Previous criteria and procedures were agreed at Senate on 13 December 1989, with an amendment on 17 May 2000 (resolution 00/26).

The following criteria and procedures will be used by the University Academic Awards Committee when considering nominations for the award of University medals.

1. Each year the University may award University Medals for outstanding academic performance.

2. (a) One medal may be awarded each year in each Faculty.

(b) Should the performance of more than one nominee from any Faculty (or Faculties) be sufficiently outstanding, then additional medals may be awarded.

(c) Should there be no nominees with sufficient merit from a particular Faculty no award will be made in that Faculty.

(d) Should assessment results for a likely nomination not be available by the University Medal deadline, then the Faculty should not submit any nomination; rather nomination should be made by the Faculty in the first session of the following year, once results have been confirmed.

3. To be eligible for consideration for the award of a University Medal a nominee must have:

(a) been awarded Honours Class 1 by the University of Wollongong;
(b) an outstanding overall academic performance;
(c) (other than in exceptional circumstances), a blemish free record; and
(d) completed at least 120 credit points of their degree at the University of Wollongong.

4. Each nomination for the award of a University Medal will be submitted to the University Academic Awards Committee by the Dean of the nominating Faculty, and will include the following documentation:

(a) A statement about the performance of the nominee upon which the recommendation for Honours was based, including

(i) marks for each subject, and
(ii) marks for project or thesis work (including when this is only part of a subject); and

(b) A supporting statement establishing
(i) the rank of the nominee in comparison with any previous medal winners from the Faculty/Academic Unit
(ii) the standing of the nominee in comparison with previous first class Honours graduates from the Faculty/Academic Unit, and
(iii) detailed reasons for the nomination should the record of the nominee contain any blemishes.

5. The Committee should meet as soon as possible after the Faculty Assessment Committees to determine and recommend recipients of the University Medal in time for the December graduation ceremonies for all Faculties, where this is possible.

6. The academic record of each nominee will be provided for the Committee.

7. Summaries of nominations considered previously by the Committee will be tabled to assist the Committee in deliberations.

8. In determining the award of a University Medal, the matters which the Committee may consider include, but are not limited to, the following:

   (a) Overall academic performance;
   (b) Average marks for each level and for the whole degree, weighted by credit points only;
   (c) WAM, where these are used in determination of the grade of Honours;
   (d) HD, and other grades, as percentages of all subjects studied;
   (e) Performance in the major field of study; and
   (f) Exceptional circumstances affecting the nominees’ academic performance.

9. Recommendations for the award of University medals will be forwarded to the Vice-Chancellor.

10. The award will comprise a medal, inscribed with the name of the recipient and major field of study and a certificate. The academic transcript, record and testamur of the recipient will be annotated accordingly.