
Scholarships Policy - Internally Funded

Research Policy

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:

School Leaver Scholarships Committee:	The Committee responsible for the award of internally funded school leaver scholarships.
Research Scholarships Committee:	The Committee responsible for the allocation of all internal post-graduate scholarship funding.
Scholarship:	A grant or award given to a student for study.

4 Policy

4.1 Coverage

This Policy covers Victoria University of Wellington ('the University') scholarships funded from the University's budget at all levels of study. The Scholarships Policy - Externally Funded covers externally funded scholarships.

4.2 Regulations

Regulations governing all internally funded scholarships will be publicly available.

4.3 Scholarship Conditions

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 scholarship. Changes to regulations and funding levels will not affect current scholarship holders unless agreed by the relevant Committee.

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.

4.4 Administration

All scholarships are administered centrally and awarded by the relevant committees or panels specified under the regulations.

The Scholarships Office will ensure scholarship opportunities and relevant criteria are publicised widely. Results of the selection process will be publicly notified.

4.5 Scholarship Monitoring

Scholarship recipients will be monitored against relevant scholarship agreements. Postgraduate research scholarship holders must sign a Victoria Research Degrees Scholarship Contract (see Appendix A). In cases of inadequate progress, scholarship payments may be suspended or terminated.

4.6 Financial Considerations

- (a) 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.
- (b) 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 – Externally Funded](#)

[PhD Policy](#)

[Master's Policy](#)

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

7 Appendices

[Appendix A: Victoria University Postgraduate Research Scholarship 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