

Council - The Chancellor's Medal Procedure

Section 1 - Summary

(1) This Procedure outlines the process by which The Chancellor's Medals are awarded to individual members of the community or staff.

Section 2 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Vice-President, (Planning) and Registrar
Responsible Officer	Vice-President, (Planning) and Registrar

Section 3 - Scope

(2) This Procedure applies to staff or former staff of the University, or any other individual who has made an outstanding contribution or sustained contributions to the University.

Section 4 - Definitions

(3) Nil.

Section 5 - Policy/Regulation

(4) [Council Policy](#)

Section 6 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
Chancellor Vice-Chancellor A member of the Senior Executive	May nominate an individual for The Chancellor's Medal.
Council	Approve nominations for The Chancellor's Medal.

Part B - Procedures

(5) The objective of the conferral of The Chancellor's Medal is to publicly recognise and reward individual members of the community or staff for valued service to Victoria University.

(6) Those eligible for the Award are:

- a. Staff or former staff of the University. The Chancellor's Medal will be awarded to recognise a very significant contribution by a current member of staff or former member of staff that is outside or beyond their current duties;
- b. Any other individual who has made an outstanding contribution or sustained contributions to the University such as to enable the University to discharge its teaching and learning, research and creativity, or its external engagement responsibilities more effectively, or for other outstanding service to the University.

(7) The Chancellor, Vice-Chancellor and President, or a member of the Senior Executive may nominate an individual to be awarded The Chancellor's Medal.

(8) Nominations will be forwarded to the Council for approval.

(9) The individual will be invited to a Conferring Ceremony where they will be presented with The Chancellor's Medal.

(10) The Chancellor's Medal will not normally be awarded:

- a. For exceptional academic achievement, for which other means of recognition exist;
- b. To an individual who has already received an honorary degree or a Companion of the University.

Section 7 - Guidelines

(11) Nil.

Status and Details

Status	Historic
Effective Date	19th June 2018
Review Date	8th June 2021
Approval Authority	Chief of Staff
Approval Date	8th June 2018
Expiry Date	14th January 2019
Accountable Officer	Tara Schuurmans Chief of Staff +61 3 99194198
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