

RECOGNISING STUDENT EXCELLENCE POLICY

Document Name	ACAP_1_A_POL_Rec_Stu_Ex	
Date of Next Review	21 February 2022	
Approved by	Academic Board	19 February 2019
Responsible Person	Dean	
Related Documents	Assessment Policy and Procedure; Awards Issuance Policy	
References and Legislation	Tertiary Education Quality and Standards (TEQSA) Act 2011 (Cth); Higher Education Standards Framework (Threshold Standards) 2015; Education Services for Overseas Students Act 2000 (Cth); Education Services for Overseas Students Regulations 2001; National Vocational Education and Training Regulator Act 2011; Migration Act 1958 (Cth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; the Higher Education Support Act 2003 (Cth); Privacy Act 1988 (Cth)	

1. Purpose

The Australian College of Applied Psychology (ACAP) recognises student academic achievement through the award of various certificates, prizes and medals. These guidelines describe the different levels of recognition of student academic excellence, their criteria and the nature of award.

2. Scope

This policy applies to students enrolled in all ACAP courses. For the purposes of determining all student certificates of achievement, awards and related prizes, the measure of 'student academic excellence' used is normally students' cumulative Grade Point Average. There is provision to recognise service in various forms such as membership of formal committees and other activities considered by ACAP to contribute to student wellbeing and the standing of the College.

3. Definitions

Term	Definition
AQF	The Australian Qualifications Framework www.aqf.edu.au
<i>Credit Point</i>	A basic measure of study load in a unit. Individual units are will typically equate to six credit points each.
<i>Grade Point Average</i>	A numerical average result of all the grades achieved throughout a degree, calculated on seven-point scale https://www.acap.edu.au/current-students/managing-my-course/student-handbook/new-two-column-page/
<i>Award Course</i>	A structured sequence of study leading to the award of an AQF recognized qualification Level 5 and above, excluding VET Diplomas.

Term	Definition
<i>Unit</i>	A unit of study in a higher education award course or a unit of study, subject, module or unit of competency in a vocational education and training course or other discrete course.

4. Dean’s Honour Role

Following the release of results at the completion of a trimester, all undergraduate students who meet the following criteria will be entered onto the Dean’s Honour Role, who have:

- successfully completed at least 18 credit points of study during a trimester;
- achieved a Grade Point Average greater or equivalent to a Distinction average (GPA >=6.0) across all units of study completed during a trimester; and
- good academic and financial standing.

A student may be entered onto the Dean’s Honours Role in multiple trimesters. Each entry to the Dean’s Honour Roll will be recorded on the academic transcript.

5. Dean’s Prize for Outstanding Student Research

The Dean’s Prize for Outstanding Student Research will be awarded to the most outstanding research thesis or dissertation in the preceding calendar year in each program of study that includes an independent piece of student research.

The selection committee for the Prize will be comprised of:

- Chair, Research and Scholarship Committee (Chair)
- Chairs of Disciplines or their nominee

Nominations of potential recipients are made by January 31 each year by faculty of the relevant Disciplines. Nominees will be selected on the following criteria:

- quality of the thesis/dissertation, as noted by the examiners;
- publications or other outputs generated from thesis/dissertation; or
- potential impact or contribution of the thesis/dissertation to the well-being of the Australian community.

The Dean’s Prize for Outstanding Student Research is a prestigious award and may not be awarded in the event that there is no sufficiently meritorious candidate in a given year.

The Dean’s Prize for Outstanding Student Research recipient will receive a signed certificate and a pre-paid credit card up to the value of AUD500 in recognition of their achievement. Additionally, the recipient will be invited to present their research at the next ACAP Conference.

6. Graduation 'With Merit'

Graduands may graduate 'With Merit' from ACAP undergraduate degrees and postgraduate coursework degrees if they:

- are a graduand of either an undergraduate degree or postgraduate coursework degree;
- have completed at least half of the credit points required for the degree from which they are eligible to graduate at ACAP; and
- have achieved a Grade Point Average greater or equivalent to a GPA of 6.75 across all units of study completed at ACAP.

The award of 'With Merit' will be added to the testamur.

7. Awards and Prizes

Student nominees for the following awards and prizes in recognition of academic excellence are recommended by the Learning and Teaching Committee and approved by the Academic Board. The following awards and prizes will be issued upon graduation at each round of graduation ceremonies.

Students may be eligible for multiple awards and prizes subject to their meeting the relevant criteria for each award and/or prize as specified below.

7.1. Valedictorian

A Valedictorian per campus will be recognised upon graduation for the top ranking student (on the basis of Grade Point Average) across all degrees for which there is a graduating cohort from a campus. The Valedictorian may be either an undergraduate or a postgraduate student.

The Valedictorian will be selected as (i) the individual possessing the highest GPA across all units of study completed at ACAP; and (ii) have good academic and financial standing. In the case of a equal GPA the Campus Academic Manager will have a discretionary decision informed by number of inclusions on the Dean's Honour Roll and involvement in committees.

Valedictorian will be invited to speak on behalf of the graduating cohort at the graduation ceremony. At the graduation ceremony the valedictorian will be presented with a signed certificate and a pre-paid credit card up to the value of AUD250.

7.2. Course Graduate Awards

For each graduating cohort for each course, an award will be made to the graduate with the highest GPA. Only one course award will be made nationally for each course. The award will be titled:

- **[Course Name] Dux [Year of Graduation]**

Each recipient will be awarded a certificate to commemorate the achievement.

7.3. ACAP Medal

The ACAP Medal will be recognised upon graduation for the top ranking student (on the basis of Grade Point Average) across all degrees for which there is a graduating cohort. In the event that two or more students are identified as having identical highest Grade Point Averages, the student with the highest average mark overall will be awarded the ACAP Medal.

To be eligible for recognition as the ACAP Medalist, the student must:

- be a graduand of an undergraduate degree offered by ACAP of at least three years duration, or of a one to two year postgraduate coursework degree offered by ACAP;
- have achieved a Grade Point Average equivalent to at least a Distinction average (GPA ≥ 6.0) across all units of study completed at ACAP;
- have completed at ACAP at least half of the credit points required for the degree from which they are eligible to graduate; and
- have no academic or other encumbrances.

The ACAP Medalist will each receive a medal and a pre-paid credit card up to the value of AUD500 in recognition of their achievement.

Only one ACAP Medal will be issued nationally for each round of graduations.

8. Service Awards

Students who serve on a committee during their studies at ACAP will be recognised at graduation with the presentation of a certificate. Examples of service include but are not limited to membership of the Academic Board, membership of a Student Staff Consultative Committee or other formal committee or working group of ACAP.

9. Document Management Control

Date	Summary of Changes	Author
6 February 2019	New document	Dean / Provost