

# SCHOLARSHIP POLICY AND PROCEDURE

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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

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- 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 at 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.

Categories under which scholarships are available will normally include:

- Excellence
- Equity

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- Access
- Community
- Student Ambassadors
- Partners
- Industry, and
- Alumni

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-linked external scholarships: will be administered by the Scholarships Panel and may include the relevant industry body or their delegated entity.

## 2.4 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.

## 2.5 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 Director of Human Resources 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

## 2.6 Terms and Conditions

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

### 2.6.1 Requirements of recipients:

- At all times, the recipient must represent the Institute in a professional manner and abide by the Institute's Codes of Conduct at all times, and not engage in activities that might bring the Institute into disrepute

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- Maintain an appropriate standard of academic performance as evidence by the Exam Review Subcommittee and Academic Progression and Awards Committee

## 2.6.2 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
- 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.

## 2.7 Confidentiality:

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

## 2.8 Contextual Considerations

Nil

## 3. Accountabilities

### 3.1 Responsible Officer

- **Head of Marketing and Recruitment:** 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
- **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
- **Dean of Academic Affairs:** reviews academic progress and class attendance breaches
- **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*

### 4.4 Superseded Documents

- Nil

## 5. Definitions and Acronyms

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<b>AIM referred to as the 'Institute'</b>	The Australian Institute of Music Limited ABN: 89 003 261 112; PRV: 12050; CRICOS 00665C.
<b>Academic</b>	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"> <li>Revised policy and procedures,</li> <li>Updated Scholarship Categories (Appendix A)</li> <li>Policy name changed to 'Scholarship Policy and Procedure'</li> </ul>

### 7. Flowchart – Showing process and decision points (pending)

## STAFF AND STUDENT SCHOLARSHIP POLICY AND PROCEDURE

### Appendix A: Scholarship Categories

CATEGORY	SUB-CATEGORY	DESCRIPTION	ELIGIBILITY & EVIDENCE REQUIRED	SELECTION PROCESS	AMOUNT	TOWARDS
<b>Excellence Scholarships</b>	National Excellence Scholarships	<p>These scholarships have been established to encourage high achieving domestic and international students to study at AIM. These scholarships are available for students who demonstrate:</p> <ul style="list-style-type: none"> <li>high academic achievement and/or,</li> <li>highly talented in the performance or creative arts area and/or</li> <li>strong leadership qualities and/or</li> <li>strong community-based involvements</li> </ul>	<ul style="list-style-type: none"> <li>Have undertaken study in a program equivalent to an Australian Year 12 study or higher</li> <li>Commencing in AIM degree program in 2020.</li> </ul>	<p>Shortlisted applicants are required to attend an interview with the appropriate scholarship review panel.</p> <p>Each applicant will be assessed on their ability to demonstrate:</p> <ul style="list-style-type: none"> <li>Academic Merit</li> <li>Leadership and/or Musical qualities</li> <li>Extra-curricular activities</li> <li>Aptitude and commitment to studying and completing a degree at AIM.</li> <li>Commitment to supporting, developing and contributing to better social outcomes in the music and creative arts community as well as the community within the scope of the scholarship sub-category.</li> </ul>	10 x Up to \$4500 (spread over three study periods)	Living Cost or Tuition Fee
	International Excellence Scholarships				4 x Up to \$4500 (spread over three study periods)	Tuition Fee Only
<b>Collegiate Partners Scholarship *</b>	Global Collegiate Partners Scholarships	<p>The scholarships have been established to encourage high achieving students from an approved international pathway partner institution to study at AIM. Available for high achieving students who are studying at one of AIM's international pathway partners such as;</p> <ul style="list-style-type: none"> <li>Music School of Shanghai University</li> <li>Singapore Raffles Music College</li> <li>UIC Indonesia</li> <li>Shanghai Theatre Academy</li> </ul>	<ul style="list-style-type: none"> <li>International: have undertaken an articulation pathway qualification from an approved international pathway partner institution.</li> <li>Not previously undertaken any other tertiary studies prior to commencing study at AIM</li> <li>Recommendation from school/institution partners is a bonus</li> <li>Commencing in AIM degree program in 2020.</li> </ul>		5 x \$3000 (spread over three study periods)	Tuition Fee Only

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CATEGORY	SUB-CATEGORY	DESCRIPTION	ELIGIBILITY & EVIDENCE REQUIRED	SELECTION PROCESS	AMOUNT	TOWARDS
Equity Scholarships	Indigenous Scholarships	Available for Australian citizens who are Aboriginal or Torres Strait Islander decent.  Can be linked to indigenous artists or charity organisations	<ul style="list-style-type: none"> <li>Be an Indigenous Australian or Torres Strait Islander and provide confirmation of Aboriginality to AIM</li> <li>Commencing in AIM degree program in 2020.</li> </ul>		2 x \$3,500 (spread over three study periods)	Living Cost or Tuition Fee
	LGBTIQA+ Scholarship	Available for disadvantage students from the LGBTIQA+ community Can be linked to organisation such as The Pinnacle Foundation	<ul style="list-style-type: none"> <li>Identified as LGBTIQA</li> <li>Have demonstrated commitment to the LGBTIQA community</li> <li>Commencing in AIM degree program in 2020.</li> </ul>		1 x \$3,500 (spread over three study periods)	Living Cost or Tuition Fee
	Social Adversity Scholarship	Targeted towards students who have experienced adversity in life. Example: those who when through racial discriminations, under privileged family environment etc.  Can be linked to charity organisation such as Music Make a Difference (MMAD) who picked up D-Minor (current AIM student) from being homeless as a legitimate musician.	<ul style="list-style-type: none"> <li>Detailed descriptions or evidence of facing adversity in life.</li> <li>Commencing in AIM degree program in 2020.</li> </ul>		10 x \$3,000 (spread over three study periods)	Living Cost or Tuition Fee
Community	AIM SYO – John Morrison Scholarships	Available for students whom have participated in the AIM Studio Youth Orchestra or AIM Big Band Blast in recognition of their commitment to the music industry nationally.	<ul style="list-style-type: none"> <li>Evidence of participating in AIM Studio Youth Orchestra or AIM Big Band Blast event</li> <li>Confirmation of participation from one of the above events by the event organiser.</li> </ul>		2 x \$3,000 (spread over three study periods)	Living Cost or Tuition Fee
	Community Excellence	students who demonstrate exceptional involvement and philanthropic engagement	<ul style="list-style-type: none"> <li>Evidence of involvement and</li> </ul>		3 x \$3,000 (spread	Living Cost or Tuition Fee

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CATEGORY	SUB-CATEGORY	DESCRIPTION	ELIGIBILITY & EVIDENCE REQUIRED	SELECTION PROCESS	AMOUNT	TOWARDS
		in the local music industry or creative arts community/industry.	contributions to the music and creative arts community		over three study periods)	
<b>Industry Partner Scholarships</b>	Industry Partner Scholarships	Available for staff members from AIM's industry partners who are seeking a formal HE qualification at AIM.  or  Available for high achieving students within a specific organisation or association. Example: Music NSW and if, for example, the winner of their Artist Support Grants chooses to study at AIM then a scholarship may be available.	<ul style="list-style-type: none"> <li>Evidence of employment at an approved AIM Industry Partner</li> <li>Reference and recommendation letter from the approved industry partner</li> <li>Commencing in AIM degree program in 2020.</li> </ul>		2 x \$3,500 (spread over three study periods)	Tuition Fee Only
<b>Access Scholarships</b>	Access Scholarships and bursaries	Available to domestic students who might find it difficult to gain access to education because of financial or personal circumstances	<ul style="list-style-type: none"> <li>Parental or guardian income statements if from low-income background, or experiencing financial hardship; or</li> <li>Detailed descriptions or evidence of facing adverse personal circumstances</li> <li>Commencing in AIM degree program in 2020.</li> </ul>		15 x \$1500 (spread over two study periods)	Living Cost or Tuition Fee
<b>Student Ambassador Bursary</b>	Student Ambassador Bursary	Available for current students who would like to be involved with internal projects such as peer mentoring, marketing and promotional activities etc.	<ul style="list-style-type: none"> <li>Students who are currently enrolled at AIM. Students on deferment or on academic support are not eligible.</li> <li>Commencing in AIM degree program in 2020.</li> </ul>	Shortlisted applicants are required to attend an interview with the appropriate scholarship review panel and to undertake training.	12 x \$2,000 (spread over 2 study periods – 8 Sydney/4 Melbourne)	Tuition Fee Only



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CATEGORY	SUB-CATEGORY	DESCRIPTION	ELIGIBILITY & EVIDENCE REQUIRED	SELECTION PROCESS	AMOUNT	TOWARDS
Student Life	Student Life	Available to current students who are members of the ASA and wish to be involved in organising and promoting student social and extracurricular activities.	<ul style="list-style-type: none"> <li>Students who are currently enrolled at AIM</li> <li>Students actively involved in the ASA</li> </ul>	Shortlisted applicants are required to attend an interview with the appropriate scholarship review panel and to undertake training	3 x \$2,250 (spread over 3 study periods – 2 Sydney/1 Melbourne)	Tuition Fee
Discounts	Alumni Discount	Available for Alumni and/or their immediate family members	<ul style="list-style-type: none"> <li>Completion of a Bachelor or Master Degree at AIM</li> <li>Commencing in AIM degree program in 2020.</li> </ul>	Automatic fee reduction	15% of total fees	Tuition Fee Only
	Staff & Family Discount	Available for staff and/or their immediate family members enrolled on an AIM undergraduate or postgraduate program	<ul style="list-style-type: none"> <li>Currently employed staff at AIM</li> <li>Commencing in AIM degree program in 2020.</li> </ul>	Automatic fee reduction	50% of total fees	Tuition Fee Only