



Version	Approved by	Approval date	Effective date	Next full review
8.0	President and Vice-Chancellor	19 October 2017	19 October 2017	October 2020
Policy Statement				
Purpose	The <i>University Medal Policy</i> specifies requirements for the award of a University Medal. The award of a University Medal recognises outstanding academic performance by a bachelor degree student across a program, or a single award when studied in dual award mode, and/or a particular major within a program.			
Scope	This Policy 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.			
Policy Provisions				

1. University Medal Committee

On the advice of the President and Vice-Chancellor, a UNSW Council appointed committee will receive and consider recommendations for awards of a University Medal. The Committee shall normally comprise:

- The President and Vice-Chancellor or nominee (as Presiding Member)
- President, Academic Board
- Deputy President, Academic Board, nominated by the President.

2. Timing of awards

The award of the University Medal is normally to be determined twice in each year by the University Medal Committee following the Semester 1 and Semester 2 series of Faculty Assessment Review Group (FARG) or equivalent committee meetings. Nominations received outside the standard timeframe may be considered by the Committee via circulation.

3. General principles

The University Medal is awarded to recognise outstanding academic performance by a bachelor degree student across a program and/or a particular major within a program, inclusive of integrated cross-career dual award programs leading to a single primary professional qualification.

On the recommendation of a FARG (or equivalent committee), the University Medal Committee may award a University Medal to a student (in a program leading to the award of a bachelor pass or honours degree or degrees) who has shown highly distinguished merit in completing their program of study.

There will normally be only one Medal recipient per major (where a major exists) per program each semester. In exceptional circumstances two recipients may be considered if it is not academically possible to distinguish between the two candidates.

Where a program or major is available at honours-level, it would normally be expected that only students completing at honours-level would be eligible for the award of a University Medal.

The University Medal Committee will take into account the whole undergraduate academic record of the student. This includes performance in the bachelor-level pass degree (at UNSW or elsewhere) on which admission to the honours was based and the honours year itself (where this is a separate program) or the entire program where honours is embedded.

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 FARG (or equivalent committee) should ensure comparability with UNSW students.

Students enrolled in a dual award program leading to the award of two bachelor degrees may be considered eligible for the award of a Medal in both awards.

4. Honours

In honours award programs it is expected that a student would have performed at a level significantly above the minimum required for award at Class 1, in comparison with their peers in the major.

It is likely that the recommended student will have achieved the highest (or equal highest) WAM for the honours component of the program, with a cumulative WAM that is the highest, or amongst the highest, of the graduating cohort for their program. In making their recommendation(s), Faculties are required to advise the criteria used in determining cut-offs.

Students who complete an honours award program that includes more than one major may be considered eligible for the award of a Medal in one or more of the majors.

5. Award of more than one Medal

Only in exceptional circumstances may more than one Medal be awarded for a particular major in a particular degree program. In such circumstances, Schools will be expected to make a compelling argument for additional awards at the time of the recommendation.

Students enrolled in a dual bachelor degree award program may be considered eligible for the award of a Medal in both degrees.

6. Non-award of a Medal

The University Medal Committee is the final authority for the awarding of a University Medal.

7. Appeals

Appeals can only be made on the basis that the University Medal Committee did not follow due process. Appeals are decided by the President and Vice-Chancellor, or Chancellor when the President and Vice-Chancellor has acted as Presiding Member.

In cases where recommendations have been made on the basis of incorrect or missing data, such as late results, Faculties should submit the correct information, together with an explanatory note, to the Presiding Member, as soon as practicable after the data has been rectified.

8. Presentation of Medals

Graduands or graduates who have been awarded a University Medal shall receive a congratulatory letter from the President and Vice-Chancellor, and be invited to receive their Medal at an appropriate Graduation Ceremony.

Notification of the award of a University Medal shall be recorded on the University Testamur. In the case of an integrated cross-career dual award program, the Program Authority may elect to record the award of the University Medal on the testamur for the higher level qualification i.e. on the testamur for the masters award.

Accountabilities	
Responsible Officer	Deputy Vice-Chancellor Academic
Contact Officer	Director, Student Services and Systems
Supporting Information	
Legislative Compliance	This Policy supports the University's compliance with the following legislation: <i>Higher Education Support Act 2003 (Cth)</i> <i>Privacy and Personal Information Protection Act 1998 (NSW)</i>
Supporting Documents	University Medal Procedure Recommendation for the Award of a University Medal (nomination form)

Related Documents	Nil
Superseded Documents	University Medal Policy, version 7.1
File Number	2010/02690
Definitions and Acronyms	
Bachelor degree	The formal award received on successful completion of an undergraduate university degree program, ordinarily of three or more years duration. Bachelor degrees provide initial preparation for careers and postgraduate study.
Cohort	The group of students expected to complete their program of study within the same semester.
Dual award program	The concurrent or sequential study of two (or more) awards under one integrated and coherent program leading to two (or more) awards and two (or more) testamurs (one for each award). Dual award programs can be within a career or cross-career.
Embedded honours	A program where the honours components are studied as part of an integrated program along with the pass degree requirements.
Graduand	A student who has completed all the requirements for their program, but has not had the degree formally conferred.
Graduate	A student who has completed all the requirements for their program, and had the degree formally conferred.
Honours	The highest level of learning in an undergraduate program. It typically includes a research component. Honours is available in two modes: separate year honours; and embedded honours
Integrated cross-career dual award program	A dual award program leading to a single primary professional qualification (such as Medicine) where a bachelor and masters (extended) award are studied as part of an integrated sequence and the awards are only conferred on completion of the full program.
Major	A specified stream or sequence of study in a discipline or sub-discipline area within a program. Majors require students to take an approved set of courses at different levels and units of credit. The term is generally synonymous with "plan" or "specialisation". More than one major may be completed in a program.
Program	An approved set of requirements, courses and/or supervised research into which a student is admitted. In some cases, this will lead to an award of UNSW.
Semester	The administrative time period in which Teaching Periods are defined, students enrol, and for which students are charged fees or student contributions.
Separate year honour	An additional, distinct year of study that follows the completion of an undergraduate degree in a cognate discipline, whether at UNSW or elsewhere. All components of the honours program contribute to the honours-level qualification. These honours programs require completion of 48 UoC of study typically undertaken over one calendar year (or part-time equivalent).
Undergraduate	A program of study that leads to the award of a diploma, advanced diploma, associate degree or a bachelor degree (pass or honours).
Units of credit	A value attached to UNSW courses and programs which indicates the study load relative to a standard full-time load of 48 UOC. Each UOC has a normal workload expectation of approximately 25 hours per semester, including class contact hours, other learning activities, preparation and time spent on all assessable work.
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	UNSW Council (162)	12 November 1951	12 November 1951	
2.0	UNSW Council (77/150)	11 July 1977	11 July 1977	Full review
3.0	UNSW Council (80/60)	21 May 1980	21 May 1980	Full review
4.0	UNSW Council (84/96 (a))	12 November 1984	12 November 1984	Full review and inclusion of Medal Committee
5.0	UNSW Council (CL95/84) (m)	30 October 1995	30 October 1995	Full review
5.1	UNSW Council (CL98/62)	10 August 1998	10 August 1998	Amendment of Medal Committee composition
6.0	Vice-Chancellor	21 November 2009	1 December 2009	Full review
7.0	President and Vice-Chancellor	30 September 2013	30 September 2013	Review to take into account the establishment of the BMedMD program
7.1	Administrative update by Head of Governance	18 February 2016	29 February 2016	Amendment to position titles
8.0	President and Vice-Chancellor	19 October 2017	19 October 2017	Full review

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