



# UTS Scholarship Conditions of Award

## Secret Gardens Scholarship

### Faculty: Design, Architecture and Building

This document sets out the conditions of award for the below scholarship ('Scholarship') and the obligations of recipients ('Recipient') and UTS in regards to this Scholarship. The administrative processes to support awarding this Scholarship will be managed, and may be amended, in accordance with UTS Rules, Policy and Procedures.

#### **1. SCHOLARSHIP NAME: Secret Gardens Scholarship**

#### **2. PURPOSE**

The aim of the Secret Gardens Scholarship is to encourage academic excellence in the Bachelor of Landscape Architecture degree and provide the opportunity for a student to gain insight into the day-to-day operation of the landscape design business.

The Scholarship is open to applicants annually, offering senior Landscape Architecture students the opportunity to receive a cash grant to support their studies as well as unpaid work placement with Secret Gardens.

#### **3. VALUE AND BENEFIT**

##### **3.1 Number of Recipients**

One (1) new Recipient will be awarded the Scholarship each year.

##### **3.2 Benefit/s to Recipient**

- The maximum total value of the Scholarship is \$5,000.
- In addition to the Scholarship, the Recipient will have an opportunity to undertake a four (4) month unpaid work placement at Secret Gardens, which is to take place at a mutually convenient time and as arranged between the Recipient and Secret Gardens, usually in the year of award of the scholarship between January and April.
- The work placement:
  - Will be for a minimum of four (4) months (16 weeks equivalent); and
  - Will ordinarily involve two (2) days per week during session/s and up to five (5) days during session breaks.

##### **3.3 Payment of benefit/s:**

- The Recipient will receive two payments by electronic funds transfer to their nominated bank account.
- Each payment will be \$2,500.
- Payment will be made approximately 4 weeks after the Census dates in Autumn and Spring sessions.
- Payments are subject to the Recipient satisfying ongoing eligibility criteria as defined in clause 8.

#### **4. DURATION**

The duration of the Scholarship is one (1) year.

## **5. ELIGIBILITY CRITERIA**

To be eligible for the Scholarship, an applicant must meet all of the following criteria:

- Australian or New Zealand citizen, or the holder of an Australian permanent resident visa or permanent humanitarian visa; and
- Be enrolled full-time (minimum 18cp in Autumn and Spring sessions) in a UTS Bachelor of Design in Landscape Architecture; and
- Have successfully completed a minimum of 120 credit points (or equivalent) in their course at the time of the scholarship application; and
- Have achieved a Weighted Average Mark (WAM) of 65 or above, and
- Submit an extended curriculum vitae; and
- Submit a digital portfolio (max 5mb) of 6 x A4 landscape pages including:
  - five pages of digital files of scans and/or photographs (compressed jpegs for web viewing) of original design work appropriate to the course
  - one page written submission (150–200 words) that selects and identifies one of the submitted pieces of work, addressing the aims of the work and why it succeeded
- All candidates must apply using the UTS online Scholarships Application form to be eligible.
- All candidates must be available to attend an interview in person.

## **6. RECIPIENT SELECTION CRITERIA, IN PRIORITY ORDER**

As demonstrated in the Scholarship application and interview:

- Alignment of values, goals and culture with those of Secret Gardens
- Academic Merit (based on WAM in current course to date)
- Motivation and interest in participating in a paid work placement at Secret Gardens
- Quality of or exemplary design work based on digital portfolio submitted
- Knowledge of Landscape Architecture
- Motivation and interest in the UTS Landscape Architecture course
- Personal experience and achievement

## **7. SELECTION**

Shortlisted applicants are interviewed and selected based on the above selection criteria. Scholarships will only be awarded to applicants who personally attend an interview and provide a physical version of the digital portfolio supplied with their online application.

The Scholarship Selection Committee will be made up of at least three relevant members of the UTS community, chaired by the Dean of the Faculty of Design, Architecture and Building (or their nominee), and is to include a member experienced in the selection of scholarships. The Sponsor (or their representative) will be invited to sit on the Selection Panel. Offers will be authorised by the chair of the selection committee.

Shortlisted applicants are interviewed and selected based on selection criteria as described in Clause 6. Offers will be authorised by the Chair of the selection committee.

## **8. ONGOING RECIPIENT ELIGIBILITY CRITERIA**

### **8.1 Academic progress**

The Recipient must maintain Weighted Average Mark (WAM) of 65 or above, for the duration of the Scholarship.

### **8.2 UTS enrolment**

The Recipient:

- must continue to be enrolled full-time (minimum 18cp in Autumn and Spring sessions) in their program at UTS; or
- may, in particular circumstances, apply to the UTS Scholarships Office for approval of a part-time study load. The Recipient with an approved part-time study load may receive reduced payments for the period of part-time study.

### **8.3 Leave / Deferral**

- If the Recipient defers the UTS offer or withdraws from the UTS course after the start of the session of award, the Scholarship will be terminated and any Scholarship payment already made for the session in which they withdraw is to be reimbursed to UTS.

- After the first session of study, the Recipient may apply to the Scholarships Office to place the Scholarship on hold during an approved leave of absence from studies. If the application is approved, payment of the Scholarship will be suspended for the period of leave. The Scholarship will be terminated if the Recipient does not apply to the Scholarships Office to place the Scholarship on hold.
- Provided the Recipient remains eligible, payments will be resumed to the Recipient after an approved leave of absence until the remaining value of the Scholarship has been paid.

#### **8.4 Other obligations and conditions**

- The offer of the Scholarship is made subject to information provided by the Recipient being true and accurate.
- By accepting the offer of the Scholarship, each Recipient agrees to the Conditions of Award.
- For the duration of the Scholarship the Recipient is not permitted to hold other UTS Scholarships, unless an equity-based scholarship is approved by exception.
- The Recipient is responsible for advising the Scholarships Office of any changes in circumstances that may make him/her ineligible for continuation of the Scholarship, e.g. reducing study load to part-time, taking leave of absence or deferring study.
- The unpaid work placement will ordinarily take place between February and December in the year of award of the Scholarship, and arrangement of the work placement will be between the Recipient and Sponsor.

#### **9. TERMINATION OF RECIPIENT'S SCHOLARSHIP**

The Scholarship will terminate:

- If the Recipient ceases to meet the eligibility criteria; or
- If the Recipient breaches any conditions of the Scholarship; or
- If UTS determines that the student is guilty of misconduct and after consultation with the Director, Student Administration Unit, the delegate able to award the Scholarship deems that it is not appropriate for the Recipient to continue to hold the Scholarship.
- If the scholarship is terminated due to breaching any conditions or misconduct, the Recipient may be required to reimburse UTS for any scholarship payments already made.