Awards, Scholarships, and Prizes Policy and Procedures

Purpose

The purpose of this Policy is to establish the principles and procedures for awarding scholarships, prizes, and other forms of recognition to students for outstanding achievements at the Central Institute of Technology and Innovation. These awards aim to attract, retain, and recognise the efforts and accomplishments of our students, fostering an environment of excellence and equity.

Scope

This Policy applies to all scholarships, prizes, and awards offered by the Institute to currently enrolled students. It does not cover externally funded scholarships and prizes, such as those provided by private funding agencies or government bodies.

Related Documents

This policy should be read in conjunction with the following Institute documents:

- Graduate Attributes Policies and Procedures
- Conferral of Awards and Graduations Policy and Procedures
- Course Rules and Progression Policy and Procedures
- Assessment Policy and Procedures

All documents referenced in this policy can be accessed via the CITI website.

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1

Definition of Key Terms

For the purpose of this Policy, the following definitions apply:

Term	Definition
Grade Point Average (GPA)	Grade Point Average (GPA) means an internationally recognised calculation used to find the average result of all grades achieved throughout a course of study.
High Achieving Student	High Achieving Student means student that has maintained the GPA required in this Policy in a specified major or for a specified period of time (e.g., Semester, year, or course of study).
Equity Group	Equity Group means a specified group of students that have been identified in the Institute's Equity and Diversity Policy as being eligible for additional support. These groups may include students from non-English speaking backgrounds (NESB); students with disabilities; women in non-traditional areas; First Nations peoples; students from locations identified by the government as being low SES (socio-economic status); and/or students from regional and remote locations based on the postcode of their permanent home residence.
Academic Award	Academic Award means any major achievement that a student has made, and which is recognised in some way. The form of recognition can include a certificate or medal, prize money (scholarship), a title, verbal recognition, or other prizes.
Scholarship	Scholarship means a monetary accolade awarded primarily on the basis of academic merit and may include additional criteria. A scholarship may be in the form of a fee

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2

Term	Definition
	reduction, a fee waiver, or a monetary amount. The duration of the scholarship is attached to the scholarship type.
Dean's Letter of Commendation	Dean's Letter of Commendation means a letter awarded to students who have achieved the GPA required in this Policy over a specified period of time. There are no monetary incentives for this award.
Prize	Prize means an award presented in recognition of a student's performance either during or at the completion of their course. Prizes may include a pre-determined financial reward, a letter of commendation, a voucher, professional membership, or other entitlements.

Policy Principles

The following principles apply to the provision of scholarships and prizes at the Institute:

1. **Equity and Diversity:** All awards, scholarships, and prizes will be established and granted in accordance with the Institute's Equity and Diversity Policy, ensuring fair and inclusive access to opportunities for all students, particularly those from underrepresented and disadvantaged groups.

2. **Academic Excellence:** Scholarships and prizes will primarily be awarded based on academic merit, recognising students who have demonstrated outstanding academic performance and potential for future success.

3. **Transparency and Integrity:** The selection process for all awards will be transparent, fair, and consistent. Defined, approved, and published selection criteria will guide the awarding of scholarships and prizes, ensuring that all decisions are made with integrity.

4. **Governance and Accountability:** The establishment and disbursement of awards, scholarships, and prizes will be subject to rigorous governance and financial controls. The Chief Executive Officer (CEO) and the Board of Directors must approve all new awards, ensuring alignment with the Institute's strategic goals.

5. **Information Management:** All records related to scholarships, prizes, and awards will be managed in accordance with the Institute's Information and Privacy Policy and Procedures and Information and Records Management Policy and Procedures. The Registrar or delegate will be responsible for maintaining accurate and secure records.

6. **Recognition and Encouragement:** The Institute will publicly recognise the achievements of award recipients through various channels, including the Institute's website, provided that recipients have authorised the release of their information in accordance with the Institute's Privacy Policy.

Policy Statement

1. Academic Excellence Awards

The Institute's Academic Excellence Awards recognise and reward students who have demonstrated outstanding academic performance. These awards are designed to celebrate the scholarly achievements of our students, motivate them to maintain high academic standards, and encourage a culture of academic excellence within the Institute.

1.1 The formal selection process for each scholarship and prize is set out in the associated Institute Scholarship and Prizes Framework (Appendix 1).

1.2 In accordance with the Institute's Conflict of Interest Policy, staff members must alert their supervisor immediately if they believe a conflict of interest

has arisen in relation to the proposed judging or conferring of a prize or scholarship.

1.3   The Institute reserves the right not to provide prizes in any given year.

1.4   All scholarships and prizes will be reviewed regularly to maintain alignment with industry best practices.

2.   Eligibility Criteria

2.1   Enrolment Status: Candidates must be currently enrolled in a course to be eligible.

2.2   Academic Performance: Candidates must have achieved a Grade Point Average (GPA) that meets or exceeds the threshold established for the Academic Excellence Awards (See Appendix 1).

2.3   Course Load: Full-time students must have completed a minimum number of credits as specified by their course. Part-time students must have completed a comparable proportion of their course load.

2.4   Conduct: Candidates must have a record of good conduct and must not have any disciplinary actions against them.

3.   Award Categories

3.1   Dean's List: This award recognises students who have achieved a GPA in the top 10% of their course cohort over the academic year.

3.2   Top Graduate Awards: These awards are presented to the graduating students with the highest overall GPA in their respective courses.

3.3   Specialisation Awards: These awards recognise the highest achieving students in specific specialisations within their course.

4. Selection Process

4.1   Nominations: Academic staff may nominate students for the Subject Excellence Awards. Students meeting the GPA requirements for the Dean's List and Top Graduate Award are automatically considered.

4.2   Review: The Registrar compiles a list of eligible candidates based on academic records and forwards this list to the Grades Review and Appeals Committee.

4.3   Evaluation: The Grades Review and Appeals Committee reviews the list of candidates to ensure eligibility criteria are met and verifies the academic records.

4.4   Approval: The Dean approves the final list of award recipients based on the committee's recommendations. This is submitted to the Academic Board for endorsing and to the Board of Directors for noting.

4.5   Notification: The Registrar notifies the recipients of their awards and arranges for their recognition.

5. Award Benefits

5.1   Certificates: All recipients will receive a formal certificate recognising their achievement.

5.2   Monetary Prizes: Selected awards may include a monetary prize as determined by the Institute.

5.3   Dean's Letter of Commendation: High achieving students may also receive a Letter of Commendation from the Dean.

5.4   Public Recognition: Recipients will be recognised at an official awards ceremony and their names published on the Institute's website, subject to the recipients' consent.

6. Priority Scholarships for Equity Groups

6.1 The Priority Scholarships for Equity Groups are designed to support and empower students from underrepresented and disadvantaged backgrounds, including Aboriginal and Torres Strait Islander peoples.

6.2 These scholarships aim to reduce barriers to higher education, promote diversity, and enhance the academic and personal success of students from equity groups at the Institute.

7. Priority Scholarships Eligibility Criteria

7.1 Enrolment Status: Candidates must be currently enrolled or have received an offer of admission to a full-time or part-time course.

7.2 Equity Group Membership: Candidates must belong to one or more of the following equity groups:

7.2.1 Aboriginal and Torres Strait Islander peoples

7.2.2 Students from low socioeconomic status (SES) backgrounds

7.2.3 Students with disabilities

7.2.4 Students from non-English speaking backgrounds (NESB)

7.2.5 Women in non-traditional fields of study

7.2.6 Students from regional and remote locations

7.3 Academic Potential: While academic performance is considered, priority is given to the potential for academic success and the demonstrated need for financial support.

7.4   Financial Need: Candidates must demonstrate financial need, which may include income assessment, socio-economic background, or other relevant factors.

8.   Priority Scholarship Categories

8.1   For Aboriginal and Torres Strait Scholarships: These scholarships are specifically for Aboriginal and Torres Strait Islander students to support their higher education journey.

8.2   Access and Equity Scholarships: These scholarships support students from low SES backgrounds, students with disabilities, and students from NESB.

8.3   Women in STEM Scholarships: These scholarships encourage and support women pursuing studies in Science, Technology, Engineering, and Mathematics (STEM) fields.

8.4   Regional and Remote Scholarships: These scholarships support students from regional and remote areas to access higher education opportunities.

9.   Priority Scholarships Selection Process

9.1   Eligible students must submit an application that includes personal statements, academic records, and evidence of financial need.

9.2   The Registrar reviews all applications to ensure they meet the eligibility criteria. Applications are then forwarded to the Learning and Teaching Committee for further evaluation.

9.3   The Learning and Teaching Committee evaluates applications based on a holistic assessment of academic potential, financial need, and alignment with the objectives of the equity group scholarships.

9.4   The Dean approves the final list of priority scholarship recipients based on the committee's recommendations.

9.5   The CEO approves the form of the priority scholarship.

9.6   The Academic Board and the Board of Directors are notified of the allocation of priority scholarships.

9.7   The Registrar notifies recipients of their scholarship awards and provides information on the disbursement of funds and any other benefits.

10.   Priority Scholarship Benefits

10.1   Scholarships may include a fee reduction, a fee waiver, or a monetary award to cover tuition, books, and other educational expenses.

10.2   Recipients may receive additional academic support services, including tutoring, mentoring, and access to preparatory courses.

10.3   Scholarships may include opportunities for professional development, such as internships, workshops, and networking events.

10.4   Recipients are recognised at an official awards ceremony and may have their achievements published on the Institute's website, with their consent.

Procedures

1.   Implementation

1.1   The Institute will establish specific procedures to implement this Policy, including detailed guidelines for application, selection, and disbursement processes, as outlined in the Institute's Scholarships and Prizes Framework (Appendix 1).

1.2   These procedures will ensure that all aspects of the awarding process are conducted in a manner that upholds the principles of this Policy.

2.   Review

In recognition of the importance of this Policy to the Institute's mission and activities, it will be reviewed annually by the Board of Directors to ensure continued alignment with best practices and strategic objectives.

3.   Roles and Responsibilities

3.1   **Dean:** The Dean oversees the implementation of the Scholarships and Prizes Policy, ensuring alignment with the Institute's strategic goals and compliance with the relevant standards. The Dean also chairs the Grades Review and Appeals Committee.

3.2   **Registrar:** The Registrar is responsible for maintaining accurate and secure records of all scholarships, prizes, and awards. This includes managing the applications and selection processes, notifying recipients and relevant staff, and ensuring compliance with the Institute's Information and Privacy Policy and Procedures and Information and Records Management Policy and Procedures.

3.3   **Grades Review and Appeals Committee:** This committee reviews and approves the list of scholarship and prize recipients, ensuring that the selection process is fair, transparent, and in line with the published criteria. The committee also handles any appeals related to the awarding of scholarships and prizes.

3.4   **Chief Executive Officer (CEO):** The CEO, in conjunction with the Board of Directors, approves the establishment of all new scholarships, awards and prizes, ensuring alignment with the Institute's strategic goals and governance standards.

3.5   **Accounts Payable and Payroll Officer:** The Officer processes approved monetary prizes in a timely fashion to recipients after the conferral is made.

3.6   **Director of Quality and Compliance:** The Director of Quality and Compliance ensures that information about scholarships and prizes is communicated on the Institute's website and that recipients are published on the website with their consent.

4.   Reporting

Students will be recognised as recipients each year on the Institute's website, provided each student has authorised this release in accordance with the Institute's Privacy Policy.

Related Legislation

This policy should be read in conjunction with the following related documents:

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000
- Australian Qualifications Framework

Change and Version Control

Version	Date Approved	Authored by	Approved by	Description
1.0	14/08/2024	Chief Executive Officer	Board of Directors	Corporate

Policy Information

Author	Chief Executive Officer
Responsible Officer	Chief Executive Officer
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Appendix 1: Awards, Scholarships, and Prizes Framework

This Framework outlines the type of award, scholarship, or prize, the frequency, and the eligibility criteria. This Framework may be revised and/or updated at the discretion of the Chief Executive Officer. The Institute retains the discretion not to grant a scholarship or prize, to an individual student or group of students where instances of academic misconduct, general misconduct, or similar have been recorded.

Award Type	Form	Frequency	Eligibility and/or Criteria	Judging Panel
Letter of Commendation				
Dean's Letter of Commendation (undergraduate)	Letter	Semester	1. Students who achieve a GPA of 5.5 or more at the conclusion of a given Semester.	Grades Review and Appeals Committee
Scholarships				
Academic achievement scholarship (undergraduate)	$4,000 per enrolment year	Semester	1. The scholarship is valued at $500 per unit for a maximum of 8 units per year. 2. Eligibility commences after the successful completion of 8 units of study at the Institute. 3. Students must achieve a GPA of 5.5 or more in the 8 units of study at the Institute. This is calculated annually	Grades Review and Appeals Committee

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13

Award Type	Form	Frequency	Eligibility and/or Criteria	Judging Panel
			and is not calculated on individual units of a student's choice. 4. The scholarship is awarded at the end of a Semester after the required GPA has been demonstrated for a year of study. Noting that a "year" is calculated from the Semester of commencement at the Institute. 5. Students may maintain the scholarship for the duration of their studies if the required GPA is maintained. 6. Students who fail to maintain the required GPA will no longer be eligible for the scholarship. 7. Students who enrol in more than 8 units per year will not receive additional scholarship funding. 8. The scholarship will be awarded in cash payable at the conclusion of a Semester and after the confirmation of grades. 9. Scholarships cannot be deferred or transferred.	

Award Type	Form	Frequency	Eligibility and/or Criteria	Judging Panel
			10. Scholarships cannot be retroactively applied.	
Prizes				
Dean's List (undergraduate)	Certificate	Annual	1. This award recognises students who have achieved a GPA in the top 10% of their course cohort over the academic year.	
Institute Medal (graduand prize)	$1,000	Annual/As achieved	2. This prize is awarded to any undergraduate student who has achieved distinctions or above in all units undertaken at the Institute.	Grades Review and Appeals Committee
Dux of the Institute Undergraduate (graduand prize)	$1,000	Annual	1. This prize is awarded to the undergraduate student who achieves the highest GPA across the course of their studies. 2. Previous studies at other providers are not included in the calculation	Grades Review and Appeals Committee
Dux of the Institute Postgraduate (graduand prize)	$1,000	Annual	1. This prize is awarded to the postgraduate student who achieves the highest GPA across the course of their studies. 2. Previous studies at other providers are not included in the calculation	Grades Review and Appeals Committee

Award Type	Form	Frequency	Eligibility and/or Criteria	Judging Panel
Specialisation Award Undergraduate (graduand prize)	$500	Annual	1. This prize is awarded to the undergraduate student who has achieved the highest GPA across the specialisations. 2. There will be an award for each specialisation.	Grades Review and Appeals Committee
Specialisation Award Postgraduate (graduand prize)	$500	Annual	1. This prize is awarded to the postgraduate student who has achieved the highest GPA across the specialisations. 2. There will be an award for each specialisation.	Grades Review and Appeals Committee
Best Capstone Project Undergraduate (graduand prize)	$500 Individual $250 per person team	Annual	1. This prize is awarded to the undergraduate student or students who achieved outstanding results in the capstone project. 2. This prize is based on the demonstration of innovation, future thinking, and leadership.	Dean and relevant Unit Coordinator and Lecturers
Best Capstone Project Postgraduate	$500 Individual	Annual	1. This prize is awarded to the postgraduate student or students who	Dean and relevant Unit Coordinator and Lecturers

Award Type	Form	Frequency	Eligibility and/or Criteria	Judging Panel
(graduand prize)	$250 per person team		achieved outstanding results in the capstone project. 2. This prize is based on the demonstration of innovation, future thinking, and leadership.	
Priority Scholarships				
Priority Scholarships	As determined by the CEO	Annual	1. These scholarships are awarded to students from priority groups including: • Aboriginal and Torres Strait Islander peoples • Students from low socioeconomic status (SES) backgrounds • Students with disabilities • Students from non-English speaking backgrounds (NESB) • Women in non-traditional fields of study • Students from regional and remote locations	CEO, Dean, and the Learning and Teaching Committee