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 and have achieved Honours Class 1, 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 include all eligible courses above the 1000 level in the AQF level 7 Bachelor program used for admission. Where credit has been awarded for completion of courses at the University, the grades for internal credit above 1000 level will be included in the WAM calculation; and
v. have completed at least two thirds of the program at the University of Newcastle. Credit for courses completed at other institutions is capped at one third of the total units.

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

University Medals Committee Membership

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

a. the Senior Deputy Vice-Chancellor (Academic & Global) (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 Senior Deputy Vice-Chancellor (Academic & Global).

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

Consideration and Award of University Medals

(10) The University Medals Committee will meet once per year to consider and review nominations. 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 Senior Deputy Vice-Chancellor (Academic & Global):

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 medal 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;
e. the overall academic record of students who transfer between programs will be considered;
f. 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; and
g. the University Medals Committee may decide to not award a University Medal based on a student's record of academic or non-academic misconduct.

(11) The award of a University Medal must be approved by the Senior Deputy Vice-Chancellor (Academic & Global) subject to the recommendation of the Committee.

(12) Minutes of the Committee meeting and records of deliberation must be retained in accordance with the Records

Governance Policy.

Timing

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

(14) 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.

Status and Details

Status	Current
Effective Date	16th June 2023
Review Date	16th June 2026
Approval Authority	Academic Senate
Approval Date	6th June 2023
Expiry Date	Not Applicable
Responsible Executive	Belinda Yourn Senior Deputy Vice-Chancellor (Academic & Global)
Enquiries Contact	John Radvan Senior Manager, Academic Governance & Compliance 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.

"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.

"Course" - When referring to a course offered by the University, a course is a set of learning activities or learning opportunities with defined, assessed and recorded learning outcomes. A course will be identified by an alphanumeric course code and course title. Course types include core courses, compulsory courses, directed courses, capstone courses and electives. For all other uses of this term, the generic definition applies.

"Credit" - When referring to course credit, credit is the recognition of equivalence in content and learning outcomes between different types of learning and/or qualifications. Credit can reduce the amount of learning required to achieve a qualification. For all other uses of this term, the generic definition applies.

"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.

"Unit" - When referring to an academic unit, unit means the proportional amount of academic credit allotted to a course. This term is used to define the requirements for a program award of the University and indicate a student's enrolment load. For all other uses of this term, the generic definition applies.

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"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.

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