Australian Chiropractic College

Prizes for Outstanding Achievement
Policy

DEFINITIONS

Terms in this document, for which definitions are not provided in the text or may not be self-evident, or for which usage at ACC may differ to that in other higher education institutions are as follows:

Prize: A certificate, trophy, medal or other token presented after a formal decision.

Staff and Employee: Are interchangeable terms for the purpose of policies and procedures. They refer to both academic and non-academic staff employed by the ACC.

Study Load: The number of units in which a student is enrolled for any given term or semester.

Unit (or Unit of Study): An element of a Stream (as defined above), that has specified student learning outcomes and requires satisfactory performance in assessments that measure student performance regarding learning outcomes.

PURPOSE

The purpose of this Policy is to define the selection criteria for the issue of official ACC student and staff prizes. The Policy details how the recipient of each prize is assessed against the criteria and selected and when each prize is presented to the recipient.

SCOPE

This policy applies to all Students and Staff.

POLICY

The ACC is committed to continuous improvement and excellence. This Policy details the prizes to students for academic excellence and staff for continuous improvement and excellence.

STUDENT PRIZES

The ACC presents four student Prizes each year.

The criteria for each Prize, the selection of the recipient and details of when the Prize is presented are as follows:

Valedictorian, presented to the student with the highest average grade percentage of the graduating cohort across all units completed in the Bachelor of Chiropractic. Units awarded academic credit are not included in the calculation of the average grade.

The Valedictorian is presented at each Bachelor of Chiropractic Graduation Ceremony.

Salutatorian, presented to the student with the second highest average grade percentage of the graduating cohort across all units completed in the Bachelor of Chiropractic. Units awarded academic credit are not included in the calculation of the average grade.

The Salutatorian is presented at each Bachelor of Chiropractic Graduation Ceremony.

Chiropractic Practice Prize, recognises the student who demonstrates the strongest overall performance across clinical achievement, patient engagement, and academic excellence during their Chiropractic Practice program as represented by the lowest average ranking score as determined by the following process:

Each student in the cohort is ranked across the following five criteria:

1. Total number of new patients seen in the Chiropractic Centre.
2. Total number of return patient visits in the Chiropractic Centre.
3. Total revenue generated in the Chiropractic Centre (as a reflection of their ability to build a viable and sustainable practice).
4. Patient Visit Average (PVA).
5. Overall final grade achieved in the 4PROF4 unit.

For each criterion, students are ranked from highest to lowest performance. The highest-performing student receives **1 point**, the second-highest receives **2 points**, the third-highest receives **3 points**, and so on until all students have been ranked.

The points awarded across the five criteria are then summed for each student and divided by five to calculate an overall average ranking score.

The student with the **lowest average ranking score** is declared the recipient of the prize, reflecting the strongest and most consistent performance across all five measures. In the instance that there is tie, each student in the tie will be awarded the prize.

The Chiropractic Practice Prize is presented at each Bachelor of Chiropractic Graduation Ceremony.

Diploma of Health Science Excellence Prize, presented to the student with the highest average grade percentage of the graduating cohort across all units completed in the Diploma of Health Science. Units awarded academic credit are not included in the calculation of the average grade.

Academic Excellence Prize, presented as follows:

- Eligible students are those who have studied at least 8 units in Levels 2 to 4 in the relevant year
- To the student with the highest average grade percentage across all units studied in the relevant year.

The Academic Excellence Prize is presented at the ACC Concordia Conference each year.

STAFF PRIZE

The ACC considers two staff prizes each year. These prizes are the Faculty Excellence Prize for excellence in academic delivery and the Staff Excellence Prize for outstanding contribution by an administrative employee.

To be eligible for the Faculty Excellence Prize, staff must be a member of the academic faculty and have been working for the ACC for 2 years. Eligible staff can be staff on a fixed term contract or have been engaged as casual for at least 4 consecutive semesters.

Eligible staff are assessed against the five criteria shown below and must excel in at least three to be considered for the Prize. The Prize criteria to be assessed against the staff members are:

- approach to learning and teaching and the ability to influence, motivate and inspire students to learn;
- development of curricula and resources that reflect a command of the field;
- approach to assessment and feedback that foster independent learning;
- respect and support for the development of students as individuals; and
- scholarly activities that have influenced and enhanced learning and teaching.

The Faculty Excellence Prize nominees are assessed against the criteria and the selection of the proposed recipient is determined by joint decision of the Academic Dean and the Academic Operations Manager. A prize will not be awarded if candidates do not meet requirements. The Board of Directors approves the recipient.

Following approval of an eligible candidate. the Faculty Excellence Prize is presented at the ACC Concordia Conference.

All staff that are not faculty are eligible for the Staff Excellence Prize. Eligible staff are assessed against the following criteria:

- Having exceeded the expectations of their role
- Evidence of incorporating continuous improvement and initiative in their work
- Making a positive contribution to the ACC culture.

The Staff Excellence Prize nominees are assessed against the criteria and the selection of the proposed recipient is determined by joint decision of the CEO and the Marketing and Student Engagement Manager. A prize will not be awarded if candidates do not meet requirements. The Board of Directors approves the recipient.

The Staff Excellence Prize for outstanding contribution by an administrative employee is presented at the ACC Concordia Conference each year.

ROLES AND RESPONSIBILITIES

Academic Operations Manager is responsible for calculating the student outcomes that underpin the selection of the student prize recipients and for arranging the prizes to be presented.

Academic Dean and Academic Operations Manager are responsible for assessment and selection of the proposed recipient of the Academic Excellence Prize.

CEO and Marketing and Student Engagement Manager are responsible for assessment and selection of the proposed recipient of the Staff Excellence Prize.

Board of Directors is responsible for approval of all student and staff prizes.

IMPLEMENTATION AND MONITORING

The CEO is responsible for the implementation of this Policy.

REVIEW

The ACC's *Prizes for Outstanding Achievement Policy* is reviewed, at least, every three years.

It is a policy of the ACC that any Policy or Procedure may be reviewed earlier as indicated by internal or external factors (including but not limited to such factors as changes in the guidelines of regulatory authorities,

accreditation/registration requirements of the profession, or relevant legislation at state or federal level) as determined by the Board of Directors and/or Academic Board.

RELATED DOCUMENTS

- Delegations Framework
- Conferral and Graduation Policy.

VERSION CONTROL

Document: A035 Prizes for Outstanding Achievement Policy		
Responsible Officer: Academic Dean		
Initially Approved by: Board of Directors		**Date:** 27 March 2025
Initially Approved by: Board of Directors		**Date:** 29 July 2025
Approved by: Board of Directors		**Date:** 28th July 2026
HESF	6.2 Corporate Monitoring and Accountability 6.3 Academic Governance	
Version: V3.0	**Replaces Version(s)**: V2.0	**Next Review:** July 2029
Nature of Change	July 2025 - Change awards to prizes to ensure they are not confused with the award of a qualification - Add the Staff Excellence Prize for outstanding contribution by an administrative employee. July 2026 - Changes to the chiropractic practice prize	