

THE COLLEGE AWARDS PROCEDURE

1. CONTEXT

- 1.1. This Procedure should be read in conjunction with The College Awards Policy ('Awards Policy').
- 1.2. New student awards may only be established by The College English Language Committee or The College Academic Pathway Programs Academic Committee making recommendations to The College Executive for approval.
- 1.3. All student awards must be established and administered consistently and transparently, and in accordance with the Awards Policy and this Procedure.
- 1.4. The following definitions apply to this Procedure:
 - 1.4.1. ELP means English Language Programs.
 - 1.4.2. APP means Academic Pathway Programs.
 - 1.4.3. Program Cohort means group of students enrolled in a specific program discipline area that are eligible to graduate.
 - 1.4.4. Graduating Cohort means the combined program cohorts that are eligible to graduate.

2. ELP AWARDS

ELP Excellence Award

- 2.1. Following the finalisation of student results in each teaching session, Support Services will identify the student with the highest mark from all students completing EAP5 in that session. In exceptional circumstances where two students share the highest overall mark, two awards may be issued.
- 2.2. Support Services will recommend the student to the Manager, ELP.
- 2.3. If approved, the Manager, ELP will advise the student(s) they have been awarded the Academic Excellence Award and that it will be presented at the end of program.
- 2.4. The award is a certificate.

ELP Academic Achievement Award

- 2.5. Following the finalisation of student grades in each teaching session, Support Services will identify the student with the highest mark from all students completing

EAP4 in that session. In exceptional circumstances where two students share the highest overall mark, two awards may be issued.

- 2.6. Support Services will recommend the student to the Manager, ELP.
- 2.7. If approved, the Manager, ELP will advise the student(s) that they have been awarded the Academic Excellence Award and that it will be presented at the end of program.
- 2.8. The award is a certificate.

ELP Academic Endeavour Award

- 2.9. On Friday of Week 7 of each teaching session, Support Services will invite teachers of EAP1-4 classes to nominate students for this award. Nominations will be open for five business days, closing on Friday of Week 8.
- 2.10. The nomination form will require teachers to ensure that students have attendance above 90% and that they have submitted all assessment tasks and homework activities.
- 2.11. After nominations close, Support Services will compile a list of nominees and provide it to the Manager, ELP.
- 2.12. The Manager, ELP will determine the award winner, noting that the recipient must not also be the Academic Achievement Award recipient. The Manager, ELP will advise the student that they have been awarded the Academic Endeavour Award and that it will be presented at the end of program.
- 2.13. The award is a certificate.

3. APP AWARDS

- 3.1. A Graduating Cohort list will identify students who became eligible to graduate in any teaching session that was completed in the preceding twelve months.

APP Medal

- 3.2. From the Graduating Cohort list, the students with the highest GPA across all Diploma programs, Associate Degree and Undergraduate Preparation Program (Extended 2 Term) will be identified. Students in an Undergraduate Certificates or Undergraduate Preparation Program (Accelerated 1 Term) are not eligible for this award as they complete fewer subjects.
- 3.3. Support Services will confirm that each identified student completed their program in minimum time, excluding any approved leave of absence.

- 3.4. Support Services will provide the list of students and their GPAs to the Director, APP.
- 3.5. The Director, APP will confirm the award recipient. If two or more students share the highest GPA, two or more APP Medals may be awarded.
- 3.6. Support Services will inform the student that they are to receive an award at the Student Awards event, if applicable.
- 3.7. The APP Medal will be engraved with the student's name and year of award, and will be presented with a certificate and small gift.

APP Inspiration Award

- 3.8. Three awards will be issued per program type per Academic Calendar.
- 3.9. Support Services will regularly invite teaching staff to nominate students for the APP Inspiration Award.
- 3.10. In accordance with the Awards Policy, nominations should be for students who have engaged with their studies despite facing barriers to learning as a result of disadvantage.
- 3.11. Once per year, Support Services will provide a list of all nominees to the Director, APP confirming that they are part of the Graduating Cohort and not recipients of any other award.
- 3.12. The Director, APP will determine the award winners.
- 3.13. Support Services will inform recipients that they are to receive an award at the Student Awards event, if applicable.
- 3.14. The award is a certificate.

APP First in Program Award

- 3.15. Support Services will identify the student with the highest GPA in each Program Cohort. For Diploma programs, the GPA calculation will only include the eight undergraduate level subjects completed.
- 3.16. Support Services will confirm that each identified student completed their program in minimum time, excluding any approved leave of absence.
- 3.17. Support Services will provide a list of students and their GPAs to the Director, APP.
- 3.18. The Director, APP will confirm the award recipients. If two or more students share the highest GPA, two or more awards may be issued.

- 3.19. Recipients are informed by Support Services that they are to receive an award at the Student Awards event, if applicable.
- 3.20. The award is a certificate. The First in Program Award for the Integrated Business program will be named the 'Vlad Krasjic Award for First in Program in Business.'

APP Award for Academic Merit

- 3.21. This procedure is the same as for the APP First in Program Award above (2.4) except that the students to be identified are those ranked second and third in their Program Cohort.
- 3.22. The award is a certificate.

APP Award for Academic Endeavour

- 3.23. Three awards will be issued per Program Cohort.
- 3.24. Support Services will regularly invite teaching staff to nominate students for the Academic Endeavour Award.
- 3.25. In accordance with the Awards Policy, teacher nominations should be for students who have:
 - 3.25.1. Displayed commendable academic progress and achievement;
 - 3.25.2. Demonstrated diligence and participation in academic activities; and
 - 3.25.3. Submitted all assessment tasks.
- 3.26. Support Services will provide a list of nominees to the Director, APP confirming that nominees are not recipients of any other award.
- 3.27. The Director, APP will determine the award winners.
- 3.28. Support Services will inform the students that they are to receive an award at the Student Awards event, if applicable.
- 3.29. The award is a certificate.

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STATUS AND DETAILS

Status	Current		
Version	1		
Effective Date	30 August 2023		
Review Date	30 August 2028		
Approval Authority	The College Senior Leadership Committee		
Governing Authority	English Language Committee and Academic Pathway Programs Academic Committee		
Endorsed by	English Language Committee and Academic Pathway Programs Academic Committee		
Unit Responsible	Director, English Language Centre and Director, Academic Pathways Program		
Enquiries Contact	Executive Director, Academic Studies E: a.mitri@westernsydney.edu.au		
Available On	SharePoint	<input checked="" type="checkbox"/>	Website <input checked="" type="checkbox"/>

Summary of Changes from Previous Version

This is a new Procedure, there are no previous versions.