ACADEMIC PRIZES POLICY AND PROCEDURE

CONTENTS

1   PURPOSE

1.1   This policy and procedure outlines how CQUniversity will manage and administer internally and externally funded academic prizes.

2   SCOPE

2.1   This policy and procedure applies to CQUniversity academic prizes.

3   POLICY STATEMENT

3.1   CQUniversity offers a range of academic prizes, which strengthen the links between CQUniversity and its communities, reinforces CQUniversity's reputation for academic excellence, and supports the academic objectives of CQUniversity's teaching, learning and research activity.

3.2   Academic prizes are merit-based awards available for undergraduate, postgraduate, non-award, research or vocational education and training (VET) students.

3.3   Academic prizes are often funded by donors, and could include, but is not limited to a financial payment, trophy/medal or industry-based scholarship.

Donors

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

3.5 The needs of donor organisations 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 Annual Giving Coordinator), whom has sole authority to approve the establishment or alteration of donor funded academic prizes.

3.7 Donors can place geographical constraints on academic prizes; in these instances, the student cohort's home address will be referenced.

3.8 Donor prizes established under this policy and procedure must have a minimum value of:

- $100 for academic prizes relating to Certificate I, II, III, IV and Diploma, and

- $500 for undergraduate and postgraduate academic prizes.

Prizes

3.9 Monetary prizes will be equally shared if up to three students perform at the same level of highest academic achievement.

3.10 Monetary prizes will not be awarded if more than three students perform at the same level of highest achievement.

3.11 If more than one student achieves the same level of highest academic achievements for non-monetary and composite prizes, the Advancement and Alumni Relations Directorate will contact the donor for clarification on whether they are willing to provide the non-monetary component to multiple students.

3.12 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.

3.13 All financial disbursements will be executed in accordance with the Financial Management Practice Manual.

4 PROCEDURE

4.1 Academic prizes are offered on the basis of academic merit.

Eligibility

4.2 Each academic prize will have defined and approved selection criteria. Students are eligible to receive one or more academic prizes.

Higher education

4.3 Higher education prizes are based on results of the academic year. The academic year comprises 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.

4.5 Higher education prizes are available to individual or combination of the following reportable criteria:

- highest GPA (with reference to raw scores if required)

- year of study

- geographic region, and

- 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 12 units, and

- third year students must have completed a minimum 20 units, and

- graduating students must be conferred in the prize year.

4.7 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 Governance Directorate.

Research

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

Vocational education and training

4.10 Vocational education and training (VET) prizes are based on results of the calendar year of study; for example 2020 prizes are based on study during the 2019 calendar year.

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

Selection criteria

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

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

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

4.15 The Advancement and Alumni Relations Directorate will provide donors with any academic prize criteria amendments and organise invoices for payment.

Identifying

4.16 The Student Governance Directorate will identify academic prize recipients and provide this list to the Advancement and Alumni Relations Directorate and Deans of Schools.

4.17 Student Governance Directorate will then centralise details of all prize winners and provide an overall prize report to the Advancement and Alumni Relations Directorate, who will then notify donors of academic prize recipients.

4.18 Student Governance Directorate will notify eligible academic prize recipients and provide Advancement and Alumni Relations and Corporate Events 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 10 working days to accept a prize offer.

Presentation

4.20 Academic prizes are awarded each year at the annual Student Awards Ceremony.

4.21 In consultation with the Corporate Events team, the Advancement and Alumni Relations Directorate will issue ceremony invitations to all academic prize donors to the Student Awards Ceremony.

4.22 The Corporate Events team will issue ceremony invitations to the Student Awards Ceremony to students who have accepted their academic prize.

4.23 The Corporate Events team will coordinate and execute the Student Awards Ceremony, including issuing prize certificates to students who were not able to attend the Ceremony.

5 RESPONSIBILITIES

Compliance, monitoring and review

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

Reporting

5.2 No additional reporting is required.

Records management

5.3 All academic prize recipients will have the academic prize recorded on their official student record and displayed on their academic transcript.

5.4 The Senior Coordinator, Examinations, Awards and Academic Operations will maintain a centralised register of academic prizes and selection criteria and a centralised register of all 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 University Sector Retention and Disposal Schedule on the Queensland State Archives website. Before disposing of any records, approval must sought through the Records Management Office (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 but is not limited to a financial payment, trophy/medal or industry-based scholarship.

Donor: an individual or organisation making a contribution to further CQUniversity's objectives.

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

Financial Management Practice Manual

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	Learning and Teaching Committee
Advisory Committee to Approval Authority	N/A
Administrator	Director, Student Governance
Next Review Date	23/10/2022

Approval and Amendment History	Details
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Amendment Authority and Date	Learning and Teaching Committee 23/10/2019; Minor Amendments Administrator Approved – Director, Student Governance 20/01/2020.
Notes	This document replaced the Donor Funded Prizes Policy and related Principles (20/07/2016).