

Governor General's Academic Medal Program Management & Process Flow Diagram

1
month

- **PROGRAM ADMISSIBILITY (1 month).**
- Request for participation in the Academic Medal program from newly established educational institutions are received at the Chancellery (at any time).
- The status of the institution, which follows an approved syllabus, is validated by the provincial ministry of education or the Association of Universities and Colleges of Canada.
- The Chancellery informs the educational institution of its acceptance in the ACMED program.

Every Spring

- **ACADEMIC MEDAL DISTRIBUTION (Every Spring).**
- Every Spring, the Chancellery sends the participating establishment an Academic Medal and a signed certificate by the Governor General for the recipient (no need for learning establishments to re-apply each year).

At the end of
the school year

- **SELECTION OF THE MEDAL RECIPIENT (At the end of the school year).**
- The learning establishment determines the rightful winner of the Academic Medal, based on the approved criteria, and informs the Chancellery of Honours. The Directives are available at www.gg.ca.

Convocation

- **MEDAL PRESENTATION (Convocation).**
- The learning establishment presents the Academic Medal to the recipient, in the name of the Governor General. Over 3,300 Medals are presented annually.