
National Academy of Professional Studies (NAPS)

Student Prizes and Awards Policy and Procedure

Related Documents	SS018 Conferring Awards Policy
HE Standards Framework 2015	Domain 1. Student Participation and Attainment 1.5 Qualifications and Certification

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1. Policy Rationale

NAPS seeks to create a culture of academic excellence. This policy creates a system of prizes that are designed to acknowledge and reward academic and professional excellence.

2. Overview

This Policy and Procedure applies to all enrolled students at the Academy and to staff involved in identifying award and prize recipients. This policy does not exclude any additional prizes that might be created for other purposes, such as a bequest or prize created by a particular group.

3. Outstanding Graduate Award

The Outstanding Graduate Award is awarded by course to an eligible graduate at their graduation ceremony. Recipients receive a letter of recognition and a plaque at their graduation ceremony, inscribed with the name of the recipient and the recipient's course in recognition of outstanding academic performance. This is defined as achieving the highest grade-point average among all that year's graduates in the course.

3.1 Eligibility Criteria

To be eligible for an Outstanding Graduate Award, a student must:

- be eligible to graduate from their enrolled course, completed within the required period before the next scheduled graduation ceremony;
- demonstrate outstanding overall academic performance as measured by achieving the highest GPA among all graduands from that course cohort;
- have (other than in exceptional circumstances) a blemish-free academic record with no academic fail grades; and
- have no outstanding debt obligation to NAPS.

3.2 Deciding Body

The Registrar or their nominee is responsible for determining which students have met the eligibility criteria and are to be awarded the Outstanding Graduate Award by course. The Academic Board will endorse the recipients for the Outstanding Graduate Award and the Dean from the relevant School will grant final approval of the recipients.

3.3 Methodology

- Students are chosen prior to a scheduled graduation ceremony for inclusion on the basis of academic performance in courses as determined by reference to the student's final results and grades for all units within the degree and on the student's eligibility to graduate.
- Students will be determined once the Council has approved the student as a graduand (refer to the Conferring and Issuing Awards Policy and associated Procedure for further information).
- Students who meet the eligibility criteria will be notified prior to graduation ceremony that they will receive the Outstanding Award. Award recipients will be encouraged to attend the graduation

ceremony. If they are unable to attend the Graduation Ceremony, award recipients will be notified via email after the graduation ceremony.

4. Dean's Honour Roll

The Dean's Honour Roll recognises the top performing student in each unit at the end of each trimester.

It is compiled by the Dean's office from information provided by the Academic department offering each unit. It identifies the top student in each unit at the end of each trimester. These students will receive a Letter of Recognition from the Dean and will have their name published on the Dean's Honour Roll list. This will be available on the Academy's student portal, publicised via the website and on a poster that will be displayed around campus. All students recognised in this way must meet the eligibility criteria.

4.1 Eligibility Criteria

To be eligible for inclusion on a Dean's Honour Roll for a trimester, a student must:

- be a currently enrolled student at the Academy;
- be enrolled in the unit during the relevant term and have received the top mark for the unit in that term;
- have received at least a Distinction grade for the unit within the term;
- have attempted the unit only once;
- must have a final grade for the unit at the time of determination; and
- not have any outstanding debt to the Academy.

4.2 Deciding Body

The Registrar or nominated delegate is responsible for determining which students have met the eligibility criteria and are to be included on the Dean's Honour Roll. The Dean will grant final approval of the Dean's Honour roll.

4.3 Methodology

Students are chosen each trimester for inclusion on the basis of academic performance in courses as determined by reference to the student's final result and grade per unit.

Students will be determined once the final results are approved by the Academic Board.

Students who meet the eligibility criteria will be notified via email once final results for the trimester are released. The Dean's Honour award will be openly publicised on the student portal (Moodle), the NAPS website and will be posted around the campus until the next trimester ends and the next Dean's Honour Roll recipients are identified.

5. Student Leadership Awards

The Student Leadership Award is awarded to students who demonstrate leadership in various capacities. This may include, for example, students who actively participate in the Academic Board and/or the leaders of student societies.

Students who successfully take on and help lead various Academy roles such as Open Day and Orientation are also eligible. Recipients will receive a letter of recognition at the end of their period of office or completion of their role.

5.1 Eligibility Criteria

To be eligible for a Student Leadership Award, a student must:

- be enrolled in a course at the academy and officially appointed as a representative on the academic board or standing committee or other institutional role;
- actively participate in the academic board and/or a standing committee. active participation may include actively participating in discussions during meetings or show evidence of leadership in undertaking various roles (orientation, open days, etc) connected with the Academy; and
- not have any outstanding debt to the Academy.

5.2 Deciding Body

The Dean or their nominee is responsible for determining which students have met the eligibility criteria and are to be awarded the Student Leadership Award at the end of each member's period of office or completion of their role.

5.3 Methodology

Students who meet the eligibility criteria will be notified via email and sent a copy of their letter of recognition. They will also be recognised on the NAPS website.

6. Annual School Prize Nights

Each NAPS professional school will organise an annual Prize night. Where possible they should seek sponsorship for prizes. For example, publishers, law firms, accounting firms and others typically donate book and other vouchers to students who achieve the highest grade in particular subjects. Other awards may be created as determined by the School and approved by the relevant Dean. Sponsors will be invited to attend the event. Families and friends will also be encouraged to attend.

The Dean of the relevant school or their nominee will determine the specific prizes to be awarded and the methodology to be applied. Winners will be recognised on the NAPS website.

7. Policy Review

As part of NAPS' commitment to good Governance, this policy will be reviewed at least every three years to ensure it is still relevant and meets best practice in this area. There may also be changes to this policy and related procedures at other times to improve the effectiveness of its operation. In this regard, any staff member who wishes to make any comments about this policy may forward their suggestions to their supervisor or to the NAPS Registrar.

8. Further Assistance

Any staff member who requires assistance in understanding this policy should first consult their nominated supervisor or for further advice, should contact the NAPS' Registrar. Students who require additional information should initially approach Student Services. [NAPS](#)