Scholarship Best Practice Guidelines and Scoring Criteria for PGT Courses

The University requires all departments to provide detailed information regarding scholarship application procedures and the scoring criteria against which an application will be assessed.

The School of Law abides by the following procedures.

Scholarship Application Procedures:

1. Scholarships to be offered are decided and confirmed by relevant University committees.
2. Eligibility criteria, application documents/supporting evidence and deadlines are set.
3. Scholarships are advertised via the website and any other recommended means. Information provided to applicants clearly states the deadline and requirements for application plus application procedures.
4. Once the deadline has passed all applications and supporting documents are collated by the administrator.
5. Applications are distributed amongst scholarship committee for consideration and scoring.
6. Committee meets to discuss applicants and nominations.
7. Nominations and reserve candidates are confirmed and recorded.
8. Applicants are notified of outcome by assigned administrator. Nominees will be provided with further information/processes for accepting scholarship. Reserve candidates will be informed of timeline for notification of offer of funding.
9. Accepted awards are processed and finance office is notified.
10. Payments are made for registered students.

Please Note:

1. More than one assessor will always be involved in the decision making process.
2. No interviews will take place when making the decision. However, further information or clarification of evidence may be requested if required.
3. All efforts will be made to ensure any possible conflicts of interest are eliminated and appropriate amendments will be made to the process prior to a decision being reached.

Scoring Criteria:

1. Academic Record.
2. Supporting Evidence (including references and research proposal for research awards).
3. Additional Achievements (including extra-curricular activities, publications, work experience, prizes/awards).