GUIDELINES FOR THE ESTABLISHMENT OF NEW SCHOLARSHIPS, BURSARIES AND PRIZES

These guidelines are designed to assist those who are involved with the establishment of a new scholarship, bursary or prize at Massey University. Currently all scholarships and bursaries at Massey University are the responsibility of the Scholarships Office. Under the Scholarships Committee Terms of Reference, Council has delegated the power of approval of regulations for all scholarships, bursaries and other awards offered in the name of Massey University.

Scholarship, Bursary or Prize

- Scholarships are awarded only on academic achievement and usually have a minimum value of $1,000, tenable from one to three years.
- Bursaries are awarded on academic achievement and may take into account other criteria, such as financial hardship, sporting ability, community involvement, etc.
- Students normally apply for either a scholarship or bursary, which will generally have a closing date set at the beginning or end of the academic year. However, with some awards, students may be nominated.
- Prizes are automatically awarded at the end of the year to reward the top student in a particular subject or a series of subjects. They are generally of a lesser value than a scholarship or bursary and may be comprised of a cash award and/or a voucher for the purchase of books or equipment to a particular value.

Careful thought needs to be given by the sponsor as to where the award should be based, i.e. University-wide or on a particular campus, but as a general principle the University prefers awards to be across all campuses.

Reporting

All awards including scholarships and bursaries that involve direct input by University staff are included in the Scholarships Committee Annual Report and are publicised. Those awards for which there has been no direct University staff input are not included in the Annual Report.

Sources of Funding

The main types of funding are:

- Funding received from the Massey University Foundation:
  - The Foundation receives, invests and manages endowed gifts that are held to fund specific scholarships. Each year the Board of the Foundation approves the distribution of a portion of the income from these funds for the scholarships they are intended for.
  - The Foundation also receives some gifts for scholarships which are not endowed but are to be spent entirely over a set period of time. The Foundation also distributes these gifts in keeping with the donors’ wishes.

- Funding from Massey University
  - Massey managed Funds – These are funds held in Trust and invested by the University for the award of scholarships and bursaries.

- Sponsorship - When a scholarship has been sponsored - The University will invoice the Sponsor for the amount of the award once the recipient has been agreed upon and pay the recipient on behalf of the Sponsor.
- Payment of Sponsorship - Sponsors of scholarships are offered the option to pay the recipients directly, but the University remains involved with every other aspect of the award.

Regulations for Scholarships and Bursaries

Once it has been decided that an award is to be offered, the Scholarships Office will work with the sponsor/ Massey Foundation to draft regulations. The Scholarships Office can provide Guidelines for new scholarships and bursaries regulations. In order to do this the following information will need to be decided upon:

- Name of the Award - this may include the name of the sponsor, and/or the area of study the award is aimed at, i.e. postgraduate/undergraduate.
Eligibility - The following are a sample of options to be considered:
  - Full time/part time students
  - Specific subject, course or general field of study
  - Postgraduate/undergraduate and/or stage of study, i.e. first year, final year, etc.
  - Gender or ethnic background
  - Residential status

**Number, Tenure and Value of Awards**
This will depend on how much funding is available. However, there are a number of different options that may be considered:
  - One or more scholarships, each with a tenure of one year
  - One or more scholarships awarded annually, each with a tenure of two or more years
  - One scholarship awarded for two or more years.

**Selection Criteria**
For scholarships the only criterion is academic achievement. Other criteria may be taken into account when awarding bursaries, i.e. financial need, demonstrated leadership skills, other achievements.

**Selection Panel**
The selection panel usually comprises three or more members and may include the following persons:
  - The Chairperson of the Scholarships Committee, or their nominee
  - A representative from the sponsor (sponsors are not obliged to be involved in selection)
  - A representative from the academic staff of the appropriate area of study

**Closing Dates**
The closing date for applications varies. Sponsors need to allow 4 – 6 weeks after the applications close for the selection process, before successful applicants are notified.

**Adoption of the Award**
Once the sponsor accepts the regulations the University will formally approve these. The award can then be advertised and included in the list of the University's Scholarships and Awards on the web and on the Funding Information Services scholarships' database 'Breakout'.

**Advertising**
Awards may be advertised as follows:
  - Advertising as appropriate
  - In the list of Scholarships accessible from the Massey University home page on the world wide web
  - On notice boards throughout the University

Recipients of scholarships, bursaries and prizes have the award listed on their academic transcript.

**Administration**
Once the scholarship or bursary regulations are approved, the Scholarships Office assumes responsibility for administration.

For prizes, once they are accepted by the University, the appropriate College assumes responsibility. The University provides this service free of charge.

The above are guidelines only and may be subject to change. The Scholarships Office would welcome enquiries from potential sponsors.

**Address:** Scholarships Office (PN 713)
Massey University
Private Bag 11-222
Palmerston North 4442

**Telephone:** (06) 350-5799, extension 83580
**Fax:** (06) 350-5609
OUTLINE OF STANDARD REGULATIONS FOR NEW SCHOLARSHIPS AND BURSARIES

The following Guidelines should be used for drafting regulations for new scholarships and bursaries at Massey University:

**Purpose** - An introductory paragraph stating why the scholarship/bursary was established and by whom.

**Tenure and value** - eg awarded annually, value per year and where tenable (campus specific or university wide).

**Eligibility** - eg specific programme, subject, or year of study; restricted to NZ citizens or permanent residents; or other specified eligibility category.

**Criteria** - eg academic merit, hardship, leadership.

*Note difference between scholarship (academic merit only) and bursary (may take other things such as hardship, sporting, cultural or other specified achievements, etc, into account).*

**Responsibility for the Award**: The scholarship/bursary/ shall normally be awarded on the recommendation of a specified Selection Committee.

**Selection Committee** - List who is to be responsible for selecting successful applicants. The selection panel and/or the Donor has the right to refrain from making an award in the event of there being no suitable applicants of sufficient merit and their decision is final.

**Payment** - how the money is to be paid to the recipient, either in one or two payments and timing of payments (usually late April and August).

**Conditions of the award** - eg live in a particular area of New Zealand, taking account of other awards the candidate may hold to achieve a reasonable distribution of monies.

**Closing date** - eg, normally towards the end of the year (October/November) for tenure the following year, or late March/early April for tenure in the current year.

**Address** for obtaining applications and returning completed forms.

Regulations for Prizes need only have the introductory paragraph, the name and value of the prize, the criteria for making the award and the Prize Committee has the right to refrain from...
making an award in the event of there being no suitable applicants of sufficient merit. Their decision is final.