

# Medals and Excellence Awards Procedure

## Section 1 - Purpose

(1) This Procedure supports the [Scholarships, Prizes, Medals and Excellence Awards Policy](#) by stating the requirements and processes for medals and excellence awards of the University of Canberra (University).

## Section 2 - Scope

(2) This Procedure applies to:

- a. any unit in the Register of Courses that is a requirement of a course equivalent to [Australian Qualifications Framework](#) (AQF) Level 5 to 10;
- b. a student enrolled in a course of the University equivalent to AQF Level 5 to 10; and
- c. staff and affiliates.

## Section 3 - Policy

(3) Refer to the [Scholarships, Prizes, Medals and Excellence Awards Policy](#).

## Section 4 - Procedure

### Herbert Burton Medal

(4) The Herbert Burton Medal is named in honour of Emeritus Professor Herbert (Joe) Burton, who chaired the committee that recommended the establishment of the University's precursor institution.

(5) The Herbert Burton Medal is awarded to one Student each academic year.

(6) The recipient will have:

- a. completed an undergraduate coursework course at the University, where at least two-thirds of their undergraduate coursework course includes completion of University units;
- b. achieved outstanding academic results; and
- c. made a valuable contribution to the University and/or the wider community (e.g., student representative of a University governance committee, voluntary work, student presentation at a professional association conference).

### Tom Calma Medal

(7) The Tom Calma Medal is named in honour of the University's first Indigenous Chancellor, Professor Tom Calma AO, whose reach extends locally, nationally and internationally to create positive change and equality, from social justice, education, employment, health to justice reinvestment and development.

(8) The Tom Calma Medal is awarded to one Aboriginal and/or Torres Strait Islander student each academic year.

(9) The recipient will have:

- a. completed a coursework course at the University, where at least two thirds of their coursework course includes completion of University units;
- b. achieved outstanding academic results; and
- c. made a valuable contribution to the University and/or the wider community.

### **The Parker Medal For Outstanding Doctoral Thesis**

(10) The Parker Medal for Outstanding Doctoral Thesis is named in honour of the University's third Vice-Chancellor Professor Stephen Parker AO, who laid the groundwork for the major plan of campus growth and improvement.

(11) The recipient will have:

- a. completed a Doctoral Degree in the preceding calendar year; and
- b. been considered to have achieved the most outstanding doctoral thesis for examination.

### **University Medal**

(12) A University Medal is awarded to acknowledge the highest academic achievement in a bachelor honours degree within a faculty.

(13) The recipient will have:

- a. completed a bachelor honours degree, where at least two-thirds of their bachelor honours degree includes completion of University units; and
- b. achieved first class honours with a weighted average mark (WAM) of 85 or above, calculated in accordance with the Assessment Procedure.

### **Chancellor's Commendation**

(14) A Chancellor's Commendation is an excellence award awarded to a student to acknowledge the highest academic achievement in an undergraduate coursework course within a faculty.

(15) The recipient will have:

- a. completed an undergraduate coursework course, where at least two-thirds of their undergraduate coursework course includes completion of University units; and
- b. achieved a grade point average (GPA) of 6.8 or above.

### **Dean's Excellence Award**

(16) A Dean's Excellence Award is awarded to a student to acknowledge the highest academic achievement in a coursework course.

(17) The recipient will have:

- a. completed a minimum of 12 credit points of a coursework course in an academic year at the University; and
- b. achieved a GPA of 6.5 or above.

## **Establishing a Medal and Excellence Award**

(18) Each medal and excellence award must have its own agreement.

(19) The agreement:

- a. must include terms and conditions relevant to the medal or excellence award; and
- b. will typically be in perpetuity.

## **Developing the proposal**

(20) Future Student Services will develop a medal or excellence award proposal.

(21) In developing the medal or excellence award proposal, Future Student Services must consult with all stakeholders who have an interest in the development of the proposal.

(22) Following the finalisation of the medal or excellence award proposal, Future Student Services will undertake due diligence in accordance with clause 25 of this Procedure of the person the medal or excellence award is being named in honour of, where the medal or excellence award is named in honour of a person, in consultation with relevant internal stakeholders.

(23) Future Student Services will develop the medal or excellence agreement based on the medal or excellence award proposal.

(24) Director, Future Students will update this Procedure in alignment with the approval of any new medal or excellence award.

## **Due Diligence**

(25) Future Student Services will undertake due diligence, which will include at a minimum:

- a. assessment of the person the medal or excellence award is being named in honour of, where the medal or excellence award is named in honour of a person;
- b. review of the terms and conditions of the medal or excellence award agreement and update the terms and conditions if required to align with University strategy and values, and University legislation and policy; and
- c. confirmation of availability of funding.

## **Medal or excellence award agreement**

(26) Once the due diligence process as set out in clause 25 above is complete, Future Student Services will consult with Legal to develop a medal or excellence award agreement that is based on the medal or excellence award proposal.

(27) Once the medal or excellence award agreement is finalised, the Deputy Vice-Chancellor or the Deputy Vice-Chancellor may endorse the medal or excellence award agreement.

(28) Upon receiving endorsement from the Deputy Vice-Chancellor or the Deputy Vice-Chancellor, the Academic Board may approve the medal or excellence award agreement.

(29) Any medal or excellence award agreement must only be terminated in accordance with terms and conditions of the medal or excellence award agreement.

## Quality Assurance

(30) Future Student Services will undertake a review of an agreement:

- a. every three years, or otherwise in accordance with the relevant agreement, or earlier if requested by one of the agreement stakeholders; and
- b. in accordance with the terms and conditions of the agreement.

(31) Future Student Services will undertake due diligence in accordance with clause 25 above.

## Agreement Review

(32) Once the due diligence process as set out in clause 25 above is complete, Future Student Services will consult with Legal to review an amended medal or excellence award agreement or develop a new medal or excellence award agreement, where a new agreement is required.

(33) Once the new or amended medal or excellence award agreement is finalised, the Deputy Vice-Chancellor or the Deputy Vice-Chancellor may endorse the amended or new medal or excellence award agreement.

(34) Upon receiving endorsement from the Deputy Vice-Chancellor or the Deputy Vice-Chancellor, the Academic Board may approve the amended or new medal or excellence award agreement.

(35) Any new or amended medal or excellence award agreement must only be terminated in accordance with terms and conditions of the new or amended medal or excellence award agreement.

## Selection of Recipients

(36) A student can only be awarded one medal for each course.

(37) Nominees who were not successful for the Tom Calma Medal are eligible for the Herbert Burton Medal if they meet the selection criteria requirements.

## Herbert Burton Medal and Tom Calma Medal

(38) Future Students will call for nominations for the Herbert Burton Medal and the Tom Calma Medal.

(39) Nominations can be made by any member of staff or the University community (e.g., students, affiliates).

(40) Nominators are to complete the nomination form provided by Future Student Services, including provision of the following:

- a. Special academic achievements.
- b. Specific examples of how the student has contributed to the University and/or wider community.
- c. Details of SPMA the nominee has received to date.
- d. A brief outline identifying the nominee's knowledge and skills and/or application of them, and graduate attributes that support the nomination.

(41) Selection of a recipient:

- a. will be by selection panel; and
- b. may include an interview with the nominee.

(42) The selection panel will include the:

- a. Chair of Academic Board, Director, Student Life and Director, Future Students for the Herbert Burton Medal; and
- b. Chair of Academic Board, Director, Student Life, Director, Future Students, and the Pro Vice-Chancellor, Indigenous, or representative, for the Tom Calma Medal.

(43) The selection panel may select and endorse the recipient.

(44) The Academic Board may approve the selected recipient.

### **The Parker Medal for Outstanding Doctoral Thesis**

(45) Potential recipients of The Parker Medal for Outstanding Doctoral Thesis will be identified by examiners as part of the thesis examination process following completion of the Assessment of Thesis Quality form.

(46) Selection of the recipient will be by selection committee.

(47) The selection committee will include the Deputy Vice-Chancellor (as Chair), Dean, Graduate Research School, and a professor from across the University nominated by the Deputy Vice-Chancellor.

(48) The selection committee may select and endorse the recipient.

(49) The Academic Board may approve the selected recipient.

### **University Medal, Chancellor's Commendation and Dean's Excellence Award**

(50) The Manager, Global Learning and Scholarships will identify the recipients of a University Medal, Chancellor's Commendation and Dean's Excellence Award and advise faculties accordingly.

(51) The Executive Dean of each faculty may approve the recipients, and Academic Board must note the decision.

### **Selection Panel and Selection Committee Requirements**

(52) There will be a selection panel or selection committee that will be responsible for the selection of recipients of medals or excellence awards that are awarded based on a combination of academic merit and other criteria or based solely on other criteria.

(53) A selection panel and selection committee, wherever possible, will include a balanced representation of gender, knowledge and diversity.

(54) A selection panel and selection committee will be coordinated by Future Student Services in accordance with the terms and conditions of the relevant medal or excellence award agreement; when there is a change to the members of a selection panel or selection committee (e.g., due to conflict of interest) the Deputy Vice-Chancellor may approve the amended membership of the selection panel or selection committee, in consultation with the chair of the selection panel or selection committee.

### **Conflicts of Interest**

(55) When a staff member or affiliate of the University is a member of the selection panel or selection committee, they must formally declare a conflict of interest, either real or perceived, to their manager or supervisor.

(56) The manager or supervisor of a member of who formally declares a conflict of interest will liaise with the Deputy Vice-Chancellor who will determine the most appropriate way to manage the conflict of interest considering the relevant medal or excellence award agreement, relevant risks, implications and University policy. Such management may include removal of the member from the selection panel or selection committee or removing the voting rights of the member in relation to the matter in which they have declared a conflict of interest.

(57) Any declared conflict of interest, steps taken to address or manage the conflict and the outcome must be included as part of the official records of the selection panel or selection committee.

### **Selecting a Recipient - Herbert Burton Medal and Tom Calma Medal**

(58) Each member of the selection panel must be provided with a scoring rubric.

(59) Each member of the selection panel ranks the nominees using the scoring rubric, which is to be completed by each member independently.

(60) Once each member of the selection panel has completed their scoring rubric, a recipient of the medal or excellence award is selected based on the scoring rubric.

(61) Selection of a medal or excellence award recipient by the selection panel must include an interview with a nominee when there are two or more nominees with the same score.

### **Selecting a recipient - The Parker Medal for Outstanding Doctoral Thesis**

(62) Each member of the selection committee must be provided with scoring rubric.

(63) The selection of the recipient is based on the scoring rubric and academic judgement of the selection committee.

### **Notifying a Recipient of a Medal and Excellence Award**

(64) Future Student Services will coordinate written communication advice to:

- a. a recipient of a medal or excellence award, except for The Parker Medal for Outstanding Doctoral Thesis, and notify the student they are the recipient of the medal or excellence award, which will include any relevant terms and conditions as set out in the medal or excellence award agreement; and
- b. nominees who were not successful.

(65) The Office of the Deputy Vice-Chancellor will coordinate written communication advice to:

- a. the recipient of The Parker Medal for Outstanding Doctoral Thesis and notify the student they are the recipient of The Parker Medal for Outstanding Doctoral Thesis, which will include any relevant terms and conditions as set out in The Parker Medal for Outstanding Doctoral Thesis Agreement; and
- b. the highly ranked nominees who were not successful.

### **Medal and Excellence Award Payments and Reimbursements**

(66) The Manager, Global Learning and Scholarships, a Fees Officer or the Director, Advancement can approve a notification to Finance & Analytics to request disbursement of payment to the approved recipient of a medal or excellence award where the relevant agreement includes a monetary gift.

(67) All instances of incorrect payment or overpayment must be referred to the Director, Future Students.

(68) All financial payments or reimbursements are administered by Finance & Analytics.

### **Awarding a Medal and Excellence Award**

(69) The Herbert Burton Medal, the Tom Calma Medal and The Parker Medal for Outstanding Doctoral Thesis are awarded during the conferral ceremonies in March/April.

(70) A University Medal and the Chancellor's Commendation are awarded during the conferral ceremonies in March/April and September/October.

(71) Recipients of a medal will:

- a. receive a monetary prize and an engraved medal;
- b. receive a certificate signed by the Chancellor;
- c. have their Medal cited in the graduation ceremony booklet, their academic transcript and [Australian Higher Education Graduation Statement](#) (AHEGS); and
- d. have their citation read out at the relevant conferral ceremony.

(72) Recipients of an excellence award will:

- a. receive a certificate signed by the Chancellor and the Executive Dean of faculty; and
- b. have their excellence award cited in their academic transcript and AHEGS.

## Implementation and Reporting

(73) The Director, Future Students in consultation with the Office of the Deputy Vice-Chancellor and the Deputy Vice-Chancellor will submit an annual performance report to the University Research Committee and the Academic Quality and Standards Committee covering key outcomes, including:

- a. the types of benefits provided in the year being reported on;
- b. a consolidated view of how University-funded medals and excellence awards track against strategic objectives such as student recruitment, student success and retention, and diversity targets;
- c. the return on investment for funds and resources used to manage the respective programs;
- d. any feedback taken from stakeholders; and
- e. any actions, planned or completed, in response to such feedback.

## Section 5 - Roles and Responsibilities

WHO	RESPONSIBILITIES
Academic Board	<ul style="list-style-type: none"><li>• Approve a Medal and Excellence Award Agreement.</li><li>• Approve the recipient of a Medal.</li></ul>
Chair, Academic Board	Member of selection panel for the Herbert Burton Medal and the Tom Calma Medal, where stipulated in the relevant Agreement.
Chair, Selection Panel	Ensure records are maintained in accordance with University policy.
Chancellor	Sign relevant certificates awarded with Medals and Excellence Awards.
Dean, Graduate Research School	<ul style="list-style-type: none"><li>• Collate student details for The Parker Medal for Outstanding Doctoral Thesis in consultation with thesis examiners.</li><li>• Member of selection committee for The Parker Medal for Outstanding Doctoral Thesis, where stipulated in the relevant Agreement.</li></ul>
Deputy Vice-Chancellor	<ul style="list-style-type: none"><li>• Develop proposals for new medals in collaboration with the Director, Future Students.</li><li>• Endorse a medal or excellence award agreement for a coursework course.</li></ul>
Deputy Vice-Chancellor	<ul style="list-style-type: none"><li>• Develop proposals for new medals in collaboration with the Director, Future Students.</li><li>• Endorse a medal or excellence award agreement in respect of a HDR Course.</li><li>• Chair of selection committee for The Parker Medal for Outstanding Doctoral Thesis.</li></ul>
Director, Data, Analytics and Insights	Provision of relevant data to determine student selection of relevant medals and excellence awards.

WHO	RESPONSIBILITIES
Director, Future Students	<ul style="list-style-type: none"> <li>• Develop proposals for new medals, in consultation with relevant stakeholders, and undertake due diligence.</li> <li>• Coordinate review of medal and excellence award agreements.</li> <li>• Develop agreements in collaboration with relevant stakeholders.</li> <li>• Organise selection panels and the selection committees.</li> <li>• Update this Procedure in alignment with the approval of a new medal or excellence award.</li> </ul>
Director, Student Life	Member of the selection panel for Herbert Burton Medal and the Tom Calma Medal, where stipulated in the relevant Agreement.
Executive Dean of faculty	<ul style="list-style-type: none"> <li>• Approve the recipients of a University Medal, Chancellor’s Commendation and Dean’s Excellence Award.</li> <li>• Sign relevant certificates awarded with excellence awards.</li> </ul>
Future Student Services	<p>Administrative arrangements for:</p> <ul style="list-style-type: none"> <li>• agreements, including undertaking due diligence requirements</li> <li>• nomination processes, including convening of selection panels where required</li> <li>• managing the development and approval of citations</li> <li>• provision of the medals and certificates, and ensuring relevant signatures are obtained, and</li> <li>• annual performance report to the University Research Committee and the Academic Quality and Standards Committee.</li> </ul>
Manager, Global Learning and Scholarships	<ul style="list-style-type: none"> <li>• Communicate to relevant staff, and advertise requests for nominations for the Herbert Burton Medal and the Tom Calma Medal.</li> <li>• Identify the recipients of a University Medal, Chancellor’s Commendation and Dean’s Excellence Award and advise faculties accordingly.</li> </ul>
Deputy Vice-Chancellor	<ul style="list-style-type: none"> <li>• Determine the most appropriate way to manage a conflict of interest with regards to the selection panel or selection committee for medals.</li> <li>• May approve the amended membership of the selection panel or selection committee, in consultation with the chair of the selection panel or selection committee.</li> </ul>
Pro Vice-Chancellor, Indigenous	Member of selection panel for the Tom Calma Medal, where stipulated in the relevant Agreement.
Students	Meet the requisite terms and conditions of medals and excellence awards as detailed in relevant communications.
Student Connect	Administrative arrangements for conferral ceremonies, including academic transcripts, testamur’s and the Australian Higher Education Graduation Statements.
University community	Submit nominations for the Herbert Burton Medal and the Tom Calma Medal.

## Section 6 - Definitions

Term	Definition
Academic requirement	Has the same meaning as the <a href="#">University of Canberra (Courses and Awards (Courses of Study)) Rules 2023</a> .
Academic transcript	A text that details a student’s entire enrolment record at the University.
Agreement	A document that includes terms and conditions that are legally binding.
Affiliate	Includes educational partner teaching staff, clinical title holders, adjunct, and honorary appointees, consultants and contractors to the University holders of offices in University entities, members of boards of University foundations, members of University committees, and any other persons appointed or engaged by the University to perform duties or functions on its behalf.



Term	Definition
Assessment [in relation to due diligence]	<p>A review of certain credentials of a person, including:</p> <ul style="list-style-type: none"> <li>• identity checks</li> <li>• reputational checks</li> <li>• criminal history checks</li> <li>• review of government regulatory resources</li> <li>• review of annual reports where the Sponsor is an organisation</li> <li>• legal database searches</li> <li>• financial viability checks</li> <li>• other philanthropic activities</li> <li>• alignment with University values</li> <li>• expectations, and alignment with community expectations.</li> </ul>
Award	<p>A degree, diploma or certificate that may be awarded by the University under the <a href="#">University of Canberra (Courses and Awards) Statute 2010</a>.</p>
<a href="#">Australian Higher Education Graduation Statement</a> (AHEGS)	<p>A text that provides information on a student's higher education qualification, and their academic achievements.</p>
Enrolled	<p>Where a student has accepted an offer and has been admitted to a course, including any period of intermission, until such time as they receive a testamur or they withdraw or are otherwise discontinued by the University, in accordance with the <a href="#">University of Canberra (Student Conduct) Rules 2023</a>.</p>
Excellence award	<p>An award that is based on academic merit that is bestowed on a student enrolled in a course of the University.</p>
Bachelor honours degree	<p>An undergraduate degree that is equivalent to <a href="#">Australian Qualifications Framework</a> (AQF) Level 8.</p>
Conferring ceremony	<p>A ceremony for the conferring of awards and includes a ceremony for the conferring of awards held at a meeting of the Council.</p>
Course	<p>A course of study and instruction, leading to an Award.</p>
Coursework course	<p>Is one the following <a href="#">Australian Qualifications Framework</a> (AQF) 2013 qualification types, that has been approved by the University's Academic Board:</p> <ul style="list-style-type: none"> <li>• diploma</li> <li>• advanced diploma</li> <li>• associate degree</li> <li>• undergraduate certificate</li> <li>• bachelor degree</li> <li>• bachelor honour's degree</li> <li>• graduate certificate</li> <li>• graduate diploma</li> <li>• masters degree (coursework), and</li> <li>• masters degree (extended).</li> </ul>
Continuing scholarship	<p>A scholarship that includes payment in instalments over more than one teaching period.</p>
Gift	<p>A voluntary transfer of money or property to the University by way of benefaction by a donor where no material benefit is received by the donor from the University in return.</p>
Grade point average	<p>An indicator of academic achievement of a course that is calculated using grades awarded to a student on the completion of a unit of study, and expressed as a number between 0 and 7.</p>
Higher degree by research	<p>A master by research degree or doctoral degree (a Doctor of Philosophy, higher doctorate or professional doctorate).</p>
Doctoral degree	<p>Refer to Higher Degree by Research.</p>
Donor	<p>A person, group or organisation who makes a donation to the University.</p>
Donation	<p>Refer to gift.</p>
Donation statement	<p>A document that sets out the agreed donation amount and the payment details.</p>

Term	Definition
External scholarship	The entirety of the scholarship process, including application, selection, and payment, is conducted externally to the University.
Fee exemption, full or partial	A type of scholarship, as approved by the Vice-Chancellor or a Fees Officer in accordance with Rule 10 of the <a href="#">University of Canberra Fees Rules 2022</a> .
Medal	An acknowledgement of academic merit or academic merit and other criteria bestowed on a graduating student.
Prize	<p>An acknowledgement of academic merit or academic merit and other criteria that may be in the form of money or other benefit (e.g., subscription, gift voucher, goods) as stipulated by the relevant prize agreement:</p> <ul style="list-style-type: none"> <li>• A prize may be specific to a faculty or faculties (faculty level prize), or the University (University level prize).</li> </ul> <p>A faculty level prize is awarded on the basis of academic merit only, and a University level prize is a prize that is awarded based on academic merit and/or other criteria.</p>
Scholarship	A benefit, usually financial, provided to a student for support while undertaking a course at the University.
Sponsor	A person, group or organisation who enters a sponsorship arrangement with the University.
Sponsorship	A transfer of money or property to the University, which the University deems to be of benefit to its core functions, activities, or strategy in a transaction where the sponsor receives certain specified material benefits in return.
Student	A person undertaking a coursework course or a higher degree by research course as defined in the University Register of Courses.
Testamur	An official certification document that confirms that a qualification has been awarded to an individual <a href="#">Australian Qualifications Framework (AQF) 2013</a> , p101).
Undergraduate course	<p>Is one the following <a href="#">Australian Qualifications Framework (AQF) 2013</a> qualification types, that has been approved by the University's Academic Board:</p> <ul style="list-style-type: none"> <li>• diploma</li> <li>• advanced diploma</li> <li>• associate degree</li> <li>• undergraduate certificate</li> <li>• bachelor degree, and</li> <li>• bachelor honour's degree.</li> </ul>
Unit	A unit of study entered in the University Register of Courses.
University	The University of Canberra ABN 81 633 873 422
Weighted average mark	A number between 0 and 100 that is calculated using marks assigned to summative assessment, which gives an indicator of academic achievement across a course.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st March 2024
<b>Review Date</b>	7th January 2027
<b>Approval Authority</b>	Academic Quality Standards Committee
<b>Approval Date</b>	30th June 2023
<b>Expiry Date</b>	To Be Advised
<b>Custodian</b>	Michelle Lincoln Deputy Vice-Chancellor
<b>Responsible Manager</b>	Martin Drinkwater Director, Student Connect
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