



Conditions of The Bupa International Student Award

The Bupa International Student Award (*Award*) is administered in accordance with the following conditions:

1. NAME OF SCHOLARSHIP

The Bupa International Student Award.

2. PURPOSE OF SCHOLARSHIP

The purpose of the Award is to assist and encourage international students, enrolled at The University of Notre Dame Australia (*University*), to be involved in the life and culture of the University and the broader community.

3. VALUE OF Award

Up to three (3) cash Awards of \$1,000 each will be awarded per annum.

4. ELIGIBILITY REQUIREMENTS

To be eligible for the Scholarship, applicants must:

- a) Be enrolled as an international student at the University in an undergraduate or postgraduate award course;
- b) Continue their enrolment at the University for a minimum of one semester post-award; and
- c) Be a student of good academic standing.

Students enrolled in Study Abroad or Exchange courses are ineligible.

5. SELECTION COMMITTEE

The Selection Committee for the Award will comprise:

- a) The Pro-Vice Chancellor International (or nominee);
- b) The Academic Registrar (or nominee); and
- c) The Deputy Director of Admissions and Student Services, Fremantle Campus (or nominee); or
- d) The Student Services Manager, Sydney Campus (or nominee).

6. SELECTION CRITERIA

In making their recommendation as to which applicant/s shall receive the Award, the Selection Committee will consider:

- a) Demonstrated promotion of the international student culture on the student campus of enrolment, for example, supporting commencing international students, or in organising events that promote international culture;
- b) Demonstrated community involvement;
- c) Dedication to their studies as demonstrated for example, by their attendance, participation and involvement with activities of the relevant School, leadership and participation in extra-curricular activities within their field of study; and
- d) Any other matters deemed relevant by the Selection Committee.

7. SELECTION PROCESS AND AWARDING PROCESS

- a) The Award will be advertised by the Office of University Relations in the semester preceding conferral.
- b) Written applications, of up to one page, setting out compliance with the Eligibility Requirements and addressing the Selection Criteria must be made on the available Application Form, and accompanied by two written current references with the names and contact details of the referees.
- c) Applications must be submitted to the Office of University Relations.
- d) The Office of University Relations will shortlist no more than 10 applicants and submit to the Selection Committee.
- e) Shortlisted applicants may be interviewed.
- f) The successful recipient will be notified in writing by the Office of University Relations.

8. REPEAT AWARDS

Recipients of the Award are not eligible for repeat awards.

9. METHOD OF PAYMENT

- a) Award funds will be paid directly to the student as determined by the University.
- b) Recipients are required to complete a Gift Expenditure Form for payment of funds.
- c) Award funds will be paid in one instalment after selection.

10. STUDENT REQUIREMENTS

- a) Award recipients are required to provide a brief personal profile with the application, including name, course of study, time in Australia, and a summary of the service they undertook to the administering body outlined in Clause 11.
- b) Award recipients will be required to make this profile available to Bupa Australia Pty Ltd.

11. ADMINISTERING BODY

The Award is administered by the Office of University Relations, Fremantle.

12. PRIVACY

The University will collect, use, hold and disclose personal information in accordance with the *Privacy Act 1988* (Commonwealth) and the University's Privacy Policy.

13. GENERAL PRINCIPLES

- a) These Conditions must comply with any University Regulations regarding the awarding of scholarships and prizes.
- b) The Vice Chancellor, in consultation with the donor, may vary the Conditions of the Award at any time.

Purpose:	The purpose of the Award is to assist and encourage international students, enrolled at The University of Notre Dame Australia, to be involved in the life and culture of the University and the broader community.
Responsible Executive:	Director, Office of University Relations, Fremantle
Responsible Office:	Office of University Relations
Contact Officer:	Development Manager
Effective Date:	Established in 2015
Campus Applicability:	Fremantle and Sydney
Modification History:	September 2018