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## Purpose

This procedure establishes the University’s process for the nomination, selection and awarding of University Medals to eligible students, including defining the eligibility criteria for nomination.

## Applicable governance instruments

Instrument	Section	Principles
<i>Scholarships, Prizes and Medals Policy</i>	3 University Medals	3.1
<i>Student Participation and Attainment Ordinance</i>	Part 7 – Completion and Graduation	
<i>Student Behaviour and Conduct Ordinance</i>	Sections 7 and 8	

## Procedure

### 1. Background

University medals are awarded to the most outstanding students at the University each year in recognition of exceptional academic excellence over the course of their bachelor and honours degrees. The University will award high-achieving students with a University Medal consistent with the eligibility criteria set out in this Procedure and will ensure that the Selection Committee possess the expertise and experience necessary to select only the most deserving students.

### 2. Distribution of University Medals

Up to 18 University Medals may be offered annually. The allocation of Medals to Colleges is assigned in approximate proportion to the student honours cohort of the College or academic unit. Fewer than 18 medals may be awarded in any given year. The number of medals awarded in each College will be reviewed annually by the Chair of Academic Senate prior to the call for nominations.

Definitions and acronyms can be found at: <https://www.utas.edu.au/policy/policy-definitions>

Related policy and procedures can be found at: <https://www.utas.edu.au/policy>

Should the Selection Committee deem additional nominated students worthy of a University Medal, up to three additional University Medals may be awarded above the number allocated to specific Colleges.

University Medals will normally be distributed, subject to the *Student Participation and Attainment Ordinance* (Part 7 – Completion and Graduation), as follows:

	allocated	total
<b>College of Arts, Law and Education</b>		<b>5</b>
Humanities and Social Sciences	2	
Visual and Performing Arts	1	
Education	1	
Law	1	
<b>College of Business and Economics</b>	1	<b>1</b>
<b>College of Health and Medicine</b>	3	<b>4</b>
Bachelor of Medicine and Bachelor of Surgery	1	
<b>College of Sciences and Engineering</b>		<b>5</b>
Sciences and Engineering	4	
Australian Maritime College	1	
<b>At the discretion of Selection Committee</b>	3	<b>3</b>

### 3. Eligibility

To be eligible for nomination to receive a University Medal, candidates will:

- have undertaken the majority of their bachelor degree at the University of Tasmania;
- have qualified for a bachelor degree with first class honours at the University of Tasmania in accordance with the relevant course specifications, including completion of all course requirements, finalisation of all grades and/or thesis marks and be eligible for conferral of the Honours Degree; and
- have a GPA of 6.5 or higher in their undergraduate degree (or internal average weighted mark equivalent to GPA of 6.5 or higher for Bachelor of Medicine and Bachelor of Surgery students); or
- the relevant College can demonstrate in a citation the candidate has strong grounds for nomination, for example they have shown ever improving academic performance rather than intermittent excellence or would likely have a GPA of 6.5 but for extenuating circumstances.

Eligible candidates will be excluded from consideration if:

- an intermediate or high-level breach of academic integrity requirements has been substantiated, or if the student has engaged in behaviour contrary to the [Student Behaviour and Conduct Ordinance](#); and
- the student has been allocated more than 100 credit points of advanced standing as part of their undergraduate degree (this does not include where students have received advanced standing as a result of student initiated or administratively initiated internal course transfers while studying at the University of Tasmania).

### 4. Nomination for University Medals

The Academic Senate Secretary will call for nominations for University Medals from Colleges in October each year.

When the call for nominations is received, the Curriculum and Communications Executive Officer in the Academic Division will generate the 'University Medal Report' for each college from the Student

Management system. The 'University Medal Report' will return a list of students to be considered for nomination for a University Medal.

The Curriculum and Communications Executive Officer will ensure the students listed in the report are eligible for nomination based on the eligibility criteria and exclusions listed under Section 3 of this Procedure.

The nominations will be submitted in ranked order to the Academic Senate Secretary by the Curriculum and Communications Executive Officer. The submission will include:

- the Medal Calculation Report generated from Student Systems and Business Improvement Team;
- a Nominations Form that includes the nominees' Student ID, Student Name, GPA, Honours Mark, Course and Discipline, and any citations where relevant; and
- the full academic transcript of all nominees.

In circumstances where a College wishes to nominate more eligible candidates than the number of medals allocated to their College or academic unit, a citation should be provided to outline the rationale for each Medal candidate being outstanding and deserving of a Medal. These should be provided in ranked order.

Without exception, all nominations will be received by the Secretary of Academic Senate no later than the deadline specified.

Eligible students whose results are not finalised by the deadline specified by Academic Senate, will be considered for nomination for a medal in the following year.

## 5. Selection of recipients

The Chair and Deputy Chair of Academic Senate and the Chair of University Learning and Teaching Committee, acting on behalf of both Academic Senate and the University Learning and Teaching Committee, will meet as the Selection Committee to confirm the recipients of University Medals and report the recipients to Academic Senate. A senior representative from the Division of Student Services and Operations with expertise in Student Management will attend the meeting as an observer to verify the accuracy of each nomination.

In addition to the Nominations Form and academic transcripts provided by the Curriculum and Communications Executive Officer, the Secretary of Academic Senate will provide meeting participants with a report of the distribution of medals (which includes the GPA of each recipient) for the past three years.

Once the Selection Committee has made their determination, the Curriculum and Communications Executive Officer in the Academic Division will provide the Division of Student Services and Operations representative with the reports generated from Student Systems & Business Improvement team and the list of medallists. The Division of Student Services and Operations representative will then ensure that the students who have been considered for a University Medal in a particular year are recorded in the Student Management system so that the same students are not considered again in the following year.

The Academic Senate Secretary will:

- Notify medallists of their award via a letter signed by the Chair of Academic Senate;
- Email Executive Deans to advise of the University Medal recipients for the current year;
- Email the Graduations Team to ensure that the medals are available to be presented at the relevant Graduation; and
- Advise Academic Senate of the medallists at the first meeting of Senate in the following year.

## 6. Awarding of University Medals

University Medals will be awarded to the successful recipients at the relevant graduation ceremony where possible and recorded on their academic transcript. University Medallists will be further acknowledged at a

celebration event after their graduation. The names of Medallists will be published on the University of Tasmania's University Medals Website.

## 7. Revocation of University Medals

Academic Senate may revoke the award of an individual's University Medal if deemed necessary to protect the integrity of the award.

### Versions

<a href="#">Version</a>	Action	Approved by	Business Owner/s	Approval Date
Version 1	Approved	Provost	Academic Senate Secretary	16 Oct 2020
Version 2	Approved	Provost	Academic Senate Secretary	5 August 2021
Version 3	Approved	Deputy Vice-Chancellor (Education)	Academic Senate Secretary	7 June 2022
Version 4	Approved	Pro Vice-Chancellor Strategic Projects	Academic Senate Secretary	12 May 2023
Version 5	Approved	Pro Vice-Chancellor (Academic Excellence) as delegate for Deputy Vice-Chancellor (Academic)	Academic Senate Secretary	3 June 2024

### Definitions

[Academic transcript](#) | [Grade point average \(GPA\)](#)