



Policy and Governance Unit, Academic Registrar's Division

STUDENT AWARDS AND PRIZES POLICY

Date approved	28 November 2008	Date Policy will take effect	Autumn Session 2009 apart from section 7, which will take effect in Autumn Session 2010	Date of Next Review	1 year from approval date
Approved by	University Council				
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Supporting documents, procedures & forms of this policy	Student Awards and Prizes Procedures University Prizes Template (Appendix 1) Chancellor Robert Hope Memorial Prize Nomination Form University Medal Nomination Form				
References & Legislation	Not applicable				
Audience	Public – accessible to anyone				
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Contents

[1 Purpose of Policy.....3](#)

[2 Definitions.....3](#)

[3 Application & Scope - Exclusions or Special Conditions3](#)

[4 Policy Principles3](#)

[5 University Prizes.....4](#)

[6 Dean's Merit List.....5](#)

[7 Top Student Recognition.....6](#)

[8 University Medals.....7](#)

[9 Chancellor Robert Hope Memorial Prize.....8](#)

[10 Roles & Responsibilities.....9](#)

[11 Version Control and Change History.....10](#)

[Appendix 1 – University Prize Template.....11](#)



1 Purpose of Policy

1. The purpose of this document is to set out the University of Wollongong's policy on student awards and prizes made wholly or substantially in recognition of academic excellence. This Policy establishes the criteria, decision-making processes and methodology for awards and prizes and is to be used in conjunction with the Procedures for Student Awards and Prizes.

2 Definitions

Word/Term	Definition (with examples if required)
Academic excellence	High achievement in an individual subject or across a specified range of subjects.
Eligible student	A person who meets the eligibility criteria for the relevant student award or prize.
Equity groups	The groups identified and supported by the University on equity grounds.
Originator	The Faculty, Unit or Campus proposing a University prize.
Sponsor	A person or entity providing a University prize.
Student	A person registered for a course at the University.
Subject	In determining eligibility for Top Student Recognition, a subject includes every instance of a subject offered in a calendar year.
University prizes	Prizes made to students wholly or substantially in recognition of academic merit on their part in the course of their studies at UOW.
Weighted average mark (by credit point)	The weighted average mark for each student shall be calculated as the average of the marks, weighted according to credit point value, gained in all subjects attempted by the student for which a result has been determined and declared.

3 Application & Scope - Exclusions or Special Conditions

1. This policy applies to all UOW staff and students and regulates the following types UOW prizes and awards:
 - a. University prizes
 - b. Dean's Merit List
 - c. Top Student Recognition
 - d. University Medals
 - e. Chancellor Robert Hope Memorial Prize
2. This policy applies to all staff and students at the UOW, but excludes UOW Dubai and Wollongong College Australia.
3. This policy does not cover other forms of benefit or support for students. It does not cover scholarships or travel grants. This policy does not regulate the Dean's Scholars program or the International Dean's Scholar's program.

4 Policy Principles

1. The prime objective of the Student Awards and Prizes Policy is to provide a comprehensive and consistent framework for the administration of the awards and prizes listed above in clause 3.1. The framework is based around each student award or prize having the following principles:



- a. Clear criteria for the determination of the student or students eligible for prizes or awards;
- b. Clear, identifiable, equitable and transparent processes;
- c. Procedural fairness; and
- d. Recognition of academic excellence comprising the whole or a substantial component of the eligibility criteria.

5 University Prizes

1. University prizes are awarded annually to students by the University of Wollongong. University prizes are awarded based wholly or substantially on demonstrable academic excellence. Recipients shall receive recognition by inclusion of the prize on their academic transcript by the Academic Registrar's Division. In addition, University prizes will be publicised on the University's website.

Eligibility Criteria for University prizes

2. A University prize must:
 - a. contain workable eligibility criteria that require that the recipient demonstrates academic excellence in either a course, subject, or sequence of subjects of at least six credit points in weight;
 - b. in the case of all commercially sponsored University prizes, provide that the recipient is to receive a prize of at least \$250 in value (or such other higher amount as may be determined by the Academic Senate in writing from time to time), together with such other additional item or items as are nominated by the sponsor and the Originator;
 - c. have non-discriminatory eligibility criteria, unless the criteria are targeted at one or more of the University's equity groups;
 - d. set out the source of funds for the University prize and, in the case of any trust funds, how those funds are to be managed for the duration of the University prize;
 - e. have a title that provides appropriate recognition for, in the case of a commercial prize, the commercial sponsor, or in the case of a commemorative prize, the person or entity recognised in the prize;
 - f. be submitted for approval to the Student Awards Committee of the Academic Senate in the required form;
 - g. be available for award to all eligible students for a period of at least four years; and
 - h. be reviewed by the Originator every four years.
3. All University prizes shall be subject to the following conditions unless expressly provided to the contrary in the approved University award or prize proposal:
 - a. in the case of eligibility based on declared marks, where two or more students obtain the same mark, the prize is to be shared;
 - b. in the case of eligibility on the basis of performance in any single subject for which a mark is declared, the student obtains a mark of at least 75%; and
 - c. in the case of eligibility on the basis of performance in any sequence of subjects or in a course for which marks are declared, the student obtains a weighted average mark (by credit point) of at least 75%.

Deciding body

4. Proposals for University prizes will be submitted to the Student Awards Committee for endorsement in the approved University Prize Template (Appendix A). Both the Originator and the Student Awards Committee will consider the reputation and suitability of each sponsor, particularly whether it is appropriate for the University to be linked with the sponsor. Proposals will, if endorsed, be submitted to the Academic Senate for approval. The Student Awards Committee has authority to



approve the deletion or minor changes to University prizes arising from the review of University prizes.

Methodology

5. The winner of an approved University prize will be determined by the Originator, in accordance with the approved eligibility criteria. The Originator will be responsible for the awarding of the University prize and will communicate details of each recipient to the Academic Registrar's Division for inclusion on the recipient's academic transcript.
6. Originators are responsible for managing any funds relating to University prizes. Originators will ensure that sponsors use the University's brand and identity in conformity with the Production of Marketing Material and Use of UOW Brand Policy.
7. University prizes are to be reviewed by the Originator at least once every four years. After each review, the Originator must make a recommendation to the Student Awards Committee on whether the University prize should continue, (in its current form or in a modified form) or be deleted. The Student Awards Committee must endorse all recommendations for major changes to a University prize before submission to Academic Senate for approval.
8. An existing University prize may be amended at any time. Minor changes, such as course or subject code and title changes, can be approved by the Student Awards Committee.
9. A University prize will be disestablished if it is not reviewed within four years of being established, or four years from the last review.
10. The Academic Senate may disestablish a University prize at any time, on the advice of the Student Awards Committee, if the Academic Senate considers that the University prize brings the University into disrepute.
11. All current University prizes will be listed on the University Prizes database maintained by the Academic Registrar's Division, and will be listed on the University's website.

Transitional Provisions

12. This policy regulates all prizes in recognition of academic merit made on and from the commencement of this policy. All pre-existing University prizes are subject to the provisions of clauses 5.4 – 5.10 of this policy from commencement of this policy and must fully comply with this policy following their next review.

6 Dean's Merit List

1. Dean's Merit Lists are compiled by each Faculty Dean on completion of each academic calendar year. Students are chosen for inclusion on the basis of academic performance alone as determined by reference to the student's Weighted Average Mark (WAM).

Eligibility Criteria

2. To be eligible for inclusion on a Dean's Merit List, a student must:
 - a. have undertaken subjects with a minimum value of 24 credit points in the calendar year;
 - b. have received a WAM within the top five percent of undergraduate students within the Faculty (or within a course or group of courses offered by the Faculty), or obtained first class honours (a mark of eighty-five percent or more) in a discrete one-year honours program;
 - c. have obtained the minimum WAM, as determined by a Faculty Dean and in accordance with the methodology specified under clause 6.5; and
 - d. otherwise be determined by the Faculty Dean as a student meriting inclusion in the Dean's Merit List.



Deciding body

3. The Dean of each Faculty is responsible for determining which students are to be included on Dean's Merit Lists having regard to the eligibility criteria specified in clause 6.2.

Methodology

4. Each Faculty Dean will prepare one or more Dean's Merit Lists at the conclusion of each academic calendar year. Students who are enrolled in double degree programs and who satisfy the requirements for each Faculty will appear on each Dean's Merit List.
5. For the purposes of the Dean's Merit List, the WAM for each student shall be calculated as the average of the marks, weighted according to credit point value, gained in all subjects for which a result is determined and declared in that calendar year. All subjects will be included, irrespective of which Faculty offered the subject.
6. A student's results for any subject offered across more than one calendar year will be counted towards the WAM for the calendar year in which the subject is completed.
7. There may be a separate List for each course, or for particular combinations of courses, as determined by the relevant Dean.
8. The Dean of each Faculty will advise students in writing of their inclusion on the Dean's Merit List. This status will also be annotated on the student's academic transcript by the Academic Registrar's Division and openly publicised on the University's website.

7 Top Student Recognition

1. In recognition of outstanding academic performance, the University shall include an annotation on the academic transcript of every eligible student to indicate that the student obtained the highest mark in the subject undertaken.

Eligibility Criteria

2. To be eligible for Top Student Recognition, a student must:
 - a. be enrolled in a subject offered on or after the commencement of this section of this policy;
 - b. receive the highest mark in all offerings of the subject in the calendar year and wherever offered;
 - c. be enrolled in a subject for which a grade of performance expressed as a mark is declared;
 - d. receive a mark of at least 75; and
 - e. have a mark for the subject declared by the date on which results are declared (excluding honours by thesis, for which the Dean of the Faculty will determine the relevant date).

Methodology

3. The Academic Registrar's Division will be responsible for Top Student Recognition by producing or causing to be produced an appropriate annotation on each recipient's academic transcript.
4. Any disputes relating to eligibility for Top Student Recognition will be addressed in the first instance by the Dean of the relevant Faculty. The Dean's recommendation will be forwarded to the Academic Registrar for approval.
5. Where there is more than one student with the highest mark in a subject, then all students with that mark shall be entitled to Top Student Recognition.
6. Top Student Recognition will not apply to any subject that does not generate a mark expressed as a percentage. In addition, Top Student Recognition will not apply to higher degree research students.



7. Where an eligible student's results are declared after the date by which results must be declared in order to be eligible, the student shall also be entitled to Top Student Recognition.

8 University Medals

1. University Medals are awarded annually following approval by the Vice-Chancellor. Recipients receive a University Medal on graduation, inscribed with the name of the recipient and the recipient's Faculty in recognition of outstanding academic performance.

Eligibility Criteria

2. To be eligible for a University Medal, a student must:
 - a. be eligible to graduate from the University of Wollongong with a Bachelor degree, completed in the calendar year of the prize;
 - b. be eligible to be awarded Honours Class 1 by the University of Wollongong;
 - c. have completed at least 120 credit points of their degree at the University of Wollongong;
 - d. demonstrate outstanding overall academic performance; and
 - e. have (other than in exceptional circumstances) a blemish-free academic record.

Deciding body

3. The Vice-Chancellor is responsible for approving the recipients of University Medals, on the recommendation of the Student Awards Committee. The Student Awards Committee will receive and consider nominations from Faculty Deans at its final meeting in Spring Session each year. If no nomination is made, or where the Vice-Chancellor does not consider any nominee merits the award, no award will be made for a Faculty.

Methodology

4. Faculty Deans are responsible for nominating students who satisfy the Eligibility Criteria specified under clause 8.2. Faculty Deans may submit more than one nomination if more than one student is considered to demonstrate outstanding overall academic performance. Other than in exceptional circumstances as determined by the Vice Chancellor, only one University Medal may be awarded per Faculty per year.
5. Nominations to the Student Awards Committee must be accompanied by a supporting statement from the nominating Dean, which includes:
 - a. marks for each subject, and marks for project or thesis work (only when part of a subject);
 - b. the rank of the nominee in comparison with any previous Medal winners from the Faculty;
 - c. the standing of the nominee in comparison with previous first class Honours graduates from the Faculty; and
 - d. where the nominee's academic record contains any blemish, detailed reasons for the nomination in light of the blemish.
6. A student may be nominated for two University Medals (usually on separate occasions), if they meet the requirements for awarding two Honours degrees. Only one Medal is to be awarded if a student is enrolled in a joint Honours or double degree program that leads to only one Honours degree. Either Faculty may nominate in the instance of a joint Honours program.
7. The Student Awards Committee may take the following factors into account when considering nominations:
 - a. overall academic performance;
 - b. average marks for each level and for the whole degree, weighted by credit points only;



- c. weighted average marks, where these are used in determination of the grade of Honours;
 - d. high Distinctions, and other grades, as percentages of all subjects studies;
 - e. performance in the major field of study;
 - f. exceptional circumstances affecting the nominees' academic performance; and
 - g. summaries of previous nominations.
8. The Vice-Chancellor is responsible for approving the award of University Medals, as recommended by the Student Awards Committee. Recipients will receive a letter of advice from the Vice-Chancellor. The recipient's academic transcript and testamur will be annotated accordingly.
 9. University Medals are awarded at the December graduation ceremonies. Where assessment results are not available for consideration by the final meeting of the Student Awards Committee, nominations may be made in the autumn session of the following year, and Medals may be awarded at the July graduation ceremonies. Faculty Deans should only defer nominations where results are not available for potential nominees for consideration by the SAC at its final meeting in spring session.

9 Chancellor Robert Hope Memorial Prize

1. The Chancellor Robert Hope Memorial Prize is awarded annually by the University Council. It was established in 2004 by the University Council, in honour of the University's first Chancellor. The recipient receives the Robert Hope Medal inscribed with the recipient's name and Faculty and a cheque for \$10,000, or an amount determined by the University Council by resolution.

Eligibility Criteria

2. To be eligible for the Robert Hope Memorial Prize, a student must have:
 - a. nominated themselves, or be nominated by a Dean;
 - b. be eligible to graduate from the University of Wollongong with a Bachelor degree, completed in the calendar year of the prize;
 - c. received at least 96 credit points from study at the University;
 - d. demonstrated a substantial contribution to the University community and/or broader community;
 - e. demonstrated consistently excellent academic performance;
 - f. provided contact details of both an Academic Referee and a Community Referee; and
 - g. completed and submitted a nomination form to the Academic Registrar by the deadline specified each year by the Academic Registrar.

Deciding body

3. The University Council is responsible for approving the recommended candidate, as recommended by the Selection Committee. The Selection Committee for the Robert Hope Memorial Prize consists of:
 - a. the Chancellor;
 - b. the Academic Registrar;
 - c. the Chair of the Academic Senate; and
 - d. a member of the University Council nominated by the University Council.

Methodology

4. The Selection Committee for the Robert Hope Memorial Prize will assess all applicants against the Eligibility Criteria specified under clause 9.2.



5. The Selection Committee will short-list up to four candidates for interview. The interviewees will be ranked by the Committee and the Prize winner will be recommended for approval by the University Council.
6. A member of the Selection Committee will advise the Prize winner of their success as soon as Council has approved the recommendation. Unsuccessful short-listed applicants will also be advised of the outcome by a member of the Committee.
7. The Robert Hope Memorial Prize is to be awarded at the December graduation ceremonies. Where a recipient is unable to attend, the Prize may be awarded at the graduation ceremonies next occurring, at the request of the recipient.

10 Roles & Responsibilities

1. The University has a responsibility to:
 - a. ensure that this Policy and the accompanying procedures are accessible to all staff and students;
 - b. ensure that this Policy and the accompanying procedures are implemented and applied consistently across all Faculties and Campuses; and
 - c. promote good practice in considering student awards and prizes, including;
 - i. timeliness of response;
 - ii. fairness and equitable consideration;
 - iii. respect for privacy; and
 - iv. clear information on rights and responsibilities in relation to Student Awards and Prizes.
2. The Student Awards Committee has a responsibility to:
 - d. implement, monitor and review the Student Awards and Prizes Policy;
 - e. ensure consistent application of this Policy and its procedures so that all students are treated fairly and equitably as far as practicable; and
 - f. ensure that the Roles and Responsibilities under clause 10.1 are understood and promoted.
3. UOW staff members and students have a responsibility to:
 - g. comply with the Student Awards and Prizes Policy; and
 - h. assist with the resolution of any disputes about the Policy.
4. The University Council and Academic Senate have a responsibility to:
 - i. comply with the Student Awards and Prizes Policy;
 - j. assist with the resolution of any disputes about the Policy; and
 - k. ensure that the Roles and Responsibilities under clause 10.1 are understood and promoted.
5. The Academic Registrar's Division has a responsibility to:
 - l. provide administrative support for the implementation of this Policy;
 - m. provide policy advice to the Student Awards Committee on this Policy;
 - n. ensure that all records relating to Student Awards and Prizes are retained, in accordance with the Records Management Policy and with relevant legislation, agreements and policies;
 - o. assist with the resolution of any disputes about the Policy; and
 - p. ensure that the Roles and Responsibilities under clause 10.1 are understood and promoted.



6. Originators have a responsibility to
- q. comply with the Student Awards and Prizes Policy, in particular in relation to the creation of University prizes and the selection of eligible students;
 - r. ensure that sponsors are informed of the Policy and any changes to the Policy, particularly relating to University prizes, and monitor use of the UOW brand and identity by sponsors;
 - s. assist with the resolution of any disputes about the Policy;
 - t. ensure that all records relating to student awards and prizes are retained, in accordance with the Records Management Policy and with relevant legislation, agreements and policies; and
 - u. ensure that the Roles and Responsibilities under clause 10.1 are understood and promoted.

11 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	Autumn Session 2009 apart from Section 7, which will take effect in Autumn Session 2010	University Council	First Version
2	5 February 2009	Deputy Vice Chancellor (Academic)	Migrated to UOW Policy Template as part of the Policy Directory Refresh Project



Appendix 1 – University Prize Template

Prize Specification Template	
Details to be entered onto Prizes Database held by Client Services, Academic Registrar's Division	
Faculty:	Unit:
Title of Prize	
Annual value (including Trust Fund details)	
Physical Description	
Sponsor (and contact details)	
Eligibility Requirements	
Criteria for Prize	
Minimum Performance Requirement	
Selection of Recipient	
Duration of Prize (expiry date)	
Review Date	
Presentation	