

**Policy Title:** Vice-Chancellor's Student Awards

**Policy Owner:** Director, Student Services Centre

**Keywords:** 1) Award      2) Contribution      3) University Life      4) Engagement

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[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

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**1. INTENT**

This policy defines Edith Cowan University's two annual Vice-Chancellor's student awards. These awards are:

- the Vice-Chancellor's Student Award for Contribution to University Life;  
and
- the Vice-Chancellor's Student Award for Engagement.

One award will be granted annually in each category to a student, or a student team, who demonstrate outstanding achievements against the respective award criteria.

**2. ORGANISATIONAL SCOPE**

All ECU Students and Staff.

**3. DEFINITIONS**

TERM	DEFINITION
Engagement	mutually beneficial partnerships between ECU students and the broader community.
Good Standing	an academic progression status applied to students who are making satisfactory academic progress (see Admission, Enrolment and Academic Progress Rules).
Representative Body External to the University	any community group, business/government organisation or professional body external to ECU.

## 4. POLICY CONTENT

### 4.1. Vice-Chancellor's Student Award for Contribution to University Life

*The Vice-Chancellor's Student Award for Contribution to University Life*, is awarded by the University to recognise a student, or a student team, who has made an outstanding contribution to student life at Edith Cowan University, in the year of the award, having regard to activities in previous years (where applicable).

### 4.2. Vice-Chancellor's Student Award for Engagement

*The Vice-Chancellor's Student Award for Engagement*, is awarded by the University to recognise a student, or a student team, who has demonstrated outstanding Engagement with external communities and has contributed to the achievement of the University's strategic priorities through Engagement activities.

4.3. All award recipients will have demonstrated behaviour that is consistent with the University's values of Integrity, Respect, Rational Inquiry and Personal Excellence.

### 4.4. Eligibility

4.4.1 To be eligible for nomination, students must meet the following criteria:

- a) The student(s) must have enrolled in at least one unit at ECU, and not formally withdrawn or deferred their studies before the census date for that unit, during the academic year in which the nomination is made; and
- b) The student(s) must hold an academic status of good standing at the time of nomination (or in the case of a student who is not enrolled at the time of nomination, he or she must have held good standing academic status at the time of his or her last enrolment with the University).

4.4.2 Recipients of a previous year's award are eligible for the current year's award.

4.4.3 A student or student team may be nominated for either or both of the awards in any year.

4.4.4 Self-nominations will not be accepted.

### 4.5. Award Benefits

4.5.1 For each of the awards, the winning student, or a student team, will receive:

- a \$5,000 monetary prize; and
- a certificate

4.5.2 The monetary prize is payable directly to the student(s) and there will be no restrictions on how the prize money may be spent by the recipient.

4.5.3 Special commendations, accompanied by an appropriate certificate, may be made to nominated students who are not award recipients, but who are considered particularly meritorious

#### 4.6. **Nominations for Awards**

4.6.1 A call for nominations for the awards will be made annually through the ECU website and other University communications channels.

4.6.2 The nomination process is outlined in the “Vice-Chancellor’s Student Awards Guidelines” attached to this policy.

#### 4.7. **Assessment and Decision-making**

4.7.1 The Vice-Chancellor will establish the Vice-Chancellor’s Student Awards Selection Committee to consider the nominations and determine the award recipients and any commendations. The composition of the Committee is set down in the attached “Vice-Chancellor’s Student Awards Guidelines”.

4.7.2 The Vice-Chancellor’s Student Awards Selection Committee may choose not to make an award in any year if, in its assessment, there is no nomination of sufficient merit.

#### 4.8. **Presentation of Awards**

The Awards may be presented:

- as part of a Graduation ceremony; or
- at a suitable alternative event arranged to celebrate achievements and contributions of ECU students.

### 5. **ACCOUNTABILITIES AND RESPONSIBILITIES**

The Policy Owner (Director, Student Services Centre) has overall responsibility for the content of this policy and its operation in ECU.

Staff and students are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

### 6. **RELATED DOCUMENTS**

The policy is supported by the *Vice-Chancellor’s Student Awards Guidelines* (attached).

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

Policy Owner	Director, Student Services Centre
All Enquiries Contact:	Manager, Student Finance
Telephone:	08 6304 3883
Email address:	<a href="mailto:d.marshall@ecu.edu.au">d.marshall@ecu.edu.au</a>

## 8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Date Policy First Approved:	9 October 2008
Date last modified:	February 2016
Revision History:	<p>October 2008: This policy replaced the Vice-Chancellor's Student Award for Achievement Policy.</p> <p>April 2014: Policy reviewed and updated.</p> <p>February 2016: Minor update to transfer content into new policy template.</p>
Next Revision Due:	February 2019
TRIM File Reference	SUB/5185

# VICE-CHANCELLOR'S STUDENT AWARDS GUIDELINES

**These guidelines are linked to:** Vice-Chancellor's Student Awards Policy.

These guidelines outline the processes for the administration and awarding of the annual:

- *Vice-Chancellor's Student Award for Contribution to University Life;* and
- *Vice-Chancellor's Student Award for Engagement.*

## **Administration of the Awards**

### **1. Nominations**

- 1.1 Nominations will be called annually through appropriate methods in order to ensure wide publicity for the Awards. The call for nominations will include the timelines for the process of nomination, consideration and notification of the Award recipients.
- 1.2 University students and staff, and representative bodies external to the University, may nominate any student, or a student team. The student(s) must have enrolled in at least one unit at ECU, and not formally withdrawn or deferred their studies before the census date for that unit, during the academic year in which the nomination is made.
- 1.3 Nomination will be made on the Nomination form which will be available from the ECU's Scholarships website, and must:
  - a. indicate to which Award it relates.
  - b. be countersigned by a Dean of School or Centre Director. In countersigning the nomination, the Dean of School/Centre Director is confirming, to the best of his or her knowledge, that the nomination is accurate and that the nominee's behaviour is consistent with the University's values of Integrity, Respect, Rational Inquiry and Personal Excellence.
  - c. demonstrate outstanding contribution to University life, or outstanding Engagement with communities outside the University, depending on the award. The Statement of Claim will not exceed two A4 pages.
  - d. Supporting documentation, including written statements from referees, may be included but will not exceed six A4 pages. Material that exceeds the page limit will not be provided to the Selection Committee.
  - e. be submitted as per the instructions on the nomination form.
- 1.4 A student or a student team may be nominated for one or both Awards in the same year. A separate nomination form is required for each Award.
- 1.5 Self-nominations will not be accepted.

- 1.6 Nominations will be checked to ensure that they conform to all requirements. Nominations that do not meet requirements will be returned to the nominator(s) and, time permitting, may be re-submitted before the closing date. Late, or amended applications, will not normally be accepted after the closing date.
- 1.7 The Student Service Centre will be asked to confirm that the nominee(s) is/are of good academic standing.

## **2. Assessment and Decision-making**

- 2.1 The Vice-Chancellor will establish the Vice-Chancellor's Student Awards Selection Committee to consider the nomination and determine the recipients and any commendations.
- 2.2 The Vice-Chancellor's Student Awards Selection Committee will comprise:
  - A Chair of the Committee, nominated by the Vice-Chancellor
  - One member of University Council, nominated by the Chancellor
  - The Chairperson of Academic Board
  - The President of the Student Guild
  - A postgraduate student, nominated by the Student Guild
  - An international student nominated by the Student Guild
  - The Director, Student Services Centre
- 2.3 An Executive Officer to the Vice-Chancellor's Student Awards Selection Committee will be appointed by the Director, Student Services Centre.
- 2.4 Nominees and Nominators for Awards are not eligible in a given year to sit on the Student Awards Selection Committee. If a Committee member becomes ineligible, the Executive Officer will advise the Chair who will request the Committee member to recommend an alternate to sit on the Committee for that given year.
- 2.5 Conflicts of interest will be declared at the start of any meeting of the Student Awards Selection Committee.
- 2.6 The Committee may request further information from whomever it deems appropriate in order to evaluate the nominations.
- 2.7 The Committee will assess all nominations, determine award recipients, and determine commendations. The Committee's decisions will be final.
- 2.8 The Vice-Chancellor's Student Awards Selection Committee may choose not to make an Award in any year if, in its assessment, there is no nomination of sufficient merit.

## **3. Notification and Presentation of Awards**

- 3.1 Award winners and commendation recipients will receive a congratulatory letter from the Vice-Chancellor. A copy of this letter will be forwarded to the Student Services Centre for filing on the student's file.

- 3.2 The Student Services Centre will arrange for the Award winners to receive their monetary prize.
- 3.3 An announcement of the Award winners and commendation recipients will be included in appropriate ECU publications, including the ECU website.
- 3.4 Following consultation with appropriate Officers of the University, the Executive Officer will identify a suitable opportunity for presentation of Awards and commendations.