



## THE COLLEGE AWARDS PROCEDURE

### 1. CONTEXT

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

2. identify the student with the highest mark from all students completing EAP5 in that session. In exceptional circumstances where two students share the highest overall mark, two awards may be issued.

Support Services will recommend the student to the Manager, ELP.

If approved, the Manager, ELP will advise the student(s) they have been awarded

the Academic Excellence Award and that it will be presented at the end of 2016-17 at the 0 aL [(h)-2 (t 16)-18

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





- 3.4. Support Services will provide the list of students and their GPAs to the Director, APP.
- 3.5. The Director, APP will confirm the award recipient. I15 (e)e



3.19. Recipients are informed by Support Services that they are to receive an award at the Student Awards event, if applicable.

3.20. The award is a certificate. The First in Program Award for the Integrated Business  
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