Adelaide Graduate Award
GUIDELINES

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PURPOSE

The Adelaide Graduate Award is an employability program that recognises and rewards extra-curricular activities (such as paid work and volunteering) that students undertake while studying for their degree. It is intended to complement your studies by recognising experiences that are not formally acknowledged through other means.

The core aims of the Adelaide Graduate Award are:

1. **Gain experience** – participate in diverse experiences to acquire and develop the transferable skills, personal qualities and attributes that improve your employability.
2. **Learning** through doing – just having an experience is not enough to develop your employability; through self-reflection, you learn to translate experiences into employability development.
3. **Transfer** your learning – communicate your employability effectively to others (including employers) and transfer your skills and learning to other contexts.
4. **Recognition** – gain formal recognition from the University for extra-curricular achievements.

Learning outcomes

While the Adelaide Graduate Award is not a course and you cannot obtain degree credit for the Award, it is a learning opportunity. By the time you complete the Award, you should have achieved the following outcomes:

1. Demonstrate self-management, including initiative, organisation and accountability, by independently planning and undertaking your Award activities
2. Manage your own personal development by examining your skills, personal qualities and capabilities and identifying ways in which to grow them
3. Display and articulate the skills, qualities and capabilities you have developed through your experiences
4. Be more self-aware and reflective and feel more confident in your abilities.

The Award is not a reward for participation in activities, but a recognition of the learning you gain from reflecting on your extra-curricular experiences. To achieve the Award, you must demonstrate your learning from your activities via a written assessment.

ELIGIBILITY FOR THE AWARD

The Adelaide Graduate Award is a voluntary and free program open to all students currently enrolled in a degree at the University of Adelaide. You are not eligible for the Adelaide Graduate Award after you have completed your degree.

AWARD REQUIREMENTS

The **minimum** requirements for achieving the Adelaide Graduate Award are:

1. Complete the mandatory **MyUni Online Orientation**
2. Develop a **plan** for how you will achieve your Award, which the Award team will review to ensure your proposed activities will meet the requirements of the Award

3. Complete at least **150 hours** of eligible extra-curricular activities across at least **two activities**
   (1) including a minimum of **30 hours of volunteering**
   (2) completing at least **one activity in two of the three Award categories**
   - University Community
   - Global, Cultural and Social
   - Creativity and Innovation

4. Complete at least **two career development workshops or events** which are offered by the University's Career Services
5. Submit your **resume** and your **LinkedIn profile,** which must include your extra-curricular activities
6. Submit a 500-750 word **written reflection** summarising your experiences in two different Award activities and how those experiences resulted in developing your employability skills. Your reflection is assessed and must be passed to achieve the Award.
7. Complete all the above Award tasks by the deadlines in the final study period of your degree.

AWARD DEADLINES

Get started with the Award as early as possible in your degree to gain the most value from the program.

To be eligible for the Award, you must complete the following by 15 March (Semester 1) or 15 August (Semester 2) in the final year of your degree (at the very latest):

- [Register online](#)
- Complete the mandatory [MyUni Online Orientation](#)
- Submit your [Development Plan](#)

Once the above tasks are complete, you have until the deadlines in your final study period to complete the 150 hours of extra-curricular activities and other Award components. For information about the specific deadlines that apply to you, please see our ['Deadlines' page in CareerHub](#).

You are responsible for ensuring that you are aware of and meet all Award deadlines. If you do not meet the deadline for each Award task, you will not be eligible to receive the Award.

The Award is one way to demonstrate your ability to manage yourself, so you are responsible for managing your participation in the Award. Resources are available to guide you through the process, but you'll be responsible for ensuring you meet all the requirements to achieve the Award.

ACTIVITY ELIGIBILITY

The Award is based on experiential learning, where you learn through reflection on doing. As a learner, you must have an active role in the experience or activity to learn from it. Award activities must be experiential.

Any experiential volunteering, paid work, or personal and professional development activity where you can demonstrate your employability skills development *may* be eligible for the Award.

To include an activity towards your Award, the activity must meet all the following eligibility requirements:
1) be experiential
2) develop your employability skills
3) be [extra-curricular](#) or [co-curricular](#):

a) it can't be a requirement for your degree (e.g. extra mural studies or Engineering internship)
b) you cannot be getting course credit for it in your degree or recognition for the activity from another institution
4) align with one of the three categories in the Award (for a detailed description of each Award category, please see the ['About the Award Categories' page in CareerHub](#))
5) be undertaken while you are enrolled in your current degree at the University of Adelaide
6) you must be able to provide detailed evidence of your activity participation hours

You must be an *active* participant in the activity; otherwise your involvement will not be experiential (and therefore, not meet requirement 1 above).

The University of Adelaide reserves the right to review and approve or reject all activities claimed towards the Adelaide Graduate Award, and the decision of the University is final.

The Award is a self-managed process, and it is your responsibility to source your own opportunities.

Ineligible and excluded activities

These activities do not meet the activity eligibility requirements and cannot be counted towards the Award:

- donating blood
- being a participant in a clinical trial or research study (e.g. sleep study, economics experiment, psychology study)
- attending a dance/sports/yoga class
- taking art or craft classes
- playing casual sports (however, being an [Elite Athlete](#) engaged at a national or internationally competitive level alongside study is eligible, as it requires application of employability skills to balance study and competition)
- attending AUU club activities in a purely social capacity (however, being a Committee Member or an active club volunteer is eligible)
- attending a conference (unless you are a presenter)
- online courses (e.g. Coursera, EdX, Duolingo, Udacity). Note: the only exception to this is [LinkedIn Learning courses](#) (which are capped at a maximum of 20 hours)
- courses, certificates or degrees from another institution (e.g. TESOL qualification, or Certificate III, IV etc.)
- helping a friend or family member
- activities completed before you started your degree at the University of Adelaide
- any [Career and Research Skills Training (CaRST) activities](#).

Volunteering

Volunteering Australia [describes volunteering](#) as "time willingly given for the common good and without financial gain."

You must complete a **minimum of 30 hours of volunteering** to achieve the Award. Volunteering can be with a not-for-profit, community, faith-based or government organisation. Volunteering cannot be undertaken with a for-profit business or employer.

Volunteering is a great way to gain experience, meet new people and develop transferable employability skills. It is also an opportunity to share your skills, passion, and enthusiasm to really make a difference in your community. Volunteering is about being an engaged citizen, having a positive impact on others, and making meaningful contributions to society.

It is important that any volunteering you do is done safely and responsibly and that you are not being exploited. Volunteering is not simply unpaid work but must contribute to the greater good. Volunteering must not be exploitative or used to replace paid employment. It is against Fair Work regulations to place a volunteer in a position that a paid staff member would otherwise undertake. Volunteers cannot be exploited for profit; this means that you cannot volunteer for a for-profit business or organisation. Good volunteering will align with the [National Standards for Volunteer Involvement](#) and as a volunteer you should be provided with a volunteer role description, orientation/induction and ongoing support.

Volunteering hours for the Award must be undertaken in accordance with these guidelines, and the University reserves the right to determine whether experiences are volunteering or not.

Paid work

All paid work is generally eligible for the Award as long as it is undertaken in accordance with all relevant State and Federal laws, including the [Fair Work Act](#), and the paid work has not been used to satisfy a degree requirement (e.g. a paid internship).

Australia has strict rules on your rights as a worker, and we want to ensure you are receiving the rights and entitlements afforded you by Australian law. These include [minimum wage](#) requirements, ordinary hours of work, the right to a safe workplace, mandatory provision of [payslips](#) and payment summaries, and [superannuation](#). Any paid work deemed by the University to not comply with the Fair Work Act cannot be counted towards the Adelaide Graduate Award.

Unpaid work or unpaid internships

Unpaid work experience (or unpaid internships) are not eligible for the Award in most cases, and we do not recommend that students do unpaid work experience for the Award. Unpaid work with a business is not considered volunteering and cannot be claimed towards the Award as volunteer hours.

In Australia, under the [Fair Work Act](#), unpaid work experience should generally only be completed as part of a formal agreement between an education provider (such as the University) and the host organisation. These agreements are usually only done as part of a formal course credit arrangement, and the majority are therefore not eligible for the Award (as they are not extra-curricular).

We won't accept unpaid work experience completed in Australia unless it was organised through the University under a 'voluntary work experience agreement' between the host organisation and your Faculty, prior to starting the work experience. You will need to provide the signed agreement as evidence to claim the unpaid work experience for the Award. Any unpaid work deemed by the University to not comply with the [Fair Work Act](#) cannot be counted towards the Adelaide Graduate Award.

Research Internships recorded on your transcript (including milestones) cannot be included in the Adelaide Graduate Award

Personal or professional development

Various professional and personal development activities can be included towards your Award hours. Examples of personal or professional development experiences include Global IQ Connect, Career Access Mentoring, Women in STEM Careers, hackathons, start-up events, and active participation in competitions and challenges

Career Services workshops/events

For a workshop/event to be eligible for the Award:

- It must be advertised on CareerHub.
- You must register for the session on CareerHub itself. Events where registration is via Eventbrite or an external website are not eligible.
- Your attendance must be recorded at the session. The person running the session must upload attendance into CareerHub.

Examples of eligible workshops/events include:

- LinkedIn Profile Development Lab
- Resume Writing Workshop
- Interview Skills Workshop
- Careers Expo
- Grow Your Career Week
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ACTIVITY EVIDENCE REQUIREMENTS

You will need to provide **adequate evidence** verifying participation hours in each activity and reflect on the skills you have developed. Please see our 'Activity Evidence Requirements' page in CareerHub for detailed information about the evidence required for different activities.

Failure to include adequate evidence will result in your activity being declined. It's your responsibility to gather and provide adequate evidence to support your activity claims.

COMPLETION OF THE AWARD

You may complete the final stage of the Award (submitting your Written Reflection) in the penultimate or final year of your degree.

Please note, if your submitted Award activity hours include anything that could be credited towards your degree in the future, we may be unable to add the Award to your transcript until your final study period. For example, if you have included activities that could count towards Engineering internship requirements.

The Award will be added to your official University transcript after the census date for your current enrolment period has passed.

PHD AND MASTER OF PHILOSOPHY STUDENTS

PhD and Master of Philosophy students can participate in the Adelaide Graduate Award program.

Please note the following rules apply to students who are doing both the Career and Research Skills Training (CaRST) program and the Adelaide Graduate Award:

- CaRST and iCaRST activities are not eligible to be counted towards the Award.
- Any activity which appears in your CaRST record cannot be counted towards the Award (even if you have completed more hours for the activity than required for CaRST).
- You must complete the CaRST program before the Award, and you will need to provide the Award Team with a copy of your CaRST activity record.

- The Award Team will review your CaRST record on completion of the Award to check your eligibility for the Award. If the final review indicates that you have submitted any CaRST activities towards the Award, these activities will be removed from your Award record, and you may be ineligible for the Award.

CONDITIONS AND CODE OF CONDUCT

As a student of the University of Adelaide, you are subject to the same rules that apply to your degree when working towards the Award; therefore, any form of cheating will not be tolerated and will result in your immediate removal from the Adelaide Graduate Award program.

Fair Work Act

Compliance with the Fair Work Act is a requirement of all activities claimed towards the Adelaide Graduate Award.

The University of Adelaide reserves the right to reject any activities that are not in compliance with the Fair Work Act and the decision of the University is final.

Fraud

Falsifying documentation, including evidence of your participation in an activity, or claiming activities you haven't actually done may lead to a penalty under the Academic Integrity Policy and/or Student Misconduct Rules. This may also constitute fraudulent behaviour which is illegal and may be criminal which could lead to legal action.

Falsifying documentation and/or committing fraud will result in immediate removal from the Adelaide Graduate Award. The University reserves the right to provide details of the false information to any other authority which the University considers is appropriate to inform.

International student conditions

If you are a student visa holder you must not breach the work conditions that apply to your student visa. More information is available from the Department of Home Affairs.

Code of Conduct

All students who wish to participate in the Adelaide Graduate Award are required to agree to, and comply with, a Code of Conduct. Any student who breaches this Code will be removed from the Adelaide Graduate Award program.

Disclaimer

The University of Adelaide reserves the right to withdraw students from the Adelaide Graduate Award at any time if they are found to have contravened the conditions or Code of Conduct of the Adelaide Graduate Award. The University may, but shall be under no obligation to, give reasons for the decision and the decision of the University is final.

DEFINITIONS

Co-curricular – activities outside of but usually complementing the regular curriculum, such as Peer Assisted Study Session (PASS) leaders, summer research scholarship projects, and faculty Peer Mentors.

Employability is a set of achievements - skills, understandings and personal attributes - that make individuals more likely to gain employment and be successful in their chosen occupations, which benefits themselves, the workforce, the community and the economy.

Employability skills (transferable skills) – skills that can be learned in one context and applied in another context, for example, oral communication, problem-solving, collaboration, and creativity.

Experiential learning (in the context of the Adelaide Graduate Award) is a process of direct learning from life experiences. It is based on the theory that individuals learn while doing a task ("learning through doing").

Extra-curricular – activities outside of the curriculum. For the purposes of the Adelaide Graduate Award, this means that activities cannot be credit-bearing or a requirement of a degree. Additionally, any activity that relates to a qualification from another institution is generally not eligible as an Award activity.

Fair Work Act - The Fair Work Act 2009 (FW Act) and the Fair Work Regulations 2009 are the legislation (laws) that govern the employee-employer relationship in Australia. They provide a safety net of minimum entitlements, enable flexible working arrangements and fairness at work and prevent discrimination against employees. All employers are bound by the Fair Work Act and must treat employees fairly and issue them with the correct entitlements.

Internship - a carefully monitored work experience in which the student has intentional learning goals and reflects actively on what they are learning through the experience. Internships provide real training and skills development and offer mentoring and support. Internships are mutually beneficial to the student and the host company, but the intern should have flexibility and receive most of the benefit of the internship.

Paid work is work performed as an employee, including full-time, part-time, casual, seasonal and contract work, or through self-employment, where the person is engaged in some form of gainful activity for which they are paid. For the purposes of the Adelaide Graduate Award, paid work must be undertaken in compliance with the Fair Work Act.

Volunteering is time willingly given for the common good and without financial gain. For the purposes of the Adelaide Graduate Award, volunteering can be with a not-for-profit, community, faith-based or government organisation. Volunteering cannot be undertaken with a for-profit business/employer.