



THE UNIVERSITY
of ADELAIDE



ADELAIDE GRADUATE AWARD GUIDELINES

The Adelaide Graduate Award is a free program that recognises the skills you develop through extra-curricular activities.

PURPOSE

The Adelaide Graduate Award is a program to encourage and recognise extracurricular achievements while you are studying at the University of Adelaide, as one way to improve your employability. Employers have told us they value the skills that are developed through participating in extracurricular activities including volunteering and work experience. Completing the Adelaide Graduate Award can help you stand out from the crowd when you are applying for graduate roles.

The Award is not a reward for participation in activities, but a recognition of the learning you gain from reflecting on what you are doing. In order to achieve the Award you must be able to demonstrate your learning from your activities via a written assessment.

ELIGIBILITY

All enrolled University of Adelaide students are eligible to register for the Adelaide Graduate Award program. The program is voluntary and free to currently enrolled students. As the Award will appear on your official academic transcript, you'll need to graduate from your degree to receive the Award.

REGISTRATION

You must register for the Adelaide Graduate Award via [CareerHub](#). Ideally, you should register before you start your extra-curricular activities, but you may register at any time during your degree.

PARTICIPATION

The Award is one way you can demonstrate your ability to manage yourself, so you are responsible for managing your participation in the Award. Support is available to guide you through the process, but you'll be responsible for ensuring you meet all the requirements to achieve the Award. All elements of the Award must be completed while you are enrolled at the University of Adelaide.

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

1. Attend an introductory **workshop** to learn about how to successfully compete the Award
2. Develop a **plan** for how you will achieve your Award, which will be reviewed by the Award team to ensure your proposed activity will meet the requirements of the Award
3. Complete at least **150 hours** across at least **two activities**
4. Including a minimum of 30 hours volunteering
5. Completing at least **one activity in each of two of the three categories** (1.University community, 2.Global, cultural and social, 3.Creativity and innovation)

6. Provide **evidence** of participation in each activity and **reflect** on the skills you have developed (online)
7. Complete at least **two career development** activities which are offered by the University's Careers Service
8. Submit your **resume or a video profile**, and your **LinkedIn profile**, which must include your extracurricular activities
9. Submit a 500-750 word **written reflection** summarising your development throughout the activities you have undertaken for the Award, which will be evaluated (if you have completed more than three activities, you only need to reflect on the two or three most transformative experiences).
10. Complete all the activities, workshops and your written reflection by May or October of your final year (depending on when you are due to graduate).

ACTIVITIES

Any volunteering, work experience or personal and professional development activity where you can demonstrate your employability skills development may be eligible.

Keep in mind the following when planning your activities:

- The activity must develop your **employability skills** and you must be able to demonstrate a learning gain from your activity through a written reflection (as this is the core purpose for the Award).
- You cannot count any activity that is a requirement of your university degree or for credit (for example, if you are doing work experience and it is a requirement of your degree you cannot include it as a part of your Award). There are University activities that are offered both for credit and not-for-credit. If you undertake these activities and they are not taken for credit toward your degree, you may count them towards the Award. Please note that all activities will be checked against your formal transcript prior to graduation and any activity that you have counted toward the Award, where you have also obtained credit for it within your degree, will be removed from your Award activities and may result in non-completion of the Award. This may mean you will not receive the Award.
- Each activity should either be volunteering, work experience (including paid work), professional development or personal development.
- Activities should align with one of the three categories in the Award and you should be able to tell us how the activity aligns with the category. Activities may overlap categories and you have discretion to nominate which category your activity best aligns with.
- A total of 7 hours is the minimum for any one activity.

- You must be enrolled at the University of Adelaide when you commence and complete the activity (if you started the activity before you started your degree you may only count the hours you completed while studying your degree).

You'll need to tell your supervisor at the start of the activity that you will be submitting the activity for the Adelaide Graduate Award, so they are aware that they will be asked to verify your participation.

You can claim for activities you did prior to registering for the Adelaide Graduate Award as long as you participated in them while you were enrolled at the University of Adelaide and they can be verified.

VOLUNTEERING

You'll need to complete at least 30 hours of volunteering. According to [Volunteering Australia](#), volunteering is "time willingly given for the common good and without financial gain." To qualify as a volunteering activity you must not get paid for your time (it's okay if you receive a gift card or small honorarium) and it should directly or indirectly benefit people outside the family or household or else benefit a cause, even though the person volunteering normally benefits as well. If the activity only benefits you or your family, then it's not volunteering. Some examples of activities that are not volunteering are internships (work experience or paid work) and Global IQ Connect (personal development).

PROVIDING EVIDENCE OF YOUR ACTIVITIES

For any activity you wish to count towards the Award you must provide detailed evidence. The evidence must include the number of hours you completed, the dates between which the activity commenced and ended (month/year), your role, the name of the organisation and detailed contact information for someone who can verify the activity if we audit your activity (name, position, email and phone number). Failure to include adequate evidence will result in your activity being declined (and it will not count towards your Award hours). The most effective way of proving you participated in an activity or experience is by providing a letter from a supervisor.

For examples of good evidence see the [How to Evidence Your Activities](#) info page.

We recognise that some activities may be difficult to provide evidence for, and where possible we will work with you to come up with a solution, as we want you to be able to count any activity that develops your employability skills. If you're unsure about what evidence you can provide, contact the Award team first at graduateaward@adelaide.edu.au

LOGGING AWARD ACTIVITIES

The Adelaide Graduate Award process is fully online. Any forms or materials you have to submit are done via the [Adelaide Graduate Award workflow](#) in Career Hub.

CONDITIONS

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. Falsifying documentation, including evidence of your participation in an activity, may lead to a penalty under the [Academic Honesty Policy](#) and/or [Student Misconduct Rules](#).

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 Immigration and Border Protection](#).

RECEIVING THE AWARD

If you meet all the requirements for the Award before the exam period of your final semester of study, including successfully completing the written reflection, your achievement of the Award will be noted on your University of Adelaide transcript. You will also receive a certificate of completion.

CONTACT US

graduateaward@adelaide.edu.au

Adelaide Graduate Award categories

University Community

These activities are organised by the University of Adelaide and the Adelaide University Union (AUU). Some opportunities are volunteering while others involve paid work experience.

Examples include:

- [Orientation Hosts](#)
- [ECMS Ambassadors](#)
- [Student Health and Wellbeing Volunteer](#)
- [Wirltu Yarlur Tutor](#)
- [Headstart Peer Mentor](#)
- [Peer Assisted Study Session \(PASS\) Leaders](#)

The following activities are examples of ones that may be included in the Award only if they are not a requirement of your degree and you do not receive credit towards your degree for them. If you are unsure about whether these, or other activities, are eligible to count towards your Award please contact the Award team via graduateaward@adelaide.edu.au before you start them.

Examples include:

- [Australian eChallenge](#)
- [Tech eChallenge](#)
- Internships
- Study Abroad

Global, cultural and social

Volunteer or do work experience overseas to broaden your horizons and learn about a new culture.

Work with people from diverse backgrounds and develop cross-cultural understanding, intercultural communication and networking skills. Volunteer locally for an organisation with an international focus or help international students settle into Adelaide life.

Through social activities, meet people with shared values, volunteer for a cause you're passionate about and give back to the community. Connect with a program that is making a difference or has a social impact.

Example activities include:

- [Talking with Aussies](#)
- [International Peer Mentors](#)
- Sports Club Committee Member
- University Club Committee Member

Creativity and innovation

Turn your ideas into reality. Demonstrate your ability to take risks, approach an issue from a fresh angle and produce a unique outcome. Be creative, get involved in art, photography, writing, theatre, dance, cinema and music.

- [On Dit](#)
- [Student Radio](#)
- [Ecoversity Green Project](#)
- Summer Research Scholarship

Employability Skills

Employers tell us that they value transferrable skills, when hiring graduates. The following list of employability skills have been developed from studies and surveys of employers. We recommend you consider which of these skills you will develop as you plan your Award activities.

Skill	Element
Communication and teamwork	<ul style="list-style-type: none"> - Listens and understands. - Speaks clearly and directly, using appropriate formality. - Writes to the needs of the audience, adapting the style to the occasion. - Works with others to achieve a collective goal, ensuring clear responsibilities and tasks and adapts to the needs of the group.
Leadership	<ul style="list-style-type: none"> - Influences and empowers others toward the achievement of an individual or team goal. - Inspires, motivates and directs others.
Problem solving	<ul style="list-style-type: none"> - Defines problems, identifies and implements solutions and evaluates outcomes. - Thinks things through in a logical way to determine key issues, including creative thinking. - Grasps and thinks through issues quickly and sees all sides of an argument.
Self-awareness and self-management	<ul style="list-style-type: none"> - Knows and understands own thoughts and feelings and recognises own strengths and weakness. - Has personal vision and goals, confidence in own ideas, and is able to evaluate own performance and take responsibility. - Resilient and adaptable to change.
Planning and organising	<ul style="list-style-type: none"> - Sets objectives and plans activities and resources to achieve goals. - Manages time effectively to prioritise activities and meet deadlines.
Initiative and enterprise	<ul style="list-style-type: none"> - Adapts to new situations, finding innovative solutions and opportunities not obvious to others. - Thinks creatively. - Translates ideas into action.
Cultural intelligence	<ul style="list-style-type: none"> - Functions efficiently in a variety of cultural contexts including national, ethnic, organizational, generational, and other cultures. - Appreciates and has respect for personal and cultural differences.