Senate Medal Procedure

Purpose and Scope

This procedure sets out the criteria and process for awarding Senate Medals in recognition of outstanding service and contributions to the University.

This procedure applies to all staff, students, and the public.

The following groups are the audience for this procedure: Public, staff, students

See also *Award of Honorary Degree Policy*.

Overarching Policy

Senate Medal Policy

Procedure

1. Medals will be awarded on the basis of one or more of the following criteria:
    1.1. Consistently outstanding performance by a member or members of staff in a work area, or several areas, within the University.
    1.2. Significant innovation or demonstrated improvements in University work practices;
    1.3. Outstanding service to the University community;
    1.4. Outstanding contribution to general community services, to the benefit of the University or on behalf of the University;
    1.5. Length of association with the University, together with a significant contribution to it.
2. In general, the Awards will be based on the extent to which the work or achievement of the nominee(s) reflects excellence beyond the normal call of duty. Account will be taken of the expectations of the Nominee's normal duties and the extent to which opportunity for innovative and outstanding performance exists.
3. In making the Awards emphasis will be placed on demonstrated excellence, with specific and concrete examples of achievement.
4. Nominations will be invited in appropriate University publications.

[OFFICIAL]

5. Nominations may be made by members of the Senate, supervisors, colleagues and students.
6. The nomination must be accompanied by a detailed supporting statement, which addresses one or more of the above criteria.
7. The nomination must be supported by a statement from a second person from one of the categories specified for nominators, and other statements of informed support may also be submitted.
8. There is no limit to the number of nominations that may be made by a particular nominator. However, self-nomination is not acceptable.
9. Each Award will consist of a Commemorative Medallion awarded at a Staff Awards presentation or similar University ceremony.
10. The names of the Awardees will be published in appropriate University publications.

Governance

Approval Authority	Senate
Owner	University Secretary
Legislation mandating compliance	
Category	Senate
Related University Legislation and Policy Documents	*Senate Medal Policy*
Date effective	27/10/2026
Review date	27/10/2029

Revision History

Approved/Amended	Date Approved	Resolution No. (if applicable)
Approved	27/10/2026	S/41/2026
Recommended to Senate by HACC	29/10/2026	HACC/04/2026

[OFFICIAL]

Approved	25/10/2022	S/47/2022(ii)
Recommended to Senate by HACC	05/10/2022	HACC/05/2022(ii)
UniSec reviewed	14/10/2016	
Approved	24/02/2003	S/25/2003
Approved	23/06/1997	S/50/1997

Please refer to the electronic copy in the Policy and Procedure Manager to ensure you are referring to the latest version.

[OFFICIAL]