

# Scholarships, Prizes, Medals and Excellence Awards Policy

## Section 1 - Purpose

(1) This Policy sets out the principles for scholarships, prizes, medals and excellence awards (SPMA) for students of the University of Canberra (University).

## Section 2 - Scope

(2) This Policy applies to:

- a. any unit in the Register of Courses that is an academic requirement of a course equivalent to [Australian Qualifications Framework](#) (AQF) Level 5 to 10.
- b. This Policy applies to:
  - i. a student enrolled in a course of the University equivalent to AQF Level 5 to 10
  - ii. staff and affiliates.

## Section 3 - Principles

(3) The establishment of an SPMA will reflect and support the University's strategy in the following ways:

- a. Scholarship opportunities will attract and retain students who would otherwise be unlikely to access and complete higher education.
- b. SPMA opportunities encourage and acknowledge academic excellence.
- c. Scholarship, prize and medal opportunities encourage student contribution to the University's civic identity and reconciliation.

(4) An SPMA will:

- a. be governed by the terms and conditions for the specific SPMA, and
- b. not place unreasonable conditions on the University, its staff, affiliates or students.

(5) The selection processes for an SPMA will be equitable and inclusive.

(6) The administrative processes for an SPMA will be transparent.

(7) An SPMA which states, as part of its selection criteria, that the student must be of Aboriginal and/or Torres Strait Islander descent in order to be eligible for the SPMA must state in its terms and conditions that the applicant or a nominee must provide evidence of their eligibility, including evidence that the applicant or nominee:

- a. identifies and is recognised as an Aboriginal or Torres Strait Islander person; and

b. is accepted as such the community in which they live, or formerly lived.

(8) Prior to the establishment and review of an SPMA, all relevant parties, including faculties, disciplines, future students and external stakeholders will be consulted.

(9) Regular review of an SPMA is undertaken including evaluation of an agreement in accordance with the terms and conditions of the agreement to ensure currency and alignment with University strategy.

## Student Grievances

(10) Where a grievance for the purposes of the [Student Grievance Resolution Policy](#) arises from a decision or action taken by the University under this Policy or associated procedures, a student may refer to the [Student Grievance Resolution Policy](#) for resolution of the grievance.

## Records Management

(11) Records of SPMA will be maintained in accordance with the [DITM and Records Management Policy Manual](#).

(12) Outcomes from the SPMA selection processes, student communications, and case notes must be written in plain English and include sufficient content to enable a reader within or external to the University to understand the context, the issue, and the recommendations and/or outcome.

# Section 4 - Responsibilities

Who	Responsibilities
Academic Board	Refer to the <a href="#">University of Canberra (Academic Board) Rules 2021</a> .
Deputy Vice-Chancellor	Policy Sponsor of this Policy. Refer to the <a href="#">Policy Framework</a> and <a href="#">Policy Framework Procedure</a> .
Deputy Vice-Chancellor	Policy Custodian of this Policy. Refer to the <a href="#">Policy Framework</a> and <a href="#">Policy Framework Procedure</a> .
Academic Quality and Standards Committee	Refer to the <a href="#">Academic Quality and Standards Committee Charter</a> .
University Research Committee	Refer to the <a href="#">University Research Committee Charter</a> .

# Section 5 - Procedures

(13) Refer [Scholarships and Prizes Procedure](#) and [Medals and Excellence Awards Procedure](#).

# Section 6 - Definitions

Term	Definition
Academic requirement	Has the same meaning as the <a href="#">University of Canberra (Courses and Awards (Courses of Study)) Rules 2023</a> .
Academic transcript	A text that details a student's entire enrolment record at the University.
Agreement	A document that includes terms and conditions that are legally binding.

Term	Definition
Affiliate	Includes educational partner teaching staff, clinical title holders, adjunct, and honorary appointees, consultants and contractors to the University holders of offices in University entities, members of boards of University foundations, members of University committees, and any other persons appointed or engaged by the University to perform duties or functions on its behalf.
Assessment [in relation to due diligence]	A review of certain credentials of a person, including: <ul style="list-style-type: none"> <li>• identity checks</li> <li>• reputational checks</li> <li>• criminal history checks</li> <li>• review of government regulatory resources</li> <li>• review of annual reports where the Sponsor is an organisation</li> <li>• legal database searches</li> <li>• financial viability checks</li> <li>• other philanthropic activities</li> <li>• alignment with University values</li> <li>• expectations, and alignment with community expectations.</li> </ul>
Award	A degree, diploma or certificate that may be awarded by the University under the <a href="#">University of Canberra (Courses and Awards) Statute 2010</a> .
Australian Higher Education Graduation Statements (AHEGS)	A text that provides information on a student's higher education qualification, and their academic achievements ( <a href="#">Australian Higher Education Graduation Statement</a> ).
Enrolled	Where a student has accepted an offer and has been admitted to a course, including any period of intermission, until such time as they receive a testamur or they withdraw or are otherwise discontinued by the University, in accordance with the <a href="#">University of Canberra (Student Conduct) Rules 2023</a> .
Excellence award	An award that is based on academic merit that is bestowed on a student enrolled in a course of the University.
Bachelor honours degree	An undergraduate degree that is equivalent to <a href="#">Australian Qualifications Framework</a> (AQF) Level 8.
Conferring ceremony	A ceremony for the conferring of awards and includes a ceremony for the conferring of awards held at a meeting of the Council.
Course	A course of study and instruction, leading to an Award.
Coursework course	Is one the following <a href="#">Australian Qualifications Framework</a> (AQF) 2013 qualification types, that has been approved by the University's Academic Board: <ul style="list-style-type: none"> <li>• diploma</li> <li>• advanced diploma</li> <li>• associate degree</li> <li>• undergraduate certificate</li> <li>• bachelor degree</li> <li>• bachelor honour's degree</li> <li>• graduate certificate</li> <li>• graduate diploma</li> <li>• masters degree (coursework), and</li> <li>• masters degree (extended).</li> </ul>
Continuing scholarship	A scholarship that includes payment in instalments over more than one teaching period.
Gift	A voluntary transfer of money or property to the University by way of benefaction by a donor where no material benefit is received by the donor from the University in return.
Grade point average	An indicator of academic achievement of a course that is calculated using grades awarded to a student on the completion of a unit of study, and expressed as a number between 0 and 7.
Higher degree by research	A master by research degree or doctoral degree (a Doctor of Philosophy, higher doctorate or professional doctorate).
Doctoral degree	Refer to Higher Degree by Research.
Donor	A person, group or organisation who makes a donation to the University.

Term	Definition
Donation	Refer to 'gift'.
Donation statement	A document that sets out the agreed donation amount and the payment details.
External scholarship	The entirety of the scholarship process, including application, selection, and payment, is conducted externally to the University.
Fee exemption, full or partial	A type of scholarship, as approved by the Vice-Chancellor or a Fees Officer in accordance with Rule 10 of the <a href="#">University of Canberra Fees Rules 2022</a> .
Medal	An acknowledgement of academic merit or academic merit and other criteria bestowed on a graduating student.
Prize	<p>An acknowledgement of academic merit or academic merit and other criteria that may be in the form of money or other benefit (e.g., subscription, gift voucher, goods) as stipulated by the relevant prize agreement:</p> <ul style="list-style-type: none"> <li>• A prize may be specific to a faculty or faculties (faculty level prize), or the University (University level prize).</li> <li>• A faculty level prize is awarded on the basis of academic merit only, and a University level prize is a prize that is awarded based on academic merit and/or other criteria.</li> </ul>
Scholarship	A benefit, usually financial, provided to a student for support while undertaking a course at the University.
Sponsor	A person, group or organisation who enters a sponsorship arrangement with the University.
Sponsorship	A transfer of money or property to the University, which the University deems to be of benefit to its core functions, activities, or strategy in a transaction where the sponsor receives certain specified material benefits in return.
Student	A person undertaking a coursework course or a higher degree by research course as defined in the University Register of Courses.
Testamur	An official certification document that confirms that a qualification has been awarded to an individual ( <a href="#">Australian Qualifications Framework</a> 2013, p101).
Undergraduate course	<p>Is one the following <a href="#">Australian Qualifications Framework</a> 2013 qualification types, that has been approved by the University's Academic Board:</p> <ul style="list-style-type: none"> <li>• diploma</li> <li>• advanced diploma</li> <li>• associate degree</li> <li>• undergraduate certificate</li> <li>• bachelor degree, and</li> <li>• bachelor honour's degree.</li> </ul>
Unit	A unit of study entered in the University Register of Courses.
University	The University of Canberra ABN 81 633 873 422
Weighted average mark	A number between 0 and 100 that is calculated using marks assigned to summative assessment, which gives an indicator of academic achievement across a course.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	31st March 2023
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<b>Approval Authority</b>	Deputy Vice-Chancellor Research and Enterprise
<b>Approval Date</b>	31st March 2023
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