



Scholarships, Prizes, Medals and Awards Procedure

Authority Source: Council

Approval Date: 09/09/2016

Publication Date: 25/03/2015

Review Date: 09/09/2019

Effective Date: 09/09/2016

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Accessibility: Public

Status: Published

In developing this procedure the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

PURPOSE:

This document sets out the University of Canberra's (UC) procedures for awarding scholarships, prizes, medals and awards.

PROCEDURE:

Administrative arrangements

1. Scholarships and prizes for undergraduate and postgraduate coursework students are administered by the Assistant Manager, Scholarships and Prizes in Global Student Recruitment. All Scholarships and Prize agreements must be approved by the Director, Global Student Recruitment, in line with the University's [Financial Delegation Policy](#).
2. The Assistant Manager, Scholarships and Prizes has the authority to make payments in line with the [Financial Delegation Policy](#).
3. Scholarships and prizes are processed through the Student Management System.
4. Scholarships for higher degrees by research are administered by the Research Students' Office.

Indigenous Commonwealth Scholarships

1. Indigenous Commonwealth scholarships are administered according to the [Commonwealth Scholarships Guidelines \(Education\)](#).
2. Scholarship recipients must adhere to the conditions outlined in their scholarship offer letter. Ongoing eligibility checks will be completed after census date each semester.
3. Failure to comply with the scholarship conditions will result in a warning letter being emailed to the student. After two warning letters have been sent the scholarship may be terminated by the Scholarships and Prizes Office.
4. Payments will be made according to the [Commonwealth Scholarships Guidelines \(Education\)](#) and the University's [Financial Delegation Policy](#)

UAC Equity Scholarships

1. UAC Equity scholarships are administered according to the *Equity Scholarships User Guide* available on the UAC website.
2. Scholarship recipients must adhere to the conditions outlined in their scholarship offer letter.
3. Payments will be made according to the [Commonwealth Scholarships Guidelines \(Education\)](#) and the University's [Financial Delegation Policy](#)

UC Scholarships

1. A UC scholarship agreement will be approved by the Director, Global Student Recruitment when the scholarship conditions, criteria and value have been agreed upon.
2. A scholarship agreement will normally have tenure of three years. Agreements will be reviewed every three years. The University may initiate review at any time if required. Either party may terminate the agreement in writing as part of the review process or following a review.
3. Scholarship selection meetings will be held after the closing date for applications with all interested parties in accordance with the relevant scholarship agreement.
4. Students on continuing scholarships will have ongoing reviews of their eligibility according to the scholarship conditions. Payments will be made to students who meet these conditions. Warning or termination letters will be sent to those who do not meet the conditions.
5. Payments will be made according to the [Commonwealth Scholarships Guidelines \(Education\)](#) and the University's [Financial Delegation Policy](#)

Prizes

1. Prize agreements will normally have tenure of three years. Agreements will be reviewed every three years. Review may be initiated at any time if required. Either party may terminate an agreement in writing in the review process or following review.
2. Prize funds may be managed by the sponsor. Alternatively, a sponsor may decide to provide the University with a sum of money for providing the prize (to be held in trust).
3. Prizes will normally be in the form of a cheque but may also take the form of a subscription, gift voucher, goods or medal. The value of each prize should normally be a minimum of \$500.
4. Prizes are awarded solely on the basis of merit as specified and approved by the sponsor and Director, Global Student Recruitment.
5. Nomination forms will be sent to Faculty staff to select prize recipients.

University Medals, Commendations and Dean's Excellence Awards

1. The Assistant Manager, Scholarships and Prizes will identify recipients of medals and awards granted on the basis of grade point average and advise faculties accordingly.
2. Medal recipients are awarded an engraved medal and certificate signed by the Chancellor. Recipients of Chancellor's Commendations and Dean's Excellence Awards receive a certificate signed by the Chancellor and Dean of Faculty respectively.
3. Citations for University Medals and Chancellor's Commendations will be read out at the graduation ceremony. A copy of the citation will be included with the student's testamur.

The Herbert Burton Medal, the Stephen Parker Medal and the Tom Calma Medal

1. The Assistant Manager, Scholarships and Prizes will call for nominations for the Herbert Burton Medal and the Tom Calma Medal. Nominations can be made by any member of staff or the University community.

2. Nominations must be submitted on the relevant form and should include the following:
 - special academic achievements
 - specific examples of how the student has contributed to the University or wider community
 - any awards or commendations that the nominee has received
 - a brief outline identifying the nominee’s personal qualities that support the nomination.
3. Nominations will be considered by a selection panel comprising all interested parties in accordance with the relevant agreement.
4. The citation for the Herbert Burton Medal and the Tom Calma Medal will be read out at the graduation ceremony. A copy of the citation will be included with the student’s testamur. The nominator or a member of academic staff such as the student’s course convener may be asked to prepare the citation.
5. Suitable candidates for the award of the Stephen Parker Medal will be identified by examiners as part of the examination process. Selection of the recipient will be undertaken by a committee comprising membership described in the relevant agreement.
6. Recipients of the Stephen Parker Medal will receive a monetary prize, an engraved medal and a certificate signed by the Chancellor as outlined in the relevant agreement. The citation for the Stephen Parker Medal will be read out at the graduation ceremony. A copy of the citation will be included with the student’s testamur. The Director, Graduate Research & Researcher Development may be asked to prepare the citation.

ROLES AND RESPONSIBILITIES:

Role	Responsibilities
Director, Student Administration	<ul style="list-style-type: none"> • Approve all Scholarship and Prize Agreements • Participate in selection meetings for UC Scholarships or appoint nominee • (With Chair of Academic Board and Dean of Students) determine award of the Herbert Burton Medal and the Tom Calma Medal • Review, renew and terminate agreements when required • Ensure funding is made available for any scholarship where required under the scholarship agreement.
Dean of Students	<ul style="list-style-type: none"> • Participate in selection meetings for scholarships where applicable or appoint nominee • (With Chair of Academic Board and Director, Global Student Recruitment) determine award of the Herbert Burton Medal and the Tom Calma Medal • Ensure funding is made available for any scholarship where required by the scholarship agreement.

Deputy Vice-Chancellor & Vice-President (Research & Innovation)	(With Chair of Graduate Research Committee and Director, Graduate Research & Researcher Development) determine award of the Stephen Parker Medal
Chair of the Graduate Research Committee	(With Deputy Vice-Chancellor & Vice President (Research and Innovation) and Director, Graduate Research & Researcher Development) determine award of the Stephen Parker Medal
Director, Graduate Research & Researcher Development	(With Deputy Vice-Chancellor & Vice-President (Research & Innovation) and Chair of the Graduate Research Committee) determine award of The Stephen Parker Medal
Chair of Academic Board <i>or nominee</i>	(With Dean of Students and Director, Global Student Recruitment) determine award of the Herbert Burton Medal and the Tom Calma Medal
Scholarships and Prizes Office	<ul style="list-style-type: none"> • Administer scholarships and prizes according to this policy • Facilitate and coordinate requirements of scholarship and prize agreements including application, selection, payment and review processes and record-keeping • Ensure scholarships and prizes details are recorded on student transcripts and advise the graduation office for AHEGS and graduation booklets as required • Work with faculties and marketing staff to promote scholarships and prizes as required • Monitor scholarships and prizes for compliance with this policy and procedures and identify issues for attention • Liaise with prospective sponsors and develop scholarship and prize agreements including conditions, criteria and value • Identify, rank, offer and make payments to UAC Equity Scholarship recipients • Monitor continuing student scholarships eligibility criteria, make payments and send warning or termination letters • Send prize nomination forms to faculties and liaise with academic staff to ensure recipients are nominated in a timely manner • Advise sponsors and students of prizes and facilitate distribution of prizes • Administer selection, recording and procurement of medals and certificates.
Student Progress and Graduation Office	Record scholarship and prize details in AHEGS and graduation booklets as required.

Faculty General manager	<ul style="list-style-type: none"> • Act as Faculty coordinator for scholarships and prizes, identify an academic staff contact for each scholarship or prize and advise the Scholarships and Prizes Office, and ensure faculty responsibilities are carried out • Work with the Scholarships and Prizes Office and marketing staff to promote relevant scholarships and prizes in the faculty and/or more broadly.
Course convener, unit convener or other member of Faculty academic staff	<ul style="list-style-type: none"> • Meet relevant responsibilities as agreed with the Faculty business manager and the Scholarships and Prizes Office, including timely return of required forms or details • (Nominator or other academic staff member such as course convener) Prepare citations for the Herbert Burton Medal and the Tom Calma Medal if requested by Scholarships and Prizes Office.

IMPLEMENTATION AND REPORTING:

Approval

The procedures have been approved by the University Education Committee in accordance with relevant delegated authority. Procedures relating to University Medals have been approved by the University Council.

GOVERNING POLICY AND LEGISLATION:

These procedures is governed by the [Scholarships, Prizes, Medals and Awards Policy](#)

SUPPORTING INFORMATION:

Related documents

- [Commonwealth Scholarships Guidelines \(Education\)](#)
- [Higher Degree by Research Scholarships Policy](#)
- [Financial Delegation Policy](#)
- [Measures of Academic Achievement Policy](#)
- [Measures of Academic Achievement Procedure](#)
- Supporting documentation available from Scholarships and Prizes Office.

This procedure will be reviewed three years from its approval.

DEFINITIONS:

Terms	Definitions
Nil	

