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 - HESF/ASQA/ESOS Alignment

(2) Nil

Section 3 - Scope

(3) This Procedure applies to all students.

Section 4 - Definitions

(4) GPA (Grade Point Average)

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

(6) 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

(7) Medals Policy

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Assessments 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.
College Deans	Provide additional information to the Director, Student Administration if more than one student meets the criteria from within a college.

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Dean, Graduate Research	Informs Director, Student Administration of final outcome for University Medal for Academic Excellence in Research Training
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.
Office for Researcher Training, Quality and Integrity	Manages the overall rating of thesis for the University Medal for Academic Excellence.

University Medals of Academic Excellence

(8) 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.

(9) 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;
b. The student has no record of adverse decisions relating to academic or general misconduct for the current course; and,
c. 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.

(10) 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.

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

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

(13) 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.

(14) 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

(15) Eligibility: Doctoral Candidates who:

a. have been conferred to graduate since the last round of graduation ceremonies and who will be graduating, including those who may be graduating in abesentia, at the next round of graduation ceremonies; and,
b. have completed their degree in a timely manner; and
c. received a combination of ‘No amendments’ and/or ‘Minor Amendments’
will be considered for the University Medal for Academic Excellence in Research Training.

(16) The Dean, Graduate Research will confirm that eligible doctoral candidates have no record of adverse decisions relating to academic or general misconduct while enrolled in their current degree. In the event that a doctoral candidate has had an adverse finding of academic or general misconduct, they will not be considered for the University Medal for Academic Excellence in Research Training.

(17) The Research and Research Training Committee will be provided with a copy of each eligible doctoral candidate’s thesis, their examiners’ reports, and the average overall quality indicator (average range between 1.0-1.5) from all examiners (regardless of number of examiners). Prior to the Research and Research Training Committee meeting immediately before the round of graduation ceremonies, members of the Research and Research Training Committee will rate, on a scale of 1-7, the overall excellence of the thesis where 7 is the highest rating. Any member with a conflict of interest, such as being a supervisor at any stage of the candidate’s enrolment, must exclude themselves from the assessment of academic quality and innovation of all candidates’ theses.

(18) The ratings will be averaged for each eligible doctoral candidate and a ranking of the candidates under consideration devised, based on their average scores. The doctoral candidate ranked the highest will be the recipient of the University Medal for Academic Excellence in Research Training.

(19) The Dean, Graduate Research will inform the Research and Research Training Committee of the outcome, and advise the Director, Student Administration.

(20) In the event of a tied result, members of the Research and Research Training Committee will be required to vote on the final decision at a Committee meeting or out of rounds.

Awarding of the Medals

(21) 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).

(22) The Assessments 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

(23) GPA Calculation Guide

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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.