

## Monash University Procedure

<b>Procedure Title</b>	Recognition of Excellence Procedures: Coursework Awards
<b>Parent Policy</b>	<a href="#">Recognition of Excellence Policy</a>
<b>Date Effective</b>	08-October-2008
<b>Review Date</b>	08-October-2011
<b>Procedure Owner</b>	Chair, Education Policy and Programs Committee Pro Vice-Chancellor, Research and Research Training
<b>Category</b>	Academic Quality and Standards
<b>Version Number</b>	1.0
<b>Content Enquiries</b>	<a href="#">Education Policy Unit</a>
<b>Scope</b>	All campuses All programs All students
<b>Purpose</b>	To provide a University mechanism for rewarding extraordinary academic achievement.
<b>PROCEDURE STATEMENT</b>	

### 1. Numbers of medals allocated per faculty

- 1.1. For each year, each faculty is allocated a number of University Medals for Undergraduate Academic Excellence proportional to undergraduate EFTSL enrolled for degrees awarded by that faculty, receiving one Medal for every 3,000 EFTSL or part thereof.
- 1.2. For each year, each faculty is allocated a number of Academic Medals for Excellence in Graduate and Postgraduate Coursework Study proportional to graduate and postgraduate EFTSL enrolled for degrees awarded by that faculty, receiving one Medal for every 1,000 EFTSL or part thereof.

#### **Responsibility**

Deans  
Faculty Managers

### 2. Eligibility

- 2.1. A student may be nominated for a University coursework award only by his or her degree-awarding faculty.
- 2.2. Students become eligible for these awards in their final year of enrolment. Students who complete their degree requirements over the Summer A Period are considered to have qualified in the current academic year for the purpose of these awards. Students who complete their degree requirements over the Summer B Period are considered to have qualified in the following academic year for the purpose of these awards.
- 2.3. No student shall receive more than one Sir John Monash Medal, University Medal for Undergraduate Academic Excellence or Academic Medal for Excellence in Graduate and Postgraduate Coursework

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Study. However, nomination for or receipt of any one medal does not disqualify a student from being eligible for another medal. For instance, a student may win a Sir John Monash Medal and a University Medal for Undergraduate Academic Excellence, but not two University Medals for Undergraduate Academic Excellence.

- 2.4. No student who has failed a unit in a degree program may be awarded a medal for that degree.
- 2.5. If a faculty nominates for a medal a student who is not eligible for that medal, that student shall not be ratified for the medal, and the nominating faculty shall be invited to nominate a different candidate.

### **Responsibility**

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## 3. University Medal for Undergraduate Academic Excellence eligibility measures for students taking double honours

- 3.1. For the purposes of the University Medal for Undergraduate Academic Excellence, a student taking honours in two faculties is held to have enrolled in two separate programs, and may be considered for a University Medal for Undergraduate Academic Excellence by both faculties
- 3.2. Such a student is considered for a University Medal for Undergraduate Academic Excellence by each faculty in the year of enrolment in which he or she completes the requirements for honours with that faculty, and not in the final year of enrolment.
- 3.3. For instance, an Arts/BusEco student enrolls in the honours programs of both the Arts and BusEco faculties, and completes the honours program in BusEco first without winning a University Medal. This student is eligible to be nominated for a University Medal from Arts when he or she completes Arts honours.

### **Responsibility**

Deans  
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## 4. Nomination and ratification process

- 4.1. Responsibility for nominating the winners of the University coursework awards allocated to each faculty rests with that faculty.
- 4.2. Each faculty shall develop procedures, embodying the criteria set out by Recognition of Excellence Policy, for determining the nominee for each award allocated to it.
- 4.3. No later than February of each year, the Dean of each faculty shall pass the names of nominees for the Sir John Monash Medal, the University Medal for Undergraduate Academic Excellence, and The Academic Medal for Excellence in Graduate and Postgraduate Coursework Study to the Coursework Scholarships Unit.
- 4.4. All nominees must have fulfilled all requirements for the award of their degree, with the exception of University Medal for Undergraduate Academic Excellence nominees taking double honours who have been nominated for their first completed honours program.
- 4.5. The Coursework Scholarships Unit confirms the nominations made by the Deans by certifying that nominees are eligible for the awards for which they have been nominated.
- 4.6. The Coursework Scholarships Unit notifies award winners and provides the Graduations Unit with the details of award-winners.

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- 4.7. The Coursework Scholarships Unit enters the details of winners on the Student Information System to ensure these awards will be included on their official transcripts.
- 4.8. The Coursework Scholarships Unit arranges for the striking and engraving of Medals and provides Medals for award-winners to the Esquire Bedel for presentation at the appropriate ceremony, or where necessary takes alternative measures for providing winners with their Medals.

### Responsibility

Deans  
Faculty Managers  
Coursework Scholarships Unit

## 5. Faculty Prizes

- 5.1. Faculties are responsible for the establishment of all prizes and should establish procedures for the management and awarding of prizes based on determined selection criteria approved by the Dean.
- 5.2. Where a prize is valued at over \$1000, it may be recorded on a student's transcript.
- 5.3. Faculties shall provide details of Faculty prizes to the Coursework Scholarships Unit, which will record the details of approved prizes in Callista.
- 5.4. Faculties will have the ability to enter student details in Callista so that prizes will be recorded on student transcripts.
- 5.5. Each year the Coursework Scholarships unit shall submit a list of Faculty prizes that are recorded on University transcripts to the Coursework Admissions and Scholarships Committee (CASC) for noting.

### Responsibility

Deans  
Faculty Managers  
Coursework Scholarships Unit

<b>Responsibility for implementation</b>	Deputy Vice-Chancellor (Education) Deputy Vice-Chancellor (Research) Deans Faculty Managers Monash Research Graduate School Coursework Scholarships Unit
<b>Status</b>	Revised
<b>Approval Body</b>	<b>Name:</b> Academic Board <b>Meeting:</b> 6/08 <b>Date:</b> 08-October-2008 <b>Agenda item:</b> 14.2
<b>Definitions</b>	<b>Prizes:</b> Prizes are awards for academic performance and may be in the form of money or an object such as a book or medal. Prizes differ from University awards in that they are established and administered by Faculties.
<b>Legislation Mandating Compliance</b>	
<b>Related Policies</b>	

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<b>Related Documents</b>	<a href="#">Graduations Webpage</a> <a href="#">Mollie Holman Doctoral Medal Criteria and Guidelines</a>
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