

CQUNICARES ACADEMIC PRIZES POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure outlines how CQUniversity will manage and administer donor funded CQUniCares Academic Prizes.

2 SCOPE

- 2.1 This policy and procedure applies to CQUniCares Academic Prizes.

3 POLICY STATEMENT

- 3.1 The University offers a range of academic prizes, which strengthen the links between the University and its communities, reinforces the University's reputation for academic excellence, and supports the academic objectives of the University's teaching, learning and research activities.
- 3.2 CQUniCares Academic Prizes are merit-based awards available to vocational education and training (VET), non-award, undergraduate, postgraduate and research higher degree students.
- 3.3 CQUniCares Academic Prizes are funded by donors and can include financial payment or non-monetary items, including but not limited to memberships, equipment or textbook vouchers.

Donors

- 3.4 To continue to grow its portfolio of CQUniCares Academic Prizes, the University will actively seek funding through partnership with businesses, organisations and individual donors.

- 3.5 The need for donors who serve a specific target audience will be considered at the discretion of the Deputy Director Philanthropy.
- 3.6 Relationships with donors will be managed by the Deputy Director Philanthropy (or delegate). The Deputy Director Philanthropy (or delegate) has sole authority to approve the establishment or alteration of CQUniCares Academic Prizes.
- 3.7 Donors can place geographical constraints on CQUniCares Academic Prizes. In these instances, the students' home address will be referenced.
- 3.8 Donor prizes established under this policy and procedure must have a minimum value of:
 - \$100 for VET prizes, and
 - \$500 for higher education (undergraduate, postgraduate and research higher degree) prizes.

Prizes

- 3.9 Monetary prizes can be equally shared if up to three students perform at the same level of highest academic achievement. Monetary prizes will not be awarded if more than three students perform at the same level of highest achievement.
- 3.10 If more than one student achieves the same level of highest academic achievement for non-monetary and composite prizes, Alumni Relations and Advancement Services will contact the donor to seek clarification on whether they are willing to provide the non-monetary component to multiple students.
- 3.11 Non-monetary prizes will be sent directly to the student by the responsible donor as agreed to by the student on acceptance of their prize offer.
- 3.12 All financial disbursements will be executed in accordance with the [Financial Management Practice Manual](#).

4 PROCEDURE

- 4.1 CQUniCares Academic Prizes are offered on the basis of academic merit.

Eligibility

- 4.2 Each CQUniCares Academic Prize will have defined and approved selection criteria. Students are eligible to receive one or more CQUniCares Academic Prize.

Higher education

- 4.3 Higher education prizes are based on results of the academic year. The academic year comprises of studies completed in Term 1, 2, and 3 of the prize year.
- 4.4 Academic prizes recognise achievement based on reportable criteria extracted from the Student Management System, StudentOne, or as per the advice from the relevant School contact.
- 4.5 Higher education prizes may include one or a combination of the following reportable criteria:
 - highest GPA (with reference to raw scores if required)
 - year of study
 - geographic location, or
 - academic course or unit.
- 4.6 To be eligible for higher education prizes:
 - first year students must have completed a minimum of four units
 - second year students must have completed a minimum of 12 units
 - third year students must have completed a minimum of 20 units, and

- graduating students must be conferred in the prize year.

4.7 CQUniCares Academic Prizes based on qualitative assessment of achievement, qualitative criteria, or that require committee-based decisions, are at the discretion of the relevant School.

Non-award

4.8 The School of Access Education will identify non-award prize recipients and provide this list to Student Central.

Research

4.9 The Research Division will identify research prize recipients and provide this list to Student Central.

VET

4.10 VET prizes are based on results of the calendar year of study. Prizes are awarded in retrospect for the results obtained during the full previous year.

4.11 VET prizes will be determined by the course teacher, based on the criteria for the individual prize.

Selection criteria

4.12 Student Central will confirm the selection criteria for CQUniCares Academic Prizes, as provided by Alumni Relations and Advancement Services, and provide feedback in relation to any donor funded academic prizes affected by course/unit changes.

4.13 Alumni Relations and Advancement Services will confirm the donor funded academic prizes for each academic prize year and provide Student Central with a definitive list of academic prizes and selection criteria.

4.14 The Deputy Director Philanthropy (or delegate) will liaise with the appropriate School for approval or alteration of institutionally funded academic prizes.

4.15 Alumni Relations and Advancement Services will provide donors with any academic prize criteria amendments and arrange invoices for payment.

Identifying

4.16 Student Central will identify academic prize recipients and provide this list to Alumni Relations and Advancement Services and Deans of Schools.

4.17 Student Central will then collate an overall prize report, to be shared with Alumni Relations and Advancement Services, who will then notify donors of their academic prize recipient/s.

4.18 Student Central will notify eligible academic prize recipients and provide Alumni Relations and Advancement Services with the finalised list of academic prize recipients who have accepted. This list will include details of prizes that have been accepted by students.

4.19 Prize recipients have 21 days to accept a prize offer.

Presentation

4.20 CQUniCares Academic Prize winners are celebrated each year as part of the annual CQUniCares Academic Prize Showcase.

4.21 Alumni Relations and Advancement Services will promote the CQUniCares Academic Prize Showcase to academic prize donors, employees and the broader community.

4.22 Alumni Relations and Advancement Services, in consultation with Student Communications, will invite prize winners to participate in the CQUniCares Academic Prize Showcase.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Director Student Central is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 5.2 No additional reporting is required.

Records management

- 5.3 CQUniCares Academic Prize recipients will have the prize recorded on their official student record and displayed on their academic transcript.
- 5.4 The Team Leader Student Operations will maintain centralised registers for CQUniCares Academic Prizes and selection criteria, and CQUniCares Academic Prize Recipients.
- 5.5 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.6 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

Academic prize: a merit-based award for students based on specific criteria, which could include a financial payment or non-monetary items, including, but not limited to: memberships, equipment or textbook vouchers.

Donor: any person or organisation making a donation to the University.

Year of study: in relation to higher education students only, is defined as:

- First year - 0 – 48 credit points
- Second year - 54 – 96 credit points, and
- Third year - 102 – 144 credits points.

7 RELATED LEGISLATION AND DOCUMENTS

Nil.

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	Education Strategy and Innovation Committee
Advisory Committee	N/A
Required Consultation	N/A
Administrator	Director Student Central
Next Review Date	11/02/2024

Approval and Amendment History	Details
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Notes	This document replaced the Donor Funded Prizes Policy and related Principles (20/07/2016). This document was formerly known as the Academic Prizes Policy and Procedure (last approved 20/01/2020).