



<b>OTAGO POLYTECHNIC ACADEMIC POLICY</b>		<b>Number: AP0608.05</b>
Title:	<b>Learner Awards</b>	
Classification:	<b>Customers</b>	
Chief Executive Approval:	Effective Date: <b>1 December 2018</b>	Review Date: <b>1 September 2019</b>
Previous Policy No:	<b>n/a</b>	Status: Current
Contact Authority:	<b>Deputy Chief Executive Learner Experience</b>	

**Purpose** To outline the purpose, criteria, nomination and selection of Learner Awards.

- Policy**
- 1 Awards are open to all learners enrolled 0.5 EFTS or greater in full-time programmes at Otago Polytechnic. The awards are:
    - **Otago Daily Times Award (\$1,000)** for personal achievement in studies at Otago Polytechnic.
    - **Otago Polytechnic Education Foundation**
      - **Achievement Award (\$750)** for outstanding achievement in exceptional circumstances - academically, personally or institutionally;
      - **Excellence Awards (x2 at \$1,000 each)** for graduating learners who have shown excellence in their field of study.
  - 2 Awards cannot be received by the same person in two consecutive years.
  - 3 Awards will be presented at a graduation ceremony and acknowledged in the graduation booklet.
  - 4 The evaluation panel is:
    - Deputy Chief Executive Learner Experience;
    - Head of School/College representative;
    - OPSA President (or OPSA nominee);
    - Convenor of the Student Sub-Committee.
  - 5 No award will be made if, in the view of the Evaluation Panel, none is justified.
  - 6 The nomination process will be facilitated by the Executive Assistant to the DCE Learner Experience (currently via [www.surveymonkey.com/](http://www.surveymonkey.com/)).
  - 7 Nominations may be made by any learner/group of learners or staff member/group of staff.
  - 8 Annual Timeline:
    - Mid September – call for nominations;
    - Early November – nominations close , convene evaluation panel;
    - 15 November – decisions notified to Graduation coordinator;
    - 30 November – awards assembled and delivered to Graduation Coordinator.
  - 9 Each year the Deputy Chief Executive Learner Experience will correspond with external donors sending thanks and reconfirming continuation.

**Approved by Chief Executive**  
**Date: 1 December 2018**

