



Awards Policy 2026

Rationale

Corinda State High School recognises outstanding student achievement through the presentation of awards at timely junctures throughout the school year. This policy outlines the criteria a student needs to meet to receive each type of award, how often the award is presented, and at which event or ceremony the award is presented. It also outlines the nomination process for students and how a decision is reached, e.g. Special Awards. It is intended to make the process clear for the school community. Unless otherwise stated, a student needs to fulfil all of the criteria for a particular award to be considered.

This policy addresses awards where Corinda State High School holds the responsibility to:

1. decide who will receive the award; and
2. present the award.

This policy does not address awards that a student may achieve independent of the school or where the decision on who receives the award rests with an outside agency. (*Example: AMEB Music exams, Scout Badges, Australian Mathematics Competition*).

Organisation

Awards are grouped in categories based on the achievement they are presented to acknowledge:

- Special Awards
- Academic achievement
- Engagement and Industry (Merit)
- Arts awards ([Appendix 3](#))
- Sports awards ([Appendix 3](#))

Definitions

Level of Achievement (LoA) – Commonly referred to as Grades, these are A-E ratings, with A being the highest and E being the lowest. A rating of N indicates the student is Not Rated for that area.

Grade, Behaviour and Effort Point Average (GPA, BPA & EPA) – LoAs are converted to a number and averaged across all subjects each term (A=5, B=4, C=3, D=2, E=1). GPA, BPA and EPA are expressed as a number between 0 and 5, to two decimal places. *Vocational Education and Training competencies and non-curriculum classes including instrumental music are not used in the calculation.*

Queensland Curriculum and Assessment Authority (QCAA) – is a statutory body of the Queensland Government. The QCAA plays a critical role in the design and delivery of education in Queensland in collaboration with a range of stakeholders and partner agencies. Subjects offered at school that receive an A-E LoA are QCAA subjects.

Vocational Education and Training (VET) - Designed to deliver workplace-specific skills and knowledge, VET covers a wide range of careers and industries, including trade and office work, retail, hospitality and technology. Subjects offered at school or with external agencies that are assessed on a competency basis.

Merit Ceremony – End of year ceremony for Year 7 – 11 students in the second week of following year.

Graduation Ceremony – End of year ceremony for Year 12 students.

Academic awards of excellence – Ceremony for highest level award recipients, scheduled for Term 1 of following year.

Arts awards – awarded at Merit Ceremony, Arts events in term 4.

Sports awards – Ceremony in term 4 for all sports achievement levels.

PERMAH - Framework for evaluating and enhancing wellbeing by focusing on its six key elements: Positive Emotion, Engagement, Relationships, Meaning, Accomplishment, and Health.



Special Award – Leadership and School Service - Graduation

Principal's Award for School Service

CRITERIA	NOMINATION	DECISION
Awarded to a Year 12 Student. The recipient/s of the Principal's Award of School Service displays all of the following criteria: • Have consistently upheld the school values of Integrity, Compassion, Curiosity and Drive • Demonstrates the school's philosophical underpinning of PERMAH through: - Positive engagement in a range of school activities demonstrating initiative, leadership and commitment to the school and school improvement - Positive accomplishment is demonstrated through individual potential, striving for and achieving meaningful outcomes - Positive emotions are demonstrated through the student's balance of academic expectation, school commitment and personal commitment - Positive purpose through consciously engaging in activities for the benefit of others and displaying community mindedness and good citizenship with maturity - Positive relationships are demonstrated through the student being their authentic self, forming collaborative relationships in the school community - Positive health is demonstrated by the student's capacity to put into practice sustainable habits for optimal physical and psychological health positively impacting on learning and wellbeing. • Displays outstanding qualities in all aspects of school life. The principal reserves the right not to award this award if there is not a student who meets the criteria.	Yes Via nomination form (Appendix 1) Students may be considered by the Principal based on their contribution to school culture.	Shortlisting from written nomination. Interview as required. Principal, with consultation from School Leadership Team (SLT)

Ampol Best All Rounder Award

CRITERIA	NOMINATION	DECISION
Awarded to a Year 12 Student. Recipients should excel in these categories, though not necessarily all of them: • Academic – achieves scholastically across a range of subjects • Attitude – willing to help others; makes selfless contributions • Personal conduct – exemplary at all times • Leadership – a role model for other students • Service – participates in school and community activities • Sport – represents the school without necessarily being a champion • Arts – participates enthusiastically in the cultural and artistic life of the school. The principal reserves the right not to award this award if there is not a student who meets the criteria.	Yes Via nomination form (Appendix 1) Students may be considered by the Principal based on their contribution to school culture.	Shortlisting from written nomination. Interview as required. Principal, with consultation from School Leadership Team (SLT)



Special Award – Leadership and School Service – Graduation

RSL Citizenship Award

CRITERIA	NOMINATION	DECISION
Awarded to a Year 11 or 12 Student. • Participates in school activities, dependable and reliable. • Follows correct procedures and observes school code of behaviour. • Generally, does his/her best in all areas. • Presents himself/herself well and displays good manners. • Active involvement in several school activities or a high level of involvement in one area. • Follows correct procedures and observes the School Code of Conduct. • Most of the following qualities must be demonstrated: ○ responsibility ○ consistent involvement ○ initiative ○ leadership ○ effective communication ○ follow through. Examples: SRC, collecting for charities, Organising and assisting with school activities (including sport, cultural & academic for example, coaching, backstage, primary school visits, parent forums, Open Day, ANZAC day). The school reserves the right not to award this award if there is not a student who meets the criteria.	Yes Via nomination form (Appendix 1) Students may be considered by the Principal based on their contribution to school culture.	Shortlisting from written nomination. Interview was required. Principal, with consultation from School Leadership Team (SLT)

Australian Defence Force (ADF) Long Tan Youth Leadership and Teamwork

CRITERIA	NOMINATION	DECISION
Awarded to one Year 12 student. This student does not need to have participated in military training (i.e.: cadets). See Appendix 2 for Selection Criteria. The criteria for this award is set out by the Australian Defence Force. The school reserves the right not to award this award if there is not a student who meets the criteria.	Yes Via nomination form (Appendix 2)	Shortlisting from written nomination. Interview as required. Deans with Principal veto.

Other Awards

CRITERIA	NOMINATION	DECISION
At times universities and organisations approach Corinda State High School to support the recognition and acknowledgement of our students with a pre-defined criterion. The school reserves the right not to award these awards if there is not a student who meets the criteria.	Dependent on award criteria	The school reserves the right to determine recipient based on award criteria and discussion with Senior Leadership Team.



Graduation Industry awards (Merit)

These awards are presented to students based on their application and industry at Corinda State High School. This category includes awards for a student's application of effort, behaviour, and commitment.

Rotary Vocational Education and Training (VET) Award

CRITERIA	DECISION
<i>Year 12 student only</i> Awarded to the person who embodies the spirit of Vocational Education and Training, and undertakes industry placement in conjunction with their VET qualifications, in order to prepare themselves for a post-school journey in a vocational pathway.	VET HOD / Senior Schooling HOD



Academic Awards of Excellence

Academic awards are presented to students based on their academic performance in subjects offered at Corinda State High School.

Dux of the School

CRITERIA	DECISION
Awarded to the Year 12 student with the highest ATAR achieved reported to the school.	Automatic – based on ATAR

Junior Secondary Dux

CRITERIA	DECISION
- Awarded to a Year 9 student. - Highest average GPA across years 7, 8, and Year 9 - No N ratings for achievement.	Automatic – based on reporting data

Academic Excellence Award (Platinum Award)

CRITERIA	DECISION
- GPA is 5.0 across twice yearly reporting. - EPA and BPA is 4.5 or higher across twice yearly reporting. - No N ratings for achievement. Year 11 & 12 students: At least 4 QCAA subjects must be studied with A-E awarded.	Automatic – based on reporting data

Academic High Distinction (Gold Award)

CRITERIA	DECISION
- GPA is 4.66 or higher across twice yearly reporting. - EPA and BPA is 4.5 or higher across twice yearly reporting. - No N ratings for achievement. Year 11 & 12 students: At least 4 QCAA subjects must be studied with A-E awarded.	Automatic – based on reporting data

Academic Distinction (Silver Award)

CRITERIA	DECISION
- GPA is 4.33 or higher across twice yearly reporting. - EPA and BPA is 4.5 or higher across twice yearly reporting. - No N ratings for achievement Year 11 & 12 students: At least 4 QCAA subjects must be studied with A-E awarded.	Automatic – based on reporting data.

QCE excellence – Highest QCE Points (VET award)

CRITERIA	DECISION
Year 12 student only Awarded to the student with the highest number of QCE points.	QCAA data- Based on student QCE points



Academic Awards of Excellence

Top of Subject Award – year 12

CRITERIA	NOMINATION	DECISION
The highest grade achieved in the subject – General and Applied subjects	No – based on QCAA data.	Automatic – based on QCAA data

Academic Honours Award – year 12

CRITERIA	NOMINATION	DECISION
Academic Honours Award: 100% in General subjects	No – based on QCAA data.	Automatic – based on reporting data.

Scholars Award – year 12

CRITERIA	NOMINATION	DECISION
- Scholars Award: 90 ATAR and above in subjects achieve a certificate. 95 ATAR and above achieve a medallion. - EPA and BPA across Terms 1, 2, 3 and 4 is 4.5 or higher. - No N ratings for achievement.	No – based on QCAA data.	Automatic – based on reporting data.

Junior Secondary Leadership Award

CRITERIA	NOMINATION	DECISION
Awarded to a Years 7, 8 or 9 Student. - Have consistently upheld the school values of Integrity, Compassion, Curiosity and Drive. - Demonstrates the school's philosophical underpinning of PERMAH through: - Positive engagement in school activities demonstrating initiative, leadership, effective communication and follow through. - Positive accomplishment through being the best student they can be. - Positive emotions and relationships are shown through being responsible, dependable and reliable. - Positive purpose being demonstrated through consistent positive involvement in the school, upholding the school's values and observing correct procedures and the Student Code of Conduct. - Positive health through applying practices to support wellbeing and sustainable habits. - Examples: SRC (Student Representative Council), collecting for charities, organising and assisting with school activities (including sport, cultural & academic for example, coaching, backstage, primary school visits, parent forums, Open Day, ANZAC day). The school reserves the right not to award this award if there is not a student who meets the criteria.	Yes Via nomination form (Appendix 1) Students may be considered by the Principal based on their contribution to school culture.	Shortlisting from written nomination. Interview as required. Principal, with consultation from School Leadership Team (SLT)



Academic Awards of Excellence

Australian Defence Force (ADF) Long Tan Youth Leadership and Teamwork

CRITERIA	NOMINATION	DECISION
Awarded to one Year 10 This student does not need to have participated in military training (i.e.: cadets). See Appendix 2 for Selection Criteria. The criteria for this award is set out by the ADF. The school reserves the right not to award this award if there is not a student who meets the criteria.	Yes Via nomination form (Appendix 2)	Shortlisting from written nomination. Interview as required. Deans with Principal veto.

Other Awards

CRITERIA	NOMINATION	DECISION
At times universities and organisations approach Corinda State High School to support the recognition and acknowledgement of our students with a pre-defined criterion. The school reserves the right not to award these awards if there is not a student who meets the criteria.	Dependent on award criteria	The school reserves the right to determine recipient based on award criteria and discussion with Senior Leadership Team.



Application and Industry Awards – Merit Ceremony

These awards are presented to students based on their application and industry at Corinda State High School. This category includes awards for a student's application of effort, behaviour, and commitment.

Merit Award – High Distinction

CRITERIA	DECISION
Year 7 – 10 only Average EPA and BPA of 5.0 across twice yearly reporting	Automatic – based on reporting data
Year 11 Average EPA and BPA of 5.0 across twice yearly reporting	Automatic – based on reporting data

Merit Award –Distinction

CRITERIA	DECISION
Year 7 – 10 only Average EPA and BPA of 4.8 – 4.99 twice yearly reporting	Automatic – based on reporting data
Year 11 Average EPA and BPA of 4.8 – 4.99 twice yearly reporting	Automatic – based on reporting data



Appendix 1: Special Award – Leadership and School Service Nomination Form

This nomination form is used to nominate for The Principal's Award for School Service, Ampol Best All Rounder Award, RSL Citizenship Award, Emerging Women Leaders Award and Junior Secondary Leadership Award. Students can self-nominate or can be nominated by a member of the school community (*NB – certification from staff is required*).

Process:

1. Check the criteria for each category of Special Award – Leadership and School Service before you nominate. Please ensure you meet the criteria first.
2. Complete the form by filling in the details below. You can do this for yourself (self-nomination) or for someone else. Ensure your nomination is certified by a staff member.
3. Attach any supporting documentation (e.g.: certificates, letters)
4. Return the completed form to Awards@corindashs.eq.edu.au (Subject line: Leadership/School Service nomination) by the nominated date.

Student First Name:		Student Family Name:
Year Level:	EQ Number:	Student email:

Leadership Roles / Opportunities

LEADERSHIP ROLES NOMINEE HAS UNDERTAKEN	AUDIENCE / IMPACT (E.G. AT SCHOOL, OUTSIDE EVENTS, ONLINE, ETC.)	YEAR/S

There is additional space on the following page if required.

Extra-Curricular Involvement

SPORT / TEAM NAME	ROLE/S	YEARS OF PARTICIPATION

[illegible]

Please note, you are not expected to have to fill this whole section – the space is there only if required. Some students may not have extra information to include – this will not discount you from being able to receive an award.

Not have extra information to include this will not discount you from being able to receive an award.

STAFF USE ONLY

I certify that the above mentioned student has provided information that is accurate and represents their contribution to The Arts at Corinda State High School. I support them in applying for a Special Award – The Arts.

Teacher Name	Signed	Date



Appendix 2: Special Award Nomination Form

ADF Long Tan Youth Leadership and Teamwork

This nomination form is used to nominate for ADF Long Tan Youth Leadership and Teamwork Award. Students can self-nominate or can be nominated by a member of the school community (*NB – certification from staff is required*). Please note, nominees do not need military training or experience (i.e.: cadets).

Process:

1. Check the [criteria](#) for each category of ADF Long Tan Youth Leadership and Teamwork Award before you nominate. Please ensure you meet the criteria first.
2. Complete the form by filling in the details below. You can do this for yourself (self-nomination) or for someone else.
3. Attach any supporting documentation (e.g.: certificates, letters)
4. Return the completed form to Awards@corindashs.eq.edu.au (Subject line: ADF nomination) by the nominated date.

Student First Name:		Student Family Name:
Year Level:	EQ Number:	Student email:

Leadership Roles / Opportunities

LEADERSHIP ROLES NOMINEE HAS UNDERTAKEN		YEAR/S

There is additional space on the following page if required.

Appendix 2A: ADF Long Tan Youth Leadership and Teamwork Selection Criteria

Using the ADF Long Tan Selection Criteria as a guide, describe a situation in which the nominee has displayed the qualities of Leadership, Teamwork, Values, Problem Solving, Resourcefulness, Communication, Co-operation and Community Involvement.

Please remember, the recipient does not need to display all of these qualities. Additionally, it may be more appropriate to provide several short responses to this question, rather than one extended response.

AWARD SELECTION CRITERIA



ADF



MANDATORY REQUIREMENTS

All award recipients must be either

- an Australian Citizen
- an Australian Permanent Resident
- a New Zealand Citizen on an Australian Special Category Visa

RESIDENCY

ENROLMENT

Year 10 recipients must be enrolled at the school in Year 10 when they are selected

Year 12 recipients must be enrolled at the school in Year 12 when they are selected

SELECTION CRITERIA

The criteria below outline the behaviours and attributes expected of Long Tan award recipients.

Award recipients are not required to have shown every behaviour or attribute listed here; however, all award recipients must have demonstrated behaviours and attributes to a level greater than that shown by their peers.

	Year 10	Year 12
LEADERSHIP	A student who demonstrates good leadership ability.	A student who demonstrates a high degree of leadership ability.
TEAMWORK	A team player who fosters co-operation within teams and makes positive contributions to the team's performance.	A team player who appreciates the value and contribution of everyone in the team, and whose presence in the team enhances team outcomes.
VALUES	A student whose knowledge, appearance and behaviour demonstrate respect for the values of the school and the community.	A student who demonstrates the consistent application of the values that underpin the Long Tan awards, in all facets of life.
PROBLEM SOLVING	A student who generates workable solutions to problems.	A student with excellent problem solving abilities, who uses creative approaches to achieving solutions.
RESOURCEFULNESS	A student who demonstrates resourcefulness in completing tasks.	A student who demonstrates a high degree of resourcefulness in completing difficult tasks.
COMMUNICATION	A student who communicates well with others to complete a task.	A student whose communications skills contribute directly to successful task completion.
CO-OPERATION	A student who co-operates well with others.	A student who co-operates well with others; who enhances group work through an ability to get the best out of others.
COMMUNITY INVOLVEMENT	A student who is involved in some form of community activity.	A student who takes the lead in community activities.



Appendix 3: Sports and Arts Awards

SPORTS AWARDS	CRITERIA	DECISION
Carnival Age Champion	Awarded to students based on results in Swimming, Cross Country and Athletics.	Automatic – based on performance.
Program Athletes of the Year	Awarded to students who have been a top performer and integral member of sporting teams throughout the year.	Voted on by coaching staff.
Bronze Award	The Metropolitan West region is comprised of 5 districts, in excess of 100, 000 students from more than 200 individual schools. Students from our school compete against students from the other districts and if successful, are selected to represent Met West at the Queensland State Championships. Students who represent at an equivalent level in their chosen sport are also eligible.	Automatic – based on selection.
Silver Award	Queensland Representative School Sport (QRSS) comprises 10 school sport regions covering the state of Queensland. Selected students represent Queensland and compete against students from other states at the National Championships. Students competing at a comparable level in their chosen sport are also eligible to receive a Silver award.	Automatic – based on selection.
Gold Award	Gold Level awards go to students representing Australia or competing at an international level in a recognised sport, representing an official governing body.	Automatic – based on selection.
Sportspeople of the Year	These awards are presented to individuals who have represented their chosen sport at the highest level and/or have achieved in a variety of sports at a high level, including school sports and carnival's.	Staff nomination and deliberation.
Leadership and Service to Sport	Presented to an individual within our school community who dedicates countless hours to support sporting endeavours of students at Corinda State High School. The recipient demonstrates core values of leadership and integrity while focusing on creating and enabling opportunities for students to participate in sport. The recipient is always willing to help others develop their ability and supports the growth of the academies at Corinda SHS.	Staff nomination and deliberation.

Appendix 3: Sports and Arts Awards

SPORTS AWARDS	CRITERIA	DECISION
Phoenix Award	The Phoenix symbolises resilience, endurance and the capacity to overcome adversity. The award recognises not only an athlete's achievements but their ability to rise above challenges, demonstrating perseverance and unwavering determination. The recipient embodies the spirit of the Phoenix through their relentless pursuit of excellence, their ability to recover and learn from setbacks and their continuous growth as an athlete. The Phoenix Award celebrates the athlete who inspires others with their courage, tenacity, and commitment to their sport, showcasing the true essence of what it means to rise above and soar to new heights.	Staff nomination and deliberation.
ARTS AWARDS - DANCE	CRITERIA	DECISION
Performer of the Year (12 only)	Recognises an individual in year 12 who has demonstrated exceptional talent, leadership, consistency in performance, and excellence in choreography.	The Arts Head of Department through consultation with The Arts teachers and extra-curricular leaders.
Dancer of the Year (12 only)	Recognises an individual in year 12 who has demonstrated exceptional talent, leadership, and consistency in dance performance.	The Arts Head of Department through consultation with The Arts teachers and extra-curricular leaders.
Choreographer of the Year (12 only)	Recognises a Year 12 student who has demonstrated exceptional creativity, leadership, and impact in choreographing for troupes and dance teams and in class assessment.	The Arts Head of Department through consultation with The Arts teachers and extra-curricular leaders.
Most Improved (7-11)	Recognises students who have demonstrated significant growth and improvement in all areas of dance.	The Arts Head of Department through consultation with The Arts teachers and extra-curricular leaders.
Quiet Achiever (7-11)	Recognises students who practices and performs with full commitment diligently and quietly.	The Arts Head of Department through consultation with The Arts teachers and extra-curricular leaders.
Performer of the Year (7-11)	Recognises students who have represented their cohort or group with pride and dance finesse.	The Arts Head of Department through consultation with The Arts teachers and extra-curricular leaders.

Appendix 3: Sports and Arts Awards

ARTS AWARDS- MUSIC	CRITERIA	DECISION
Ensemble Spirit	Recognises a student who demonstrates dedication and quiet leadership. Awarded to one student per ensemble.	The Head of Department through consultation with Instrumental Music Teachers.
Instrumentalist Award	Recognises technical skill. Awarded to one student per ensemble.	The Head of Department through consultation with Instrumental Music Teachers.
Director's Choice	Recognises a student, selected by their conductor, for outstanding commitment, engagement and energy. Awarded to one student per ensemble.	The Head of Department through consultation with Instrumental Music Teachers.
Musician of the Year	Recognises an individual in year 12 who has demonstrated exceptional talent, leadership, and consistency in music performance.	The Head of Department through consultation with Instrumental Music Teachers.
ARTS AWARDS – VISUAL ARTS & MEDIA	CRITERIA	DECISION
Aspire Award	Recognises a student who is committed to continual improvement and fulfilling their potential in Visual Art. Generally awarded to one student per class/semester.	The Head of Department through consultation with Creative Arts Teachers.
Evolve Award	Recognises a student's self-direction and persistence in seeking solutions to visual problems. They diligently develop their skill level and critically analyse their own work in order to continually improve and evolve. Generally awarded to one student per class/Semester.	The Head of Department through consultation with Creative Arts Teachers.
The Innovator Award	Recognises a student for demonstrating an inquiry approach to artmaking. They are innovative, willing to experiment, think divergently and takes risks with their artmaking. Generally awarded to one student per class/Semester.	The Head of Department through consultation with Creative Arts Teachers.
The Achievement Award	Recognises a student who has achieved the highest result across all Making and Responding Tasks, demonstrating academic and creative excellence. Generally Awarded to one student per class/Semester.	The Head of Department through consultation with Creative Arts Teachers.
People's Choice Award	Recognises a student's work which received the most votes from the community.	Community votes tallied up by Art Teachers and Head of Department.
The Artist's Artist Award	Selected and presented by Artist in Residence who attends EVOLVE Event. Recognises works across Media and Visual Art to awarding 1-3 students.	The Artist in Residence for the year.
Julie Peachey Award	Recognises the outstanding and innovative works of students, awarding 1-3 students.	Selected by Julie Peachey.



Various Graduating Awards (Yr12 only)	These awards change annually based on the cohort and teacher. They generally are awarded to students for innovation, risk-taking, creative expression, depth of meaning, and demonstration of skill in chosen artistic medium.	Selected by Year 12 Visual Art Teacher and approved by Head of Department.
ARTS AWARDS – ARTS ALL-ROUNDER	CRITERIA	DECISION
Arts Award – Gold	The Arts Gold Award recipients are not required to have shown every behaviour or attribute listed here; however, all recipients are expected to have demonstrated the listed criteria to an exceptionally high standard. They have: • represented the school at state, national or international level in performance or presentation (or equivalent) • displayed consistent enthusiasm and commitment to extra- curricular Arts activities • demonstrated consistent dependability in both formal and informal situations • held significant membership of one or more community Arts group where selection criteria are of a high standard • demonstrated strong long-term leadership within the relevant Arts program • displayed an outstanding standard of skill developed from a commitment to practice, rehearsal and refinement of skill.	Staff or Student Nomination. Reviewed and approved by Head of Department
Arts Award - Silver	The Arts Silver Award recipients are not required to have shown every behaviour or attribute listed here; however, all recipients are expected to have demonstrated the listed criteria to a very high standard. They have: • represented the school at regional level in performance or presentation (or equivalent) • displayed consistent enthusiasm and commitment to extra- curricular Arts activities • demonstrated consistent dependability in both formal and informal situations • held significant membership of one or more community Arts group where selection criteria are of a high standard • demonstrated strong leadership within the relevant Arts program • displayed a very high standard of skill developed from a commitment to practice, rehearsal and refinement of skill.	Staff or Student Nomination. Reviewed and approved by Head of Department

Arts Award – Bronze/Merit	The Arts Bronze Merit Award recipients are not required to have shown every behaviour or attribute listed here; however, all recipients are expected to have demonstrated the listed criteria to a high standard. They have: • represented the school in several school and community-based performances / presentations / exhibitions (or equivalent) • displayed consistent enthusiasm and commitment to extra- curricular Arts activities • demonstrated consistent dependability in both formal and informal situations • held significant membership of one or more school community Arts groups • demonstrated strong leadership within the relevant Arts program • demonstrated continuous application to improvement from a commitment to practice, rehearsal and refinement of skill.	Staff or Student Nomination. Reviewed and approved by Head of Department
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