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## 1 PURPOSE

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

## 2 SCOPE

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

## 3 PROCEDURE

### Criteria

- 3.1 A University Medal for achievement in a First Class Honours degree may be awarded once per year only. All students with a conferral date within the academic year time frame of January to December are eligible. The medal is testimony that the recipient has exhibited exceptional academic achievement.
- 3.2 A School Medal may also be awarded to a recipient of the University Medal.
- 3.3 In determining eligibility for the University Medal “exceptional academic achievement” is defined as achieving the highest Grade Point Average (GPA) calculated as per the Calculation of Grade Point Average Procedures. Eligibility to be considered for the award of a University medal will be limited to students who have been conferred with a First Class Honours degree at CQUniversity.
- 3.4 A student must have been enrolled at CQUniversity for at least 72 units of credit (excluding the Honours year) of their course.
- 3.5 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.
- 3.6 The University medal may be presented at any CQUniversity graduation ceremony. The award will be noted at all graduation ceremonies during that year.

## **Determination of recipients**

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

## **Form of university medal**

- 3.9 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.

## **4 RESPONSIBILITIES**

### **Compliance, monitoring and review**

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

### **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](mailto: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 of Academic Board
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	25/05/2019

Approval and Amendment History	Details
Original Approval Authority and Date	11/1999
Amendment Authority and Date	Academic Board 30/07/2003; Amendments approved Academic Board 08/2003; Executive Director (Corporate Services) 5/03/2010; Academic Board 13/11/2013; Academic Board 26/03/2014; Academic Board 25/05/2016; Updated in New Template – Pro Vice-Chancellor (Learning & Teaching) 22/03/2017.
Notes	

9 APPENDIX 1: UNIVERSITY MEDALS – RECIPIENT IDENTIFICATION PROCESS

Attachment 1

University Medals – Recipient Identification Process

