



Deakin Hallmarks procedure

Section 1 - Preamble

(1) This Procedure is effective from 11 December 2018.

Section 2 - Purpose

(2) This Procedure documents the processes for the approval, assessment, award and review of Deakin Hallmarks.

Section 3 - Scope

(3) This Procedure applies to higher education award courses offered by the University, with the exception of higher degrees by research.

Section 4 - Policy

(4) This Procedure is pursuant to the [Deakin Micro-credentials policy](#).

Section 5 - Procedures

Approval of new Deakin Hallmarks

(5) Proposals for new course-specific Deakin Hallmarks are:

- a. developed by faculties in consultation with the Deputy Vice-Chancellor Education portfolio and relevant industry or professional bodies using the approved [Hallmarks proposal template](#)
- b. endorsed by industry or professional partner/s and the Deputy Vice-Chancellor Education or nominee, and
- c. approved by the Faculty Board.

(6) Proposals for new University-wide Hallmarks are:

- a. developed by the Deputy Vice-Chancellor Education in consultation with faculties and relevant industry or professional bodies using the approved [Hallmarks proposal template](#)
- b. endorsed by industry or professional partner/s and the Chair, Academic Board or nominee; and
- c. approved by the Academic Board.

(7) Course-specific Hallmark proposals include the following award requirements:

- a. title of the Hallmark
- b. standards for outstanding achievement
- c. assessment criteria

- d. evidence required to demonstrate achievement
- e. assessment process
- f. description of the Hallmark that will be included as part of the award.

(8) University-wide Hallmark proposals include the following award requirements:

- a. title of the Hallmark
- b. standards for outstanding achievement
- c. assessment criteria
- d. description of the Hallmark that will be included as part of the award.

The assessment process and evidence required to demonstrate achievement is the same for all University-wide Hallmarks. They require the submission of a digital portfolio.

(9) Approved course-specific Hallmarks are included in associated course specifications.

Assessment of Deakin Hallmarks

(10) Deakin Hallmarks are assessed by a panel to determine whether a student has demonstrated outstanding achievement which merits the award of a Deakin Hallmark. Hallmark assessment panels are composed of:

- a. for course-specific Hallmarks: the course director (or nominee) as Chair, at least one other member of the course team and one external member of a relevant industry or professional group
- b. for University-wide Hallmarks: a Hallmark chair (or nominee), approved by the Deputy Vice-Chancellor Education, at least one other deakin staff member and one external member of a relevant industry or professional group.

Timing of assessment is determined with reference to course requirements and the needs of different student groups.

(11) Possible outcomes of the assessment of the Hallmark are (1) standards and criteria met: Hallmark to be awarded; or (2) standards and criteria not met: no Hallmark awarded. No further grading is applied.

(12) Students who apply for but are not awarded a Hallmark will be given timely feedback explaining why the evidence submitted by them did not demonstrate the required level of outstanding achievement.

Award of Deakin Hallmarks

(13) Where the assessment panel determines that an applicant has demonstrated the standards required for the Hallmark, the chair (or nominee) notifies award of the Hallmark to the Executive Dean (as Chair of Faculty Board) for course-specific Hallmarks, or the Chair, Academic Board for University-wide Hallmarks.

(14) Hallmarks are awarded using approved digital credentials that include the:

- a. insignia of Deakin University
- b. icon and name of the [Deakin Graduate Learning Outcomes](#) associated with the Hallmark (course-specific Hallmark), or other approved graduate capability (University-wide Hallmark)
- c. title of the Hallmark
- d. approved description of the Hallmark
- e. standards and criteria for awarding the Hallmark
- f. name of industry or professional bodies that have endorsed the Hallmark (if agreed to by them)
- g. names and affiliations of the assessment panel; and
- h. a link to an online record of evidence used to assess each application.

(15) Deakin Hallmark awards will be recorded as part of the student record of a successful applicant.

(16) Where possible, the award of a Hallmark will be acknowledged at a public ceremony. Recipients of Deakin Hallmarks will be strongly encouraged to share their digital credential publicly and to future employers.

Review of Deakin Hallmarks

(17) Approved Hallmarks are reviewed annually by course teams with a report provided to the Faculty Board (course-specific Hallmarks), or by the Deputy Vice-Chancellor Education with a report provided to the Academic Board (University-wide Hallmarks), annual reports include:

- a. number of applications for the Hallmark and the number awarded
- b. student feedback
- c. success of industry or professional partnership/s, including feedback from partner/s
- d. areas for improvement.

(18) Deakin Hallmarks are approved for continuation annually. Continuation and any revisions to the award requirements are determined by:

- a. Faculty Board for course-specific Hallmarks with revisions to the award requirements first endorsed by the industry or professional partner/s and the Deputy Vice-Chancellor Education (or nominee).
- b. Academic Board for University-wide Hallmarks with revisions to the award requirements first endorsed by the industry or professional partner/s and the Deputy Vice-Chancellor Education (or nominee).

Students who have commenced preparation for the achievement of a Hallmark must not be disadvantaged.

Section 6 - Definitions

(19) For the purpose of this Procedure:

- a. course director: the leading member of a course team responsible to the Executive Dean for the academic leadership of a course or group of courses.
- b. course team: a group of at least four continuing or fixed-term (term of three years or greater) Academic staff members, including representatives from each campus on which the course is offered and at least one active researcher, appointed by the Faculty Board to coordinate the design, ongoing development and review of a course.
- c. digital credential: as defined in the [Deakin Micro-credentials policy](#).

Status and Details

Status	Current
Effective Date	11th December 2018
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