

University Medals Selection Procedures

Section 1 - Overview

(1) These procedures provide guidance for the staff of the University of New England in the implementation of the [University Medals Policy](#).

Section 2 - Procedures

(2) Eight weeks prior to the graduation ceremonies:

- a. The Office of the Executive Principal Education Futures checks the published date of the meeting of the Academic Board Standing Committee that will approve the awards of University Medals.
- b. The Office of the Executive Principal Education Futures requests Student Services to provide a data report on potential awardees (comprising students with an H1 Honours grade and their individual GPA). The Office of the Executive Principal Education Futures forwards the report and link to the [University Medals Policy](#) to each Head of School and asks for nominees for the award of University Medal.
- c. The Head of School asks the School Honours Coordinator/s to discuss the merits of each potential awardee with colleagues including the Student's supervisor and completes the nomination form.
- d. The Head of School endorses and submits the nomination form/s together with a copy of the examiners reports and academic transcript for each nominee to the Office of the Executive Principal Education Futures.
- e. For the Autumn Graduation ceremony the Office of the Executive Principal Education Futures requests Student Services to provide the transcripts of University Medallists from the previous Spring Graduation ceremony for consideration for the Edgar H. Booth Memorial Prize and Medal.

(3) Six weeks prior to the graduation ceremonies:

- a. The Executive Principal Education Futures will convene a meeting of the Honours Course Coordinators (or nominees) of each School to discuss and agree upon the selection of recipients for University Medals.
- b. In reaching the final list, selectors are reminded that where the appropriate standard is deemed not to have been achieved then the recommendation that no University Medal be awarded to a cohort or all cohorts is appropriate. Selectors should not be tempted to lower the standard for eligibility simply to award a University Medal.
- c. For the Autumn Graduation ceremonies, on completion of the selection of recipients for University Medals, the selectors will agree upon a recipient for the Edgar H. Booth Memorial Prize and Medal (the prize is awarded to the Honours graduate, if of sufficient merit, who has the most distinguished academic record during enrolment at the University). The recipient will be selected from the current nominees for a University Medal and the previously non-considered University Medallists from previous graduations.
- d. The Executive Principal Education Futures submits the list of nominees for University Medals and the Edgar H. Booth Memorial Prize and Medal to the Secretary of Academic Board.
- e. The Secretary of the Academic Board submits the list of nominees for University Medals and the Edgar H. Booth Memorial Prize and Medal to the next meeting of the Academic Board Standing Committee for endorsement and then forwards to Council for approval.

- f. The Secretary of the Academic Board forwards the list of nominees for University Medals and the Edgar H. Booth Memorial Prize and Medal to the Graduation Officer in Student Experience.

(4) Four weeks prior to the graduation ceremonies:

- a. The Secretary of the Academic Board forwards the approved list of awardees to:
- i. the Executive Principal Education Futures and Deputy Vice-Chancellor
 - ii. the Graduation Officer
 - iii. the Executive Principal Brand Partnerships & Business Development for:
 - coordination with UNE Marketing of any appropriate media or publicity coverage, and
 - generation of the prize payments and appropriate donor action.
- b. The Executive Principal Education Futures notifies the Student/s of their award/s.
- c. Where the awardee for The Edgar H. Booth Memorial Prize and Medal has previously graduated, the notification will include an invitation to attend the next appropriate graduation ceremony for the presentation of the Prize and Medal. The notification will ask the awardee to forward their response to the Graduation Officer for action.
- d. The Graduation Officer arranges for the University and Edgar H. Booth Medals to be engraved, the Graduation Program to be noted with the annotations against the awardees' names and the awards to be recorded on the students' academic records.

Status and Details

Status	Historic
Effective Date	27th July 2015
Review Date	31st October 2021
Approval Authority	Teaching and Learning Committee
Approval Date	8th December 2014
Expiry Date	20th December 2022
Unit Head	Suzanne Crew Executive Principal Education Futures
Enquiries Contact	Office of the Deputy Vice-Chancellor +61 2 6773 5050

Glossary Terms and Definitions

"Student" - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.

"School" - Is an organisational unit comprising academic staff in related fields of study who are responsible for teaching and research in those academic fields together with support staff. Each School also has lead management for the design and delivery of the courses within its responsibility.