

STUDENT VOICE AWARDS AND COMMENDATIONS PROCEDURE



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1 PURPOSE

- 1.1 This procedure outlines the process for managing the Student Voice Awards and Student Voice Commendations at CQUniversity.

2 SCOPE

- 2.1 This procedure applies to CQUniversity educators, including those who coordinate and/or teach into units, support learning as clinical educators, supervise student research projects, or have a support role for learning and teaching.

3 PROCEDURE

- 3.1 Student Voice Awards and Student Voice Commendations recognise University educators who are nominated by students for their positive impact on student learning.
- 3.2 Nominations will be open from 1st February to 31st October, annually.
- 3.3 The Student Communications Team will advise students when nominations are open and how to nominate an educator.
- 3.4 Educators may be nominated based on a student's learning experience. Nominations will include:
- the nominee's name
 - the unit code details associated with the nomination, and
 - the positive impact the nominee had on the student's learning experience, in 200 words or less.
- 3.5 Students may nominate multiple educators but may only vote once per educator.
- 3.6 The educator who meets all [eligibility criteria](#) and receives the highest number of individual nominations in a category, will be eligible to receive a Student Voice Award in that category.

- 3.7 Up to two educators, who meet all eligibility criteria but do not receive the highest number of individual nominations, will be eligible to receive a Student Voice Commendation in that category.

Categories

- 3.8 A Student Voice Award, and up to two Student Voice Commendations, will be awarded each year in the following categories:
- Vocational Education and Training (VET), and
 - Higher Education.

Eligibility criteria

- 3.9 Student Voice Awards and Commendations will be determined based on eligible nominations received from students.
- 3.10 The nominee must receive at least two nominations in the relevant category.
- 3.11 Nominees are not eligible to receive a Student Voice Award and Commendation in the same category in the same year. However, there is no restriction on the number of consecutive years a Student Voice Award or Commendation may be awarded on an individual.
- 3.12 There is no restriction on the number of categories a nominee will be eligible to be considered for.
- 3.13 If a nominee receives the highest number of nominations in more than one category, they may be eligible to receive an award in each of those categories, in that year.

Selection of recipients

- 3.14 Only nominations received within the nomination timeframe will be considered.
- 3.15 Student Voice Awards and Commendations will be determined by the Director Learning Design and Innovation, in consultation with the Dean of School (or equivalent), and/or the Deputy Dean (Learning and Teaching) (or equivalent).

Recognition

- 3.16 Recipients of a Student Voice Award or Commendation will receive:
- a digital certificate
 - a digital badge
 - recognition of achievement through publicity in employee and student newsletters, and
 - presentation of the Award or Commendation at a relevant University event.
- 3.17 Student Voice Awards and Commendations will be distributed digitally as both a Digital Badge, to be claimed by the recipient, and a PDF certificate delivered via email.

Presentation

- 3.18 Student Voice Award and Commendation recipients will be invited to present their good practice to their peers at an appropriate University event.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director Learning Design and Innovation is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 Outcomes of awards will be reported in the divisional management report to the Tertiary Education Advisory Committee.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining records in a recognised University recordkeeping information system.
- 4.4 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).

5 DEFINITIONS

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

6 RELATED LEGISLATION AND DOCUMENTS

Nil.

7 FEEDBACK

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

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	Vice-President (Academic)
Advisory Committee	N/A
Required Consultation	N/A
Administrator	Director Learning Design and Innovation
Next Review Date	15/09/2025

Approval and Amendment History	Details
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Notes	This document consolidated and replaced the Student Voice Award for Distance Educator of the Year Procedure, Student Voice Award for Educator of the Year Procedure and Student Voice Award for On-Campus Educator of the Year Procedure (12/08/2015).