

- 1.1.10. In cases where recommendations have been made on the basis of incorrect or missing data, such as late results, the Head of School must submit the correct information, together with an explanatory note, to the Manager, Student Administration, for consultation with the Committee, as soon as practicable after the data has been rectified.

1.2. Student Services and System responsibilities

- 1.2.1. Upon receipt of the Recommendation for the Award of a University Medal, the Head of Student Lifecycle checks the documentation to ensure that it is complete.
- 1.2.2. A current Academic Statement for the nominee is printed by the Administrative Officer, Student Lifecycle and attached to each recommendation.
- 1.2.3. All recommendations are entered into a spreadsheet by the Administrative Officer, Student Lifecycle.
- 1.2.4. All recommendation paperwork including a spreadsheet summary is distributed to the Committee by email, by the Head of Student Lifecycle one week prior to the relevant University Medal Committee meeting.
- 1.2.5. Original paperwork is given to Assistant Manager, Graduations to put on an administration file.

*NB: Due to the timing of University Medal Committee meetings, UNSW Canberra, Medicine and Summer recommendations are usually considered via circulation to ensure that the Medals can be awarded at the earliest opportunity.

2. Approval of Medal recipients

2.1. University Medal Committee responsibilities

- 2.1.1. Members of the University Medal Committee normally meet three times per year following each standard term. The Committee will also consider recommendations via circulation when appropriate.
- 2.1.2. At the University Medal Committee meeting, members consult and determine whether a recommendation to award a University Medal will be approved or not approved. The University Medal Committee is the final authority for the awarding of a University Medal.
- 2.1.3. The University Medal Committee may seek clarification from the Faculty concerning a recommendation, if required.

2.2. Student Services and Systems responsibilities

- 2.2.1. The Head of Student Lifecycle notifies the Head of School and Associate Dean Education/Academic of the final outcomes of recommendations.
- 2.2.2. Assistant Manager, Graduations receives the final recommendation approval list from the Manager, Student Lifecycle.
- 2.2.3. Assistant Manager, Graduations drafts congratulatory letters which are sent to students following approval by the Deputy Vice-Chancellor Academic.
- 2.2.4. Copies of the student letters are sent to the Head of School by the Assistant Manager, Graduations and also put on the administration file.
- 2.2.5. The Assistant Manager, Graduations arranges the engraving of the Medals and presentation at the relevant graduation ceremony.

| Accountabilities | |
|--------------------------|--|
| Responsible Officer | Deputy Vice-Chancellor Academic |
| Contact Officer | Head of Student Lifecycle, Student Services & Systems |
| Supporting Information | |
| Legislative Compliance | This Procedure supports the University's compliance with the following legislation: Higher Education Support Act 2003 (Cth) Privacy and Personal Information Protection Act 1998 (NSW) |
| Parent Document (Policy) | University Medal Policy |
| Supporting Documents | Recommendation for the Award of a University Medal (nomination form) |
| Related Documents | Nil |
| Superseded Documents | s |