University Medal Procedure Flowchart

**RESOURCES**

- University Medal Policy / Procedure / Nomination Template

**ACTIONS**

1. Timetable for University Medal nominations / assessment established
2. Student nominated for University Medal
3. Has student been found responsible for serious misconduct?
   - YES: Nomination unsuccessful
   - NO: Proceed to next step
4. Is nomination endorsed?
   - NO: Nomination unsuccessful
   - YES: Proceed to next step
5. Assesses nominations and recommends
6. Approves award of the University Medal
7. University Medal conferred at graduation ceremony

**RESPONSIBILITY**

- Governance Services
- Head of Department
- Faculty Board Secretariat / Student Grievance and Discipline Manager
- Faculty Board
- University Medal Committee of Academic Senate
- Deputy Vice-Chancellor (Academic) & Registrar
- Graduations Unit

If you have difficulty accessing these documents, please contact the Policy Unit policy@mq.edu.au or 9850 4791.