

Procedure Title: Academic Prizes Procedure

Procedure Owner: Senior Deputy Vice-Chancellor

Keywords: Academic Medal, Academic Prize, Award, Donor

This procedure supports the University to operationalise the Academic Prizes and Medals Policy and must be complied with.

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1. INTENT

The purpose of this procedure is to guide and assist the University in the establishment and administration of academic prizes with the accompanying Academic Prize Application Form.

2. ORGANISATIONAL SCOPE

This procedure applies to all staff in schools and service centres who are associated with the approval, administration and awarding of academic prizes.

Prizes awarded on the basis of non-academic criteria sit outside the scope of this procedure.

3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this procedure:

Term:	Definition:
Academic prize	A prize award to a student for academically meritorious performance in some aspect of a course or unit.
Application	Application for New, Renewal or Replacement Academic Prize form

Term:	Definition:
Bequest Prospect	A donor identified as wishing to leave a gift in their will or having the characteristics of a donor who may wish to leave a gift in their will.
Major Gift Donor	A donor, or prospective donor, capable of making a minimum gift of \$25,000, including where this is comprised of smaller gifts that equal or exceed \$25,000 over a five-year period.
Prize Donor	An individual or organisation or entity that makes a donation/contribution to the University.
Prize Renewal	Prize Donor agreement of continued support for existing prize.
Replacement Prize	Any changes to the awarding criteria of a current prize as a result of changes to the units or course, or at the Donor's request must be sent to Education Committee for re-approval.

4. PROCEDURE CONTENT

Donor Prospect Clearance and Management

- 4.1 Association with a Prize Donor, Major Gift Donor or Bequest Prospect must not have any negative implications for ECU.
- 4.2 Prospect clearance is intended to prevent multiple, uncoordinated approaches to the same prospective Donor. In addition, it is intended to help maximise the giving potential of each prospective donor, and ensure appropriate due diligence is performed.
- 4.3 Where practicable, when a University staff member identifies a potential new Prize Donor, the School or Teaching Area should reach out to the Office of Development and Alumni Relations (DAR) to discuss the potential of the donor being a Major Gift or Bequest Prospect.

Donor Prospect Record Keeping

- 4.4 The School will be responsible for the entry of prize donor information into the Customer Relationship Management (CRM) database including donor name and contact details; donor letter of intent (if applicable) as the CRM is the primary repository of information relating to University fundraising.
- 4.5 The DAR team will be responsible for ensuring accurate electronic records of all donations received by the Edith Cowan University Foundation are retained in the CRM including the donor letter of intent (if applicable); donation details; details of future pledges and the project for which the donation is intended.

Establishment and Renewal of Prizes

- 4.6 A completed Academic Prize Application form must accompany all recommendations for the establishment or renewal of an Academic Prize.
- 4.7 The School should ensure the accuracy and fairness of the Application including:

- a) eligibility;
- b) funding details including duration of funding;
- c) basis of the award;
- d) resolution of a tie;
- e) conflict of interest; and
- f) any ethical issues that may exist.

4.8 When Prize Applications are deemed to be compliant, the Applications may be submitted to the next scheduled School Curriculum Teaching and Learning Committee (SCTLC) for endorsement.

4.9 Academic Prize Applications endorsed by SCTLC will then be submitted to the Executive Dean (or equivalent) for approval.

Review of Prizes

4.10 Schools are required to review each prize at the end of its funding period and are responsible for checking the expiry dates and sufficiency of funds for donated prizes.

4.11 Where changes to a unit or course, or other arrangements may impact a prize, the School will consult with the Prize Donor, who may decide to withdraw the prize.

4.12 Any changes to the awarding criteria of a current prize as a result of changes to the units or course, or at the Donor's request must be sent to the SCTLC for re-endorsement and to the Executive Dean for re-approval.

Prize Establishment and Renewal Record Keeping and Reporting

4.13 Schools will maintain a record of all Academic Prizes established and renewed in an approved University Record Keeping system.

4.14 Schools will notify Student Administration of the establishment and renewal of Academic Prizes throughout the year (see 4.18d).

4.15 Schools will report Academic Prizes endorsed by SCTLC to Education Committee as they are established and renewed throughout the year.

Award of Academic Prize

4.16 The following principles and requirements shall apply to the establishment and award of an academic prize:

- a) The basis upon which an academic prize is awarded and eligibility should be clearly stated and unambiguous.
- b) The selection process by which an academic prize is awarded should be open and transparent.
- c) An academic prize must not be awarded if there is no candidate that meets the awarding criteria.
- d) Students must be enrolled in an award in the year of the awards to be eligible for an academic prize.

4.17 Prizes are awarded to students annually by the relevant School of by letter of commendation.

4.18 The Executive Dean or nominee will:

- a) Inform each student who has been awarded a prize in writing;
- b) Inform the Prize Donor as appropriate;
- c) Make the necessary arrangements for the presentation of each prize at the appropriate ceremony; and

- d) Advise the Manager, Assessments and Student Records of the details to annotate each recipient's academic record with the title of the prize and year awarded.
- 4.19 Each recipient of an academic prize will receive a certificate documenting the citation and other details of the prize.

Undergraduate Eligibility

- 4.20 For a student to be eligible for an undergraduate course related prize:
- a) A minimum of 66% of the credit points awarded must be at ECU;
 - b) Where the awarding of a prize is based on the Weighted Average Mark (WAM) across the whole course, a minimum of 50% of the credit points achieved by the student at ECU must be graded according to Grading Schema 1 (specified in the Assessment, Examination and Moderation Procedures); and
 - c) Prizes awarded for performance can be awarded using non-standard criteria, such as assessment by peers. Prizes for contribution can be determined by the staff of WAAPA, stipulated by the Prize Donor.

Financial Administration

4.21 Collection of Prize Funding

- a) Schools contact Finance and Business Services Centre (FBSC) Business Support Team for Foundation, by email at FoundationBusinessSupport@ecu.edu.au to raise invoices to Prize Donors for prize funding. Contact details and documentation of the donation/contribution to be made available to FBSC at this time.
- b) Schools are to request invoices at least two months prior to award/payment of prize to allow enough time for Prize Donors to make payment as per normal credit terms of 30 days.
- c) Invoices will be made available to Schools (copying in the Office of Development and Alumni Relations) for distribution to Prize Donors.
- d) Information on outstanding payments by Prize Donors is available as per normal financial systems and procedures but Foundation Business Support Team will put out regular emails advising of outstanding payments to be followed up by schools. Emails will go out to the group of contacts provided to FBSC by schools to email address FoundationBusinessSupport@ecu.edu.au.

4.22 Prize Payments

- a) Schools to submit requests for prize payments to FoundationBusinessSupport@ecu.edu.au or by mail to Foundation Business Support team – Business Services, FBSC.
- b) Prize payments documentation must include the Foundation Funding Request Form as well as normal Accounts Payable Payment forms and supporting documentation.
- c) A prize payment request should only be submitted for approval and payment if the cash for the relevant prize is received at ECU at the time of submission.
- d) Prize Payment documentation and received payments will be compliance checked and confirmed. If the documentation is compliant, it will be recommended for payment to the relevant Foundation Delegation. Foundation

Business Support team will then submit for processing as per normal Accounts Payable deadlines.

- e) If prize payment documentation does not comply (or the donation/contribution payment has not been received), the relevant school will be contacted to resolve outstanding issues.
- f) Prize Payment requests need to be submitted by the very latest 10 working days ahead of the day that the prize payment needs to be made. Note Accounts Payable payment run dates as per the Month End Timetable available from FBSC webpage.
- g) If a cheque is required, it needs to be collected by the relevant school and kept secured at all times.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Procedures Owner is Senior Deputy Vice-Chancellor and has overall responsibility for the content of these procedures and their operation.

The Director Student Administration is responsible for currency of information and provision of advice relating to these procedures.

The Director, Development and Alumni Relations has overall responsibility for the content relating to Prize Bequest and Donor Management, and the Team Leader, Campaign Operations is responsible for provision of advice relating to these procedures.

6. RELATED DOCUMENTS

Policies

[Academic Medals and Prizes Policy](#)

[PL242 Fundraising and Philanthropy Policy](#)

Operational documents and resources

[Assessment, Examination and Moderation Procedures \(Grading Schema 1\)](#)

[Academic Prize Application Form](#)

[Academic Prize Application Guideline](#)

7. CONTACT INFORMATION

For queries relating to this document please contact:

Procedure Owner	Senior Deputy Vice-Chancellor
All Enquiries Contact	<p>Donor or Bequest Management</p> <p>Team Leader, Campaign Operations, Office of Development and Alumni Relations</p> <p>For assistance with the CRM please contact development@ecu.edu.au.</p>

	<p>Academic Prize Application Criteria Strategic and Governance Services Phone: extension 5678 Email: ags@ecu.edu.au</p> <p>Student Eligibility and Awarding of Academic Prizes Team Leader, Assessments and Student Records, Student Administration Phone: extension 3804 Email: c.nickoll@ecu.edu.au</p> <p>Funding and Payment Arrangements Foundation Business Support Team, Business Services, Finance and Business Services Centre. FoundationBusinessSupport@ecu.edu.au</p>
Telephone:	See above
Email address:	See above

8. APPROVAL HISTORY

Procedure approved by:	Senior Deputy Vice-Chancellor
Date procedure first approved:	5 May 2015
Date last modified:	20 October 2022
Revision history:	<p>20 October 2022: Significant change including, policy and procedure contact (from Academic Quality and Standards to Student Administration and Office of Development and Alumni Relations), approving authority (from Education Committee to the School), inclusion of principles around Donor management, and addition of annual reporting requirement to Education Committee. Also transferred to new Procedure template.</p> <p>13 August 2018: The procedure was updated with new hyperlinks.</p> <p>27 July 2018:</p>

	<p>Minor revision to reflect prize values, records and award process in the Academic Prizes Policy.</p> <p>13 December 2017: The procedure was re-drafted to reflect change in Academic Prizes Policy.</p> <p>6 April 2017: Minor revision to reflect changes to Education Committee.</p> <p>1 January 2016: The procedure was updated with new position titles and contact information following an academic organisation re-design.</p>
Next revision due:	20 October 2025
HPCM file reference:	SUB/19616