



Scholarships, Prizes, Medals and Awards Policy

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

PURPOSE:

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

SCOPE:

This policy relates to the administration of University scholarships and prizes, including the Herbert Burton Medal, the Tom Calma Medal, the Stephen Parker Medal, University Medals, Chancellor's Commendations and Dean's Excellence Awards.

This policy applies to all University of Canberra and University of Canberra College diploma, undergraduate and postgraduate coursework domestic and international students. This policy also applies to higher degree by research students for the purpose of awarding the Stephen Parker Medal.

Information on higher degree research scholarships is in the [Higher Degree by Research Scholarships Policy](#).

PRINCIPLE:

1. The establishment and granting of scholarships and prizes will reflect and support the University's strategic direction.
2. Scholarships, prizes, medals and awards acknowledge academic excellence, and/or support equity, access and participation in higher education.
3. Scholarships and prizes may be created within the University through University funds, faculty funds, external sponsorship or research grants.
4. The management and administration of scholarships, prizes and awards will be consistent across the University, with transparent and equitable selection processes.
5. There will be consultation between all relevant parties, including faculties, disciplines, Global Student Recruitment and, where relevant, external sponsors prior to the establishment of a new scholarship,

prize or award. Each scholarship and prize will have a set of terms and conditions (known as the contract or agreement) agreed to by all parties.

6. There will be consultation between all relevant parties, including faculties, disciplines and Global Student Recruitment prior to the establishment of a new medal.
7. Scholarship and prize agreements will be reviewed every three years.
8. Only those staff with delegated authority under the terms of the [Financial Delegation Policy](#) to execute a contract or otherwise enter into a legal agreement may approve the establishment of a new scholarship, prize or award.
9. The title of a scholarship, prize or award may contain the name of the sponsor but should not include a reference to a commercial product.
10. The award of merit-based scholarships, prizes and medals will be recorded on a student's academic transcript and in the Australian Higher Education Graduation Statement issued on graduation. Details will also be cited in the graduation ceremony booklet where appropriate.
11. Students who wish to lodge an appeal against any decision made pursuant to this policy may do so under the [Student Grievance Resolution Policy](#).
12. The University, at its discretion, may decide to terminate named scholarships or prizes if the name attached to the award is no longer held in high regard within the community or the fund becomes no longer viable.

Scholarships

1. A scholarship is a benefit, usually financial, provided to a student for support while undertaking a course of study at the University.
2. A scholarship will be publicly promoted, including the relevant selection criteria and application process.
3. A scholarship may be merit and/or equity based and may apply to commencing students and/or continuing students.
4. A scholarship is considered as a gift and a student should not be committed to returning any services.
5. The minimum value of a scholarship will normally be \$2,500.

Prizes

1. Prizes are awarded on the basis of academic merit and will not have any conditions for further study.
2. A prize can be awarded for meritorious achievement in a unit, a course or a year of the course to an individual student or a group of students.
3. A prize may be in the form of money or other benefit as stipulated by the prize agreement.
4. The minimum value of a prize will normally be \$500. If a prize is awarded to a group of students, each student should receive money or goods to the value of at least \$100.
5. Prize funds will be managed in accordance with the signed contract.
6. New prizes will normally be offered for a period of at least three years.
7. A prize will not be awarded if there is no candidate of sufficient merit.

Medals and awards

Herbert Burton Medal

1. The Herbert Burton Medal is awarded to a graduating bachelor degree student who is considered to have achieved outstanding academic results and made a valuable contribution to the University and the wider community. The award is named in honour of Emeritus Professor Herbert (Joe) Burton who

chaired the committee that recommended the establishment of the University's precursor institution, the Canberra College of Advanced Education.

2. A student who receives the Herbert Burton Medal is not eligible for the University Medal or the Chancellor's Commendation in the same year.
3. A student must have completed two-thirds of their degree at the University of Canberra to be eligible for the award of the Herbert Burton Medal.
4. The Herbert Burton Medal is presented to one student each academic year.

Tom Calma Medal

1. The Tom Calma Medal is awarded to a graduating Aboriginal or Torres Strait Islander student considered to have achieved outstanding academic results and to have made a valuable contribution to the University and/or the wider community. The award is named in honour of the University of Canberra's first Indigenous Chancellor, Dr Tom Calma AO.
2. A student who receives the Tom Calma Medal is not eligible for the Herbert Burton Medal, the Chancellor's Commendation or University Medal in the same year.
3. A student must have completed two-thirds of their degree at the University of Canberra to be eligible for the award of the Tom Calma Medal.
4. The Tom Calma Medal is presented to one student each academic year

The Stephen Parker Medal

1. The Stephen Parker Medal is presented annually to a doctoral student considered to have presented the most outstanding doctoral thesis for examination in the preceding calendar year.
2. The Stephen Parker Medal is presented to one student each academic year.

University Medal

1. The University Medal is awarded to a graduating student with the highest grade point average (GPA) from either an undergraduate honours degree course with First Class Honours or an undergraduate degree course awarded with honours with First Class Honours. Two-thirds of study towards the degree must have been completed at the University of Canberra with at least one-third completed while enrolled in the degree for conferral. A University Medal is awarded on the basis of academic excellence only.
2. A student who receives a University Medal is not eligible for the Herbert Burton Medal, the Chancellor's commendation or the Tom Calma Medal in the same year.
3. University Medals are normally limited to one per faculty per University conferral ceremony.

Chancellor's Commendations

1. The Chancellor's Commendation is awarded to the graduating bachelor degree student who has achieved the highest GPA for their current undergraduate degree. Two-thirds must have been completed at the University of Canberra with at least one-third completed while enrolled in the degree for conferral.
2. A Chancellor's Commendation is awarded on the basis of academic excellence only.
3. A student who receives the Herbert Burton Medal, the Tom Calma Medal or the University Medal is not eligible for a Chancellor's Commendation in the same year.
4. Chancellor's Commendations are normally limited to one per faculty per University conferral ceremony.

Dean's Excellence Awards

1. Dean's Excellence Awards are awarded each semester to full-time undergraduate and postgraduate

coursework students who achieve a GPA of 6.5 or above, and on an annual basis to part-time undergraduate and postgraduate coursework students who achieve a GPA of 6.5 or above over the year.^[1]

2. Dean’s Excellence Awards are awarded on the basis of academic merit only.

^[1] Full-time study is based on a minimum of 9 credit points per teaching period. For the purpose of this policy, part-time study is based on a minimum of 9 credit points completed across at least two teaching periods in the academic year with no more than 6 credit points in any teaching period.

RESPONSIBILITIES:

Role	Responsibilities
Director, Global Student Recruitment	<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 or nominee	(With Dean of Students and Director, Global Student Recruitment) determine award of the Herbert Burton Medal and the Tom Calma Medal

Scholarships and Prizes	<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.

LEGISLATION:

This policy is governed by the [University of Canberra Act 1989](#) and its statutes and rules. Implementation of scholarships policy will be consistent with the [Commonwealth Scholarships Guidelines \(Education\)](#) under the Higher Education Support Act 2003.

SUPPORTING INFORMATION:

- [Scholarships, Prizes, Medals and Awards Procedure](#)
- [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 the Scholarships and Prizes Office.

Approval

This policy has been approved by Academic Board. Requirements relating to University Medals have been approved by the University Council.

Responsibilities for implementing this policy are set out above. Supporting documentation including forms and templates is available from the Scholarships and Prizes Office.