

Procedure Name	AWARDS PROCEDURE
Procedure Number	G016_PR (Governance)
Purpose	To provide procedures for offering student and staff awards at the Whitehouse Institute of Design, Australia (Whitehouse), including their provision, identification of sources of funding, an outline of the scope of awards, and the processes for carrying them out.
Procedure	<p>Process for Staff Awards</p> <ul style="list-style-type: none"> • Applications for academic awards (grants) are submitted initially to the Learning Teaching Assessment and Curriculum Committee (LTACC) for discussion and recommendation. Staff may nominate themselves or be nominated by their supervisor. • Staff Awards will be published on the Staff Zone of Whitehouse’s website. • Staff will consider Awards as part of Professional Development and are referred to the Professional Development Policy and Procedure. • Staff Awards linked to Professional Development are subject to application or nomination as outlined in the relevant policies and procedures. Should other Awards be established they will be advertised on the Staff Zone of the Whitehouse website. <p>Process for Student Awards</p> <ul style="list-style-type: none"> • Details of all internal and external student scholarships and awards will be published on the Whitehouse website. These include: purpose, eligibility, terms and conditions, criteria for selection and process for selection. • Each award will have specified criteria identified on the application form and applications must meet those specific criteria. • Prospective Whitehouse student award applicants may be nominated by Whitehouse staff, recognised external professional bodies or individuals. • Internal awards: All applications for internal Whitehouse Awards are submitted to the relevant Award Committee (sub-committee of LTACC). The selection process will be included on the relevant application form and published on the Whitehouse website. • External awards: All applications for external Whitehouse Awards will be subject to the published terms and conditions of that award. The selection process will vary according to the award being applied for, and details of this process will be included on the relevant application form and published on the Whitehouse website. • Where the conditions of merit have been satisfied consideration may also be given to circumstances of disadvantage and/or financial hardship. <p>Conditions</p> <p>Conditions of Student Awards</p> <p>Conditions for each Award will be published on the Whitehouse website.</p> <p>Requirements of Recipients</p> <ul style="list-style-type: none"> • At all times students who are recipients of Whitehouse Awards are expected to represent the Institute in a professional manner and not engage in activities that

might bring Whitehouse into disrepute and abide by the Code of Conduct at all times.

- Maintain an appropriate standard of academic performance.

Cessation and Termination of Awards

- Tenure of any award shall cease if a student ceases to be enrolled at Whitehouse for any reason.

Revoking Awards

- The Academic Board or Board of Governors may, with reasonable notice, revoke an award if a student is guilty of a serious misdemeanour, willful misconduct, or persistent refusal to meet academic requirements.

Confidentiality

- Personal information provided by applicants will be treated as confidential by Whitehouse staff as detailed in the Whitehouse Policy and Procedure on Privacy.

Award Committee

- The Award Committee for all student academic awards will be a formally constituted sub-committee of the Academic Board.
- This Award Committee will be responsible for the administration of the awards applications and selection process.
- The Committee will formally administer the management of the Awards.
- All Student Awards will be ratified by the Academic Board.

Funding

- Internal awards: These are drawn from the Whitehouse's consolidated budget, the amount of which is ratified by the Whitehouse Board of Governors.
- External industry-linked awards: these are funded or co-funded by the industry offering the award.

Awards Availability

- Award offerings will be advertised on the Whitehouse website, with an online application process.
- Availability and provision of Awards may vary in number annually, according to Whitehouse's capacity and focus, the level of demand and the quality of applications.

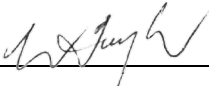
Advertisement of Awards

- All awards will be advertised on the Whitehouse's website along with the terms and conditions. Normally this notification will cover:
 - the name of the award
 - the criteria for selection
 - the terms and conditions of the award
 - who the award making body is: whether it is the representatives of Whitehouse, an industry sponsor or a combination of both
 - the process of selection and approval.

Ratification of Awards

- Internal awards: Awards will be managed and recommended by the Award Committee and ratified by the Academic Board and/or Board of Governors.

	<ul style="list-style-type: none"> Industry-linked external awards: these will be administered by the industry body or a delegated entity.
Key Related Documents	<p>Awards Policy</p> <p>Code of Conduct</p> <p>Staff Handbook</p> <p>Student Handbook</p> <p>Professional Development Policy</p> <p>Professional Development Procedure</p> <p>Access and Equity Policy</p> <p>Access and Equity Procedure</p> <p>Privacy Policy</p> <p>Privacy Procedure</p> <p>Whitehouse Website: Statements of Awards Criteria</p>
Responsible Officer	Executive Director
Approval Authority/ Authorities	Board of Governors
Date Approved	10/04/2017
Date of Commencement	11/04/2017
Date for Review	11/04/2020
Documents superseded by this Procedure	Award Policy and Procedure, February 2015
Amendment History	<p>05/2018</p> <p>Re-branding – Header & Footer only</p> <p>12/2016</p> <p>Policy and Procedures separated. Updated formatting and minor amendments</p> <p>Changed formatting</p> <p>Updated hyperlinks</p> <p>12/2012</p> <p>Document</p> <p>Minor adjustments and inclusions policy wording 09/2015</p>

Signed and dated for Whitehouse Institute Pty Ltd		Les Taylor	30/05/2018
	Signature	Name	Date

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Board of Governors Academic Board Executive Management Academic Staff Administration Staff Applicants to HE Programs Students