

UTS Scholarship Conditions of Award

The Co-op Bookshop Scholarship (Undergraduate)

Faculty: UTS Business School

This document sets out the conditions of award for the below scholarship ('Scholarship') as well as the obligations of recipients ('Recipient') the donor The Co-Op Bookshop ('Donor') and UTS in regards to this Scholarship. The administrative processes to support awarding this Scholarship will be managed, and may be amended, in accordance with UTS Rules, Policy and Procedures.

1. SCHOLARSHIP NAME:

The Co-op Bookshop Scholarship (Undergraduate)

2. PURPOSE

To advance skills relevant to modern retail and enhance awareness of Co-Operative Business models through rewarding talented students who are undertaking a marketing or management major within the UTS Business School Bachelor of Business.

3. VALUE AND BENEFIT

3.1 Number of Recipients:

One (1) new recipient will be awarded the Scholarship each year.

3.2 Benefit/s to Recipient:

The Recipient will receive:

- \$5,000 per year for the Scholarship's maximum duration as defined in clause 4.
- In addition to the Scholarship, the Recipient will be invited to undertake a temporary paid work placement of up to three (3) months at The Co-op Bookshop, to take place at a mutually convenient time. The work placement will be completed within the scholarship duration as defined in Clause 4.

3.3 Payment of benefit/s:

- The Recipient will receive two payments per year by electronic funds transfer to his/her nominated bank account.
- Each payment will be \$2,500 (or the pro-rata amount if part time study has been approved by exception as defined in clause 8.2).
- Payment will usually be made within four weeks after the Census dates in Autumn and Spring sessions.
- Payments are subject to the Recipient satisfying ongoing eligibility criteria as defined in clause 8 below.

4. DURATION

The duration of the Scholarship is two (2) years.

5. ELIGIBILITY CRITERIA

To be eligible for the Scholarship, an applicant must meet all of the following criteria:

- Australian or New Zealand citizen, or holder of an Australian permanent resident visa or permanent humanitarian visa; and
- Must have completed one (1) year of full-time study (equivalent to 48 credit points) and be commencing second year of UTS Business School Bachelor of Business degree with marketing or management major; and

- Achieved a minimum weighted average mark (WAM) of 75% in their UTS Business School Bachelor of Business degree or equivalent study¹.
- For the duration of the Scholarship: full-time enrolment in UTS Business School Bachelor of Business degree marketing or management major.
- Must disclose any other scholarships, awards, or organisational affiliations beyond UTS.
- All candidates must apply using the UTS online Scholarships Application form.

6. RECIPIENT SELECTION CRITERIA, IN PRIORITY ORDER

- Academic Merit (WAM) in UTS Bachelor of Business degree or equivalent study¹
- Motivation to succeed in the UTS Business School Bachelor of Business marketing or management major, as demonstrated in the Scholarship application and interview.
- Demonstrated initiative in personal and professional life, as demonstrated in the Scholarship application and interview.
- Demonstrated interest in a future career in marketing or management, as demonstrated in the Scholarship application and interview. In particular, interest in digital marketing and/or supply chain management would be highly regarded.
- Availability to undertake a paid temporary work placement at The Co-op Bookshop for a period of up to three (3) months within two (2) years of receiving the award.
- Demonstrated alignment to the cultures and values of the The Co-op Bookshop.

7. SELECTION

Eligible candidates will be presented to a Scholarship Selection Committee, which will undertake the selection of Recipient, usually in March.

Shortlisted candidates are interviewed and selected based on the above selection criteria as described in Clause 6. Scholarships will only be awarded to applicants who personally attend an interview.

The Scholarships Committee will be made up of at least three relevant members of the UTS community, chaired by the Dean of UTS Business School (or their nominee). The Donor (or their representatives) will be invited to sit on the committee.

Offers will be authorised by the chair of the selection committee with agreement from the Donor.

8. ONGOING RECIPIENT ELIGIBILITY CRITERIA

8.1 Academic progress:

The Recipient must maintain a minimum distinction average per session, with no fails.

8.2 UTS Enrolment:

The Recipient:

- must continue to be enrolled full-time in the UTS Business School Bachelor of Business marketing or management major at UTS; or
- may, in exceptional circumstances² apply to the Scholarships Office for approval of a part-time study load. The Recipient with an approved part-time study load may receive reduced pro-rata payments for the period of part-time study.

8.3 Leave / Course withdrawal:

- If the Recipient withdraws from the UTS course after the start of the session in which the Scholarship is awarded, the Scholarship will be terminated and any Scholarship payment already made for the session in which they withdraw is to be reimbursed to UTS.

¹ Equivalent study includes students who have completed a Diploma or Advance Diploma and received credit recognition towards their UTS Bachelor of Business degree.

² Exceptional circumstances include severe disruptions, disability, ongoing illness, carer's responsibilities and other education barriers which must have independent supporting documentation, and will be considered by the Scholarships Office on a case-by-case basis.

- After the first session in which the Scholarship is awarded, if the Recipient can demonstrate exceptional circumstances, she may apply to the Scholarships Office to place the Scholarship on hold for the duration of approved leave of absence from studies. If the application is approved, payment of the Scholarship will be suspended for the period of leave. The Scholarship will be terminated if the Recipient takes leave without approval from the Scholarships Office.
- Provided the Recipient remains eligible, payments will be resumed to the Recipient after an approved leave of absence until the remaining value of the Scholarship has been paid or another leave of absence is approved.

8.4 Other obligations and conditions:

- The offer of the Scholarship is made subject to information provided by the Recipient being true and accurate.
- By accepting the offer of the Scholarship, each Recipient agrees to the Conditions of Award.
- The offer of the Scholarship is only valid for the intake defined in the Scholarship letter of offer and cannot be deferred.
- For the duration of the Scholarship the Recipient is not permitted to hold other UTS Scholarships, unless an equity-based scholarship is approved by exception.
- The Recipient is responsible for advising the Scholarships Office of any changes in circumstances that would make him/her ineligible for continuation of the Scholarship, e.g. reducing study load to part-time or taking leave of absence.
- The Recipient does not need to re-apply for the Scholarship each year.
- Any change in the Recipient's circumstances not addressed by these Conditions of Award will be considered by the Scholarships Office and/or the Scholarship Selection Committee case-by-case.
- By accepting the offer of the Scholarship, each Recipient agrees to allow for his/her personal information to be provided to The Co-Op Bookshop (or any third party engaged by The Co-Op Bookshop) and authorises the External Funder (or third parties engaged by The Co-Op Bookshop) to use that information for any purpose in connection with:
 - promoting the Scholarship Program or The Co-Op Bookshop;
 - operating and developing the Scholarship Program.
- Following completion of the Scholarship and UTS Business School Bachelor of Business degree,
 - the Recipient will complete an in depth report of their experience which can be used to promote scholarship experience by the University, External Funder or any 3rd party engaged by either entity.

9. TERMINATION OF RECIPIENT'S SCHOLARSHIP

The Scholarship will terminate:

- If the Recipient ceases to meet the eligibility criteria; or
- If the Recipient breaches any conditions of the Scholarship; or
- If UTS determines that the student is guilty of misconduct and after consultation with the Director (Student Administration Unit), the delegate able to award the Scholarship deems that it is not appropriate for the Recipient to continue to hold the Scholarship.