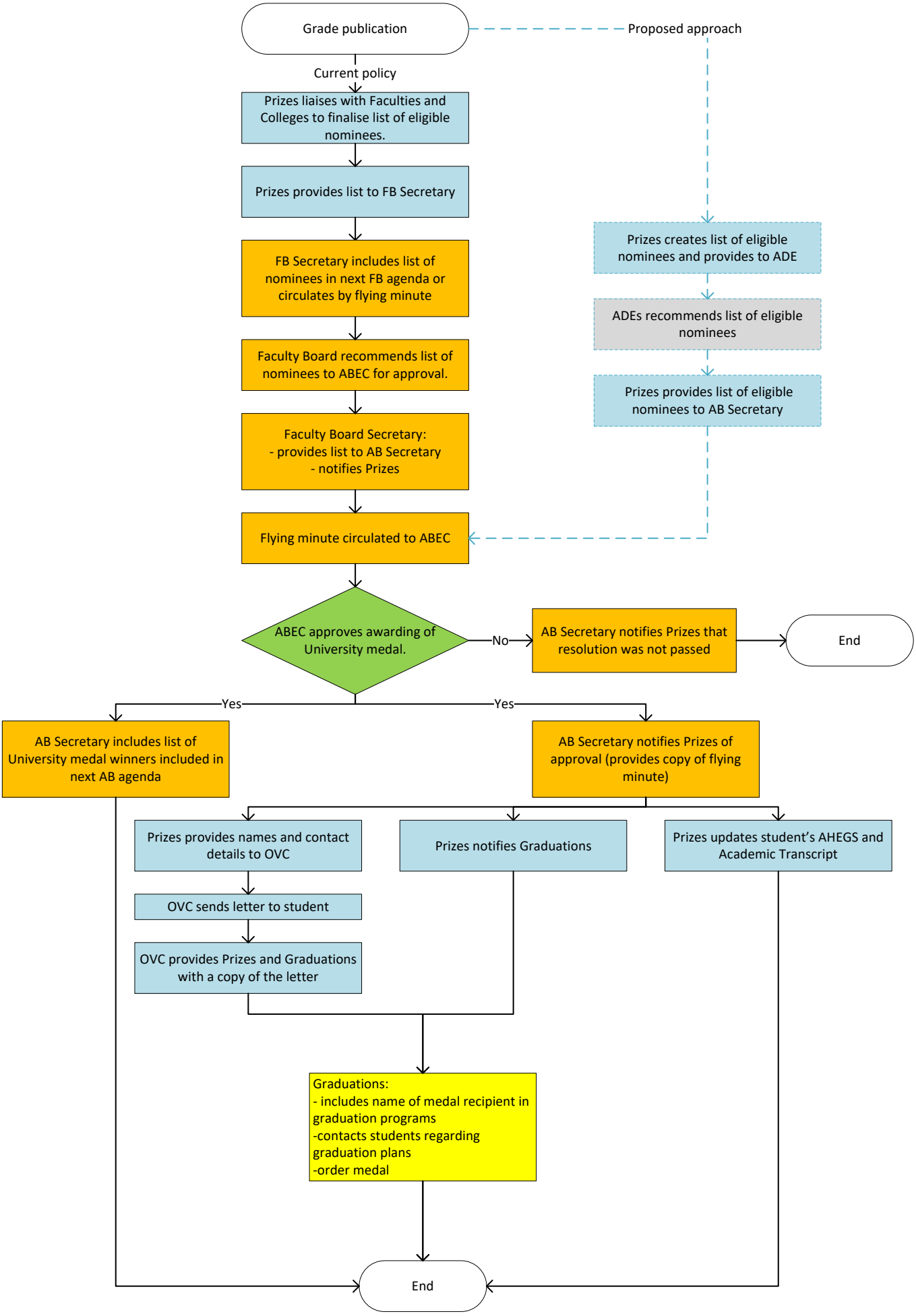UNIVERSITY MEDAL PROCESS