

## STAFF AND STUDENT SCHOLARSHIP POLICY AND PROCEDURE

### Policy

The Board of Directors (BoD) governs The Australian Institute of Music Limited (AIM), known as 'the Institute' in conjunction with the Academic Board (AB), sharing joint responsibility for ensuring fair and equitable policies and procedures are in place to assist students in the payment of fees to the Institute. This policy and procedure has been developed and will be applied at the discretion of the Institute to facilitate the granting of Scholarships.

The number and category of scholarships offered or awarded will be determined in advance of each study period, as deemed appropriate by the executive Leadership Group, in response to monitoring of Institute performance against the Strategic Plan approved by the BoD.

All Scholarships that are granted for students are given as a reduction against tuition fees at AIM and all scholarships that are granted for staff are given as a reduction against tuition fees at AIM or through a funding allocation for the full or part payment of costs incurred in professional development. The scholarship must be taken within the allocated time period or they will become invalid. In each calendar year, the total number of approved funds cannot be exceeded without further application to the BoD. Therefore, once all annual allocations are exhausted no more scholarships can be granted for implementation within that year.

### 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.

### Purpose and Rationale

#### Purpose of the AIM Scholarship Policy

To provide a policy for offering student and staff scholarships at 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.

#### 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.

### Scope and Benefit

Through its scholarships program AIM offers a range of incentives and acknowledgments for education and professional development.

Candidates for scholarships can include: current and prospective students across all course offerings, staff and alumni.

#### Benefit for the Institute:

- Scholarships will contribute to meeting commitments for academic and creative practice and leadership, and social justice equity.
- Scholarship winners may serve to promote music and entertainment education in the Institute, Australia and internationally

#### Benefit for Staff:

- Scholarships are intended to support AIM staff through a funding allocation for the full or part payment of costs incurred in professional development. They can be applied through a variety of measures including:
  - Full or part tuition fees for accredited and non-accredited courses for a prescribed period
  - Training and professional development fees
  - Conference and colloquia attendance costs
  - Contributions to travel and accommodation
  - Applied research and material expenditure

#### Benefit for students:

- Internal scholarships:

# STAFF AND STUDENT SCHOLARSHIP POLICY AND PROCEDURE

- Intended to support student access to and progression within AIM, and foster creative development.
- Scholarships are funding allocations that can be applied to a variety of purposes including full or part tuition fees for accredited and non-accredited courses for a prescribed period
- External scholarships:
  - As well, external competitive industry-linked Scholarships may be offered to students via external agencies, for which AIM students may apply as the opportunities arise.

## Benefits for Alumni:

- Alumni Incubator Scholarship:
- This arts project must provide benefits and opportunities to the current student body, as well as contribute to the music community at large, giving the Alumni the opportunity to pilot their entrepreneurial project. The Alumni will receive in kind support by access to AIM industry experts, facilities and equipment where sort with the balance of the scholarship funded in cash.

## Responsibilities

**Director of Finance:** is responsible for the implementation and reconciliation of the approved scholarships to the Student Institute Account as well as administering the Financial Hardship Scholarships

**Accounts Receivable:** ensures the accurate and efficient processing of invoices; notifies relevant leaderships Directors (Director Operations, Director of Sales, Deputy Director Academic) and Registrar if student is in breach of Scholarship

**Director of Operations:** administers the Student Ambassador – Mentoring Scholarships recruitment on behalf of the Leadership Group – see separate *Student Ambassador - Mentoring Scholarship Policy and Procedure*; reviews students in non-academic breaches of Scholarship study periods and conditions

**Registrar:** reviews students in breach of academic and/or Student Code of Conduct Scholarship study periods and conditions

**Deputy Director of Academic Affairs:** reviews Academic Progress and Class Attendance breaches

**Director of Marketing and/or Director of Sales:** owner and administrator of this policy working in consultation with the CEO and Leadership Group.

## Scholarship Categories

### 1. For new full-time students entering the Bachelor or Masters Qualifications:

Scholarship Category	Scholarship Purpose, Eligibility and Terms	Administrator
Regional Woman's Scholarship	<p>An Annual Regional Scholarship up to a \$10,000 reduction in tuition fees against their chosen Bachelor for the successful regional female applicant. AIM will provide one scholarship at each of its campuses.</p> <p><u>Eligibility:</u> To be considered for the AIM Regional Women in Music Scholarship, applicants must:</p> <ul style="list-style-type: none"> <li>● Be female-identifying and studying and/or living in a non-metropolitan area               <ul style="list-style-type: none"> <li>○ Rural zones R1, R2, R3 and Remote Zones Rem1 and Rem2 as defined by <a href="http://www.aihw.gov.au/rural-health-rrma-classification/">http://www.aihw.gov.au/rural-health-rrma-classification/</a></li> </ul> </li> <li>● Be prepared to audition and interview for a Bachelor position at AIM Sydney or Melbourne campus</li> <li>● Demonstrate a strong commitment to higher education in music</li> <li>● Be in a position to commence studies at AIM by the next January Trimester after being announced the winner.</li> </ul> <p>Available to prospective Domestic (Australian Citizen) students only</p>	Marketing & Sales
National Excellence Scholarship	<p>National Excellence Scholarships are offered to eligible prospective domestic (Australian citizen) students only.</p> <p><u>Availability:</u></p> <ul style="list-style-type: none"> <li>● Excellence Scholarships up to \$5000 per scholarship to be applied against first year of full- time student tuition at either AIM campus.</li> </ul>	

# STAFF AND STUDENT SCHOLARSHIP POLICY AND PROCEDURE

	<p><u>Eligibility:</u></p> <ul style="list-style-type: none"> <li>Available for prospective Domestic (Australian citizen) only</li> <li>Applicants may only apply for the Excellence Scholarship after first submitting an application for enrolment into the undergraduate or postgraduate program at AIM</li> <li>Scholarships will be awarded at the discretion of the selection panel.</li> </ul> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> <li>Applicable towards the tuition fee(s).</li> </ul>	
International Excellence Scholarship	<p>International Excellence Scholarships are offered to eligible prospective international students only.</p> <p><u>Availability:</u></p> <ul style="list-style-type: none"> <li>Excellence Scholarships up to \$5000 per scholarship to be applied against the first year of full-time student tuition at either AIM campus.</li> </ul> <p><u>Eligibility:</u></p> <ul style="list-style-type: none"> <li>Available for prospective International students only</li> <li>Applicants may only apply for the Excellence Scholarship after first submitting an application for enrolment into the undergraduate or postgraduate program at AIM</li> <li>Scholarships will be awarded at the discretion of the selection panel.</li> </ul> <p><u>Conditions:</u></p> <ul style="list-style-type: none"> <li>Applicable towards the tuition fee(s).</li> </ul>	Marketing & Sales
AIM Staff Scholarship	<ul style="list-style-type: none"> <li>Applies to AIM full time staff; calculated at 50% off tuition fees for each study period while staff member is employed.</li> <li>Applies to AIM part time staff members working an average of .5 or above workload on an annualised basis; calculated at 25% off tuition fees for each study period program while staff member is employed.</li> <li>Applies to AIM part time staff members working an average of <b>less than</b> .5 workload on an annualised basis; calculated at 10% off tuition fees for each study period program while staff member is employed.</li> <li>Applies to AIM casual staff members; calculated at 10% off tuition fees for each study period program while staff member is employed.</li> </ul>	Marketing & Sales
<b>2. For existing full-time students in a program of full time study.</b>		
<b>Scholarship Category</b>	<b>Scholarship Purpose, Eligibility and Terms</b>	<b>Administrator</b>
Student Ambassador -Mentoring Scholarship	<p>Approved by relevant Directors and the selection panel under the coordination of Director of Operations; available to undergraduate and postgraduate semesters; up to AUS\$2000 to tuition/other fees for a maximum two study periods; refer: Student Ambassador - Mentoring Scholarship Policy and Procedure</p> <p><u>Availability:</u> for all students who have completed at least one trimester of study at AIM</p>	Operations coordinates on behalf of the other Director
<b>3. For Recent Graduates and Graduating Students from the Bachelor or Masters Qualifications</b>		
<b>Scholarship Category</b>	<b>Scholarship Purpose, Eligibility and Terms</b>	<b>Administrator</b>
Alumni Incubator Scholarship	<p><u>Applicants must:</u></p> <ul style="list-style-type: none"> <li>Be an AIM graduate within the past 2 years.</li> </ul> <p><u>Assessment Criteria:</u></p> <ul style="list-style-type: none"> <li>The arts project must provide benefits and opportunities to the</li> </ul>	Marketing & Sales

# STAFF AND STUDENT SCHOLARSHIP POLICY AND PROCEDURE

	<p>current student body, as well as contribute to the music community at large.</p> <ul style="list-style-type: none"> <li>○ Examples include allowing students to undertake work experience on your project, have a Q &amp; A with the composers/creative team, open to the student body, etc.</li> <li>● Applicants can apply for up to a maximum \$10,000 in kind or a combination of in kind and direct support for their project</li> <li>● Preference is given to applicants who can provide additional funding support from other sources</li> <li>● The applicant must prove strong elements of content creation inherent in the arts project, as well as delivery to marketplace built in to the budget.</li> <li>● Access to 'the grad studies centre in Sydney, certain rooms in Melbourne to collaborate, rehearse, etc. at no cost.</li> </ul> <p><u>Notes:</u></p> <ul style="list-style-type: none"> <li>● Project will be heavily documented by AIM from projection conception to marketplace delivery.</li> <li>● Lead Applications = people who drive the project, who put in the application</li> <li>● Collaborator Applications = once shortlisted applications are published and distributed via social media and throughout campuses, other students may apply to assist and contribute to the project</li> <li>● Content creation is a key assessment criteria, i.e. Funding will not be given to projects that are already produced and simply require delivery to marketplace support</li> </ul> <p><u>Examples of what can be funded:</u></p> <ul style="list-style-type: none"> <li>● Writing, producing and releasing an EP</li> <li>● Writing, rehearsing, performing a musical</li> <li>● Planning and implementing a noise installation in a public space</li> </ul> <p><u>Examples of what won't be funded:</u></p> <ul style="list-style-type: none"> <li>● Rehearsal process, workshop only of project</li> <li>● Marketing support for an already recorded project</li> </ul>	
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## Provision of Scholarships

### Funding:

- Internal scholarships: These are drawn from AIM's consolidated budget, the amount of which is ratified by the AIM Board of Directors.
- External Industry-linked scholarships: these maybe funded or co-founded by the industry offering the scholarship.

### Availability:

- Scholarship offerings will be advertised on the AIM external website and the internal SharePoint site, with details of the application process.
- 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.

### Advertisement of scholarships:

- All scholarships will be advertised on the Institute's website along with the terms and conditions.
- Normally this notification will cover:
  - The name of the scholarship
  - The criteria for selection
  - The terms and conditions of the scholarship
  - Who constitute the scholarship selection panel and whether are AIM staff representatives of AIM or an industry representative
  - The process of selection and approval

# STAFF AND STUDENT SCHOLARSHIP POLICY AND PROCEDURE

## Ratification of scholarships:

- Internal scholarships: Scholarships will be managed and recommended by scholarship selection committees and ratified by the Executive Leadership Group.

Industry-linked external scholarships: these will be administered by the scholarship selection committee that may include the relevant industry body or their delegated entity.

## **Scholarship Acknowledgement**

External student scholarship recipients will be published on the AIM's external website and the internal students and staff scholarship recipients will be published on the AIM SharePoint site.

## **Procedure**

### Process for staff scholarships:

- Applications for scholarships are submitted initially to the relevant leaderships Director(s) for discussion and recommendation. They will recommend and forward to the Director of Human Resources who will prioritize application in line with budget and strategic plan and then endorsed for ratification of the Executive Leadership Group. Staff may nominate themselves or be nominated by their supervisor.
- Staff Scholarships will be published on the internal SharePoint site.

### Process for student scholarships:

- Details of all internal and external student scholarships will be published on the AIM external website and internal SharePoint site.
- These include: purpose, eligibility, terms and conditions, criteria for selection and process for selection.
- Each scholarship will have specified criteria identified on the application form and applications must meet those specific criteria.
- Prospective AIM student scholarship applicants may be nominated by AIM staff, recognised external professional bodies or individuals.
- Internal scholarships: All applications for internal AIM Scholarships are submitted to the relevant Director(s) and selection panel. The selection process will be included on the relevant application form and published on the AIM external website and internal SharePoint site.
- External scholarships: All application or external AIM Scholarships will be subject to the published terms and conditions of that scholarship. The selection process will vary according to the scholarship being applied for, and details of this process will be included on the relevant application form and published on the AIM external website and internal SharePoint site.

Where the conditions of merit have been satisfied consideration may also be given to circumstances of disadvantage and/or financial hardship.

## **Terms and Conditions**

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

### Requirements of recipients:

- At all times the recipient represent the Institute in a professional manner and not engage in activities that might bring the institute into disrepute and abide by the code of conduct at all times.
- Maintain an appropriate standard of academic performance.

### Cessation and termination of Scholarships:

- Tenure of any scholarship shall cease if a student ceases to be enrolled at the AIM for any reason.

### Revoking scholarships:

- The Scholarship panel may, with reasonable notice, revoke a scholarship if a student is guilty of a serious misdemeanour, wilful misconduct, or persistent refusal to meet academic requirements.

### Confidentiality:

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

## **Associated Forms:**

- *Scholarship Application Form*

## **Related Information:**

# STAFF AND STUDENT SCHOLARSHIP POLICY AND PROCEDURE

- *Academic Progress & Intervention Policy & Procedure*
- *Class Attendance and Monitoring Policy and Procedure*
- *Student Ambassador - Mentoring Scholarship Policy and Procedure*
- *Student Ambassador Positions*
- *Student Code of Conduct*

## Review

Any suggestions for changing this policy / procedure are welcome. Please complete the Improvement Request Form.

## Comments

March 2017: New Policy

Version	Approved By	Date	Method of Approval
1.1	Board of Directors	27 March 2017	Minute of Circular Resolution (MoCR)
1.1	Academic Board	27 March 2017	Minute of Circular Resolution (MoCR)