Awarding of the Federation University Australia Medal Guidelines

Policy Code: LT1295

Table of Contents

Purpose ......................................................................................................................................................... 1
Scope ............................................................................................................................................................ 1
   Eligibility ................................................................................................................................................. 1
   Application ............................................................................................................................................. 1
   Graduations Officer ................................................................................................................................. 2
   The Medal .............................................................................................................................................. 2
   University Medal ..................................................................................................................................... 3
Associated Documents ................................................................................................................................... 3
Implementation and Communication ................................................................................................................ 4

Purpose

These guidelines set out the procedures for the awarding of the Federation University Australia Medal and should be read in conjunction with the Awarding of the Federation University Australia Medal policy.

Scope

These guidelines provide for the awarding of the Federation University Australia Medal to a student whose academic achievement has been outstanding. The student must have completed the requirements for an undergraduate bachelor's degree, a joint bachelor's degree or a bachelor's honours degree at Federation University Australia.

Eligibility

The University Medal will be awarded only if a nominee demonstrates exceptional academic achievement for the duration of their studies.

To be eligible for the award, students must have completed the requirements for a bachelor's degree of the University including those who have completed a double bachelor's degree or a bachelor's honours degree, and must not have previously been awarded the Federation University Australia Medal.

Application

Faculties will nominate candidates for the awarding of the Federation University Australia Medal through the Executive Dean of Faculty, using the appropriate nomination form and including supporting documentation (as outlined on the form), a statement of support for the nomination from the Executive Dean of Faculty and a citation of between 300 - 500 words of why the Faculty selected the nominee for the Medal.
Nomination forms and documentation should be forwarded to the Executive Officer, Academic Board for processing and forwarding to the University Medal Committee for consideration.

Nominations for the awarding of the University Medal shall focus on a student's academic performance and not on other achievements, however meritorious they may be.

Where a Faculty puts forward more than one nomination for the awarding of the University Medal, the nominees should be ranked by the Faculty prior to sending to the Executive Officer.

Nominations from Faculties should address the following criteria:

- the grade point average of the nominee;
- details of prizes and/or scholarships won by the nominee whilst completing the course relevant to this nomination;
- if applicable, details of outstanding performance in practical components of the course undertaken by the nominee;
- comments on aspects of academic performance that may not be apparent from the grades obtained by the nominee;
- details of papers written by the nominee for seminars, conferences or journals;
- details of work of a professional nature undertaken by the nominee either within or outside Federation University;
- any other relevant information related to the nominee's academic achievement or professional involvement.

All nominations are to be received by the Executive Officer no later than 1 March for May graduations and 1 October for December graduations.

The Faculty should ensure that the nominee has qualified or is soon to qualify for graduation by the Faculty and appropriate documentation completed for graduation.

Once the closing date has passed, the Executive Officer will call a meeting of the University Medal Committee as soon as time permits. The Committee will be supplied with a copy of all nominations received and the full academic records of all winners of the University Medal for the previous three years for comparison purposes.

The University Medal Committee will examine, consider and review all information provided by the Faculties in determining the awarding of the University Medal. Following the meeting of the University Medal Committee, the Executive Officer will arrange for the recommendation/s to be presented to Council for approval within the stipulated timelines. This may require the use of circulatory resolutions.

Once approval has been received, the Executive Officer must notify the Faculties and the Graduation Officer of the outcome.

The Faculties will notify the recipient/s of the decision of Council.

**Graduations Officer**

The Graduations Officer will be advised of any recipient/s of the University Medal no later than four weeks prior to the relevant graduation ceremony. This will allow sufficient time for all graduation application forms to be completed, if not already done, and to contact the student to ensure they will be attending the ceremony.

A record of the awarding of the University Medal is to be shown on the student's transcript.

**The Medal**
The medals will reside within the Public Relations Department; with the Executive Officer, Academic Board arranging for the engraving of the medal/s as required. These will be provided to the Graduations Officer for awarding at the appropriate ceremony.

The design of the medal will be as follows:

Diameter: 70mm

Colour: Silver

Obverse: Full Arms of the University

Reverse: The words to include "For Outstanding Academic Achievement" cast into the top half, with the winner's name and year to be engraved in the centre.

University Medal

![University Medal Image]

Associated Documents

- Awarding of the Federation University Australia Medal Policy

Forms.

- Federation University Australia Medal Nomination Form (DOCX 77.5kb)
Implementation and Communication

The Awarding of the Federation University Australia Medal Guidelines:

1. an Announcement Notice posted on the University’s News Webpage;
2. inclusion in the University Policy Library;
3. memo forwarded to Faculty Boards