University Medal Procedure

Version	Approved by	Approval date	Effective date	Next full review
3.1	President and Vice-Chancellor	13 September 2018	1 January 2019	October 2020

Procedure Statement		
Purpose	The *University Medal Procedure* describes the requirements and timelines relating to the nomination and awarding of University Medals.	
Scope	This Procedure applies to bachelor pass and honours programs, including integrated cross-career dual award programs where the combination of a bachelor degree and a masters (extended) degree lead to a single primary professional qualification.	
Are Local Documents on this subject permitted?	☐ Yes, however Local Documents must be consistent with this University-wide Document	☒ No
Procedure Processes and Actions		

1. Medal nominations

1.1. Faculty responsibilities

1.1.1. Head of School (or nominee) completes the 'Recommendation for the Award of a University Medal' nomination form, attaching required documentation as outlined on the form.

1.1.2. Recommended students are expected to have remained in Good Standing throughout the undergraduate program for which they are being nominated. Recommended students will usually have a Cumulative WAM that is amongst the highest of the graduating cohort for their program or major within their program. (NB: Where a School uses a different WAM for the purposes of making a recommendation, information regarding its calculation is required as part of the submission.)

1.1.3. It is likely that the recommended student will have achieved the highest (or equal highest) mark for the honours component of the program.

1.1.4. In order to be considered eligible for the award of a Medal, students will normally have completed at least 48 UOC of Level III courses (or above) at UNSW. For students who have completed part of their studies at another university, such studies will be considered in awarding Medals and the Faculty Assessment Review Group (FARG), or equivalent committee, should ensure comparability with UNSW students.

1.1.5. In making their recommendations, Schools are expected to provide comparisons between students within the same major and cohort, and to supply historical data on students achieving honours Class 1 or otherwise in the defined cohort.

1.1.6. The recommendation is assessed by the FARG (or equivalent committee) and either approved or not approved.

1.1.7. If approved by the FARG (or equivalent committee), the documentation is sent by the chair of the FARG to the Associate Dean Education/Academic who then submits the nomination to the Head of Student Lifecycle by the deadline specified in the Assessment Schedule (usually one week after academic results are released).

1.1.8. If not approved by the FARG (or equivalent committee), the recommendation must be discussed with the Head of School before a final decision is made.

1.1.9. Appeals against the decision of the University Medal Committee on the basis of due process are made to the President and Vice-Chancellor, or to the Chancellor when the President and Vice-Chancellor has acted as Presiding Member, no later than seven days after the Committee notify the Faculty of the outcome.

1.1.10. In cases where recommendations have been made on the basis of incorrect or missing data, such as late results, the Head of School must submit the correct information, together with an explanatory note, to the Manager, Student Administration, for consultation with the Committee, as soon as practicable after the data has been rectified.

1.2. Student Services and System responsibilities

1.2.1. Upon receipt of the Recommendation for the Award of a University Medal, the Head of Student Lifecycle checks the documentation to ensure that it is complete.

1.2.2. A current Academic Statement for the nominee is printed by the Administrative Officer, Student Lifecycle and attached to each recommendation.

1.2.3. All recommendations are entered into a spreadsheet by the Administrative Officer, Student Lifecycle.

1.2.4. All recommendation paperwork including a spreadsheet summary is distributed to the Committee by email, by the Head of Student Lifecycle one week prior to the relevant University Medal Committee meeting.

1.2.5. Original paperwork is given to Assistant Manager, Graduations to put on an administration file.

*NB: Due to the timing of University Medal Committee meetings, UNSW Canberra, Medicine and Summer recommendations are usually considered via circulation to ensure that the Medals can be awarded at the earliest opportunity.

2. Approval of Medal recipients

2.1. University Medal Committee responsibilities

2.1.1. Members of the University Medal Committee normally meet three times per year following each standard term. The Committee will also consider recommendations via circulation when appropriate.

2.1.2. At the University Medal Committee meeting, members consult and determine whether a recommendation to award a University Medal will be approved or not approved. The University Medal Committee is the final authority for the awarding of a University Medal.

2.1.3. The University Medal Committee may seek clarification from the Faculty concerning a recommendation, if required.

2.2. Student Services and Systems responsibilities

2.2.1. The Head of Student Lifecycle notifies the Head of School and Associate Dean Education/Academic of the final outcomes of recommendations.

2.2.2. Assistant Manager, Graduations receives the final recommendation approval list from the Manager, Student Lifecycle.

2.2.3. Assistant Manager, Graduations drafts congratulatory letters which are sent to students following approval by the Deputy Vice-Chancellor Academic.

2.2.4. Copies of the student letters are sent to the Head of School by the Assistant Manager, Graduations and also put on the administration file.

2.2.5. The Assistant Manager, Graduations arranges the engraving of the Medals and presentation at the relevant graduation ceremony.

Accountabilities

Responsible Officer	Deputy Vice-Chancellor Academic
Contact Officer	Head of Student Lifecycle, Student Services & Systems

Supporting Information

Legislative Compliance	This Procedure supports the University's compliance with the following legislation: *Higher Education Support Act 2003* (Cth) *Privacy and Personal Information Protection Act* 1998 (NSW)
Parent Document (Policy)	[University Medal Policy](#)
Supporting Documents	[Recommendation for the Award of a University Medal (nomination form)](#)
Related Documents	Nil
Superseded Documents	University Medal Procedure, v3.0
File Number	2018/26764

Definitions and Acronyms

Academic statement	An unofficial record of a student's academic history. The statement includes details of a student's program, enrolled courses, results summary assessment statistics, advanced standing and awards obtained at UNSW.
Term/Semester	The administrative time period in which Teaching Periods are defined, students enrol and for which students are charged fees or student contributions. These time periods differ based on campus and level of study.
WAM	A Weighted Average Mark (WAM) is calculated by multiplying the mark obtained for each relevant result by the units of credit of the particular course, adding up the products and dividing by the total number of units of credit for the relevant courses. A 'Cumulative WAM' is calculated for relevant results over the student's entire program.

Revision History

Version	Approved by	Approval date	Effective date	Sections modified
1.0	Deputy Vice-Chancellor (Academic)	21 November 2009	1 December 2009	This is a new procedure
2.0	Pro-Vice-Chancellor Students (& Registrar)	6 November 2012	1 December 2012	Contact Officer and minor amendments
2.1	Administrative update by Deputy Head of Governance	18 February 2016	29 February 2016	Administrative update reflecting changes to senior leadership positions.
3.0	Deputy Vice-Chancellor Academic	20 October 2017	20 October 2017	Full review
3.1	President and Vice-Chancellor	13 September 2018	1 January 2019	Minor amendments to accommodate UNSW 3+ calendar, including terminology and timing, and revisions to position titles