1. Purpose and Scope
This procedure describes the requirements and timelines relating to the nomination and awarding of University Medals. It must be read in conjunction with the University Medal Policy.

2. Procedure
2.1 Faculty Responsibilities

2.1.1 Head of School or appropriate Faculty academic completes the ‘Recommendation for the Award of a University Medal’ nomination form, attaching required documentation as outlined on the form.

2.1.2 Recommended students are expected to have remained in Good Standing throughout their undergraduate career and certainly within the program for which they are being nominated. Recommended students will usually have a Cumulative WAM that is the highest, or amongst the highest, of the graduating cohort for 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]

2.1.3 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, the FARG should ensure comparability with UNSW students.

2.1.4 It is likely that the recommended student will have achieved the highest (or equal highest) mark 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.

2.1.5 In making their recommendations, Schools are expected to provide comparisons between students within the same major and cohort, and to supply historical data on student achieving Honours Class 1 or otherwise in the defined cohort.
2.1.6 The recommendation is assessed by the Faculty Assessment Review Group (FARG) and either approved or not approved.

2.1.7 If approved by the FARG, the documentation is sent by the Presiding Member to the Director, Student Management by the deadline specified in the Assessment Schedule (usually one week after academic results are released).

2.1.8 If not approved, the recommendation must be discussed with the Head of School before a final decision is made.

2.1.9 Appeals against the decision of the University Medal Committee on the basis of due process are made to the Vice-Chancellor, or to the Chancellor when the Vice-Chancellor has acted as Presiding Member, no later than 7 days from the date of the Committee meeting.

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

2.2 Student Management Responsibilities

2.2.1 Upon receipt of the Recommendation, the Director, Student Management checks the documentation to ensure that it is complete.

2.2.2 A current Academic Statement for the nominee is printed by the Executive Assistant, Student Management and attached to each recommendation.

2.2.3 All recommendations are entered into a spreadsheet by the Executive Assistant, Student Management.

2.2.4 All recommendation paperwork is distributed to the Committee by the Executive Assistant, Student Management (1 copy for each University Committee Member plus 1 copy for the Director, Student Management).

2.2.5 Original paperwork is given to Student Administration and Records (STAR), Team Leader, Graduations to put on an administration file.

2.2.6 A cover letter is written by the Director, Student Management and attached, with the spreadsheet, to copies of the recommendation paperwork for each University Medal Committee Member.

2.2.7 All documentation is hand delivered to each University Medal Committee Member one week prior to the relevant University Medal Committee meeting.

*NB: Due to the timing of FARG meetings, ADFA, Medicine and Summer recommendations are usually considered by the University Medal Committee via circulation to ensure that the medals can be awarded at the relevant graduation ceremonies.
2.3 University Medal Committee Responsibilities

2.3.1 Members of the University Medal Committee normally meet twice a year to consider University Medal Recommendations (once following Semester 1 and once following Semester 2 – usually in July and December respectively). The Committee may also consider recommendations via circulation when appropriate.

2.3.2 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.

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

2.3.4 The University Medal Committee Presiding Member notifies the Head of School and Faculty Presiding Member of the final outcomes of recommendations.

2.4 Student Administration and Records (STAR) Responsibilities

2.4.1 Team Leader, Graduations receives the final recommendation approval list from the Director, Student Management.

2.4.2 Team Leader, Graduations drafts congratulatory letters which are sent to students following approval by the Vice-Chancellor.

2.4.3 Copies of the student letters are sent to the Head of School by the Team Leader, Graduations and also put on the administration file.

2.4.4 The Team Leader, Graduations arranges the engraving of the Medals and presentation at the relevant graduation ceremony.

3. Review & History

These procedures are to be reviewed annually by the Pro-Vice-Chancellor (Students) and Registrar, in conjunction with the Director, Student Management.
Appendix A: History

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<th>Version</th>
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<th>Approval Date</th>
<th>Effective Date</th>
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<td>Deputy Vice-Chancellor (Academic)</td>
<td>21 November 2009</td>
<td>1 December 2009</td>
<td>This is a new procedure</td>
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