

THE AUSTRALIAN NATIONAL UNIVERSITY
UNIVERSITY MEDAL – END 2009 COMPLETION OF HONOURS

Nomination Form

The University awards medals to recognise outstanding candidates for the degree of bachelor in departments, schools, centres, programs or institutes of ANU Colleges, provided they obtain first class honours of sufficient distinction supported by a distinguished academic record.

There is no maximum or minimum number of University Medals in any round or per Honours program.

Determination of these awards will be made by the University Awards Committee. Medal nominations are considered at Committee meetings in late November/early December and late June/early July in time for the Medals to be presented to those who are graduating at the next Conferring Ceremonies.

It is important to note that, as this award is for achievement in Honours, nominations should be made in the year of completion of Honours. A student in a combined program may be nominated for a University Medal before they have completed the second part of their combined degree program.

The University Awards Committee **requires** that certain information be provided to enable a decision to be reached about the nomination. If the appropriate information is not provided or cannot be provided in time for the meeting of the Committee the nomination may be held over for consideration at a later meeting.

In order to be considered at the November 2009 meeting this form and attachments must be received by CLOSE OF BUSINESS:

TUESDAY 24 NOVEMBER 2009

The meeting of the University Awards Committee will be on Monday 30 November 2009. That will enable the successful nominees to be advised and, for those graduating, the Medallists' names included in the printed Graduation Program and the medals to be engraved before the Conferring Ceremonies on 10 and 11 December 2009.

All nominations and supporting material should be marked '*confidential*' and submitted to the Scholarships and Prizes Office, Division of Registrar and Student Services, Pauline Griffin Building (11). (Ground floor) Please deliver by hand or electronically – do not put into the mail.

The papers are copied for the members of the Committee so:

The original documents must be single sided and not stapled; and

if there is more than one nomination from an area please include only one set of tables, not one set per nominee.

Electronic submissions as Word and Excel attachments to an email are welcomed.

Enquiries to the Scholarships and Prizes Office - Email: prizes@anu.edu.au
Andrea Firth Ext.55595 or Ravinith Prasad Ext 57733 - Fax 50751.

1. UNIVERSITY MEDAL NOMINATION – END YEAR 2009

Nominations may be made directly by Heads or Directors of Departments, Schools, Centres, Programs, Institutes and the Dean of Law.

Please complete the items below and, where appropriate, attach requested documentation.

Recommendation for:..... Student ID

(name in full)

Honours Program..... College

Mid-Year Completion **OR** End of Year Completion

All submitted documentation and information will remain confidential to the University Awards Committee.

2. SUPPORTING DOCUMENTATION

The University Awards Committee requires:

- 2.1 a list of all Honours candidates who achieved a result of First Class Honours and were enrolled in the same Honours Program and cohort as the nominated student (*i.e.* those who were expected to complete at the same time, mid-year or end of year). The list should be in rank order and include full names, student numbers, and results. Please indicate which of the students listed are also being nominated for a University Medal; and
- 2.2 if some of those students are not being nominated, a brief statement saying why they were not considered to be of sufficiently high merit would greatly assist the Committee; and
- 2.3 a list of the upper group of those who achieved Second Class Honours Division A; and
- 2.4 a list of those who have not submitted.

Lists and statement attached – Please supply only one copy of these lists and statement per Honours program.

- 3.1 a comment comparing the nominee with previous medallists or previous outstanding honours graduates from the nominating area, across **all** Honours components, (results in coursework components of Honours and thesis component) as well as the nominator's assessment of quality and performance. Please provide full names, student numbers and years of award for those being used for comparison. If you wish to limit the comparison to the last five years please indicate that in the information provided. An excel table setting out the components would assist the Committee.

Comment attached

- 3.2 a comment about the complete academic record of the nominated student including, where relevant, exchange program results and an explanation about how those results compare with the rest of the nominee's record (and, if necessary, a translation of the documents).

Comment attached

- 3.3 an assessment of the overall quality of work produced in the major field of study for Honours (thesis/sub-thesis/research paper)

Assessment attached

- 3.4 an assessment of the quality of the nominee's Honours Year work including details of the Honours Year coursework completed by the student, the results **and** specific details of the weighting of the various components of the Honours Year which have been used in compiling the final result (coursework units, thesis, seminars etc)

Assessment attached

- 3.5 all final Honours Year examiners' reports in full for all students nominated. Please identify the examiners. If an examiners' report is brief the Committee would appreciate supplementary information from the nominating area.

Documents attached

Signed:

Designation:..... Date: