

UNIVERSITY MEDALS AND COMMENDATIONS PROCEDURE

SCOPE

This procedure applies to

- All students
- All courses
- All locations

PROCEDURE STATEMENT

1. Selection criteria and awarding

- 1.1 Academic Board will determine the selection criteria for University medals and commendations.
- 1.2 In exceptional circumstances, the Vice-Chancellor can vary the number of medals awarded in a given year.

Sir John Monash Medal

- 1.3 The medal is awarded to a bachelor's degree student who has completed the course requirements and has been judged:
 - 1.3.1 to have an excellent academic record, and
 - 1.3.2 to have demonstrated, while at Monash, a significant commitment to advancing one or more of the University's goals of social justice, human rights or a sustainable environment.
- 1.4 Each faculty is allocated one medal per year.

University Medal for Undergraduate Academic Excellence

- 1.5 The medal is awarded to undergraduate students who have completed the course requirements of a bachelor's degree, honours degree or a degree with honours and have been judged by the faculty to have the highest record of academic achievement.
- 1.6 A student enrolled in an honours degree across two faculties can be considered for the medal by both faculties. The student is considered by each faculty in the year they complete the requirements for the honours degree and not in the final year of enrolment.
- 1.7 Each faculty is allocated one medal for every 3000 undergraduate EFTSL or part thereof per year.

Academic Medal for Excellence in Graduate Coursework Study

- 1.8 The medal is awarded to graduate coursework students who are eligible to course complete and have been judged by the faculty to have the highest record of academic achievement.
- 1.9 Each faculty is allocated one medal for every 1000 graduate EFTSL or part thereof per year.

Mollie Holman Medal for Excellence in a PhD thesis

- 1.10 The medal is awarded to PhD students who have fulfilled all the requirements for the degree and have been judged to have presented the best doctoral thesis of the year.
- 1.11 A maximum of ten medals, normally one student from each faculty, are awarded each year.
- 1.12 In exceptional circumstances, a faculty may nominate up to two students for the medal. Two medals will only be awarded where both the faculty and the Graduate Research Committee (GRC) cannot distinguish between the two nominees and where an additional medal is available from the maximum of ten to be awarded in any given year.

Commendations for Thesis Excellence

- 1.13 The Vice-Chancellor's Commendation for Thesis Excellence is awarded annually to recognise and reward outstanding doctoral and research master's theses.
- 1.14 A maximum of five commendations are awarded each year.

2. Medal eligibility and selection

- 2.1 A student can only receive the same type of medal once but is eligible to receive more than one type of medal.
- 2.2 Coursework students who have a fail grade for a unit in the awarding degree for the medal are not eligible.
- 2.3 Coursework students are eligible in the final year of their degree. For the purpose of medal eligibility, students who complete their degree requirements over the Summer A period are considered to have qualified in the current academic year. Students who complete their degree requirements over the Summer B period are considered to have qualified in the following academic year.

3. Nomination and ratification process

- 3.1 The degree faculty is responsible for nominating eligible students.
- 3.2 Each faculty is responsible for establishing a process to select eligible students for each medal.
- 3.3 The faculty should not nominate a student for a medal if there are no suitable candidates.

Coursework medal nominations

- 3.4 The dean (or nominee) is responsible for nominating eligible students to the Coursework Scholarships Unit (CSU) by February of each year.
- 3.5 CSU will confirm the eligibility of nominated students, notify the medal winners and arrange for the engraving of medals.
- 3.6 The Graduations team will present recipients with their medal at an appropriate graduation ceremony and it will be noted in the program.
- 3.7 Students graduating in absentia will be mailed the medal following the graduation ceremony.

Graduate research medal nominations

- 3.8 The faculty or institute is responsible for nominating eligible students to the Monash Graduate Research Office (MGRO) by March each year.
- 3.9 MGRO will notify the medal awardees.
- 3.10 Awardees of the Mollie Holman Medal for Excellence in a PhD thesis will be presented the medal and a certificate at an appropriate graduation ceremony in the year following award of the degree, unless alternative arrangements have been negotiated.
- 3.11 Awardees of the Vice-Chancellor's commendations may be presented a certificate at a faculty function in the year following award of the degree, unless alternative arrangements have been negotiated.

4. Recording on the academic transcript and AHEGS

- 4.1 CSU and MGRO are responsible for recording medals and commendations on the student record in the student management system for the purpose of recording the awards on the student's transcript and Australian Higher Education Graduation Statement (AHEGS).

DEFINITIONS

Australian Higher Education Graduation Statement (AHEGS)	A document provided by Australian higher education institutions to graduating students that describes the nature, level, context and status of studies.
Course complete	The successful completion of all the academic requirements of a course of study.
Student management system	Callista, Monash's system that manages student data over the student lifecycle.
Summer A teaching period	The teaching period between 1 November and mid-February.

Summer B teaching period	The teaching period between 1 January and mid-February.
Transcript	An official certificate of a student's academic record at Monash.

GOVERNANCE

Parent policy	Scholarships and Prizes Policy	
Supporting schedules		
Associated procedures	Australian Higher Education Graduation Statement (AHEGS) Procedure Transcript of Academic Record Procedure	
Legislation mandating compliance		
Category	Academic	
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