

Medals Procedure

Section 1 - Summary

(1) To outline the process of awarding University Medals to coursework students in recognition of academic excellence, and to Research students for excellence in research training.

Section 2 - Accountability

Accountable / Responsible Officer	Role
Accountable Officer	Vice-President (Infrastructure and Students)
Responsible officer	Director, Student Administration

Section 3 - Scope

(2) This Procedure applies to all students.

Section 4 - Definitions

(3) GPA (Grade Point Average)

(4) University Medal of Academic Excellence: A medal awarded by the University to a student who has achieved academic excellence.

(5) University Medal for Academic Excellence in Research Training: A medal awarded by the University to a student who has achieved academic excellence in research training.

Section 5 - Policy

(6) [Medals Policy](#)

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
-------	------------------

Assessment and Completions team	Notify and invite the recipients to receive the Medals at the next appropriate graduation ceremony and will arrange for the Medals to be struck.
Deans	Provide additional information to the Director, Student Administration if more than one student meets the criteria from within a college.
Director, Student Administration	Identify and determine the higher education medallists for the University Medal for Academic Excellence.
Senior Leadership Team, VU Polytechnic	Determine students who meet the criteria for academic excellence, in consultation with senior Polytechnic teaching staff.
The Research and Research Training Committee	Identify one eligible recipient (each round of graduations) for the University Medal for Academic Excellence in Research Training.

University Medals of Academic Excellence

(7) University Medals of Academic Excellence are based on academic excellence throughout enrolment for the award, i.e. a consistently high standard throughout the duration of the course.

(8) The achievement of academic excellence in higher education is based on the following criteria:

- a. The completion of a course of study where the student's academic record will include no Fail grades; and,
- b. where a course has graded assessment, the student must achieve a Grade Point Average (GPA) of at least 6.8, calculated over the duration of the course.

(9) The achievement of academic excellence at VU Polytechnic is based on the following criteria:

- a. The completion of a course of study where the student, throughout their course, consistently displays a high record of academic achievement and meritorious conduct, as determined by the Senior Leadership Team in consultation with senior Polytechnic teaching staff.

(10) Students granted advanced standing/credit for half or more of the total credit points of the course will not be eligible.

(11) The University may undertake other relevant enquiries to ensure the criteria have been met.

(12) There will be one medal awarded per college, as well as one medal specific to Victoria Polytechnic and one to VU College. College medals may be awarded to a student in any of the following categories:

- a. Postgraduate by Coursework;
- b. Undergraduate Honours;
- c. Undergraduate studies.

(13) The Director, Student Administration will identify the medallists based on academic excellence. Where more than one student meets the criteria within a college the Director, Student Administration will consult the Dean and seek additional information about the student's other achievements, such as external awards, before determining which student should be awarded the medal.

University Medal for Academic Excellence in Research Training

(14) The Research and Research Training Committee will identify one eligible recipient (each round of graduations) for the University Medal for Academic Excellence in Research Training based on excellence in thesis quality and the examiners' reports, and provide the relevant documentation to the Director, Student Administration.

Awarding of the Medals

(15) Medals will be awarded bi-annually at the two nominated onshore Graduation ceremonies to students who are eligible to graduate and have completed their studies in the semester previous to the relevant graduation ceremony (refer to the University Calendar).

(16) The Assessment and Completions team will notify and invite the recipients to receive the Medals at the next appropriate graduation ceremony and will arrange for the Medals to be struck.

Section 7 - Guidelines

(17) [GPA Calculation Guide](#)

Status and Details

Status	Historic
Effective Date	27th June 2018
Review Date	27th June 2021
Approval Authority	Vice-President (Infrastructure and Students)
Approval Date	26th June 2018
Expiry Date	6th November 2018
Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Michelle Gillespie Chief Student Officer 9919 5106
Enquiries Contact	Steve Wright Director, Admissions, Enrolments, and Graduations

Glossary Terms and Definitions

"GPA (Grade Point Average)" - A grade point average is the average result of all grades achieved by a student during a course of study.