

STUDENT MEDALS PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	PROCEDURE	1
	University medal.....	1
	School medals.....	2
	Presentation	3
4	RESPONSIBILITIES	3
	Compliance, monitoring and review.....	3
	Reporting.....	3
	Records management.....	3
5	DEFINITIONS	3
	Terms and definitions.....	3
6	RELATED LEGISLATION AND DOCUMENTS	3
7	FEEDBACK.....	3
8	APPROVAL AND REVIEW DETAILS.....	4

1 PURPOSE

- 1.1 This procedure outlines the requirements for awarding University and School Medals at CQUniversity.

2 SCOPE

- 2.1 This procedure applies to CQUniversity employees and students.

3 PROCEDURE

- 3.1 The University recognises academic achievement of students through the awarding of:
- University medal – for exceptional academic achievement, achieving the highest-grade point average (GPA) calculated as per the Grades and Results Policy. Students who have been conferred with a first-class honours degree at CQUniversity are eligible for this award.
 - School medal – for outstanding academic achievement, achieving the highest GPA calculated as per the Grades and Results Policy. Students who are eligible for a Bachelor Degree with Distinction (for a three or four year course), or First-Class Bachelor Honours degree (where a Bachelor Honours is embedded in the Bachelor Degree as a four year course) at CQUniversity, are eligible for this award.

University medal

Criteria

- 3.2 A University Medal may be awarded once per year.
- 3.3 To be eligible for a University Medal, students must have:
- a conferral date within the academic year time frame of Term 1, Term 2 and Term 3 of the academic year, and
 - been enrolled at CQUniversity for at least 72 units of credit (excluding the Honours year) of their course.

- 3.4 Where two or more candidates achieve the same GPA, the determination will be based on the highest GPA in 72 units of credit at Advanced Level in the related Bachelor's degree course.
- 3.5 A School Medal may also be awarded to a recipient of the University Medal.

Determination of recipients

- 3.6 The Dean of School, or nominee, will submit to the Director Student Central the:
- academic record of the nominated student/s
 - academic records of other eligible students, and
 - a statement supporting the nomination, which includes the calculation of the student/s GPA.
- 3.7 The Director Student Central will recommend the awarding of the University Medal to the Vice-President (Academic) for approval.

Design

- 3.8 The design of a University Medal will have the University Coat of Arms inscribed on one side of a silver medal and the words "University Medal" "Exceptional Academic Achievement" cast or engraved around the edge, with the winner's name and the year engraved in the centre.

School medals

Criteria

- 3.9 A School Medal may be awarded once per year to one student per School, who has a conferral date within the academic year timeframe of Term 1, Term 2 and Term 3 of the academic year.
- 3.10 Should there be no student with a GPA of 6.00 or higher in the School in any year, the School Medal will not be awarded.
- 3.11 A student who completes less than 50 per cent of their units at CQUniversity will be ineligible for the award of the School Medal.
- 3.12 Where two or more students in a school achieve the same GPA, they will be ranked in relation to the GPA score calculated over their units of credit at Advanced Level. In cases where there is no resolution of the ranking of students with the same GPA, the school will to the Director Student Central for resolution.
- 3.13 A University Medal may also be awarded to a recipient of the School Medal.

Determination of recipient/s

- 3.14 The Dean of School, or nominee, will submit to the Director Student Central the:
- academic record of the nominated student/s, and
 - a statement supporting the nomination, which includes the calculation of the student/s GPA.
- 3.15 The Director Student Central will recommend the awarding of School Medals to the Vice-President (Academic) for approval.

Design

- 3.16 The design of a School Medal will have the University Coat of Arms inscribed on one side of a bronze medal and the words "Medal for Achievement in the Bachelor Degree" cast or engraved around the edge, with the winner's name and the year engraved in the centre.

Presentation

- 3.17 The University and School Medals may be presented at any CQUniversity graduation ceremony.
- 3.18 The awards will be noted at all graduation ceremonies during that year.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Director Student Central is responsible for implementing, monitoring, reviewing and ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 4.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

Terms and definitions

School medals: awards presented for outstanding academic achievement to students who are eligible for a Bachelor Degree with Distinction (for a three or four year course), or First-Class Bachelor Honours degree (where a Bachelor Honours is embedded in the Bachelor Degree as a four year course) at CQUniversity. The School Medals are awarded once per year to one student per School.

University medal: award presented for exceptional academic achievement to students who have been conferred with a first-class honours degree at CQUniversity. The University Medal is awarded once per year.

6 RELATED LEGISLATION AND DOCUMENTS

[Grades and Results Policy](#)

7 FEEDBACK

- 7.1 Feedback about this document can be emailed to policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Delegated Approval Authority	Education Strategy and Innovation Committee
Advisory Committee	N/A
Required Consultation	N/A
Administrator	Director Student Central
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Notes	This document consolidated and replaced the University Medals Procedure and the School Medals Procedure.