

University Medal Procedure

Section 1 - Purpose

(1) This Procedure establishes 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 awarding 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 / School;
- c. Faculty Board Secretariat;
- d. Complaints, Appeals and Misconduct Unit;
- e. Faculty Boards;
- f. University Medals Committee of Academic Senate;
- g. Deputy Vice-Chancellor (Academic); and
- h. Graduations Unit.

Governance Services

(6) 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 Faculty Boards 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.

(7) Governance Services will organise meetings of, and provide secretariat support to, the University Medal Committee.

(8) 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 Rules](#) and

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

- a. Governance Services will notify Faculty Boards of outcomes, inclusive of feedback regarding unsuccessful nominations;
- b. Governance Services will notify Graduations Unit of outcomes;
- c. Governance Services will prepare a summary report of outcomes for Academic Senate; and
- d. Governance Services will prepare correspondence for successful medallists.

Head of Department / School

(10) 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.

(11) 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 Higher Degree Research staff in the Faculty and/or the Graduate Research Academy). The Head of Department / School will sign the nomination and forward with all necessary supporting documentation to the Faculty Board Secretariat for presentation to Faculty Board for endorsement.

Faculty Boards

(12) The Faculty Board will review and endorse nominations from Heads of Departments / Schools and forward nominations to the University Medal Committee.

University Medals Committee of Academic Senate

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

Deputy Vice-Chancellor (Academic)

(14) The Deputy Vice-Chancellor (Academic) will consider reports and recommendations from the University Medal Committee and approve the award of the University Medal.

(15) The Deputy Vice-Chancellor (Academic) will approve correspondence prepared by Governance Services to successful medallists advising the successful students of the University's decision to award a University Medal.

Graduations Unit

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

Section 4 - Guidelines

(17) Nil.

Section 5 - Definitions

(18) Nil.

Status and Details

Status	Historic
Effective Date	6th December 2021
Review Date	6th December 2024
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Approval Date	30th November 2021
Expiry Date	31st December 2025
Responsible Executive	Rorden Wilkinson Deputy Vice-Chancellor (Academic)
Responsible Officer	Sophie Buck Director, Governance Services
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