

ACADEMIC PRIZES

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1 PURPOSE

This policy and procedure provides clear procedures and a transparent framework for the establishment and ongoing management and administration of internally or externally funded academic prizes at CQUniversity, reinforces CQUniversity's reputation for academic and research excellence, and communicates expectations and standards for CQUniversity students, staff, alumni and donors.

2 SCOPE

This policy and procedure applies to all CQUniversity students who are undertaking undergraduate, postgraduate, non-award or research studies who meet eligibility criteria for academic prizes, and CQUniversity staff who are involved in establishing, administering and managing academic prizes.

3 EFFECTIVE DATE 15 August 2016

4 LEGISLATIVE AUTHORITY

[Financial Management Practice Manual](#)

5 POLICY STATEMENT

- 5.1 CQUniversity offers a range of academic prizes which strengthen the links between CQUniversity and its communities, reinforce CQUniversity's reputation for academic excellence, and support the academic objectives of CQUniversity's teaching, learning and research activity. Academic prizes are offered on the basis of academic merit and all donor prizes established under this policy and procedure must have a minimum value of \$500.
- 5.2 CQUniversity seeks to grow its portfolio of academic prizes and will actively seek funding through partnership with businesses, organisations and individual donors.
- 5.3 Each academic prize will have defined and approved selection criteria. Students are eligible to receive one or more academic prizes. Donors can place geographic constraints on academic prizes; in these instances the student cohort's home address will be referenced.
- 5.4 The needs of donor organisations who serve a specific target audience, will be considered at the discretion of the Director, Development and Alumni Relations.
- 5.5 Prizes awarded each year at an annual awards ceremony, with the exception of Research and Non Award prizes, are based on results for the previous academic year. The previous academic year comprises studies completed in Term 3 of the previous year and Terms 1 and 2 of the prize year. For example the annual awards ceremony held in June 2016 for the 2015 prize year comprises studies completed in Term 3, 2014 and Terms 1 and 2, 2015.

6 PROCEDURE

- 6.1 The Student Governance Centre (SGC) will confirm the selection criteria for academic prizes as provided by the Development and Alumni Relations Directorate (DARD), provide feedback in relation to any donor funded academic prizes affected by course/unit changes, and liaise with the appropriate School in relation to institutionally funded prizes affected by course/unit changes.

- 6.2 Relationships with donors will be managed by the Director, Development and Alumni Relations, who has sole authority to approve the establishment or alteration of donor funded academic prizes.
- 6.3 The Coordinator, Fees and Awards or delegate will liaise with the appropriate School for approval or alteration of institutionally funded academic prizes.
- 6.4 DARD will confirm the donor funded academic prizes available to students in the academic prize year and provide the SGC, Research Division and the School of Academic Learning Services this definitive list of academic prizes and selection criteria.
- 6.5 DARD will provide donors with any academic prize criteria amendments and organise invoices for payment.
- 6.6 SGC will identify academic prize recipients and provide this list to DARD and Deans of Schools.
- 6.7 The Research Division will identify research prize recipients and provide this list to SGC.
- 6.8 The School of Academic Learning Services will identify non award prize recipients and provide this list to SGC.
- 6.9 SGC will centralise details of all prize winners and provide an overall prize report to DARD, who will then notify donors of academic prize recipients.
- 6.10 SGC will notify eligible academic prize recipients and provide DARD 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 and financial codes necessary for DARD to journal funds.
- 6.11 All financial disbursements in relation to academic prizes will be carried out in accordance with CQUniversity's Financial Management Practice Manual.
- 6.12 DARD will advise non-monetary donors of eligible academic prize recipients to enable non-monetary prizes to be distributed to eligible academic prize recipients.
- 6.13 In consultation with Corporate Events, DARD will issue ceremony invitations to all academic prize donors to the annual awards ceremony. Corporate Events will issue ceremony invitations to the annual awards ceremony to all eligible students who have accepted their academic prize.
- 6.14 Corporate Events will coordinate and execute the annual awards ceremony, including issuing prize certificates to students who were not able to attend the annual awards ceremony.

7 RESPONSIBILITIES

Compliance, Monitoring and Review

- 7.1 The Director, Governance is responsible for the overall implementation of this policy and procedure.
- 7.2 The Deputy Director, Student Governance is responsible for compliance and review of this document.

Reporting

- 7.3 There are no additional reporting requirements.

Records Management

- 7.4 All academic prize recipients will have the academic prize recorded on their official student record and displayed on their academic transcript.
- 7.5 The Coordinator, Fees and Awards will maintain a centralised register of academic prizes and selection criteria and a centralised register of all academic prize recipients.
- 7.6 All records relevant to this document will be maintained in a recognised University recordkeeping system.

8 DEFINITIONS

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.

Refer to the University [glossary](#) for the definition of terms used in this policy and procedure.

9 RELATED LEGISLATION AND DOCUMENTS

There are no related legislation or documents.

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Director, Governance
Next Review Date	20/07/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Academic Board 20/07/2016
Amendment Authority and Date	

This document has replaced the Donor funded Prizes Policy and related Principles.