

SCHOOL MEDALS PROCEDURE



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1 PURPOSE

- 1.1 The University recognises outstanding achievement through the awarding of School Medals. This procedure outlines the requirements for awarding of School Medals.

2 SCOPE

- 2.1 This procedure applies to all CQUniversity staff and students.

3 PROCEDURE

Criteria

- 3.1 A School Medal for achievement in a Bachelor degree may be awarded once per year only, to one student per School. All students with a conferral date within the academic year timeframe of January to December are eligible.
- 3.2 A University Medal may also be awarded to a recipient of the School Medal.
- 3.3 In determining eligibility for the School Medal, “highest achievement” is defined as the highest Grade Point Average (GPA) calculated as per the Procedure for the Calculation of Grade Point Average. This student should be 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.
- 3.4 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.
- 3.5 A student who completes less than 50% of his or her units at CQUniversity will be ineligible for the award of the School Medal.
- 3.6 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 refer this to the Pro Vice-Chancellor (Learning and Teaching) for resolution.

- 3.7 The School medal may be presented at any CQUniversity graduation ceremony. The award will be noted at all graduation ceremonies during that year.

Determination of recipient/s

- 3.8 The submission from the Pro Vice-Chancellor (Learning and Teaching) must include the academic record of the nominated student/s and a statement supporting the nomination which includes the calculation of the student/s GPA.
- 3.9 The Pro Vice-Chancellor (Learning and Teaching) will recommend the awarding of School Medals to the Provost for approval in time for the year's graduation ceremonies.

Form of school medal

- 3.10 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.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The Pro Vice-Chancellor (Learning and Teaching), or nominee, is responsible for ensuring compliance with this procedure.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Staff must maintain all records relevant to administering this procedure in a recognised University recordkeeping system.

5 DEFINITIONS

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

6 RELATED LEGISLATION AND DOCUMENTS

[Calculation of Grade Point Average Procedure](#)

7 FEEDBACK

- 7.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	25/05/2019

Approval and Amendment History	Details
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Notes	