Australian Institute of Higher Education

Awards and Prizes Policy and Procedure

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Related Documents	Academic Quality and Governance Framework Conferring and Issuing Awards Policy Conferring and Issuing Awards Procedure Grade Point Average (GPA) Guidance Note Student Assessment Policy Student Assessment Procedure
HESF (Threshold Standards) 2021	N/A

1. Purpose

This Policy and Procedure seeks to set out the Australian Institute of Higher Education Pty Ltd ('the Institute') policy on student awards and prizes made wholly or substantially in recognition of academic excellence.

2. Principles

Key principles informing this Policy and Procedure are:

- All recognition awards and prizes must be established and administered consistently and transparently, and in accordance with this policy and the procedures.
- All awards and prizes are awarded at the discretion of the Institute.
- Awards and prizes 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.

3. Context

This Policy and Procedure has been developed to establish the criteria, decision-making processes, and methodology for awards and prizes.

4. Scope

This Policy and Procedure applies to all enrolled students at the Institute and to staff involved in identifying award and prize recipients.

5. Definitions

See the *AIH Glossary of Terms* for definitions.

6. Policy and Procedure Details

6.1 Dean's Merit List

The Dean's Merit List is compiled by the Academic Services department by unit on completion of each Study Period. Students who meet the required eligibility criteria for the Dean's Merit List will receive a letter of recognition from the Dean and will have their name published on the Dean's Merit List available on the Institute's student portal (Moodle) and on a poster that will be displayed around campus.

6.1.1 Eligibility Criteria

To be eligible for inclusion on a Dean's Merit List for a Study Period, a student must:

- Be a currently enrolled student at the Institute;
- Be enrolled in the unit that Study Period or Block and have received the top mark for the unit that study period;
- Have received at least a Distinction grade for the unit within the Study Period or Block;
- Have attempted the unit only once;
- Must have a final grade for the unit at the time of determination.
- Not have any outstanding debt to the Institute.

6.1.2 Deciding Body

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

6.1.3 Methodology

- Students are chosen each Study Period or Block for inclusion on the basis of academic performance in undergraduate and postgraduate programs as determined by reference to the student's final result and grade per unit.
- Students will be determined once the final results are approved by the Grade Ratification Committee (refer to the Academic Quality and Governance Framework for further information).
- Students who meet the eligibility criteria will be notified via email once final results for the Study Period are released. The Dean's Merit List will be openly publicised on the student portal (Moodle) and will be posted around the campus until the next Study Period ends and the next Dean's Merit List recipients are identified.

6.2 Top Student Award

The Top Student Award is awarded by course to an eligible graduate at their graduation ceremony. Recipients receive a letter of recognition and a certificate at their graduation ceremony, inscribed with the name of the recipient and the recipient's course in recognition of outstanding academic performance.

6.2.1 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) (Refer to the Grade Point Average (GPA) Guidance Note for further information on how the GPA is calculated).
- Have (other than in exceptional circumstances) a blemish-free academic record with no academic fail grades.
- Not have any outstanding debt to the Institute.

6.2.2 Deciding Body

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

6.2.3 Methodology

- Students are chosen prior to a scheduled graduation ceremony for inclusion on the basis of academic performance in undergraduate and postgraduate programs as determined by reference to the student's final results and grades for all units within the degree and on the student's eligibility to graduate.
- Students will be determined once the Board of Directors has approved the student as a graduand (refer to the ***Conferring and Issuing Awards Policy and Procedure*** for further information).
- Students who meet the eligibility criteria will be notified prior to the graduation ceremony that they are the Top Student Award recipient. Students who do not attend the graduation ceremony will be sent their award on confirmation of their address.

6.3 Student Representation Award

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

6.3.1 Eligibility Criteria

- To be eligible for a Student Representation Award, a student must:
- Be enrolled in a course at the Institute and officially appointed as a representative on the Academic Board or standing committee (refer to the Academic Quality and Governance Framework 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 may include actively participating in discussions during meetings.
- Have at least 80% attendance of all scheduled meetings during their period of office.
- Not have any outstanding debt to the Institute.

6.3.2   Deciding Body

The Registrar or nominated 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 Dean/Director of Teaching and Learning will grant final approval of the recipients for the Student Representation Award.

6.3.3   Methodology

- Students will be determined once they have completed their period of office on the Academic Board and/or standing committee (refer to the Academic Quality and Governance Framework for further information on the required period of office for the Academic Board and standing committees) and have met the eligibility criteria.
- Students who meet the eligibility criteria will be notified via email and sent a copy of their letter of recognition.

6.4 Achievement Award

An AIH certificate may be issued to students who participate in activities/projects supported by AIH which aid the students' learning. Eligibility will be based on activity deemed acceptable by AIH and discipline areas. The certificate will be issued on achievement of the activity/project.

7.   Version Control

This Policy and Procedure has been endorsed by the Australia Institute of Higher Education Academic Board as at July 2024 and is reviewed every 3 years. The Policy is published and available on the Australian Institute of Higher Education website http://www.aih.nsw.edu.au/ under 'Policies and Procedures'.

Change and Version Control				
Version	Authored by	Brief Description of the changes	Date Approved:	Effective Date:
2017-1	Registrar	New Policy and Procedure	13 September 2017	15 September 2017
2020.2	Dean	Addition of Achievement Award	2 December 2020	3 December 2020

2021.1	Registrar	Policy content reviewed with no changes added	14 April 2021	15 April 2021
2022.1	Registrar	Updated Higher Education Standards Framework [Threshold Standard] 2021	25 May 2022	26 May 2022
2024.1	Registrar	Policy content reviewed with minor changes added; updated Responsible Officer; minor grammatical corrections.	9 July 2024	10 July 2024