



# Annual Scholarship Update guidelines

## For scholarship recipients

As indicated in your scholarship conditions, Notre Dame requires all scholarship recipients to write an Annual Scholarship Update at the end of each calendar year throughout their scholarship term.

The purpose of this Annual Scholarship Update is to outline your academic and personal journey, and overall student experience with a focus on how your scholarship has impacted and brought value to your studies and experience at Notre Dame. For recipients of donor funded scholarships, this is an opportunity to reconnect with your scholarship donor and acknowledge them.

When you write your update, please remember that you are representing yourself as well as the Notre Dame community.

**Below are some considerations for writing your update, and a template is provided below to assist you in this process.**

- Your Annual Scholarship Update is requested in Semester 2 and is submitted to the Scholarships Team.
- The annual report does not need to be longer than one (1) page, and we would encourage you to not exceed two (2) pages.
- You might wish to talk about your achievements and your progress throughout the year, this can be a combination of both academic and personal pursuits.
- You may wish to attach some supporting material, though not compulsory; examples may include academic results, certificates, or photos of practicum placements and other engagement activities or experiences you have been able to achieve through the support of your scholarship.
- You are welcome to thank your scholarship providers and express appreciation.
- For privacy reasons your scholarship providers are unlikely to have read your scholarship application, so you may wish to tell them a bit about yourself if you feel comfortable doing so.
- Be sincere, ensure your report is true to your experience and that you use correct spelling and grammar.

It is important that your studies or wellbeing are not unduly affected in writing this Annual Scholarship Update. Should you have any concerns or if you require additional time or support to write your report, please contact the Scholarships Coordinator, Ana Ferreira Manhoso at [scholarships@nd.edu.au](mailto:scholarships@nd.edu.au) or by calling 08 9433 0545.

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