

Dean's Merit List and Valedictorian Award Procedure

Governing Policy

[Dean's Merit List and Valedictorian Award Policy](#)

Purpose

This procedure sets out guidelines and details of operationalising the Dean's Merit List and Valedictorian Award Policy.

Definitions

Unless otherwise defined in this document, all capitalised terms are defined in the [glossary](#).

Procedure

1. Dean's Merit List Criteria

- 1.1. To be eligible for the Dean's Merit List, a member of the MBA graduating class must meet all of the following criteria:
 - (a) must be completing their first AIB MBA
 - (b) have a Grade Point Average **above** 6.0
 - (c) be in the top 10% of students in the Course
 - (d) have completed at least 75% of their Course with AIB
 - (e) not have been penalised for breaching the Academic Integrity Policy during the course of their studies
 - (f) have had no disciplinary action applied for breaching the Student Code of Conduct Policy during the course of their studies.
- 1.2. In cases where a student is included in the Dean's Merit List and is later found to be guilty of Academic Misconduct, the award will be withdrawn, and the associated documentation will be recovered.

2. Valedictorian Award

- 2.1. The Valedictorian Award is presented to the individual on the Dean's Merit List who has achieved the highest Grade Point Average.
- 2.2. Where more than one individual meets the criteria for Valedictorian, the student(s) with the highest overall mark for the capstone subject Project would be presented with the Valedictorian Award.
- 2.3. In cases where a student is presented with the Valedictorian Award and is later found to be guilty of Academic Misconduct, the award will be withdrawn, and the associated documentation will be recovered.

3. Process

- 3.1. The recipients for the Dean's Merit List and Valedictorian Award are identified from the graduand list who have completed the relevant course requirements since the cut-off date for the most recent AIB graduation ceremony in Australia.
- 3.2. The Academic Dean will determine which students are to be included in the Dean's Merit List, and the Valedictorian Award winner for each graduation ceremony.
- 3.3. The Academic Dean will advise students in writing of their inclusion on the Dean's Merit List.
- 3.4. The Academic Dean will advise the Valedictorian Award winner(s) in writing.
- 3.5. Students included on the Dean's Merit List will be awarded a certificate which includes:
 - (a) AIB logo
 - (b) the words "This is to certify that (student name) enrolled in the Master of Business Administration Programme was included in the Dean's Merit List for (relevant year) in recognition of outstanding academic performance"
 - (c) signature of the Academic Dean and
 - (d) date of issue.
- 3.6. The student(s) awarded the Valedictorian Award will be presented a certificate which includes:
 - (a) AIB logo
 - (b) the words "This is to certify (student name) as the recipient of the (relevant year) Valedictorian Award for the highest achievement in the Master of Business Administration Programme"
 - (c) signature of the Chair of the Academic Board and
 - (d) date of issue.
- 3.7. Certificates will be presented at the graduation ceremony.
- 3.8. Dean's Merit List students and the Valedictorian will be acknowledged at the Graduation ceremony and will also be published on the AIB website after the ceremony.

Responsibility:

Academic Dean

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