PRIZES PROJECT TEAM REPORT

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<td>Ms Sue Smurthwaite Convener Prizes Project Team</td>
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<td>Prizes Project Team</td>
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<td>Ms Sue Smurthwaite Convener Prizes Project Team</td>
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<td>Mr Peter Curtis, Registrar and Executive Director, Corporate Services</td>
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DOCUMENT APPROVAL

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<td>Mr Peter Curtis, Registrar and Executive Director, Corporate Services.</td>
<td>Peter Curtis</td>
<td>12th August 2014</td>
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1 Executive Summary

The Prizes Review was instigated to address a number of key issues, in particular that prizes at the University are:

- valued and acknowledge student academic achievement at the highest level;
- aligned with the University’s academic programs and strategic direction;
- administered efficiently and effectively.

The Prizes Review has been undertaken in three stages:

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<th>Timeline</th>
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<td>Stage One</td>
<td>Formulation of an Issues and Options Paper on the Prizes Policy Framework and Procedures at the University of Western Australia</td>
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<td>Stage Two</td>
<td>Dissemination and University-wide consideration of the issues and options and feedback formulated into a composite report</td>
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<td>Stage Three</td>
<td>Prizes Project Team established to analyse feedback and formulate a way forward for the University</td>
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The Review has been seen as an opportunity to bring about much needed change in the prizes domain by taking an holistic approach, reviewing each function and its impact on the overall process with a view to improving:

- the student experience;
- the donor experience; and
- the University’s governance and management experience.

The Prizes Project Team’s methodology for Stage Three (refer section 4) was underpinned by a comprehensive communication and consultation strategy involving stakeholders University-wide. Ownership of prize management and governance has been an important component of Stage Three and the intensive work undertaken by the Prizes Project Team has prompted a cultural change whereby all key stakeholders accept the need to share responsibility and work efficiently and effectively across boundaries.

Key issues and recommendations (refer section 5) focusses on the issues and options from Stage Two that had not received a consensus approach for the future and therefore required further clarification and consultation, with a view to improving the policy and administrative framework and technical support for prize management.

Eight key recommendations are included in this report, indicating level of priority, resource implications and required action for implementation.
2 Summary of Recommendations and Actions

The Prizes Project Team submits the following summary of recommendations and consequent actions as outcomes from its review:

**Recommendation 1 – University Policy**

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a) That the University approve the attached University Policy on Prizes (Appendix A).
b) That in approving the new policy, the Academic Council request the Senate to rescind Senate resolutions R375/95, that mandate current minimum value and duration, and R301/96 that delegates approval of multi-faculty prizes to the Legislative Committee.

**Action:**
- Consideration and endorsement by the Registrar and Executive Director, Corporate Services and the Deputy Vice-Chancellor (Education).
- Referral to the Academic Council for approval.
- Referral to the Senate for noting and request that, in light of the new University Policy on Prizes, that the Senate rescind resolutions R375/95 and R301/96.
- That the constitution of the Legislative Committee be amended to reflect changes in governance brought about by the new policy.

**Recommendation 2 – Establishment of a Prizes Unit**

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a) That a Prizes Unit be established within Student Administration, Student Services to provide central coordination of the University-wide prizes process.
b) That its role and responsibilities be as outlined in the attached document ‘Proposed Future Roles and Responsibilities for Key Stakeholders and Prizes Unit’ (Appendix B).
c) That appropriate resources, based on these roles and responsibilities, be provided in support of the new Prizes Unit.

**Action:**
- Deputy Vice-Chancellor (Education) and Director of Student Services to consider establishment and appropriate resourcing for a Prizes Unit to be established within Student Services.

**Recommendation 3 – Rescission of Statute 31**

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That a review of Statute 31 Scholarships and Prizes be undertaken, with a view to its rescission, so that the governance and management of both prizes and scholarships are appropriately governed by relevant University policy.

**Action:**
- Registrar and Executive Director, Corporate Services to instigate a review and possible rescission of Statute 31.
Recommendation 4 – Publication of Prizes

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**Recommendation 4 – Publication of Prizes**

a) That Marketing and Communications undertake a review of the publication of prize information, in particular the Scholarships, Prizes and Endowments (SPE) website with a view to developing a corporate approach that aligns with the external environment, in particular donor relationships and attracting top students.

b) That the publication of prizes may need to be supported by a database, to enable search capabilities, and that formulation of a database or development of Callista be further investigated by Student Services (Prizes Unit and Student Systems) to support the publishing of prize information once a marketing approach has been agreed.

**Action:**
- Deputy Vice-Chancellor (Community and Engagement) and the Director of Marketing and Communications to commission a review of the publication of prize information, in consultation with Student Services (Prizes Unit) within the context of the current SPE website, (in particular the impending demise of MySource Classic) and how to best market prizes to the University and external communities.
- Director of Student Services in consultation with Associate Directors of Student Administration and Student Systems, to consider resource implications and priorities associated with further development of Callista to accommodate the needs of the Prizes Unit and improved data management of prizes.

Recommendation 5 – University Level Prizes

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**Recommendation 5 – University Level Prizes**

That the University consider, via the Prizes Unit, introduction of University-level prizes that are highly prestigious, of monetary or non-monetary value to students for academic achievement at the highest level as part of a future marketing strategy.

**Action:**
- Director of Student Services in liaison with the Directors of Marketing and Communications and Development and Alumni Relations to instigate a review and possible development of University-level prizes, via the Prizes Unit in due course.

Recommendation 6 – Electronic Document Management System

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**Recommendation 6 – Electronic Document Management System**

a) That the future prizes process be underpinned by an electronic document management (EDM) system to ensure greater efficiency and effectiveness of the management of prizes.

b) That Information Governance Services formulate and implement EDM, in consultation with the Prizes Unit and other relevant stakeholders for the administration and management of prizes.

**Action:**
- Registrar and Executive Director, Corporate Services and Director of Information Governance Services to consider formulation and appropriate resourcing for an electronic document management system for the administration and management of prizes.
**Recommendation 7 – General Prizes Fund**

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That Development and Alumni Relations consider the establishment of a general prizes fund, supported from Centenary Campaign funds, to be used to establish new University-funded prizes and/or increase the value of permanent prizes that have, over time, diminished in value to less than the current minimum value.

**Action:**
- Director of Development and Alumni Relations to consider viability and capability of establishing a general prizes fund from Centenary Campaign funds, to support new University-funded prizes and/or top-up existing permanent prizes that continue to be offered at less than the current minimum value.

**Recommendation 8 – Electronic Funds Transfers**

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That electronic funds transfer (EFT) be implemented by Student Services (Prizes Unit and Student Systems) in consultation with Financial Services (Financial Applications Development and Treasury and Investments) for the provision of prize monies to prize recipients.

**Action:**
- Deputy Vice-Chancellor (Education) to consider in consultation with Chief Operating Officer appropriate resources to progress EFT.
3 Background

In 2012 the Registrar commissioned a review, undertaken by Academic Policy Services in consultation with stakeholders across the University, of the policy framework and processes associated with prizes. The review produced an Issues and Options Paper, which was disseminated University-wide in November 2012, and feedback on it sought. Faculties and divisions were encouraged to discuss within their constituencies the issues and options suggested and provide collective feedback on how the provision of prizes could be improved. Feedback was received from all stakeholders and a composite feedback report published in mid-2013. The report and feedback is available on the Prizes Website.

The next stage of the review commenced in June 2013 with the establishment of a Prizes Project Team, commissioned by the Registrar, to analyse the feedback and formulate a way forward for the University. The Prizes Project Team’s membership and terms of reference are attached (Appendix C).

Membership comprises representatives from all key stakeholders, including the faculties, Development and Alumni Relations, Information Governance Services, Academic Policy Services, Financial Services, Graduate Research and Scholarships Office, Boards of Studies, Marketing and Communications (Publications Unit), Student Administration and Student Systems.

The Prizes Project Team undertook its brief between June 2013 and July 2014. The following report details the Prizes Project Team's findings and recommendations.

4 Methodology

Activities
Three key activities were put in place during the review period:

4.1 Prizes Project Team

The Prizes Project Team (convened by Sue Smurthwaite, Director of Academic Policy Services) met approximately monthly and, at its inaugural meeting in July 2013, established four main categories for action:

- Formulation of a University-wide policy
- Formulation of streamlined and efficient procedures
- Improvements on existing practices
- Formulation of issues that require additional resources and are out of scope

The Prizes Project Team’s starting point was to categorise each of the review report’s 40 options into one of these categories and consider a way forward by each grouping within the context of the University-wide feedback. A summary of these categorisations, together with a brief outcomes statement for each option is attached titled ‘Prizes Policy Framework and Procedures – Summary of Options and Associated Outcomes’ (Appendix D).

4.2 Prizes Project Team Working Group

A Prizes Project Team Working Group (convened by Nicky Craig, Academic Policy Services) was established to consider in detail current procedures and undertake modelling of improved business flows under various scenarios that would improve the efficiency of the prizes process. This Working Group referred its recommendations to the Prizes Project Team.

4.3 Communications and Consultation Strategy

In acknowledgement that the functions of establishing and awarding of prizes crosses many boundaries within the University (evidenced by the comprehensive representation on the Prizes Project Team), a robust approach to ensuring appropriate communication and consultation was required. The following approaches were undertaken:
4.3.1 Faculties Prizes Working Group

The Faculties formulated a Faculties Prizes Working Group (convened by Jeneane Bilman, Faculty of Engineering, Computing and Mathematics) to collectively consider issues referred by the Prizes Project Team and feed into the Prizes Project Team’s deliberations via its convener. This Working Group comprised representatives from all the faculties.

4.3.2 Meeting representation and broad consultation

Each member of the Prizes Project Team committed to attending or sending a representative to each meeting and regularly consulted with their colleagues to ensure broad input from all related constituencies. This approach also encouraged ownership within related portfolios as the Prizes Project Team’s outcomes and recommendations evolved.

Further consultation was undertaken as required, including input from Convocation of UWA Graduates, Albany Centre, Academic Policies and Procedures Communication Group.

4.3.3 Revisitation of key issues from Stage Two

Additionally, where the Prizes Project Team considered a way forward that had received strong resistance to change from a number of stakeholders, as evidenced in the combined feedback report (Stage Two), those stakeholders were revisited and the proposal for change further discussed to encourage commitment to, and consequent uptake of, the Prizes Project Team’s recommendations.

For example:

Example 1:

The feedback report had not provided a clear way forward on future minimum values for prizes. Some faculties and divisions strongly supported a minimum of $1,000, others strongly supported no change to the existing $250 value. As such, the Project Team’s proposed minimum values, as detailed in the policy, were negotiated with the relevant Boards of Studies and faculties that supported a lesser value to seek a general consensus, and in some instances a compromise, on the proposed change. These negotiations were successful, in that the Project Team’s recommendations have, in principle, been endorsed by key stakeholders as part of the Project Team’s consultation and communication strategy.

Example 2:

Feedback on the governance and management of prizes into the future was again mixed, with no clear consensus for a way forward. For example, some faculties favoured a fully devolved approach (governance and management at the faculty level) whilst other faculties supported a wholly centralised approach. The Project Team formulated a recommendation to establish a new central Prizes Unit to coordinate prize management and its devolved governance by relevant boards. This mixed-mode approach was referred to the Faculties Prizes Working Group to ensure broad discussion and support within all the faculties (including Faculty Deans). In particular the possibility that resources may need to follow the shift in functions from faculties to the new central unit was referred to all Faculty Deans for endorsement. The recommendation regarding change to management and governance in this report is strongly supported by all faculties.

The aims of this consultative approach were twofold:

(i) to engender widespread support and input to the final recommendations whilst acknowledging that all feedback had been carefully considered; and

(ii) a ‘no surprises’ approach for the University community when the new policy and procedures are approved for implementation.
Documentation

Key documentation that underpinned the Review, accessible via the Prizes Website, included:

- Statute No. 31 Scholarships and Prizes.
- Senate Resolution 375/1995 relating to current minimum value and duration of a prize.
- An Issues and Options Paper on the Prizes Policy Framework and Procedures at the University of Western Australia.
- Combined feedback on the options presented in the Issues and Options Paper.

5 Key Issues

As a basis for its deliberations, the Prizes Project Team referred to the Issues and Options Paper, in particular the 40 options contained therein, and the University's feedback. The following key issues were considered:

5.1 Strategic Direction

There is an important place for prizes within the University as a means of recognising and rewarding outstanding academic achievement by its students and fostering partnerships with external donors. Beyond this broad acknowledgement, a specified strategic direction should be at the discretion of each faculty in line with their curriculum and discipline specific priorities, especially in light of the review of Cycle 2 courses and consequent increase in new course offerings. To assist faculties, the proposed new Prizes Unit and Development and Alumni Relations in formulating future priorities for new prizes, a process to enable gap analysis has been documented by the Prizes Project Team and is included in the resource package (Appendix E). Together with improved data management via Callista such analyses should be promoted as an integral part of the future of University prizes.

Additionally, the provision of University-wide highly prestigious (monetary or non-monetary) prizes that align with the University strategic direction, as detailed in the University's strategic plan, is supported in principle as a future opportunity for the Prizes Unit. However, this would be dependent upon appropriate resources being available and development of an appropriate marketing strategy (refer section 5.4 Publication and Marketing of Prize Information).

5.2 Minimum Values and Duration

This issue was widely debated, both within the Prizes Project Team and by relevant stakeholder constituencies. The starting point for the Prizes Project Team's deliberations was the current Senate Resolution (R375/95) whereby the minimum value is $250 and the minimum duration is five years. The Prizes Project Team was cognisant of the different opinions as to value and duration held by key stakeholders depending upon their association with prizes – students as the recipient, donors as the provider, relevant boards as the governing bodies and professional staff as the administrators.

Equity, consistency and cost/benefit were key issues. For example:

- Should a student who received a prize for academic achievement in one unit receive the same financial reward for academic achievement across a four year undergraduate course;
- Administration of a prize from establishment to awarding was quite extensive and took the same amount of resourcing whether the prize was $250 or $2,000;
- The duration of a prize, if the minimum value was too high, might inhibit donors.

As such, the Prizes Project Team aimed for an approach that would satisfy all key stakeholders and be sustainable into the future. In particular a range was deemed appropriate to acknowledge the different academic effort required to evidence outstanding achievement and has been incorporated into the proposed University Policy on Prizes (Appendix A).

5.3 Governance and Management

The governance and management of prizes is a complex issue. Interestingly, benchmarking with other universities regarding best practice in this area evidenced that its complexity is widely shared, predominantly because there is a wide range of stakeholders, often with competing needs. The Prizes
Project Team’s aim in this regard was to greatly improve the efficiency, effectiveness and in-kind cost of prize management whilst ensuring robust governance.

Three scenarios were considered by the Prizes Project Team, all of which were mapped and business flows provided (by the Prizes Project Team Working Group) so that the broad concept and the detail (wherein lies the devil!) could be considered.

The scenarios included:

Scenario 1: Devolved management (current practice with roles clarified) with devolved governance (existing relevant boards).

Scenario 2: Centrally coordinated management (via a new Prizes Unit) with devolved governance (existing relevant boards).

Scenario 3: Centrally coordinated management (via a new Prizes Unit) with centralised governance (new prizes committee).

Scenario 2 was strongly supported as the most effective and efficient way forward.

5.3.1 Governance of Prizes

The governance of prizes (authority to establish, amend or rescind) is a responsibility that should rest, by delegation of the Academic Board in accordance with Statute 31, with the appropriate local board – this includes the relevant Faculty Board or Boards of Studies, or the Board of the Graduate Research School, depending upon the course and level that comprises the prize conditions. For further efficiency, further appropriate delegations might be instigated by the relevant boards.

5.3.2 Management of Prizes – Prizes Unit

A partnership model, broadly coordinated by a new centrally established Prizes Unit, was agreed as the way forward for the future management of prizes, complemented by documented processes to ensure appropriate governance, management and the awarding of prizes.

It is important that those areas (including Development and Alumni Relations, Financial Services (Treasury and Investments), Student Administration and Student Systems) that have a key role in prize management and therefore expertise, continue to undertake their specialist functions, but it is equally important that an administrative ‘home’ for prizes be established to ensure compliance with policy and consistency of approach across the University.

An appropriate ‘home’ for this management task was addressed by the Prizes Project Team and a range of options considered. Prizes, a key role of which is to contribute to the student experience, are recommended as being best managed from within Student Services, in particular Student Administration, a section that already undertakes a pivotal administrative role in this process.

Once it was agreed to recommend that a Prizes Unit should be established, the Prizes Project Team participated in a workshop, facilitated by the convener of the Prizes Project Team, to clarify roles and responsibilities that would either remain with key stakeholders or would be best transferred to a new Prizes Unit. ‘Proposed Future Roles and Responsibilities for Key Stakeholders and Prizes Unit’ is at Appendix B. All Prizes Project Team members, in consultation with their respective constituencies, agreed that the activities outlined in this document provide the basis for the provision of additional resources or the transfer of resources to support establishment of a central Prizes Unit. The Prizes Project Team unanimously agreed that appropriate resourcing of a new Prizes Unit would be required.

5.3.3 Role of Legislative Committee

Furthermore, a key outcome of the Prizes Project Team’s process mapping is that the current process of ‘final drafting’ by the Legislative Committee is not adding adequate value to warrant its continuation, evidenced by an audit of changes made by the Legislative Committee during 2013, which were, in the main, minor and of an editorial nature. Broad oversight of consistency in drafting would be undertaken by the Prizes Unit, guided by standard wording and clauses for each category of prize (refer Appendix E). The Publications Unit also undertakes an editorial role, which would continue in the short term with the publication of prize information via the SPE. In the longer term, this would be
managed wholly within the Prizes Unit. As such, the Legislative Committee’s role should be removed from the prizes process and its constitution amended accordingly.

5.3.4 Statute 31

With the formulation of a University Policy on Prizes, together with the existing University Policy on Establishment and Award of Scholarships, the need for Statute 31 was questioned. With the establishment of these two specific policies, continuation of Statute 31 Scholarships and Prizes was deemed unnecessary.

**Recommendation 1**

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<td>c) That appropriate resources, based on these roles and responsibilities, be provided in support of the new Prizes Unit.</td>
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5.4 Publication and Marketing of Prize Information

There are currently two websites that provide information on prizes (not including faculty websites for faculty-specific prizes):
- Scholarships, Prizes and Endowments (SPE) website managed by the Publications Unit, Marketing and Communications. Prize conditions, listed by faculty, are available at this site.
- Governance – Prizes website managed by Academic Policy Services. This is an interim site established to provide easy access to the current policy framework for prizes whilst the Prize Review takes place.

Additionally, some unit outlines and handbook entries note that there are prizes for specific units, but this is not consistently applied, or necessarily desired. Furthermore, the future of the SPE is not sustainable as it is published via MySource Classic. A new system needs to be built to publish it to MySource Matrix or it needs to be replaced entirely by a customised publishing system. In this regard, some lessons learnt from the scholarships database and website might be beneficial. The publication of prize information was originally researched and options for improvement (Options 37 and 38) included in the Issues and Options Paper.
The Prizes Project Team agrees that a different approach in publishing prize information is timely, and further consideration of associated issues warranted, such as:

- What prize information should be published and who is the audience?
- What impact is the University seeking with the publication of prize information?
- How should published prize information be managed, for example should it be searchable by faculty, donor, unit, course etc.
- Should there be University-level highly prestigious prizes (refer Issues and Options Paper - Option 4) that could underpin both the University’s broad strategic direction, but also be a significant marketing opportunity?

A different approach would require additional resources which may, or may not, be available. Additionally, the new Prizes Unit would have a pivotal role in these deliberations and the development of such a database and web presence. As such, the Prizes Project Team has provided a short-term and a long-term approach to publication of prize information.

5.4.1 Short-Term

The Publications Unit will continue to publish prize information via the SPE website, on advice from the proposed Prizes Unit following appropriate governance. At present this process involves copying and pasting from Word documents and, although not ideal, can continue in the short term.

With the establishment of a new Prizes Unit, it is also anticipated that the prize data uploaded into Callista will be greatly improved and kept current. It has been flagged by Student Systems that publishing of prize conditions could be managed via Callista and such an approach will be considered and progressed by Student Systems and the Prizes Unit as priorities and resources allow.

5.4.2 Long-Term

The prizes portfolio would benefit from a corporate approach to publishing and marketing information associated with prizes (and possibly scholarships and endowments) that aligns with the external environment, in particular donor relationships and attracting top students. An holistic review is recommended, which would best be undertaken by Marketing and Communications, especially with the impending demise of the SPE website changes will be required. The review would need to be undertaken in consultation with the Prizes Unit, hence this is a review that should be undertaken in 2015.

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5.5 Process Mapping
As noted in Governance and Management (section 5.3), process mapping was undertaken by the Prizes Project Team Working Group for the three different scenarios. Once an appropriate way forward had been agreed by the Prizes Project Team, this mapping was further refined. Key drivers were:

- Clarity on governance versus management;
- Simplified and shorter processes, coordinated by the Prizes Unit;
- Incorporation of all key requirements based on specialist functions.

A number of the processes are incorporated into the proposed policy, others that are not specifically linked to the policy have been put together as a resource package for use by all stakeholders, in particular to guide the new Prizes Unit (refer Appendix E).

5.6 Improved Management
Improved prize management is vital, as indicated in the Issues and Options Paper. The Prizes Project Team reviewed and categorised these issues as either 'wish list' whereby improvements, although aspirational, required additional resources, or ‘recovery’ in which the Prizes Project Team ensured that administrative processes were improved immediately, where resources permitted, to ensure greater efficiency. Key improvements are as follows:

5.6.1 Information Management (Electronic Document Management)
Early in the review process the Prizes Project Team considered and strongly supported the implementation of an electronic document management system to underpin the prizes process. As such the Director of Information Governance Services, Justine McDermott, provided a report on the viability of implementing TRIM’s Electronic Document Management (EDM) functionality for the prizes process, bearing in mind that EDM had been established for the scholarship process and had begun yielding business benefits since its inception in March 2013. Although the governance and management of prizes involved similar processes to scholarships, there were differences that would impact on the successful delivery of an EDM solution. The primary consideration was the higher level of faculty engagement in the process.

The Prizes Project Team supported implementation of EDM, noting that a Project Manager would be required to manage the process across a six month timeframe. The Director of Information Governance Services confirmed that implementation of such a process could be accommodated by Information Governance Services in the latter part of 2014.

<table>
<thead>
<tr>
<th>Recommendation 6</th>
<th>IMMEDIATE</th>
<th>MID-TERM</th>
<th>LONGER-TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)</td>
<td>That the future prizes process be underpinned by an electronic document management (EDM) system to ensure greater efficiency and effectiveness of the management of prizes.</td>
<td></td>
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</tr>
<tr>
<td>b)</td>
<td>That Information Governance Services formulate and implement EDM, in consultation with the prizes unit and other relevant stakeholders for the administration and management of prizes.</td>
<td></td>
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</tr>
</tbody>
</table>

5.6.2 Financial Management
A number of issues were raised in the Issues and Options Paper (Options 24-28) and revisited by the Prizes Project Team to see where immediate improvements could be made (refer Appendix D), or future improvements within existing resources, in particular by policy clarification (refer Policy Clause 4).

Existing Permanent Prizes
One of the key issues that requires ongoing recovery work, carefully managed by Development and Alumni Relations in consultation with the faculties and Treasury and Investment, is to review all existing permanent prizes that fall below the current and proposed new minimum values with a view to increasing the value, amalgamating or rescinding the prize where this action does not contravene the express wishes of the donor. This is a resource intensive process, which will continue over the next few years.
To ensure that this issue is not compounded into the future, Development and Alumni Relations and Treasury and Investment will work together to manage capital funds in accordance with the University Policy on Investment and, where possible, provide the University with flexibility to discontinue the prize by way of rescission, combine the prize with another prize and recognise all donors, or top-up the funding from other sources (refer Policy Clause 4.5). Furthermore, when reviewing the minimum values and duration of new prizes into the future, consideration of the financial and sustainability impact on existing and future permanent capital items should be considered (refer Policy Schedule 1).

As suggested in the Issues and Options Paper (Option 16), the concept of a general prizes fund to provide top-up funds or establish new University-funded prizes was supported, but acknowledged as an item requiring additional resourcing.

**Recommendation 7**

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<th>IMMEDIATE</th>
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<tbody>
<tr>
<td><strong>That Development and Alumni Relations consider the establishment of a general prizes fund, supported from Centenary Campaign funds, to be used to establish new University-funded prizes or increase the value of permanent prizes that have, over time, diminished in value to less than the current minimum value.</strong></td>
<td></td>
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</tr>
</tbody>
</table>

**Electronic Funds Transfer for Payment of Prizes**

The option of electronic funds transfer (EFT) of prize monies to prize recipients was investigated. Treasury and Investment, working with Student Systems and Student Administration (future prizes unit), confirm that EFT is viable but requires further work to effect the change and would therefore require additional resources to make this a priority. The Prizes Project Team recommends that implementation of EFT of prize monies to prize recipients is an efficient way forward and should be funded to enable this change to take place as soon as possible.

**Recommendation 8**

<table>
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<tr>
<th>IMMEDIATE</th>
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<tbody>
<tr>
<td><strong>That electronic funds transfer (EFT) be implemented by Student Services (Prizes Unit and Student Systems) in consultation with Financial Services (Financial Applications Development and Treasury and Investments) for the provision of prize monies to prize recipients.</strong></td>
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</tr>
</tbody>
</table>

5.6.3 Data Management

As noted in the Issues and Options Paper, there is no definitive source for prizes information to which all stakeholders can access (Options 33 – 36). The current different sources (Raisers Edge, TRIM, Callista, faculty worksheets, etc.) serve different purposes and at different times. However, improved use of Callista, which has prize data functionality, was considered an appropriate system to underpin structured data, and continued use of TRIM to underpin unstructured data was deemed desirable.

An upgraded version of Raisers Edge (management of donor-related data) was being progressed by Development and Alumni Relations and would, as is normal practice, need to ensure compatibility with other University data management systems (including Callista and TRIM). Some improvements to the prizes data in Callista have already been implemented (Refer Appendix D), and implementation of an Electronic Document Management system (EDM) will ensure appropriate use of TRIM for unstructured data (refer section 5.6.1).

5.7 Development of Resources

Consistency of approach across the University with regard to prize establishment, award and rescission is supported. In addition to a University-wide policy and documented procedures (Appendix A), the Prizes Project Team also formulated some resources to assist the new prizes unit and other key stakeholders into the future.

These resources (Appendix E) include:

- Business flows for:
  - Establishment of Prizes
  - Awarding of Prizes
  - Amendment of Prizes
  - Rescission of Prizes
Where relevant these business flows have been embedded in the proposed policy. Additionally, it is intended that they provide a starting point for Information Governance Services for the development and implementation of the electronic document management system.

- Samples of prize award certificates – these will be considered by the Prizes Unit, in liaison with the faculties, to formulate a standard prize award certificate.

- Prize proposal template for new prizes.

- Prize conditions template for new prizes.

- Samples of standard clauses and wording for prize conditions for the following prize categories

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Postgraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>o Honours degree courses</td>
<td>o Degree courses, diplomas, certificates</td>
</tr>
<tr>
<td>o Pass degree courses</td>
<td>o Theses or dissertations</td>
</tr>
<tr>
<td>o Majors (including specialisations)</td>
<td>o Specialisations</td>
</tr>
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<td>o Dissertations</td>
<td>o Groups of units</td>
</tr>
<tr>
<td>o Groups of units</td>
<td>o Units</td>
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<td>o Units</td>
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</tr>
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</table>

6 Conclusion

The Prize Review has been a comprehensive and highly consultative process leading to a report that provides recommendations for improvement, clarity on consequent actions required and commentary on resource implications and, where possible, possible sources for these additional funds.

7 Appendices

Appendix A – University Policy on Prizes
Appendix B - Proposed Future Roles and Responsibilities for Key Stakeholders and Prize Unit
Appendix C - Prizes Project Team – Membership and Terms of Reference
Appendix D - Prizes Policy Framework and Procedures – Summary of Options and Associated Outcomes
Appendix E - Resource Package

Sue Smurthwaite
Convener
Prizes Project Team

8th August 2014
This cover sheet must be completed and attached to all categories of policies as defined below.

SECTION 1 – TO BE COMPLETED BY THE POLICY PROPOSER

Complete ALL of this section:

<table>
<thead>
<tr>
<th>Proposed University Policy On:</th>
<th>Prizes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trim File Reference:</td>
<td></td>
</tr>
<tr>
<td>Identify the Committees that this Policy needs to be presented for consideration, endorsement or approval</td>
<td>Academic Council</td>
</tr>
<tr>
<td>Proposed time-line for approval process via the Committee system.</td>
<td>September/October 2014</td>
</tr>
</tbody>
</table>

All University Policies must be submitted on the University Policies template and instructions are available on the web at: http://www.universitypolicies.uwa.edu.au/policy_writers/policy_template

Complete ONE of the following parts A, B, C or D:

**PART A – for a new policy ONLY**

| Provide a brief background to the creation of this policy including reference to the particular committee resolution, if relevant, that provides the mandate for its creation | Review of Prizes instigated in 2012 by the Registrar. Issues and Options Paper formulated and disseminated in 2013. University-wide feedback sought – refer http://www.governance.uwa.edu.au/procedures/prizes. Prizes project team established to formulate University policy, and procedures. |
| List and/or provide links of relevant papers, or sections therein that provide detailed context for the creation of the new policy | Statute 31; Senate Resolution 375/1995; Issues and Options Paper on the Prizes Policy Framework and Procedures at the University of Western Australia; Combined feedback on the options presented in the Issues and Options Paper. |
| Provide a list of issues that the drafter should consider when developing a first draft of the new policy | Issues as detailed in the Issues and Options Paper at http://www.governance.uwa.edu.au/procedures/prizes |
| Provide names of at least three senior University staff (reference group) who can answer questions and offer guidance in the development of the new policy | Registrar, Director, Academic Policy Services, Prizes Project Team |
| Date first draft required | Mid-2014 |

**PART B – for a revision of an existing policy ONLY**

| State title of the existing policy and provide the appropriate web-link and policy number (as allocated on the University’s Policies website) |  |
| Provide a brief background and the particular committee resolution, where relevant, that provides the mandate for its revision. |  |
| List and/or provide links of relevant papers, or sections therein that provide detailed context for the revision |  |
| Provide a list of issues that the drafter should consider when developing a first draft of the new policy |  |
| Provide names of at least three senior University staff (reference group) who can answer questions and offer guidance in the development of the new policy |  |
| Date first draft required |  |
PART C – for a policy that is replacing an existing rule ONLY

State rule number(s)  

Date first draft required

PART D – for an approved policy that has been reformatted into the required University Policies template ONLY

Note 1: The approved policy must be formally approved and be available on the University Policies website.

Note 2: The reformating includes changes only to title, layout, introductory purpose statement, BUT NO CHANGE TO CONTENT OF POLICY.

Note 3: Once reformatted, the policy will need to be reloaded onto the University Policies website (http://www.universitypolicies.uwa.edu.au/page/117111) with the existing policy number.

Note 4: Please complete the table below and forward the following documents electronically to Ms Lidia Cuoco, Administrative Officer, Academic Policy Services – Email: lidia.cuoco@uwa.edu.au:

- Completed University Policy cover sheet
- Copy of the reformatted University Policy on the University Policies template

Academic Policy Services will, as part of the New Courses 2012 Policies Project, upload reformatted academic policies as an interim measure. With effect from 2012, reformatted policies will, as is normally the case, need to be uploaded by the administrative division responsible for the policy.

State

- title of existing policy / guidelines;
- University Policy Number; and
- web-link

Date reformatting finalised and sent to Academic Policy Services

SECTION 2 – TO BE COMPLETED BY THE POLICY DRAFTER AND SUBSEQUENT OFFICERS IN THE FORMAL APPROVAL PROCESS:

DOCUMENT MODIFICATION HISTORY

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Primary Author(s) (name and position)</th>
<th>Description of Version</th>
<th>Date Completed</th>
<th>Provided To</th>
</tr>
</thead>
<tbody>
<tr>
<td>V0.1-0.11</td>
<td>Sue Smurthwaite, Director, Academic Policy Services</td>
<td>Initial draft policies</td>
<td>Mid-2013 to Mid-2014</td>
<td>Prizes Project Team</td>
</tr>
<tr>
<td>V1.0</td>
<td>Sue Smurthwaite, Director, Academic Policy Services</td>
<td>Proposed Policy – incorporated in Prizes Project Team Report</td>
<td>8th August 2014</td>
<td>Registrar and Executive Director, Corporate Services</td>
</tr>
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</table>

DOCUMENT APPROVAL

<table>
<thead>
<tr>
<th>Approved By (Academic Council/ Senate / Vice-Chancellor)</th>
<th>Resolution Number (if applicable)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Council</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*A University Policy can only be approved by the Senate, Academic Board/Council, Vice-Chancellor or other members of the Executive to whom the Vice-Chancellor has delegated responsibility for a particular portfolio. Following this University approved process, University Policies must be promulgated by way of the Universities Policies website (http://www.universitypolicies.uwa.edu.au/page/117111), which is the University’s definitive source for University-wide policies.*
The University of Western Australia

University Policy on: Prizes

Purpose of the policy and summary of issues it addresses:

This policy defines a prize and sets out the principles, standards and requirements associated with the establishment, administration and awarding of prizes for academic achievement within the University.

The purpose of this policy is to ensure that a consistent, transparent and equitable mechanism is provided for regulating all new prizes established on and from the commencement of this policy. Wherever possible, all pre-existing prizes must be amended to fully comply with this policy following their next review.

This policy should be read in conjunction with related University policies and legislation listed below.

Definitions:

In this policy and any associated procedures, the University means The University of Western Australia.

prize means a sum of money or a specified article awarded to a student, normally for academic achievement while studying for a degree, diploma or certificate of the University.

Statute 31 is made by the Senate and approved by the Governor under Part 7 of the University of Western Australia Act 1911.

relevant board(s) means a board of the University relevant to the case in point. The relevant board(s) may include a position or a body of people with authority to carry out the function concerned.

Policy statement:

1 General principles

1.1 Prizes are established within the context of the University’s Mission and strategic directions.

1.2 The University strongly supports the provision of prizes and is committed to maximising opportunities for recognising and rewarding outstanding academic achievements by its students and to fostering partnerships with external donors.

1.3 Prizes are established and awarded in accordance with Statute 31.

1.4 In accordance with Statute 31, a prize is only granted for work which has been done by a student as part of a course for a degree, diploma or certificate at the University and, unless the Academic Board resolves otherwise, on the basis of academic achievement.

1.5 In accordance with the University Charter of Student Rights and Responsibilities, prize winners are expected to adhere to the principles of ethical scholarship and academic integrity during the course of their studies;

2 Donors

2.1 In relation to a prize being established as a result of a donation or bequest, the University:

2.1.1 ensures that donors are aware of the contents of this policy;

2.1.2 ensures that donors are aware of the relevant conditions which govern specific prizes;

2.1.3 may negotiate specific conditions with donors in accordance with the University’s legislative framework (including Statute 31, this policy and other relevant policies, relevant statutes, regulations and rules of the University);
recognises the generosity of donors in supporting prizes and the importance of stewarding these relationships for the University and will acknowledge donors through:
(a) naming opportunities where requested;
(b) relevant print and online publications;
(c) invitations to prize giving ceremonies and other stewardship events; and
(d) formal notification of prize recipients to the donors.
2.1.5 advises donors that it is not normally possible for donors to participate in selection committees for prizes, where such committees exist.

3 Establishment, amendment and rescission of prizes

3.1 The establishment of a prize requires:
3.1.1 clear, equitable and transparent selection criteria;
3.1.2 compliance with relevant policies and legislation; and
3.1.3 approval by the relevant board or formal delegate before it is awarded.

3.2 Specific prize conditions are not exclusive to any one donor and may be replicated for different prizes, at the discretion of the relevant board.

3.3 Undergraduate degree prizes are awarded for:
3.3.1 honours degree courses;
3.3.2 pass degree courses;
3.3.3 majors (including specialisations);
3.3.4 dissertations;
3.3.5 groups of units; or
3.3.6 units;

3.4 Postgraduate degree, diploma or certificate prizes are awarded for:
3.4.1 degree courses, diplomas and certificates;
3.4.2 theses or dissertations;
3.4.3 specialisations;
3.4.4 groups of units; or
3.4.5 units;

3.5 Establishment of new prizes, amendment to and rescission of existing prizes must be approved by the relevant board no later than 20 December of the current student cohort year.

Procedures:
Process Chart 1 - Prize Establishment.
Process Chart 2.1 – Prize Amendment (Consequential)
Process Chart 2.2 – Prize Amendment (Non-Consequential)
Process Chart 3.1 – Prize Rescission (Consequential)
Process Chart 3.2 – Prize Rescission (Donor Instigated)

3.6 Following rescission of a prize by the relevant board, any unspent funds are appropriately disbursed in accordance with University policy and legal commitments to the donor.

Procedure
Disbursement of funds associated with rescinded prizes are determined by the Prizes Unit, Student Administration in liaison with Development and Alumni Relations and Treasury and Investment.

4 Type, tenure and value of prizes

4.1 Monetary-based prizes are of the following types:
4.1.1 Endowed prizes where the annual distribution from the capital provides the prize monies;
4.1.2 Reducing capital prizes where both the capital and any investment income provides for the prize monies for a period of not less than five years;
4.1.3 Annually funded prizes where an annual financial commitment has been made for a specified period of not less than five years; and
4.1.4 Transferable items with a monetary value that are intended for exchange for another item (for example a book voucher).

4.2 Non-monetary prizes are non-transferable items that become the property of the recipient and must have a unique element of prestige (for example a medal, trophy or framed certificate).

4.3 The minimum values for new monetary-based prizes and duration for all new prizes are in accordance with Schedule 1, which is reviewed by the Deputy Vice-Chancellor (Education) every five years.

Schedule 1

Minimum Values
1. Units or groups of up to 4 units - $500
2. Major sequences (including specialisations), dissertations, theses, postgraduate specialisations, certificates - $1000
3. Honours degree courses, pass degree courses, diplomas - $1500

Rounding
Where necessary, the value of prizes should be rounded down to the nearest $100 whilst ensuring that the minimum value is retained.

Minimum duration
5 years

Guidance for Review
When reviewing the minimum values and duration of new prizes, the following issues are considered:
1. The financial and sustainability impact on existing and future permanent capital items.
2. The real value of the award in relation to inflation (CPI) increments
3. The defined spending policies as outlined in the University Policy on Investment.
4. The total cost borne by the donor, bearing in mind the minimum duration for a prize.
5. The difference in values should be broadly commensurate with the required academic learning at the various levels.

4.4 In exceptional circumstances, on the recommendation of the Deputy Vice-Chancellor (Education), the relevant board or formal delegate may approve the establishment of a new prize at less than the minimum value or duration.

4.5 Where an endowed prize no longer meets the University's strategic direction or required minimum value, the relevant board(s) or formal delegate(s), where practical and permitted by policies and legal documentation, may, in liaison with Development and Alumni Relations:
4.5.1 discontinue the prize by way of rescission;
4.5.2 combine the prize with another prize(s) and recognise all donors; or
4.5.3 top-up the funding from other sources.

5 Conditions and criteria for selection and award

5.1 Selection criteria are objectively demonstrable and easily assessable to the extent that the process for selecting a prize recipient warrants little or no intervention from a selection committee.

5.2 Prizes are governed by conditions (prize specific and general) rather than regulations.

5.3 In addition to prize specific conditions, the following general conditions apply:
5.3.1 Notwithstanding that a candidate meets the criteria, a prize is awarded only if, in the opinion of the person or persons responsible for the selection of the awardee, there is a candidate of sufficient merit.
5.3.2 Unless a testator (for bequests) or donor of the funds from which the prize is funded has expressly directed otherwise—
   (a) a prize is granted annually, where funding permits;
   (b) a prize is not granted to the same student twice; and
(c) where the offer of a prize lapses or is not granted for any reason, the unused prize money is either:
(i) For endowed prizes, recapitalised in accordance with Statue 31, having regard to the University Policy on Investment and any other external conditions or mandates; or
(ii) For non-permanent prizes, such as reducing capital (4.1.2) or annually funded (4.1.3), the funds are held-over to the following year.

5.3.3 The offer of a prize lapses if it is not claimed by the recipient within 12 months of the prize being declared.

5.3.4 Where two or more candidates tie for a monetary prize the prize is shared, unless the prize specific conditions indicate otherwise.

5.4 All prizes specify the criteria, which are set out in the prize specific conditions, for awarding the prize.

5.5 The University makes prize specific conditions available on its website after approval by the relevant board or formal delegate.

6 Governance and Administration
6.1 By delegation of the Academic Board, establishment, amendment or rescission of prizes is by the relevant board or formal delegate.

<table>
<thead>
<tr>
<th>Procedure</th>
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<tbody>
<tr>
<td>The relevant board for establishment, amendment or rescission of prizes is as follows:</td>
</tr>
<tr>
<td>1. Undergraduate prizes for unit(s), dissertations and majors (including specialisations) are by resolution of the relevant Faculty Board or approval by the Faculty Board’s delegate as detailed in the Faculty’s governance document</td>
</tr>
<tr>
<td>2. Undergraduate prizes for pass or honours degree courses are by resolution of the relevant Board of Studies or approval by the Faculty Board’s delegate as detailed in the Faculty’s governance document</td>
</tr>
<tr>
<td>3. Postgraduate prizes for unit(s), theses, dissertations, specialisations or degree courses are by resolution of the relevant Faculty Board or approval by the Faculty Board’s delegate as detailed in the Faculty’s governance document</td>
</tr>
<tr>
<td>4. Higher Degree by Research prizes are by resolution of the Board of the Graduate Research School or approval by the Board’s delegate as detailed in the Board’s constitution</td>
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</table>

6.2 Prize recipients are selected by the relevant board or formal delegate.

<table>
<thead>
<tr>
<th>Procedure</th>
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<tbody>
<tr>
<td>Process Chart 4 – Determining Prize Recipient</td>
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</table>

6.3 University-wide coordination of the establishment, amendment, rescission and awarding of prizes is undertaken by a centrally located Prizes Unit in consultation with key stakeholders.

**Related forms:** (Link)

<table>
<thead>
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<th>Policy No:</th>
<th>Approving body or position:</th>
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<tr>
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<td>Date this version of policy approved:</td>
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<td>Date policy to be reviewed:</td>
<td>Date this version of procedures approved:</td>
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<tr>
<td>Related Policies or legislation:</td>
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<tr>
<td>University Policy on Charitable Gift Acceptance</td>
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<td>University Policy on UWA Bequests</td>
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<td>University Policy on Investment</td>
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<td>Code of Practice for Australian University Philanthropy</td>
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<tr>
<td>Statute No. 31 Scholarships and Prizes</td>
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<tr>
<td>Trustees Act, Part II</td>
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</table>
Process Chart 1 – Prize establishment

Governance

Faculty Board (FAO or EO)
- PG degree courses, diplomas and certificates
- specialisations
- groups of units (UG/PG)

Board of Studies (EO or Chair)
- honours degree courses
- pass degree courses

Scholarships Committee (EO or Chair)
(Co-currently Robert Street Award and JA Woods Awards)

Board of GRS (EO or Chair)
- PhD level

Management

DAR
Seeks any clarification

Completes prize template

Prizes Unit
Drafts conditions

Obtains relevant board approval to establish prize

Opens TRIM file

Trim File 2 (Prizes file)
electronic

Notifies

Opens PG and notifies

Updates:
- Callista
- Publishes to the web (TBD)

T&I to attribute PG and confirm

DAR

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Appendix A8
**consequential amendments** - normally those that follow inevitably from a previous change that has been approved through the appropriate channels and about which there can be no dispute, such as the change of title of an officer or administrative area of the University.

---

1. For the purposes of this process ‘authoritative source’ is the prior decision leading to the consequential change. For example, Senate resolution changing the name of a Faculty.
Process Chart 2.2 – Prize Amendment (Non-Consequential)

Non-consequential - All other amendments, including any change to the value of a prize, and are generally donor-related.

Donor

- DAR/Faculty/Relevant Board EO identifies the need for a consequential amendment and provides proposed track changed prize conditions

T&I consulted if changes to value or a permanent to non-permanent prize (or visa versa)

Prizes Unit

- updates
- actions
- As necessary: Open a new PG, transfers balances from old to new PG, closure of old PG

DAR notifies T&I for information (T&I to attribute PG and confirm as necessary)

Obtains relevant Board approval

Donor identifies the need for a consequential amendment and provides proposed track changed prize conditions

Prizes Unit notifies T&I consulted if changes to value or a permanent to non-permanent prize (or visa versa)

Prizes Unit updates:
- Callista Publishes to the web (TBD)
- Trim Prizes file

T&I for information (T&I to attribute PG and confirm as necessary)

Prizes Project Team Report - 8th August 2014
Updates:
- Check with T&I - Call DAR
- Pub web
- TRIM Prizes file

Check with T&I regarding any unexpended funds

Examples:
- Transitioning of units/prizes for units being taught out
- A permanent or non-permanent prize can no longer be offered due to the following and the Donor does not want to continue
  A) rescission of a course
  B) deletion/change of a unit
  C) reduced prize value

Faculty Board (FAO or EO)
- PG degree courses, diplomas and certificates
- specialisations
- groups of units (UG/PG)
- units (UG/PG)

Board of Studies (EO or Chair)
- honours degree courses
- pass degree courses

Scholarships Committee (EO or Chair)
- (Currently Robert Street Award and JA Woods Awards)

Board of GRS (EO or Chair)
- PhD level

Faculty Board (FAO or EO)

Board of Studies (EO or Chair)

Scholarships Committee (EO or Chair)

Board of GRS (EO or Chair)

Prizes Unit

DAR/Faculty/BOS/Albany/Convocation notifies

Donor

Updates:
- Call DAR
- Pub web
- TRIM Prizes file

Closes project grant

DAR

T&I

Prizes Unit requests approval for rescission

Notifies

Recommendation/resolution

REQUESTS APPROVAL FOR RESCISSION

Prizes Project Team Report - 8th August 2014

Appendix A11
Donor notifies to terminate for other reasons

Faculty Board (FAO or EO)
- PG degree courses, diplomas and certificates
- specialisations
- groups of units (UG/PG)
- units (UG/PG)

Board of Studies (EO or Chair)
- honours degree courses

Scholarships Committee (EO or Chair)
(Currently Robert Street Award and JA Woods Awards)

Board of GRS (EO or Chair)
- PhD level

Recommendation/resolution

Requests approval for rescission

Donor

DAR

Prizes Unit

Notifies

Consuls with

Check with T&I regarding any unexpended funds

Relevant Board/ Faculty/ BOS/ Albany Centre

Updates:
- Callista
- Publishes to the web (TBD)
- TRIM Prizes file

Closes project grant

DAR

T&I

Updates:
- Callista
- Publishes to the web (TBD)
- TRIM Prizes file

Appendix A12
Prizes Unit

1) Creates a PeopleSoft PG report showing actual prize values available for both permanent and annual prizes
2) Determines prize value for Permanent Prizes according to policy (i.e. any rounding, or minimum value negotiations required)
3) Enters Prize value into Callista and prepares Active Prize report for noting by Relevant Boards

Prizes Unit (upon receiving advice from T&I of distribution of income)

Callista Active Prize Report

1) Creates a PeopleSoft PG report showing actual prize values available for both permanent and annual prizes
2) Determines prize value for Permanent Prizes according to policy (i.e. any rounding, or minimum value negotiations required)
3) Enters Prize value into Callista and prepares Active Prize report for noting by Relevant Boards

Determine winner using appropriate selection processes and criteria (i.e. Boards of Examiners, Faculty Selection Committees etc)

Prizes Unit

Callista

Final prize winners list for:
(D) Creating payment
(E) Award Ceremonies

Convocation for any convocation UG prizes

Albany Centre for any Albany centre Prizes

Via appropriate Board EO for appropriate selection process

Process Chart 4 – Determining Prize Recipient

Faculty Board (FAO or EO)
- PG degree courses, diplomas and certificates
- Specialisations
- Groups of units (UG/PG)
- Units (UG/PG)

Board of Studies (EO or Chair)
- Honours degree courses
- Pass degree courses

Scholarships Committee (EO or Chair)
- Currently Robert Street Award and JA Woods Awards

Board of GRS (EO or Chair)
- PhD level

Management

Governance

Prizes Project Team Report - 8th August 2014 Appendix A13
### Proposed Future Roles and Responsibilities for Key Stakeholders and Prizes Unit

#### Prize Establishment

<table>
<thead>
<tr>
<th>Activities Remaining</th>
<th>Activities Transferred to Prizes Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculties:</strong></td>
<td>From Faculties:</td>
</tr>
<tr>
<td>• Assist with strategy for DAR</td>
<td>• Maintain non-donor related prizes</td>
</tr>
<tr>
<td>• Assist DAR in determining prize gaps following curriculum management processes</td>
<td>• Maintenance of faculty data on prizes via external systems</td>
</tr>
<tr>
<td>• Responsibility for establishment of prizes</td>
<td></td>
</tr>
<tr>
<td>• Check conditions to ensure they are awardable and relevant to the Faculty</td>
<td></td>
</tr>
<tr>
<td><strong>Development and Alumni Relations:</strong></td>
<td>From Development and Alumni Relations:</td>
</tr>
<tr>
<td>• Clarification of need for donor funded prizes</td>
<td>• Further negotiations of amendments to conditions based on donor intent, signed letter of commitment and draft template from DAR to finalise the conditions, if required.</td>
</tr>
<tr>
<td>• Donor liaison</td>
<td></td>
</tr>
<tr>
<td>• Letter of commitment</td>
<td></td>
</tr>
<tr>
<td>• Draft prize conditions for new prizes, in consultation with donor and faculty</td>
<td></td>
</tr>
<tr>
<td>• Open donor file in Trim</td>
<td></td>
</tr>
<tr>
<td>• Prize pledge establishment</td>
<td></td>
</tr>
<tr>
<td>• Receipting of gifts – transfer to destination PG’s</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Policy Services:</strong></td>
<td>From Academic Policy Services</td>
</tr>
<tr>
<td>• Provide advice on complex governance and legislative framework issues associated with prizes</td>
<td>• Provide advice on prizes within the context of current policy</td>
</tr>
<tr>
<td><strong>NEW Activities:</strong></td>
<td>• Request new prize administration file</td>
</tr>
<tr>
<td>• Gap analysis by the five Boards of Studies</td>
<td>• Consider draft conditions from DAR (ensure alignment to policy and standard clauses) then refer to relevant board for approval.</td>
</tr>
<tr>
<td>• Approve the establishment of a prize at course level by the five Boards of Studies/Board of Coursework Studies.</td>
<td>• Refer final approved prize conditions to Publications/Prizes Unit for publishing.</td>
</tr>
</tbody>
</table>

#### Student Administration (proposed home of Prizes Unit):

• Update Callista with prize and donor details

#### Treasury and Investment:

• Assist DAR with financial modelling
• Provide advice on financial aspects of conditions to ensure alignment with investment strategy and intent
• Approve and attribute the PG creation

#### Publications (Interim role)³)

• Review prize conditions to ensure consistency (prior to publishing) and edit/query if necessary
• Publish on the web

#### Graduate Research and Scholarships Office:

• Identify gap and initiate with respect to prizes under auspices of BGRS
• Discuss with DAR and/or prospective donors and advise whether donation is properly a prize or a scholarship

#### Information Governance Services:

• Create Trim file #1 (Donations)
• Create Trim file #2 (Prizes Administration)
<table>
<thead>
<tr>
<th>Awarding of Prizes</th>
<th>Activities Remaining</th>
<th>Activities Transferred to Prizes Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculties:</td>
<td></td>
<td>From Faculties:</td>
</tr>
<tr>
<td>• Determines prize winners based on conditions</td>
<td></td>
<td>• Advise Faculties on payment of prizes not held in Student Admin PGs</td>
</tr>
<tr>
<td>• Checks prize winner data from Callista (via Student Admin)</td>
<td></td>
<td>• Develop and print prize certificates</td>
</tr>
<tr>
<td>• Confirms that prize winners and amounts to be awarded are correct</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Faculty invite prize winners and donors to ceremony and organise prize ceremonies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Development and Alumni Relations:</td>
<td></td>
<td>From Development and Alumni Relations:</td>
</tr>
<tr>
<td>• Stewardship opportunities for donors/winners</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>• Update CRM with Prize winners (from Callista)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Policy Services:</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NEW Activities</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Selection of prize winners by the Board of Examiners of the Boards of Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Award Ceremony for the BPhil – to be discussed at 24 June 2014 meeting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Administration (proposed home of Prizes Unit):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Organise payment request or purchase of prize (non-monetary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Update Callista with prize winner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Arrange distribution of cheque/award to faculties</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>NEW Activities for Prizes Unit:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Initiate and advise (to relevant stakeholders) if no prize is to be awarded or the balance of funds to be recapitalised</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Coordinate annual dates for all Prize ceremonies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasury and Investment:</td>
<td></td>
<td>From Treasury and Investment:</td>
</tr>
<tr>
<td>• Advise on estimated distribution available for awards for all permanent prizes</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>• To be notified of any prizes not awarded for recapitalisation (not automatic due to historic issues)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Research and Scholarships Office:</td>
<td></td>
<td>From Graduate Research and Scholarships Office:</td>
</tr>
<tr>
<td>• Select prize winner with respect to prizes under auspices of BCRS</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>• Advise prize winners (BCRS prizes) and organise payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Systems:</td>
<td></td>
<td>From Student Systems</td>
</tr>
<tr>
<td>• Assist faculties with use of Callista DIY reports and other tools to determine prize winners</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>• Develop reports/ templates for determination of prize winners</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Amendment of Prizes

<table>
<thead>
<tr>
<th>Activities Remaining</th>
<th>Activities Transferred to Prizes Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculties:</strong></td>
<td></td>
</tr>
<tr>
<td>• Check prizes for currency and accuracy (eg unit name changes) following curriculum management process and process amendment if required.</td>
<td>From Faculties: None</td>
</tr>
<tr>
<td>• Governance required to effect changes to prizes – approval by relevant Faculty Board</td>
<td></td>
</tr>
<tr>
<td>• Assist DAR to determine alternative if units are no longer available</td>
<td></td>
</tr>
<tr>
<td><strong>Development and Alumni Relations:</strong></td>
<td>From Development and Alumni Relations: None.</td>
</tr>
<tr>
<td>• Adjust pledges</td>
<td></td>
</tr>
<tr>
<td>• New letter of commitment (if required)</td>
<td></td>
</tr>
<tr>
<td>• Donor liaison</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Policy Services:</strong></td>
<td>From Academic Policy Services:</td>
</tr>
<tr>
<td><strong>NEW Activities</strong></td>
<td></td>
</tr>
<tr>
<td>• Approval of amendments by the five Boards of Studies/Board of Coursework Studies</td>
<td></td>
</tr>
<tr>
<td><strong>Student Administration (proposed home of Prizes Unit):</strong></td>
<td></td>
</tr>
<tr>
<td>• Amend prize details on Callista</td>
<td></td>
</tr>
<tr>
<td><strong>Treasury and Investment:</strong></td>
<td>From Treasury and Investment:</td>
</tr>
<tr>
<td>• Consulted on any changes impacting Finances i.e. change of permanent to capital reducing or any BU changes</td>
<td>• Creation of new PGs, transfer of funds and closure of old PGs</td>
</tr>
<tr>
<td>• Consulted/advised of any PG changes</td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Research and Scholarships Office:</strong></td>
<td>From Graduate Research and Scholarships Office: None</td>
</tr>
<tr>
<td>• Initiate and process through BGR with respect to prizes under auspices of BGRS</td>
<td></td>
</tr>
<tr>
<td><strong>Publications (Interim Role)</strong></td>
<td>From Publications:</td>
</tr>
<tr>
<td>• Receive proposed amendments following formal approval</td>
<td>• Receive proposed amendments following formal approval</td>
</tr>
<tr>
<td>• Make amendment and check for consistency</td>
<td>• Make amendment and check for consistency</td>
</tr>
<tr>
<td>• Publish amended version on the web</td>
<td>• Publish amended version on the web</td>
</tr>
</tbody>
</table>
## Rescission of Prizes

<table>
<thead>
<tr>
<th>Activities Remaining</th>
<th>Activities Transferred to Prizes Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Faculties:</strong></td>
<td>From Faculties: None.</td>
</tr>
<tr>
<td>• Check prizes for currency and accuracy (eg unit rescissions) following curriculum management process and instigate rescission if required.</td>
<td></td>
</tr>
<tr>
<td>• Governance required to rescind prizes – approval by relevant Faculty Board</td>
<td></td>
</tr>
<tr>
<td>• In liaison with DAR determine alternative units if units rescinded that have current prizes.</td>
<td></td>
</tr>
<tr>
<td><strong>Academic Policy Services:</strong></td>
<td>From Academic Policy Services:</td>
</tr>
<tr>
<td><strong>NEW Activities:</strong></td>
<td>• Refer rescission by relevant board to Publications/Prizes Unit for publishing.</td>
</tr>
<tr>
<td>• Approval of rescissions by the five Boards of Studies/Board of Coursework Studies</td>
<td></td>
</tr>
<tr>
<td><strong>Student Administration (proposed home of Prizes Unit):</strong></td>
<td>From Student Administration:</td>
</tr>
<tr>
<td>• End prizes on Callista</td>
<td></td>
</tr>
<tr>
<td><strong>Treasury and Investment:</strong></td>
<td>From Treasury and Investment:</td>
</tr>
<tr>
<td>• Consulted on rescission to determine left over fund use and appropriate transfer</td>
<td></td>
</tr>
<tr>
<td>• Consulted to close PGs</td>
<td></td>
</tr>
<tr>
<td><strong>Information Governance Services:</strong></td>
<td>From Information Governance Services:</td>
</tr>
<tr>
<td>• Close Trim file – student administration prize file.</td>
<td></td>
</tr>
<tr>
<td><strong>Graduate Research and Scholarships Office:</strong></td>
<td>From Graduate Research and Scholarships Office:</td>
</tr>
<tr>
<td>• Initiate and process through BGRS with respect to prizes under auspices of BGRS</td>
<td></td>
</tr>
<tr>
<td><strong>Publications:</strong> (Interim Role)</td>
<td>From Publications:</td>
</tr>
<tr>
<td>• Receive notification of the rescission of a prize and remove/archive from the web</td>
<td></td>
</tr>
</tbody>
</table>

Prizes Project Team Report - 8th August 2014

Appendix B4
<table>
<thead>
<tr>
<th>Activities No Longer Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Section</strong></td>
</tr>
</tbody>
</table>
| Legislative Committee | • Final drafting of new prize conditions and non-consequential amendments.  
• Noting of prize rescissions |

Prizes Project Team Workshop  
4th June 2014

Publication of prize information is recommended, as part of the Prizes Project Team final report, as an issue for review by Marketing and Communications focussing on how the University might best publish information associated with prizes, scholarships, endowments etc. from the perspective of the external environment and donor relationships. Once clarity on appropriate marketing and publication has been achieved, it is anticipated that the Prizes Unit will undertake appropriate publication via the web.


### Membership and Terms of Reference – Prizes Project Team

#### Membership:

<table>
<thead>
<tr>
<th>Member</th>
<th>Position</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms Sue Smurthwaite</td>
<td>Director, Academic Policy Services</td>
<td>Convener</td>
</tr>
<tr>
<td>Ms Jeneane Bilman</td>
<td>Manager, Strategic and Operational Planning, Faculty of Engineering, Computing and Mathematics</td>
<td>Faculties</td>
</tr>
<tr>
<td>Ms Mary Carroll</td>
<td>Associate Director, Student Systems</td>
<td>Student Systems, Student Services</td>
</tr>
<tr>
<td>Ms Leona Fossey (Mr Michael Fitzgerald)</td>
<td>Manager (Investments), Treasury and Investments (Financial Services)</td>
<td>Financial Services</td>
</tr>
<tr>
<td>Ms Marjan Heibloem (Ms Christine Richardson)</td>
<td>Student Adviser (Operations) and Project Manager (Science Curriculum Management), Faculty of Science</td>
<td>Faculties</td>
</tr>
<tr>
<td>Ms Sarah Heinzman</td>
<td>Manager, Publications Unit</td>
<td>Marketing and Communications</td>
</tr>
<tr>
<td>Dr Sato Juniper</td>
<td>Associate Director, Graduate Research and Scholarships</td>
<td>Scholarships Committee</td>
</tr>
<tr>
<td>Dr Kabilan Krishnasamy</td>
<td>Senior Policy Officer, Academic Policy Services</td>
<td>Boards of Studies</td>
</tr>
<tr>
<td>Ms Justine McDermott</td>
<td>Director, Information Governance Services</td>
<td>Information Governance Services</td>
</tr>
<tr>
<td>Ms Deborah Leicester</td>
<td>Manager (Student Affairs), Faculty of Medicine, Dentistry and Health Sciences</td>
<td>Faculties</td>
</tr>
<tr>
<td>Ms Di Regan-Roots</td>
<td>Associate Director, Student Services (Student Administration)</td>
<td>Student Administration</td>
</tr>
<tr>
<td>Ms Wanda Warlik</td>
<td>Administrative Officer (Governance) Student Office, Faculty of Arts</td>
<td>Primary Author and researcher on Options and Issues Paper/Faculties</td>
</tr>
<tr>
<td>Ms Anne Webster</td>
<td>Associate Director, Development Services, Development and Alumni Relations</td>
<td>Development and Alumni Relations</td>
</tr>
<tr>
<td>Ms Nicola Craig</td>
<td>Policy Officer, Academic Policy Services</td>
<td>Executive Officer</td>
</tr>
</tbody>
</table>

#### Terms of Reference:

The Prizes Project Team has been established (June 2013) by the Registrar to consider and facilitate the actioning of the supported options in the Issues and Options Paper on the Prizes Policy Framework and Procedures with the aim of creating a draft University Policy and associated procedures.

The Issues and Options Paper received feedback from the Faculties, Boards of Studies, Scholarships Committee, Registrar’s Office, and Finance and Resources. The next stage is to review this feedback and formulate a draft policy for consideration and approval via the University’s normal decision-making processes. Some issues have obtained a general consensus, whereas others will require further discussion and debate.

It is anticipated that the main issues for consideration by the team will include:
- Formulation of a University Policy on Establishment and Award of Prizes, including consideration and review of the current policy framework for prizes and any consequent recommendations for change;
- Formulation of streamlined and efficient procedures to support the establishment and award of prizes;
- Consideration of action by sections represented on the team which may improve current and future procedures associated with the establishment and award of prizes which are actionable within current resources;
- Formulation of a report for the Registrar which may include any issues that require additional resources which are out of scope of the current project.

As with all such reviews, members will consult widely with relevant stakeholders, via the above listed representatives.

#### Timeline: June 2013 to June 2014

*(Membership updated October 2013 and March 2014. Timeline amended December 2013)*
## Prizes Policy Framework and Procedures - Summary of Options and Associated Outcomes

<table>
<thead>
<tr>
<th>Option/Issue</th>
<th>Policy</th>
<th>Procedure</th>
<th>Recovery</th>
<th>Wish list</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 1: that the University develop a University-wide policy setting out the principles and requirements for the establishment, administration and awarding of prizes.</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>Refer Report Recommendation 1. University Policy on Prizes formulated, accompanied by appropriate administrative procedures.</td>
</tr>
<tr>
<td>Option 2: that the University determine a strategic direction and priority for prizes relative to scholarships and adjust the promotion of prizes to donors accordingly.</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>Refer Policy clause 1.2. Broad University level support for prizes was deemed appropriate by the Prizes Project Team. A more specific strategic direction the responsibility of the faculties and other awarding bodies in line with curriculum and discipline specific priorities.</td>
</tr>
<tr>
<td>Option 3: that the University determine a strategic direction for prizes which aims to consistently and equitably acknowledge student academic achievement.</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>Refer Policy clauses 1.4 and 3.1.1 As noted above. Additionally, the imbalance between prizes at postgraduate and undergraduate levels will, as noted in the Issues and Options paper, shift in the coming years with the impact of new courses and increase in Cycle 2 offerings.</td>
</tr>
<tr>
<td>Option 4: that the University introduce a University-wide system for awarding a defined number of highly prestigious, non-monetary University awards or medals to students for academic achievement at the highest level.</td>
<td></td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>Refer Report Recommendation 5. Supported in principle by the Project Team. However it is noted that there are administrative and resource implications.</td>
</tr>
<tr>
<td>Option 5 Minimum Values</td>
<td>✔</td>
<td>✔</td>
<td></td>
<td></td>
<td>Refer Policy clauses 4.3 and 4.4 and Policy Schedule 1.</td>
</tr>
<tr>
<td>Option 6: that all prizes from annual donations which are valued below the minimum value are either increased to the minimum required value at the time of their renewal or rescinded.</td>
<td>✔</td>
<td></td>
<td>✔</td>
<td>✔</td>
<td>Refer ‘Purpose of the Policy’ introductory statement – this should be done “wherever possible” and administered by Development and Alumni Relations bearing in mind appropriate donor stewardship.</td>
</tr>
<tr>
<td>Option 7 - Range Values</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>Refer Policy clause 4.3 and Policy Schedule 1.</td>
</tr>
</tbody>
</table>

Prizes Project Team Report - 8th August 2014

Appendix D1
<table>
<thead>
<tr>
<th>Option / Issue</th>
<th>Policy</th>
<th>Procedure</th>
<th>Recovery</th>
<th>Wish list</th>
<th>Outcome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Option 8: that the University formulate a Code of Practice for Philanthropy outlining the responsibilities of the University and the rights of donors.</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>The Project Team noted that the University aligns with the <a href="#">Code of Practice for Australian University Philanthropy</a>.</td>
</tr>
<tr>
<td>Option 9: that the rights of donors in relation to prizes are limited to nominating an area of interest i.e. the faculty, school or discipline, in which a prize is to be established.</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>Refer Policy clause 2. Although this broad approach is supported in principle by the Project Team as a good administrative practice, it was noted that donor relationships might require more flexibility. As such, the specific detail of letters of commitment and prize conditions would be the responsibility of Development and Alumni Relations in consultation with the relevant board.</td>
</tr>
<tr>
<td>Option 10: that the University consider developing the University’s Naming Rights Policy for Academic Positions, Facilities and Landscape Features to include prizes.</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td>Under review by Development and Alumni Relations. The Project Team noted that the <a href="#">University Policy on Naming Rights for Academic Positions, Facilities and Landscape Features</a> is under review by Development and Alumni Relations (Associate Director, Development Services), in consultation with Graduate Research and Scholarships Office. It is anticipated that Development and Alumni Relations will refer any proposed amendments to the Senate for approval by the end of 2014.</td>
</tr>
<tr>
<td>Option/Issue</td>
<td>Policy</td>
<td>Procedure</td>
<td>Recovery</td>
<td>Wish List</td>
<td>Outcome</td>
</tr>
<tr>
<td>--------------</td>
<td>--------</td>
<td>-----------</td>
<td>----------</td>
<td>-----------</td>
<td>---------</td>
</tr>
<tr>
<td><strong>Option 11:</strong></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. that Academic Board resolve that faculties are responsible for establishing unit prizes at undergraduate level, irrespective of the range of students who may be eligible for such prizes, in accordance with Statute 31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Refer Policy clause 6 and related procedures; also refer Report Recommendation 3. The proposed Policy aligns with the intent of Statute 31, complements the University Policy on Establishment and Award of Scholarships and accommodates new courses. The establishment of two policies to govern both prizes and scholarships suggest that the need for Statute 31 may be obsolete. A recommendation to review and possibly rescind this Statute is included in the Report.</td>
</tr>
<tr>
<td>2. that Academic Board resolve that Boards of Studies are responsible for establishing undergraduate course prizes, in accordance with Statute 31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. that faculties continue to resolve to establish prizes at postgraduate unit and course level, in accordance with Statute 31</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. that Statute 31 is reviewed in light of the option for a new prizes policy, the newly established scholarships policy and the introduction of New Courses 2012.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Option 12:</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>that faculties and Boards of Studies provide an annual statistical and priorities report to Academic Council via the Dean of Coursework Studies to monitor consistency and equity in the application of prizes policy and procedures across the University.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>This option was not supported by the Project Team. The proposed Prizes Unit will appropriately monitor consistency and equity in the application of prizes policy and procedures across the University. With the improved use of Callista as a data source for prizes, reporting would be readily available via the Prizes Unit.</td>
</tr>
<tr>
<td><strong>Option 13:</strong></td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>that the principle of inclusivity for prizes at the unit level is endorsed, i.e. all students enrolled in a particular unit are eligible for a prize in that unit irrespective of the course in which they are enrolled.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Refer Policy clause 3.1.1.</td>
</tr>
<tr>
<td><strong>Option 14:</strong></td>
<td></td>
<td>✓</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>that existing prizes are converted from prizes governed by regulations to prizes governed by conditions, where possible.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>In progress by Faculties, where possible. This process is in hand by Faculties and Development and Alumni Relations. The Academic Secretary met with the Faculties Prizes Working Party to provide advice on how to progress this process.</td>
</tr>
<tr>
<td>Option / Issue</td>
<td>Policy</td>
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</tr>
<tr>
<td>Option 15: that the University review all permanent prizes below the minimum required value with a view to increasing the value of diminished capital sums or amalgamating / rescinding prizes where this action does not contravene the express wishes of the donor.</td>
<td></td>
<td></td>
<td>✔</td>
<td></td>
<td>In progress by Development and Alumni Relations, Treasury and Investment and the Faculties.</td>
</tr>
<tr>
<td>Option 16: that the University establish a general prizes fund to be used to increase the existing value of permanent prize capital funds and to establish new prizes as the University sees fit.</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td>Refer Report Recommendation 7. Supported in principle by the Project Team. However it is noted that there are administrative and resource implications.</td>
</tr>
<tr>
<td>Option 17: that bequests for prizes are limited in time to a period of twenty years, in accordance with the University Policy on Bequests.</td>
<td>✔</td>
<td></td>
<td></td>
<td></td>
<td>Refer Policy clause 4.5. In accordance with the University Policy on UWA Bequests (clause 5.4), the Project Team supported the approach to enable the University to have discretion to undertake a number of options including to direct the funds to another prize, rather than a time limit.</td>
</tr>
<tr>
<td>Option 18: that a process is established for faculties to coordinate the organisation of annual awards ceremonies for prizes and scholarships.</td>
<td></td>
<td>✔</td>
<td></td>
<td></td>
<td>Refer Report Appendix E – Resource Package. The timing of annual award prize ceremonies will be centrally coordinated by the proposed Prizes Unit in consultation with the faculties.</td>
</tr>
<tr>
<td>Option 19: that awards ceremonies for prizes and scholarships continue to be organised and hosted by faculties.</td>
<td></td>
<td></td>
<td></td>
<td>✔</td>
<td>Refer Report Appendix E – Resource Package. Award ceremonies will continue to be organised and hosted by the relevant faculty and, where relevant, other awarding body.</td>
</tr>
<tr>
<td>Option / Issue</td>
<td>Policy</td>
<td>Procedure</td>
<td>Recovery</td>
<td>Wish list</td>
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</tr>
<tr>
<td>Option 20: that the role of drafting the details of prize conditions is undertaken by faculties based on the donor’s expressed broad area of interest (faculty, school or discipline).</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Refer Report Appendix B – Proposed Future Roles and Responsibilities for Key Stakeholders and Prizes Unit. Development and Alumni Relations will continue to draft the initial proposed prize conditions based on the donor’s broad wishes in liaison with the relevant faculty or board. Further drafting might be required by the Prizes Unit to ensure standard wording and consistency of approach.</td>
</tr>
<tr>
<td>Option 21: that the University affirm the requirement that selection criteria for new prizes are objective, quantifiable and equitable, in accordance with Statute 31.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Refer Policy clauses 3.1 and 5.1.</td>
</tr>
<tr>
<td>Option 22: that the University discourage the drafting of selection criteria for new prizes which require a selection committee to determine the prize recipient.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Refer Policy clause 5.1.</td>
</tr>
<tr>
<td>Option 23: that the length of time required to determine a prize recipient is taken into account in determining selection criteria for prizes.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Refer Policy clause 5.1.</td>
</tr>
<tr>
<td>Option 24: that the Development and Alumni Relations office is given the responsibility for ensuring that all prize monies by annual donation are received by the University no later than the 31 December in the year for which the prize is to be awarded.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Done. Development and Alumni Relations confirm that an appropriate procedure is in place to ensure that all prize monies are received by the University with a notional date of 31 December annually.</td>
</tr>
<tr>
<td>Option 25: that Student Administration, in consultation with Financial Services and the Office of Development and Alumni Relations, take the necessary action to identify and address the causes of fund deficits in relation to prizes, and put in place processes to ensure that the situation does not recur.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>In progress by Student Administration, Treasury and Investment and Development and Alumni Relations. Improved financial management of prizes has taken place and further efficiencies are being implemented in accordance with the University Policy on Investment.</td>
</tr>
<tr>
<td>Option / Issue</td>
<td>Policy</td>
<td>Procedure</td>
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<tr>
<td>Option 26: that a process is established for unused funds held in income and expenditure accounts for permanent prizes to be returned each year to become part of the related capital account for recapitalisation, in accordance with conditions and Statute 31.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td>Refer Policy Clause 5.3.2</td>
</tr>
<tr>
<td>Option 27: that prize PGs are located in and managed by the faculties which administer the corresponding prizes.</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>This option was not supported by the Project Team. Refer Report Appendix B – Proposed Future Roles and Responsibilities for Key Stakeholders and Prizes Unit. The Project Team recommends that all prize PGs are located in and managed by the proposed Prizes Unit.</td>
</tr>
<tr>
<td>Option 28: that the University consider the option of electronic funds transfer of prize monies to prize recipients.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td>Refer Report Recommendation 8. Introduction of electronic funds transfer (EFT) of prize monies to prize recipients is supported by the Project Team, however it is noted that there are administrative and resource implications.</td>
</tr>
<tr>
<td>Option 29: that the University adopt a policy which clearly articulates the responsibilities of all stakeholders in the financial management, administration and governance of prizes to ensure strict compliance with internal and external conditions, as well as Part III of the Trustees Act. In addition, that the University considers whether it would be deemed appropriate to centralise the function of governing and administering all gifted funds, including prize funds, ensuring compliance with conditions.</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>Refer Report Recommendation 1. University Policy on Prizes formulated, accompanied by appropriate administrative procedures. Centralised administration of ‘all gifted funds’ was seen as outside the scope of the Prizes Project Team, but also an area that falls within the responsibilities of Development and Alumni Relations.</td>
</tr>
<tr>
<td>Option 30: that an efficient and timely process is adopted for the establishment of new prizes.</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
<td>Refer Policy clause 3.5 and associated procedures.</td>
</tr>
<tr>
<td>Option/Issue</td>
<td>Policy</td>
<td>Procedure</td>
<td>Recovery</td>
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</tr>
<tr>
<td>Option 31: that an online tracking system is used to track the progress of proposed new prizes through the approvals system.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>Refer Report Recommendation 6. Introduction of an Electronic Document Management (EDM) system to support the prizes process is supported by the Project Team, however it is noted that there are administrative and resource implications.</td>
</tr>
<tr>
<td>Option 32: that all prizes to be awarded for a particular year are formally established no later than 31 October of the previous year.</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td>Refer Policy clause 3.5. The establishment of a 31 October deadline for prize establishment was trialled in 2013 and found to be unworkable by Development and Alumni Relations. It was agreed that a later timeline of 20 December be established and all parties, in particular DAR, agreed that this was workable and acceptable.</td>
</tr>
<tr>
<td>Option 33: that a process is formulated for the exchange of relevant donor information between the Office of Development and Alumni Relations and the faculties in order to facilitate contact with donors by faculties.</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td>Done. A process has been established and is managed by Development and Alumni Relations outside of the prizes process as donor related information is broader than just prizes.</td>
</tr>
<tr>
<td>Option 34: that Student Systems investigate and recommend a more efficient method of recording prize recipient details.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>Done. A review has been undertaken by Student Systems, in liaison with Student Administration to ensure better data collection in Callista with regard to prizes. This data will also be required for EFT.</td>
</tr>
<tr>
<td>Option 35: that Student Administration undertake a thorough review, in consultation with Financial Services and faculties, of all prize information currently in Callista, with the aim of making all information current, complete and accurate.</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td>In progress by Student Administration. Student Administration, in consultation and with support from the Faculties, is reviewing prize data to ensure data in Callista is current, complete and accurate.</td>
</tr>
<tr>
<td>Option / Issue</td>
<td>Policy</td>
<td>Procedure</td>
<td>Recovery</td>
<td>Wish list</td>
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</tr>
<tr>
<td>Option 36: <strong>that all stakeholders have direct access to prize information in</strong> Callista</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td><strong>Done.</strong> Faculties have been given access to generate a report from StaffConnect which extracts prize details for their faculty.</td>
</tr>
<tr>
<td>Option 37: <strong>that the University develop a prizes database for the benefit of students and external stakeholders, based on the newly established scholarships database, and that the Official Publications: Scholarships, Prizes and Endowments webpage is discontinued.</strong></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
<td><strong>Refer Report Recommendation 4.</strong> The Project Team supports a review of the publication of prize information from a marketing and communications perspective, supported by an appropriate database. However it is noted that there are administrative and resource implications.</td>
</tr>
<tr>
<td>Option 38: <strong>that the University adopt a consistent, University-wide, faculty-based practice for promoting prizes to students, for example, on faculty webpages and in unit outlines.</strong></td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
<td><strong>Refer Policy clause 5.5. and Report Recommendation 4.</strong></td>
</tr>
<tr>
<td>Option 39: <strong>that the University continue to use a devolved model for the administration of prizes and introduce major changes including clarification of the roles and responsibilities of stakeholders and the streamlining of administrative procedures for greater efficiency and effectiveness.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td><strong>Neither Option 39 nor Option 40 was supported by a majority of stakeholders, evidenced by the feedback.</strong> The Project Team has recommended a partnership model for the establishment, administration and awarding of prizes whereby devolved/local governance is accompanied by a whole of institution policy and coordinated by a central Prizes Unit.</td>
</tr>
<tr>
<td>Option 40: <strong>that the University adopt a streamlined and centralised model for the administration of prizes and create a Prizes Office for the oversight of prizes across the University.</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Business Flows for:
   - Establishment of Prizes (E2 - E8)
   - Awarding of Prizes (E9 - E13)
   - Amendment of Prizes (E14 - E15)
   - Rescission of Prizes (E16 - E17)

2. Samples of Prize Award Certificates (E18 - E19)
3. Prize proposal template for new prizes (E20 - E22)
4. Prize conditions template for new prizes (E23)
5. Samples of standard clauses and wording for prize conditions (E24 - E27)
ESTABLISHMENT OF PRIZES – Business flows

1. Identification of Prize Gap
2. Initial Approach with Donor
3. Prize letter of Commitment
4. Process Chart 1 – Prize Establishment
5. Payment request and receipt of payment
6. Prize establishment
(1) Identification of Prize Gap

Establishment of Prizes

- Discussion with other stakeholders
  - Donors
  - Albany Centre/Convocation

- Discussion with Relevant Boards
  - Faculty Board (FAO or EO)
    - PG degree courses, diplomas and certificates
    - specialisations
    - units (UG/PG)
  - Board of Studies (EO or Chair)
    - honours degree courses
    - pass degree courses
  - Scholarships Committee (EO or Chair)
    - (Currently Robert Street Award and JA Woods Awards)
  - Board of GRS (EO or Chair)
    - PhD level
(2) Initial Approach with Donor

Establishment of Prizes

Donor

Contacts

(Donations)

Stakeholders
- Faculties
- Albany Centre
- Relevant Boards
- Individual Staff

DAR

Correspondence and contact reports

Raiser's Edge

Creates

Trim #1 (Donor File)
(electronic)
(3) Prize Letter of Commitment

Establishment of Prizes

DAR

Draft Letter of Commitment (template) in consultation with stakeholders

Donor

Reviewed and approved via Checklist (T&I, Legal Services Approval as necessary)

Final Letter of Commitment signed

Updated

Notifies T&I if the prize is a permanent capital prize

Filed

Trim File #1 (Donor File)

Raiser’s Edge

(4) T&I to create PG
Establishment of Prizes

**Governance**
- **Faculty Board (FAO or EO)**
  - PG degree courses, diplomas and certificates
  - specialisations
  - groups of units (UG/PG)
- **Board of Studies (EO or Chair)**
  - honours degree courses
  - pass degree courses
- **Scholarships Committee (EO or Chair)**
  - PhD level
- **Board of GRS (EO or Chair)**

**Management**
- **DAR**
  - Seeks any clarification
  - Completes prize template
- **Prizes Unit**
  - Drafts conditions
  - Opens TRIM file
  - Trims File 2 (Prizes file)
  - Electronic
- **Updates:**
  - Callista
  - Publishes to the web (TBD)
- **Prizes Project Team Report - 8th August 2014 Appendix E6**

Prizes Project Team Report - 8th August 2014
Appendix E6
Depending on prize type

DAR

Central Prizes Unit

Notifies re: Annual & reducing cap prizes

T&I

A new PG is created in prizes unit via IT

Notifies of PG number

Peoplesoft

Permanent Capital Prize
(Capital Class E, I&E Class A)
STP Fund 69xxxxx
Capital Account sits in T&I

Annual Prize (Class N) no interest 685xxx
Reducing Capital Prize
(Class A) STP 680xxx

Establishment of Prizes

(1) Creation of Project Grants

Prizes Project Team Report - 8th August 2014 Appendix E7
(5) Payment Request and receipt of payment by DAR

Establishment of Prizes

DAR → Request payment - Pledge tax invoice or - annual reminder invoice

Donor

Payment received by DAR

Prizes Unit

Weekly Journal Transfer

Transfers funds to prize PG

notifies of deposit to PG
Process for Awarding and Administering Prizes

Awarding Prizes

1. Distribution of Chart 4 – Income

2. Process Determining Prize

3. Creating payment for prizes

(3) Award
(1) Distribution of Income

**Awarding Prizes**

**Permanent Prizes**
(December /January)

- T&I notifies funds available to Prizes Unit
- Calculates and distributes Permanent Prize Investments to the PG's
- People Soft

**Annual Prizes**
Receipted by December

- Weekly Journal Transfer: Transfer funds to PG
- People Soft
- DAR: Recording
- Raisers Edge
- Donor

- Payment received by DAR
- Notifies funds available to Prizes Unit

Prizes Project Team Report - 8th August 2014
Appendix E10
Prizes Unit

1) Creates a PeopleSoft PG report showing actual prize values available for both permanent and annual prizes.
2) Determines prize value for Permanent Prizes according to policy (i.e. any rounding, or minimum value negotiations required).
3) Enters Prize value into Callista and prepares Active Prize report for noting by Relevant Boards.

Governance

Faculty Board (FAO or EO)
- PG degree courses, diplomas and certificates
- Specialisations - groups of units (UG/PG)
- Units (UG/PG)

Board of Studies (EO or Chair)
- Honours degree courses
- PG degree courses

Scholarships Committee (EO or Chair)
(CURRENTLY Robert Street Award and JA Woods Awards)

Board of GRS (EO or Chair)
- PhD level

Determine winner using appropriate selection processes and criteria (i.e. Boards of Examiners, Faculty Selection Committees etc.)

Management

Prizes Unit (upon receiving advice from T&I of distribution of income)

Callista Active Prize Report
1) Creates a PeopleSoft PG report showing actual prize values available for both permanent and annual prizes.
2) Determines prize value for Permanent Prizes according to policy (i.e. any rounding, or minimum value negotiations required).
3) Enters Prize value into Callista and prepares Active Prize report for noting by Relevant Boards.

Prizes Unit

Callista

Final prize winners list for:
(D) Creating payment
(E) Award Ceremonies

Notifies
Convocation for any convocation UG prizes
Albany Centre for any Albany Centre Prizes

January / February
Awarding Prizes

Prizes Project Team Report - 8th August 2014
Appendix E11
(2) Creating payment for prizes

- Prizes Unit
  - Completes associated request for payment processes
  - Finance generates cheques
    - Cheques sent to:
      - Faculties/BOSPhil/Albany Centre/Convocation
      - Award Ceremony for Awarding
  - Prizes unit
    - Cheques audited against winners list
      - Trim #2 Prizes File

References:
- Page 28 of Prizes Project Team Report - 8th August 2014
- Appendix E12
Award Ceremonies

Calendar for Prizes Ceremonies

Preparation for Prizes Ceremony
**consequential amendments** - normally those that follow inevitably from a previous change that has been approved through the appropriate channels and about which there can be no dispute, such as the change of title of an officer or administrative area of the University.

For the purposes of this process ‘authoritative source’ is the prior decision leading to the consequential change. For example, Senate resolution changing the name of a Faculty.
Non-consequential - All other amendments, including any change to the value of a prize, and are generally donor-related.

Donor

T&I consulted if changes to value or a permanent to non-permanent prize (or visa versa)

DAR/ Faculty/ Relevant Board EO identifies the need for a consequential amendment and provides proposed track changed prize conditions.

Obtains relevant Board approval

Prizes Unit

Notifies

DAR

As necessary:
- Open a new PG, transfers balances from old to new PG, closure of old PG

T&I for information (T&I to attribute PG and confirm as necessary)

Updates:
- Callista Publishes to the web (TBD)
- Trim Prizes file

Notifies

Prizes Project Team Report - 8th August 2014 Appendix E15
Process Chart 3.1 – Prize Rescission (Consequential)

Examples:
- Transitioning of units/prizes for units being taught out
- A permanent or non-permanent prize can no longer be offered due to the following and the Donor does not want to continue
  A) rescission of a course
  B) deletion/change of a unit
  C) reduced prize value

Faculty Board
(FAO or EO)
- PG degree courses, diplomas and certificates
- specialisations
- groups of units (UG, PG)
- units (UG, PG)

Board of Studies
(EO or Chair)
- honours degree courses
- pass degree courses

Scholarships
Committee
(EO or Chair)
- (Currently: Robert Street Award and JA Woods Awards)
- PhD level

Board of GRS
(EO or Chair)
- PG level

Requests approval
for rescission

DAR/Faculty/BOS/
Albany/Convocation

Donor

Check with T&I
regarding any
unexpended funds

Updates:
- Calls
- Public
web

Closes project grant
DAR

T&I

Consults with

Notifies

Prizes Unit

Notifies

DAR/Faculty/BOS/
Albany/Convocation

Requests approval
for rescission

Recommendation/
resolution

Requests approval
for rescission

Prizes Unit

Notifies

Prizes Unit
Donor notifies to terminate for other reasons

**Governance**

- **Faculty Board (FAO or EO)**
  - PG degree courses, diplomas and certificates
  - specialisations
  - groups of units (UG/PG)
  - units (UG/PG)

- **Board of Studies (EO or Chair)**
  - honours degree courses

- **Scholarships Committee (EO or Chair)**
  - (Currently Robert Street Award and JA Woods Awards)

- **Board of GRS (EO or Chair)**
  - PhD level

**Management**

- **Donor**
  - DAR
  - notifies

- **Prizes Unit**
  - Consults with
  - Relevant Board/ Faculty/ BOS/ Albany Centre
  - Updates:
    - Callista
    - Publishes to the web (TBD)
    - TRIM Prizes file
  - Closes project grant

- **DAR**
  - Notifies

- **T&I**

Updates:
- Callista
- Publishes to the web (TBD)
- TRIM Prizes file

Closes project grant
This is to acknowledge that

Kyle Rosa

has been awarded the 2013

Abraham Wald Prize in
Probability and Mathematical Statistics
FACULTY OF ARCHITECTURE, LANDSCAPE AND VISUAL ARTS
The University of Western Australia

awarded in to

Vice-Chancellor     Dean of Faculty

THE UNIVERSITY OF WESTERN AUSTRALIA
**PRIZE PROPOSAL TEMPLATE FOR THE DRAFTING OF CONDITIONS FOR NEW (UNDERGRADUATE AND POSTGRADUATE) PRIZES**

This template is provided to assist Development and Alumni Relations to record and submit details of proposed undergraduate or postgraduate prize(s) and to inform the drafting of new prize conditions.

Prize conditions must be in accordance with the University Policy on Prizes (link)

Completed proposal templates must be forwarded to the Prizes Unit, Student Administration.

--- [FOR COMPLETION BY DEVELOPMENT OFFICER REQUESTING CONDITIONS] ---

<table>
<thead>
<tr>
<th>PRIZE DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed name of prize</td>
</tr>
<tr>
<td>Donor TRIM File Number</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DONOR DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of donor (Individual/s or Organisation)</td>
</tr>
<tr>
<td>Name of contact person (if applicable)</td>
</tr>
<tr>
<td>Raiser’s Edge ID</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DETAILS OF DEVELOPMENT OFFICER COMPLETING THE TEMPLATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Email</td>
</tr>
<tr>
<td>Best time to contact</td>
</tr>
<tr>
<td>Date negotiations commenced with donor(s)</td>
</tr>
</tbody>
</table>
TEMPLATES

Please complete the non-shaded areas in the following templates. The details provided in these templates will inform the final drafting of conditions and prize administration. Links to examples are provided by the Prizes Unit at …… (web link?)

PRIZE CONDITIONS - Compulsory

<table>
<thead>
<tr>
<th>Prize name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governed by</td>
</tr>
<tr>
<td>The University Policy on Prizes and the following conditions</td>
</tr>
<tr>
<td>File Number (Student Admin File¹)</td>
</tr>
<tr>
<td>Donor</td>
</tr>
<tr>
<td>Value</td>
</tr>
<tr>
<td>Awarded by</td>
</tr>
<tr>
<td>the relevant board</td>
</tr>
<tr>
<td>Awarded to</td>
</tr>
</tbody>
</table>

PRIZE CONDITIONS - Optional

<table>
<thead>
<tr>
<th>Eligibility Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Procedure:</td>
</tr>
<tr>
<td>Selection Committee:</td>
</tr>
<tr>
<td>Advertising and Administration:</td>
</tr>
<tr>
<td>Other conditions:</td>
</tr>
</tbody>
</table>

PRIZE ADMINISTRATION – For information

<table>
<thead>
<tr>
<th>Number of Prizes to be awarded annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prize(s) to be awarded in perpetuity</td>
</tr>
<tr>
<td>□ Yes Capital sum $....................</td>
</tr>
<tr>
<td>□ No</td>
</tr>
<tr>
<td>Year prize(s) will be awarded for the first time</td>
</tr>
<tr>
<td>.......... academic year (awarded in ..........)</td>
</tr>
<tr>
<td>Year prize(s) will be awarded for the last time (if NOT in perpetuity)*</td>
</tr>
<tr>
<td>.......... academic year (awarded in ..........)</td>
</tr>
<tr>
<td>Note: minimum duration is five years</td>
</tr>
</tbody>
</table>

¹ The Student Administration Prize File is opened by the Prizes Unit and the file reference inserted at the appropriate time.
### DETAILS OF STAFF ASSIGNED PRIZE MANAGEMENT

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of receipt of template</td>
<td></td>
</tr>
<tr>
<td>Date of commencement of final drafting of prize conditions</td>
<td></td>
</tr>
<tr>
<td>Date of referral to relevant board for prize establishment</td>
<td></td>
</tr>
</tbody>
</table>

### DETAILS OF APPROVAL

<table>
<thead>
<tr>
<th>Prizes at undergraduate unit, major or honours level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prizes at undergraduate course level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prizes at postgraduate coursework level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prizes at Higher Degree by Research level:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved by</td>
</tr>
</tbody>
</table>

### APPENDIX: EXAMPLES

Samples of standard clauses for prize conditions are available at .......
## Prize conditions template for new prizes

<table>
<thead>
<tr>
<th>Prize name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Governed by:</td>
<td>The University Policy on Prizes and the following conditions</td>
</tr>
<tr>
<td>File number:</td>
<td></td>
</tr>
<tr>
<td>Donor:</td>
<td></td>
</tr>
<tr>
<td>Value:</td>
<td></td>
</tr>
<tr>
<td>Eligibility requirements:</td>
<td></td>
</tr>
<tr>
<td>Awarded by:</td>
<td>the relevant board</td>
</tr>
<tr>
<td>Awarded to:</td>
<td></td>
</tr>
<tr>
<td>Application Procedure:</td>
<td></td>
</tr>
<tr>
<td>Selection Committee:</td>
<td></td>
</tr>
<tr>
<td>Advertising and Administration:</td>
<td></td>
</tr>
<tr>
<td>Other conditions:</td>
<td></td>
</tr>
<tr>
<td>Established:</td>
<td></td>
</tr>
<tr>
<td>Approved:</td>
<td></td>
</tr>
<tr>
<td>Amended by:</td>
<td></td>
</tr>
</tbody>
</table>
## Samples of Standard Clauses and wording for Prize Conditions

| Prize name: | e.g. Tom White Prize in Education  
e.g. English Teachers Australia Prize for Excellence in Education  
e.g. Tom White Prize for English Literature  
(Note: No full stop) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Governed By:</td>
<td>the University Policy on: Prizes and the following conditions</td>
</tr>
<tr>
<td>Prize File number:</td>
<td>FXXXXX – insert the Student Administration Prize Trim file number</td>
</tr>
</tbody>
</table>
| Donor: | e.g. the White Family Trust  
e.g. English Teachers Australia Organisation  
e.g. Faculty of Education  
e.g. School of Humanities  
e.g. Tom and Jerry White  
(Note: This is not a sentence – don’t use the capital or the final full stop) |
| Value: | e.g. $500  
e.g. $700 plus a medal  
e.g. five prizes of $1000 each  
e.g. the prize is funded from the capital fund in accordance with the University Policy on: Investment  
e.g. a one-year membership of the English Teachers Australia Organisation  
e.g. a book voucher to the value of $500  
(Note: This is not a sentence – don’t use the capital or the final full stop) |
| Awarded By: | the relevant board |
| Eligibility Requirement (not compulsory) | e.g. a citizen or permanent resident of Australia  
e.g. enrolment in the XXXX major  
e.g. completion of the Master of XXXX specialising in AAAA  
e.g. completion of the Graduate Diploma in XXXX  
e.g. completion of the Master of XXXX  
(Note: This is not a sentence – don’t use the capital or the final full stop) |
| Other Conditions (not compulsory) | e.g. The winner’s name is inscribed on an honour board provided by the White Family Trust, to be displayed in the Faculty of YYYY, the cost of the inscription being met by the annual income from the original donation.  
e.g. The recipient is required to present their research findings at a public seminar.  
e.g. The recipient is required to allow publishing of the research findings in the English Teachers Australia website.  
(Note: this is a sentence – use appropriate grammar) |
Examples of the Awarded to clauses for the various Prize categories *(Note: These are not sentences – don’t use the capital or the final full stop)*

<table>
<thead>
<tr>
<th>Prize Category</th>
<th>Awarded to</th>
</tr>
</thead>
</table>
| Undergraduate – Units           | the student with the highest mark in *Unit Code and Unit Title*  Adam

the student with the highest mark in *Unit Code and Unit Title*.  Adam

Where there is more than one student with the highest mark in *Unit Code and Unit Title*, the prize is awarded to the student who also has the highest weighted average mark (WAM).  Adam

the five students with the highest marks in *Unit Code and Unit Title*  Adam

| Undergraduate – Groups of Units | the student who, while completing the Bachelor of *XXXX*, achieves the highest aggregate mark for the Level 3 core units  Adam

the student with the highest aggregate mark from the following units, completed in the same calendar year:

- *Unit Code and Unit Title*;  Adam
- *Unit Code and Unit Title*;  Adam
- *Unit Code and Unit Title*; and  Adam
- *Unit Code and Unit Title*.  Adam

| Undergraduate - Major           | the student with the highest weighted average mark (WAM), of those graduating with a major in *XXXX*  Adam

the student with the highest weighted average mark, of those completing a Bachelor of Arts with a major in *XXXX*, a Bachelor of Arts with a major in *YYYY*, or a Bachelor of Arts with a major in *ZZZZ*.  Adam

| Undergraduate Pass Degree courses | the graduating student who has the highest weighted average mark (WAM) in the Bachelor of *XXXX*  Adam
<table>
<thead>
<tr>
<th>Prize Category</th>
<th>Awarded to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Honours Degree / Dissertation</td>
<td>the student enrolled the Bachelor of XXXX (Honours) with the highest mark for an honours dissertation</td>
</tr>
<tr>
<td></td>
<td>the student who, among those who have completed the course for an honours degree in the Bachelor of XXXX, has obtained the highest weighted average mark (WAM)</td>
</tr>
<tr>
<td></td>
<td>the student who, among those who have been awarded a degree with at least 2A honours in Physiology, has the highest weighted average mark (WAM) in honours in Physiology</td>
</tr>
<tr>
<td>Postgraduate – units</td>
<td>the student with the highest mark in <em>Unit Code and Unit Title</em></td>
</tr>
<tr>
<td></td>
<td>the student with the highest mark in <em>Unit Code and Unit Title</em>.</td>
</tr>
<tr>
<td></td>
<td>Where there is more than one student with the highest mark in <em>Unit Code and Unit Title</em>, the prize is awarded to the student who also has the highest weighted average mark (WAM).</td>
</tr>
<tr>
<td></td>
<td>the five students with the highest marks in <em>Unit Code and Unit Title</em></td>
</tr>
<tr>
<td>Prize Category</td>
<td>Awarded to</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Postgraduate – Groups of Units</td>
<td>the student who, while completing the Master of XXXX, achieves the highest aggregate mark for the Level XX core units</td>
</tr>
<tr>
<td></td>
<td>the student with the highest aggregate mark from the following units, completed in the same calendar year:</td>
</tr>
<tr>
<td></td>
<td>• Unit Code and Unit Title;</td>
</tr>
<tr>
<td></td>
<td>• Unit Code and Unit Title; and</td>
</tr>
<tr>
<td></td>
<td>• Unit Code and Unit Title.</td>
</tr>
<tr>
<td></td>
<td>the student with the highest aggregate mark in Unit Code and Unit Title and Unit Code and Unit Title.</td>
</tr>
<tr>
<td></td>
<td>Where there is more than one student with the highest aggregate mark in Unit Code and Unit Title and Unit Code and Unit Title, the prize is awarded to the student who also has the highest weighted average mark (WAM).</td>
</tr>
<tr>
<td>Postgraduate – Specialisations</td>
<td>the student with the highest weighted average mark (WAM)</td>
</tr>
<tr>
<td></td>
<td>the student with the highest aggregate mark from the Level XX core units in the XXXX specialisation</td>
</tr>
<tr>
<td>Postgraduate – Degree courses, diplomas, certificates</td>
<td>the student with the highest weighted average mark (WAM)</td>
</tr>
<tr>
<td>Postgraduate – thesis or dissertations</td>
<td>the student whose PhD thesis, of all those classified by the Board of the Graduate Research School in a designated 12-month period and included in the Board of the Graduate Research School Dean’s list, has, in the opinion of the Board of the Graduate Research School, made the most outstanding contribution to its field</td>
</tr>
<tr>
<td></td>
<td>the master’s degree graduate in the Faculty of XX who has achieved the highest mark in their dissertation or thesis</td>
</tr>
</tbody>
</table>