

 <b>BOND UNIVERSITY</b>	<b>RECOGNITION OF STUDENT ACHIEVEMENT POLICY</b>
Policy Owner	University Registrar
Contact Officer	University Registrar
Endorsement Authority	University Registrar
Date of Next Review	December 2023

### 1. PURPOSE AND OBJECTIVES

This Policy outlines rules and standards associated with the approval and distribution of scholastic prizes and medals, and recognition of academic excellence, within Bond University.

### 2. AUDIENCE AND APPLICATION

Existing Bond University students.

### 3. ROLES AND RESPONSIBILITIES

Role	Responsibility
University Council	<ul style="list-style-type: none"> <li>▪ Approves terms and conditions for prizes</li> </ul>
Vice Chancellor	<ul style="list-style-type: none"> <li>▪ May waive the requirements of this Policy as considered appropriate</li> <li>▪ Approves terms and conditions for medals</li> </ul>
University Registrar	<ul style="list-style-type: none"> <li>▪ Maintains the Schedule of Medals (clause 4.2)</li> </ul>
Faculty/Department	<ul style="list-style-type: none"> <li>▪ Submits proposals for medals to the Vice Chancellor</li> </ul>

### 4. POLICY STATEMENT

#### 4.1. Prizes

##### 4.1.1. Frequency of Prize Distribution

Prizes shall be awarded annually, except that, in accepting any bequest to fund a prize, the University reserves the right to vary the terms if the amount of funding available falls below the minimum amount approved for a prize by:

- offering the prize every two (2) years;
- using capital progressively to make up annual prize amount;
- combining the fund with another source of revenue;
- other approaches, as determined by the Vice Chancellor..

##### 4.1.2. Amount of Prizes

The minimum value for a prize shall be \$500. The University reserves the right to revise the minimum amount from time to time, provided that:

- twelve (12) months' notice of any increase is given to the donor;
- no donor who has undertaken to offer a prize for five (5) years will be expected to increase the amount during that period.

##### 4.1.3. Tenure of Prizes

A prize with the name of the donor attached is normally offered for a minimum period of five (5) calendar years.

A prize may be funded by annual donation, a sum of money to cover five (5) or more years of awards or a bequest from which the interest is available annually.

##### 4.1.4. Composition of Prizes

Prizes may take the form of:

- a cash award;
- books or a voucher to purchase same;
- equipment;
- software or audio-visual supplies relevant to the discipline for which the prize is offered;
- travel vouchers, accommodation in a University hall of residence or such other alternative as approved by the University Registrar;
- other forms approved by the University Registrar..

In addition, but not funded from the \$500 minimum, a medallion or other suitable inscribed memento provided by the donor may be awarded to the prize winner. The prize may be accompanied by an optional

offer of employment within a donor's organisation for a designated period either during or following the completion of the winner's course of study.

#### **4.1.5. Selection Criteria for Awarding Prizes**

A prize may be awarded to a student who has demonstrated the greatest proficiency in an individual subject or designated group of subjects which will normally be determined by one of the following measures:

- overall grade point average achieved over one (1) or two (2) full-time semesters;
- overall grade point average achieved in a designated group of not more than four (4) subjects over one (1) or two (2) full-time semesters;
- grade achieved in a designated subject;
- results achieved in a special project under terms and conditions approved by the University Registrar;
- cumulative grade point average over the duration of program of study.

#### **4.1.6. Exceptions for Awarding Prizes**

Prizes may not be awarded under the following conditions:

- no student may receive the same prize more than once, unless an exception is provided for in the Schedule with regard to a specific prize; and
- a student who has previously enrolled for a subject at Bond University (or a subject at another institution deemed by the selection panel to be an equivalent) is not eligible for consideration for a prize in that subject.

A prize shall not be awarded in any year if, in the opinion of the selection panel, there is no candidate of sufficient merit to justify an award. All matters relating to the award of a prize are subject to the overall authority of the University Council which reserves the right to vary regulations for serious cause at its discretion, having due regard, as far as possible, to the wishes of the donor.

## **4.2. Medals**

University medals are awarded to students and alumni in recognition of high achievement. A Schedule of approved Prizes and Medals is kept by the Office of the Registrar.

### **4.2.1. Establishment Process for a University Medal**

The Faculty must submit a brief proposal to the Vice Chancellor for approval which should include the following information:

- Purpose of the medal;
- Naming of the medal;
- Funding of the medal and all financial requirements;
- Guidelines for the award of the medal;
- Donor restrictions or exceptions to the awarding of the medal;
- Frequency of the medal;
- Medal design and size and material to be used in the manufacture.

### **4.2.2. Exceptions for Awarding Medals**

All matters relating to the award of a medal are subject to the overall authority of the Vice Chancellor who reserves the right to vary regulations for serious cause at their discretion, having due regard, as far as possible, to the wishes of the donor.

## **4.3. Academic Excellence**

### **4.3.1. Vice Chancellor's and Dean's Lists**

Exceptional students will be identified by the University and a noting recorded on their official academic records.

All subjects attempted in a semester are included in the calculation of the semester percentage. Students must have completed a minimum of 30 credit points value in graded subjects in the same program (this includes joint and double degree programs) each semester before they are considered for inclusion on the Dean's or Vice Chancellor's list.

Dean's and Vice Chancellor's lists are calculated once grades have been finalised for the semester. Students who achieve a semester percentage average between 82 and 84 per cent (inclusive) will be placed on the Dean's List for Academic Excellence. Students who achieve a semester percentage average greater than or equal to 85 per cent will be placed on the Vice Chancellor's List for Academic Excellence.

However:

- at the discretion of the Executive Dean or delegate, a student who has been found guilty of misconduct may not be eligible to be included on the Dean's List for Academic Excellence in the same semester that the academic misconduct occurred;
- at the discretion of the Vice Chancellor, a student who has been found guilty of misconduct may not be eligible to be included on the Vice Chancellor's List for Academic Excellence in the same semester that the academic misconduct occurred.

#### 4.3.2. First in Class Notations

The University allows the notation 'First in Class' to be placed on a student's academic record where the Faculty has identified a student's performance in a subject as warranting such an accolade.

'First in Class' notations will only be placed on a student's official academic record where certain conditions are met. These conditions include:

- the minimum grade for the award is High Distinction;
- there must be five (5) or more students enrolled in the subject, at the discretion of the Executive Dean of Faculty or delegate;
- 'First in Class' notations will not normally apply in subject enrolments such as Special Topics, Individual Studies, Work Experience, Work Integrated Learning subjects, Study Tours or Internships/Placement activities unless the Faculty advises Student Business Services that a ranking should be awarded;
- decisions are taken following finalisation of deferred examination results (cut-off date is Friday Week 2 for students taking deferred examinations to be eligible for the notation 'First in Class').

Where there is more than one student with the same mark, each student will receive the 'First in Class' notation on their transcript.

Faculties are responsible for advising Student Business Services of award recipients who have been included at the discretion of the Executive Dean of Faculty or delegate.

## 5. DEFINITIONS, TERMS, ACRONYMS

**Faculty** For the purposes of this Policy, includes:

Bond Business School  
 Faculty of Health Sciences & Medicine  
 Faculty of Law  
 Faculty of Society & Design  
 Bond University College  
 Transformation CoLab

**Medals** A commemorative award offered in recognition of outstanding scholastic achievement.

**Prizes** Cash or capital reward offered to students on an annual basis in recognition of high scholastic achievement.

## 6. RELATED DOCUMENTS

[Academic Integrity Policy](#)

[Academic Progress Policy](#)

Bond University Prizes and Medals Schedule (available from the Office of the Registrar)

[Student Code of Conduct Policy](#)

## 7. MODIFICATION HISTORY

Date	Sections	Source	Details
December 2022	4.3		V 5.1 Regulations to Policy change of name from Prizes and Medals Policy
30 August 2022		University Registrar	V 5 Deleted clause on Donor Restrictions on Prizes Deleted Attachment A Overview of BU Medals
5 June 2019			V4.1 Minor amendments only
26 May 2016	4.1.2 Amount of Prizes 4.1.5 Selection Criteria for Awarding Prizes	Director, Student Business Centre	V4 Changed min. value to \$500 Added: cumulative grade point average over the duration of program of study
6 Sept 2004			Date First Approved

**APPROVAL AUTHORITY:** Vice Chancellor