Appendix D. Prize and Scholarship Selection Committees Procedures

Composition – Scholarship Selection Committee
Each committee shall consist of (see Scholarships and Prizes Policy sections 3.4.15, 5.5.2):
   a. Chair: the dean (or nominee) of the relevant faculty, for faculty-based scholarships, or the relevant director (or nominee) for non-faculty-based scholarships, and
   b. at least two other UTS staff members.

Where the scholarship has an equity component, one of the committee members must be a staff member experienced in equity issues. Where the scholarship is funded by an external donor or a sponsor, and where stipulated in the conditions of award, the donor or sponsor (or their nominee) will be invited by the relevant committee chair (or nominee) to be a member of the committee (see Scholarships and Prizes Policy section 5.5.2).

The dean (or nominee) shall establish scholarship selection committees (coursework scholarships). The composition of each scholarship selection committee must be relevant to the scholarship selected and will usually include staff members (and alternates) familiar with the scholarship being awarded and/or the specific course area for which the scholarship is awarded. The Dean, Graduate Research School shall establish scholarship selection committees (research scholarships) where appropriate. The appointment of committee members (and alternates) shall be for one year.

The relevant faculty administrative officer or the Scholarships Office, as appropriate, will coordinate invitations for membership of scholarship selection committees for each scholarship selected (coursework scholarships). The Director, Graduate Research School will coordinate annual nominations and appointments for scholarship selection committees (research scholarships).

Composition – Prize Selection Committee
There shall be a selection committee for any prize where a qualitative judgement on the outcome is required. Prizes with objectively clear selection criteria, such as highest WAM or GPA, do not require a committee.

For prizes where a qualitative judgement is required, each committee shall consist of (see Scholarships and Prizes Policy section 5.5.1):
   a. Chair: the dean (or nominee) of the relevant faculty, for faculty-based prizes, or the relevant director (or nominee) for non-faculty-based prizes, and
   b. For prizes up to the value of $4,999: a minimum of two people with at least one UTS staff member, or
   c. For prizes valued at $5,000 or more: a minimum of three people with at least two UTS staff members.
The dean (or nominee) or relevant director (or nominee) shall establish prize selection committees. The composition of each prize selection committee must be relevant to the prize selected and will usually include staff members (and alternates) familiar with the prize being awarded and/or the specific course area for which the prize is awarded.

**Terms of reference**

The scholarship or prize selection committees make recommendations to the chair on (see Delegation 4.11, Scholarships and Prizes Policy sections 6.3.5, 6.3.6, and section 5.5.2 of the Scholarship and Prize Establishment and Management Procedures):

i. ranking applicants and selecting scholarship or prize recipients in accordance with the selection criteria defined in the conditions of award (Scholarships and Prizes Policy sections 3.4.5, 3.4.15, 3.4.16)

ii. terminating a scholarship in cases where an award recipient has breached the conditions of award or is found guilty of misconduct (Scholarships and Prizes Policy section 5.9, Scholarship and Prize Establishment and Management Procedures section 5.4.7)

iii. considering changes in scholarship recipient circumstances not specified or addressed in the conditions of award (Scholarship and Prize Establishment and Management Procedures section 5.4.9).

**Procedures**

Scholarship or prize selection committees shall be convened by the chair (or nominee) when required and in accordance with the relevant conditions of award (Scholarship and Prize Establishment and Management Procedures section 5.5.2). An alternate chair (or nominee) must convene a scholarship or prize selection committee if the chair is unavailable or has a conflict of interest.

All members of a scholarship or prize selection committee must be present at the selection committee meeting.

The chair may request administrative staff to assist a committee with its understanding of all the relevant issues and circumstances, act as advisers and attend meetings. Administrative staff may include relevant faculty or unit administrative staff and the Director, Graduate Research School or nominee. The role of administrative staff is not that of an advocate for the student(s) or for the faculties/units, and they must be sufficiently detached from any particular matter.

The scholarship or prize selection committee outcome is usually made during the selection committee meeting and authorised by the chair on conclusion of the meeting. Recommendation(s) of a scholarship selection committee on scholarship terminations or changed scholarship recipient circumstances must be conveyed to the chair without delay after the committee’s meeting. The chair authorises the outcome on the basis of the committee’s recommendations, on scholarship or prize recipients (Delegation 4.11), scholarship terminations (Scholarships and Prizes Policy section 5.9) and changed scholarship recipient circumstances (Scholarships and Prizes Policy section 5.10).

A decision of a scholarship or prize selection committee requires a simple majority. In the case where the vote is tied, the chair has an additional casting vote.
Recipients must be advised of the decision of the selection committee in writing by the relevant administrative officer of the faculty/unit responsible for managing the scholarship or prize (Scholarships and Prizes Policy section 5.6) or the Scholarships Office. The Dean, Graduate Research School (or nominee) will advise research students.