

Scholarship Policy and Procedure

Responsible Officer	Chief Executive Officer
Approved by	Board of Directors
Approved	17 October 2024
Commenced	17 October 2024
Review by	October 2027
Relevant Legislation and Policies	<u>Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2019 (ESOS)</u> <u>Higher Education Standard Framework 2021</u> <u>Higher Education Support Act (HESA) 2003</u> <u>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code)</u> <u>National Standards for Foundation Programs</u> <u>Public Records Act 1973</u> <u>State Records Act 1998</u> <u>Tertiary Education Quality and Standards Agency Act 2011 (TEQSA)</u>
Responsible Organisational Unit	<i>CEO/ Marketing and Recruitment</i>

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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 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

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.

Individual scholarships will fall under the following categories:

- National Excellence
- Indigenous
- Equity and Access
- AIM Community
- Donor and/or partner funded

Details of scholarships will be provided on the AIM external website 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 with details on how to apply. Information about the scholarship may include:
 - Name of the scholarship
 - Eligibility and criteria for selection

- Application and selection process

2.3 Ratification of scholarships:

- Internal scholarships: Scholarships will be managed and recommended by a Scholarships Panel made up of representatives from Marketing and Recruitment, Student Experience & Success, Finance and Academic Affairs, 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 Associate Head of Learning and Teaching (AHOLT) for discussion and recommendation.
- The AHOLT will forward recommendations to the Chief Academic Officer 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.

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 Examination Review Subcommittee and Academic Progression, Scholarships and Awards Subcommittee 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

- **Chief Executive Officer**: owner and administrator of this policy working in consultation with the Leadership Group.

3.2 Contact Officer

- **Student Services 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
- **Head of Student Experience and Success:** via the Academic Progression, Scholarships and Awards Subcommittee (APSAS) 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. Chief Academic Officer, Chief Financial Officer, Associate Head of Learning & Teaching 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 Procedure
- Student Code of Conduct
- Staff Code of Conduct

4.4 Superseded Documents

- Nil

5. Definitions and Acronyms

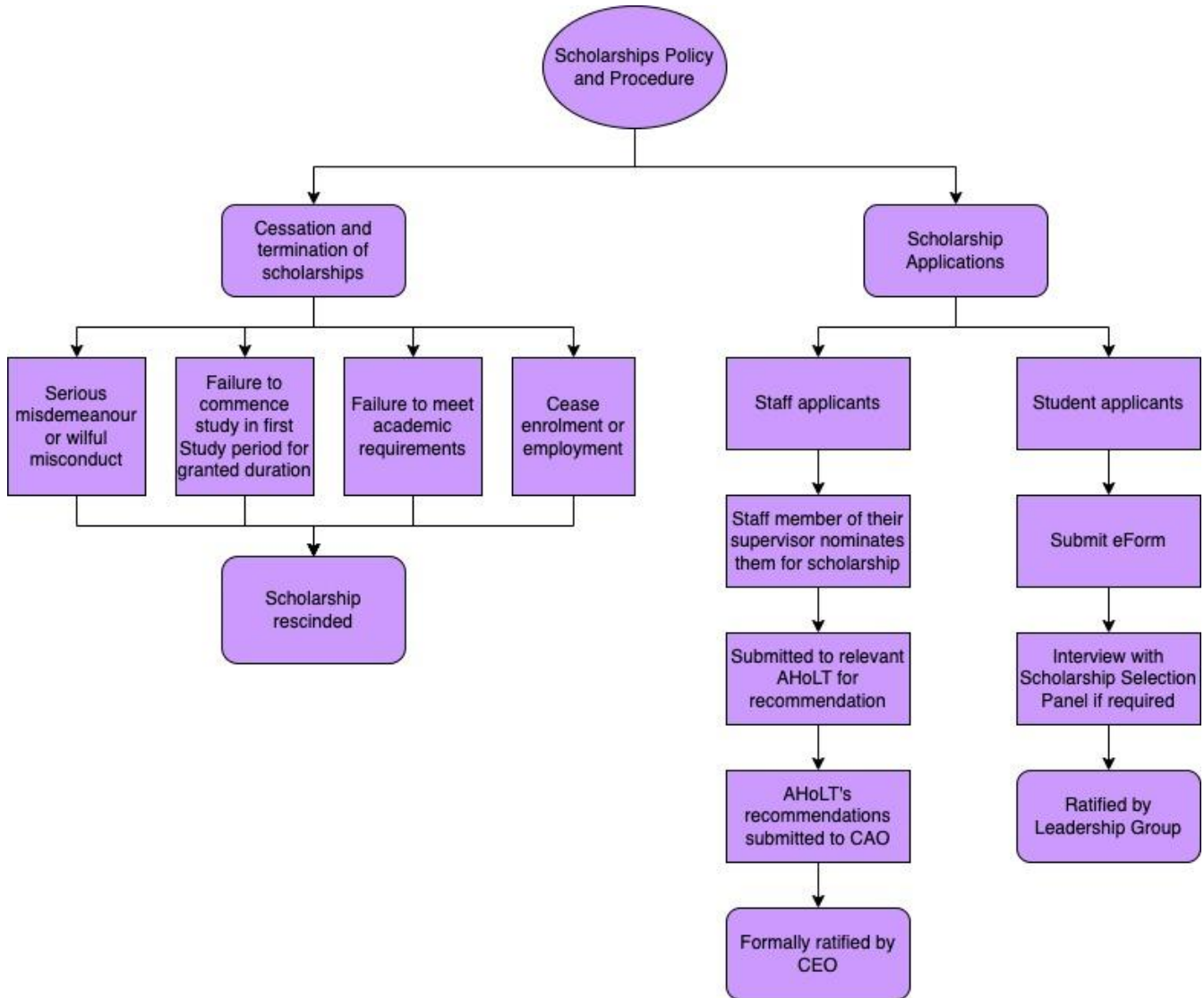
TERM/ACRONYM	DEFINITION
AIM referred to as the 'Institute'	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
Academic	Learning, teaching, assessment and research related matters including (but not limited to) eligibility for entry to a program of study, course 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	Approved by	Amendment Details	Next Review
1.1	27/03/2017 27/03/2017	Academic Board Board of Directors	New policy	
2.0	05/12/2019	Board of Directors	<ul style="list-style-type: none">• Revised policy and procedures,• Updated Scholarship Categories (Appendix A)• Policy name changed to 'Scholarship Policy and Procedure'	
2.1	March 2020	Leadership Group	<ul style="list-style-type: none">• Revised procedures regarding performance• Revised procedures regarding commencement of scholarship	

Version	Date Approved	Approved by	Amendment Details	Next Review
			<ul style="list-style-type: none"> Updated scholarship categories 	
2.2	28/08/2020 25/09/2020	Academic Board Board of Directors	<ul style="list-style-type: none"> Updated Scholarship categories (appendix A) 	June 2023
3.0	17/10/2024	Board of Directors	Review on expiry: <ul style="list-style-type: none"> Updated legislative and institutional compliance Updated scholarship categories Updated policy owner Updated flowchart to reflect changes 	October 2027

7. Flowchart – Showing process and decision points



Appendix A: Scholarship Categories

Category	Eligibility	Selection criteria	Selection	Number of annual scholarships	Amount	Distribution	Approved by
National Excellence	<p>Available to high achieving domestic students to study at AIM at either undergraduate or postgraduate level. 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 meet the entry requirements for the program of study.</p> <p>Applicants must be commencing an AIM degree program in the upcoming study period.</p> <p>Selection criteria for scholarships may vary within the category. Each applicant will be assessed on their ability to demonstrate some or all of the following:</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. • Contribution to leadership in the music 	<p>Applicants will be considered by the Scholarship Selection Panel. Shortlisted applicants may be required to attend an interview.</p> <p>Letters of Recommendation and/or support is advised for all applicants.</p>	To be defined each budget year	<p>\$TBC</p> <p>(Previous Years \$4500)</p>	Tuition only, payable in three consecutive equal instalments of \$TBC	Scholarship Committee. Ratified by the Leadership Group

Category	Eligibility	Selection criteria	Selection	Number of annual scholarships	Amount	Distribution	Approved by
		and creative arts community.					
Indigenous	Available to Australian citizens who are Aboriginal or Torres Strait Islander decent.	<p>Applicants must be:</p> <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 the upcoming study period. 	<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 Indigenous leader or representative is advised for all applicants.</p>	To be defined each budget year	\$ TBC (Previous Years \$4500)	<p>Tuition: payable in three consecutive equal instalments of \$TBC.</p> <p>Bursary: payable in one single amount of \$TBC</p>	Scholarship Committee. Ratified by the Leadership Group
Equity and Access	<p>Available for domestic students who have experienced adversity in life.</p> <p>This may include but is not limited to:</p> <ul style="list-style-type: none"> students from low-ses areas CALD LGBTQI+ Neurodivergent adversity in health and/or disability 	<p>Applicants will be assessed on their ability to demonstrate:</p> <ul style="list-style-type: none"> the impact of the adversity their aptitude and commitment to studying at AIM how they will contribute to the music and creative arts community 	<p>Applicants will be considered by the Scholarship Selection Panel. Shortlisted applicants may be required to attend an interview.</p> <p>Applicants may include letters of recommendation and/or support from relevant parties.</p>	To be defined each budget year	\$ TBC (Previous Years \$3,000)	<p>Tuition: payable in three consecutive equal instalments of \$TBC</p> <p>Bursary: payable in one single amount of \$TBC</p>	Scholarship Committee. Ratified by the Leadership Group
AIM Community	Available for current students who would like to be involved with internal projects such as peer mentoring, marketing and promotional activities ect	<p>Applicants must meet the entry requirements for the program of study.</p> <p>Applicants must be enrolled in an AIM degree program in the upcoming study period.</p>	Applicants will be considered by the Scholarship Selection Panel. Shortlisted applicants may be required to attend an interview.	To be defined each budget year	\$ TBC	Tuition: payable in two consecutive equal instalments of \$TBC	Scholarship Committee. Ratified by the Leadership Group

Category	Eligibility	Selection criteria	Selection	Number of annual scholarships	Amount	Distribution	Approved by
		<p>Selection criteria for scholarships may vary within the category. Each applicant will be assessed on their ability to demonstrate some or all of the following:</p> <ul style="list-style-type: none"> • Academic Merit • Leadership and/or Musical experience • Aptitude and commitment to studying and completing a degree at AIM. • Future contribution to leadership at AIM and/or in the music and creative arts community. 				Bursary: payable in one single amount of \$TBC	
Donor and/or Partner funded	<p>Will vary based on donor/partner requirements, but may include:</p> <ul style="list-style-type: none"> - Academic merit - Music leadership and/or experience - Future contribution to a particular industry - Evidence of adversity 	<p>Applicants must meet the entry requirements for the program of study.</p> <p>Applicants must be commencing an AIM degree program in the upcoming study period.</p> <p>Selection criteria for scholarships will vary based on donor/industry requirements.</p>	<p>Applicants will be considered by the Scholarship Selection Panel. Shortlisted applicants may be required to attend an interview.</p> <p>Additional selection requirements will vary based on donor/partners.</p>	To be defined each budget year	\$ TBC	TBC	Scholarship Committee. Ratified by the Leadership Group