

Prizes, Medals and Scholarships Policy

Section 1 - Overview & Scope

(1) This Policy provides the framework for the establishment, management and administration of prizes, medals and scholarships awarded by UNE.

(2) This Policy applies to:

- a. coursework prizes and scholarships and medals awarded to Bachelor with Honours graduates;
- b. UNE Representatives involved in the establishment, management and administration of prizes, medals and scholarships awarded by UNE; and
- c. all applicants, eligible candidates and recipients of prizes, medals and scholarships awarded by UNE.

(3) This Policy does not apply to third-party (i.e. non UNE administered) scholarships or higher degree research prizes, medals and scholarships.

(4) Within this Policy:

- a. Part A covers prizes and scholarships; and
- b. Part B covers university medals.

Part A - Prizes and Scholarships

Overview

(5) UNE awards prizes and scholarships in order to encourage and reward excellence in student achievement and attract, retain and support students.

(6) Each prize and scholarship must have Terms and Conditions. Candidates for prizes and scholarships will be assessed fairly and equitably using defined eligibility and selection criteria as outlined in the respective Terms and Conditions. The criteria may include:

- a. academic merit;
- b. demonstration of other outstanding achievements, abilities, leadership or community service;
- c. demonstration of financial hardship;
- d. demonstration of educational disadvantage;
- e. Indigenous student status; and/or
- f. membership of any targeted equity group.

(7) The value of a prize or scholarship is stated in the Terms and Conditions. The minimum value, unless otherwise agreed, of a prize will be \$500 and of a scholarship will be \$5000 per annum.

(8) Unless otherwise specified in the relevant Terms and Conditions, a student cannot hold multiple UNE/donor funded scholarships if the combined value of the scholarships is greater than \$6,000 per annum. There are however no

restrictions on the number of scholarships a student can hold from external bodies or individuals.

(9) There is no limit to the number of prizes awarded to an individual student.

Establishment and changes

(10) UNE classifies prizes and scholarships as either University-funded or donor-funded:

- a. Proposals for the establishment of, or changes to, a University funded prize or scholarship can be made by any business area in the University. The business area making the proposal or changes must organise funding (either internally or externally) and gain the relevant stakeholder support and endorsement prior to submission to the Donor Relations Coordinator for formal approval.
- b. Proposals for the establishment of, or changes to, donor-funded prizes or scholarships must take into consideration requirements under the [Advancement Rule](#) and [Advancement Policy](#).

(11) The Donor Relations Coordinator is responsible for deciding on proposals for establishing prizes and scholarships, taking into consideration:

- a. the prize or scholarship's ability to encourage and reward excellence and attract, retain and support students;
- b. the ability to fund the prize or scholarship on a temporary or ongoing basis; and
- c. for donor-funded offers, any requirements under the [Advancement Rule](#) and [Advancement Policy](#).

(12) If a prize or scholarship is established:

- a. The Donor Relations Coordinator is responsible for establishing the Terms and Conditions of the prize or scholarship, including in negotiation and/or consultation with the donor (where relevant), and advertising/marketing the new prize or scholarship.
- b. Alumni Relations and Student Scholarships are responsible for managing and administering the prize or scholarship in accordance with the Terms and Conditions, and publicizing the new prize or scholarship.

(13) UNE reserves the right to withdraw a prize or scholarship or alter the Terms and Conditions of a prize or scholarship after consultation with any donor, and with regards to the intent of the original agreement.

(14) In a final year of a funding agreement for a prize or scholarship, the Donor Relations Coordinator will renegotiate with the donor or relevant business area regarding the continuation of the prize or scholarship.

Selection and awarding

(15) Where an application is required, applicants must apply using the manner specified and by the due date publicised by UNE. An application must be accompanied by all required documentation. Scanned documents will be accepted but applicants should be prepared to provide original documents or original certified copies of required documents upon request at any time.

(16) Where an application is not required, Alumni Relations and Student Scholarships or the relevant decision-making body will identify potential recipients.

(17) Alumni Relations and Student Scholarships will assess applications or nominations for scholarships against the selection criteria as outlined in the Terms and Conditions. If the scholarship is donor-sponsored, the input of the donor may be sought in accordance with the Terms and Conditions. Following assessment and any donor input, advice will be provided to the relevant decision-making body regarding suitable recipients of scholarships. The relevant decision-making body will make the final decision regarding the selection of recipients.

(18) For prizes, the relevant decision making body (eg. Faculty, School, College, OORALA, Executive Principal Student Experience) will assess eligibility and select recipients.

(19) Selection of recipients must be a comparative and competitive process. Candidates deemed eligible for consideration must be ranked on the basis of the extent to which they demonstrate that they satisfy the selection criteria. In ranking candidates, regard must be given to the application and supporting material, if any, and candidates may be interviewed.

(20) For prizes that do not require an application, the following conditions apply (unless alternative conditions are specified in the Terms and Conditions):

- a. the candidate has satisfied all conditions of the selection criteria for the prize;
- b. all the work required for the prize has been completed by the candidate while enrolled at the University of New England;
- c. the candidate is not repeating the unit or other work upon which the award of the prize is based;
- d. in the case of eligibility based on declared marks, where two or more students obtain the same mark, the prize is to be shared;
- e. in the case of eligibility on the basis of performance in any single unit for which a mark is declared, the student obtains an overall mark of at least 75%; and
- f. in the case of eligibility on the basis of performance in any sequence of units or in a course for which marks are declared, the student obtains a grade point average of at least 6 (75%).

(21) Selection of prize and scholarships is at the University's discretion and is not subject to appeal. The right of the [NSW Ombudsman](#) to investigate maladministration of this process is acknowledged.

(22) Following the decision-making process:

- a. Alumni Relations and Student Scholarships will advise (where relevant) all applicants of the outcome of their application, advise successful applicants and recipients of details of the prize or scholarships, include any Terms and Conditions or offer lapse dates, and note recipients' names on the UNE website and the student database.
- b. Brand Partnership and Business Development will notify the donor in writing of the name/s of the prize and/or scholarship recipients, and note recipients' names in the alumni and donor database.

Management of scholarships

(23) Scholarship recipients are responsible for ensuring continued compliance with any conditions of their scholarships. Where conditions are required to be met before payments can be made, Alumni Relations and Student Scholarships will take all reasonable steps to:

- a. ensure each recipient is eligible for payment before each payment is made;
- b. notify recipients in writing if they become ineligible to receive payments;
- c. where possible, in liaison with the Financial Services, recover any overpayments made to recipients; and
- d. determine if conditions can be varied or waived for a particular recipient, according to the respective Terms and Conditions.

(24) Students who are granted a period of approved leave will normally forfeit their scholarship unless stated otherwise in the Terms and Conditions. If not stated in the Terms and Conditions, only under exceptional personal circumstances, supported by documentary evidence, can a student apply for a suspension of their scholarship. The student will need to make a case on why they should be allowed a suspension of their scholarship and submit to Alumni Relations and Student Scholarships. The Donor Relations Coordinator will present the student's case to the donor where appropriate.

(25) If the recipient of a scholarship is granted a suspension of their scholarship and does not resume their course of study and take up the scholarship within a period of no more than one year, the scholarship will be withdrawn.

(26) The Terms and Conditions for any individual scholarship may specify that, in the event that the recipient of a scholarship withdraws from or fails to make satisfactory progress in their course of study, or fails to satisfy other requirements for continuation of the scholarship, the balance of the award monies otherwise payable to the recipient will:

- a. revert to the scholarship fund; or
- b. be subject to donor renegotiation/approval; or
- c. made available the following year.

Payment

(27) In consultation with the Donor Relations Coordinator to ensure sufficient funds are available, Alumni Relations and Student Scholarships will administer all payments to prize and scholarship recipients in liaison with Financial Services.

(28) The value of a scholarship will normally be paid in equal instalments. Payment of instalments will commence in the first trimester of enrolment in which the scholarship was awarded and will continue in consecutive trimester/s of enrolment providing the student has satisfied any Terms and Conditions. Payments will be made after the census date in the relevant trimester/s.

(29) Scholarship payments are calculated and paid as per the individual Terms and Conditions of each scholarship.

(30) The value of a prize will be paid in accordance with its Terms and Conditions.

(31) Payment to recipients of prizes and scholarships will be made electronically into Australian bank accounts.

(32) The University will not provide advice to recipients about any financial or taxation implications for individual students. Students will be informed that their prize or scholarship may impact income tax liability or government payments and they should consider getting appropriate advice.

Part B - University Medals

Overview

(33) UNE awards University Medals to Bachelor with Honours graduates at each graduation ceremony for outstanding academic achievement and excellence by a graduate or graduates within a specific graduating course cohort. Any student that meets the required academic standard may be awarded a University Medal. There are two types of medal – the University Medal and the Edgar H Booth Memorial Prize and Medal.

(34) The Edgar H. Booth Memorial Prize and Medal is awarded each year (at the autumn graduation) to the Honours graduate, if of sufficient merit, who has the most distinguished academic record during enrolment at the University.

Nomination and Selection

(35) The eligibility criteria for nomination for a University Medal are not prescribed in detail as each Honours course is an individually structured program. However, the student's final overall honours mark should be the paramount consideration in nomination and awarding of a medal, and the result achieved should be considered in line with the standards of the discipline of study. Other relevant criteria may include:

- a. thesis mark;
- b. strength of the student's undergraduate academic record;

- c. service by the student to the University or the wider community;
- d. contributions by the student to their academic, professional or technical field of study; e.g. publications, conference presentations;
- e. any other significant contribution made by the student.

(36) Schools may determine more specific eligibility criteria for nomination of a University Medal for a Bachelor with Honours discipline, course or suite of courses.

(37) Prior to each graduation ceremony, Alumni Relations and Student Scholarships will identify potentially eligible nominees and provide a report to the Head of School (or delegate) for consideration.

(38) The Head of School (or delegate) and/or School's Honours Coordinator will, in consultation with relevant staff, discuss the merits of each potential nominee and where they consider the student is worthy of further consideration, complete the nomination form and submit to Alumni Relation and Student Scholarships. The Head of School (or delegate) may add additional nominees not identified by Alumni Relations and Student Scholarships.

(39) Following receipt of the nominations, the Executive Principal Education Futures (EP Ed Futures) will convene a meeting of the Honours Coordinators (or Head of School delegate) from each school to consider the nominees. A minimum of four Coordinators must be present to form a quorum.

(40) The School's Honours Coordinator or a staff representative of the nominees' School may present an outline (either in person or via a paper) of the nominees' performance whilst completing their honours work.

(41) After considering the nominees in relation to the broad (and any school-specific) eligibility criteria, the Coordinators (or other delegates) must vote to determine whether a nominated student should be recommended for awarding of a medal. Coordinators are able to submit their vote in absentia to be counted at the meeting of the Honours Coordinators, however these votes must be received in advance of the meeting to be included in the vote/minutes. To be recommended, a student must receive a majority (more than half) of the votes cast at the meeting. It is appropriate for no University Medal to be recommended if no student achieves the appropriate standard of merit.

(42) For the Autumn Graduation ceremony, on completion of the selection of recipients for medals, the meeting will consider recommending the award of the Edgar H. Booth Memorial Prize and Medal. A nominee may be selected from the current nominees for a medal and the medalists from previous graduations who have not yet been considered for the Prize and Medal.

(43) Nominees endorsed by the meeting are recommended by the Executive Principal Education Futures to the Academic Board Standing Committee for consideration. The Academic Board Standing Committee may endorse the nominees to Council for final approval. The Secretary to Academic Board will notify the Executive Principal Education Futures and Alumni Relations and Student Scholarships of any approved nominees.

(44) The Executive Principal Education Futures will notify medalists of their awards. At the Executive Principal Education Futures discretion, unsuccessful nominees may be provided with a letter of commendation.

(45) Alumni Relations and Student Scholarships will:

- a. notify the Graduation Officer to organise engraving of the medals, and additions to the graduation program and student's academic records;
- b. organise payment of any relevant monetary prize; and
- c. note recipients' names on the UNE website.

(46) Awarding of medals is at the University's discretion and is not subject to appeal. The right of the NSW

Ombudsman to investigate maladministration of this process is acknowledged.

Summary of Roles and Responsibilities

Alumni Relations and Student Scholarships	Reviews and agrees to Terms and Conditions for prizes and scholarships Publicise available prizes and scholarships Administer the application, selection and awarding process for prizes and scholarships. Identify potential recipients of prizes and scholarships where application is not necessary Assess applications or nominations for relevant prizes and scholarships against selection criteria Advise applicants and recipients of the outcome of selection process, including relevant next steps Manage continuation of scholarships and prizes in accordance with this Policy Administer payments of prizes and scholarships to recipients in liaison with Financial Services Identify eligible nominees for University Medals Manage the administration of awarding of University Medals in accordance with this Policy.
Donor Relations Coordinator	Negotiates Terms and Conditions for prizes and scholarships Discuss selection of prize and scholarship recipients with donors where required and relevant, and provide advice to the decision-making body Notify donors in writing of the prize/scholarship recipients Work with donors and business areas regarding the establishment, re-negotiations or continuation of prizes and scholarships Consult with Alumni Relations and Student Scholarships to ensure sufficient funds are available to pay for prizes and scholarships.
Decision-making body (for prizes and scholarships)	Decides on recipients of prizes and scholarships in accordance with the Terms and Conditions
Executive Principal Education Futures (EP Ed Futures)	Convenes meeting of Honours Coordinators to consider University Medal nominations Notifies successful medalists of awards
Head of School	Nominates potential recipients of University Medals
Honours Coordinators	Decide on recommended nominees for University Medal
Academic Board Standing Committee	Decides on whether to endorse recommended recipients of University Medals
Council	Decides on whether to approve recommended recipients of University Medals
Students	Apply for prizes and scholarships in the manner specified and by the due date Comply with conditions on any prize or scholarship

Section 2 - Authority and Compliance

Authority

(47) The Vice-Chancellor and Chief Executive Officer (VC&CEO), consistent with the [Vice-Chancellor Functions Rule](#), makes this Policy.

(48) The Executive Principal Education Futures is authorised to make procedures and processes for the effective implementation and operation of this Policy, and to publish as associated documents any tool that will assist with compliance.

(49) The Policy Administrator for this Policy is the Director Governance and University Secretary who is authorised to make minor administrative updates to this Policy.

Compliance

(50) UNE Representatives and students must observe this Policy.

(51) A Records Container must be established for each prize and scholarship in the University's Records Management System (RMS). All decisions regarding the prize or scholarship must be recorded in the relevant container, including:

- a. the decision regarding approval of the prize or scholarship;
- b. establishment information;
- c. all versions of the approved Terms and Conditions;
- d. copies of all relevant signed agreements and/or contracts;
- e. all documents related to funding;
- f. all records regarding the selection and awarding process, including applications, decision outcomes, correspondence and payment.
- g. recipient details, including proof of meeting eligibility criteria; and
- h. all communications publicly and to any relevant donor around awarding of the prize or scholarship.

(52) Where a decision-making body is responsible for the selection and award of a prize, medal or scholarship, a Records Container must also be established for that body. All records regarding the selection and awarding process, including applications, meeting minutes and reports and correspondence must be saved in the Container.

(53) This Policy operates as and from the Effective Date.

(54) Previous Policies on prizes, medals and scholarships are replaced and have no further operation from the Effective Date of this Policy.

(55) Notwithstanding other provisions of this Policy, the VC&CEO may approve an exception to this Policy where the VC&CEO determines the application of this Policy would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the VC&CEO under this clause must:

- a. be documented in writing;
- b. state the reason for the exception; and
- c. be registered in the approved UNE electronic Records Management System in accordance with the [Records Management Rule](#).

Section 3 - Quality Assurance

(56) The Executive Principal Education Futures will monitor the implementation of this Policy and Alumni and Student Scholarships will regularly review UNE's prizes, medals and scholarships for effectiveness and continued appropriateness.

Status and Details

Status	Current
Effective Date	5th January 2023
Review Date	5th January 2025
Approval Authority	Vice-Chancellor and Chief Executive Officer
Approval Date	20th December 2022
Expiry Date	To Be Advised
Unit Head	Suzanne Crew Executive Principal Education Futures
Enquiries Contact	Ryan Young Senior Advisor (EPEF) 67731982 <hr/> Education Futures

Glossary Terms and Definitions

"UNE Representative" - Means a University employee (casual, fixed term and permanent), contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

"Assessment" - Is the process whereby evaluative judgements are made in relation to a student's achievements against the learning outcomes of a unit of study.

"Bachelor" - Is the main higher education degree course at undergraduate level most commonly of three or four years and may include combined or double Bachelor degrees, graduate entry degrees, and the Bachelor with Honours degree.

"Graduate" - Is a person who has completed the requirements for a course and has had their award conferred on them by the University Council.

"In Absentia" - Is when an award is conferred on a student without their presence at a Graduation Ceremony.

"In Writing" - Means by letter, email or fax.

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"Prize" - Is an award usually made on the basis of academic performance. The benefit is usually financial but may include a certificate or some other form of recognition.

"Research" - Is the creation of new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies, inventions and understandings. This could include synthesis and analysis of previous research to the extent that it is new and creative. (Defined by the Australian Research Council)

"Normally" - Where the word 'normally' is used in a rule, policy, procedure or guideline, it means that it is the default position that must be followed unless exceptional circumstances exist that require a departure from the default position, as determined by the Rule Administrator acting reasonably.

"Record" - Records are a part of and result from business activities and provide evidence of those activities. Any document or other source of information compiled, recorded or stored in written form or on film, or by electronic process, or in any other manner or by any other means (State Records Act 1998 (NSW)). Records may include, but are not limited to, any staff member's paper based records, emails, or electronic documents stored at UNE or on UNE equipment. A record does not include personal and/or private documents that are not part of official UNE business records.

"Records Management System (RMS)" - The University of New England installation of HP TRIM, or equivalent replacement system, under the control of the Records Management Office.

"Course" - Course means a syllabus, a curriculum, a training package, units of study, or structured workplace learning, the successful completion of which leads to the conferral of an award on the student by the University (including but not limited to a regulated qualification under the Australian Qualifications Framework).

"Unit" - Is a part of a course with a code, title and credit point value for which a result is recorded on a student's academic record.

"Standard" - Is an agreed specification or other criterion used as a rule, guidelines or definition of a level of performance or achievement.

"School" - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.

"Undergraduate" - Relates to a course or a student enrolled in that course leading to an award of Diploma, Advanced Diploma, Associate Degree or a Bachelor.

"Effective Date" - means the Rule/Policy takes effect on the day on which it is published, or such later day as may be specified in the policy document.

"Faculty" - An organisational unit consisting of a group of related Schools, which is responsible for coordinating the management and quality of the teaching and research conducted by those Schools.

"Approval" - A statement to indicate the official acceptance of a proposal, recommendation, or other matter. It is a function of the role/committee with delegated authority to do so.