



DEAN'S ROLL OF EXCELLENCE and DEAN'S CITATION

ROLL OF EXCELLENCE

Eligibility

To be eligible for inclusion on the Dean's Roll of Excellence, a student must:

- be enrolled in an undergraduate course offered by the Faculty of Science, Engineering & Technology with all units of the current approved enrolment contributing to the fulfilment of the requirements for that undergraduate course;
- achieve an average grade of **6.25 or higher** in a single academic year (comprised of all semesters);
- either be enrolled in a load of 100% or more across the academic year (excluding WW results) if a full-time student **OR** be enrolled in a load of at least 50% (but less than 100%) each year over two consecutive calendar years (excluding WW results) if a part-time student;
- not be awarded a terminating pass or failing grade (including WN) in the respective academic year.

A student's eligibility is subject to the discretion of the Dean.

Calculation of Grade Average

The method for calculating the average is:

- HD = 7
- D = 6
- C = 5
- P = 4

Overloads

If a full-time student studies an overload, i.e. greater than 100%, the best 100% will be included in the calculation. A part-time student will have the unit combination of their best two 50% loadings over two consecutive calendar years included in the calculation.

Combined Degree Students

For combined degree students, the grade average will be calculated for the portion of their enrolment that contributes to the Faculty of Science, Engineering

& Technology degree; i.e. they will be treated as a part-time student within most combined degrees. The following cases arise:

- a student enrolled in combined degrees in which both degrees are offered by the Faculty of Science, Engineering & Technology, e.g. BE-BSc, will only be eligible for inclusion once per academic year;
- a student enrolled in their first year of a combined degree with Laws (i.e. enrolled in *LAW101 Introduction to Law*) will be considered as if they are not enrolled in a combined degree;
- a student enrolled in a combined degree in which the second degree is offered by a faculty other than the Faculty of Science, Engineering & Technology, is to be treated as a part-time student concurrently enrolled in two degrees. Only their enrolment for the Faculty of Science, Engineering & Technology degree will be considered. Thus, they may be included on the Faculty of Science, Engineering & Technology's Dean's Roll of Excellence biennially and also on the other faculty's Dean's Roll (if one exists, and if they qualify).

Mid-Year Intakes

The Dean's Roll of Excellence is based on full academic years; therefore students commencing a course of study in semester two will be eligible for inclusion on the roll at the conclusion of semester one each year. Eligibility checking will take place at the conclusion of semester two.

Study in Semesters other than Semester 1 and 2

Units studied in all semesters are included in the average grade calculation. Since eligibility checking occurs at the conclusion of semester two, completed study in semesters 3, 4, and 5 is considered to have occurred in the year of eligibility checking. Thus, if a student studies a unit in semester 3 2005–2006, this unit would be included in the 2006 calculation.

Outbound exchange and Cross-Institutional Enrolment

Where results are available for study undertaken at an overseas or Australian university, these results will be included in average grade calculation. Where these results are unavailable, such students will be deemed ineligible.

Administration Procedures

The Faculty Office will administer the Dean's Roll of Excellence. The following administrative steps will be followed:

- when semester 2 results are finalised – including DO results – staff will request Student Administration to produce and forward a list of students

- in all Faculty undergraduate courses (including combined degrees) who have achieved a GPA of 6.25 and above for the academic year.
- staff will check the records to ensure eligibility requirements have been met;
 - if they are, staff will prepare a letter of congratulations to the student for the Dean's signature;
 - staff will then prepare an advertisement for the local newspapers (Mercury, Examiner and Advocate), and include the University Medal winners and Dean's Citation recipients in the advertisement;
 - finally, staff will send the list of students to Student Administration requesting that a noting be placed on those students' academic records.

DEAN'S CITATION

Eligibility

To be eligible for the award of Dean's Citation, a student must:

- have completed a full undergraduate degree offered by the Faculty of Science, Engineering & Technology, i.e. students transferring from other courses with credit will not be eligible;
- be enrolled in an Honours course offered by the Faculty of Science, Engineering & Technology;
- achieve First Class Honours in the year; and
- appear on the Dean's Roll of Excellence for all years of study in the related undergraduate degree (this will normally be 3 consecutive years for a 3 year degree or the first 3 years of a 4 year degree¹, or if their undergraduate degree was completed as a combined degree, have appeared on the Dean's Roll of Excellence at least every alternate year as well as at least once in the corresponding Faculty's Dean's Roll of Excellence (if one exists).

Administration Procedures

The Faculty Office will administer the Dean's Citation. The following administrative steps will be followed:

¹ Students in the BArch must also have appeared on the Dean's Roll of Excellence in the final two years of their study in the BEnvDes. Students in courses such as BAgrSc and BE who study Honours as part of their fourth year will be awarded the Dean's Citation if they receive First Class Honours. If a student does not receive First Class Honours but achieves a GPA of higher than 6.25, they will be eligible for the Dean's Roll of Excellence.

- when semester 2 results are finalised, staff will request Student Administration to produce and forward a list of students in all Honours courses who have been awarded First Class Honours;
- staff will check the records to ensure eligibility requirements have been met;
- if they are, staff will prepare a letter of congratulations and a certificate to the student for the Dean's signature;
- staff will then ensure students are included in the advertisement placed in the Examiner, Mercury and Advocate;
- finally, staff will send the list of students to Student Administration requesting that a noting be placed on those students' academic records.

*Approved by the Faculty Teaching & Learning Committee, 9 June 2005
To apply for assessments from 2005 onwards.*