

Jumbunna Scholarship Administration Procedure

PROCEDURE PURPOSE

This procedure explains the process and steps for managing application and supporting of Jumbunna Scholarship students at UTS College. The purpose is to set out the procedure for students seeking to apply for the scholarship with UTS College; and the processes for application assessment, onboarding, and ongoing support provided to the students by UTS College and the Jumbunna Institute for Indigenous Education and Research

These procedures are designed for use by all who play some role in assessment and should be freely distributed to students, Student Success Advisers, and academic staff that have a need for knowledge of assessment and special consideration matters.

SCOPE

This procedure applies to all eligible Jumbunna Scholarship students who study in UTS College courses.

DEFINITIONS are set out at the end of this procedure.

PROCEDURE STEPS

Activity	Description	Responsible
Apply for scholarship	Aboriginal and/or Torres Strait Islander students can apply for the UTS College Jumbunna Pathway Scholarship. The first step is to apply directly to UTS through the Jumbunna Pathways Program .	Student
Preparation of offer letters	<p>1. Jumbunna select successful candidates for the UTS College Jumbunna Pathway Scholarship</p> <p>Jumbunna sends the list of approved students to the UTS College SSA team and UTS College Admissions team for issuance of the UTS College course offer letters.</p>	Jumbunna Staff/ SSA/UTS College Admissions
Accept offers	<p>2. Students accept the offers by signing the UTS College course acceptance forms and returning them to the UTS College Admissions team.</p>	Student/UTS College Admissions

One-off Start-up Study Allowance payment arrangement	<p>SSA emails list of new Jumbunna Scholarship students to the Student Experience team who will:</p> <ul style="list-style-type: none"> Email students the request for students to submit their bank account details for payment of their one -off allowance in their first semester. Then submit the request of payment to Finance team to arrange payment to students. 	SSA/ Student Experience Team/UTS College Finance/Student
Organise Welcome session	<p>SSA organises an Orientation event held onsite at Jumbunna with Jumbunna staff the Friday before UTS College Welcome Weeks commences</p> <p>SSA organise a UTS College Welcome at for Jumbunna Scholarship student to meet UTS College Dean of Studies, Program Managers and SSA before Census Date.</p>	SSA/Jumbunna/Student SSA/PM/DOS/Student
Ongoing support	<p>Support to all students:</p> <ol style="list-style-type: none"> Week 1 - email all teachers and Academic Coordinators to advise SSA how student is settling into their studies. Closely monitor CANVAS engagement and attendance. Follow up as needed with students and teachers on the students' academic progress. If any critical incident or when students are offtrack, SSA to inform Jumbunna for additional support. At the end of each semester, SSA sends the Jumbunna student progress report to Jumbunna staff, Dean and PM's. 	SSA/Academic Coordinator/ Teacher
Transition to UTS process	<ol style="list-style-type: none"> Jumbunna Scholarship students follow the transition process as Domestic students, as outlined on the UTS College Website. Jumbunna Scholarship Student tick identify as Indigenous during their transfer to UTS Application. This information is 	SSA/Student/ Jumbunna

	then sent electronically to Jumbunna.	
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DEFINITIONS

Course	The term “course” is used throughout this document to refer to UTS College Diploma courses.
Jumbunna Scholarship	<p>The UTS Jumbunna Pathways Program into University is open to recent-school leavers (with or without an ATAR); non-school leavers; people with TAFE, College or previous University qualifications.</p> <p>The Jumbunna Pathways Program offers Aboriginal and/or Torres Strait Islander students an opportunity to enter higher education based on factors including education, previous life and work experience.</p> <p>This is a whole of UTS College commitment, providing scholarships across all Diploma programs, to Jumbunna Scholarship students.</p>
Jumbunna Scholarship Eligibility	To be eligible for the UTS College Jumbunna Scholarship, an applicant must follow the application process as outlined in the Apply for Jumbunna Pathways
Satisfactory Academic Progress / Satisfactory Course Progress	Satisfactory advancement within a course towards its completion, as demonstrated by satisfactory participation in and completion of formal assessment components scheduled throughout the course.
Student	In this policy student refers to students on the UTS Jumbunna Scholarship
Student Success Adviser	Student Success Advisers are responsible for liaising with teaching staff to identify students at risk and offering learning support and other relevant support to students.
Study Period	One semester in a Diploma course. 12 teaching weeks.
Teacher	Includes any class teacher, academic tutor, or lecturer.
UTS College	UTS College, its representative offices and its controlled entities.

APPROVAL	
Position title:	The Dean Date: 6 June 2024
Procedure Title	Jumbunna Scholarship Administration Procedure
Executive	The Dean
Manager	Student Services Manager
Procedure ID	PROC/EDUC/08/24
Effective Date	6 June 2024

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0	Student Services Manager	New formalised procedure	3 June 2024
1.1			