

NOMINATION PROCEDURES FOR THE AWARD OF THE CHANCELLOR'S MEDAL

1. The Chancellor's Medal is awarded only where there is an outstanding candidate who has achieved excellence in both the academic and extra curricular domains. There are two awards available, one for undergraduate students and one for postgraduate students (taught and research).
2. The awards will be made during the November conferring ceremonies. Candidates from the March conferring ceremony can also be nominated, and if successful would be required to present in March for conferring and to re-present in November for receipt of the award.
3. Nominations for the Chancellor's Medal may be made by Programme Boards or their equivalent, Faculty-level committees and boards, the Students' Union, by unanimous nomination of the class representatives of each graduating group and by committees involved with University wide student learning initiatives.
4. Nomination will be by means of the attached nomination form. The deadline for submission is:

18 July 2008: Summer Progression and Awards Boards

In respect of nominations emanating from a Programme Board or equivalent, or from Faculty-level committees and boards, the proposal must come through the Faculty Dean or her/his nominee.

In respect of nominations from the Students' Union, the proposal must come through the President of the Students' Union or her/his nominee.

In respect of nominations from a graduating class, the proposal must be submitted by the elected class representatives.

In respect of nominations from University-wide initiatives the proposal must be submitted by the Extracurricular Awards Committee for the Uaneen module, or the equivalent body for other approved initiatives.

In all cases, at least three proposers must sign the proposal form. Proposers are required to maintain confidentiality and candidates should not be informed.

5. Nominations should be submitted to the Administrative Assistant in the Office of the Vice President for Learning Innovation/Registrar (Valerie Cooke). The Administrative Assistant will convene a meeting to take place by early October of the Chancellor's Medal Review Group to consider the proposals received, involving:
 - VPLI/Registrar or nominee
 - Deans of Faculty or their nominee (e.g. Associate Dean for Teaching)
 - Director of Student Affairs
 - Nominee from Extracurricular Awards Committee (ECA)

At least one week prior to the meeting, the Administrative Assistant will circulate the proposals to the Review Group so that members can consult, in strict confidence, with

colleagues as appropriate, e.g. Deans may wish to consult with the relevant Chairperson(s).

6. Following the Review Meeting, the following documentation is presented to the Selection Board, which comprises the Chancellor and President of DCU:
 - The original proposal, supplemented by the academic results of the nominee, together with guidance from the Review Group.
7. If the Selection Board decides to award the Chancellor's Medal, the successful candidate(s) should not be made aware of the award until the beginning of the relevant conferring ceremony. The Administrative Assistant in the OVPLI/Registrar will notify the candidate shortly before the ceremony and the Registrar will be advised by the Graduation Project Manager of the attendance of the candidate. A citation for the successful candidate is to be provided to the VPLI/Registrar at least one week prior to the relevant graduation ceremony.

DUBLIN CITY UNIVERSITY
Proposal of Candidate for Chancellor's Medal

The proposers should provide as much descriptive detail and information as possible in accordance with the categories listed. Other additional material may be attached if the proposers feel that it would be helpful to the Selection Board, bearing in mind that the Board would wish to have a comprehensive picture of the *whole* person. *Forms must be completed in block letters or be typewritten.*

Name of Candidate:	_____
	Forename(s) Surname
Date of Birth:	_____
Student Id no.:	_____
Programme Title/Award (in-full):	_____
Year of Study:	_____
Names of Proposer:	(i) _____
	(ii) _____
	(iii) _____

6.	<u>Academic Achievements:</u>
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7.	<u>Contribution to/involvement in the social life of the University:</u>
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8. **Involvement in and contribution to the Community external to the University:**

9. **Involvement in and contribution to the Sports and Recreational activities within and outside the University:**

10. **Special talents displayed:**

11. **Regard/esteem in which candidate is held by fellow students and staff:**

12. **Comments on personality:**

13. **Specific performance on INTRA:**

14. **Success achieved with Project work:**

15. **Any other comments:**

Signed:

Proposer i

University membership category, if
student give ID number.

Proposer ii

Proposer iii