

AWARDS AND PRIZES POLICY AND PROCEDURE

Policy Code	ACA13
Policy Lead	Academic Dean
Approving Authority	Academic Board
Approval date	03 April 2024
Commencement date	18 April 2024
Next Review Date	April 2027
Version	2024.1
Relevant legislation or external requirements	Higher Education Standards Framework (Threshold Standards) 2021 (HESFs: 1.5.9, 6.3.2e)
Related ASA Documents	Quality Assurance Framework Student Assessment Policy Student Assessment Procedure Delegations of Authority Policy and Procedure Delegations of Authority Register Academic Integrity Policy Academic Misconduct Procedure Qualification Issuance and Graduation Policy and Procedure

1. Purpose

This Policy and Procedure seeks to set out the Australian School of Accounting's (ASA's) policy on merit awards made wholly or substantially in recognition of a student's academic excellence. This Policy and Procedure has been developed to establish the criteria, decision-making processes, and methodology for merit awards.

2. Scope

This document applies to all enrolled students at ASA and to staff involved in identifying merit award and prize recipients.

3. Principles

Key principles informing this Policy and Procedure are:

- All merit awards must be established and administered consistently and transparently, and in accordance with this policy and the procedure.
- All awards are awarded at the discretion of ASA.
- Awards will not be awarded if it is considered that there is no candidate of sufficient merit or if there are no candidates who meet the eligibility criteria.

4. Definitions

Term	Definition
ASA community	ASA community refers to all students and staff members of ASA.
grade	A letter indicating the band of achievement for an assessment or unit result. e.g. C for Credit.
mark	A mark is a numerical results awarded to an assessment or unit after assessment.
merit award	A merit award is awarded for excellent achievement made on the basis of specific academic or non-academic criteria. A merit award may include a financial prize, a certificate, and/or public recognition.
merit award recipient	A person who has been presented with a merit award.

Term	Definition
prize	A prize is a payment or benefit associated with a merit award.

5. Policy Statement

ASA encourages all students to engage in academic activities to the best of their ability, utilise all learning resources and educational support, and participate in other ASA activities to take full advantages of the experiences on offer during their enrolment. ASA recognises students who achieve academic excellence, represent their fellow students, or contribute in other ways to the ASA community.

6. Academic Dean's List

The Academic Dean's List is compiled by ASA staff by unit on completion of each Quarter. Students who meet the required eligibility criteria for the Academic Dean's List will receive a letter of recognition and will have their name published on the Academic Dean's List available on ASA's student portal (Canvas) and on a poster that will be displayed on campus.

6.1 Eligibility Criteria

To be eligible for inclusion on an Academic Dean's List for a Quarter, a student must:

- be a currently enrolled student at ASA;
- be enrolled in the unit that Quarter and have received the top mark for the unit that Quarter;
- have received at least a Distinction grade for the unit within the Quarter;
- be enrolled in the unit for the first time;
- must have a final grade for the unit at the time of determination; and
- not have any outstanding debt to ASA.

6.2 Deciding Body

The Academic Dean, or delegate, is responsible for determining which students have met the eligibility criteria and are to be included on the Academic Dean's List. The Dean will grant final approval of the Academic Dean's List.

6.3 Procedure

- After the final results are approved by the Board of Examiners, students in each unit are ranked based on their final mark per unit for the quarter.
- The eligibility criteria as per Section 6.1 of this document are applied. If more than one student who meets the eligibility criteria has received the highest mark, then multiple recipients are listed.
- Recipients will be notified via email once final results for the Quarter are released.
- The Academic Dean's List will be publicised on the student portal (Canvas) and will be posted around the campus until the next Quarter ends and subsequent Academic Dean's List recipients are identified.

7. Top Student Award

The Top Student Award is awarded for each Bachelor's or Master's course to an eligible graduate at their graduation ceremony. Recipients receive a letter of recognition and a

certificate at their graduation ceremony, inscribed with their name, their course, and their achievement of outstanding academic performance.

7.1 Eligibility Criteria

To be eligible for a Top Student Award, a student must:

- be eligible to graduate from their enrolled course, completed within the required period before the next scheduled graduation ceremony;
- demonstrate outstanding overall academic performance with at least a Distinction grade average;
- be the top performing student for the course from the batch of eligible graduates as determined by the Grade Point Average (GPA).
- have (other than in exceptional circumstances) a blemish-free academic record with no academic fail grades; and
- not have any outstanding debt to ASA.

7.2 Deciding Body

The Academic Dean, or delegate, is responsible for determining which students have met the eligibility criteria and are to be awarded a Top Student Award. The Academic Board will endorse the recipients for the Top Student Award and the Academic Dean will grant final approval of the recipients.

7.3 Procedure

- Students will be determined once the Board of Directors has approved the student as a graduand.
- Graduands in each course for the period are ranked by GPA.
- The eligibility criteria as per Section 7.1 of this document are applied. If more than one student who meets the eligibility criteria receive the highest GPA, then multiple recipients are listed.
- Students who meet the eligibility criteria will be notified prior to graduation ceremony that they are the Top Student Award recipient for their course. Students who do not attend the graduation ceremony will be sent their award on confirmation of their address.

8. Student Representation Award

The Student Representation Award is awarded to all students who actively participate in the Academic Board and/or the standing committees for a period of six (6) months or longer. Recipients will receive a letter of recognition at the end of their period of office.

8.1 Eligibility Criteria

To be eligible for a Student Representation Award, a student must:

- be enrolled in a course at ASA and officially appointed as a representative on the Academic Board or standing committee (refer to the Governance Charter for further information on the eligibility criteria and appointment process to be a representative on the Academic Board and/or a standing committee);
- actively participate in the Academic Board and/or a standing committee. Active participation includes submitting a report for each meeting;

- have at least 80% attendance at all scheduled meetings during their period of office; and
- not have any outstanding debt to ASA.

8.2 Deciding Body

The Academic Dean, or delegate, is responsible for determining which students have met the eligibility criteria and are to be awarded the Student Representation Award at the end of each member's period of office. The Academic Dean will grant final approval of the recipients for the Student Representation Award.

8.3 Procedure

- At the end of each representatives period of office, or upon their resignation, students' eligibility will be considered by the Academic Dean, or delegate.
- The eligibility criteria as per Section 8.1 of this document are applied.
- Recipients will be notified via email and sent a copy of their letter of recognition.

9. Achievement Award

An ASA certificate may be issued to students who participate in activities/projects supported by ASA which aid the students learning. Eligibility will be based on activity deemed acceptable by ASA and discipline areas. An Achievement Award may be issued based on student conduct or achievement.

10. Relevant HESFs

This Policy and the associated Procedure comply with Higher Education Standards Framework (2021) which specifies that:

Standard 1.5 Qualifications and Certifications [...]

9. Qualifications that do not align with a qualification that is recognised in the Australian Qualifications Framework are not described using the nomenclature of the Australian Qualifications Framework or implied to be a qualification recognised in the Australian Qualifications Framework or an equivalent qualification. [...]

Standard 6.3 Academic Governance [...]

2. Academic oversight assures the quality of teaching, learning, research and research training effectively, including by: [...]
 - e. monitoring and initiating action to improve performance against institutional benchmarks for academic quality and outcomes [...]

11. Version Control

This Policy has been reviewed and approved by the Australian School of Accounting Academic Board as at April 2024 and is reviewed every three years.

The Policy and Procedure is published and available on the Australian School of Accounting website <https://www.asahe.edu.au/policies-and-forms/>.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2024.1	Academic Dean	Updated policy to include HESF references, changes in operational practice. Benchmarked against 3 other Higher Education Providers.	03/04/2024	18/04/2024
Previous version archived. New Policy code and numbering system implemented.				
2.1		Academic Board approval	04/11/2020	
1.0		Academic Board approval	04/04/2018	