

TERMS OF REFERENCE

UNIVERSITY SCHOLARSHIPS COMMITTEE (USC)

Approving Authority: The Senate
Date Approved: 7 July 2020 – Meeting 2 of 2020
Review Date: July 2023

1. Overview

The USC is a committee of the Academic Programmes Committee (APC) and exercise the following Senate power:

Statute s29. Powers of Senate

The Senate shall, subject to the Charter and these Statutes, in addition to all other powers vested in it, have the following powers, duties and functions:

(f) *To determine the terms and conditions of awards, scholarships, prizes and other forms of recognition governing academic matters.*

2. Objective

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3. Membership

Deputy Vice-Chancellor (Education), Chair
Deputy Vice-Chancellor (RI&I) or nominee
Deans or nominees
Director PaCE-SD or nominee
Executive Director, SPAC or nominee
Executive Director, Pacific TAFE or nominee
University Scholarship Officer
Student Representative appointed by USPSA Federal

In Attendance

Executive Director Finance or nominee
Group Manager, Student Administrative Services or nominee
Executive Officer, DVC (Education)

4. Duties and Responsibilities

(a) To develop, and maintain and regularly review a database of ALL scholarships administered by or given by the University. The database excludes scholarships administered and provided by Governments and other providers for which The University will provide a report on student academic performance at least twice a year to the provider.

- (b) To oversee the administration of all scholarships under the terms of agreement with the agencies which provide the funds for the scholarship.
- (c) To identify and recommend to the University the names of local, regional and international businesses, companies and philanthropic organizations that might be approached for scholarships. In consultation with Faculties and the Research Office to support SPAC Office in identifying potential sponsors for new scholarships with development partners.
- (d) To investigate and implement investment options that will ensure the continuance of current and new scholarships.
- (e) To consider and select candidates for all scholarship award administered or given by the University through open competition. Receive reports from other University scholarships administered by other Faculties or Sections. To advertise widely within the University community on the availability of scholarships, and then consider and select candidates.
- (f) To review the appropriateness and viability of scholarship agreements provided or administered by The University.
- (g) In consultation with Faculties and the Research Office, to recommend to the Senate areas of needed Scholarships which support the strategic aims of the University.
- (h) To produce an Annual report for Senate that includes:
 - Information regarding the continuation of scholarships;
 - suspended/discontinued/expired scholarships; scholarship students who had successfully completed their studies in the current semester; selection of new scholarship recipient process and results; and recommendations of the Scholarship Committee;
 - Benchmarks for the number of continuing Scholarship Students for each Scholarship; and the number of Scholarship positions on offer per semester;
 - A financial report of the scholarship funds.

5. Meetings and Secretarial

The Committee shall meet as least three times a year.

A quorum for all meetings shall be half the members of the Committee.

The Chair shall have a deliberative and casting vote.

The Committee shall report to the Senate.

Secretary: Council and Senate Secretariat

6. Confidentiality

Matters discussed at Senate or any of its Committees and matters discussed by Working Parties or Groups are normally not confidential, but if the papers regarding any matter are marked 'confidential' or if the Chair advises members that a particular matter is to be treated as confidential, the matter must not be divulged to any third party without the written approval of the Chair.

7. Conflict of Interest

Committee members, observers, and those in attendance, must declare any conflict of interest at the start of each meeting in relation to agenda items or before any discussion of any matter subsequently arising during the course of the meeting. Where members at Committee meetings are deemed to have a real or perceived conflict of interest, the Chair may require them to excuse themselves while the Committee deliberates on the matter.