

CHARLES STURT
UNIVERSITY



CSU Honours Scholarships

Guidelines for 2010

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1 PREAMBLE

Charles Sturt University offers meritorious students the opportunity to further their study through an Honours degree. An Honours degree is an intense year that aims to enhance a student's independent thinking, communication skills and further specialization of students in their field of interest.

Having an Honours degree can be a big advantage in the competitive job market showing employers that you have higher level critical writing and research skills. It is also the main pathway towards research degrees at the Master or Doctorate levels.

Charles Sturt University (CSU) has approved the allocation of \$60,000 to be distributed as CSU Honours Scholarships in 2010.

2 DEFINITION

- 2.1 The CSU Honours Scholarship is a cash scholarship for students studying selected Honours based courses.
- 2.2 The CSU Honours Scholarship is available to part-time or full-time students studying by either distance education (external) or on campus (internal) mode.
- 2.3 The 2010 Census Date for Session 1, is 26 March and for Session 2, is 6 August.

3 POLICY

- 3.1 To receive a CSU Honours Scholarship a student must meet the eligibility criteria and complete the Application Form.
- 3.2 A CSU Honours Scholarship recipient taking an Approved Leave of Absence in any session will forfeit their payment for that session.
- 3.3 A CSU Honours Scholarship recipient should be aware that the Honours Scholarship is regarded as income by Centrelink and it is the responsibility of the recipient to seek independent advice with respect to any taxation or Centrelink implications resulting from receiving this Scholarship.

4 SCHOLARSHIP NUMBER, VALUE AND DURATION

- 4.1 In 2010 there are 60 CSU Honours Scholarships available.
- 4.2 For a full-time student in 2010 the CSU Honours Scholarship is valued at \$3,000 per annum. The Scholarship is paid in two (2) instalments of \$1500 per session, within 6 weeks of the session's HECS Census date.
- 4.3 For a part-time student in 2010 the CSU Honours Scholarship is valued at \$1,500 per annum. The Scholarship is paid in two (2) instalments of \$750 per session, within 6 weeks of the session's Census date.
- 4.4 Duration of the CSU Honours Scholarship for both full-time and part-time students is 1 year.

5 ELIGIBILITY CRITERIA

To be eligible for a CSU Honours Scholarship in 2010 a student must, by the Census Date in Session 1, 2010:

- 5.1 be enrolled in an Honours Commonwealth Supported (i.e. HECS or HECS-HELP) course at CSU; and

5.2 be enrolled as a part-time or full-time student; and

Note: A part-time student is one who is enrolled in one or two subjects per session, which equates to 8 or 16 subject points per session. A full time student is one who is enrolled to undertake an amount of study of at least three quarters (or 75%) of an equivalent full-time study load (EFTSL). At CSU this equates to being enrolled in three or more (8 point) subjects or 24 subject points or more, per session.

5.3 have maintained a Grade Point Average (GPA) of 5 or above in their undergraduate or honours course; and

5.4 be an Australian Citizen, Australian Permanent Resident or the holder of a Humanitarian Visa.

6 EXCEPTIONAL CIRCUMSTANCES FOR STUDYING PART TIME

6.1 In accordance with paragraphs 5.2 and 7.1 of these Guidelines CSU will take into account factors such as long term illness, disability and significant carer responsibilities in determining a student's inability to study full-time.

6.2 For the purpose of this programme, a carer is defined as a person of any age, who without being paid (excluding Centrelink), cares for another person who needs ongoing support because of a long-term medical condition, a mental illness, a disability, frailty or the need for palliative care. A carer may or may not be a family member and may or may not live with the person. Volunteers under the auspices of a voluntary organisation are not included. Honours Scholarship recipients may be in receipt of a Centrelink Carer Allowance or Carer Payment.

7 ONGOING ELIGIBILITY CRITERIA

To continue to be eligible for a CSU Honours Scholarship, the recipient must, by the census date in Session 1 and Session 2, continue to:

7.1 be enrolled as a part-time or full-time student;

Note: A part-time student is one who is enrolled in one or two subjects per session, which equates to 8 or 16 subject points per session. A full time student is one who is enrolled to undertake an amount of study of at least three quarters (or 75%) of an equivalent full-time study load (EFTSL). At CSU this equates to being enrolled in three or more (8 point) subjects or 24 subject points or more, per session.

7.2 where applicable, have maintained a Grade Point Average (GPA) of 5 or above in their Honours course;

7.3 complete an Ongoing Eligibility Form as instructed by the Scholarship Officer.

8 SCHOLARSHIP OFFER PROCESS

8.1 Application

8.1.1 To be selected for a CSU Honours Scholarship students are required to complete an application form.

8.2 Selection

8.2.1 Selection for CSU Honours Scholarships will be a competitive process based on information provided as part of the application form.

8.3 Notification

8.3.1 CSU will make CSU Honours Scholarship Offers in writing direct to the student.

8.3.2 If a student accepts their CSU Honours Scholarship, CSU will notify them via e-mail that the University has received their scholarship acceptance.

8.4 Scholarship Offer

- 8.4.1 A CSU Honours Scholarship offer is made on the condition that the student meets the CSU Honours Scholarship eligibility criteria as at the Census Date of session of scholarship offer.
- 8.4.2 The offer will include:
- a) CSU Honours Scholarship Acceptance Form; and
 - b) a request for bank account details required for payment as set out in paragraph 9.3 of these Guidelines; and
 - c) the terms and conditions of the scholarship as set out paragraph 14 of these Guidelines.
- 8.4.3 Following Census Date, CSU will run a final eligibility check.
- 8.4.4 If a student has been made a CSU Honours Scholarship offer, they have accepted it and are still eligible, payment will then proceed.
- 8.4.5 If a student has been made a CSU Honours Scholarship offer, they have accepted it but they do not meet the eligibility requirements the offer will be withdrawn and the scholarship will not be paid.
- 8.4.6 If a student has been made a CSU Honours Scholarship offer, but they have not accepted it, the offer will be withdrawn and the scholarship will not be paid.

9 PAYMENT

- 9.1 Recipients will be required to select their method of payment in accordance with paragraphs 9.2 and 9.3 of these guidelines.
- 9.2 Payments may occur via electronic funds transfer (EFT) payable at half the annual scholarship value in each of the 1st and 2nd Sessions.
- 9.3 Payments may occur via the scholarship amount being registered as a credit on the recipient's CSU Financial Account Balance at half the annual scholarship value in each of the 1st and 2nd Sessions.
- 9.4 CSU Honours Scholarship payments in 2010 will be made within 6 weeks after the Census Date in 1st and 2nd Sessions.
- 9.5 Recipients upon selecting their payment method via EFT will be required to provide banking details for scholarship payments to occur.

10 EXPENDITURE

- 10.1 It is the University's expectation that a CSU Honours Scholarship will be spent on general education costs associated with studying at CSU.

11 DEFERMENT / SUSPENSION

- 11.1 CSU Honours Scholarships cannot be deferred.
- 11.2 CSU Honours Scholarship recipients who defer their studies will have their scholarship withdrawn and the scholarship will not be paid.

12 SCHOLARSHIP TERMINATION

CSU will terminate a CSU Honours Scholarship:

- 12.1 if the student ceases to meet the eligibility criteria or ongoing eligibility as specified in paragraphs 5 or 7 of these Guidelines; or

- 12.2 if CSU determines that a student is guilty of serious academic misconduct; or
- 12.3 if CSU determines that the scholarship was awarded on the basis of false or falsified information.

13 PROVISION OF FALSE INFORMATION

If CSU knows or has reason to believe that a CSU Honours Scholarship recipient has provided false or misleading information to CSU in relation to a CSU Honours Scholarship, CSU will immediately:

- a) provide the student with an opportunity to explain; and
- b) re-assess the student's entitlement to a CSU Honours Scholarship.

14 TERMS AND CONDITIONS

- 14.1 Upon receipt of a CSU Honours Scholarship students agree to fulfil all requirements as set out in these Guidelines.
- 14.2 In the submission of a signed CSU Honours Scholarship Acceptance Form students consent to the University accessing the student's records for the purposes of assessing and administering the CSU Honours Scholarships.

15 PRIVACY

Personal and health information provided for the administration of CSU Honours Scholarships program is protected by the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW).

The information collected will only be used by authorised staff to assess eligibility and administer the CSU Honours Scholarships. The information collected may also be used for assessment purposes for other scholarships and equity programs where permission is given by the applicant. Students should be aware that they provide information of their own free will.

Personal and health information provided by the applicant will not be made available to any person within the University or any person or organisation outside the University for any other purpose without the applicant's consent, except where the University may be legally required to do so.

Applicant files will be held in a secure office or filing cabinet which is accessible only to authorised employees and will be kept for the appropriate legal time limit and then destroyed.

Students may access their personal and health information to ensure that it is accurate, relevant to the purpose for which it was collected, not misleading, incomplete or out-of-date. Students may also ask a Student Equity Officer to amend any of the information held about them or to add comments or explanations in relation to their information. To do any of these things students should contact one of the Student Equity Officers.

Students dissatisfied with the way a Student Equity Officer has handled their personal or health information may apply to have the matter reviewed by lodging a formal application with the CSU Ombudsman.

16 AMENDMENTS

Amendments may be made to these guidelines from time to time, by the CSU Honours Scholarship Management Committee.

17 VERSION CONTROL

| Date | Version | Author | Description / Amendments |
|-------------|----------------|-----------------|--|
| 02/10/09 | 1.1 | Vicki Pitcher | First version of guidelines for introduction of Honours Scholarships |
| 01/10/09 | 1.2 | Carol Colombera | Guidelines updated for 2010 and USM |

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|-----------------|-----------------------------------|-------------------------------|----------------|
| Approved | Deputy Vice-Chancellor (Academic) | Assigned review period | Yearly |
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