

# University Medals Procedure

## Section 1 - Introduction

(1) The University of Newcastle (University) may award a University Medal to an eligible graduate in recognition of exceptional academic achievement.

## Section 2 - Audience

(2) This procedure should be read by:

- a. all relevant University staff; and
- b. all students seeking information on the criteria for consideration of a University Medal.

## Section 3 - Definitions

(3) In the context of this document:

- a. “annual graduating cohort” means the number of graduates of AQF level 7, 8 and 9 programs awarded in a calendar year.

## Section 4 - General Procedural Principles

### Eligibility and Nominations

(4) Student Central will determine the maximum number of medals which may be awarded by calculating 0.75% of the annual graduating cohort.

(5) The total number of medals will be divided by College based on the proportion each College contributes to the annual graduating cohort to determine the maximum number of medals per College.

(6) Student Central will prepare an eligibility list for each College according to the following criteria:

- a. the program completed must be either:
  - i. AQF level 8 Bachelor Honours;
  - ii. AQF level 9 Master of Architecture; or
  - iii. AQF level 9 Juris Doctor/Graduate Diploma of Legal Practice; and
- b. the graduate must:
  - i. be a graduate of a 4 year AQF level 8 Bachelor Honours program; or
  - ii. be a graduate of a 1 year AQF level 8 Bachelor Honours program who was admitted to the program based on completion of a University of Newcastle AQF level 7 Bachelor program; or
  - iii. be a graduate of an AQF level 9 program listed in clause 6a; and

- iv. have a cumulative Weighted Average Mark (WAM) of 85 or greater, calculated in accordance with the [Weighted Average mark \(WAM\) Calculation Guideline](#) from results in eligible courses above the 1000 level from a program or programs listed in clause 6a, the WAM calculation for graduates of a 1 year AQF level 8 Bachelor Honours program will included all eligible courses above the 1000 level in the AQF level 7 Bachelor program used for admission; and
- v. have no record of academic misconduct at the University.

(7) Student Central will also provide the WAMs for University Medallists for the previous five years, for comparative purposes.

(8) Colleges will:

- a. consider the eligibility list prepared by Student Central;
- b. amend the eligibility list to include any additional nominations where it can be demonstrated that the nomination is supported by evidence of equivalence of academic standards or merit, and provide a citation; and
- c. submit the College's nominations to the University Medals Committee Secretary on or before the due date nominated by the University Medals Committee each year using the [Template - University Medals Committee Faculty Coversheet](#).

## **University Medals Committee Membership**

(9) The members of the University Medals Committee will be:

- a. the Deputy Vice-Chancellor (Academic) and Vice President (Chair);
- b. the President Academic Senate;
- c. one Deputy President of Academic Senate; and
- d. where a need is identified, an additional member chosen from Academic Senate and appointed by the Deputy Vice-Chancellor (Academic) and Vice President.

(10) Student Central will provide the secretarial support for the University Medals Committee.

(11) The Chair will convene the University Medals Committee.

## **Consideration and Award of University Medals**

(12) The University Medals Committee will meet once per year to examine, consider and review all information provided by the Colleges. The University Medals Committee will use the following guidelines to assist in its deliberations and will make a recommendation for the awarding of the University Medals to the Deputy Vice-Chancellor (Academic) and Vice President:

- a. normally, no more than one University Medal will be awarded within a program unless more than one major is available in the program;
- b. if the top candidate is not of exceptional standard equivalent to previous medals recipients then no medal will be awarded;
- c. where two or more eligible graduates within one program/major are equal in terms of the overall cumulative WAM, the graduate with the greater number of High Distinctions and Distinctions will be awarded the University Medal;
- d. University Medals can be awarded to no more than 0.75% of graduates from a College; and
- e. where two or more eligible graduates within a program/major are of exceptional merit and are high in rank order within the University and/or the College and cannot be separated, they may each be awarded a University Medal.

(13) The award of a University Medal must be approved by the Deputy Vice-Chancellor (Academic) and Vice President subject to the recommendation of the Committee.

(14) Minutes of the Committee meeting and records of deliberation must be retained in accordance with the [Records and Information Management Policy](#).

## **Timing**

(15) The University Medals Committee Chair will schedule a nomination round for eligible graduates annually for all graduating students of the previous calendar year.

(16) All University medallists will be awarded their medal at the first graduation ceremony at the relevant campus following the outcome of the nominations process. Any University medallist who attends a graduation ceremony before their nomination for a University Medal has been considered will be able to either attend the next graduation ceremony to be awarded the medal or have their medal, updated transcripts and Australian Higher Education Graduate Statement (AHEGS) provided through registered post.

## **Other Medals**

(17) Colleges may award a College Medal or other College-based awards to graduates whose achievements warrant recognition but fall below the outcome required for the award of a University Medal. A University Medallist may also be awarded a College-based medals.

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	3rd August 2020
<b>Review Date</b>	3rd August 2023
<b>Approval Authority</b>	Deputy Vice-Chancellor (Academic) and Vice President
<b>Approval Date</b>	28th July 2020
<b>Expiry Date</b>	15th June 2023
<b>Responsible Executive</b>	Mark Hoffman Deputy Vice-Chancellor (Academic) and Vice President
<b>Enquiries Contact</b>	Cassie Connor Senior Executive Officer <hr/> Academic Division

## Glossary Terms and Definitions

**"Graduate"** - (Noun) Has the same meaning as in section 3(2) of the University of Newcastle Act 1989.

**"University"** - The University of Newcastle, a body corporate established under sections 4 and 5 of the University of Newcastle Act 1989.

**"Academic misconduct"** - Means conduct by a student that is defined as academic misconduct in the Student Conduct Rule.

**"Award"** - When referring to a University qualification, this term means an academic qualification approved by Academic Senate that is conferred when a student has met the relevant program requirements. For all other uses of this term, the generic definition applies.

**"Campus"** - means any place or premises owned or controlled by the University, but may also specifically refer to a designated operating location such as the Callaghan Campus.

**"Student"** - A person formally enrolled in a course or active in a program offered by the University or affiliated entity.

**"Program"** - When referring to learning, a program is a sequence of approved learning, usually leading to an Award. For all other uses of this term, the generic definition applies.

**"Staff"** - Means a person who was at the relevant time employed by the University and includes professional and academic staff of the University, by contract or ongoing, as well as conjoint staff but does not include visitors to the University.

**"Major"** - When referring to a program major, this is a sequence of courses approved by the Program and Course Approval Committee, which students may be required to complete as part of their undergraduate program (except undergraduate Diplomas). Each major will contain at least 80 units with at least 60 unique units. For all other uses of this term, the generic definition applies.

**"College"** - An organisational unit established within the University by the Council.