



Policy Hierarchy link	University Medal Policy		
Responsible Officer	Deputy Vice-Chancellor Education and Vice-President		
Contact Officer	Manager, Student Administration		
Superseded Documents	University Medal Procedure, version 2.0 approved 6 November 2012		
File Number	2016/08664		
Associated Documents	Recommendation for the Award of a University Medal (nomination form)		
Version	Authorised by	Approval Date	Effective Date
2.1	Administrative update by Head of Governance	18 February 2016	29 February 2016

1.	Purpose and Scope.....	1
2.	Procedure.....	1
2.1	Faculty Responsibilities	1
2.2	Student Administration Responsibilities.....	2
2.3	University Medal Committee Responsibilities.....	3
2.4	Student Administration Responsibilities.....	3
3.	Review & History.....	3

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 Manager, Student Administration 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 Manager, Student Administration, for consultation with the Committee, as soon as practicable after the data has been rectified.

2.2 Student Administration Responsibilities

- 2.2.1 Upon receipt of the Recommendation, the Manager, Student Administration checks the documentation to ensure that it is complete.
- 2.2.2 A current Academic Statement for the nominee is printed by the Administrative Officer, Student Administration and attached to each recommendation
- 2.2.3 All recommendations are entered into a spreadsheet by the Administrative Officer, Student Administration.
- 2.2.4 All recommendation paperwork including a spreadsheet summary is distributed to the Committee by email, by the Manager, Student Administration one week prior to the relevant University Medal Committee meeting.
- 2.2.5 Original paperwork is given to Assistant Manager, Graduations, Student Administration to put on an administration file.

*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 Manager, Student Administration notifies the Head of School and Faculty Presiding Member of the final outcomes of recommendations.

2.4 Student Administration Responsibilities

- 2.4.1 Assistant Manager, Graduations receives the final recommendation approval list from the Manager, Student Administration.
- 2.4.2 Assistant Manager, Graduations drafts congratulatory letters which are sent to students following approval by the Deputy Vice-Chancellor Education and Vice-President.
- 2.4.3 Copies of the student letters are sent to the Head of School by the Assistant Manager, Graduations and also put on the administration file.
- 2.4.4 The Assistant Manager, 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 Director, Student Services and Systems, in conjunction with the Manager, Student Administration.

Appendix A: History

Version	Authorised 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.