

<b>Responsible Officer</b>	Deputy Vice-Chancellor Education and Vice-President		
<b>Contact Officer</b>	Director, Student Services and Systems		
<b>Superseded Documents</b>	University Medal Policy, version 7.0, approved 30 September 2013		
<b>Review</b>	September 2016		
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<b>Associated Documents</b>	University Medal Procedures Recommendation for the Award of a University Medal		
<b>Version</b>	<b>Authorisation</b>	<b>Approval Date</b>	<b>Effective Date</b>
7.1	Administrative update by Acting Head of Governance	18 February 2016	29 February 2016

## 1. Preamble

### 1.1 Purpose

This policy specifies requirements for the award of a University Medal.

### 1.2 Background

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.

## 2. Scope

This policy applies to bachelor pass and honours programs which include the award of a Bachelor degree or degrees, including integrated cross-career dual award programs where the combination of a bachelors degree and a Masters (extended) degree lead to a single primary professional qualification.

## 3. Definitions

Definitions are consistent with the UNSW Glossary of Terms:

<http://www.handbook.unsw.edu.au/general/2014/SSAPO/glossary.html>

**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.

**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:** A program with a single set of rules that leads to the award of two degrees.

**Graduand:** A student who has completed all the requirements for her or his program, but has not yet been formally awarded the degree.

**Graduate:** A student who has completed all the requirements for her or his program, and has been formally awarded the degree.

**Honours:** A Bachelor degree with Honours demonstrates in-depth learning in one or more majors, and includes a research training focus. Some Honours programs comprise a separate year long program of intensive study after three years of undergraduate study at a Pass level, or may be awarded on the basis of a student's entire program of study (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 sequence of study in an area of academic or vocational specialisation within a program. Majors require students to take an approved set of courses and UOC. Majors may include core and elective courses.

**Program:** A sequence of courses leading to a degree or award conferred by the University.

**Semester:** The administrative time period in which Teaching Periods are defined, students enrol, and for which students are charged fees or student contributions.

**Undergraduate:** Undergraduate programs of study are designed for students who have completed secondary studies (high school) in Australia or have a level of education deemed equivalent to this (e.g. equivalent overseas study or alternate entry programs).

**Units of Credit:** Each course at UNSW has a particular load or weighting which is referred to as units of credit (UOC). UNSW programs require the successful completion of a specified number of UOC.

**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.

## 4. Policy Statement

### 4.1 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

### 4.2 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 meetings. Nominations received outside the standard timeframe may be considered by the Committee via circulation.

### 4.3 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 Faculty Assessment Review Group (FARG), 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 her or his program of study.

There will normally be only one Medal recipient per award, or defined major, each year. In exceptional circumstances 2 recipients may be considered if it is not academically possible to distinguish between the 2 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 academic record of the student. This includes performance in dual award programs.

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.

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.

#### **4.4 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 her or his 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.

#### **4.5 Award of more than one Medal**

Only in exceptional circumstances may more than one Medal be awarded for a particular Major. 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.

#### **4.6 Non award of a Medal**

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

## 4.7 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.

## 4.8 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 Master award.

## 5. Legal & Policy Framework

This policy operates within the context of state and federal legislation and within the context of university policy.

Relevant Legislation:

- *Higher Education Support Act 2003 (Cwlth)*
- *Privacy and Personal Information Protection Act 1989 (NSW)*

## 6. Implementation

### 6.1 Roles & Responsibilities

The Vice-President and Deputy Vice-Chancellor (Education) is responsible for implementation of this policy.

### 6.2 Support & Advice

Support and advice in relation to this policy is available from the Director, Student Services and Systems.

### 6.3 Communication

The standard communication from the Policy Development Process shall be applied.

## 7. Review

This policy will be reviewed three years from the effective date.

## 8. Acknowledgements

- The Australian National University: University Medal Nomination Form  
<http://www.anu.edu.au/sas/prizes/2009%20Uni%20Medal%20Nomination%20Form%20Mid-year.pdf>

- Monash University: Recognition of Excellence Policy  
<http://www.buseco.monash.edu.au/esg/agu/policies/recognition.html>
- The University of Sydney: Academic Board Policy on Awards with Honours (18 April 2007) [http://www.usyd.edu.au/ab/policies/Honours\\_award.pdf](http://www.usyd.edu.au/ab/policies/Honours_award.pdf)
- The University of Queensland: Guidelines for the Award of University Medals (22 March 2007) <https://ppl.app.uq.edu.au/content/3.50.05-award-university-medals>

## Appendix A: History

Version	Authorised 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