

UNIVERSITY MEDALS AND PRIZES

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| Related Policies and Other Documents: | <i>Terms of Reference, Edgar H Booth Memorial Prize and Medal, Prizes' Terms of Reference, University Medals</i> |
| Policies Superseded by this Policy: | <i>Policy on Awarding of University Medals</i> |

UNIVERSITY MEDALS

1. The University of New England awards University Medals to Bachelor with Honours graduates for outstanding academic achievement and excellence by a graduate or graduates within a specific graduating course cohort.
2. University Medals are not competitive. More than one award of a University Medal may be made if more than one graduate in a cohort meets the criteria for a medal.
3. **Award Ceremonies.** University Medals will be awarded at the spring and/or autumn graduation ceremonies. The sole criterion shall be the Medallist(s) meet the eligibility criteria - nominees for University medals shall not be held over from the spring to the autumn ceremonies as they are not competitively awarded.
4. **BMed.** This policy shall not apply to the Bachelor of Medicine program for which a separate Award of Medals Policy shall apply.

ELIGIBILITY FOR UNIVERSITY MEDALS

5. The eligibility criteria for nomination for a University Medal are not prescribed in detail as each Honours course program is individually structured.
6. The following broad eligibility guidelines shall apply to nominations:
 - a. the nominee should have an outstanding academic record over the period of candidature - 'topping the First Class Honours list' is insufficient in itself;
 - b. a less than outstanding academic record (for example, where a student had a good Pass Bachelor performance but an outstanding Honours year performance) may be a ground to decline eligibility;
 - c. the nominee's overall academic performance should be above what is reasonably expected of a First Class Honours graduate.
7. Each faculty may determine specific eligibility criteria for a Bachelor of Honours course or suite of courses, which shall be notified to the Academic Board.

SELECTION

- 1 Each Bachelor with Honours Course Coordinator (or Discipline Honours Coordinator, as appropriate) shall submit a list of nominees to the Faculty's Academic Director together with the academic records and other supporting documentation for each nominee provided by an appropriate member of academic staff who can speak authoritatively to the nomination.
- 2 Twice yearly and in accordance with timings set down by the Office of the Secretariat, the Academic Director for each faculty shall convene a meeting of the Honours Course Coordinators (or Discipline Honours Coordinators, as appropriate) to discuss and agree upon the selection of faculty nominees for University Medals.
- 3 The authors of the written recommendations shall be invited to the meeting to speak to their nomination.
- 4 In reaching the final faculty list, selectors are reminded that where the appropriate standard is deemed not to have been achieved then the recommendation that no University Medal be awarded to a cohort or all cohorts, is appropriate. Selectors should not be tempted to lower the standard for eligibility simply to award a University Medal.
- 5 The Academic Director of the faculty will notify the names of the selected recipients to the Secretary to the Academic Board and the Graduation Coordinator.
- 6 The Secretary to the Academic Board shall notify the Academic Board, and through the Board, Council, of the award of University Medals.
- 7 Appeals against selection for a University Medal shall not be heard although the right of the UNE Ombudsman to investigate maladministration of this process shall not be affected by this policy.

UNIVERSITY PRIZES

8. The University of New England awards the following University Prizes whose terms of reference are also detailed:
 - (a) **The Edgar H Booth Memorial Prize and Medal**
\$500 and Medal. All Honours graduates on completion of their Honours year. The prize is awarded to the Honours graduate, if of sufficient merit, who has the most distinguished academic record during enrolment at the University.
 - (b) **The Arthur Heath Memorial Scholarship**
\$500. Awarded to an undergraduate of exceptional merit who is proceeding to the fourth year of candidature in the Bachelor of Rural Science or the Bachelor of Agricultural Economics.
 - (c) **The Howard Sheath Prize for Off-Campus Students**
\$500. Awarded to the off-campus student who has the most distinguished overall undergraduate record in a first degree completed wholly by off-campus study at this University. There shall be no time limit imposed on the period of study but a record of frequent withdrawals may be taken into account.
 - (d) **The Sport UNE Prizes**
Four awards of \$250. Awarded:
(1) for academic merit to two off-campus undergraduates completing units at 200 level equivalent to twelve credit points;

(2) for academic merit to two off-campus undergraduates completing units at 300 level equivalent to twelve credit points.

- (e) **The University of New England Women's Association Prize**
\$500. Two prizes may be awarded subject to the merit of applicants and the availability of funds. Awarded to support women UNE students to undertake, at UNE in the next academic year, the final year in Agricultural Economics, Engineering, Natural Resources, Urban and Regional Planning or Rural Science, or the final year of an Honours degree in another area.

SELECTION

- 1 Each Bachelor Course Coordinator (and Discipline Honours Coordinator as appropriate) shall submit a list of nominees to the Faculty's Academic Director together with the academic record and other relevant supporting documentation for each nominee.
- 2 Once yearly and in accordance with timings set down by the Office of the Secretariat, the Academic Director for each faculty shall convene a meeting of the Course Coordinators (and Discipline Honours Coordinators as appropriate) to discuss and agree upon the selection of faculty nominees for consideration by the Academic Board.
- 3 The recommendations of the meeting shall be forwarded by the Academic Director in the prescribed format to the Secretary to the Academic Board.
- 4 The Secretary to the Academic Board shall submit the nominations to the Standing Committee of Academic Board for endorsement
- 5 The recommendation of the Standing Committee of the Academic Board shall be forwarded to Council for approval.
- 6 After approval of the recommendations, the Secretary shall inform the granting bodies, awardees, Financial Services and both Academic Directors.
- 7 **Edgar H Booth Memorial Prize and Medal.** For additional guidance see *University Medals*.
- 8 **Contact with Nominees.** Nominees for University Prizes shall not be informed of their nomination except by the Office of the Secretariat.
- 9 **Appeals.** Appeals against selection for a University Prize shall not be heard although the right of the UNE Ombudsman to investigate maladministration of this process shall not be affected by this policy.

EDGAR H BOOTH MEMORIAL PRIZE AND MEDAL

9. The Edgar H Booth Memorial Prize and Medal's award is granted under the terms of reference for the prize. The Prize and Medal shall be competitive in being awarded from the most outstanding Honours graduates in one academic year. While this criterion does not explicitly preclude non-University Medallists it is the expectation that the Edgar H Booth Medallist will be selected from the list of University Medallists.
10. The Edgar H Booth Prize and Medal shall be awarded at the autumn graduation ceremonies only. University Medallists from the preceding spring ceremonies shall be considered with the autumn ceremonies nominees and, if appropriate, a spring graduate will be invited to attend the appropriate autumn graduation ceremony for the presentation of the Prize and Medal.

11. Selection for the Edgar H Booth Memorial Prize and Medal shall be made by the Standing Committee Academic Board, based on recommendations provided by faculty Academic Directors, normally from the list of faculty University Medallists.
12. The Standing Committee of Academic Board makes a recommendation to Council and Council approves the award of the prize and medal.