**University Medal Nomination Template**

*Please refer to the* [*University Medal Policy*](https://policies.mq.edu.au/document/view.php?id=215) *and* [*Procedure*](https://policies.mq.edu.au/document/view.php?id=216) *for further information regarding nomination and assessment criteria.*

**Student details:**

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| **Student name** |  |
| **Student ID** |  |
| **Course of Study** |  |
| **Department** |  |
| **Faculty** |  |

*Before commencing the nomination, please ensure the nominated student has:*

1. *completed at least 48 credit points of their studies at Macquarie University pre-2020, OR for students who commenced, continued or returned to study after 1 January 2020 at least 160 credit points at undergraduate level or 120 credit points at postgraduate level; and has met the requirements for an* [*eligible degree*](https://policies.mq.edu.au/document/view.php?id=215)*; and*
2. *has not been found responsible for serious misconduct in accordance with the University’s* [*Student Discipline Rules*](https://policies.mq.edu.au/document/view.php?id=271) *and* [*Procedure*](https://policies.mq.edu.au/document/view.php?id=156) *(any details will be noted on the student’s internal academic transcript). For enquiries, please contact* [*disciplinecommittee@mq.edu.au*](mailto:disciplinecommittee@mq.edu.au)

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| Summarise the case for why this student’s performance demonstrates *sustained excellence* throughout their University studies. Please include information about the student’s grades, GPA/WAM, prizes and awards, and assessor reports/comments for the substantial piece of independent work. Greater weight may be placed on academic performance in later years or at a more advanced level.  If relevant, please address any unusual aspects of the nominated student’s academic record and provide justification for any special considerations. |
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| Describe how the nominated student’s performance compares with that of their cohort, and if appropriate with prior University Medallists in their discipline. Please include benchmarking that demonstrates the relative position of the nominated student to that of their cohort. |
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| If more than one University Medal nomination has been put forward by a single discipline, please provide justification as to why each student should be considered, cross referencing to each nomination. |
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**Nominator (Head of Department) details:**

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| **Name of Nominator** |  |
| **Position of Nominator** |  |
| **Signature of Nominator** |  |
| **Date** |  |

**Endorsement of Faculty Board:**

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| **Chair of Faculty Board** |  |
| **Signature of Chair of Faculty Board** |  |
| **Date** |  |

**Checklist of attachments:**

Current Macquarie University academic transcript inclusive of GPA / WAM

Any previous academic transcripts for studies at Macquarie and/or at other institutions;

Evidence of prizes and awards (additional to those listed in the academic transcript)

Examiners’ reports in full (including both marks and comments) for the nominated student’s Master of Research/Honours Thesis, or significant piece of independent work, or an explanation as to why these are not available

Benchmarking data that demonstrates how the nominated student’s performance compares with that of their cohort, and if relevant, how the student’s performance compares with prior University Medallists.