The BUPA International Student Award (Award) is administered in accordance with the following conditions.

1. **NAME OF AWARD**
   The Bupa International Student Award.

2. **PURPOSE OF AWARD**
   The purpose of the Award is to assist and encourage international students, enrolled at The University of Notre Dame Australia, to be involved in the life and culture of the University and the broader community.

3. **VALUE OF AWARD**
   Up to three (3) cash Awards of $1,000 each will be awarded per annum.

4. **ELIGIBILITY REQUIREMENTS**
   To be eligible for the Award, applicants must:
   
   i. Be enrolled as an international student at The University of Notre Dame Australia in an undergraduate or postgraduate award course; and
   
   ii. Be a student of good academic standing.

   Students enrolled in Study Abroad or Exchange courses are ineligible.

5. **BODY RESPONSIBLE FOR SELECTION**
   The Selection Committee for the Award will comprise:
   
   i. The Pro-Vice Chancellor International, or nominee;
   
   ii. The Academic Registrar, or nominee; and
   
   iii. Deputy Director Admissions and Student Services, or nominee (Fremantle Campus); or
   
   iv. Student Services Manager, or nominee (Sydney Campus).

6. **SELECTION CRITERIA**
   In making their recommendation as to which applicant/s shall receive the Award the Selection Committee will consider:
   
   i. Demonstrated promotion of the international student culture on the student campus of enrolment, for example, supporting commencing international students, or in organising events that promote international culture;
   
   ii. Demonstrated community involvement;
   
   iii. Dedication to their studies as demonstrated for example, by their attendance, participation and involvement with activities of the relevant School, leadership and participation in extra-curricular activities within their field of study; and
   
   iv. Any other matters deemed relevant by the Selection Committee.

7. **SELECTION PROCESS AND AWARDING PROCESS**
   
   i. The Award will be advertised by the Office of University Relations in the semester preceding conferral.
   
   ii. Written applications, of up to one page, setting out compliance with the eligibility requirements and addressing the selection criteria must be made on the available Application Form, and accompanied by:
       
       a. Two written current references with the names and contact details of the referees.
   
   iii. Applications will be submitted to the Office of University Relations;
   
   iv. The Office of University Relations will shortlist no more than 10 applicants and submit to the Selection Committee.
v. Shortlisted applicants may be interviewed.
vi. The successful recipient will be notified in writing by the Office of University Relations.

8. **REPEAT AWARDS**
Recipients of the Award are not eligible for repeat awards.

9. **METHOD OF PAYMENT**
   i. Award funds will be paid directly to the student as determined by the University.
   ii. Recipients are required to complete a Gift Expenditure Form for payment of funds.
   iii. Award funds will be paid in one instalment after selection.

10. **REPORTING REQUIREMENTS**
    i. Award recipients are required to provide a brief personal profile with their application, including Name, Course of study, and time in Australia, and a summary of the service they undertook to the Administering Body outlined in Clause 11.
    ii. Award recipients will be required to make this profile available to Bupa Australia Pty Ltd.

11. **ADMINISTERING BODY**
The Award is administered by the Office of University Relations, Fremantle.

12. **PRIVACY**
The University is committed to the principles contained in the Privacy Act 1988 (Commonwealth) and the Privacy Amendment (Private Sector) Act 2000 (Commonwealth) and will not disclose any personal information (as defined in the Privacy Act) relating to this Award to any third party without the written consent of the applicant.

<table>
<thead>
<tr>
<th>Purpose:</th>
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<tbody>
<tr>
<td>Responsible Executive:</td>
<td>Manager, Office of University Relations</td>
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<tr>
<td>Responsible Office:</td>
<td>Office of University Relations, Fremantle Campus</td>
</tr>
<tr>
<td>Contact Officer:</td>
<td>Development Officer</td>
</tr>
<tr>
<td>Effective Date:</td>
<td>Established in 2015</td>
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<td>Campus Applicability:</td>
<td>Fremantle and Sydney</td>
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<td>Modification History:</td>
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