

Policy Title: Academic Prizes

Policy Owner: Deputy Vice-Chancellor (Academic)

Keywords: Student Prizes Award

Policy Code: PL001 [ac002]

[Intent](#)
[Organisational Scope](#)
[Definitions](#)
[Policy Content](#)
[Approval Authority](#)
[Related Documents](#)
[Contact Information](#)
[Approval History](#)

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.

3. DEFINITIONS

TERM	DEFINITION
donor	An individual or organisation or entity that makes a donation to the University.
prize	A prize is an award to a student for meritorious performance in some aspect of a course or unit.
WAAPA	The Western Australian Academy of Performing Arts

4. POLICY CONTENT

4.1 Award

- a. The basis upon which a prize is awarded and eligibility for the prize should be clearly stated and unambiguous.
- b. The selection process by which a prize is awarded should be open and transparent.
- c. In general, for any course, unit or group of units, there will only be one prize.
- d. A prize will not be awarded if there is no candidate of sufficient merit.
- e. A student may only be awarded the same prize once.
- f. It is preferred that funds from outside organisations and donors be used for prizes. University funds will only be used to support prizes where matters of fairness need to be addressed.

4.2 Funding Period

The funding period for the establishment of a new prize, or for renewal of an existing prize, will be a minimum of three years. The donor is required to provide funds, or an assurance, to cover the prize over the funding period.

4.3 Agreements to Offer Prizes and Receipts of Donations

- a. 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.
- b. Original correspondence from donors offering to award academic prizes and all related documentation is to be forwarded to the [Office of Development and Alumni Relations](#), with copies only being retained by the schools.

4.4 Approving Authority

The approval authority for all academic prizes is the [Academic Services Committee](#).

5 RELATED DOCUMENTS:

The policy is supported by the following documents:

- [Academic Prizes Procedure](#)
- [Application for a new or replacement Academic Prize](#)

6 CONTACT INFORMATION

For queries relating to this document please contact:

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7 APPROVAL HISTORY

Policy Approved by:	Vice-Chancellor
Policy First Approved:	30 March 1995
Date last modified:	18 December 2015
Revision History:	<p>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)</p>
Minor Revision	<p>April 2016 Minor revision update to reflect the Academic Organisation Re-Design.</p>
Next Revision Due:	December 2019
HPRM File Reference	SUB/19616