

# CHANCELLOR'S SCHOLARS PROGRAM GUIDELINES

## GOVERNING POLICY

These guidelines are made under the Chancellor's Scholars Program Procedure, published in the [Policy Library](#).

## SCOPE

These guidelines apply to staff responsible for administering the Chancellor's Scholars Program.

## GUIDELINES

### 1. Identification of cohort

#### 1.1. Office of Admissions will:

- identify the Chancellor's scholars
- where appropriate, update international baccalaureate (IB) students' ATAR scores in ISIS to 99.9 so that they are not missed for guaranteed entry pathways
- forward a list of Chancellor's scholars to Melbourne Scholarships to load an identifier into the student system.

#### 1.2. Scholars will:

- identify themselves as Chancellor's scholars if applying to transfer from one University of Melbourne course to another part way through their study.

#### 1.3. Melbourne Scholarships will:

- identify students who are eligible for a Melbourne National Scholarship – the scholarship available to domestic Chancellor's scholars
- issue scholarship offers
- record scholarship acceptances on the student system
- update the acceptance list on the staff intranet
- provide reports to program directors about the academic progress of Chancellor's scholars at the end of each semester

### 2. Communication with students

- 2.1. The Office of the Deputy Vice-Chancellor (Academic) will liaise with the Chancellor to source the welcome letter to be provided to students with the welcome packs.
- 2.2. Program directors and student centres will issue invitations to cohort-specific programs and events.
- 2.3. Program directors and student centres will promote enrichment experiences, volunteering and research opportunities.
- 2.4. The Office of Admissions through Melbourne Global Mobility will liaise with mentors/program directors and students about international exchange opportunities.

### 3. Coordination of events

- 3.1. Graduation and Events will arrange the first event for potential scholars in December each year, on VCE results release day.
- 3.2. Graduations and Events will arrange a welcome function after enrolment each year.
- 3.3. Graduation and Events, in liaison with the Deputy Vice-Chancellor (Academic), will coordinate an end-of-year function in October each year.

### 4. Academic activities

- 4.1. Program directors / student centres will allocate academic mentors.
- 4.2. Program directors / student centres will provide ongoing student advice.
- 4.3. Program directors / student centres will arrange course information sessions for commencing students (such as Academic Advice Day).
- 4.4. Graduate schools will engage academically with the undergraduate cohort(s) via various channels, for example:
  - Research – and coursework-specific advising events,
  - as mentors
  - the provision of information about pathways.

## 5. Cohort events and opportunities

- 5.1. Program directors / student centres will arrange cohort- and program-specific events.
- 5.2. Program directors / student centres will promote enrichment experiences such as internships, volunteering and research opportunities.
- 5.3. Melbourne Global Mobility will arrange and target publicity to Chancellor's scholars about exchange events.

## RELATED DOCUMENTS

- [Chancellor's Scholars Program Procedure](#)
- [Chancellor's Scholars Program website](#)
- [Student Support and Engagement Policy](#)

## DEFINITIONS

Term	Definition
academic mentor	An academic who offers support and advice to Chancellor's scholars.
Chancellor's Scholars Program	A program offered to very high achieving Year 12 students (with tertiary entrance scores of 99.9 or above). The program includes a range of benefits to recipients, such as a Melbourne National Scholarship (for domestic students), guaranteed places in approved graduate programs, academic enrichment activities and access to funding to support approved study abroad or exchange programs.
enrichment activities	A range of activities designed to provide Chancellor's scholars with a greater depth of experience.
program ambassador	A currently enrolled CSP student who has been trained to return to secondary schools or participate in on campus recruitment events
program director	The director of the new generation degree in which the student is enrolled.
student	As defined by the University of Melbourne Act 2009 (Vic), a person enrolled at the University in a course leading to a degree or other award; or a person who is designated as a student or is of a class of persons designated as students by the Council.

## RESPONSIBLE OFFICER

The Deputy Vice-Chancellor (Academic) is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

## IMPLEMENTATION OFFICER

The Manager, Policy and Projects, Office of the Deputy Vice-Chancellor (Academic) is responsible for the promulgation and implementation of this procedure in accordance with the scope outlined above. Enquiries about interpretation of this procedure should be directed to the implementation officer.

## REVIEW

This procedure is to be reviewed by 30 November 2016.

## VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
1	Provost	24 September 2013	24 September 2013	New

## POLICY LIBRARY REQUIREMENTS

<b>Category</b> [select ONE only] To select, double-click on checkbox, then select 'Checked'.	<input type="checkbox"/> Courses and subjects <input type="checkbox"/> Engaging with the community <input type="checkbox"/> Finance and procurement <input type="checkbox"/> Governing the University <input type="checkbox"/> Health and safety <input type="checkbox"/> Managing buildings and IT <input type="checkbox"/> Research and research training <input checked="" type="checkbox"/> Studying at the University <input type="checkbox"/> Teaching and learning <input type="checkbox"/> Working at the University
<b>Audience</b> [select ALL that apply]	<input checked="" type="checkbox"/> Academics <input type="checkbox"/> Affiliates <input checked="" type="checkbox"/> Professional Staff <input type="checkbox"/> Researchers <input checked="" type="checkbox"/> Students
<b>Keywords</b>	high achieving, CSP.