

University Medal Policy

Section 1 - Purpose

(1) This Policy outlines the criteria for nomination and assessment of the award of a University Medal. It also establishes the roles and responsibilities associated with the award of the University Medal.

Scope

(2) This Policy applies to students at all campuses and locations of the University, together with all Academic and Professional staff involved in the University Medal nomination, assessment and awarding process.

(3) The following students are not eligible for nomination:

- a. students who have only met the requirements of a Bachelor of Philosophy (BPhil), a Graduate Certificate or Graduate Diploma; or
- b. students who have met the requirements of a PhD or Master of Philosophy.

Section 2 - Policy

Nomination Criteria

(4) Students will be eligible for nomination for the University Medal if they have:

- a. met the requirements of either:
 - i. an undergraduate Bachelor degree (AQF Level 7); and
 - Honours degree (AQF Level 8); or
 - Master of Research (AQF Level 9); or
 - ii. an undergraduate Bachelor Honours degree (AQF level 8), whose standard duration is no less than four (4) years, inclusive of a double major/degree; or
 - iii. a Postgraduate course (AQF level 9), whose standard duration is no less than two (2) years full-time, and which can be shown to include a substantial piece of independent work; and
- b. completed a minimum of two (2) years full-time equivalent of their studies at Macquarie University, within the course categories described in 4 (a); and
- c. demonstrated exceptional academic performance throughout the course/courses being considered for the award of the University Medal; and
- d. not been found responsible for serious misconduct in accordance with the University's [Student Conduct Rule](#) and [Student Conduct Procedure](#).

Assessment of Nominations

(5) The University Medal Committee will assess all eligible nominations and must consider:

- a. the nominated student's academic performance throughout their University studies, including their grades,

Weighted Average Mark (WAM)/Grade Point Average (GPA), any University prizes and awards, and assessor reports/comments for the substantial piece of independent work; and

- b. how the nominated student's performance compares with their cohort; and
- c. how the nominated student's performance compares with prior University Medallists.

(6) Only one nomination can be made from a cohort in any given course or, in the case of the Master of Research (MRes), in any given discipline.

Number of University Medals

(7) There is no limit to the number of University Medals that may be awarded each year.

(8) A student may only be awarded the University Medal once in any particular discipline area unless it can be shown that the second degree was of a substantially different nature to the first degree where a Medal was awarded.

Timing of Award of University Medal

(9) Nominations for the University Medal will be called for in alignment with completion dates for a course and the relevant deadlines for ensuring inclusion of medallists at a graduation ceremony.

(10) Nominations must be submitted within twelve (12) months of the student's completion date. Only in exceptional circumstances will nominations be accepted later than this date and justification must be provided.

(11) The University Medal will be awarded to the recipients at a graduation ceremony or in absentia, after consultation with the recipient.

Confidentiality of Nominations

(12) All nominations will remain confidential. Students must not be informed of any nominations.

Outcome of Nominations

(13) The award of a University Medal will be approved by the Academic Senate Standing Committee subject to the recommendation of the University Medal Committee.

(14) The University Medal Committee will report the outcomes of University Medal nominations to Executive Deans including feedback regarding unsuccessful nominees.

Non award or Withdrawal

(15) The University reserves the right not to make an award within any given discipline.

(16) The University may withdraw a University Medal if it determines serious misconduct has occurred.

Section 3 - Procedures

Responsibilities and Required Actions Governance Services

(17) Governance Services will establish an annual timetable for submission of University Medal nominations, and assessment by the University Medals Committee. This timetable will be circulated to Heads of Departments/Schools and will be based on the completion dates for courses and relevant deadlines for ensuring the inclusion of medallists on the next available graduation series.

(18) Governance Services will provide secretariat support to the University Medal Committee.

(19) Governance Services will confirm with the Complaints, Appeals and Misconduct Unit to ensure the nominee has not been found responsible for serious misconduct in accordance with the University's [Student Conduct Rule](#) and [Student Conduct Procedure](#).

(20) Following approval of University Medal nominations by the Academic Senate Standing Committee, Governance Services will:

- a. notify Executive Deans of outcomes, inclusive of feedback regarding unsuccessful nominations;
- b. notify the Graduations Unit of outcomes;
- c. prepare a summary report of outcomes for Academic Senate; and
- d. prepare correspondence for successful medallists.

Head of Department/School

(21) The Head of Department/School will organise the nomination of students for the award of the University Medal from those disciplines owned by the Department or School.

(22) The Head of Department/School will organise the completion of the [University Medal Nomination Template](#) with input from relevant stakeholders as required (including Course Authorities and Graduate Research staff in the Faculty and/or the Graduate Research Academy).

(23) The Head of Department/School will sign the nomination and forward the [University Medal Nomination Template](#) with all necessary supporting documentation to the Executive Dean for endorsement.

Executive Deans

(24) The Executive Dean will review and endorse nominations from Heads of Departments/Schools and forward nominations to the University Medal Committee.

University Medals Committee of Academic Senate

(25) The University Medal Committee will undertake the roles and responsibilities outlined in the [University Medal Committee Terms of Reference](#).

Academic Senate Standing Committee

(26) The Academic Senate Standing Committee will consider the recommendations from the University Medal Committee and approve the award of the University Medal.

(27) The Chair, Academic Senate will approve correspondence prepared by Governance Services to successful medallists advising the recipients of the University's decision to award a University Medal.

Graduations Unit

(28) The Graduations Unit will organise for recipients to receive a University Medal at a graduation ceremony or in absentia, including updating related course completion documents, and arranging the production of the medals.

Section 4 - Guidelines

(29) Nil.

Section 5 - Definitions

(30) The following definitions apply for the purpose of this Policy:

- a. Substantial piece of independent work means a piece of work where 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.

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