

## UNIVERSITY MEDALS

### 1. Nominations and approvals for University Medals

- a. Each Faculty ranks the academic performance of all of its eligible graduating students for the year, and nominates the highest performing students for University Medals.
- b. Where applicable, Academic performance is assessed across the whole of the nominees' studies at the University, and is not restricted to the Honours level alone.
- c. The Deputy Vice-Chancellor and Vice-President (Academic) makes the final approval of all Faculty nominations for University Medals.

### 2. Allocation of University Medals

The total number of University Medals available each year is a nominal **18**. It is based on the proportion of the University-wide total represented by each Faculty's total number of completions for the year, taken over a three-year rolling average, in undergraduate Honours degrees, degrees with Honours, and degrees of Bachelor of at least four years' duration.

For example, if in a given year a Faculty's total Honours/Long Degree completions, taken over a three-year rolling average, represent one third of the University's total Honours/Long Degree completions, that Faculty is allocated one third of the nominal 18 Medals – that is, 6 Medals.

### 3. Total Number of University Medals Awarded

While the total number of University Medals available is nominally **18**, the actual number awarded in any year may vary in the following circumstances:

- a. An individual Faculty's final Medal quota is determined by rounding the number of medals calculated from its proportion of total eligible completions to the nearest whole number. Rounding up will occur where the first two decimal places of the quota number are 0.50 or higher, and rounding down will occur where they are below 0.50. The actual number of Medals awarded may be increased to a maximum of **20**, due to the effects of this rounding.
- b. Where two candidates for the same Medal in a Faculty are assessed as being of exactly equal academic merit, an additional Medal will be awarded.
- c. If no candidate within a Faculty is deemed to be of sufficient academic merit for a Medal, no Medal will be awarded for that Faculty.
- d. If the number of candidates deemed to be of sufficient academic merit is less than the quota of Medals allocated to a Faculty, then only that number of Medals will be awarded for the Faculty.

### 4. Responsibilities

4.1 The Deputy Vice-Chancellor and Vice-President (Academic) is responsible for final approval of all Faculty nominees for University Medals.

4.2 Faculties are responsible for nominating eligible students for University Medals and providing full transcripts of their academic records to the Graduations Office.

4.3 The Graduations Office is responsible for:

- a. Checking the undergraduate Honours/Long Degree completions for the academic year for which the Medals apply, to calculate (per a three-year rolling average) the number of Medals to be allocated to each Faculty;
- b. Checking on the student administration system that all University Medal nominees have completed all requirements of their academic program in the year for which the Medals apply
- c. Arranging to have the Medals engraved;
- d. Arranging to have the information on the successful nominees included in the graduation ceremony program and speeches;
- e. Preparing congratulatory letters to the successful nominees for the Vice-Chancellor and President's signature;
- f. Maintaining and reviewing the University Medals process and communicating the process to Faculties.

## 5. Authorities

Key	Authority Category	Authority	Delegation Holder (Position)	Limits
Academic	Prizes	Approval of all Faculty nominations for University Medals	DVC&VP (A)	
Academic	Prizes	Approval for substantial changes to the University Medals process.	DVC&VP (A)	
Academic	Prizes	Approval of minor changes to the University Medals process.	General Manager, Student Services and Administration	