



Student Scholarship, Bursary, Fellowship, and Prizes Policy

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1. Purpose

As outlined in the Technological Universities Act 2018, the responsibilities of the Academic Council include making recommendations to the regarding the awarding of fellowships, scholarships, bursaries, or prizes [Chapter 5 (17)(3)(g) of the 2018 Act]. The purpose of this policy is to outline the process which ATU has put in place to fulfil these responsibilities.

2. Scope

This policy applies to the provision of all scholarships, bursaries, fellowships, or prizes that carry a monetary component/benefit and/or a financial remuneration to a registered student where the exchange of funds or financial remuneration is administered directly through ATU, to the student.

Scholarships, bursaries, fellowships, or prizes include initiatives that involve financial benefit directly to the student to support them in embarking on higher education at ATU, their ongoing academic studies, bursaries awarded to students to support student placement, work placement or equipment as a requirement to complete their studies and prizes given to students as part of the conferring ceremony, in recognition of academic excellence (based on the highest Grade Point Average (GPA)) .

Scholarships, bursaries, fellowships or prizes may be proposed internally or through an external partnership or collaboration.

This policy applies where:

- the funding is provided by ATU (including reduced fees or fee waivers not included in the Fees Policy) and assessed either internally or externally,
- eligibility criteria are set by an external body and the funding is administered by ATU,
- ATU wishes to seek authorisation by an external body to have students participate in an external scholarship, bursary, fellowship or prize.

This policy applies to new initiatives and proposed changes or amendments to existing scholarships, bursaries, fellowships, or prizes.

The following are excluded from the scope of this policy:

- studentships for postgraduate students undertaking research degrees,
- prizes to graduates outside of the ATU funded Academic Excellence Prizes presented at the main conferring ceremony, such as a certificate, medal, trophy or industry sponsored presentation funded by external or industry sponsors,
- Programme/Department/School/Faculty specific prizes to registered students in recognition of their academic achievement, funded by external or industry sponsors (up to a maximum €1000),

- other acknowledgement of student achievement or participation that does not involve a monetary gain or is not related to academic studies,
- students who receive funding for a bursary or scholarship directly from an external organisation, where the financial remuneration is not administered by ATU,
- a fee reduction, such as the alumni discount, which falls under the remit of the *ATU Fee Policy*, and
- prizes/awards to ATU staff members.

Faculties will report annually on all scholarships, bursaries, fellowships and prizes presented to students that are outside the scope of this policy in their annual report to Academic Council.

3. External Reference Documents

- Technological Universities Act 2018

4. Policy

4.1 Key definitions

Scholarship: A scholarship is a type of financial reward to a student in recognition of academic or other achievements. Scholarships are typically awarded to students who have demonstrated exceptional academic performance, leadership skills, or other talents.

Bursary: A bursary is a type of financial aid to a student based on financial need. It is typically awarded to a student from equity-deserving backgrounds who may not have the financial means to pay for their education. Bursaries are often provided by government agencies, non-profit organisations, and educational institutions. Bursaries under the scope of this policy are those granted for the specific identified needs for a student to complete academic studies. This may include but is not limited to placements, internships, equipment or resources.

Fellowship: A fellowship is a type of financial aid that is awarded to students based on their academic or other achievements, usually set by an external organisation or agency. The criteria for a fellowship may be determined by an outside organisation or agency that offer fellowship places to students at ATU, where the student receives remuneration for these achievements to complete their ATU studies. For the purposes of this policy, fellowships proposed from external organisations or agencies will be evaluated to ensure the alignment to the vision and mission of ATU.

Prize: A prize that falls under the scope of this policy is a type of financial aid or monetary component (greater than €1000) that may recognise merit, achievement, or participation in a specific activity and may recognise academic and/or non-academic contributions. This may encompass a broad range of activities. The prize must be awarded to a registered ATU student.

Sponsoring organisation or agency: A sponsoring organisation or agency is an independent external organisation, such as a private corporation, company, philanthropic foundation, government agency, non-profit or community organisation, that offers the financial remuneration for a scholarship, bursary, fellowship or prize.

Sponsoring organisations may also work with ATU to agree eligibility criteria or agree that registered ATU students may apply where they have eligibility criteria in place.

4.2 Guiding Principles

ATU supports the establishment of student scholarships, bursaries, fellowships and prizes at all programme levels and we recognise that such initiatives contribute to student motivation and success at university.

All student scholarships, bursaries, fellowships and prizes must designed/selected to:

- support students on their education journey,
- have distinct eligibility criteria,
- align with the ATU Strategic Plan,
- provide equity of access, and
- have appropriate governance and administration are in place for their operation.

ATU will administer the scholarships, bursaries, fellowships and prizes in a way that is clearly communicated, transparent, and ensures equity to all students.

The oversight and approval of student scholarship, bursary, fellowship and prizes is assigned to a designated committee, the Student Scholarship, Bursary, Fellowship and Prizes Committee. All applications or proposals for scholarships, bursaries, fellowships and prizes at ATU must be assessed and approved by the committee. The committee reports annually on all student scholarship, bursary, fellowship and prizes to Academic Council.

The administration of each approved scholarships, bursaries, fellowships and prizes is assigned to a specific ATU working committee and/or academic/support function. The working committee are responsible for the distribution, marketing and operational administration of the scheme. At least one ATU staff member must be named as a key contact for each scheme to liaise between the working committee / function and the

Student Scholarship, Bursary, Fellowship and Prizes Committee in relation to the proposal and operation of the scheme.

4.3 ATU Student Scholarship, Bursary, Fellowship and Prizes Committee

The purpose of the Student Scholarship, Bursary, Fellowship and Prizes Committee is to:

- evaluate and approve new scholarships, bursaries, fellowships and prizes,
- maintain a repository of scholarships, bursaries, fellowships, or prizes on behalf of ATU,
- evaluate and approve proposed changes to existing scholarships, bursaries, fellowships and prizes,
- report on the approval of scholarships, bursaries, fellowships and prizes upon request from Academic Council,
- prepare an Annual Report for Academic Council on scholarships, bursaries, fellowships, or prizes granted to ATU students in the previous academic year, and
- review policies and procedures to support the administration of the above scholarships, bursaries, fellowships, or prizes.

4.3.1 Membership

The membership of the committee is drawn from key representatives from academic, non-academic functions and student representation across the university as follows:

- Vice President for Students, Teaching & Learning (Chair)
- One member of the Student Experience and Access Committee of Academic Council
- One member of the Teaching, Learning and Assessment Committee of Academic Council
- One Finance Manager (or nominee)
- One Marketing Manager (or nominee)
- One Academic Affairs Manager (or nominee)
- One Student representative (Student Union nominee)

The committee will have a minimum 40% female and 40% male membership. The term of the committee is aligned to the term of Academic Council.

A Vice Chair is elected from within the membership of the committee and may rotate over the duration of the committee term. A quorum of 4 will apply for any meeting of the committee. Any decision which cannot be reached by agreement may be put to a vote, in which case the decision is by a simple majority. In the event of a tie the Chair has the casting vote.

Additional members may be co-opted onto the committee, as required and depending on the needs of specific proposals, for example, representative from Teaching and Learning in

relation to fellowships, representative from ATU Global in relation to international scholarships.

4.3.2 Support, Schedule and Agenda

An administrator will be appointed from the Office of the Registrar and Chief Academic Officer to assist with administration of committee work and to attend the meetings, prepare draft of minutes etc. for each meeting.

The Student Scholarship, Bursary, Fellowship and Prizes Committee will meet a minimum 3 times per year with dates agreed at the beginning of each academic year; two of the meetings to take place in March and November with a specific focus on assessing new or amended student scholarships, bursaries, fellowships and prizes for the following academic year. The meetings are convened by the Chair or Vice Chair and are held online. Agenda and papers are available five days in advance of each meeting. Draft minutes of each meeting will be available as soon as practical after the meeting.

4.4 Approval of new scholarship, bursary, fellowship and prize schemes

The process and timeline for development and approval of a new Student Scholarship, Bursary, Fellowship and Prizes is outlined in the table in Appendix 1.

4.4.1 Type of Proposal and Required Documentation

All proposals must have secured external funding or have secured an internal funding mechanism before starting the application process. For example, if a proposal includes a reduction in student fees as part of an overall scheme, the fee reduction component must be agreed by the ATU Fee committee or other executive body in advance of the proposal submission. The committee does not have a direct funding allocation available. The types funding models for Student scholarship, bursary, fellowship and prizes are:

1. Externally funded and externally assessed
2. Externally funded and internally assessed
3. ATU funded and internally assessed
4. ATU funded and externally assessed

All proposals must be detailed in the *AQAE065_001 New Scholarship, Bursary, Fellowship, or Prize Proposal Form* and must be accompanied by the appropriate documentation. The requirements for the Student Scholarship, Bursary, Fellowship and Prizes Committee to carry out their evaluation are outlined in Table 1.

Type	Funding Type & Assessment	Information Required for Student Scholarship, Bursary, Fellowship and Prizes Committee
	All	<ul style="list-style-type: none"> • Key contact details • Justify alignment to ATU Strategic plan • Alignment to ATU academic programmes (if appropriate); • Payment arrangements to the student (e.g. directly to the student or via ATU finance) • Summary of the process for advertising, student application, financial administration and timelines for the administration.
1	Externally Funded and Externally Assessed	<ul style="list-style-type: none"> • External student eligibility and assessment criteria. • Documentation regarding the External body and/or collaborative agreements with ATU.
2	Externally Funded and Internally Assessed	<ul style="list-style-type: none"> • Internal student eligibility and assessment criteria. • Documentation regarding the External body and/or collaborative agreements with ATU.
3	ATU Funded and Internally Assessed	<ul style="list-style-type: none"> • Internal student eligibility and assessment criteria. • Documentation and agreements on the internal financial commitments for the scheme.
4	ATU funded and externally assessed	<ul style="list-style-type: none"> • External student eligibility and assessment criteria. • Documentation and agreements on the internal financial commitments for the scheme. • Documentation regarding the External body and/or collaborative agreements with ATU.

Table 1. Types of Funding and Required documentation for an application.

4.4.2 Application

Each new proposal must include a sponsor, organisation or agency offering the financial remuneration for the student scholarship, bursary, fellowship and prizes. A member of ATU staff must be assigned as the key contact for the student scholarship, bursary, fellowship and prizes. The key contact is responsible for completing the *AQAE065_001 New Scholarship, Bursary, Fellowship, or Prize Proposal Form* on behalf of the working committee / function / sponsor that is making the proposal. The application process for students will be developed, and depending on the type may be subject to external or internal student application criteria, and funding.

The application form *AQAE065_001 New Scholarship, Bursary, Fellowship, or Prize Proposal Form* provides detailed information regarding the:

- Description, title and type
- Proposer Key Contact and Function/Working Committee details
- The timing, duration, number of awards and target students
- Eligibility criteria

- Funding and budgeting details

Each application is reviewed by the Chair or Vice-Chair of the committee, or nominee, who acts as a liaison with the key contact to ensure all parts of the form are completed correctly. Once the application is deemed complete it is presented to the committee for evaluation.

Based on the outcome of the committee evaluation the proposal may be:

- approved to be listed as a new Student Scholarship, Bursary, Fellowship, or Prize for the next academic year,
- recommended as a the new Student Scholarship, Bursary, Fellowship, or Prize on completion of conditions, for the next academic year, or
- reject with reasons with/without a resubmission.

Applications for new or amended Student Scholarship, Bursary, Fellowship, or Prize need to be submitted using the *New Scholarship, Bursary, Fellowship, or Prize Proposal Form* by 3rd Friday in October to be considered for the November committee meeting and 3rd Friday in February of each year to be considered for the March committee meeting. These meetings allow for scholarship, bursary, fellowship and prizes to be approved for the following academic year.

If conditions or additional documentation is requested by the committee, this should be submitted to the Chair/Vice Chair or nominee, before full approval to proceed is granted.

4.4.3 Detailed Development

Once the committee approves the scholarship, bursary, fellowship, or prize, the key contact develops the further documentation to support it.

This may include:

- Student application form
- Website content to advertise the scholarship, bursary, fellowship or prize
- Assessment Criteria
- Selection procedure
- Appeal Procedure
- Conditions to be met by the recipient (e.g. attendance).

The key contact may consult with the Student Scholarship, Bursary, Fellowship and Prizes Committee Chair, Vice-Chair or Administrator for templates or guidance on completing this documentation.

A copy of this detailed documentation is retained by the Office of the Vice President for Students, Teaching and Learning and the new Scholarship, Bursary, Fellowship, or Prize is included in the ATU Student Scholarships, Bursaries, Fellowships, and Prizes Repository.

4.5 Operation of Scheme

Once a student scholarship, bursary, fellowship or prize scheme is approved by the Student Scholarship, Bursary, Fellowship and Prizes Committee and the detailed documentation submitted and agreed by the Chair/Vice chair of the committee, it can begin advertising the scholarship, bursary, fellowship, or prize to students for the next academic year.

It is the responsibility of the function or committee proposing the scholarship, bursary, fellowship or prize to ensure its effective administration. Marketing, recruitment or commencement of a Scholarship, Bursary, Fellowship or Prize must not commence until approval has been granted. The key contact or other nominated person from the function / committee is also responsible for reporting to the Student Scholarship, Bursary, Fellowship and Prizes Committee on the number of awarded students and total amount of funding allocated to students for the scholarship, bursary, fellowship or prize and any on-going issues or updates on its operation.

4.6 Amendments to an existing Scholarship, Bursary, Fellowship, or Prize

If the criteria or scope for a student scholarship, bursary, fellowship or prize requires amendment, including student application requirements, funding amounts or other fundamental changes to the operation of the scheme, these changes must be notified in writing to the Chair/Vice Chair of the Student Scholarship, Bursary, Fellowship and Prizes Committee (or nominee) for review. The changes will be included in the agenda of the next meeting of the Student Scholarship, Bursary, Fellowship and Prizes Committee for noting.

4.7 Cessation or Pausing of a Scholarship, Bursary, Fellowship, or Prize

If a Student Scholarship, Bursary, Fellowship and Prizes is paused for an academic year(s), the key contact for the scheme is responsible to notify the Student Scholarship, Bursary, Fellowship and Prizes Committee and relevant academic and support services of the change.

If a scholarship, bursary, fellowship and prizes ceases or is no longer accepting applications, the key contact is responsible to notify the Student Scholarship, Bursary, Fellowship and Prizes Committee and relevant academic and support services of the change.

If a scholarship, bursary, fellowship or prize is paused or ceased in a given academic year, the financial commitment to students awarded it must be honoured during that academic year. Notification of the changes are included on the agenda of the next Student Scholarship, Bursary, Fellowship and Prizes Committee meeting.

4.8 Communication and Repository of Student Scholarships, Bursaries, Fellowships and Prizes

ATU maintains a list of scholarships, bursaries, fellowships and prizes available to registered students. This repository is maintained by the Office of the Vice-President for Students, Teaching and Learning and updated annually in accordance with the work of the Student Scholarship, Bursary, Fellowship and Prizes Committee. The repository is publicly accessible on the ATU Web site (ATU Student Scholarship, Bursary, Fellowship, or Prize Listing Web page).

5. Roles and Responsibilities

5.1 Office of the Vice-President for Students, Teaching and Learning

The Office of the Vice-President for Students, Teaching and Learning maintains a repository of all Scholarships, Bursaries, Fellowships, and Prizes offered by ATU.

5.2 Student Scholarship, Bursary, Fellowship and Prizes Committee

The Student Scholarship, Bursary, Fellowship and Prizes Committee reports to Academic Council and must

- approve new proposals and changes to proposed Student Scholarships, Bursaries, Fellowships, and Prizes in line with the requirements of this policy,
- provide periodic updates and present an annual report to Academic Council on the ATU Student Scholarships, Bursaries, Fellowships, and Prize available to students under this policy,
- prepare any requests for information on Student Scholarships, Bursaries, Fellowships, or Prize for the Academic Council for reporting purposes and highlight to Academic Council any concerns or recommendations in relation to the administration of scholarship, bursary, fellowship and prizes schemes, and
- review policies and procedures in relation to the granting of scholarships, bursaries, fellowships, prizes at ATU.

5.2 Key contact

A Key contact must be assigned to each student scholarship, bursaries, fellowships, or prize. The designated person must:

- ensure all the necessary information is gathered before submitting an application to the Student Scholarship, Bursary, Fellowship and Prizes Committee ,

- work with ATU Marketing Office, external agencies and/or sponsors on the marketing and advertising of Student Scholarship, Bursary, Fellowship and Prizes,
- convey the decisions of the Student Scholarship, Bursary, Fellowship and Prizes Committee to the function/working committee who submitted the application for consideration, and
- report annually, or as required on behalf of the function/committee with data on the number of students who were granted a scholarship, bursary, fellowship and prizes and the amount of funding awarded in the previous academic year.

6. Documents Related to this Policy

- ATU Fee Policy
- AQAE065_001 New Student Scholarships, Bursaries, Fellowships, or Prize Proposal Form

7. Revision History

Revision No	Description of Change	Approval Date
000	New Policy. Approved by Academic Council	13 June 2025

Appendix 1 Timeline and Steps for Development and Approval of new scholarship, bursary, fellowship and prizes s

No	Step Number	Action	Timeline
1	Outline Proposal	<ul style="list-style-type: none"> Key Contact develops idea for new scheme and co-ordinates informal discussion and scoping. Gathers information in line with requirements for the types of proposal 	Sem 2 of previous Academic Year (AY) for current AY Sept/Oct of current AY for next AY Or Feb/March of current AY for next AY
2	Complete Proposal Form: AQAE065_001	Key contact or committee /function complete New ATU Student Scholarships, Bursaries, Fellowships, or Prize Proposal Form AQAE065_001	Submit 3 rd Friday of October for November meeting Submit 3 rd Friday in February for March meeting
3	Chair/ Vice Chair or nominee of Committee reviews Proposal	<ul style="list-style-type: none"> Proposal form Pre-review Chair/Vice chair provides feedback to key contact if application requires additional information or clarification Completed Application progresses to Student Scholarship, Bursary, Fellowship and Prizes Committee for consideration 	Complete before last week in October/ February First week in November/March
4	Student Scholarship, Bursary, Fellowship and Prizes Committee	<ul style="list-style-type: none"> Proposal is evaluated Outcome communicated to key contact 	November or March Meeting
5	Progress to detailed development	If approved, key contact prepares the detailed documentation	Following approval from the November or March meeting
6	Review of Documentation	Chair / Vice chair approves the detailed documentation	Following approval from the November or March meeting
7	Advertising the Student scholarship, bursary, fellowship or prizes	Advertising and marketing of the scholarship, bursary, fellowship and prizes for the next academic year	From May before the next AY
8	Annual Data Report	Key contact provides report to the Committee	Last Friday in August(or as agreed by the Committee)
9	Academic Council Report	Student Scholarship, Bursary, Fellowship and Prizes Committee prepares and submits an Annual Report to Academic Council	End October for previous AY