

QF002 ACADEMIC MERIT AWARDS POLICY

Policy Category	Academic		
Document Owner	Dean		
Responsible Officer	Dean		
Review Date	11 July 2024		
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018); and the Higher Education Support Act 2003 (Cth).		
Related Documents	Award of Grades Policy		
Version	Change description	Approved	Effective Date
1.1	Previous version "Recognising Academic Excellence Guidelines"	Academic Board 21 June 2016	21 June 2016
2.0	Recognising Academic Excellence Guidelines review and updated to become a policy.	Academic Board 16 August 2018	30 August 2018
2.1	Amending the GPA requirement for APIC Medal to 6.5	Academic Board 16 August 2018	30 August 2018
3	Additional Award Structures	Academic Board 14 August 2020	1 September 2020
3.1	Minor changes to the job titles and extension of review date	CEO 11 July 2023	11 July 2023

1. Purpose

The purpose of this policy is identify mechanisms to recognise outstanding achievements by Students throughout their course of study.

One of the foundation principles of the College is to challenge students to excel in their studies. The awarding of degrees with levels of distinction is an overt recognition of Student achievement while intra-course recognition will be a further encouragement to individual and the wider student community.

2. Scope

This Policy applies to all coursework undergraduate and postgraduate degrees offered by the College.

3. Definitions

Item	Definition
<i>Award course</i>	A course leading to a qualification that is granted or conferred by the College.
<i>Course</i>	A structured sequence of study leading to the award of an AQF recognised higher education award.
<i>Cohort</i>	The group of Students enrolled in a particular degree in a year.

Item	Definition
<i>Grade Point Average</i>	The average result of all the grades achieved throughout a degree. The GPA is calculated on a 7-point grading scale where grades 5 to 7 are equivalent to graded pass grades of credit, distinction and high distinction respectively.
<i>Medal</i>	The College Medal of Academic Excellence which recognises outstanding achievement by a Student across their degree.
<i>Teaching Period</i>	A defined period of instruction, typically a trimester
<i>Unit</i>	A component of an award course with specified assessment requirements for which a final grade is awarded upon completion.

4. Policy Statement

The following will be available to Students in recognition of achieving academic excellence.

4.1 Letters of Commendation

4.1.1 A letter of Commendation will be issued by the Dean at the end of each major semester to students who have:

- completed a minimum of three units within the trimester;
- achieved an average mark across all units studied in the semester of 70% or more; and
- has not been found guilty of academic misconduct.

4.1.2 A note of awarding of a Letter of Commendation will be included in the Student's transcript.

4.1.3 A list of Students who were awarded a Letter of Commendation will be published on the College website.

4.2 Dean's List

4.2.1 A Student will be added to the Dean's List at the end of each major semester who has:

- ranked in the top 10% of the cohort within their degree; and
- received a letter of Commendation for their results; and
- has not been found guilty of academic misconduct.

4.2.2 A note of the achievement of the Dean's List will be included in the Student's transcript.

4.2.3 A list of Students who achieved the Dean's List will be published on the College website.

4.3 Degrees with Honours

4.3.1 On completion of a degree, a Student may be awarded a degree with the following honours under the following conditions:

- With high distinction
 - awarded to graduates in the top 5% of their Cohort;
 - has achieved an average mark in their Units of 80% or more; and
 - has not been found guilty of academic misconduct.

- With distinction
 - awarded to graduates in the 10% of their Cohort immediately below those award a *with distinction* appellation;
 - has achieved an average mark in their Units of 70% or more; and
 - has not been found guilty of academic misconduct.

- With credit
 - Awarded to graduates in the 10% of their Cohort immediately below those award a higher appellation;
 - has achieved an average mark in their Units of 70% or more; and
 - has not been found guilty of academic misconduct.

4.3.2 The Testamur and Transcript provided to a Student on graduation will include the honours appellation. eg Bachelor of Business *with High Distinction*.

4.3.3 A list of Students who achieved the graduation honours will be published on the College website.

4.4 College Medals of Academic Excellence

4.4.1 The College Undergraduate Medal of Academic Excellence and the College Postgraduate Medal of Academic Excellence recognises outstanding achievement by a Student across their degree.

4.4.2 Students are eligible to be considered for the appropriate Medal, a Student must:

- have completed at least 2/3rds of their studies at the College;
- have completed all requirements of their degrees;
- be eligible to graduate with a *with High Distinction* appellation ie.
 - Awarded to graduates in the top 5% of their Cohort;
 - have achieved an average mark in their Units of 80% or more; and
 - has not been found guilty of academic misconduct; and
- have demonstrated a commitment to the College community and the society in general that establishes them as an outstanding Student and citizen.

4.4.3 There is no limit to the number of Medals that may be awarded in a year, however it would normally be no more than one per graduate level in each year.

4.4.4 There is no requirement to issue an College Medal of Excellence each year.

4.4.5 Students will be considered for the award of the Medal for each graduation ceremony.

5. PROCEDURE

A flowchart of actions is attached as Appendix 1.

5.1 Letters of Commendation

5.1.1 During the Board of Examiners meeting for each Teaching Period in the year, members will note any Student who meets the criteria for a Letter of Commendation (see s4.1.1 above).

5.1.2 As part of the Board of Examiners meeting, the Dean will confirm the results and the eligibility for the issue of a Letter of Commendation.

5.1.3 The Office of the Dean will prepare Letters of Commendation which will be presented to recipients at an Academic Excellence Ceremony as soon as practicable after the completion of a major Teaching Period. Students who are unable to attend will be presented *in absentia*.

5.1.4 The Registrar will add a notation to each Student's academic record and to their transcript on graduation.

5.1.5 The Registrar will publish the names of successful Students on the College Website.

5.1.6 Where a student receives a "Hold" grade for one or more units, their eligibility for a Letter of Commendation will be held until the grade for the outstanding Unit(s) is/are determined. If eligible, the award will be presented at the next available Academic Excellence Ceremony or *in absentia*.

5.2 Deans List

A flowchart of actions is attached as Appendix 2.

5.2.1 As part of the Board of Examiners meeting, Students who meet the eligibility for joining the Dean's List for the discipline (see s4.2.1 above) will be identified.

5.2.2 The Office of the Dan will prepare written notification to the successful Students. The award will be presented to recipients at an Academic Excellence Ceremony as soon as practicable after the completion of a major Teaching Period. Students who are unable to attend will be presented *in absentia*.

5.2.3 The Registrar will add a notation to the Students' academic record and to their transcript on graduation.

5.2.4 The Registrar will publish the names of successful Students on the College Website.

5.2.5 Where a Student receives a "Hold" grade for one or more units, their eligibility for a additional to the Dean's List will be held until the grade for the outstanding Unit(s) is/are determined. If eligible, the award will be presented at the next available Academic Excellence Ceremony or *in absentia*.

5.2.6 Where, after clearing all "Hold" grades, the final recommendation is to add the Student to the Dean's List, the Dean may approve the addition even if the addition would result in more than the normal proportion of the cohort would be added to the Dean's List for that semester. (see s4.2.1 above)

5.3 Degree with Latin Honours

A flowchart of actions is attached as Appendix 3.

5.3.1 On completion of the Board of Examiners meeting, the Registrar will identify Students who meet the eligibility for awards of degrees with Latin honours (see s4.3.1 above).

5.3.2 The Registrar will prepare written notification to the successful Students.

5.3.3 The Registrar that the appropriate Latin Honours are included on the Testamur and the Transcript.

5.3.4 The Registrar will publish the names of successful Students on the College Website.

5.4 College Medals of Excellence

A flowchart of actions is attached as Appendix 4.

5.4.1 In preparation for a graduation ceremony, the Dean and the Registrar will consider the Student(s) who meet the criteria for the award of the College Medal of Academic Excellence. (see s4.4.2 above).

5.4.2 The Principal will review and if appropriate approved the awarding of a Medal.

5.4.3 The Office of the Dean will prepare written notification to the successful Student(s).

5.4.3 The Registrar on the and the Student's Transcript.

5.4.4 The Registrar will publish the names of successful Students on the College Website.

6 Changes of Criteria

On the advice of the Dean, the CEO is delegated to make minor changes to the selection criteria for Letters of Commendation and Inclusion in the Dean's List. Any such changes must be reported to the Academic Board for ratification.

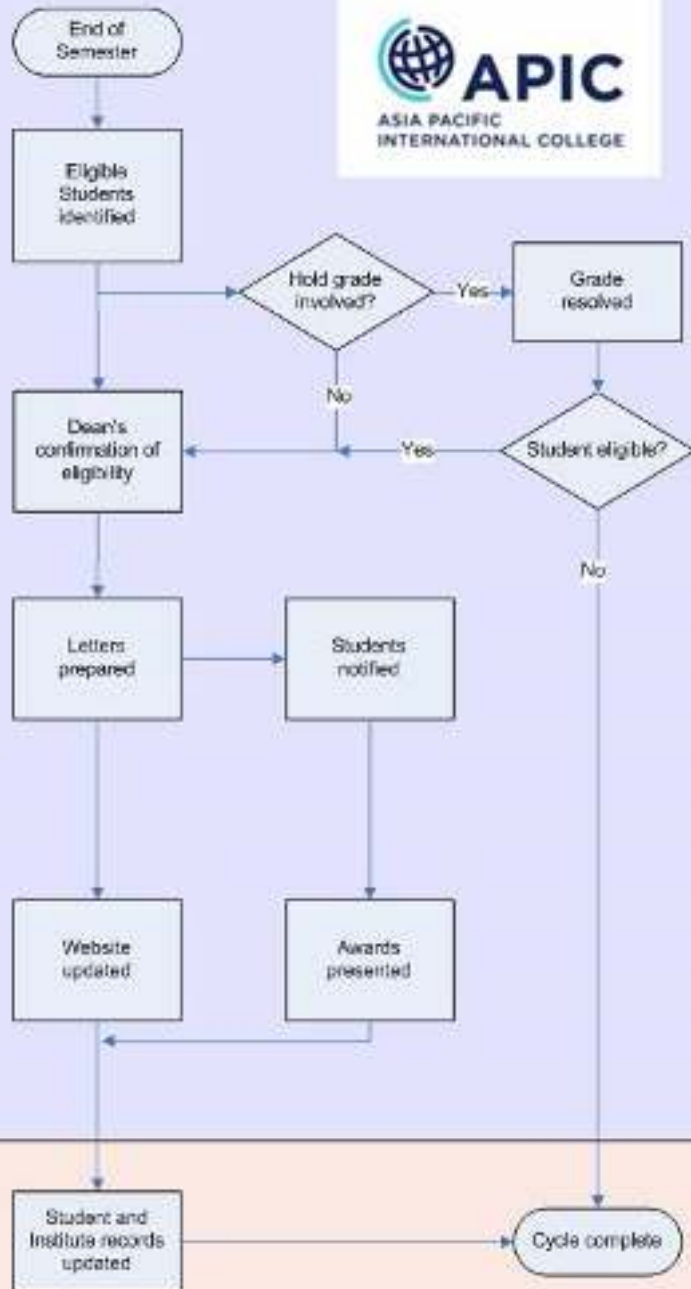


Appendix 1

Letter of Commendation

Phase 1
Action

Phase 2
Documentation

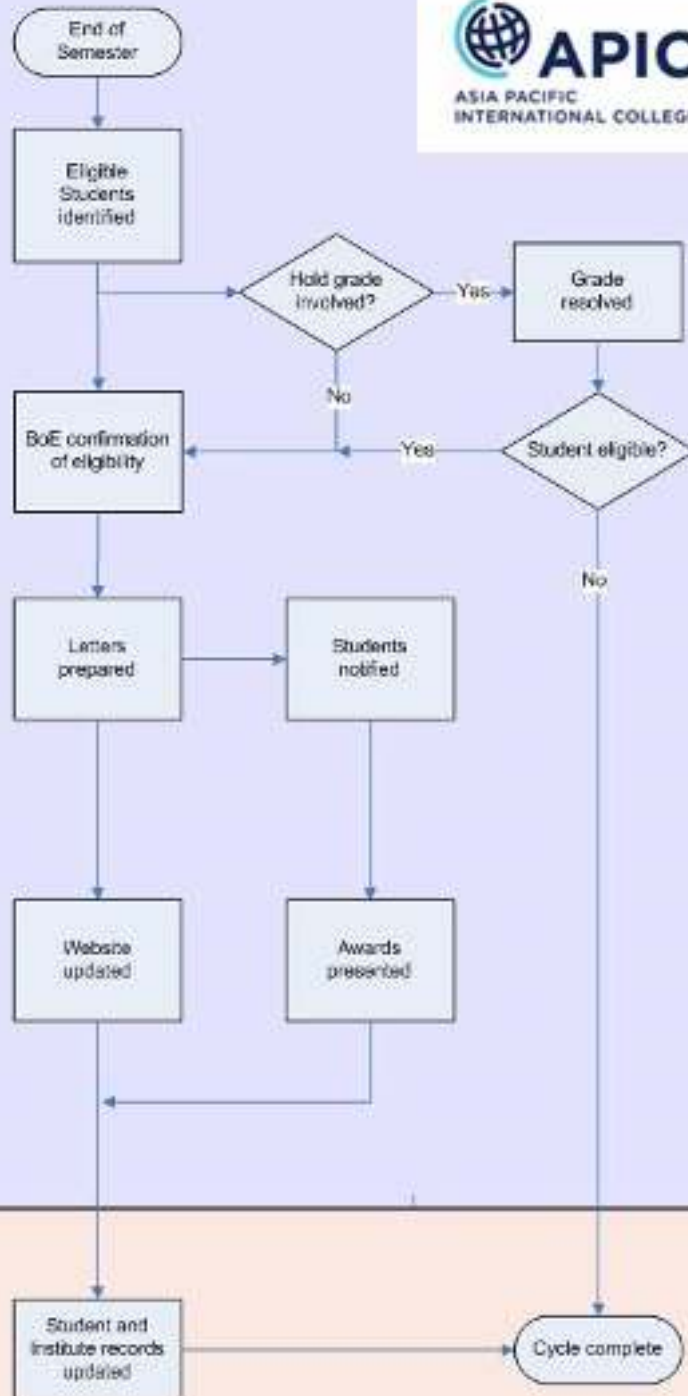




Appendix 2 Dean's List

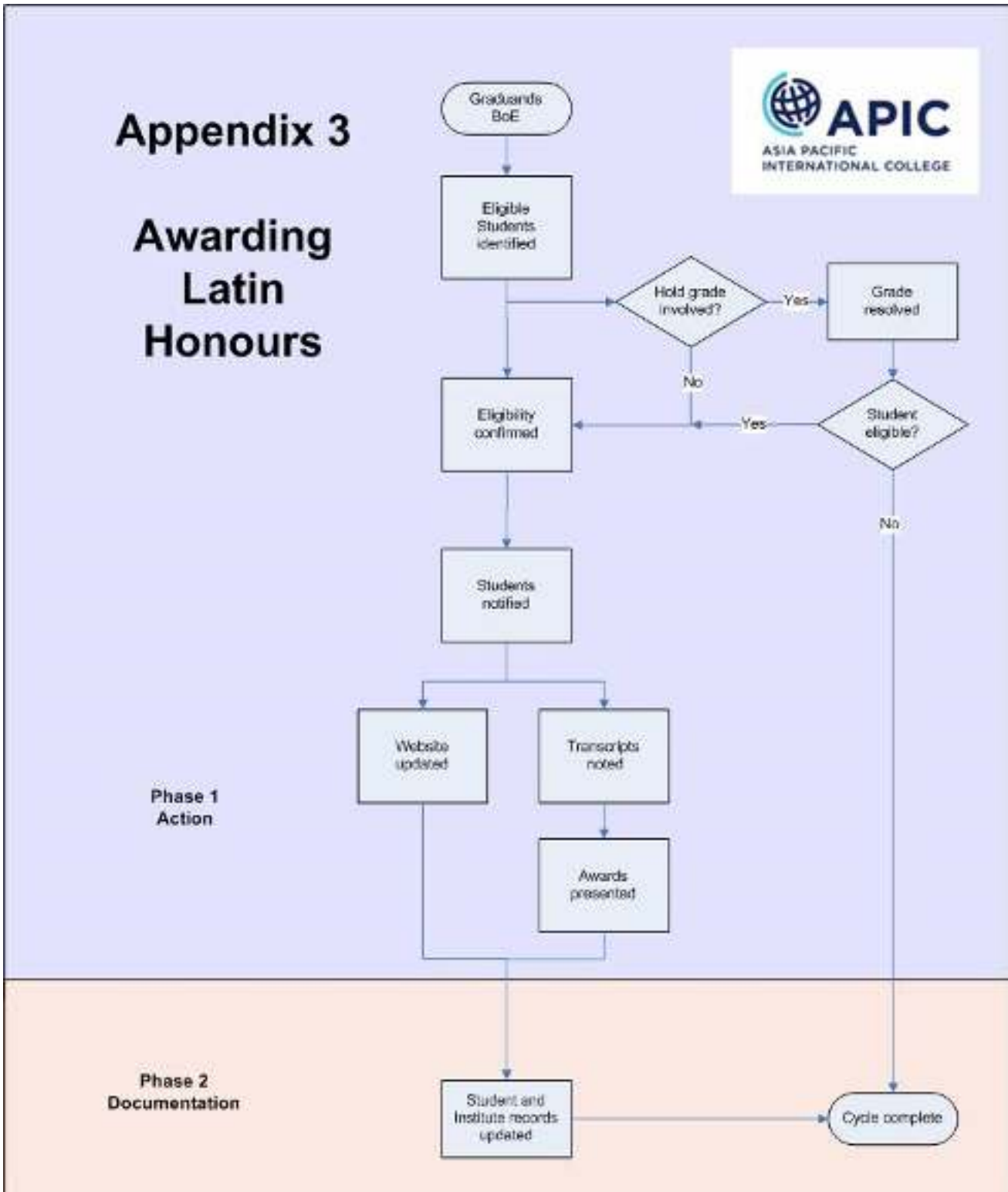
**Phase 1
 Action**

**Phase 2
 Documentation**



Appendix 3

Awarding Latin Honours

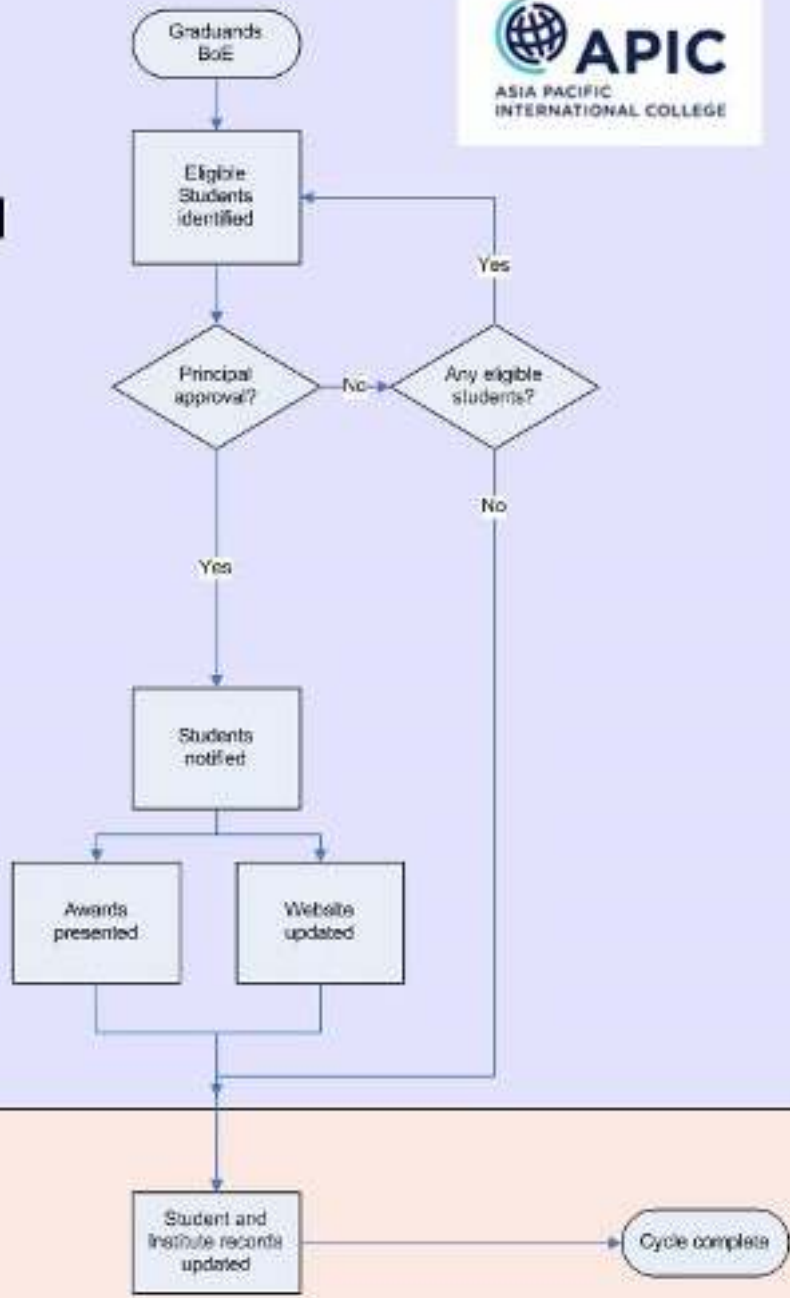


Appendix 4

Award of College Medal



Phase 1
Action



Phase 2
Documentation

EXISTING AWARDS – For reference

3.1 APIC Scholars

APIC Scholars are graduands who have achieved a GPA of ≥ 6.5 during their studies in an APIC undergraduate bachelor degree or an APIC master coursework qualification and are identified from the list of graduands each study period.

To be eligible to graduate as an APIC scholar the graduand must:

- be a graduand of either
 - an APIC undergraduate bachelor degree
 - an APIC postgraduate coursework degree;
- have completed a minimum of 50% of the units required for the qualification from which they are eligible to graduate at APIC; and
- have achieved a Grade Point Average of at least 6.5 across all units of study completed at APIC.

APIC Scholars recipients receive a signed certificate and a pre-paid credit card to the value of \$300 in recognition of their achievement.

3.2 APIC Medal

The APIC Medal is awarded to the graduand who (a) has a GPA of at least 6.5; and (b) has the highest average GPA in their graduating cohort.

To be eligible to graduate as an APIC Medallist the graduand must:

- be a graduand of either
 - an APIC undergraduate bachelor degree
 - an APIC postgraduate coursework degree;
- have achieved a GPA of ≥ 6.5 ; and
- have achieved the highest average GPA in their graduating cohort.

APIC Medal recipients will each receive a medal and a pre-paid credit card to the value of \$500 in recognition of their achievement.

3.3 Academic Merit List

The Academic Merit list recognises academic excellence among undergraduate students in their first or second year of study at APIC. The list is announced once annually.

To be eligible for recognition on the Academic Merit list a student must:

- be enrolled in an APIC undergraduate bachelor degree of at least three years duration;
- have a course progression status of *Satisfactory* (i.e., have no academic or non-academic warnings or penalties);
- have completed a full-time load (at least eight units) at APIC during the year for which the Academic Merit list is being recognised and;
- have achieved an average GPA for the best eight units completed in the year that is in the Distinction range or above (GPA ≥ 6).

Academic Merit list recipients each receive a signed certificate and a book voucher to the value of \$100 in recognition of their achievement. The Academic Merit list is announced at the first Academic Board meeting of the following year.