

Medals and Executive Dean's Awards Procedure

Section 1 - Purpose

(1) This procedure supports the [Medals and Executive Dean's Awards Policy](#) and provides further details for awarding the Charles Sturt Medal, University Medals and the Executive Dean's Awards.

Scope

(2) This procedure applies to staff and students of Charles Sturt University (the University), including students enrolled in courses delivered in partnership with third parties.

References

(3) Where supporting documents are referenced in this procedure, they will be listed in the associated information tab.

Section 2 - Glossary

(4) Most terms used in this procedure are defined in the glossary section of the [Medals and Executive Dean's Awards Policy](#).

Section 3 - Policy

(5) This procedure supports the [Medals and Executive Dean's Awards Policy](#).

Section 4 - Procedure

Part A - Medals

The Charles Sturt Medal

(6) The executive dean (or their delegate) will invite their faculty's recipients, or eligible recipients, of the Undergraduate, Postgraduate and Bachelor (Honours) University Medals for each calendar year to nominate themselves for the Charles Sturt Medal.

(7) Selection criteria and application guidelines for the Charles Sturt medal will be set by the Academic Senate and reviewed every two years.

(8) Candidates will address the selection criteria and provide a statement outlining how they demonstrate a significant commitment to the public good. Faculties may provide support and advice to candidates in preparing their nominations.

(9) When the nomination period has closed, the executive deans (or delegates) will submit the nominations received by all eligible medal recipients for the year to the Academic Senate.

(10) Academic Senate will assess the nominations based on the selection criteria and the nominee's statements and award one Charles Sturt Medal for each faculty for the year. Academic Senate is not required to award a Charles Sturt Medal if there are no suitable nominees.

Undergraduate and Postgraduate University Medals

(11) The Division of Student Administration will generate a report as required to identify students who meet the eligibility criteria for the Undergraduate and Postgraduate University Medals, as stated in the [Medals and Executive Dean's Awards Policy](#).

(12) The executive dean (or delegate) will review the list of eligible students for their faculty and may decide to exclude any students that have a misconduct finding against them or for any other reason they determine necessary. Where a student is excluded for reasons other than misconduct, the reason for the exclusion must be reported to Academic Senate.

(13) The executive dean (or delegate) will affirm the list of recipients and advise the Division of Student Administration and Academic Senate of the results.

Bachelor (Honours) University Medals

(14) Each year, the Office of Governance and Corporate Affairs will invite faculties to identify anyone who has graduated or will graduate in the relevant calendar year and meets the eligibility criteria for the Bachelor (Honours) University Medals, as stated in the [Medals and Executive Dean's Awards Policy](#).

(15) The executive dean (or delegate) will review the list of eligible recipients for their faculty, and may decide to exclude any students that have a misconduct finding against them or for any other reason they see necessary. Where a student is excluded for reasons other than misconduct, the reason for the exclusion must be reported to Academic Senate.

(16) The executive dean (or delegate) will affirm the recipient who meets the criteria and has the highest mark for their thesis or dissertation for the faculty and advise the Division of Student Administration and Academic Senate of the results.

Higher Degree by Research University Medal

(17) Each year, the Office of Governance and Corporate Affairs will invite faculties to identify anyone who has graduated or will graduate in the relevant calendar year and meets the eligibility criteria for the Higher Degree by Research University Medal.

(18) Eligibility criteria and application guidelines for the Higher Degree by Research University Medal will be set by the University Research Committee and reviewed every two years.

(19) Each faculty, coordinated by the sub dean (graduate studies), will review the list and submit their nominations for the Higher Degree by Research University Medal to the University Research Committee. A faculty is not required to make a nomination if there are no eligible graduands for the faculty.

(20) The University Research Committee will review the nominations and recommend one master's graduand and one doctoral graduand per faculty for the relevant calendar year. The University Research Committee is not required to make a recommendation if there are no suitable nominees for a faculty.

(21) Where there is no reasonable or fair way to determine between two or more candidates from the same faculty, the University Research Committee may recommend more than one of the relevant medals for the faculty in the relevant calendar year.

(22) The Deputy Vice-Chancellor (Research and Engagement) affirms the medal recipients and advises the Division of Student Administration and Academic Senate of the results.

Presentation of medals

(23) The Division of Student Administration will be notified of all University and Charles Sturt Medal winners and:

- a. update the student administration records to include awarding of the medal;
- b. notify the medal winners and invite them to the relevant graduation ceremony; and
- c. prepare the medals and certification to be presented to the recipients at a graduation ceremony or in absentia.

(24) University Medals and Charles Sturt Medals will be inscribed with the:

- a. medal type;
- b. first and last name of the recipient as shown on their student record; and
- c. year awarded.

(25) University Medals and Charles Sturt Medals will be presented at graduation ceremonies as stated in the [Medals and Executive Dean's Awards Policy](#).

(26) Recipients of a Higher Degree by Research, Bachelor (Honours) and Charles Sturt Medals who have already graduated will be invited to an end of year graduation ceremony to receive their medal, but may also be given an option to nominate an alternate ceremony in the following year to attend.

(27) Where an alternate ceremony has been nominated, this cannot be changed except with the approval of the Manager, Graduations & Protocol, Division of Student Administration.

(28) Any medals not presented at graduation ceremonies will be issued in absentia as determined by the Division of Student Administration.

Part B - Executive Dean's Awards

(29) For Executive Dean's Awards, the faculty operations teams will generate a report to identify students who meet the eligibility criteria.

(30) For the purpose of calculating eligibility for Executive Dean's Awards:

- a. The point calculation may include up to 8 points of subjects with a satisfactory (SY) grade, although SY grades do not contribute to the student's grade point average.
- b. The [Grade Parameters](#) lists the grades that will be used in calculating eligibility.
- c. Where a student completes 32 points or more in a single session, and no more than 8 points of subjects graded SY, the eligibility for an Executive Dean's Award will be calculated on the grades achieved in that session.
- d. Where a student completes less than 32 points in a single session, or 32 points or more but with over 8 points of subjects graded SY, eligibility for an Executive Dean's Award will be calculated when the student has completed enough points to meet the criteria over multiple sessions within the academic year.
- e. Once a student meets the minimum requirement of 32 points with no more than 8 points of subjects graded SY, the eligibility for an Executive Dean's Award will be calculated across all of the subjects taken in the session or multiple sessions, and no subjects beyond the 32 points will be carried across to subsequent sessions.

(31) A student can meet the eligibility for an Executive Dean's Award more than once in an academic year.

(32) The executive dean or their delegate will review and approve the award recipients. In doing so, the executive

dean may consider any misconduct findings against the student during the session(s) they were enrolled in the subjects contributing to the award eligibility.

(33) The faculty operations team will:

- a. update the student's administration records to include the award;
- b. notify the award winners and invite them to a faculty event if relevant; and
- c. prepare the award certification to be given to the recipients.

(34) The Executive Dean's Award certificate will include:

- a. the University crest;
- b. the date of issue;
- c. the executive dean's signature; and
- d. the following statement:

'This is to certify that [student's full name], enrolled in the [course name], received an Executive Dean's Award in [session/year] in recognition of outstanding academic performance.'

Section 5 - Guidelines

(35) Nil.

Status and Details

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Unit Head	Natalie Nixon University Secretary
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