

Universities NZ Scholarships

Policy on Late or Incomplete Applications

Key Principles

Universities NZ is involved in the awarding of nearly 200 scholarships each year across 42 scholarship programmes. Over the decades Universities NZ has been managing and administering scholarships, it has adopted several key rules based on the following principles;

- Scholarship applicants are expected to read and understand scholarship application requirements and follow the written and online instructions for lodging an application and complete all requirements by the due date. Where they have questions or problems, they are expected to have sought assistance from Universities NZ before the deadline date. It is always the applicant's responsibility to ensure that applications are complete and submitted by the due date.
- Scholarship applicants are responsible for ensuring their referees satisfy requirements and meet the deadline for references (3 calendar days after the deadline for application submission).
- Universities NZ aims to assess scholarship applications quickly following the due date for applications. The dates for Selection Committees will have been set months in advance and UNZ cannot delay these while it follows up issues with applications.

Policy

Late or incomplete applications will not be accepted unless cause can be proved that:

- (a) Incorrect or misleading information was provided by Universities NZ in writing, or
- (b) A technical problem with Universities NZ's online scholarship management system prevented a required task being completed by the due date by an applicant or a referee.

After the closing date for applications and the due date for references Universities NZ will advise applicants if their application has been ruled as incomplete.

Application of the Policy

Universities NZ applies the following tests in applying the policy:

- (a) UNZ may consider a late or incomplete application where the applicant or a referee has emailed Universities NZ at least an hour before the deadline to signal a problem entering or uploading information to the online scholarships system; the information or attachment must be included in the email.
- (b) UNZ may consider a late or incomplete application where the applicant or a referee has emailed or phoned Universities NZ at least five full working days before the deadline to seek clarification on instructions or requirements and has not received a response within three working days.
- (c) UNZ may agree that it provided incorrect or misleading information when more than one scholarship applicant is affected.

Appeals

Where an applicant believes an application has been declined unfairly on the grounds of lateness or incompleteness, they should email Universities NZ's Scholarships Manager in the first instance at scholarships-cf@univesitiesnz.ac.nz.

The Scholarships Manager will investigate and advise the applicant of his/her decision and reason.

If the applicant wishes to appeal this, they may ask that the Scholarships Manager's decision be reviewed by the Convenor of the Universities NZ Scholarships Committee whose decision will be final.