



PRIZES POLICY

Approving Authority	AIHE Council	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 December 2025
Document No	PLO18	Version	1.0
Policy Category	Operational		
Governing Authority	Academic Board		
Responsible Officer	General Manager		
Related Documents	Academic Progress, Enrolment and Graduation Policy Equity and Diversity Policy Higher Education Standards Framework (Threshold Standards) 2021 (TEQSA Act 2011) Education Services for Overseas Students Act 2000 (ESOS Act) National Code of Practice for Providers of Education and Training to Overseas Students 2018		

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

Document Control

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

1. PURPOSE

1.1 The Prize Policy specifies the principles and framework for the establishment, awarding and management of Adelaide Institute of Higher Education (AIHE) prizes.

2. SCOPE

2.1 The Prize Policy applies to all prizes offered by AIHE. It applies to AIHE staff and students, including prospective students.

3. POLICY STATEMENT

3.1 The aim of AIHE prizes is to recognise the achievement and contributions of students and/or staff in, based on merit, access and equity criteria, in support of AIHE's strategic vision and directions.

4. PRINCIPLES

4.1 AIHE prizes:

- align with the strategic vision and directions of AIHE
- meet the academic standards of AIHE
- meet legal requirements and comply with Australian taxation requirements for income tax exemption for the recipient
- will be awarded on the basis of merit, access and equity criteria
- have transparent eligibility requirements and selection criteria
- have clear, specific objectives
- are sustainable to manage and monitor.

4.2 Each prize is governed by Terms and Conditions and documentation used in the establishment of the prize.

4.3 AIHE will use a fair and equitable selection process for awarding prizes.

5. RESPONSIBILITIES

5.1 Council is responsible for approving the Prizes Policy and monitoring its implementation.

5.2 Academic Board is responsible for approving the awarding of prizes.

5.2 The General Manager

- has overall responsibility for the establishment and management of prizes within AIHE, in consultation with the Head of School
- recommends the establishment, modification and disestablishment of all prizes offered within AIHE, ensuring each prize aligns with principles set out in the Prizes Policy and subject to funds being available
- ensures fair and equitable selection processes for the awarding of prizes applicants
- has responsibility for reviewing and revalidating each prize at least every two years.

5.3 The Academic Services Coordinator supports the General Manager in the establishment, management, review and revalidation of prizes.

5.4 The Head of School provides advice on the establishment and management of prizes within AIHE.

6. DEFINITIONS

6.1 See the AIHE Glossary of Terms for definitions.