University and Chancellor's Medals - VET Student Award Procedure

Section 1 - Preamble

(1) Charles Darwin University (‘the University’, ‘CDU’) takes pride in the achievement of students and is committed to providing high quality educational experiences and graduate outcomes. Each year the University celebrates the success of students at graduation and formally recognises the most outstanding students from Vocational Education and Training (VET) by awarding University and Chancellor's Medals.

Section 2 - Purpose

(2) This procedure outlines the process for selecting and awarding the University and Chancellor's Medals to Vocational Education and Training (VET) students.

Section 3 - Scope

(3) This procedure applies to VET students at the University who:

a. are eligible to graduate in the first graduation ceremony scheduled in the current year; or
b. have graduated at the last graduation ceremony of the previous year.

(4) Higher Education students will have University and Chancellor’s Medals awarded in accordance with the University and Chancellor's Medals - HE Student Award Procedure.

Section 4 - Procedure

University Medal

(5) The University Medal is to be awarded to a VET trainee or apprentice who is assessed as demonstrating outstanding performance, subject to eligibility criteria.

Eligibility Criteria

(6) To be eligible for consideration of the University Medal, a VET trainee or apprentice must meet the following criteria:

a. be a meritorious candidate for the award with no formal pending or determined misconduct;
b. have a current or completed contract of training registered with the relevant training authority;
c. have completed or be due to complete their traineeship or apprenticeship between 1 April (of the previous year) and 31 March of the current year; and
d. have completed a minimum of 80% of the training for the award with the University.

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Chancellor's Medal

(7) The Chancellor's Medal is awarded to a VET student who is assessed as demonstrating outstanding performance, subject to eligibility criteria.

Eligibility criteria

(8) To be eligible for consideration of the Chancellor's Medal, a VET student must meet the following criteria:

a. be a meritorious candidate for the award with no formal pending or determined misconduct;
b. be a full or part-time VET student (but not an apprentice or trainee);
c. have completed or be due to complete a nationally accredited vocational training qualification with the University between 1 April (of the previous year) and 31 March of the current year; and
d. have completed a minimum of 80% of the vocational training with the University.

Selection process

Nominations

(9) VET trainers, employers and sponsors are encouraged to nominate VET students who have displayed outstanding performance during their studies by completing a VET Awards Nomination Form. Students are encouraged to self-nominate.

a. Nominations must comply with the nomination form requirements.
b. Individuals nominating a student are encouraged to discuss the nomination with them prior to submission.

(10) Nominations should outline a candidate’s skills and achievements as a result of participating in studies at the University and may include:

a. career and study achievements;
b. the development of communication, team and leadership skills;
c. training, industry and/or community engagement; and
d. other relevant pursuits.

Shortlisting

(11) The Pro Vice-Chancellor CDU TAFE will select and chair an Awards Selection Panel to review the list of potential award recipients and assess their eligibility against the criteria for the respective medal.

(12) Where multiple candidates are found to be equally suitable recipients, the Awards Selection Panel may conduct interviews with the candidates and/or contact the candidates’ referees to determine the final recipient/s.

a. Two or more medals may be awarded where it is not possible to distinguish between two or more students, noting that the award was shared.

Awarding of medals

(13) The successful recipients of the University Medal or Chancellor's Medal will be advised in writing and invited to attend the University Graduation Ceremony to be presented with a medal.

a. University and Chancellor's Medals will be presented at a Graduation Ceremony.
b. Award recipients will receive a certificate and have their achievement noted within the graduation program.

Reporting and monitoring

(14) Student Administration provides an annual report to Academic Board on the medals awarded.

Section 5 - Non-Compliance

(15) Non-compliance with Governance Documents is considered a breach of the Code of Conduct - Employees or the Code of Conduct - Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct - Students.

(16) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(17) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	23rd April 2025
Review Date	23rd April 2028
Approval Authority	Academic Board
Approval Date	23rd April 2025
Expiry Date	Not Applicable
Responsible Executive	Lisa-Marie Stones Director Student and Academic Services
Implementation Officer	Maria Kammas Manager Graduations
Enquiries Contact	Maria Kammas Manager Graduations

Glossary Terms and Definitions

"Apprentice" - A person who enters into a training contract with an employer and a Registered Training Organisation (RTO) and the employer provides competency based vocational education and training in conjunction with the RTO and the apprentice or trainee learns the occupation or trade. Also known as a trainee.

"Apprenticeship" - A learning pathway that combines practical, paid employment with formal, structured training to achieve a Nationally Recognised Qualification underpinned by a training plan and contract, that is linked to an industrial award or agreement and registered with Australian Apprenticeships NT. Also known as a traineeship.

"University" - Charles Darwin University, a body corporate established under section 4 of the Charles Darwin University Act 2003. The University is comprised of the various faculties, CDU TAFE, organisational units, and formal committees, including the governing University Council and Academic Board.

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