UNIVERSITY AWARDS POLICY

Approved by Council: 27 April 2016
Revised by Council: None

1. University Awards

1.1 The Council may establish University Awards for the purpose of recognising scholarly excellence or distinguished service.

1.2 The University Medal

a) The University Medal may be awarded by the Council of the University to a student of the University who has completed a doctoral thesis of exceptional quality.

b) Nomination for award of the University Medal may be made by the Director of Research or by the Chair of Examiners.

1.3 The Distinguished Service Medal

a) The Distinguished Service Medal may be awarded by the Council of the University to a person who has rendered distinguished service to the University.

b) Nomination for award of the Distinguished Service Medal may be made by a member of the Council or a Head of a College of the University.

2. Nomination

2.1 The nomination and assessment process is confidential. The nominee should not be aware of the nomination or the assessment process unless and until the award is made.

2.2 Nomination of a person for a University Award is made in writing to the Vice-Chancellor. The nomination must include:

a) a curriculum vitae;

b) a statement of no more than two pages on how the nominee meets the criteria of the University Award set out in section 1 of this policy;

c) references from two eminent persons, which in the case of a student may take the form of the examiners' reports on a thesis.

2.3 The Vice-Chancellor must refer a nomination for a University Award to the Governance and Nominations Committee for assessment. If a member of the Governance and Nominations Committee is nominated for an award, that person must be excluded from participation in the assessment of the nomination.

3. Assessment

3.1 The nomination is to be assessed by the Governance and Nominations Committee having regard to the criteria of section 1 of this policy.
3.2 The Committee may seek further information from any person at its discretion.

3.3 If the criteria for the University Award includes the recognition of scholarly excellence, the Committee must seek the advice of the Chair of the Academic Board or, if the Chair is the nominee, the Deputy Chair of the Academic Board.

4. **Recommendation**

4.1 If the Governance and Nominations Committee determines that it cannot recommend the Award be made to the nominee, it must notify the Council that it has determined not to recommend the award but is not required to disclose the identity of the nominee.

4.2 If the Governance and Nominations Committee recommends that the award be made to the nominee, it must prepare a citation and refer the recommendation and citation to the Council.

4.3 The Council's decision on a nomination for a University Award is final.

5. **Notification**

5.1 If the Council agrees to bestow a University Award, the Vice-Chancellor must notify the recipient in writing and arrange a suitable occasion for presentation.

5.2 If the Governance and Nominations Committee determines that it cannot recommend the University Award be made to the nominee, or if the Council determines not to bestow the University Award, the Vice-Chancellor must notify the nominator in writing that the nomination was unsuccessful.