

## Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

## 1. Purpose of procedures

These procedures outline the selection criteria and basis for the awarding of Chancellor's Medals, which recognise outstanding achievement by graduates of USC who have:

- made a distinguished contribution to the local or wider community and/or
- provided outstanding support and service to members of the University community, and
- achieved a high level of academic performance throughout their program of study at USC

## 2. Eligibility Criteria

2.1 Chancellor's Medals are awarded in recognition of academic excellence together with exceptional community service.

2.2 Nominations for the Chancellor's Medal may be made by any staff member of the University, by another student or by a member of USC Alumni. A student cannot self-nominate.

2.3 Nominations need to meet the following criteria:

2.3.1 The nominee clearly demonstrates a distinguished contribution to University life and / or the community which is above and beyond any requirements of their award program.

2.3.2 The nominee has achieved a high level of academic performance. Graduating coursework students would generally need to achieve a Program grade point average (GPA) of no less than 6.0 to be considered. Bachelor Honours students with a classification of IIA or better, as well as Higher Degree by Research (HDR) students may also be eligible to be considered.

2.3.3 The nominee has completed at least two thirds of their graduating program of study at USC.

2.3.4 The nominee has not previously been awarded a Chancellor's Medal.

2.4 A recipient of the Chancellor's Medal is also eligible for the award of a University Medal for Academic Excellence or Medal for Academic Excellence.

## 3. Nomination

3.1 At the end of each Study Period, after results have been finalised, the Academic Registrar and Director, Student Services will call for nominations for the award of a Chancellor's Medal.

3.2 A list of all graduating students will be forwarded to the Deputy Vice-Chancellor (Academic) and Heads of School. This list will consist of graduates with:

- a Program GPA of at least 6.0, or
- Honours IIA or better, or
- completed HDR students

3.3 The Heads of School in conjunction with the Deputy Vice-Chancellor (Academic) are responsible for ensuring that strong nominees for this award are identified and appropriate nominations made within the timeframe.

3.4 Nominations may be submitted for both undergraduate and postgraduate graduating students.

3.5 Nominations for the Chancellor's Medal may be made by any staff member of the University, by another student or by a member of the University Alumni. A student cannot self-nominate.

3.6 Nominations will require information to be provided by the nominator and by the nominee. It will be the nominator's responsibility to ensure that sufficient detail is provided for the selection panel to make an informed decision.

### APPROVAL AUTHORITY

Deputy Vice-Chancellor (Academic)

### RESPONSIBLE EXECUTIVE MEMBER

Deputy Vice-Chancellor (Academic)

### DESIGNATED OFFICER

Academic Registrar and Director, Student Services

### FIRST APPROVED

3 July 2012

### LAST AMENDED

22 March 2019

### REVIEW DATE

6 December 2021

### STATUS

Active

## 4. Determination

4.1 Once all nominations have been received an initial check will be made to ensure all eligibility criteria have been met. If any nominations do not meet the academic criteria, but exceptional circumstances have been indicated, they will be brought to the attention of the Deputy Vice-Chancellor (Academic) for confirmation of their inclusion in the selection process.

4.2 The selection process will allow for nominations for undergraduate and postgraduate graduating students to be considered as separate student groups to facilitate the making of award/s in both the undergraduate and postgraduate categories where warranted.

4.3 The recipients of the Chancellor's Medal will be determined on behalf of the University Council by a selection panel consisting of:

- the Chancellor (Chair)
- the Vice-Chancellor and President
- the Deputy Vice-Chancellor (Academic), and
- an elected student member of Council

4.3.1 If in any year an elected student member of Council is unable to participate in the work of the Selection Panel, the student representative will be an elected student member of Academic Board.

4.4 A meeting of the Selection Panel will be called promptly following the end of the Study Period, allowing enough time to enable a nominee to be identified and advised of their award prior to the next scheduled Graduation Ceremony.

## 5. Notification

5.1 A letter will be prepared on behalf of the Chancellor advising the nominee/s of their successful selection. This letter will also include an invitation for the successful nominee/s to address the guests at the Graduation Ceremony on behalf of all graduands.

5.2 If a Graduation Ceremony is held where more than one Chancellor's Medal is due to be awarded each medallist will be contacted and asked whether they would like to share the role of addressing the guests on behalf of the graduands or determine a sole speaker between themselves.

5.3 If a Graduation Ceremony is held where there is no Chancellor's Medallist or the selected Chancellor's Medallist indicates that they do not wish to speak, then a University Medallist will be asked to give the address on behalf of all graduands.

END

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### RELATED DOCUMENTS

[Award of Commendations and Medals - Procedures](#)

[Scholarships, Bursaries and Prizes - Operational Policy](#)

[Scholarships, Bursaries and Prizes: Establishment and Award - Procedures](#)

### LINKED DOCUMENTS

[Scholarships, Bursaries and Prizes - Operational Policy](#)