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1 PRELIMINARIES

Commencement

This policy and procedure commence on 1 January 2023

Purpose

The purpose of this policy is recognise outstanding achievements by students throughout their course of study.

One of the foundation principles of the Institute is to challenge students to excel in their studies. The awarding of degrees with levels of distinction is an overt recognition of student achievement while intra-course recognition will be a further encouragement to individual and the wider student community.

Application

This policy and procedures apply to all students at the Institute.

2 DEFINITIONS

The following definitions apply in this document:

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Item	Definition
Award course	A course leading to a qualification that is granted or conferred by the Institute.
Course	A structured sequence of study leading to the award of an AQF recognised higher education award.
Cohort	The group of Students enrolled in a particular degree in a year.
Grade Point Average	The average result of all the grades achieved throughout a degree. The GPA is calculated on a 7-point grading scale where grades 5 to 7 are equivalent to graded pass grades of credit, distinction and high distinction respectively.
Medal	The Institute Medal of Academic Excellence which recognises outstanding achievement by a student across their degree.
Teaching Period	A defined period of instruction, typically a trimester
Unit	A component of an award course with specified assessment requirements for which a final grade is awarded upon completion.

3 POLICY

The following will be available to Students in recognition of achieving academic excellence.

3.1 Letters of Commendation

- 3.1.1 A letter of Commendation will be awarded at the end of each major semester to students who have:
- completed a minimum of three units within the trimester;
 - achieved an average mark across all units studied in the semester of 75% or more; and
 - has not been found guilty of academic misconduct.
- 3.1.2 A note of awarding of a Letter of Commendation will be included in the student's transcript.
- 3.1.3 The names of recipients will be published on the Institute's website.

3.2 Dean's List

- 3.2.1 A student will be added to the Dean's List at the end of each major teaching period who:
- ranked in the top 10% of the cohort within their degree; and
 - is eligible to receive a Letter of Commendation for their results; and
 - has not been found guilty of academic misconduct.
- 3.2.2 A note of the achievement of the Dean's List will be included in the student's transcript.
- 3.2.3 The names of recipients will be published on the Institute's website.

3.3 Dux of the Institute

- 3.3.1 The student with the highest average mark across their units in a trimester will be declared Dux of the Institute for that period provided they have:
- completed a minimum of three units in the trimester; and
 - Has not been found guilty of academic misconduct.



- 3.3.2 A note of the achievement of the Dux of the Institute for the trimester will be included in the student's transcript.
- 3.3.3 A profile of the Dux of the Institute will be published on the Institute's website.
- 3.3.4 Where more than one student achieves the same highest average mark and meets the other conditions in 3.3.1 above, all will be declared Dux of the Institute for the trimester.

3.4 Best Performance in a Degree Awards

- A Best Performance Award for a student enrolled in a degree in each trimester will be made to the student with the highest average mark across their units in a trimester provided there are 50 or more students enrolled in the degree (not including students with non academic grade results including FNE and WF etc), and:
 - has completed a minimum of three units in the trimester; and
 - has not been found guilty of academic misconduct.
- 3.4.1 Awards will not be made for sub degree courses eg diploma, graduate diploma, graduate certificates etc.
- 3.4.2 For degrees with specialisations awards may be made for a specialisation where there are 25 or more students are enrolled in the specialisation (not including students with non academic grade results including FNE and WF etc).
- 3.4.3 A student receiving an award for a Best Performance in a degree may not receive an award for Best Performance in a specialisation in the same degree. Where this is the case, no award for the specialisation would be made.
- 3.4.4 A note of the achievement of the Best Performance for the trimester will be included in a recipient's transcript.
- 3.4.5 The names of recipients will be published on the Institute's website.
- 3.4.6 Where more than one student achieves the same highest average mark and meets the other conditions in 3.3.1 above, all will be awarded the appropriate commendation.

3.5 Degrees with Distinction or High Distinction

- 3.5.1 On completion of a degree, a student may be awarded degree with the following recognition of a high level of achievement where they meet the criteria:
- *with high distinction*
 - has achieved an average mark in their Units of 80% or more; and
 - has not been found guilty of academic misconduct.
 - *with distinction*
 - has achieved an average mark in their Units of 70% or more; and
 - has not been found guilty of academic misconduct.
- 3.5.2 The Testamur and Transcript provided to a student on graduation will include the appropriate appellation.
- | | |
|---|---|
| eg Bachelor of Business
<i>with high distinction</i> | Master of Business
<i>with distinction</i>
with a specialisation in Cyber Security. |
|---|---|
- 3.5.3 A list of students who achieved the high levels of achievement will be published on the Institute website.



3.6 Institute Medals of Academic Excellence

3.6.1 The Institute Undergraduate Medal of Academic Excellence and the Institute Postgraduate Medal of Academic Excellence recognises outstanding achievement by a student across their degree.

3.6.2 Students are eligible to be considered for the appropriate Medal, if they have:

- have completed at least 2/3rds of their studies at the Institute;
- have completed all requirements of their degrees;
- be eligible to graduate with a *with High Distinction* appellation ie.
 - has achieved an average mark in their Units of 80% or more; and
 - has not been found guilty of academic misconduct; and
- have demonstrated a commitment to the Institute community and society in general that establishes them as an outstanding student and community citizen.

3.6.3 There is no limit to the number of Medals that may be awarded in a year, however it would normally be no more than one per graduate level in each year.

3.6.4 There is no requirement to issue an Institute Medal of Excellence each year.

3.7 Changes in Criteria

On the advice of the Dean, the President is delegated to make minor changes to the selection criteria for Letters of Commendation and Inclusion in the Dean's List. Any such changes must be reported to the Academic Board for ratification.

4 RESPONSIBILITIES

4.1 The Dean has responsibility to:

- promote the policy to encourage excellence in academic achievement; and
- manage the assessment and administrative processes leading to the awarding of an acknowledgment of academic achievement.

5 PROCEDURES

5.1 Letters of Commendation, Dean's List, Dux of the Institute and Best Performance in a Degree Awards

5.1.1 Following the confirmation of grades for a trimester, the Dean will confirm the results and the eligibility for the approve the recipients for these awards.

5.1.2 The Office of the Dean will prepare the appropriate documentation which will be made available to recipients as soon as practicable after the completion of a major Teaching Period.

5.1.3 The Office of the Dean will release a notification to all students and staff of the significance of the awards and the recipients.



- 5.1.4 The Registrar will add a notation of the award to each recipient's academic record and to their transcript on graduation.
- 5.1.5 The Registrar will publish the names of recipients on the Institute website.
- 5.1.6 Where a grade is withheld for one or more units, a decision on their eligibility for a Letter of Commendation will be deferred until the grade for the outstanding Unit(s) is/are determined. In the unlikely event that there may be an impact on a higher award, a decision on that award will also be deferred.

5.2 Degrees with Honours

- 5.2.1 As part of the preparation of the list of potential graduates, the Registrar will note the grade of the degree to be awarded for those students eligible for a degree with honours.
- 5.2.2 Academic Board will endorse the awards and grade of honour for consideration by the Board of Directors.
- 5.2.3 Students will be notified of the decision of the Board of Directors by the Registrar in preparation for graduation.
- 5.2.4 The Registrar that the appropriate honours are included on the Testamur and the Transcript.
- 5.2.5 The Registrar will publish the names of graduates and the grade of honours, if any, on the Institute website.

5.3 Institute Medals of Academic Excellence

- 5.3.1 In preparation for a graduation ceremony, the Dean and the Registrar will consider the Student(s) who meet the criteria for the award of an Institute Medal of Academic Excellence.
- 5.3.2 The Principal Executive Officer will review and if appropriate approved the awarding of a Medal.
- 5.3.3 The Registrar will prepare written notification to the successful Student(s).
- 5.3.4 The Registrar on the and the Student's Transcript.
- 5.3.5 The Registrar will publish the names of recipients of Medals of Academic Excellence on the Institute website.

5.3.6

6 RELATED LEGISLATION AND DOCUMENTS

Institute Documents

Nil

Applicable External Standards and Codes

This policy and procedures support compliance with the following

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Academic Excellence Awards Policy and Procedure



Standards/Code	Standards/Clauses
Higher Education Standards Framework (Threshold Standards) 2021	1.4 1.5

7 FEEDBACK

- 7.1 PIA staff and students may provide feedback about this document by emailing policy@pia.edu.au for such feedback to be incorporated into a future review.

8 APPROVAL DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Administrator	Dean
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