

La Trobe University
 Senior Executive Group
 Course Portfolio and Scholarships Committee
SCHOLARSHIPS SUB-COMMITTEE

Establishment

The Scholarships Sub-Committee (originally called the Coursework Scholarships Sub-Committee) reports to the Course Portfolio and Scholarships Committee (CPSC), a sub-committee of the Planning and Resources Committee established by Planning and Resources Committee on 5 December 2014. The composition, name, and terms of reference were amended by the Planning and Resources Committee on 6 December 2015. In September 2016, the Senior Executive Group was established to replace the Planning and Resources Committee. Revised composition and terms of reference of the Scholarships Sub-Committee, along with a delegation of the Academic Board powers under S2.1(f) of the Academic Board Statute 2009 related to determining the conditions for competition for, and the awarding of, any fellowship, scholarship or prize offered to coursework student, to the Scholarships Sub-Committee, was approved at Academic Board at a meeting held on 8 March 2017 (*min ref 494.4.2, AB17/38(M)*). Further revisions were approved by the Course Portfolio and Scholarships Committee on 5 June 2018 (*min ref 26.4, CPSC18/36(M)*) and Senior Executive Group on 21 June 2018 (*min ref SEG18/217*).

Membership

Composition	Member	Appointment status
A Associate Pro Vice-Chancellor (Partnerships), College of Arts, Social Sciences and Commerce (Chair)	Professor Amalia Di Iorio	Ex-Officio
B Executive Director, Student Services and Administration	Dr Richard Frampton	Ex-Officio
C Director, Alumni and Advancement Office	Mr Stephen May	Ex-Officio
D Assoc Director, Indigenous Strategy and Education	Ms Nellie Green	Ex-Officio
E Director, Access and Achievement Research Unit	Dr Andrew Harvey	Ex-Officio
F Pro-Vice Chancellor (international)	Mr Kelly Smith	Ex-Officio
G Dean of Graduate Studies	Professor Chris Pakes	Ex-Officio
H Associate Pro Vice-Chancellor (Partnerships), College of Sciences, Health and Engineering	Dr Sonia Reisenhofer	Ex-Officio
I Pro Vice-Chancellor Student Success	Professor Jessica Vanderlelie	Ex-Officio
J Pro Vice Chancellor (Regional)	Professor Richard Speed	Ex-Officio
K Chief Marketing Officer	Mr Mark Engel	Ex-Officio
L Chief Finance Officer	Mr Mark Smith	Ex-Officio

In attendance

Composition	Member	Appointment status
A Scholarships project lead	Mr Gavin McLean	In attendance
E School partnership program	Mr John MacDonald	In attendance

The chair of the Committee may co-opt any member of the University where particular expertise is required. The committee may also invite other persons to attend particular meetings to advise the committee or participate in debate.

Role / Terms of reference

Terms of reference

1. Oversee, for Senior Executive Group approval, the development of a scholarships strategy that is consistent with, and supportive of University strategy. This strategy will encompass scholarships for international students and coursework and graduate research students.
2. Annually receive and review reports on the allocation of all University scholarships, including reports from La Trobe International and the Board of Graduate Research in relation to international and graduate research scholarships respectively.
3. Informed by (2) monitor the effectiveness and return on investment of the Scholarships Strategy overall, including financial and non-financial benefits and provide a summary report to the SEG.
4. Review a rolling three-year budget outlook for all scholarships, noting that graduate research scholarships are governed through the Research Strategy Committee.
5. Receive and consider proposals for establishing new coursework scholarships, referring matters of the academic criteria for new scholarships, as relevant, to the Academic Board for noting
6. Receive and review reports on new, changed or disestablished graduate research scholarships as approved by the Board of Graduate Research
7. Review and endorse any policy and procedures relating to coursework scholarships and make recommendations to the Course Portfolio and Scholarships Committee
8. Provide feedback to Student Services and Administration, Alumni and Advancement Office, Graduate Research School, La Trobe International, Schools and Divisions and Indigenous Strategy and Education on the scholarship process as appropriate.
9. Provide guidance in relation to issues that arise regarding scholarships and participate in procedural reviews of unsuccessful applications and requests for scholarship extensions as required.

Quorum

A quorum for the meeting will be half of the membership.

Standing members are required to send a delegate if they are unable to attend.

Frequency of meetings

As required with a minimum of three meetings to be held in a year.

Secretariat

Provided by College PVC (ASSC)

Contact person and phone / email

Name Gavin McLean, Senior Coordinator, Admissions and Scholarships (Scholarships Lead)

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