



## STUDENT PRIZES AND SCHOLARSHIPS POLICY

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<b>Responsible Division &amp; Unit:</b>	Student and Accommodation Services Division Admissions, Fees and Scholarships		
<b>Supporting documents, procedures &amp; forms:</b>	<a href="#">Chancellor Robert Hope Memorial Prize Nomination Form</a> <a href="#">Coursework Rules</a> <a href="#">Higher Degree Research (HDR) Award Rules</a> <a href="#">Higher Degree by Research Scholarship Policy</a> <a href="#">Philanthropic Fundraising, Gift Acceptance and Recognition Policy</a> <a href="#">Record Management Policy</a> <a href="#">Student Prizes and Scholarships Procedure</a> <a href="#">University Prize, new and amendments forms</a> University Medal Nomination Form University Scholarships Template		
<b>Relevant Legislation &amp; External Documents:</b>	Higher Education Support Act 2003 Current Indigenous Student Assistance Grants Guidelines <a href="#">University Code of Conduct</a> Privacy and Personal Information Protection Act 1998		
<b>Audience:</b>	Public		

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## 1 Purpose of Policy

This policy and associated procedures and forms provides the framework including the criteria and processes for issuing the University of Wollongong's (UOW) student prizes and scholarships. The policy is to be used in conjunction with the Student Prizes and Scholarships Procedure.

## 2 Definitions

Word/Term	Definition (with examples if required)
Academic excellence	High achievement in an individual subject or across a specified range of subjects.
Course	A program of study consisting of a combination of subjects and other requirements, whether leading to a specific higher education award or not.
Donor	A person or entity that donates funding for a prize or scholarship where there is no material benefit or advantage received by the person or entity making the donation.
Eligible Student	A person who meets the eligibility criteria for the relevant prize or scholarship.
Eligibility criteria	The standards and benchmarks that all students must fulfil in order to be eligible for a prize or scholarship.
Equity groups	The groups identified and supported by the University on equity grounds, including, but not limited to; <ul style="list-style-type: none"><li>• Aboriginal and Torres Strait Islander People</li><li>• People from a family with a low income</li><li>• People with a disability</li><li>• Men, women and people of other genders in areas where a gender is traditionally under-represented</li><li>• People whose first language is not English</li><li>• People who care for someone with a disability</li><li>• People from a rural or isolated area</li></ul>
Originator	The UOW faculty, unit or individual proposing a prize or scholarship.
Recipient	A student who has been made an offer for and has received written receipt of a prize or scholarship.
Scholarship	An award selected on merit to recognise excellence (including but not limited to academic excellence) or equity group, in accordance with selection criteria, to assist a student to undertake or complete a program of study at UOW.



Selection criteria	The standards and benchmarks used to rank applicants and select University prize or scholarship recipients.
Sponsor	A person or entity that provides funding for a prize or scholarship in return for agreed specified benefits.
Student	A person enrolled to study or registered for a course.
Weighted average mark (WAM) (by credit point)	<p>An average mark determined using one of the methods specified in the Coursework Rules.</p> <p>The weighted average mark for each student shall be calculated as the average of the marks, weighted according to credit point value, gained in all subjects attempted by the student for which a result has been determined and declared. Unless otherwise specified, the WAM calculation method used is SMP WAM7.</p>
University Prize	A Prize awarded to a student wholly or substantially in recognition of academic merit on their part during their UOW studies. A sponsored UOW Prize must hold an annual prize value of \$250 or more and an agreed prize term of four years or more.

### 3 Application & Scope - Exclusions or Special Conditions

1. This policy applies to all UOW staff and students and regulates the following types of UOW prizes:
  - a. University Prizes
  - b. Executive Dean's Merit List
  - c. University Medals
  - d. Chancellor Robert Hope Memorial Prize
2. This policy regulates all coursework scholarships and applies to all staff and students, applicants, donors and sponsors.
3. This policy does not apply to Higher Degree Research Scholarships. Further information is available through the Graduate Research School and the Higher Degree by Research (HDR) Scholarship Policy.
4. This policy does not apply to students studying a UOW degree at one of UOW's offshore partner institutions, UOW Dubai or UOW College.
5. Unless otherwise specified, the WAM calculation method used is WAM7.
6. This policy does not preclude other forms of faculty or campus-level recognition of academic excellence, subject to the following:
  - a. such recognition must not be called a "prize"; and
  - b. such recognition will not be included on the student's transcript and will not be displayed on the University prize website.



7. This policy does not apply to International tuition fee discount scholarships or bursaries, as these are determined through the UOW fee setting process and approved by the delegated authority for tuition fees.
8. This policy does not apply to programs administered by the Australian Commonwealth Government such as the Higher Education Support Act 2003 and the current Indigenous Student Assistance Grants Guidelines.

## 4 Policy Principles

1. To provide a comprehensive and consistent framework for the administration of UOW prizes and scholarships each student prize or scholarship will follow the following principles:
  - a. clear criteria for the determination of the student(s)' eligibility for the prize or scholarship; and
  - b. clear, identifiable, equitable and transparent processes.
2. Prizes exist to:
  - a. recognise academic excellence comprising the whole or a substantial component of the eligibility criteria; and
  - b. recognise the support of donors and/or sponsors and their contribution to student achievement.
3. Scholarships exist to:
  - a. attract students to the University of Wollongong;
  - b. recognise student achievement or diversity;
  - c. assist students to overcome barriers to undertaking higher education; and
  - d. support students to achieve success in higher education.

## 5 University Prizes

1. University prizes are awarded annually to students by the University of Wollongong and are awarded based wholly or substantially on demonstrable academic excellence.
2. Prize recipients shall receive recognition:
  - a. at their Annual Faculty or School Awards Night;
  - b. by inclusion of the prize on their academic transcript; and
  - c. by publication on the University's website.

### Criteria for University Prizes

3. A University prize must:
  - a. contain feasible eligibility criteria that require that the student demonstrates academic excellence in either a course, subject, or sequence of subjects of at least six credit points in weight;
  - b. in the case of all externally supported University Prizes, provide that the recipient receives a prize of at least \$250 in value, together with such other additional item or items as are nominated by the sponsor;



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- c. have non-discriminatory eligibility criteria, unless the criteria is targeted at one or more of the University's equity groups;
  - d. set out the source of funds for the University prize and, in the case of any trust funds, how those funds are to be managed for the duration of the University prize;
  - e. have a title that provides appropriate recognition for, in the case of a commercial prize, the commercial sponsor, or in the case of a commemorative prize, the person or entity recognised in the prize;
  - f. be submitted for approval to the delegated authority in the required form;
  - g. be available for award to all eligible students for a minimum of four years; and
  - h. be reviewed by the Originator or responsible unit every four years.
4. All University prizes shall be subject to the following conditions unless expressly provided to the contrary in the approved University prize proposal:
- a. in the case of eligibility based on declared marks, where two or more students obtain the same mark, the prize is to be shared;
  - b. in the case of eligibility on the basis of performance in any single subject for which a mark is declared, the student obtains a mark of at least 75%;
  - c. in the case of eligibility on the basis of performance in any sequence of subjects or in a course for which marks are declared, the student obtains a weighted average mark (by credit point) of at least 75%.

### **Transitional Provisions**

5. This policy regulates all prizes in recognition of academic merit made on and from the commencement of this policy. All pre-existing University prizes are subject to the provisions of clauses 5.1 – 5.4 of this policy from commencement of this policy and must fully comply with this policy following their next review.
6. Prizes that do not meet the criteria in sections 5.3 and 5.4 may be considered on an individual basis.

## **6 Executive Dean's Merit List**

1. Executive Dean's Merit Lists are compiled each academic calendar year. Students are chosen for inclusion on the basis of academic performance in undergraduate programs alone as determined by reference to the student's Weighted Average Mark (WAM).

### **Criteria for Executive Dean's Merit List**

2. To be eligible for inclusion on an Executive Dean's Merit List for a Faculty in a calendar year, a student must:
  - a. have completed subjects with a minimum value of 24 credit points at UOW in that calendar year;
  - b. have received a WAM within the top five per cent of undergraduate students enrolled in courses owned by the Faculty, or enrolled in a double degree course comprising at least one course owned by the Faculty;



- c. have undertaken at least 18 credit points of subjects offered by that Faculty in the calendar year, where the student is undertaking a double degree; and
  - d. have otherwise obtained the minimum WAM, as determined by the Faculty Executive Dean and in accordance with the Student Prizes and Scholarships Procedure, or otherwise have been determined by the Faculty Executive Dean as a student meriting inclusion in the Executive Dean's Merit List.
3. For students undertaking the Bachelor of Medicine and Bachelor of Surgery (MBBS) program at the Graduate School of Medicine, a student must:
  - a. be awarded a final grade of Excellent (E) during a calendar year for a subject worth 48 credit points or more; and
  - b. otherwise be determined by the Dean of the School as a student deserving of inclusion in the Executive Dean's Merit List.

### **Methodology**

4. For the purposes of the Executive Dean's Merit List, the WAM for each student shall be calculated as the average of the marks, weighted according to credit point value, gained in all subjects for which a result is determined and declared in that calendar year. All subjects will be included, irrespective of which Faculty offered the subject.
5. A student's results for any subject offered across more than one calendar year will be counted towards the WAM for the calendar year in which the subject is completed.
6. The Executive Dean of each Faculty will advise students in writing of their inclusion on the Executive Dean's Merit List. This status will also be annotated on the student's academic transcript by the Student and Accommodation Services Division and openly publicised on the University's website.

## **7 University Medals**

1. University Medals are awarded annually following approval by the Vice-Chancellor in recognition of outstanding academic performance. Recipients receive a University Medal at their graduation ceremony, inscribed with the name of the recipient and the recipient's Faculty.

### **Criteria for University Medals**

2. The Vice-Chancellor has the responsibility to approve the recipients of University Medals, on the recommendation of the University Medals Nomination Panel. The University Medals Nomination Panel will receive and consider nominations from Faculty Executive Deans at its final meeting in Spring Session each year. If no nomination is made, or where the Vice-Chancellor does not consider any nominee merits the medal, no medal will be made for a Faculty.
3. To be eligible for a University Medal, a student must:
  - a. be eligible to graduate from the University of Wollongong with a Bachelor Honours degree, completed in the calendar year of the prize (where 'completed in the calendar year' refers to the completion of all course requirements, finalisation of all grades and/or thesis marks and eligibility for conferral of the Honours degree);
  - b. be eligible to be awarded Honours Class 1 by the University of Wollongong;



- c. have completed at least 120 credit points of their degree at the University of Wollongong; and
- d. demonstrate outstanding overall academic performance and academic record.

### **Methodology**

4. Faculty Executive Deans, as advised by the Faculty Assessment Committee, are responsible for nominating students who satisfy the eligibility criteria specified under clause 7.2. Nominations will be made in accordance with the Student Prizes and Scholarships Procedure.
5. The University Medals Nomination Panel will consider the nominations in accordance with the eligibility criteria for University Medals, and recommend recipients to the Vice-Chancellor for approval.
6. The University Medals Nomination Panel may take the following factors related to academic performance into account when considering candidates:
  - a. nominations from the Executive Dean outlining the candidate's academic record and standing in relation to other first class Honours graduates from the Faculty (in that calendar year and historically);
  - b. student academic transcript showing grades and academic record;
  - c. average marks (weighted and unweighted); and
  - d. historic data comparing academic performance against previous University Medallists.
7. Other than in exceptional circumstances as determined by the Vice Chancellor, only two University Medals will be awarded per faculty per year.

## **8 Scholarships**

1. Scholarships are awarded to students by the University of Wollongong. Scholarships are awarded based wholly or substantially on demonstrable academic excellence, community involvement, leadership qualities, sporting excellence and/or to students identified within an equity group.

### **Criteria for Scholarships**

2. A scholarship must:
  - a. have eligibility, application and selection criteria clearly stated;
  - b. have appropriately broad, inclusive and fair eligibility and selection criteria;
  - c. identifiable, equitable and transparent processes for determining the award of the scholarship;
  - d. be of strategic importance to UOW and indicate its commitment to recognition, excellence, equity and diversity;
  - e. be of at least \$1,000 per annum in value where they are externally supported or donated;
  - f. be of at least \$10,000 per annum in value where they are externally supported or donated Work Integrated Learning Scholarships;





- g. have a title that provides appropriate recognition for, in the case of an externally supported scholarship, the external sponsor or donor, or in the case of a commemorative scholarship, the person or entity recognised in the scholarship;
- h. select recipient/s of a scholarship based on the published selection criteria for the specific scholarship and may be made by a selection panel or delegated UOW authority;
- i. be submitted for approval to the delegated authority in the required form;
- j. be governed by the Student Scholarship Agreements, deed of gift or gift arrangement and other documentation used in the establishment of the scholarship.

### **Transitional Provisions**

3. This policy regulates all coursework scholarships on and from the commencement of this policy. All pre-existing University scholarships are subject to the provisions of clauses 8.1 – 8.2 of this policy from commencement of this policy and must fully comply with this policy following their next review.

## **9 Chancellor Robert Hope Memorial Prize**

1. Awarded annually by the University Council, the Chancellor Robert Hope Memorial Prize was established in 2004 by the University Council in honour of the University's first Chancellor.
2. The recipient receives:
  - a. the Robert Hope Medal inscribed with the recipient's name and Faculty;
  - b. a cheque for \$7,000, or an amount determined by the University Council by resolution; and
  - c. in addition, \$3,000 is paid directly by the University to a charity or community organisation nominated by the recipient and approved by the Selection Committee. The organisation must be endorsed as a Deductible Gift Recipient by the ATO.

### **Criteria for Chancellor Robert Hope Memorial Prize**

3. The University Council reserves the right to award the prize only when a candidate is deemed to have sufficiently met the eligibility criteria.
4. To be eligible for the Robert Hope Memorial Prize, a student must have applied to and be eligible to graduate from the University of Wollongong with a Bachelor degree in the calendar year of the Prize.
5. In addition, the student must have:
  - a. received at least 96 credit points from study at the University;
  - b. demonstrated an exceptional contribution to the University community and/or the broader community;
  - c. demonstrated leadership qualities;
  - d. the capability to become an ambassador for the University of Wollongong;
  - e. demonstrated consistently outstanding academic performance; including, as an indicative measure, a WAM of 80 or above (where the student has completed separate Bachelor Honours and Bachelor Pass courses, the WAM will be calculated by manually applying the SMP WAM7 method to all subjects completed across both courses);



- f. nominated themselves, or been nominated by a current UOW student or staff member;
- g. provided contact details of both an Academic Referee and a Community Referee;
- h. completed and submitted a nomination form to the Student and Accommodation Services Division by the specified deadline; and
- i. not previously been awarded the Chancellor Robert Hope Memorial Prize.

## 10 Roles & Responsibilities

1. The University has a responsibility to:
  - a. ensure that this policy and the relevant procedure are:
    - i. accessible to all staff and students;
    - ii. implemented and applied consistently across all Faculties and Campuses; and
  - b. promote good practice in considering student prizes and scholarships, including:
    - i. timeliness of response;
    - ii. fairness and equitable consideration;
    - iii. respect for privacy; and
    - iv. clear information on rights and responsibilities in relation to Student Prizes and Scholarships.
2. The University Council is responsible for, in respect of the Robert Hope Memorial Prize:
  - a. approving the successful candidate(s), on the recommendation of the Robert Hope Memorial Prize Selection Committee which consists of:
    - i. the Chancellor;
    - ii. the Director, Student and Accommodation Services Division;
    - iii. the Chair of the Academic Senate; and
    - iv. a member of the University Council nominated by the University Council.
  - b. complying with the Student Prize and Scholarships Policy; and
  - c. ensuring that the Roles and Responsibilities under section 10 are understood and promoted within the Robert Hope Memorial Prize Selection Committee.
3. Academic Senate has a responsibility to comply with the Students Prizes and Scholarships Policy.
4. The Faculty Executive Dean has the responsibility to determine which students are to be included on Executive Dean's Merit Lists having regard to eligibility criteria specified in clause 6.2 or 6.3.
5. The Faculty has a responsibility to:
  - a. comply with the Students Prizes and Scholarships Policy, in particular in relation to the creation of prizes and scholarships and the selection of eligible students;
  - b. ensure that the Roles and Responsibilities under section 10 are understood and promoted within the faculty; and



- c. determine prize winners, manage relationships with sponsors and donors and coordinate the Faculty prize ceremony.
6. Student and Accommodation Services Division
  - 6.1 The Director – Student and Accommodation Services Division has a responsibility to:
    - a. approve all new Prizes and Scholarships;
    - b. implement, monitor and review the Students Prizes and Scholarships Policy;
    - c. ensure consistent application of this policy and its procedures so that all students are treated fairly and equitably as far as practicable; and
    - d. call a scholarship committee meeting in accordance with the Prizes and Scholarships Procedure, where the terms of the scholarship require additional governance. These criteria can include but are not limited to the Scholarship:
      - i. being of value of over \$1M
      - ii. purpose not aligning with UOW values
      - iii. focus is outside the norm; and
    - e. ensure that the Roles and Responsibilities under section 10 are understood and promoted across the University.
  - 6.2 The Scholarships and Sponsorships Team has a responsibility to:
    - a. provide administrative support for the implementation of this policy and the supporting procedures;
    - b. provide advice to the Director, Student and Accommodation Services Division on this policy;
    - c. ensure that all records relating to Prizes and Scholarships are retained, in accordance with UOW's Records Management Policy; and
    - d. ensure that sponsors and donors are informed of the policy and any changes to the policy, through communication with Originators, and monitor use of the UOW brand and identity by sponsors.
7. Advancement Division has the responsibility to:
  - a. comply with the Students Prize and Scholarships Policy, in particular in relation to the creation of Scholarships and the selection of eligible students;
  - b. ensure that sponsors and donors are informed of the policy and any changes to the policy, particularly relating to scholarships, and monitor use of the UOW brand and identity by sponsors;
  - c. assist with the resolution of any disputes about the policy;
  - d. ensure that all records relating to student scholarships are retained, in accordance with the Records Management Policy; and
  - e. ensure that the Roles and Responsibilities under section 10 are understood and promoted to donors and sponsors.
8. Originators have a responsibility to:



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- a. comply with the Students Prizes and Scholarships Policy, in particular in relation to the creation of prizes and scholarships and the selection of eligible students;
- b. ensure that sponsors and donors are informed of the policy and any changes to the policy, particularly relating to prizes and scholarships, and monitor use of the UOW brand and identity by sponsors; and
- c. consult with the Advancement Division for all externally funded scholarships
- d. ensure that all records relating to student prizes are retained, in accordance with the Records Management Policy.



## Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	14 June 2019	Vice-Chancellor	Merger of the Student Awards and Prizes Policy and the Undergraduate Student Scholarships and Grants Policy to reflect the change of ownership of the UOW Prizes management to the Student Services Division, update of delegation of authority to Senior Manager, Student Services Division and an update of all policy to align with new structure.
2	1 January 2020 (Approved 10 June 2020)	Chief Operating Officer	Administrative amendments to reflect the rescission of General Course Rules replaced by Coursework Rules.
3	18 December 2020	Chief Operating Officer	Administrative amendments to reflect divisional and faculty realignments.