

Policy Title: Academic Prizes

Policy Owner: Senior Deputy Vice-Chancellor

Keywords: Student Prizes Award

Policy Code: PL001 [ac002]

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1. INTENT

To provide a framework to guide and assist the University in the establishment and administration of academic prizes with the accompanying [Academic Prizes Procedure](#) and the [Application for a New or Replacement Academic Prize](#).

2. ORGANISATIONAL SCOPE

This policy applies to staff in schools and service centres who are associated with the approval, administration and awarding of academic prizes.

Prizes awarded on the basis of criteria that is non-academic, sit outside the scope of this policy.

3. DEFINITIONS

TERM	DEFINITION
academic prize	A prize awarded to a student for academically meritorious performance in some aspect of a course or unit.
donor	An individual or organisation or entity that makes a donation to the University.

4. POLICY CONTENT

4.1 Principles

The following principles and requirements shall apply to the establishment and award of an academic prize:

- 4.1.1 The basis upon which an academic prize is awarded and eligibility should be clearly stated and unambiguous.
- 4.1.2 The selection process by which an academic prize is awarded should be open and transparent.
- 4.1.3 An academic prize must not be awarded if there is no candidate that meets the awarding criteria.
- 4.1.4 A student may only be awarded the same academic prize once.
- 4.1.5 Students must be enrolled in an award course in the year of the award to be eligible for an academic prize.
- 4.1.6 An academic prize may only be awarded on the basis of marks confirmed by a Board of Examiners in the year of the award.

4.2 Funding Arrangements

- 4.2.1 It is preferred that funds from outside organisations and donors be used for academic prizes. University funds will only be used to support academic prizes where matters of fairness need to be addressed.
- 4.2.2 Funding arrangements for the establishment of a new academic prize or for the renewal of an existing academic prize should provide that:
 - a) The funding period of the academic prize is for a minimum of three years;
 - b) The minimum amount of the academic prize is \$200 for a course related prize or \$150 for a unit prize;
 - c) The donor will remit funds upfront, or provide an assurance in writing to cover the academic prize, over the funding period.

4.3 Agreements to Offer Prizes and Receipts of Donations

- 4.3.1 Any donor offering to award an academic prize must be congruent with the University's values and fundraising policies.
- 4.3.2 All matters relating to the receipt of donations for academic prizes will be the responsibility of the [Office of Development and Alumni Relations](#), and be managed in accordance with this policy.
- 4.3.3 Correspondence from donors offering to award academic prizes and all related documentation is to be forwarded to the [Office of Development and Alumni Relations](#).

4.4 Approving Authority

- 4.4.1 The approval authority for the establishment (including renewal) of all academic prizes is the [Education Committee](#).

4.4.2 Upon the due establishment of an academic prize by the Education Committee, academic prize recipients shall be selected by the relevant Board of Examiners or authorised delegate in accordance with the approved criteria.

4.4.3 A database recording the establishment (including renewal) of all academic prizes will be maintained by the Strategic and Governance Services Centre.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following:

Policy Owner

The Policy Owner, Senior Deputy Vice-Chancellor, has overall responsibility for the content of this policy and its operation in ECU.

Contact Person

The Manager, Academic Governance and Standards is responsible for the maintenance of this policy.

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

All members of the University community are expected to comply with University Policy.

6. RELATED DOCUMENTS:

The policy is supported by the following documents:

- [Academic Prizes Procedure](#)
- [Application for a new or replacement Academic Prize](#)
- [Fundraising at ECU Policy PL242](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

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8. APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Policy First Approved:	30 March 1995

Date last modified:	21 December 2017
Revision History:	April 2004 February 2004 March 2006 12 May 2011 (AB29/11) 12 April 2012 (AB32/12) 7 March 2013 (AB20/13) August 2013 October 2013 (AB50/13) April 2015 (AB042/15) December 2017 (AB170/17)
Minor Revision	April 2016 Minor revision update to reflect the Academic Organisation Re-Design.
Next Revision Due:	December 2020
HPRM File Reference	SUB/19616