



To: Coordinators of Graduate Studies and Graduate Assistants

SCHOOL OF GRADUATE STUDIES

Fr: Monica Corbett

Room 425, Gordon Hall

Date: February 14, 2017

Queen's University

Cc: Graduate Councils/Committee Chairs,
Members of the Fellowship Committee

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Re: GOVERNOR- GENERAL'S ACADEMIC GOLD MEDALS

DEADLINE: MAY 1, 2017

Governor-General's Academic Gold Medals are awarded to the graduate students who achieve the highest academic standing in their degree programs. Queen's University awards 2 Governor General's Academic Gold Medals. The procedure for nominating and selecting the gold medal winners is as follows:

1. Each Department/Program can nominate ONE candidate enrolled in a degree program for the medal competition. Either Master's or Doctoral students can be nominated, but only ONE nomination per department/program is permitted.
2. Students who completed degree requirements and were eligible to graduate in Fall 2016, OR students who have completed or will complete, degree requirements in time to graduate in Spring 2017, can be nominated.
3. Departments/Programs will forward their nomination to the School of Graduate Studies (SGS), **BY MAY 1, 2017**. The nomination will consist of a letter of support from the department/program, and the additional relevant materials (see below). The letter of support will comment on:
 - the length of time to degree completion
 - the number of publications to date (if applicable)
 - how the nominee's thesis ranks compared to previous students' theses
 - what the nominee is currently doing
 - any other outstanding or exceptional accomplishments.
4. The School of Graduate Studies will add a copy of the report submitted by the external examiner of the thesis (if applicable) to the nomination package. The report submitted prior to the oral thesis examination will be the report used in all cases.
5. Selection will be made on the basis of the nomination package only.
6. Each Graduate Council/Committee Chair will determine and use the appropriate procedures and criteria for reviewing the nominations. Each Council/Committee will select a candidate or

candidates from those nominated, for consideration by the Fellowship Committee. The Graduate Councils from Engineering and Applied Sciences, Art and Social Sciences, Sciences, and Health Sciences may identify up to 2 candidates from those nominated, for consideration for a Gold Medal by the Fellowship Committee. The Graduate Committees (or equivalent) for Business, Law, and Education may choose to nominate one candidate for consideration for a Gold Medal by the Fellowship Committee.

7. Departments/Programs who have submitted nominations will be notified of their Council's/Committee's decision by SGS, as will all nominees.
8. When all Council/Committee nominees have been determined, the Fellowship Committee of the School of Graduate Studies will choose the recipients of the medals. Departments/Programs who have submitted nominations will be notified of the outcome of the competition by SGS, as will all nominees.
9. Those nominees ranked highest by the Fellowship Committee, but who are not chosen as medalists, will be considered to be the author of the "Best Thesis" in the discipline represented by their designated Council/Committee.

ADDITIONAL RELEVANT MATERIALS REQUIRED:

- Current Curriculum Vitae or résumé, with current contact information
- Thesis title and abstract (abstract should be in "plain language")
- Transcripts from **all previous and current postsecondary studies** (photocopies of departmental copies acceptable). Include a recent Queen's University transcript (internal version).
- Supporting letter from supervisor summarizing contributions and outlining the significance of the student's work, and any additional relevant information.

ANY OTHER DOCUMENTATION SUBMITTED WILL BE DISCARDED.