

Humanitarian Scholarship Administration Procedure

PROCEDURE PURPOSE

This procedure explains the process and steps for managing application and supporting of Humanitarian 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 UTS Centre for Social Justice & Inclusion team.

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 Humanitarian 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	Asylum seekers can apply for UTS College Humanitarian Pathway Scholarship by applying to UTS through the UTS Scholarship website.	Student
Applicant Selection	<ol style="list-style-type: none"> 1. Shortlisted eligible candidates sent by UTS Centre for Social Justice & Inclusion team to UTS College in the agreed excel file format 2. UTS College and UTS Student Equity Project Officer interview eligible candidates 3. Select successful candidates for UTS College Pathway students 4. SSA Team Lead sends successful UTS College Pathway student list to UTS College Student Services Manager/Dean of Studies for approval 	UTS Student Equity Project Officer/UTS College Student Success Adviser (SSA)/ SSA Team Lead/Student Services Manager/Dean of Studies

Preparation of offer letters	<p>UTS College Student Services Manager sends the list of approved students to the UTS Centre for Social Justice & Inclusion team and UTS College Admissions team for issuance of the followings to the students:</p> <ol style="list-style-type: none"> 1. UTS College Humanitarian Pathway Scholarship offer letters (sent by UTS) 2. UTS College course offer letters (sent by UTSC Admissions) 	<p>UTS College Student Services Manager/ Admissions/ UTS Centre for Social Justice & Inclusion team.</p>
Accept offers	<p>Students accept the offers by signing the UTS College course acceptance forms and returning them to the UTS Admissions team</p>	<p>Student/UTS College Admissions</p>
Complete and return study allowance agreement	<p>SSA creates and maintains a records of admitted students and send them the study allowance agreement to sign and return to the SSA. The agreement stipulates the request to use part of the allowance to purchase a laptop for study purposes.</p>	<p>SSA/Student</p>
Study Allowance payment arrangement <small>(to be arranged after census date of each semester)</small>	<p>SSA sends the student list to the Student Experience Team for collection of the students' information and bank account details to arrange for payment of the study allowance with the Finance team.</p>	<p>SSA/Student Experience Team/Finance</p>
Organise Welcome session	<p>SSA to share the list of students with PMs for them to organise teacher mentors for each program.</p> <p>SSA to organise a Welcome session with Program Managers and teacher mentors to welcome new students. CEO and Dean of Studies are also invited to this Welcome session.</p>	<p>SSA/PMs/ Teacher mentors/ Student</p>

Ongoing support	<p>Support to all students:</p> <ol style="list-style-type: none"> 1. Week 1 - SSA contacts teachers and Academic Coordinators to advise SSA how student is settling into their studies. 2. Closely monitor CANVAS engagement and attendance. 3. Follow up as needed with students and teachers on the students' academic progress. 4. If any critical incident or when students are off track, SSA to inform the UTS Equity Project Officer 5. At the end of each semester, SSA sends the students' progress reports to UTS Equity Project Officer 	SSA/Academic Coordinator/ Teacher
Transition to UTS process	<ol style="list-style-type: none"> 1. UTS Equity Project Officer to organise a transfer session to take place at UTS College or UTS campus and informs SSA of the date and time. 2. SSA to send an invite to POTC students to attend the session and requests students to bring their photo IDs and visas to the session. 3. The transfer session is to include a presentation from UTS on essential information and coordination of transfer form completion with the students. 	UTS Equity Project Officer/SSA

DEFINITIONS

Course	The term “course” is used throughout this document to refer to UTS Foundation Studies programs and UTS College Diploma courses.
Humanitarian Scholarship	The UTS Humanitarian Scholarship has been established to support undergraduate study for students holding Asylum Seeker Bridging Visas or Temporary Protection Visas (TPV) as a result of their arrival to Australia as asylum seekers. This is a whole of UTS College commitment, providing scholarships across all Diploma programs, to asylum seekers unable to access Commonwealth Supported places or government loan schemes.
Humanitarian Scholarship Eligibility	To be eligible for the Scholarship, an applicant must meet all of the following criteria: <ul style="list-style-type: none"> ▪ Have temporary asylum seeker or refugee residence status and hold a Bridging Visa E or A (and has made an application for a Protection Visa), or Temporary Protection Visa (subclass 785), or Safe Haven

	<p>Enterprise Visa (subclass 790)^[1], or Temporary Humanitarian Concern Visa (subclass 786) and</p> <ul style="list-style-type: none"> ▪ Be able to demonstrate that they do not have the financial means to support payment of their tuition fees without receiving the Scholarship; and ▪ Have applied and been deemed eligible for admission to a UTS undergraduate degree or UTS postgraduate degree; and ▪ Undergraduate applicants: <ul style="list-style-type: none"> ○ Have not commenced or completed any other undergraduate degree in Australia; and ▪ Apply and commence at UTS in the next available intake for the course after completion of their study used as their basis of admission; and ▪ Be intending to enrol full-time; and ▪ All candidates must apply and complete the UTS online Scholarships Application; and ▪ All candidates must be available to attend an interview, if required. <p>^[1] Applicants holding an Australian Bridging Visa will be required to provide a statement and/or letter from a community organisation verifying the applicant's experience of an asylum-seeker.</p>
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 Humanitarian 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 or UTS Foundation Studies course. 12 teaching weeks.
Teacher	Includes any class teacher, academic tutor, or lecturer.
UTS College	Insearch Limited, its representative offices and its controlled entities.

ADMIN USE ONLY
APPROVAL

Position title: **Dean** Date: 6 June 2024

Procedure Title Humanitarian Scholarship Administration Procedure

Executive Dean of Studies

Manager Student Services Manager

Procedure ID PROC/EDUC/09/24

Effective Date 6 June 2024

VERSION HISTORY

No.	Author	Description of change/purpose	Date
1.0	Student Success Team Lead	Documented and formalised the management of Humanitarian Scholarship process	May 2024
1.1			