**University Medal Nomination - Coversheet**

This University Medal recognises high-achieving students who have sustained excellence in their undergraduate studies, sustained excellence in coursework at an advanced level (Honours or Masters) and have produced a high-quality piece of independent work.

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

1. **Met the requirements for an eligible degree**

***Undergraduate (Honours)***

an undergraduate Bachelor Honours degree (AQF level 8), inclusive of double major / degree, whose standard duration is no less than four (4) years

***Postgraduate (Coursework)***

a postgraduate course (AQF level 9), including a substantial piece of independent work -  
the student plans and executes the creation of new knowledge or the use of existing knowledge in a new and creative way and involves completion of a thesis, major creative work, or project. This forms the majority of the assessment in one or more units with a value of at least 10 credit points. Typically, an independent examiners report or similar will be available for the piece of work.

***Master of Research***

***Undergraduate (Honours)***

*completed at least 160 credit points at undergraduate level at Macquarie University*

***Postgraduate (Research)***

*completed at least 40 credit points at undergraduate level at Macquarie University, and 80 credit points at postgraduate*

***Undergraduate (Honours) or Postgraduate (Coursework or Research)***

*completed at least 48 credit points of their studies at Macquarie University*

***Postgraduate (Coursework)***

*completed at least 120 credit points at postgraduate level at Macquarie University*

*Completed studies  
 prior to 2020*

*Commenced, continued, or returned to study   
after 1 January 2020*

1. **Completed the majority of their course at Macquarie University**
2. **Demonstrated sustained excellence throughout their University studies.** If the student is being nominated for a postgraduate course, their undergraduate performance will also be considered. Greater weight may be placed on academic performance in later years or at a more advanced level
3. **Not been found responsible for serious misconduct** in accordance with the University’s Student Discipline Rules and Student Discipline Procedure.

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.

If the student does not meet the criteria for the medal, there are opportunities to be recognised by other prizes and awards available including the [Macquarie University Award for Academic Excellence, the Merit List,](https://students.mq.edu.au/study/assessment-exams/prizes/high-achievers) [Faculty/Department/PACE prizes](https://students.mq.edu.au/study/assessment-exams/prizes/faculty), the [Executive Dean’s Commendation for Thesis Excellence in the Master of Research](https://www.mq.edu.au/research/phd-and-research-degrees/faqs), and student nominated [leadership awards](https://students.mq.edu.au/uni-life/community/student-awards).

**University Medal Nomination**

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

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| Summarise the case for why this student’s performance demonstrates **sustained excellence** throughout their University studies. Please include information on:   * grades and WAM/GPA throughout the student’s University studies (at both undergraduate and postgraduate level if applicable). Greater weight may be placed on later years; and * prizes and awards achieved (if applicable); and * assessor reports/comments for the thesis / independent work.   *If relevant, please address any unusual aspects of the nominated student’s academic record* |
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| Describe how the nominated student’s performance **compares with that of their cohort** for both their coursework and for the thesis / substantial piece of independent work. Where possible include:   * the ranking or percentile position of the nominated student compared to their cohort for both their coursework and for the thesis / independent work; and * comparison with performance of prior University Medallists in the discipline. |
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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 endorsement:**

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| --- | --- |
| **Head of Department** |  |
| **Signature**  *e-signature is permitted* |  |
| **Date** |  |

**Faculty Board endorsement:**

|  |  |
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| **Chair of Faculty Board** |  |
| **Signature**  *e-signature is permitted* |  |
| **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 substantial piece of independent work |
|  | Benchmarking data that demonstrates how the nominated student’s performance compares with their cohort and, where available, how the student’s performance compares with prior University Medallists in their discipline. |