

LTC14D233

Title: Approval of Scholarships, Bursaries and Prizes
Author: Dr Jon Sharp
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Issue

To streamline the process for approving scholarships, bursaries and prizes.

Recommendation

Recipients are invited to approve the proposal that the Pro-Vice- Chancellor (Academic) delegates authority for the approval of scholarships, prizes and bursaries to the appropriate Head of Service as outlined in the flow diagram below

Resource Implications

There are no resource implications for this proposal

Risk Implications

There are no risk implications for this proposal

Equality and Diversity

There are no equality and diversity implications for this proposal

Timing of decisions

The revised process would commence from 2015/16

Further Information

Contact Dr Jon Sharp, Head of LTS (Quality) email: jon.sharp@uea.ac.uk
Telephone: 597374

Background

Scholarships, bursaries and prizes provide a valuable resource to students and demonstrate public recognition of UEA. Thanks to the excellent work undertaken by the Development Office the number of donors funding scholarships, bursaries and prizes is increasing substantially. The role of LTC in approving scholarships, bursaries and prizes is purely a quality assurance function to ensure academic probity and regulatory compliance. It is now timely to streamline the process of approving them.

Discussion

The Issues to be considered are regulatory in nature and relate to primarily administrative aspects such as compliance with tenets of Quality Code, mapping to existing course regulations.

A robust process for the development and approval of scholarships, bursaries and prizes has been produced following discussions between the PVC (Academic), the Head of LTS (Quality), the Director of Development, the Secretary to the Learning and Teaching Committee and the Regular Giving Officer in the Development Office.

In many instances donors are keen to see a quick resolution and this can be a factor in ensuring the continuing positive stewardship of our relationship with them. By allowing formal sign off to take place at the point of QA review the process would be significantly streamlined

APPROVAL OF SCHOLARSHIP, BURSARIES AND PRIZES

DEVELOPMENT MANAGER + DONOR
MEET TO DISCUSS AREA, CONDITIONS AND
AMOUNT OF DONATION

STEWARDSHIP OFFICER
DEVELOPS RULES IN CONJUNCTION
WITH DEVELOPMENT MANAGER

HEAD OF SCHOOL OR FACULTY/SCHOOL
REPRESENTATIVE CONFIRMS RULES OF
SCHOLARSHIP, PRIZE OR BURSARY
ARE APPROPRIATE

RULES GO BACK TO DONOR
FOR APPROVAL

STEWARDSHIP OFFICER SUBMITS THE
RULES TO THE HEAD OF LTS TO CHECK*
ON BEHALF OF THE UNIVERSITY

HEAD OF LTS (QUALITY) CHECKS AND
APPROVES THEN ADVISES DEVELOPMENT
OFFICER WHO CONFIRMS APPROVAL WITH
DONOR + ALSO ADVISES LTC SECRETARY WHO
COMPILES A REPORT FOR LTC

*CHECKING COMPLIANCE WITH REGARD TO QUALITY ASSURANCE,
EQUALITY + DIVERSITY, ACADEMIC RIGOUR AND PROBITY