

# Student Scholarship (DLI) Procedure

## Section 1 - Preamble

- (1) This Procedure is effective from 17<sup>th</sup> September 2025.

## Section 2 - Purpose

- (2) This Procedure outlines the eligibility, application, selection, and administration processes for scholarships at Deakin-Lancaster Indonesia (DLI) to support students in achieving their academic potential and ensuring compliance with relevant regulatory standards.

## Section 3 - Scope

- (3) This Procedure applies to all prospective and current DLI students.
- (4) During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy & Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

## Section 4 - Policy

- (5) This Procedure is pursuant to the Scholarship (DLI) Policy.

## Section 5 - Procedure

- (6) Scholarships are available to students who meet the eligibility criteria determined in accordance with the Student Scholarships (DLI) Policy.
- (7) Specific scholarships may have additional eligibility criteria, which will be detailed in the scholarship offer.
- (8) Clear and timely information about student scholarships will be published on the DLI website, including available scholarships, eligibility criteria, application processes, required supporting documents and application periods.

### Application

- (9) Scholarship applications must be submitted through authorised mechanisms within the designated application periods.
- (10) Applicants must provide accurate and complete documentation as required to support their application, including academic transcripts, personal statements, and financial information as required.

(11) Late or incomplete applications will not be considered.

### **Selection**

(12) The Rector and/or COO will assess and rank applications based on the published eligibility criteria and supporting documentation.

(13) Shortlisted applicants may be required to attend an interview.

(14) Scholarship recipients will be notified in writing and must formally accept the offer within the stipulated timeframe. In accepting the scholarship, the recipient must agree to the terms and conditions of the scholarship.

(15) A scholarship may not be awarded if there is no suitable applicant.

### **Scholarship Administration**

(16) Scholarships will be disbursed in accordance with the terms outlined in the Scholarship Letter of Offer.

(17) Recipients must comply with any conditions specified for example, to ordinarily maintain success academic progress.

(18) Scholarships may be suspended or withdrawn in accordance with the terms and conditions of that scholarship.

### **Complaints**

(19) Complaints about the administration of scholarships or the application or selection processes can be made in accordance with the Student Complaints Resolution (DLI) Policy.

## **Section 6 - Definitions**

(20) For the purpose of this procedure:

- a) **Domestic student:** student who is an Indonesian citizen or permanent resident (holder of KITAP / Kartu Izin Tinggal Tetap / permanent stay permit).
- b) **International student:** a student who is not an Indonesian citizen or permanent resident.
- c) **Scholarship:** benefit or package of benefits, which generally includes financial support, awarded based on specified criteria.

### **ASSOCIATED DOCUMENTS**

(21) These associated documents are available on the DLI Policy page:

- Scholarship (DLI) Policy

PROCEDURE DETAIL	
<b>Name of procedure</b>	Student Scholarship (DLI) Procedure
<b>Overarching policy</b>	Student Scholarship (DLI) Policy
<b>Approved by</b>	Yayasan Governing Board 17 <sup>th</sup> September 2025
<b>Approval date</b>	17th September 2025
<b>Date of effect</b>	17th September 2025
<b>Version</b>	The standard is five years from effective date, although can be reviewed more frequently if required. New procedures are to be reviewed within 12 months to confirm effectiveness.
<b>Date of review</b>	Chief Operating Officer
<b>Responsible Executive</b>	Chief Operating Officer or nominee
<b>Implementation Officer</b>	Yayasan Governing Board 17 <sup>th</sup> September 2025
<b>Policy or procedure superseded</b>	NA
<b>Summary</b>	This Procedure outlines the eligibility, application, selection, and administration processes for scholarships at Deakin-Lancaster Indonesia (DLI) to support students in achieving their academic potential and ensuring compliance with relevant regulatory standards.
<b>Key words for online searching</b>	Scholarship, Bursaries, Tuition Fee, Fee waiver, stipends
<b>Category</b>	Administrative
<b>Target audience</b>	Students