



## Australasian Hydrographic Society

01 February 2022

**Distribution** – All Members of the Australasian Hydrographic Society

### **POLICY DIRECTIVE 001/22 – AHS EDUCATION AWARDS SCHEME**

#### **References:**

- A. AHS Constitution dated 13 September 2010 Section 34 (Education Fund)
- B. AHS Policy Directive (Objective 4) dated 23 January 2013 paragraphs 6.b. and 7.n.
- C. AHS website: <http://www.ahs.asn.au/Education.html>

#### **Purpose**

1. The purpose of this Policy Directive is to outline the considerations and processes associated with the Education Awards Scheme for the Australasian Hydrographic Society (hereafter described as AHS). The AHS Council endorses this policy.

#### **Background**

2. The Society's charter and constitution is to promote hydrography and related sciences, and since its inception has promoted education and research within these. As such, the Education Award provides recognition of individuals who are furthering their education and knowledge of hydrography and related fields that will benefit these areas, especially within the commercial and academic sectors. Further, the provision of this award to those selected individuals studying in their areas of interest provides recognition and visibility to both them and their academic institutions. It also provides an excellent means of providing visibility and fostering individual and corporate involvement.

3. The AHS is by definition a learned organisation with a membership that covers a broad spectrum of those involved or having an expressed interest in hydrography or related arts and sciences. The Society provides encouragement to students and researchers involved with hydrographic research and academic study and is keen to recognise efforts that encourage students to follow a career in hydrography or related fields.

4. The Society has a long-established Hydrographic Education Fund that provides a grant, awarded annually, to a deserving student who in the opinion of the AHS Council is researching a subject within the science of hydrography, or very closely related area,



## Australasian Hydrographic Society

that will eventually provide a lasting benefit to the science. The award is open to students studying, or proposing to study, within a broad range of maritime disciplines including, but not necessarily limited to, the following:

- Hydrography - Nautical Charting - Surveying at Sea
- Coastal Studies - Coastal Zone Management
- Offshore Resource Surveys and Management
- Port Development and Maritime Engineering
- Law of the Sea
- Marine Cartography
- Environmental Studies
- Marine Geology and Geophysics
- Maritime Spatial History
- Hydrography, Oceanography or Maritime-related Technology

5. Applications for grants under the AHS Education Award will be accepted only from nationals and persons with official permanent residential status of the following nations: Australia, New Zealand, East Timor, Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu, whether the applicant is studying at home or abroad.

6. The Fund operates as a separate fund of the AHS and is to be managed by the Council through the AHS Education Award Panel (hereafter known as the 'Panel'). The Fund is financed from the transfer of monies from other Society Funds into a specific AHS Education Fund account, from which the Award funds will be drawn. The Panel members and their professional qualifications and affiliations are published on the AHS website to ensure full transparency and accountability.

7. The award is for AUD\$3500.00, and the Panel administers the Award on behalf of the AHS Council. The amount of the grant is set by the AHS Council and is reviewed as required depending upon funds available.

### **Policy - General**

8. The general policy for the scheme aims to achieve a number of things:
- a. Firstly, it seeks to promote the study and research into the field of hydrography and its related areas for the betterment of those fields and provide support to those studying or conducting research in hydrography and related fields.
  - b. Primarily, the scheme will give fair and equitable recognition to those individuals and educational institutions that have contributed to a field of endeavour.



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- c. It will be inclusive of all elements of study and research related to hydrography and related fields and will focus on study that will be of ultimate benefit to the betterment of those fields, and which promote maritime exploration, marine environmental protection, and maritime spatial activities (hydrography).
- d. The scheme will avoid unnecessary administrative or financial burden.

### Scope

- 9. With these principals in mind, the scope of the awards scheme will be as follows:
  - a. The AHS Education Award Scheme will seek to recognise individuals who have recently been, or are currently students within an academic organisation, such as a university, technical college or other approved tertiary, secondary or vocational organisation, that have conducted, or are conducting study or research into subjects directly or indirectly related to hydrography, the maritime environment or maritime spatial history.
  - b. The individual must be a current student, or have finished their studies within one year of their application – this allows the AHS to recognise projects that may not occur until later in the calendar year.
  - c. The applicants will be drawn from those countries identified at paragraph 5.
  - d. This scheme may complement awards of a scholarship through any other organisation or scheme.
  - e. The scheme and any modifications to it will be cognisant of not disenfranchising any particular element of the membership.

### Applications Process

10. Applications are to be made using a standardised format in order to keep them succinct and comparable. An application form is attached as Appendix 3. Applicants are required to submit the completed form and a 600–1200-word project outline to the AHS Education Award email: [education@ahs.asn.au](mailto:education@ahs.asn.au). The forms are available on the AHS website and are also emailed to contacts within the region – see listing in Appendix 5.

11. The content of all applications will be private and confidential; however, there will also be the expectation that papers or articles be provided by the successful candidate for submission in use in appropriate newsletters and/or journals. Additionally, some information from the successful candidate will be used for publicity purposes at the discretion of the AHS Council; for example, see the bottom of the AHS Education webpage: <http://www.ahs.asn.au/Education.html>



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12. To avoid duplication, the Panel Chair is to receive all nominations by using the AHS Education Award email: [education@ahs.asn.au](mailto:education@ahs.asn.au). The Chair will establish eligibility and check the application form has been filled out completely and correctly, and nationality is appropriate.

13. Any doubts about the eligibility of an application are to be referred to the AHS Council.

### SELECTION PROCESS AND TIMELINE

14. The Panel will send advice of the AHS Education Award to all tertiary education, vocational institutions, further education schools and professional bodies and societies within the Australasian region (Australia, New Zealand, Pacific Islands). In the first instance, this advice is to be sent to the institution's departmental or school head, with a copy to the secretary. All correspondence will cc the AHS Education award email address ([education@ahs.asn.au](mailto:education@ahs.asn.au)).

15. The Panel will assess the merit of submissions. The Panel is made up of the Chair, plus two other Panel members, one of which should work in academia where possible. Where possible the Panel will comprise membership representing a spread of the AHS regions. The AHS Council nominates and appoints the Chair and Panel members. Panel members must be financial AHS members.

16. To ensure due probity, the Panel Chair may invite one or more independent AHS members to the Panel to aid in the judging processes e.g. members of academia. Such appointments will be on an annual basis, and only as required.

17. The Panel, in selecting suitable applicants, use the following official definition of hydrography from the International Hydrographic Organization (IHO) in their determination:

*"Hydrography is the branch of applied sciences which deals with the measurement and description of the physical features of oceans, seas, coastal areas, lakes and rivers, as well as with the prediction of their change over time, for the primary purpose of safety of navigation and in support of all other maritime activities, including economic development, security and defence, scientific research, and environmental protection."*

18. In the case were an applicant works or has worked closely with a member of the Panel, that Panel member will declare their conflict of interest and exclude themselves from deliberating on that particular award. Another appropriate AHS member is to be identified, nominated and approved by the AHS Council to sit on the Panel in their place.



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19. In the event that the number of nominations becomes administratively prohibitive to process in a particular year, the Education Award Panel has the right to defer an application to allow more time to consider it, or to allow more comparative nominations to be accumulated. Any uncertainties are to be referred to the AHS Council.



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### Operations and Schedule

20. Operation of the scheme will consist of the following annual actions:

<b>Period</b>	<b>Remarks</b>
End-Jan	Advertise Awards to all tertiary education, vocational institutions, further education schools and professional bodies and societies within the countries described at paragraph 5, by means of email.
1 Feb	Applications open
Early-Apr	Re-advertise Award as a reminder
30 April	Applications close (2 months after opening)
May	Panel commences deliberations
mid-Jun	Award selection finalised, Award Certificate produced/printed, Awardee formally advised.
Jul	Award to be presented at World Hydrography Day Celebrations/AGMs or similar significant events by no later than October. Photo of recipient and short blurb to be published on AHS website.
Annually by year end	Panel reviews and checks all education/training institution contact names and addresses for correctness and completeness. Panel reviews AHS Education Award Policy.

### Selection Criteria

21. In assessing the merit of a nomination for an award, the Panel is expected to use the published values of the AHS as a guide. The Panel will deliberate by email and while leaving the selection process up to their discretion, the AHS President will reserve the right to appoint an additional non-voting/non-deliberating member to assist in ensuring the actual process remains equitable.

22. Once awardees have been decided by the Panel and subsequently endorsed by the AHS Council, the decision of the judges is final. Applicants acknowledge this when submitting their application. All deliberations by the Panel and the AHS Council will remain private and confidential.

23. A method of selection by use of a matrix with relevant selection criteria is to be used to assist in selection of the awardee (see Appendix 4). The main selection criteria used within the matrix are as follows:

- Research or Coursework?
- Relevance to Hydrography?
- Innovation?
- Originality?
- Commercial Application?
- Other relevant criteria?



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24. The criteria are to be converted into scores (out of 5 or 10) to allow a total mark to be calculated. However, the criteria of 'research' and 'coursework' are to be marked with a score of '10' and '5' respectively to denote the additional work involved in undertaking original research. The Award Panel members may provide additional criteria they think are relevant for the Panel's consideration to enable a reasonable and transparent method of identifying the final award recipient.

25. The AHS Education awardee will be advised by email before presentation of an award. Unsuccessful applicants may re-apply in subsequent years.

26. While the selection process may seem complex, electronic communications and the fact the Panel is small and closely associated make the process relatively straightforward. The guiding principles for the scheme are that it be fair, equitable, and credible.

### The Award

27. The AHS Education Award will consist of the following:

- a. the provision of AUD\$3,500.00 grant paid to the award recipient, for the direct purpose of tuition, research fees, or related expenses;
- b. a framed certificate signed by the AHS President and the Chair of the AHS Education Award Panel, and;
- c. a 12-month member subscription for Australasian Hydrographic Society membership.

28. Awardees will be invited, and expected to, provide a formal presentation about their study, research or work before an official AHS event audience. These events may be AHS-organised conferences, symposiums or regional seminars. The awardee will also be expected to provide papers or articles for submission to appropriate newsletters and journals, and recognise AHS Education Award support in any publications.



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### Budget

29. An AHS Education Fund Account is a currently established fund that provides for a grant of AUD\$3,500.00. The Account is set at an amount agreed to by the AHS Council, and interest derived from the account is to be used for the grant. Where the derived interest is not sufficient, the additional funding for the grant will be taken from other AHS Funds as appropriate until such time the Education Fund Account is topped up to allow the Account to provide the grant funding, or the Fund's interest rate improves enough to generate the required grant funds. The budget for the scheme will be determined by the AHS Council annually and published at the Annual General Meeting.

30. Sufficient flexibility will be allowed so that for any unforeseen circumstances the AHS Education Award Panel and AHS Council have the opportunity to finalise, amend, or reprint awards.

### Summary

31. The AHS Education Award Scheme provides:

- A strong mechanism to promote hydrography and related sciences
- A significant means to recognise the efforts of students involved in the study of hydrography and related sciences
- An excellent means to promote visibility of hydrography and related sciences
- A substantial means to promote recruitment.

### Steve Duffield

President  
Australasian Hydrographic Society

### Appendices:

1. AHS Education Award email to contacts (emailed)
2. AHS Education Award Letter (emailed)
3. AHS Education Award Poster and Application Form (emailed, and on website)
4. AHS Education Award Selection Matrix (used by Panel)

Available on request by AHS Education Panel members and AHS Executive Council members only:





## **Australasian Hydrographic Society**

List of Contacts (used by Panel, reviewed annually)

## Appendix 1: AHS Education Award email to contacts (emailed)



Kia ora/Dear XXX,

The Australasian Hydrographic Society (AHS) is pleased to announce that applications are now being received for the Society's YYYY Education Award. The details of the award are attached in a letter, poster, and application form. Further information can be found at the AHS website: <http://www.ahs.asn.au/Education.html>

The \$3,500AUD award is provided to a student whose study - in the opinion of the Award Panel - best promotes hydrography and related sciences and best recognises the efforts of the student involved in the study of hydrography and related sciences.

Applications are open 1 Feb to 30 April annually, so please add this to your calendars and give the letter and flyers attached the widest visibility. If you could also add our new Education email [education@ahs.asn.au](mailto:education@ahs.asn.au) (cc'd here) to your contacts this will ensure you receive future correspondence from us.

Kind regards,

Emily

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AHS Education Award  
Chair - Emily Tidey  
[education@ahs.asn.au](mailto:education@ahs.asn.au)  
<http://www.ahs.asn.au>

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## Appendix 2: AHS Education Award Letter (emailed)



Example letter – updated Council panel used each year:

**Patron:**  
Vice-Admiral Chris Ritchie,  
AO, RAN (Rtd)

**President:**  
Steve Duffield

**Secretary:**  
Graeme Moya

**Acting Treasurer:**  
Steve Duffield

**Chair - West Australia:**  
Phil Wells

**Chair - East Australia:**  
David Donohue

**Chair - New Zealand:**  
Kevin Smith

**Chair - South West Pacific:**  
CAPT John Meschke RANR

**Chair - AOTM:**  
Paul Hornsby

**Director – Communications and Media:** Kern Austine

**Chair - Awards Panel:**  
Kevin Smith

**Chair - Education Panel:**  
Emily Tidey

**Australasia:**  
PO Box 746  
Belmont, WA 6984  
**Australia**  
Tel: +61 7 3505 5330  
Fax: +61 8 9240 4822  
E: [info@ahs.asn.au](mailto:info@ahs.asn.au)

**West Australia Region:**  
Phil Wells  
404 Orong Rd  
Welshpool WA 6106

**East Australia Region:**  
David Donohue  
PO Box 5536  
Manly QLD 4179

**SW Pacific Region:**  
CAPT John Meschke RANR  
PO Box 533  
Esaville Otd 4870

**New Zealand Region:**  
UGNZ, Private Bag 32901,  
Devonport 0622, Auckland  
New Zealand

**Australia On The Map:**  
Paul Hornsby  
PO Box 40  
Civic Square ACT 2608

# Australasian Hydrographic Society

*Promoting the science of hydrography and marine exploration*

The AHS is a registered non-profit organisation  
ABN 86 101 591 502  
[www.ahs.asn.au](http://www.ahs.asn.au)

## Annual Education Award

Email: [education@ahs.asn.au](mailto:education@ahs.asn.au)

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### ANNUAL AUSTRALASIAN HYDROGRAPHIC SOCIETY EDUCATION AWARD

The Australasian Hydrographic Society (AHS) is a learned non-profit society that promotes the science of hydrography and marine exploration. The Society comprises members who are practicing or retired hydrographic surveyors, and those that have an interest in hydrography.

The Society has a long-established fund that provides an annual award to a deserving student that, in the opinion of the Society, is researching a subject within the science of hydrography, or very closely related area, that will eventually provide a lasting benefit to the science. The award is open to students studying, or proposing to study, within a broad range of maritime disciplines including, but not necessarily limited to, the following:

- Hydrography - Nautical Charting - Surveying at Sea
- Coastal Studies - Coastal Zone Management
- Offshore Resource Surveys and Management
- Port Development and Maritime Engineering
- Law of the Sea
- Marine Cartography
- Environmental Studies
- Marine Geology and Geophysics

The award is worth \$3,500.00AUD and is advertised annually to students. The AHS Education Awards Panel administers the Award and we accept applications from 1 February to 31 March.

The Panel, in selecting suitable applicants, use the following official definition of hydrography from the International Hydrographic Organization (IHO) in their determination:

*"Hydrography is the branch of applied sciences which deals with the measurement and description of the physical features of oceans, seas, coastal areas, lakes and rivers, as well as with the prediction of their change over time, for the primary purpose of safety of navigation and in support of all other maritime activities, including economic development, security and defence, scientific research, and environmental protection."*

Applications for grants under the AHS Education Award will be accepted only from nationals and persons with official permanent residential status of the following nations:

Australia, New Zealand, East Timor, Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu, whether the applicant is studying at home or abroad.

The AHS Education Awards Panel invites submissions from students to apply for the award. Students can make their applications using the forms available on our website: <http://www.ahs.asn.au/Education.html> or on the form emailed with this letter.

Kind regards,

**Emily Tidey**  
Chair Education Awards Panel (Jan 2020)



## **Australasian Hydrographic Society**

*Promoting the science of hydrography and marine exploration*

The AHS is a registered non-profit organisation  
ABN 88 101 591 502  
[www.ahs.asn.au](http://www.ahs.asn.au)

### **Annual Education Award**

Email: [education@ahs.asn.au](mailto:education@ahs.asn.au)



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## **Annual Education Award**

**The Australasian Hydrographic Society offers an Annual Education Award of AUD \$ 3,500**

**The award is open to students studying or researching in maritime disciplines including:**

- Hydrography – Nautical Charting – Surveying at Sea
- Coastal Studies – Coastal Zone Management
- Offshore Resource Surveys and Management
- Port Development and Maritime Engineering
- Law of the Sea
- Marine Cartography
- Environmental Studies
- Marine Geology and Geophysics

**Applications open: 1 February – 31 March annually**

### **Application Forms**

available from the Australasian Hydrographic Society website

<http://www.ahs.asn.au>

**A copy of the application form is also attached to this brief**

**For further info please contact [education@ahs.asn.au](mailto:education@ahs.asn.au)**



## Australasian Hydrographic Society

*Promoting the science of hydrography and marine exploration*

The AHS is a registered non-profit organisation  
ABN 86 101 591 502  
[www.ahs.asn.au](http://www.ahs.asn.au)

### Annual Education Award

Email: [education@ahs.asn.au](mailto:education@ahs.asn.au)



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## Annual Education Award

**The Australasian Hydrographic Society offers an Annual  
Education Award of AUD \$ 3,500**

**The award is open to students studying or researching in  
maritime disciplines including:**

- Hydrography – Nautical Charting – Surveying at Sea
- Coastal Studies – Coastal Zone Management
- Offshore Resource Surveys and Management
- Port Development and Maritime Engineering
- Law of the Sea
- Marine Cartography
- Environmental Studies
- Marine Geology and Geophysics

**Applications open: 1 February – 30 April annually**

### **Application Forms**

available from the Australasian Hydrographic Society website

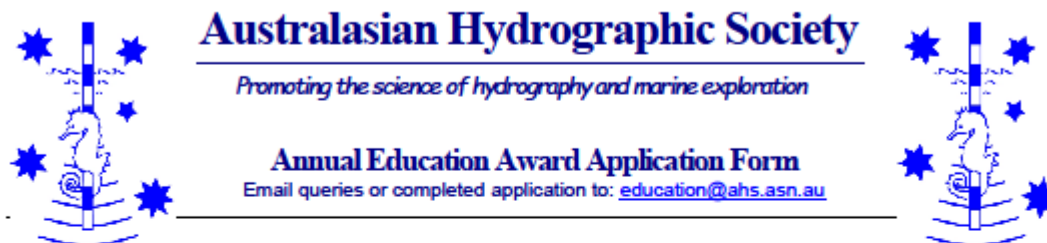
<http://www.ahs.asn.au>

**A copy of the application form is also attached to this brief**

**For further info please contact [education@ahs.asn.au](mailto:education@ahs.asn.au)**



**Appendix 3: AHS Education Award Poster and Application Form  
(emailed, and on website)**



**Present Employment:** *(please give details of job title, responsibilities, name and address of employer)*

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**Previous Employment:** *(please give names of employers, period of employment, job titles)*

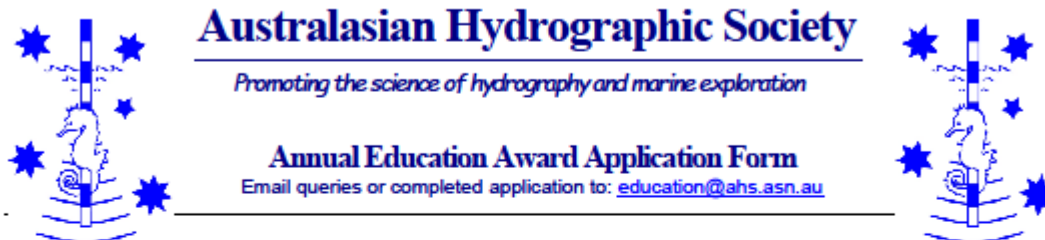
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**Professional Qualifications:** *(please give title and date of qualifications, names of professional institutions)*

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**Appendix 3: AHS Education Award Poster and Application Form  
(emailed, and on website)**



**Academic Qualifications:** *(please give details of diploma or degree, level of award, institution and dates)*

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**Personal Statement:** *(please explain the reasons for your application and identify the personal benefits the course will provide)*

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**Signature:** .....

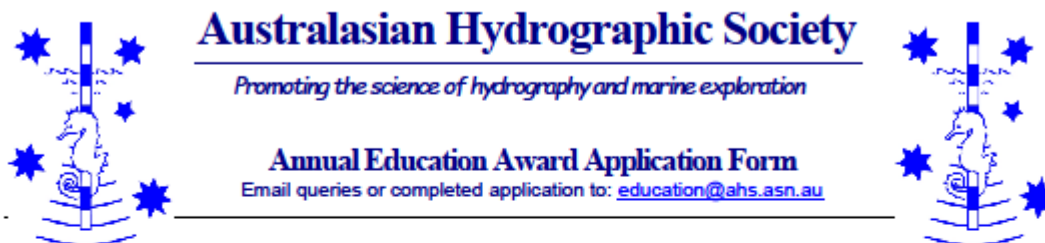
**Name:** .....

**Date:** .....

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Appendix 3: AHS Education Award Poster and Application Form  
(emailed, and on website)



**PART B (to be completed education/training establishment):**

I confirm that ..... (applicant's name)

is:  a current student of the institution identified on page 1.

or  a student who attended the institution identified on page 1 *within one year* of this application.

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Signature: .....

Name: .....

Position: .....

Date: .....

Official Stamp or Digital Identifier of Institution:

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Please send completed form  and project outline  to [education@ahs.asn.au](mailto:education@ahs.asn.au)

Email queries for more information, including postal address if required.

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## Appendix 4: AHS Education Award Selection Matrix (used by Panel)



AHS EDUCATION AWARD SELECTION MATRIX YYYY

ASSESSMENT BY PANEL MEMBER

(NAME): \_\_\_\_\_

Name	Nationality	Course	Institution	Thesis Title	Abstract Submitted? (600-1200 words) Y/N	Research/C'work? /10 or 5	Rel to H'graphy? /10	Innovation? /10	Originality? /10	Commercial Application? /5	Total Mark	Remarks
											0	
											0	
											0	
											0	
											0	
											0	
											0	