Medals Procedure

Section 1 - Summary

(1) This Procedure outlines the process for 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) Refer to the definitions in the Medals Policy.

Section 5 - Policy/Regulation

(5) Medals Policy

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Awards and Graduations team	Notify and invite the recipients to receive the Medals at the next appropriate graduation ceremony and arrange for the Medals to be struck.
Executive Deans	Provide additional information to the Director, Admissions, Enrolments, and Graduations if more than one student meets the criteria from within a college.
Dean, Graduate Research	Informs Director, Admissions, Enrolments, and Graduations of eligible doctoral recipient/s for the University Medal for Academic Excellence in Research Training
Director, Admissions, Enrolments, and Graduations	Identify and determine the higher education medallists for the University Medal for Academic Excellence.
TAFE Executive Team	Determine students who meet the criteria for academic excellence, in consultation with senior TAFE teaching staff.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

Graduate Research School	Manages the overall rating of thesis for the University Medal for Academic Excellence.

University Medals of Academic Excellence

(6) 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.

(7) 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.

(8) The achievement of academic excellence at TAFE 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 Executive Team in consultation with senior TAFE teaching staff.

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

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

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

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

(12) The Director, Admissions, Enrolments, and Graduations will identify the medallists based on academic excellence. Where more than one student meets the criteria within a college the Director, Admissions, Enrolments, and Graduations will consult the Executive 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

(13) A doctoral candidate who meets the following eligibility criteria:

a. has 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. has completed their degree within timely duration; and,
c. received a combination of examiner reports with ‘No amendments’ and/or ‘Minor Amendments’; and,
d. an average overall quality of the thesis indicator (average range between 1.0-1.5) from all examiners (regardless of number of examiners).

will be awarded the University Medal for Academic Excellence in Research Training (subject to confirmation as per clause 14).

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

(14) The Dean, Graduate Research will confirm that the 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.

(15) The Dean, Graduate Research (or nominee) will notify the Director, Admissions, Enrolments, and Graduations of the eligible doctoral recipient/s.

Awarding of the Medals

(16) 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).

(17) The Awards and Graduations 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.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

Status and Details

Status	Current
Effective Date	12th March 2025
Review Date	12th March 2028
Approval Authority	Academic Board
Approval Date	5th March 2025
Expiry Date	Not Applicable
Accountable Officer	Lisa Line Deputy Vice-Chancellor Enterprise and Digital Lisa.Line@vu.edu.au
Responsible Officer	Darrel Caufield Chief Student Officer and Registrar darrel.caulfield@vu.edu.au
Enquiries Contact	Steve Wright Director, Admissions, Enrolments, and Graduations +61 3 9919 4078

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.