



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

GUIDELINE:
BOARD OF EXAMINERS - LETTERS OF COMMENDATION

Purpose: To outline a University-wide approach to the awarding of Letters of Commendation each Semester during Board of Examiners' Meetings.

Responsible Office: Office of the Academic Registrar

Contact Officer: Campus Registrar

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1 Principles and Rationale

1.1 Rationale

To provide guidance to staff regarding awarding of Dean's Letters of Commendation each Semester during Board of Examiners ('BoE') meetings to ensure consistency across the University.

1.2 Principles

The Dean's Letter of Commendation is available to all Students on all Campuses of the University, provided eligibility requirements have been satisfied.

The Dean's Letters of Commendation are awarded at the BoE for each School at the conclusion of each Semester.

1.3 Related Documents

- *Statutes*
- *General Regulations*
- *Procedure: Board of Examiners*

This Guideline is based primarily on the principles outlined in the *General Regulations* and the *Procedure: Board of Examiners*.

2 Eligibility Requirements

2.1 Eligibility

A Student must meet the following eligibility requirements to be awarded a Dean's Letter of Commendation:

- a) Be currently enrolled in an Undergraduate or Postgraduate Course at the University, and
- b) Be enrolled on a full-time basis (i.e. a study load of 0.75, or higher, as indicated on the BoE reports) for the Academic Semester in question, where
- c) At least fifty percent (50%) of Credit Points for the Academic Semester in question of University of Notre Dame Australia Units (except in the case of Units approved as part of the University's Study Abroad programme), and
- d) Have attained a Final Grade of Distinction (D) or High Distinction (HD) in the Academic Semester in question for all graded Units, and
- e) Have attained a Final Grade in the Academic Semester in question of Non Graded Pass (NGP) for all units assessed on an undifferentiated pass/fail basis (noting that such Units can not constitute more than fifty percent (50%) of the total enrolled Credit Points for the academic Semester).

Students shall be eligible to receive a Dean's Letter of Commendation regardless of whether they are enrolled in a double degree or their semester load includes a majority of units from another School.

3 BoE Meeting

3.1 Nomination of Potential Recipients

At each BoE, individual student results are reviewed and potential recipients of a Dean's Letter of Commendation are identified by the School prior to the BoE.

During the BoE the Dean will nominate Students for the Dean's Letter of Commendation based on the eligibility requirements above. BoE members will review the results of each Student for the academic Semester in question, and approve the awarding of a Dean's Letter of Commendation if the eligibility requirements have been met.

If a consensus, for whatever reason, cannot be reached on the awarding of a Dean's Letter of Commendation, the final decision will rest with the Chair of the BoE.

3.2 Recording of Recipients

A note will be made against each Student on the Registrar and School copies of the BoE report if a Dean's Letter of Commendation is awarded.

4 Post-BoE

4.1 Campus Registrar

Following each BoE, the Campus Registrar (or delegate) is responsible for updating notes against student records when a Dean's Letter of Commendation is awarded, including a transcript note.

4.2 School

Following each BoE, the relevant School is responsible for providing Dean's Letters of Commendation.

5 Changes to Grades between BoEs

5.1 Changes to Grades between BoEs

If Final Grades are changed after the BoE (e.g. when a Hold (H) Grade is updated to a Final Grade) a Student may become eligible for a Dean's Letter of Commendation. In such cases, the Dean of the relevant School can include that information in the relevant Change of Grade Memorandum.

5.2 Study Abroad

Final Grades for Students participating in the Study Abroad programme at a partner institution are received after the BoE. As such, the Pro-Vice Chancellor International will recommend to the Dean of the relevant School any student who is eligible for a Dean's Letter of Commendation.