# Foundation Scholarship Guidelines

## Document Particulars

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<td>Related documents</td>
<td>APIC QMS, Admission Policy, General Regulations</td>
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1 College Mission

Asia Pacific International College (APIC) is dedicated to academic ideals of education, research. The College endeavours to:

- provide innovative and transformative cost effective educational opportunities for individual students at graduate level, including but not limited to formal award courses, professional development courses, open learning courses and seminars, conferences, workshops and any other course that is deemed appropriate;
- accelerate the acquisition and beneficial application of knowledge at both individual and corporate levels through research, teaching, training and consulting activities;

APIC emphasises the acquisition of general and specialist knowledge, development of professional skills and critical thinking. APIC subscribes to:

- academic freedom, high ethics and a full respect of the law;
- maintenance of academic values and ideals;
- observance of individual privacy, rights and freedoms;
- provision of a stimulating environment for staff and students to engage in scholarly activity, enjoy collegial interactions, develop respect and serve the community; and
- customer value, efficiency and cordiality.

In pursuance of its mission APIC shall offer up to 5 scholarships to talented full time students each year who are pursuing one of the Master degree programs of the College. The following guidelines are designed to provide a fair and transparent process to invite, receive and select applicants and award the Foundation Scholarships accordingly in each year.

2 Number and value of Foundation Scholarships

APIC shall award 5 scholarships annually to full time campus-based graduate students as follows:
- Master of Business and Project Management, 2, each valued up to $10,000
- Master of Business Administration (MBA), 2, each valued up to $10,000
- Master of Business Management (MBM), one valued up to $7,000

3 Responsibility and governance of the Foundation Scholarship

The College Dean is the senior officer responsible for overseeing the award of the Foundation Scholarships. The Dean shall appoint a Scholarship Committee, comprising Program Directors and the Registrar to assess all applications received for the Foundation Scholarship. The Committee shall report back to the Dean and make recommendations on the award of the Scholarships.

The Dean may or may not accept the recommendations made by the Committee. He/she in consultation with the President and General Manager, Corporate Services, may select different applicants or refuse to award any scholarship, but he or she must outline his or her reasons for not accepting the recommendations made by the Committee.

Unless there is evidence of impropriety the decision made by the Dean is final and is not subject to appeal except where there are procedural errors or new information comes to light regarding the status of one or more applicants or there are other compelling reasons to review the decision.
4 Criteria for award of Scholarships

APIC shall award the Foundation Scholarships on the basis of academic performance taking into account all evidence of academic results from applicants’ Bachelor degree and any graduate studies completed in the 2 years prior to applying for the Scholarship. The institutions where the applicant has completed his or her studies must be recognised under the Australian government guidelines as being equivalent to an Australian university. The results must be equal as High Distinction or equivalent (generally the applicants must be within the top 5% of their class).

When there are more applicants that the number of scholarships available in each year, the Scholarship Committee shall select the most meritorious applicants. In cases where the applicants are judged by the Scholarship Committee as not meeting the minimum academic requirements no Foundation Scholarship shall be awarded. This action does not exclude the College awarding other types of scholarships to applicants.

5 Conditions

The following conditions apply to Foundation Scholarship holders:

- Only one round of the Foundation Scholarships will be available each year. Scholarship holders may commence their studies in any semester in the year immediately after receipt of their Scholarship.
- Failure to commence studies within the designated time shall lead to automatic cancellation of the Scholarship unless there are compelling reasons beyond the applicant’s control. In such situations the Scholarship holder shall be required to reapply afresh and his/her application shall be considered together with all fresh applications received for the Scholarships in that year as part of the normal process conducted by the Scholarship Committee and within the stated quota.
- In cases where the applicant has not yet completed his or her Bachelor degree course but there is demonstrable evidence of academic excellence, the Scholarship Committee may award a provisional or conditional scholarship to the applicant subject to applicant successfully completing his/her studies and meeting other stipulated requirements. The time limit in such cases is normally 6 months but can be extended to 9 months maximum if found warranted by the Scholarship Committee.
- All applicants or holders of scholarship must be of sound character and conduct themselves in an exemplary manner; they must demonstrate academic leadership and act as a role model.
- Any academic misconduct or offensive behaviour can automatically lead to the disqualification of the applicant. In such cases the scholarship holder must return the amount received from the College in full.
- Part time work is allowed provided that it will not be at the expense of student’s studies. All students can also work full time during summer vacation.
- All holders of the Foundation Scholarship must pursue their studies full time on campus either in Sydney or Melbourne, and demonstrate academic performance (minimum Distinction average with no single result below Credit).
- Part time and distance students are not eligible to apply for or receive the Foundation Scholarships. Should a scholarship holder decide to transfer their enrolment from full time to part time studies or adopt the online mode of study or change their enrolment from the designated course to another course, that person will be liable to repayment of all scholarship amount received up to the date of change.
• Students must apply, and be admitted to the College formally prior to lodging their application for Scholarship
• Since the Scholarships are awarded on a competitive basis, no indication can be given to any applicant until the Scholarship Committee meets and considers all applications. The Scholarship Committee may recommend that no Scholarships be awarded in a particular year
• Only applications received after 1 October and before 15 November in each calendar year can be considered for the Scholarships award in the succeeding year; all applications received outside this period will not be considered
• Applicants whose applications has not been considered must reapply and include their latest academic results prior to the application date
• Applicants must provide full documentations required as outlined below; the Scholarship Committee shall not be in a position to write to individual applicants asking for missing documents
• All documents must be original or certified and formally verified as being authentic and bearing the appropriate official seal
• The Scholarship Committee or Dean may approach the institutions where the applicant completed his/her studies to independently verify the claims made by the applicant. It is imperative that the applicant authorises the respective institutions to release all information related to the applicant’s academic performance
• Scholarships cannot be awarded retro-respectively. Scholarships cannot be transferred to others or surrounded for cash, and has no value other than for the purposes stated
• Scholarship holders must agree to mentor up to 10 students in the 2 year immediately after completion of their studies

6 Application procedure and documents

All applicants must fill in and sign the Application for Foundation Scholarship and submit this together with the following documents to the Registrar or other nominated officers of the College:
  a) Applicant’s full curriculum vitae
  b) Formal academic transcripts showing their results
  c) Names and particulars of at least 2 academic referees who can be contacted to supply confidential testimony on the applicant’s behalf
  d) A short essay to explain why they should be awarded the Foundation Scholarships
  e) Other evidence that shows their academic leadership

Note that the College regrets that no applications can be received outside the designated dates.

7 Performance monitoring

The College shall monitor the performance of all scholarship holders at the end of each semester. The Dean, upon advice from the Board of Examiners, may decide to cancel or suspend the scholarship held by a student if that student fails to meet the above conditions, particularly meeting the academic performance requirements regardless of the circumstances that lead to poor academic performance. The decision made by the Dean is final and is not subject to appeal.

8 Communication procedure

All communications related to the Foundation Scholarships must be in writing and through the Office of the Registrar.