University Medal Procedure

Section 1 - Purpose

(1) To establish the roles and responsibilities associated with the award of the University Medal.

Scope

(2) This Procedure applies to all Academic and Professional staff involved in the University Medal nomination, assessment and conferral process.

Section 2 - Policy

(3) Refer to the University Medal Policy.

Section 3 - Procedures

Responsibilities and Required Actions

(4) There is a University Medal Procedure Flowchart available for this Procedure.

(5) This Procedure requires actions by the following:

a. Governance Services;
b. Heads of Department;
c. Faculty Board Secretariat;
d. Student Grievance and Discipline Manager;
e. Faculty Boards;
f. University Medals Committee of Academic Senate;
g. Deputy Vice-Chancellor (Academic); and
h. Graduations Unit.

Governance Services

(6) Establish an annual timetable for submission of University Medal nominations, and assessment by the University Medals Committee. This timetable will be circulated to Faculty Boards and will be based on relevant deadlines for ensuring the inclusion of medallists on the next available graduation series.

(7) Organise meetings of, and provide secretariat support to, the University Medals Committee.

(8) Following approval of University Medal nominations by the Deputy Vice-Chancellor (Academic):

a. notify Faculty Boards of outcomes, inclusive of feedback regarding unsuccessful nominations;
b. notify Graduations Unit of outcomes;

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c. prepare summary report of outcomes for Academic Senate; and
d. prepare correspondence for successful medallists.

Head of Department

(9) Nominate students for the award of the University Medal from those disciplines owned by the Department.

(10) Complete University Medal Nomination Template and forward nomination with all necessary supporting documentation to Faculty Board for endorsement.

Faculty Board Secretariat

(11) Confirm with the Student Grievance and Discipline Manager to ensure nominee has not been found responsible for serious misconduct in accordance with the University's Student Discipline Rules and Student Discipline Procedure.

Faculty Boards

(12) Review and endorse nominations from Heads of Departments and forward nominations to the University Medals Committee.

University Medals Committee of Academic Senate

(13) Undertake roles and responsibilities outlined in the University Medal Committee Terms of Reference.

Deputy Vice-Chancellor (Academic)

(14) Consider reports and recommendations from the University Medals Committee and approve award of the University Medal.

(15) Advise the successful students of the University's decision to award a University Medal.

Graduations Unit

(16) Organise for successful students to receive University Medal at graduation ceremony, including updating related course completion documents, and arranging production of the medals.

Section 4 - Guidelines

(17) Nil.

Section 5 - Definitions

(18) Commonly defined terms are located in the University Glossary.

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Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
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