



### Context and Purpose

The purpose of this Procedure is to outline the requirements and processes for establishing and managing research degree prizes.

This Procedure should be read in conjunction with Policy [AB-62: Research Degree Prizes](#).

### Responsibility

The Deputy Vice Chancellor: Research and Enterprise will ensure organisation-wide adherence to this Procedure.

### Confidentiality

All matters related to the awarding of research degree prizes must be managed, by all engaged in those processes, with due regard to the privacy of those involved.

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### Procedure

1. The Dean of Graduate Studies, in conjunction with Student and Academic Services, Advancement Services and Academic Units, is responsible for managing relationships with donors of prizes that are specific to research degree students and graduands, including recommending ways to formally acknowledge donations through naming of prizes (subject to conditions) and where appropriate, through publication in graduation ceremony booklets.
2. Each new prize will be formalised through a written agreement with the donor, detailing financial arrangements, selection criteria and other relevant considerations. All agreements are to comply with the Vice Chancellor's designations established by the University's Council.
3. The Dean of Graduate Studies, or delegate, will establish appropriate selection panels to determine the prize winner according to the prize documentation approved by Academic Board.
4. The Dean of Graduate Studies, or delegate, in conjunction with Student and Academic Services, Advancement Services and Academic Units, will be responsible, where applicable, for ensuring:
  - a. prize winners are advised of their award;
  - b. prize donors are advised of the outcome of the selection for that year;
  - c. awards are presented;
  - d. that any certification and/or gift and/or financial component is provided in a timely manner; and
  - e. where appropriate, publication of prizes are included in graduation ceremony booklets.
5. Student and Academic Services, and Academic Units where appropriate, will maintain a register of all prizes offered.

## Definitions

**Prize** is selected on academic merit and/or research excellence to acknowledge outstanding academic achievement in a course, group of courses or program, in accordance with the selection criteria. A prize may take the form of a certificate or letter of recognition, a plaque or medal, a subscription or membership, nominated items or monetary reward.

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## Related Documentation

[Policy AB-62: Research Degree Prizes](#)

- **Officer Responsible for Update and Review:** Deputy Vice Chancellor: Research and Enterprise
- **Approving Authority:** Academic Board
- **Commencement Date:** 1 April 2021
- **Review Date:** March 2024
- **History:** Clauses in this Procedure were previously referenced in Policy RES-21: Higher Degree by Research Prizes which has been replaced by Policy AB-62: Research Degree Prizes.