

Dean's Honours Lists for Melbourne Model Degrees

Policy Title **Dean's Honours Lists for Melbourne Model Degrees**

Approved By **Academic Board**

Last Revised 14 May 2009

Purpose

This policy provides principles for the preparation of Dean's Honours Lists. Dean's Honours Lists are prepared for each year level of each New Generation Melbourne Model undergraduate degree and, at the discretion of the relevant Dean, for any other undergraduate or postgraduate coursework degree.

Scope

This policy applies to all new generation undergraduate degrees and for cohorts of students who commenced other coursework degrees from 2009. At the discretion of the relevant Dean, the policy may also apply to other cohorts where no existing faculty-specific policy is in place.

Legislative Context

Statute 10.2

POLICY

1 Policy Statement

- 1.1 This policy is intended to ensure consistent principles are applied across the University in the preparation of Dean's Honours Lists.

2 Principles for Dean's Honours Lists

- 2.1 Dean's Honours Lists recognise and encourage academic excellence.
- 2.2 A Dean's Honours List should be prepared for each year level of each New Generation undergraduate degree, and should be known as the [Coursename] Dean's Honours List.
- 2.3 A Dean's Honours List may, at the discretion of the relevant Dean, also be prepared for each other undergraduate and each postgraduate coursework Melbourne Model degree, or for each year level of each such degree.
- 2.4 Only those subjects with final grades should be considered in the determination of Honours Lists.
- 2.5 Inclusion in an Honours List will be acknowledged on a student's academic transcript.
- 2.6 Inclusion in an Honours List is not affected by, and does not affect, the award of any other prize or scholarship at the University;
- 2.7 Students named to a Dean's Honours List will receive a letter or certificate and a highlighted entry on their transcript of results.

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3 Principles for New Generation undergraduate programs

- 3.1 Inclusion on the Dean's Honours List should be on the basis of academic merit in the relevant undergraduate degree program **and** any associated concurrent diploma.
- 3.2 Eligible students at a particular year level of a degree program are normally those who:
 - a have completed satisfactorily at least 62.5 points of subjects at the designated subject-year level of the relevant undergraduate degree (students must complete 75 points at first year level); and
 - b have completed at least 100, 200 or 300 points in total in the degree for consideration at first, second or third year level, respectively; and
 - c have not previously been considered for the list at that year level; and
 - d have not failed any subjects at the designated year level.
- 3.3 University of Melbourne Extension Program (UMEP) subjects or study taken at another institution on behalf of the University where the University records a subject result will contribute to the assessment of academic merit and the accumulation of total points.
- 3.4 Advanced standing in subjects for which no result is recorded by the University will count only towards the accumulation of total points.
- 3.5 Subjects taken as part of a bachelor degree that also contribute through cross-crediting to completion of a concurrent diploma will also contribute to the assessment of academic merit and the accumulation of total points.
- 3.6 Academic merit will be based on academic performance in all subjects at the designated subject-year level with a result recorded. Breadth subjects at the designated subject-year level will be included in the average. Average scores will be calculated using a simple credit point-weighted average.
- 3.7 The list should include, as close as is practicable given student enrolment numbers and tied average scores, the top 3% of eligible students in undergraduate degrees.

4 Principles for other undergraduate programs and postgraduate coursework programs.

- 4.1 Inclusion in the list should be on the basis of academic merit in the relevant degree program.
- 4.2 Eligible students at a designated year level of a degree program (or, where appropriate, for the entire degree program) are normally those who:
 - a have completed satisfactorily at least 62.5 points of subjects at the designated subject-year level of the relevant degree (or have completed all degree requirements); and
 - b where year level awards are made, have completed at least 100, 200, 300 or 400 points in total for the degree for consideration at first, second, third and fourth year level, respectively; and
 - c have not previously been considered for the list at that year level (or for that program); and
 - d have no fail results at the designated year level (or for the program).
- 4.3 University of Melbourne Extension Program (UMEP) subjects or study taken at another institution on behalf of the University where the University records a subject result will contribute to the assessment of academic merit and the accumulation of total points.
- 4.4 Advanced standing in subjects for which no result is recorded by the University will count only towards the accumulation of total points.

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- 4.5 Subjects taken as part of a bachelor degree that also contribute through cross-crediting to completion of a concurrent diploma will also contribute to the assessment of academic merit and the accumulation of total points.
- 4.6 Academic merit will be based on academic performance in all subjects at the designated subject-year level (or for the program) for which a result is recorded. Average scores will be computed as weighted credit-point averages.
- 4.7 The list will include, as close as is practicable given student enrolment numbers and tied average scores, the top 3% of eligible students for undergraduate degrees; for graduate programs, the list is recommended to include 3–5% of eligible students but the exact proportion is at the discretion of the relevant dean.

PROCEDURES

1 Determining Dean's Honours Lists

- 1.1 Faculties shall determine Dean's Honours Lists as per the principles outlined above.

2 Complaints and Appeals

- 2.1 Students who wish to lodge a complaint or appeal must do so under the University's Complaint, Grievance & Appeals Resolution Procedures.

Policy Owner
Approval Date
Review Date

Provost
Date of AB approval
September 2010

Supporting Documentation

None

Related Materials

None