

**PROCESS FOR COUNCIL AWARDS OTHER THAN HONORARY DEGREES**  
Awarded by Council under the [University Honours and Recognition Policy \(MPF1235\)](#)

**FELLOW OF THE UNIVERSITY OF MELBOURNE AND WILSON MEDAL:**

Fellow of the University of Melbourne recognises exceptional contributions or service to the University and/or to a community engaged with the University.

Wilson Medal recognises outstanding contributions or service to the University from the community, or from staff in the event that a staff member makes a significant philanthropic contribution.

**Process:**

- A member of the University Executive or Head of an affiliate may propose nominations for the award of the Fellow of the University of Melbourne or the Wilson Medal to the Vice-Chancellor. There will be no call for nominations.
- Proposed nominees will not normally hold an appointment at the University. Council will only consider a staff member for the Wilson Medal if the staff member makes a significant philanthropic contribution to the University.
- The gift must be captured in documentation approved for the purpose by the University. The individual proposing the nomination must discuss the nomination with the Vice-Chancellor and the Vice-Principal (Advancement) or delegate as early as possible.
- The gift must meet threshold gift levels. This information is available from the Advancement Office.
- The proposer will work with the Vice-Chancellor's office to prepare a submission to the Governance and Nominations Committee.
- All submissions to Governance and Nominations Committee must include:
  - (a) **A coversheet** for the Governance and Nominations Committee:
    - asking the committee to endorse the submission based on the attachments and to recommend it to Council for approval; and
    - providing in summary form the rationale for making the award to the recipient.
  - (b) **Attachments**, referred to in the coversheet, including:
    - a letter of introduction and support from the Vice-Chancellor/proposer
    - Current CV of the nominee
    - one-page citation (in Word format)
    - any other supporting information
- An Advisory Group comprising the Vice-Chancellor, Provost and President of the Academic Board will review all nominations prior to their presentation to the Governance and Nominations Committee.
- The Governance and Nominations Committee will assess the nomination and, if it is endorsed, recommend it to Council for approval.
- Council will consider the recommendation from the Governance and Nominations Committee and, if appropriate, approve it.
- On receiving Council approval, the University Secretary will write to the proposed recipient informing them of the offer of the award.
- The Chancellor or a Deputy Chancellor will confer the relevant award at an appropriate graduation ceremony or other suitable University ceremony.

- The award of the Fellow of the University or Wilson Medal does not confer on the recipient any special privileges or any control or responsibility nor must it be used to seek material benefit from association of the name with the University.
- In the event of a change in the recipient's circumstances (e.g. if the recipient comes into disrepute) Council may, on reasonable grounds and on the recommendation of the Governance and Nominations Committee, withdraw the recognition.

## **GOLD AND SILVER MEDAL**

The Gold Medal recognises exceptional service to the University by members of staff and those serving in an honorary capacity, on or after retirement.

The Silver Medal recognises exceptional service in a particular capacity or field of activity by members of staff and those serving in an honorary capacity, on or after retirement.

### **Process:**

- Nominations are sent to uni-gov@unimelb.edu.au
- A nomination to the Governance and Nominations Committee must include:
  - (a) **A coversheet** for the Governance and Nominations Committee:
    - asking the committee to endorse the award based on the attachments and to recommend it to Council for approval; and
    - providing in summary form the rationale for making the award to the recipient.
  - (b) **Attachments**, referred to in the coversheet, including:
    - a letter from the Dean/VC/Senior Executive stating the case for the award
    - one-page citation (in Word format)
    - any other supporting information
- An Advisory Group comprising the Vice-Chancellor, Provost and President of the Academic Board will review all nominations prior to their presentation to the Governance and Nominations Committee.
- The Governance and Nominations Committee will assess the nomination and, if it is endorsed, recommend it to Council for approval.
- Council will consider the recommendation from the Governance and Nominations Committee and, if appropriate, approve it.
- On receiving Council approval, the University Secretary will write to the proposed recipient informing them of the offer of the Medal.
- The University Secretary will inform the relevant Faculty or OVC that it may commence preparations for award of the Medal.

## **SIR WILLIAM UPJOHN MEDAL**

Sir William Upjohn Medal recognises distinguished services to medicine in Australia.

### **Process:**

- The Melbourne Medical School (MMS) will call for nominations from the medical profession.
- The MMS will propose the nomination.
- A nomination to Governance and Nominations Committee must include:
  - (a) **A coversheet** for the Governance and Nominations Committee:

- asking the committee to endorse the award based on the attachments and to recommend it to Council for approval; and
  - providing in summary form the rationale for making the award to the recipient.
- (b) **Attachments**, referred to in the coversheet, including
- letter from Head of the Melbourne Medical School stating the case for the award
  - one-page citation (in Word format)
  - any other supporting information
- An Advisory Group comprising the Vice-Chancellor, Provost and President of the Academic Board will review all nominations prior to their presentation to the Governance and Nominations Committee.
  - The Governance and Nominations Committee will assess the nomination and, if it is endorsed, recommend it to Council for approval.
  - Council will consider the recommendation from the Governance and Nominations Committee and, if appropriate, approve it.
  - On receiving Council approval, the University Secretary will write to the proposed recipient informing them of the offer of the Medal.
  - The University Secretary will inform the Melbourne Medical School that it may commence preparations for award of the Medal.