
Procedure for the Establishment of Internal Tuition Fee Waivers, Scholarships and Sponsorships

Establishment: Deputy Vice-Chancellor (Academic), 5 January 2016

Last Amended: Deputy Vice-Chancellor (Students), 4 October 2023

Nature of Amendment: Updated Responsible Officer.

Date Last Reviewed: 2022

Responsible Officer: Director, Student Administration Services

1. Purpose

1.1 This procedure is to give effect to Section 6 of the [Policy on Internal Tuition Fee Waivers, Scholarships and Sponsorships](#) ("the policy").

1.2 This procedure applies to the establishment of internal tuition fee waivers, scholarships and sponsorships.

2. Interpretation

2.1 Words and phrases used in these procedures and not otherwise defined in the document have the meaning they have in the policy.

3. Tuition fee waivers

3.1 An international higher degree by research (HDR) student in receipt of a designated competitive stipend scholarship (e.g. Flinders International Postgraduate Research Scholarship (FIPRS)), as determined by the Deputy Vice-Chancellor (Research), will be automatically awarded a tuition fee waiver as a condition of receiving the stipend scholarship.

The duration of the waiver will be for up to 3.5 years full-time equivalent study for a doctoral student and 2 years full-time equivalent study for a Masters by research student.

4. Tuition fee scholarships

4.1 A Central Portfolio, College may propose the establishment of a tuition fee scholarship that would fund all or part of a student's tuition fee.

4.2 A proposal for the establishment of a tuition fee scholarship must:

- specify the value and duration of the scholarship

- outline how the scholarship will be funded
- provide details of the scholarship rules including eligibility conditions, selection criteria and selection process
- specify how the proposed scholarship supports the strategic directions of the University, and
- provide information on how the scholarship will be promoted or marketed to prospective students or relevant markets.

4.3 In accordance with the University's [Policy on Prizes and Scholarships](#) a proposal for the establishment of a tuition fee scholarship is subject to the approval of the Deputy Vice-Chancellor (Students) and must be submitted through the Student Finance Manager. The conditions for the award of a tuition fee scholarship must comply with the requirements specified in section 4 of the University's [Policy on Prizes and Scholarships](#).

5. Tuition fee sponsorships

5.1 Strategic coursework and HDR sponsorships for groups of students

5.1.1 The University may offer internal sponsorships to groups of designated domestic coursework and international coursework and HDR students where these arrangements are established for strategic purposes. A group of students can be defined on the basis of one or more of the following:

- a specified course or courses
- a strategic partnership with an employer, agency, industry or another academic institution
- a specified country of origin in the case of international students
- another strategic purpose.

5.1.2 A proposal to establish a strategic coursework or HDR sponsorship arrangement under clause 5.1 may be initiated by a central unit (e.g. Flinders International) or a College. The proposal must include a business case that:

- specifies the cohort or group of students intended to receive the sponsorship
- specifies the value and duration of the sponsorship
- specifies any eligibility criteria for receipt of the sponsorship
- outlines the strategic benefits to the University
- provides a case that explains how the sponsorship arrangement will result in an increase in revenue (e.g. via increased student recruitment)
- provides an estimate of the projected income to the University, and
- specifies how the sponsorship will be promoted or marketed to prospective students or relevant markets.

5.1.3 A proposal to establish a strategic coursework or HDR sponsorship must be within the limit of sponsorships approved by the Vice-Chancellor each year and approved in accordance with the provisions of [Schedule A in the policy](#).

5.1.4 Where the University approves a strategic coursework or HDR sponsorship the value of the sponsorship must be such that the tuition fee charged to each student is in accordance with Australian Government legislation. Refer to clauses 4.1 and 4.2 in the policy.

5.1.5 Where a strategic HDR sponsorship arrangement initiated by a central unit has been successful, a College may apply to accept a student from the relevant cohort or group of students intended to receive the sponsorship. Such applications must be submitted on the approved application form with an endorsement from the College, including confirmation that:

- the proposed Supervisor has the ability to supervise the student within existing workloads
- appropriate resources are available for the candidature and the project, and
- the candidature fits within the College's strategic research direction.

5.1.6 Applications made under 5.1.5 must be endorsed by the relevant College Vice-President and Executive Dean (or nominee) and approved by the Deputy Vice-Chancellor (Research) in accordance with the provisions of [Schedule A in the policy](#).

5.1.7 The duration of the HDR tuition fee sponsorship will be for up to 3.5 years full-time equivalent study for a doctoral student and 2 years full-time equivalent study for a Masters by research student.

5.2 Strategic international HDR sponsorships for individual students

5.2.1 A College may apply for a tuition fee sponsorship for an international research higher degree (HDR) student who is not in receipt of a designated competitive stipend scholarship under clause 5.1, where the student meets eligibility criteria determined by the Deputy Vice-Chancellor (Research). Such applications must be submitted on the approved application form with an endorsement from the College, including confirmation that:

- the student is suitable for the award of a tuition fee sponsorship
- the proposed Supervisor has the ability to supervise the student within existing workloads
- appropriate resources are available for the candidature and the project, and
- the candidature fits within the College's strategic research direction.

5.2.2 Applications made under 5.2.1 must be within the limit of sponsorships approved by the Vice-Chancellor each year, endorsed by the relevant College Vice-President and Executive Dean (or nominee) and approved by the Deputy Vice-Chancellor (Research) in accordance with the provisions of [Schedule A in the policy](#).

5.2.3 The duration of the HDR tuition fee sponsorship will be for up to 3.5 years full-time equivalent study for a doctoral student and 2 years full-time equivalent study for a Masters by research student.

5.2.4 Approved Cotutelle students whose home institution is not Flinders University will receive a full fee sponsorship.

5.3 International HDR students who have exceeded the duration of an approved tuition fee waiver or sponsorship

5.3.1 A College may request a tuition fee sponsorship for an international HDR student who has exceeded the duration of their tuition fee waiver awarded under clause 3.1, internal tuition fee sponsorship awarded under clauses 5.1 and 5.2, or tuition fee scholarship or sponsorship awarded by an external organisation or government agency.

5.3.2 In such cases, the College must be able to demonstrate that the student has a strong likelihood of completing their research within a reasonable time-frame.

5.3.3 The duration of the sponsorship will be for up to six months only and to be eligible the student must not have an outstanding debt to the University.

5.3.4 Such applications must be:

- within the limit of sponsorships approved by the Vice-Chancellor each year, and
- submitted on the approved application form with an endorsement from the College and be endorsed by the relevant College Vice-President and Executive Dean (or nominee) and by the Deputy Vice-Chancellor (Research) in accordance with the provisions of [Schedule A in the policy](#).

5.4 Sponsorships on humanitarian grounds

5.4.1 Where a group of international students are affected by an humanitarian crisis that significantly impacts on the students' financial circumstances and/or the ability to continue study, the Vice-President and Pro Vice-Chancellor (International) may present a case to the Vice-Chancellor for the provision of fee sponsorships. Any such arrangements will require the approval of the Vice-Chancellor.

5.5 Individual sponsorships - exceptional circumstances

5.5.1 Where the categories for the awarding of an internal tuition fee sponsorship as set out in items 5.1 to 5.4 above do not adequately cover the particular exceptional circumstances of an individual student, and a College believes that there is a valid case for the awarding of a tuition fee sponsorship, the College may submit an application to the relevant member of the senior executive as specified in [Schedule A in the policy](#) for approval. The case must include details and evidence of the exceptional circumstances.

Related Link

[Policy on Internal Tuition Fee Waivers, Scholarships and Sponsorships](#)