



## **Future Leader Scholarship Regulations**

### **Terms and Conditions for Assessing Scholar Performance**

#### **Introduction**

The regulations outline the criteria by which the scholarship is administered and by which satisfactory participation in the Future Leader Programme will be assessed. They also describe the steps that will be taken by the University should any criteria not be met by a scholar.

Scholars should also refer to the Future Leader Code of Conduct and the Code of Conduct Guidelines, which provide more detailed information about conduct required of Future Leader scholars and how this is assessed.

Future Leader scholars receive an amount towards tuition fees, leadership extension and a development programme. Scholars are assessed throughout the year to ensure that they continue to meet the conditions of the scholarship and are given regular feedback in the forms outlined below.

In general, a higher standard of academic performance, individual development and personal conduct is expected of Future Leader scholars than of the wider student body. These terms and conditions ensure that this high standard is maintained.

#### **1. Purpose**

These scholarships were established in 2005 to assist students of high academic calibre and leadership potential to commence their tertiary study at Lincoln University.

#### **2. Number/Value**

The number and value of scholarships awarded annually shall be decided by the Vice-Chancellor. The scholarship funds will be paid via a credit to the scholar's tuition fees account when registered for a full time undergraduate programme (full time is considered to be eight courses over the academic year). Scholars may elect to have these funds paid to their Lincoln University Halls of Residence accommodation account.

Successful applicants will participate in a leadership development programme which will be provided by Lincoln University. This will comprise a series of planned activities throughout the academic year as well as individual and group leadership projects.

### **3. Eligibility**

#### **3.1 For new to Lincoln University applicants:**

- 3.1.1 Have gained NCEA Level Three including University Entrance, or equivalent, prior to registering at Lincoln University, and have attended Secondary School within the last two years, and
- 3.1.2 Register for a full time Lincoln University undergraduate degree programme, and
- 3.1.3 Have demonstrated leadership potential, and
- 3.1.4 Be a New Zealand or Australian Citizen or New Zealand Permanent Resident.

#### **3.2 For enrolled Lincoln University applicants:**

- 3.2.1 Registered for a Lincoln University undergraduate degree programme, and
- 3.2.2 Have demonstrated academic, leadership and correct conduct to the satisfaction of the Future Leader Management Team.  
**Please note:** Lincoln University applicants who have not met criteria 3.2.2 will not normally be considered for selection.

### **4. Selection Criteria**

The criteria for selection shall be

- 4.1 Academic merit,
- 4.2 Demonstrated leadership within the school or extended community, and
- 4.3 Performance at the interview.

### **5. Selection Committee**

The scholarship is to be awarded by the Vice-Chancellor on the recommendation of a selection committee, which shall comprise at least two of the following:

- 5.1 The Future Leader Programme Manager, and/or
- 5.2 The Scholarship advisor or nominee, and/or
- 5.3 The academic member of the Future Leader Management Team and/or nominee.

The selection committee will invite short listed candidates to attend an interview.

The selection committee may refrain from making an award if it finds no candidate of sufficient merit.

### **6. Tenure**

- 6.1 The tenure of the scholarship is for one academic year.
- 6.2 Previous recipients may be considered for a continuing scholarship if they meet the eligibility criteria.
- 6.3 The offer of a continuing scholarship is at the discretion of the Future Leader Management team.
- 6.4 The scholarship is not tenable with any other Lincoln University scholarship, award or bursary unless prior agreement has been obtained from the Scholarships Committee.

6.5 Scholars who are successful applicants for an International Exchange semester will be expected to fulfil the obligations of the scholarship while abroad and complete these to the satisfaction of the Future Leader Management Team.

6.5.1 It is recommended that scholars do not complete more than one international exchange while participating in the Future Leader programme.

6.5.2 Scholars must discuss their intentions with the Future Leader Management team before applying for international exchange, as the endorsement of their application by the team will be subject to the number of other scholars currently on exchange and the current programme expectations of the scholar.

6.5.3 Scholars returning from an International Exchange Semester will be expected to share their learning with their cohort, in a form to be determined in discussion with the Future Leader Management Team.

## **7. Future Leader Scholarship Conditions**

The Future Leader scholarship programme has conditions regarding

7.1 Leadership performance

7.2 Academic performance

7.3 Conduct as a Future Leader Scholar (see also the Future Leader Code of Conduct and Guidelines)

## **8. Performance Assessment**

8.1 Assessment of each scholar's performance by the Programme Management Team is

8.1.1 ongoing throughout the annual tenure of the scholarship, and

8.1.2 communicated in writing following the release of Semester One and Two results.

8.2 Performance in previous years of tenure will be taken into account for students being considered for a scholarship annually. The number of scholarships awarded in any year is at the discretion of the Vice-Chancellor through the Strategic Scholarships Committee.

8.3 In addition to the continuous assessment, the performance of all scholars will be formally assessed twice a year at the Semester 1 review presentation and October interview and/or questionnaire.

8.4 If a scholar's leadership performance is of concern to the Programme Manager and the Scholarship Advisor, they will meet with the scholar to establish strategies to improve performance. Overall performance will be taken into account along with Selection Criteria 4.2, when the scholar is considered for award of the scholarship for the following year. Students whose performance has not improved to the expected level will not be awarded a further scholarship.

## **9. Scholars' Expenses**

9.1 Future Leader scholars are required to pay all other expenses that are incurred by way of enrolment at Lincoln University. All fees not covered by the Future Leader scholarship must be paid in full by the Future Leader scholar at the commencement of the scholarship. These include but are not limited to:

- 9.1.1. Student Services Fee – this is a compulsory fee for all Lincoln University students and can be paid by student loan if required
- 9.1.2. Tuition fees over and above the specified value of the scholarship

## **10. Leadership Performance**

- 10.1 Lincoln University, through the Future Leader Programme Manager and the Programme Management Team, delivers the annual Future Leader extension and development programme.
- 10.2 Scholars' performance in this programme is assessed and satisfactory performance is a condition of the scholarship.
- 10.3 Leadership Performance is assessed across the following areas, all of which must be satisfactorily completed:
  - 10.3.1 Participation and performance at compulsory events including Future Leader Orientation, Future Leader Awards Ceremony and weekly Future Leader Huis
  - 10.3.2 Participation and performance at Marketing, Student Recruitment events, including Open Day (compulsory), Alumni events, and other Lincoln University events as advised by the Future Leader Programme Manager
  - 10.3.3 Participation and performance within LUSA clubs and Lincoln University committees
  - 10.3.4 Participation and performance within the Group Project
  - 10.3.5 Performance at the Semester 1 review presentation and the October interview and/or questionnaire

All of these events, activities and projects are compulsory for the purposes of the scholarship.

- 10.4 Lincoln University will from time to time request the participation of Future Leader scholars in University promotional activities. Scholars must participate and may not charge the University for this activity. The University may also extend this invitation to graduate scholars now part of programme alumni.
- 10.5 Any scholar who seeks to be absent from the University for any compulsory events should complete the Future Leader Leave Form including documentary evidence requirements and submit to the Scholarships Office in advance. Leave will normally only be granted in exceptional circumstances including:
  - 10.5.1 Illness or injury of a scholar or scholar's family member
  - 10.5.2 Bereavement or other significant life event
  - 10.5.3 Field trip or other compulsory course event that requires a scholar to be off campus
  - 10.5.4 Job interview or other recruitment activity (for scholars in their final year of study)
  - 10.5.5 Provincial, national or international sporting or other representative commitment

Absences related to course assessment, academic workload, clubs and societies, part-time employment or to casual social activities outside the terms above will not normally be approved.

- 10.6 Any scholar who experiences chronic illness or injury during the tenure of their scholarship should discuss their situation with the Future Leader Programme Manager. The Programme Management Team supports the ongoing participation

of scholars with diagnosed conditions such as depression and anxiety and will work with them in confidence to facilitate their successful participation.

## **11. Academic Performance**

Scholars must maintain an acceptable level of academic performance according to the following conditions:

- 11.1 Future Leader scholars must be in attendance at the university during the official semester dates.
- 11.2 Support and academic advice will be available to scholars from the Programme Management Team, who may also direct scholars to other academic staff, the learning advisors of Learning, Teaching & Library and University services. It is the scholar's responsibility to seek programme-specific course advice from their specified faculty programme advisor.
- 11.3 Permission is required from the Scholarships Advisor for any scholar who wishes to apply to withdraw, with refund, from a course of study after the published final date for withdrawal.

## **12. Conduct as a Future Leader Scholar**

- 12.1 The University places high value on the conduct of its Future Leader scholars who are expected to demonstrate attributes of scholarship and leadership at all times. A detailed explanation of the conduct expected of scholars is in the Code of Conduct and associated Guidelines, by which all Future Leader scholars must abide. General terms of conduct are listed below.
  - 12.1.1 Future Leader scholars must at all times represent positively both Lincoln University and the Future Leader Programme.
  - 12.1.2 Scholars must not bring either Lincoln University or the Future Leader Scholarship Programme into disrepute by way of their actions or their comments, in person, in public or in online environments. This applies whether a scholar is engaged in programme activities or not.
  - 12.1.3 Any Future Leader scholar who believes they may have breached the Code of Conduct should immediately advise a member of the Programme Management Team.
  - 12.1.4 Communication with Lincoln University staff should be punctual and within the time parameters and format requested. This relates to all matters regarding academic studies and leadership activities.
  - 12.1.5 Any Future Leader scholar who receives a request from news or other media should refer these to the Programme Manager, who will advise the appropriate response. All media should be engaged with positively consistent with 12.1.1.

## **Conclusion**

These terms and conditions have been formally agreed to by the Future Leader Programme Management Team and by a representative of the Strategic Scholarships Committee, and will be reviewed and revised annually.



## **LINCOLN UNIVERSITY FUTURE LEADER SCHOLARSHIP PROGRAMME**

### **SCHOLARS' CODE OF CONDUCT**

This Code of Conduct should be read in conjunction with the Future Leader Terms and Conditions for Assessing Scholar Performance, and the Code of Conduct Guidelines.

As a Lincoln University Future Leader Scholar, I agree to abide by this Code of Conduct.

1. I will be an ambassador for, and will positively promote, both Lincoln University and the Future Leader Scholarship Programme.
2. I will not bring either Lincoln University or the Future Leader Scholarship Programme into disrepute by way of my actions or my comments. This includes comments in all social media including locked accounts (mine or others') and in private online groups. [For more information, see the Code of Conduct Guidelines.]
3. I will adhere to the contents of the Future Leader Charter that is formulated by the Future Leader scholars at the start of each year.
4. I accept that my Future Leader Scholarship may be withdrawn if I do not abide by this code of conduct.
5. I accept that by signing this Code of Conduct I agree to the conditions outlined in this document.

Future Leader scholar: \_\_\_\_\_

Student ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Future Leader Manager: Ilse Von Hirschberg

Signature: \_\_\_\_\_



# Future Leader Scholarship Programme

## Scholars' Code of Conduct Guidelines

These guidelines are designed to help Future Leader Scholars understand what is expected from them as signatories to the Code of Conduct, and to offer examples of ways in which you can regulate your behaviour, in person and online, in order to fulfil the requirements of the Code of Conduct.

All staff and students of Lincoln University are subject to the University's *Calendar* regulations, which cover academic and disciplinary matters, including misconduct, and to Lincoln University Policies and Procedures.

Future Leader scholars are further subject to the Terms and Conditions for Assessing Scholar Performance and the Code of Conduct. These place additional obligations on you in terms of your academic achievement and personal conduct at Lincoln University. While these are designed to empower rather than restrict you, they do include some elements that require you to approach some matters of conduct differently than you may have done before.

The Code of Conduct applies to any in-person interaction in which you may reasonably understood to be representing Lincoln University. This includes your usual everyday interactions with other students and staff, but also any environment in which you might be recognised as a Future Leader. These include

- University events in which you are participating or at which you are present
- Out-of-session activities, including field trips, volunteer work and employment, in which you participate while on the scholarship
- Social events and activities at which staff, students or members of the public are present where your identity as a Future Leader may be known or inferred.

So for example, at activities with family members or while on holiday you would not normally be obliged to fulfil the terms of the Code of Conduct, but on a work placement, at large in Lincoln township, at a house party or in a bar or pub you would be.

The same considerations apply to online interactions. Most Future Leader scholars have grown up with a life online, so it may seem counter-intuitive to think of online spaces as particularly vulnerable to breaches of the Code of Conduct. It is the case, however, that text-, image- and video-based interactions have a longer life than their equivalent in-person interactions, and the University expects a greater amount of caution and discretion as a result.

In general, private one-to-one interactions online, whether through email, direct message, private message, text message, video communication or telephone call are outside the limits of the Code of Conduct. The University respects the privacy of these intimate communications. However, online communication that involves the following is more permeable, and as such is covered by the Code of Conduct:

- Group emails, group chats or group messages (including via SnapChat and other temporary messaging services)
- Private or public social media use including closed groups or locked accounts (whether posting from or posting to, and including Facebook groups, WhatsApp

group chats, Instagram accounts, YouTube accounts, LinkedIn accounts, TikTok accounts, X accounts and news and other websites).

Be aware, also, of the actions of those to whom the Code of Conduct does not apply, such as people using social media at private house parties, where it is possible for your required conduct as a Future Leader scholar to be compromised through someone else's social media use. Disinhibition brought on by alcohol and other drugs obviously compounds the risk. This is important to remember throughout the year and especially when you are under academic pressure and in need of rest and recreation.

Finally, as a Future Leader Scholar you will learn about the concept of a personal brand. The Code of Conduct requires that you uphold your own reputation, the reputation of the Future Leader Programme and of Lincoln University, online and in person. You have the opportunity to make your personal brand through the Future Leader programme, and the Code of Conduct is designed to help you do this. Make sure that your actions contribute to your personal brand, now and in future.

## **Future Leader Scholarship Programme**

### **Guidelines for Overseas Exchange**

The Future Leader Scholarship Regulations describe conditions regarding scholars' entitlement to apply for international exchange. The purpose of this document is to provide practical guidelines for scholars wishing to apply for an international exchange and should be read in conjunction with the Future Leader Scholarship regulations.

1. Conditions for endorsement of international exchange applications by the Future Leader Management team:
  - 1.1. A maximum of 2 scholars will be approved for international exchange in any semester.
  - 1.2. Scholars intending to go on exchange in Semester 2 must complete their application by the end of November of the previous year. Scholars intending to go on exchange in Semester 1 must complete their application by the end of June of the previous year.
  - 1.3. The following selection criteria will apply to Future Leader Scholars wishing to apply for an overseas exchange:
    - 1.3.1. Excellence in leadership performance as outlined in section 10 of the Future Leader Scholarship Terms and Conditions
    - 1.3.2. Excellence in conduct as a Future leader as outlined in section 12 of the Future Leader Scholarship Terms and Conditions
    - 1.3.3. Academic Merit
2. Requirements of scholars while away on exchange:
  - 2.1. Exchange scholars are expected to continue to contribute to the Future Leader Programme and maintain regular contact with the scholarship cohort. Being on exchange is an opportunity for exchange students to learn how to work remotely and across time zones and develop skills in managing remote communications. Scholars will be expected to provide regular (at least twice per term), structured updates to the Future Leader cohort. The format and content of the updates are to be agreed with the Future Leader Management team and a number of channels may be used e.g. live Teams feed into a hui, pre-recorded updates or written updates. Scholars must read all weekly Executive and Hui meeting minutes, newsletters, group emails, and remain involved in Year Group's chat groups. Scholars are expected to remain responsive to emails and other communication request from the Future Leader Management team.
  - 2.2. Scholars are expected to promote Lincoln University and adhere to the Future Leader Code of Conduct.
  - 2.3. Scholars are expected to continue the service ethic of the Future Leader programme which includes seeking opportunities to be involved in local voluntary or community activities in the exchange location.
  - 2.4. Scholars returning from an international exchange semester are expected to share their learning with the cohort. The format and content of learning is to be agreed with the Future Leader Management team and may include an interactive workshop or a presentation delivered to the cohort.
  - 2.5. Scholars are expected to maintain a high academic standard while on exchange.