

PRIZES PROCEDURE

Approving Authority	General Manager	Approval Date of Last Revision	15 Dec 2022
Approval Date	15 Dec 2022	Effective Date of Last Revision	15 Dec 2022
Effective Date	15 Dec 2022	Review Date	31 Dec 2025
Document No	PRO18.1	Version	1.0
Parent Policy	Prizes Policy		
Policy Category	Operational		
Governing Authority	Council		
Responsible Officer	Head of School		
Related Documents	Prizes Policy Equity and Diversity Policy (and related Procedure) Higher Education Standards Framework (Threshold Standards) 2021 (TEQSA Act 2011) Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018		

** Unless otherwise indicated, this procedure will still apply beyond the review date.*

Contents

1. PURPOSE.....	2
2. SCOPE.....	2
3. ESTABLISHMENT OF A PRIZE	2
4. APPROVING AND AMENDING PRIZES.....	2
5. AWARDING A PRIZE.....	3
6. MONITORING AND CESSATION	3
7. DEFINITIONS.....	4
APPENDIX 1. Prize Proposal Sheet template	5

1. PURPOSE

1.1 The Prizes Procedure gives effect to the Adelaide Institute of Higher Education (AIHE) Prizes Policy.

2. SCOPE

2.1 The Prizes Procedure applies to all prizes awarded by AIHE. It applies to AIHE staff, students and graduates, including prospective students.

3. ESTABLISHMENT OF A PRIZE

3.1 Any person, group or organisation within or beyond AIHE may propose the establishment of a prize at AIHE. The following provisions will apply.

3.1.1 The rules and conditions attaching to a prize will ensure that:

- It is offered on the basis of acceptable academic and/or other criteria;
- Administrative procedures uphold the principles of equal opportunity, and
- The prize will be administered in a fair and proper manner.

3.1.2 The establishment of a prize, or amendment of the rules and conditions governing them, will be subject to the approval of the Academic Board on the recommendation of the General Manager or Head of School. The Academic Board will ensure that:

- the rules and conditions of the prize fulfil the criteria specified in Clause 3.1.1 above; and
- in establishing the prize, AIHE is not exposed to any unacceptable risk, financial or otherwise.

3.1.3 The Academic Board (or nominee) will ensure that the establishment of a prize is reported to the Council at the earliest opportunity.

3.1.4 If the rules or conditions of a prize or its name or value are unsuitable or become impractical, the Academic Board (or nominee) or the General Manager will consult with the person or donor who initiated its establishment and seek to have the problem addressed. If the matter cannot be resolved to the satisfaction of the AIHE, then General Manager may decide that the prize not be offered.

4. APPROVING AND AMENDING PRIZES

4.1 A proposal to establish a prize or to amend the rules and conditions governing a prize is to be submitted to the General Manager.

4.2 The General Manager will:

4.2.1 Ensure there has been consultation with, in the case of a prize funded by a gift or bequest, the donor and other relevant persons.

4.2.2 Once the rules or conditions governing the prize have been approved, notify the Academic Board and arrange for the prize to be established and the funds to be administered by AIHE.

4.3 Proposals for AIHE prizes must be submitted to the Academic Board or nominee having first been submitted for endorsement by the General Manager if the prize has monetary value.

4.4 A proposal will contain the following details:

- the name of the prize;
- the value or form of the prize (the total funds provided for initial establishment and the amount to be awarded in each instance);
- the frequency of its award and the maximum number of awardees who may receive the prize in any given year;
- the academic criteria or other criteria for the awarding of the prize;
- the process for deciding the outcome of a competition for a prize and the procedure for ranking or selecting awardees (where relevant); and
- any other conditions of award of the prize.

5. AWARDING A PRIZE

5.1 All students awarded a prize will be notified and provided with relevant information for receiving the prize.

5.2 The name of the successful awardee for a prize, and details of the prize may be published by AIHE once the prize has been accepted. Details of unsuccessful candidates will not normally be released. Other details will remain confidential unless the person involved has consented to them being published, except for purposes relating to the administration of the award.

5.3 Should a successful candidate be unable to receive their prize in person, AIHE will make suitable arrangements for the recipient to receive their prize.

5.4 A prize will not be awarded if there is no applicant of sufficient merit.

5.5 A prize will be awarded in any given year only if there are sufficient funds available to meet its cost. AIHE will not be responsible for funding a prize or scholarship established by an outside donor.

5.6 Confidentiality will be maintained about an applicant during the selection process and awarding of a prize, until such time as the award has been accepted or rejected.

6. MONITORING AND CESSATION

6.1 The General Manager is responsible for ensuring each prize is reviewed annually.

6.2 Prize monitoring may include but is not limited to:

- consideration of terms and conditions for the prize
- ongoing relevance and suitability of the prize with AIHE's values
- competitiveness and practicality of awarding the prize.

6.3 Prizes may be cancelled in accordance with the conditions provided in the terms and conditions of the prize (if stipulated) or as determined by Academic Board.

6.3.1 In the case of the cancellation of a prize funded by a gift or bequest, the respective third party is to be notified as soon as practically possible.

6.4 At least every two years, each prize is re-validated. The General Manager will review the current Prize Proposal Sheet and Prize Terms and Conditions, together with criteria in clause 6.2 above.

7. DEFINITIONS

7.1 See the AIHE Glossary of Terms for definitions.

Version Control

Version #	Date	Key changes
1.0	15/12/2022	Original policy and procedures approved by Council

APPENDIX 1. Prize Proposal Sheet template

AIHE PRIZE PROPOSAL	
Prize Name	
Rationale/Purpose/Background of the Prize	
Funding – include amount, source and terms of funding commitment	
Donor Details – where funds are to be provided by a donor/sponsor, include company/donor name, address, ABN (if applicable) and contact details	
Donor Liaison Contact – where funds are to be provided by a donor/sponsor include details of AIHE person responsible for maintaining communications and relations with the donor	
Award value, method of payment and number of awards to be offered per Study Period or Year	
Eligibility Criteria	
Selection Criteria	
Any Conditions of Prize – include details of what recipient must do to continue receiving the Award	
Selection/ Nomination Process	
Any other relevant matters	
Award Proposer	
Name:	Position:
Signed:	Date:
Approval of Establishment of Award	
Name:	Position:
Signed:	Date: