

SCHOLARSHIP POLICY AND PROCEDURE

Responsible Officer	Head of Pathways and Engagement
Approved by	Academic Board
Approved	28 August 2020
Commenced	25 September 2020
Review by	June 2023
Relevant Legislation	Australian Qualifications Framework (AQF) Education Services for Overseas Students (ESOS) Act 2000 and Regulations 2019 Higher Education Standard Framework (HESF) 2015 Higher Education Support Act (HESA) 2003 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) 2018 National Standards for Foundation Programs Tertiary Education Quality and Standards Agency (TEQSA) ACT 2011
Responsible Division	Pathways and Engagement

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1. Policy

1.1 Authority

The Australian Institute of Music Limited (AIM), known as ‘the Institute’, is governed by the Board of Directors (BoD) with academic authority delegated to the Academic Board (AB). The BoD and AB share joint responsibility for ensuring that all general and academic policies and procedures follow ‘best practice’ principles for Higher Education and other sectors of educational delivery, in compliance with relevant Australian legislation and current regulatory requirements.

1.2 Application

This policy and procedure applies to Quality Assured (QA) delivery of accredited AIM programs at the Sydney and Melbourne campuses. If applicable, this policy and procedure will also apply in future, wherever QA AIM programs are approved for delivery in Australia or overseas.

1.3 Purpose and Rationale

1.3.1 Purpose of the AIM Scholarship Policy

To provide a policy for offering student and staff scholarships at the Australian Institute of Music (AIM), including a rationale for provision for scholarships, identifying sources of funding, giving an outline of the intent and scope of each scholarship, and the procedure for implementation.

This policy and associated procedure will be applied at the discretion of the Institute to facilitate the granting of scholarships.

1.3.2 Rationale

AIM believes in the educational value for students and staff, of rewarding excellence and providing opportunity for social equity and professional development, both for the personal benefit of scholarship recipients and for the profile of the Institute as a whole. Scholarships are funding allocations that can be applied to a variety of purposes including full or part tuition fees, or cost of living support for accredited courses for a prescribed period.

AIM acknowledges that additional external competitive industry-linked scholarships may be offered to students via external agencies, for which AIM students may apply as the opportunities arise.

1.4 Principles

- AIM will offer a range of incentives and acknowledgments for education and professional development
- AIM will ensure fair and equitable policies and procedures are in place in determining the award of scholarships.
- AIM will determine the number and category of scholarships to be offered in advance of each study period within each academic year,
- AIM will ensure scholarships assist in meeting the priorities identified in the Strategic Plan approved by the BoD.
- AIM will ensure that scholarships granted for International students are given as a reduction

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against tuition fees at AIM

- Scholarships for domestic students may be given as a reduction against tuition fees at AIM or as a contribution towards living costs at AIM's discretion
- All scholarships that are granted to staff undertaking courses at AIM are given as a reduction against tuition fees
- At AIM's discretion, a funding allocation may be made for the full or part payment of costs incurred in professional development for staff
- Scholarships must be taken within the allocated time period or they will become invalid.
- Once all annual allocations are exhausted no more scholarships can be granted for implementation within that academic year.
- The total amount of approved funds for scholarships in any academic year cannot be exceeded without recommendation by the Chief Executive Officer to the BoD.

1.5 Scope and Benefit

Candidates for scholarships can include:

- Current and prospective students, both domestic and international, across all course offerings;
- Staff; and
- Alumni.

1.5.1 Benefit for the Institute:

Scholarships aim to:

- Support diversity in recruitment
- Contribute to meeting the institution's commitment to creative practice, leadership development, social justice and equity

1.5.2 Benefit for students:

- Support student access to, and progression within, AIM, and foster creative development.
- Support scholarship recipients to support AIM in promoting music and entertainment education in the Institute, the community, Australia and internationally

1.5.3 Benefit for Alumni:

- Tuition fee reduction for pursuing further study at AIM, for example, a postgraduate program
- Ongoing relationships with AIM

1.5.4 Benefit for Staff:

- Support AIM staff through a funding allocation towards fees for undertaking higher level qualifications, **delivered by AIM**, incurred in professional development.
- In exceptional circumstances, scholarships may be awarded against full or part tuition fees for staff for accredited and non-accredited courses offered by other institutions for a prescribed period.

In addition, AIM allocates funds each year for professional development to support, for example, conference and colloquia attendance costs and contributions to travel and accommodation, and applied research and material expenditure

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2. Procedure

2.1 Number and Categories of Scholarship

Each year AIM will determine the number, funds and categories against which scholarships are awarded. Availability and provision of scholarships may vary in number annually according to the Institute's capacity and focus, the level of demand and the quality of applications. The amount available for scholarships annually is ratified by the AIM Board of Directors.

Categories under which scholarships are available will normally include:

- National Excellence
- International Excellence
- Indigenous
- LGBTIQA
- Social Adversity and Access
- Student Ambassador
- Online Study Assist

Details of scholarships will be provided on the AIM external website <https://www.aim.edu.au/scholarships> and the internal SharePoint site, together with details of the application process.

See **Appendix A** for detailed information on Scholarship Categories

2.2. Advertisement of Scholarships:

- All scholarships will be advertised on the Institute's website along with the terms and conditions.

Normally this notification will cover:

- Name of the scholarship
- Criteria for selection
- Terms and conditions of the scholarship
- Eligibility criteria
- Selection process
- Application form and guidance
- Scholarships Panel
- Process of selection and approval

2.3 Ratification of scholarships:

- Internal scholarships: Scholarships will be managed and recommended by the Scholarships Panel and ratified by the Leadership Group.
- Any Industry and partner -linked external scholarships: will be administered by the Scholarships Panel and may include the relevant industry body or partner or their delegated entity.

2.4 Process for Staff Scholarships:

- Applications for scholarships are submitted initially to the relevant Head of Department for discussion and recommendation.
- The Head of Department will forward recommendations to the Head of People and Culture who will prioritise applications in line with the budget and strategic plan. Recommendations will be formally ratified by the Chief Executive Officer.
- Staff may nominate themselves or be nominated by their supervisor

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2.5 Terms and Conditions

Conditions for each scholarship will be published on the AIM's external website and the internal SharePoint site.

2.5.1 Requirements of recipients:

- Scholarships will be awarded for specified Study Periods. If a student fails to commence study in the first period against which the scholarship is awarded the scholarship will be rescinded and a new application will need to be made.
- At all times, the recipient must represent the Institute in a professional manner and abide by the Institute's Codes of Conduct and not engage in activities that might bring the Institute into disrepute
- Students must maintain an appropriate standard of academic performance. For Excellence Scholarships students must maintain a credit and distinction profile or higher and a GPA of not less than 5.5 and must pass all units they are taking each Study Period. For all other scholarships, students must maintain a GPA of 4.5 or above and pass all units they are taking each Study Period. The Exam Review Subcommittee and Academic Progression and Awards Committee will provide details of the performance of all students.
- Students who fail to maintain an appropriate standard of academic performance as detailed above will have their scholarship rescinded.
- Staff enrolled on AIM courses must pass all units for which they are registered. If a member of staff is registered for an accredited award with another provider, they must pass all units for which they are registered to maintain that support

2.5.2 Cessation and termination of Scholarships:

- AIM reserves the right to cease or terminate the scholarship if a recipient:
 - Is guilty of a serious misdemeanour,
 - Engages in wilful misconduct
 - Fails to meet academic requirements as specified in 2.5.1
 - Does not commence study in the first Study Period against which the Scholarship is awarded
- Tenure of any scholarship shall cease if a student or member of staff ceases to be enrolled on an AIM course or is no longer employed by AIM.

2.6 Confidentiality:

Personal information provided in a scholarship application will be treated as confidential by AIM staff.

2.7 Contextual Considerations

Nil

3. Accountabilities

3.1 Responsible Officer

- **Head of Pathways and Engagement:** owner and administrator of this policy working in consultation with the CEO and Leadership Group.

3.2 Contact Officer

- **Academic Administration Manager:** reviews students in breach of academic and/or Student Code of Conduct, Scholarship study periods and conditions
- **The Head of People and Culture:** reviews staff recipients of scholarships against AIM fees or registration on courses with external providers

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- **Head of Student Experience and Success:** via the Academic Progression and Awards Committee (APAC) reviews academic progress, performance
- **Head of Learning and Teaching:** monitors attendance and any class attendance breaches
- **Accounts Receivable:** ensures the accurate and efficient processing of invoices; notifies relevant members of the leadership team i.e. Dean of Academic Affairs, Chief Financial Officer, Head of Department if student is in breach of their scholarship
- **Chief Financial Officer:** is responsible for the implementation and reconciliation of the approved scholarships to the student’s Institute account as well as administering any cost of living scholarship payments

4. Supporting Information

4.1 Legislative Compliance

N/A

4.2 Supporting Documents

- *Scholarship Application Form*

4.3 Related Documents

- *Academic Progression and Intervention Policy and Procedure*
- *Assessment Policy and Procedures*
- *Student Code of Conduct*
- *Staff Code of Conduct*

4.4 Superseded Documents

- Nil

5. Definitions and Acronyms

TERM/ACRONYM	DEFINITION
AIM referred to as the 'Institute'	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
Academic	Learning, teaching, assessment and research related matters including (but not limited to) eligibility for entry to a program of study, course design and delivery, student participation and attainment, attrition, retention, progression, completion, grade distribution, curriculum content and awards in a course of study.

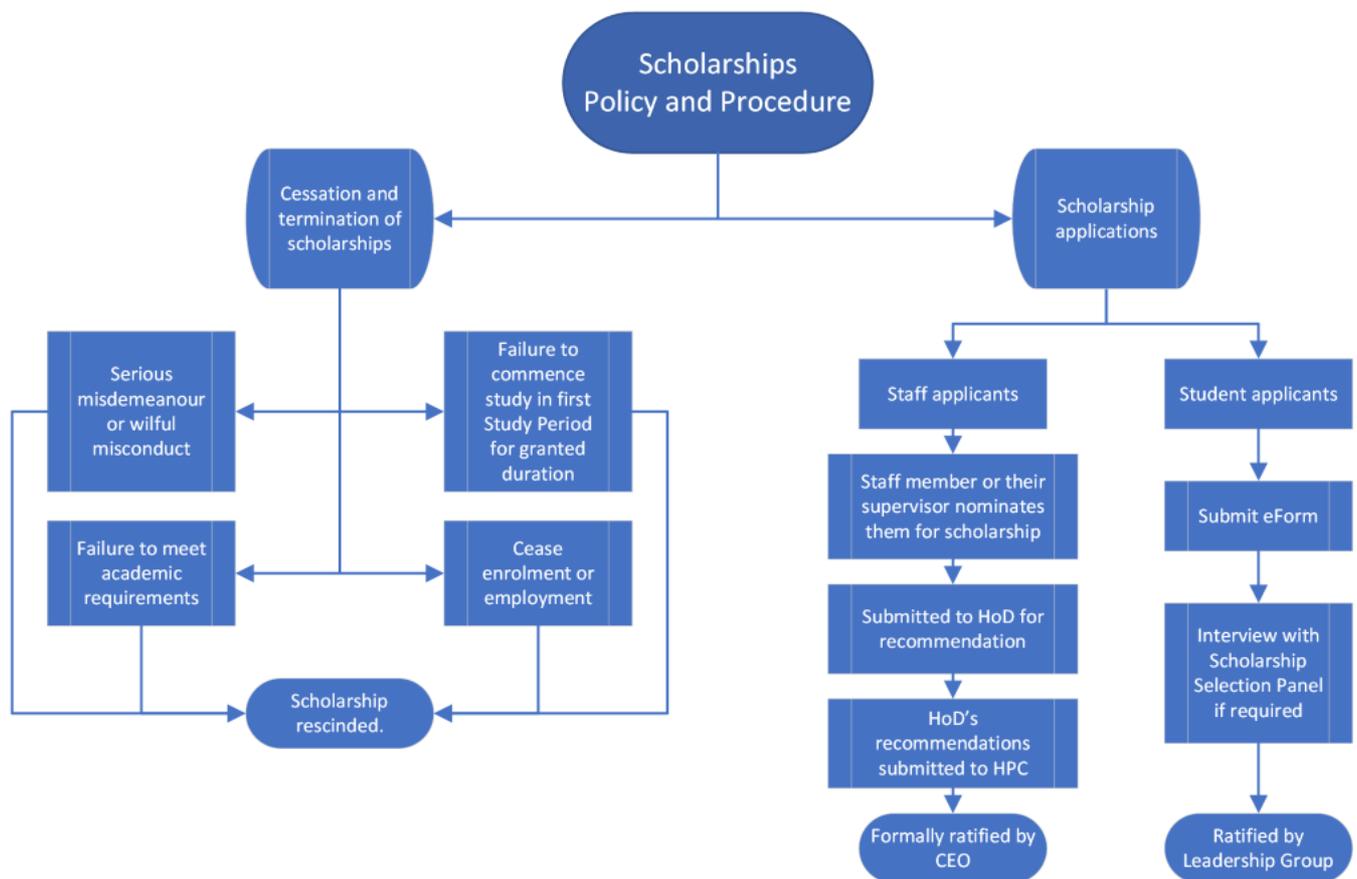
6. Approval and Review Details

Version	Date Approved by Leadership Group	Date Approval Academic Board	Date Approved by Board of Directors	Amendment Details
1.1		27/03/2017	27/03/2017	New policy
2.0	1 November 2019	N/A	05/12/2019	<ul style="list-style-type: none"> • Revised policy and procedures, • Updated Scholarship Categories (Appendix A) • Policy name changed to 'Scholarship Policy and Procedure'

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Version	Date Approved by Leadership Group	Date Approval Academic Board	Date Approved by Board of Directors	Amendment Details
2.1	March 2020			<ul style="list-style-type: none"> Revised procedures regarding performance Revised procedures regarding commencement of scholarship Updated scholarship categories
2.2		28/08/2020	25/09/2020	<ul style="list-style-type: none"> Updated Scholarship categories (appendix A)

7. Flowchart – Showing process and decision points



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Appendix A: Scholarship Categories

Category	Description	Eligibility and Evidence	Selection	Number of annual scholarships	Amount	Distribution	Approved by
National Excellence	<p>Available to high achieving domestic students to study at AIM. These scholarships are available for students who demonstrate:</p> <ul style="list-style-type: none"> • high academic achievement and/or, • highly talented in the performance or creative arts area and/or • strong leadership qualities and/or • strong community-based involvements. 	<p>Applicants must have undertaken study in a program equivalent to an Australian Year 12 study or higher.</p> <p>Applicants must be commencing an AIM degree program in 2021.</p> <p>Each applicant will be assessed on their ability to demonstrate:</p> <ul style="list-style-type: none"> • Academic Merit • Leadership and/or Musical qualities • Extra-curricular, community-based activities • Aptitude and commitment to studying and completing a degree at AIM. • Commitment to supporting, developing and contributing to better social outcomes in the music and creative arts community as well as the community within the 	<p>Applicants will be considered by the Scholarship Selection Panel. Shortlisted applicants may be required to attend an interview.</p> <p>A letter of Recommendation or referee from a school or community representative is advised for all applicants.</p>	3	\$4500	Tuition only, payable in three consecutive equal installments of \$1,500	Scholarship Committee. Ratified by the Leadership Group

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Category	Description	Eligibility and Evidence	Selection	Number of annual scholarships	Amount	Distribution	Approved by
		scope of the scholarship sub-category.					
International Excellence	<p>Available to high achieving international students to study at AIM. These scholarships are available for students who demonstrate:</p> <ul style="list-style-type: none"> • high academic achievement and/or, • highly talented in the performance or creative arts area and/or • strong leadership qualities and/or • strong community-based involvements 	<p>Applicants must have undertaken study in a program equivalent to an Australian Year 12 study or higher.</p> <p>Applicants must be commencing an AIM degree program in 2021.</p> <p>Each applicant will be assessed on their ability to demonstrate:</p> <ul style="list-style-type: none"> • Academic Merit • Leadership and/or Musical qualities • Extra-curricular, community-based activities • Aptitude and commitment to studying and completing a degree at AIM. • Commitment to supporting, developing and contributing to better social outcomes in the music and creative arts community as well as the community within the 	<p>Applicants will be considered by the Scholarship Selection Panel. Shortlisted applicants may be required to attend an interview.</p> <p>A letter of Recommendation or referee from a school or community representative is advised for all applicants.</p>	3	\$4500	Tuition only, payable in three consecutive equal installments of \$1,500	Scholarship Committee. Ratified by the Leadership Group

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Category	Description	Eligibility and Evidence	Selection	Number of annual scholarships	Amount	Distribution	Approved by
		scope of the scholarship sub-category.					
Indigenous	Available to Australian citizens who are Aboriginal or Torres Strait Islander decent.	Applicants must be: <ul style="list-style-type: none"> an Indigenous Australian or Torres Strait Islander and provide confirmation of Aboriginality to AIM Commencing an AIM degree program in 2021. 	Applicants will be considered by the Scholarship Selection Panel. Shortlisted applicants may be required to attend an interview. A letter of Recommendation or referee from Indigenous leader or representative is advised for all applicants.	3	\$4500	Tuition: payable in three consecutive equal installments of \$1,125. Bursary: payable in one single amount of \$1,125	Scholarship Committee. Ratified by the Leadership Group
LGBTIQA	Available to disadvantaged students from the LGBTIQA+ community.	Applicants must have: Identified as LGBTIQA <ul style="list-style-type: none"> Have demonstrated commitment to the LGBTIQA community Commencing an AIM degree program in 2021. 	Applicants will be considered by the Scholarship Selection Panel. Shortlisted applicants may be required to attend an interview. A Letter of Recommendation or referee from appropriate organisation or school is advised for all applicants.	1	\$3500	Tuition: payable in three consecutive equal installments of \$875. Bursary: payable in one single amount of \$875	Scholarship Committee. Ratified by the Leadership Group

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Category	Description	Eligibility and Evidence	Selection	Number of annual scholarships	Amount	Distribution	Approved by
Social Adversity and Access	Available for students who have experienced adversity in life.	Applicants must be domestic students who identify as coming from either: a low socio-economic environment and, or; suffering a chronic health condition and/or; having a disability and/or; having endured general hardship or adversity.	Applicants will be considered by the Scholarship Selection Panel. Shortlisted applicants may be required to attend an interview. A letter of recommendation from a health practitioner, community representative or school is advised for all applicants.	6	\$3,000	Tuition: payable in three consecutive equal installments of \$750 Bursary: payable in one single amount of \$750	Scholarship Committee. Ratified by the Leadership Group
Student Ambassador	Available for current students who would like to be involved with internal projects such as peer mentoring, marketing and promotional activities etc.	Students who are currently enrolled at AIM. Applicants must demonstrate a commitment to supporting, developing and contributing to better social outcomes for AIM students and the wider music and creative arts community.	Applicants will be considered by the Scholarship Selection Panel. Shortlisted applicants may be required to attend an interview. A letter of recommendation from community representative, AIM representative or school is advised for all applicants.	6	\$3000	Tuition: payable in two consecutive equal installments of \$1,000 Bursary: payable in one single amount of \$1,000	Scholarship Committee. Ratified by the Leadership Group

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Category	Description	Eligibility and Evidence	Selection	Number of annual scholarships	Amount	Distribution	Approved by
Online Study Assist	Available for all International commencing students in SP3 2020 and S2 2020.	Available to all international students. This replaces all other international scholarships	Students must commence during the designated period.	All international	\$1000	Tuition only	Scholarship Committee. Ratified by the Leadership Group