be monitored against relevant scholarship agreements. Postgraduate research scholarship holders must sign a [Wellington Research Degrees Scholarship Contract](#). In cases of inadequate progress, scholarship payments may be suspended or terminated.

8. Financial Considerations

- 8.1 Tuition Fee Scholarships and Tuition Waiver Scholarships will be paid directly into students' fees accounts on confirmation of enrolment. Tuition fees and tuition fee related expenses are GST inclusive.
- 8.2 It is the responsibility of the recipient to ensure income is declared in accordance with the New Zealand law and government regulations.

9. Recording of Scholarship Recipient Information

- 8.1 Awarded scholarships will be recorded on academic transcripts.

10. Definitions

In this Policy, unless the context otherwise requires:

Research Scholarships Committee means the Committee responsible for the allocation of all internal postgraduate scholarship funding.

Scholarship means a grant or award given to a student for study.

School Leaver Scholarships Committee means the Committee responsible for the award of internally funded school leaver scholarship.

Related Documents and Information**11. Related Documents**

[Doctoral Regulations for PhD and other Doctorates with Theses](#)
[Master's Thesis Regulations](#)
[Scholarships Policy – Externally Funded](#)

12. Document Management and Control

Approver	Vice-Chancellor
Approval Date	18 July 2013
Effective Date	18 July 2013
Last Modified	4 November 2021
Review Date	4 November 2024
Sponsor	Provost
Policy Owner	Vice-Provost (Research)
Policy Contact	Manager Scholarships & PhD Admissions (ext. 7493)