

**Procedure Title: Academic Medals**

**Procedure Owner: Senior Deputy Vice-Chancellor**

**Keywords: Academic medal, medal, award**

**This procedure supports the University to operationalise the Academic Prizes and Medals Policy and must be complied with.**

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## 1. INTENT

The purpose of this procedure is to define the process for the administration and awarding of:

- School Medal (SM);
- University Medal (UM);
- School Research Medal (SRM); and
- University Research Medal (URM).

## 2. ORGANISATIONAL SCOPE

This procedure applies to all University staff involved in the administration and awarding of the above-mentioned medals.

## 3. DEFINITIONS

The [University Glossary](#) and the following definitions apply to this procedure:

| Term:                       | Definition:  |
|-----------------------------|--|
| Double Degree               | An award based on the concurrent study of two undergraduate courses.                                       |
| Grading Schema 1            | As defined in the <a href="#">Assessment, Examination and Moderation Procedures</a> .                      |
| Weighted Average Mark (WAM) | The average mark a Student achieves in their nominated Course, weighted by each Unit's Credit Point value. |

#### 4. PROCEDURE CONTENT

##### Eligibility – University Medal and School Medals

- 4.1. Students eligible for nomination for University Medal (UM) and School Medals (SM) are:
  - a. Students that have completed at least 240 credit points of the award from which they are graduating; and
  - b. At least 180 credit points of the award according to [Grading Schema 1](#).
- 4.2. A student graduating with a double degree, where two separate qualifications are offered by different school is eligible for the medal of each school.
- 4.3. The UM and SM are awarded once per calendar year, at the first appropriate School graduation ceremony.
- 4.4. When two or more students achieve the same course WAM, they will be ranked according to the WAM over the last 120 credit points or the course. In cases where two or more students have the same ranking, the Senior Deputy Vice-Chancellor will refer the matter to the Vice-Chancellor for resolution.
- 4.5. The University and School/s reserve the right not to nominate an award in any given year.
- 4.6. Confidentiality will be maintained during the selection process until such time as the winners have been notified.

##### University Medal

- 4.7. The UM may be awarded annually to the SM recipient with the highest course WAM.
- 4.8. The UM is a nine-carat gold coned medal, 32 mm in diameter with the University Crest. The medal is engraved with the name of the prize winner and the year of the award.
- 4.9. The medal is presented set in a box. The award is known as the Edith Cowan University Medal and the students name will appear on the face of the medal (ECU Medals).
- 4.10. Determination of the UM winner  
The dates on which each of the following processes takes place will be in accordance with a timeline produced annually by Student Administration with the agreement of Corporate Events. Student Administration will then distribute to the relevant stakeholders.
  - a. The identification of the highest achieving student (eligible graduating student who has the highest WAM), from each School, will be based on information provided from the Student Management System by the Director, Student Administration.
  - b. The Director, Student Administration will recommend the winner to the Senior Deputy Vice-Chancellor who following consideration of the information provided, will recommend the winner of the UM to the Vice-Chancellor for approval.
- 4.11. Notification of the Winner
  - a. Following the Vice-Chancellor's approval of the UM winner, the Director, Student Administration will advise Corporate Events of the winner.
  - b. Corporate Events will arrange for the UM winner to be notified by the Vice-Chancellor with graduation ceremony details.
- 4.12. Presentation
  - a. The UM is presented at the School Graduation Ceremony.

- b. Where a recipient has already graduated in a mid-year graduation ceremony, the recipient will be invited to the first appropriate graduation ceremony of the following year.
  - c. Where a recipient is unable to attend a graduation ceremony within six months, the medal will be forwarded by registered post.
- 4.13. Documentation
- a. The Director, Student Administration records the winner of the UM and the date it was awarded on the student's Statement of Academic record.
  - b. Corporate Events will organise a certificate citing the details of the UM, which will be presented to the recipient along with the medal.

### School Medal

- 4.14. The SM may be awarded annually by each School to the graduate with the highest WAM graduating from a three or four year undergraduate course.
- 4.15. The SM is a sterling silver coined medal, 32mm in diameter, with the University Crest, the medal is engraved with the name of the winner and the year of the award.
- 4.16. The medal is presented set in a box. The award is known as the School of "insert name of the School" Medal and this name will appear on the face of the medal (ECU Medals).
- 4.17. Confirmation of the SM Winner  
The SM winners are appointed as per step 4.10. (a), following the Vice-Chancellor's approval of the SM winner, the Director, Student Administration will advise the following staff and centres of the winner of each SM:
- a. Executive Deans; and
  - b. Corporate Events.
- 4.18. Notification of the SM Winner  
The SM Winner from each School will be sent a letter from the Executive Dean of the School to advise each of the achievement and to provide the graduation ceremony details. This letter will be provided to the Executive Deans by Corporate Events.
- 4.19. Presentation
- a. The SM is presented at the relevant School graduation Ceremony.
  - b. Where a recipient has already graduated in a mid-year graduation ceremony, the recipient will be invited to the first appropriate graduation ceremony of the following year.
  - c. Where a recipient is unable to attend a graduation ceremony within six months, the medal will be forwarded by registered post.
- 4.20. Documentation
- a. The Director, Student Administration, will record the award of the SM and the date it was awarded on the student's Statement of Academic Record.
  - b. Corporate Events will organise a certificate citing the details of the SM, which will be presented to the recipient along with medal.

### Eligibility – University Research Medal (URM) and School Research Medal (SRM)

- 4.21. The most outstanding doctoral research thesis is judged on the following criteria:
- a. quality of research;
  - b. innovation;
  - c. significance and/or impact; and
  - d. written and presentation quality of the thesis.

- 4.22. URM and the SRM are awarded once per calendar year at the first appropriate School graduation ceremony.
- 4.23. In cases where two or more students cannot be separated and are ranked equally, the Director, Student Administration will refer the matter to the Deputy Vice-Chancellor (Research) who may refer the matter to the Vice-Chancellor for resolution.
- 4.24. The University and School's reserve the right to no award a medal in any given year.
- 4.25. Confidentiality will be maintained about all nominees during the selection process until such time as the winners have been notified.

### University Research Medal

- 4.26. The URM may be awarded annually to the SRM recipient who has completed the most outstanding doctoral research thesis.
- 4.27. The URM is a nine carat gold coined medal, 32mm in diameter with the University Crest. The medal is engraved with the name of the prize winner and the year of the award.
- 4.28. The medal is presented set in a box. The award is known as the Edith Cowan URM and this name will appear on the face of the medal (ECU Medals).
- 4.29. Determination of the University Winner  
The dates on which each of the following processes takes place will be in accordance with a timeline produced annually by Student Administration with the agreement of Corporate Events. Student Administration will then distribute to the relevant stakeholders.
  - a. The Associate Dean (Research) of each School will provide the Director, Student Administration with the names of the candidate for the SRM, with associated documentation, which will include information from thesis examiners' reports certifying that the candidate's work is of sufficient merit for consideration for the URM.
  - b. The Director, Student Administration will forward the nominations to the Dean, Graduate Research Services (GRS), who will consult with the Associate Deans (Research) and the Deputy Vice-Chancellor (Research) and recommend the winner.
  - c. The Dean, GRS will advise the Director, Student Administration of the recommended winner of the URM.
  - d. The Director, Student Administration will recommend the winner to the Senior Deputy Vice-Chancellor who following consideration of the information provided will recommend the winner of the UM to the Vice-Chancellor of approval.
- 4.30. Notification of the URM Winner
  - a. Following the Vice-Chancellor's approval of the winner, the Director, Student Administration will advise Corporate Events and the relevant School, of the winner.
  - b. Corporate Events will arrange for the URM winner to be notified by the Vice-Chancellor and advised of the graduation ceremony details.
- 4.31. Presentation
  - a. The URM is presented to the winner at the School Graduation Ceremony.
  - b. Where a recipient has already graduated in a mid-year graduation ceremony, the recipient will be invited to the first appropriate graduation ceremony of the following calendar year.
  - c. Where a recipient is unable to attend a graduation ceremony within six months, the medal be forwarded by registered post.
- 4.32. Documentation

- a. The Director, Student Administration will record the award of the URM and the date it was awarded on the student's Statement of Academic Record.
- b. Corporate Events will organise a certificate citing the details of the URM, which will be presented to the recipient along with the medal.

### School Research Medal

- 4.33. The SRM may be awarded annually to the doctoral research graduate in the School who has completed the most outstanding research thesis.
- 4.34. SRM is a sterling silver coined medal, 32mm in diameter, with the University Crest. The medal is engraved with the name of the winner and the year of the award.
- 4.35. The medal is presented set in a box. The award is known as the School of "insert School name" research medal and this name will appear on the face of the medal (ECU Medals Details)
- 4.36. The Winners of the SRM is the student from each school identified in step 4.29. (a). Following the Vice-Chancellor's approval of the SRM winner, the Director, Student Administration will advise the winners of each SRM to:
  - a. Associate Deans (Research); and
  - b. Corporate Events.
- 4.37. Notification of the SRM Winners  
The SRM Winner from each School will be sent a letter from the Executive Dean of the School to advise each of the achievement and to provide the graduation ceremony details. This letter will be provided to the Executive Deans by Corporate Events.
- 4.38. Presentation
  - a. The SRM is presented at the relevant School Graduation Ceremony.
  - b. Where a recipient has already graduated in a mid-year graduation ceremony, the recipient will be invited to the first appropriate graduation ceremony of the following year.
  - c. Where a recipient is unable to attend a graduation ceremony within six months, the medal will be forwarded by registered post.
- 4.39. Documentation
  - a. The Director, Student Administration will record the award of the SRM and the date it was awarded to the student's academic record and Academic Transcript.
  - b. Corporate Events will organise a certificate citing the details of the SRM, which will be presented to the winner along with the medal.

## 5. ACCOUNTABILITIES AND RESPONSIBILITIES

The Procedures Owner is Senior Deputy Vice Chancellor and has overall responsibility for the content of these procedures and their operation.

The Director, Student Administration is responsible for currency of information and provision of advice relating to these procedures.

## 6. RELATED DOCUMENTS

### Policies

[Academic Prizes and Medals Policy](#)

### Operational documents and resources

Specifications for University Medal and School Medals  
 Specifications for University Research Medal and School Research Medals  
 ECU Medals Timeline

## 7. CONTACT INFORMATION

For queries relating to this document please contact:

|                       |  |
|-----------------------|--|
| Procedure Owner       | Senior Deputy Vice-Chancellor                                  |
| All Enquiries Contact | Director, Student Administration                               |
| Telephone:            | 08 6304 3899   |
| Email address:        | <a href="mailto:p.corbett@ecu.edu.au">p.corbett@ecu.edu.au</a> |

## 8. APPROVAL HISTORY

|                                |   |
|--------------------------------|---|
| Procedure approved by:         | Senior Deputy Vice-Chancellor   |
| Date procedure first approved: | 18 August 2015  |
| Date last modified:            | 26 August 2020  |
| Revision history:              | <p>December 2022:<br/>                     Updated to reflect new procedure contact (was previously Academic Quality and Standards), transfer to new procedure template and administrative changes to reflect new operational management.</p> <p>26 August 2018:<br/>                     Updated according to Service Excellence</p> <p>1 August 2018:<br/>                     Removed reference to the number of times a recipient can receive the medal.</p> <p>27 February 2017:<br/>                     Updated according to Academic Organisation Re-Design.</p> <p>16 September 2016:<br/>                     Updated according to Academic Organisation Re-Design.</p> |
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