

Alumni Awards Nomination Process

Award Guidelines, Eligibility And FAQs

The following guidelines will help you to complete the Alumni Awards nomination process and should answer any questions that you may have about submitting the nomination form online. **Nominations for the 2024 Alumni Awards open on July 1 2024 and close at 5pm on 9 August 2024 and must be submitted via utas.edu.au/alumni-award-nominations.**

NOMINATION GUIDELINES

- Nominations can be made by anyone over the age of 18, including University of Tasmania graduates, academic and professional staff and members of the wider community.
- Prior to submitting a nomination, please refer to the selection criteria and FAQs.
- Please be clear and concise in your responses in the nominee statement section, noting the 500-word limit for addressing the selection criteria and five-page limit for supporting documentation.
- The selection committee will also take into consideration when assessing nominations:
 - academic qualifications
 - outstanding professional achievements
 - demonstrated inspirational leadership
 - outstanding personal qualities
 - broader service to and involvement in the community.
- An automated response email will be issued once a nomination has been submitted.
- If you experience issues submitting an online nomination form, please contact the Alumni Relations Office **E: alumni.office@utas.edu.au** or **P: +61 3 6324 3052**.

NOMINATIONS OUTCOME

- Nominees may only apply for (or be nominated for) and receive an award in a single category in a calendar year.
- Successful recipients and their nominator will be advised in writing of the offer of an award. The names of award recipients will be published on our website by Friday, 10 November.
- Formal acceptance and presentation of the awards will normally take place annually at a mutually agreeable University of Tasmania occasion.
- The selection committee reserves the right not to allocate an award in one or all of the categories if, in their opinion, there are not entries of sufficient merit.
- The number of awards allocated in each category will be at the discretion of the selection committee.
- The selection committee has the discretion to deem if any of the nominations are more suited to alternate award categories and, in that instance, those nominations will be considered and assessed on merit. If you have any questions as to the most appropriate award category for your nomination, please contact the Alumni Relations Office.
- The University of Tasmania decision on the nomination outcome will be final.

SELECTION

- The Alumni Awards Selection Committee considering nominations comprises:
 - Executive Director, Office of the Vice-Chancellor
 - Director, Advancement
 - Associate Director, Alumni Relations
 - Two representatives from the alumni community
 - Senior Alumni Officer (Secretary)

FAQS

How do I submit a nomination?

Nominations must be submitted via the online nomination form via utas.edu.au/alumni-award-nominations

Who can submit a nomination?

Nominations may be made by anyone over the age of 18, including University of Tasmania graduates, academic and professional staff, and members of the wider community.

Can I self-nominate?

Self-nominations are accepted, subject to a supporting reference/s received in the documentation. It is recommended at least two references be submitted.

What should a reference letter include?

References should be written to allow a greater understanding of the nominee's achievements and impact and discuss examples of both. The referee should make clear their connection with the nominees and state their full contact details including phone and email. References from spouses or family members are not suitable.

What information and supporting documents are required to support the nomination?

All supporting documentation should relate directly to the reason for the nomination. This could include letters of reference, the nominee's current curriculum vitae, media articles, publications etc.

Distinguished Alumni Award - Selection Criteria

This award recognises distinguished community and/or professional service and achievement by University of Tasmania alumni. The award highlights the diversity and quality of the contributions our graduates make to the enrichment of society and is typically made to senior alumni at or near the peak of their careers.

ELIGIBILITY

To be eligible for the Distinguished Alumni Award:

- Nominees must have graduated from the University of Tasmania.
- Nominees must not be:
 - a previous recipient of an Alumni Award
 - a member of the University Council, Council sub-committee, Alumni Awards Selection Committee or Advancement Office staff.
- Nominations of University of Tasmania employees will be accepted; however consideration will be given to those whose contributions have been made primarily from outside of their University role.
- Alumni cannot receive an award in more than one award category in any calendar year and cannot receive the same award category more than once. i.e. Young Alumni, International or Distinguished Alumni Award.
- Awards will not be awarded posthumously.

SELECTION CRITERIA

1. The nominee has made a significant and sustained impact in their chosen field.
2. The nominee has given outstanding service to their profession and community broadly.
3. The nominee has an outstanding character with demonstrated behaviours that uphold the **University of Tasmania Statement of Values**, operating in a way that encourage and supports inclusion, diversity, excellence, and respect.

The selection committee will also take into consideration when assessing nominations:

- academic qualifications
- outstanding professional achievements
- demonstrated inspirational leadership
- outstanding personal qualities
- broader service to, and involvement in, the community.

NOMINATIONS

Nominations must include a statement of no more than 500 total words that describe/document the achievements and qualities of the nominee by addressing the selection criteria of the award via the online application form.

Additional supporting documentation may be provided but this is limited to five pages.

Young Alumni Award - Selection Criteria

This award recognises high-achieving University of Tasmania alumni in their early- to mid-career pathways who demonstrate the potential to shape the world, their region or locality through their vision, leadership and professionalism. The recipient is expected to be an inspiration to the next generation of graduates and the community at large.

ELIGIBILITY

To be eligible for the Young Alumni Award:

- Nominees must have graduated from the University of Tasmania (or one of its antecedent institutions: the Tasmanian College of Advanced Education, the Tasmanian State Institute of Technology, and the former University of Tasmania).
- Nominees must not be:
 - a previous recipient of an Alumni Award
 - a member of the University Council, Council sub-committee, Alumni Awards Selection Committee or Advancement Office staff.
- Nominations of University of Tasmania employees will be accepted; however consideration will be given to those whose contributions have been made primarily from outside of their University role.
- Alumni cannot receive an award in more than one award category in any calendar year and cannot receive the same award category more than once. i.e. Young Alumni, International or Distinguished Alumni Award.
- Awards will not be awarded posthumously.
- Nominees must be 40 years old, or younger, as of 1 January 2024.

SELECTION CRITERIA

1. The nominee has demonstrated success in their chosen industry/profession.
2. The nominee has inspired others in their profession or community.
3. The nominee has an outstanding character with demonstrated behaviours that uphold the **University of Tasmania Statement of Values**, operating in a way that encourage and supports inclusion, diversity, excellence, and respect.

The selection committee will also take into consideration when assessing nominations:

- academic qualifications
- outstanding professional achievements
- demonstrated inspirational leadership
- demonstrated outstanding personal qualities
- contribution and service to, and involvement in, the community.

NOMINATIONS

Nominations must include a statement of no more than 500 words total that describe/document the achievements and qualities of the nominee by addressing the selection criteria of the award via the online application form.

Additional supporting documentation may be provided but this is limited to five pages.

International Alumni Award - Selection Criteria

This award recognises alumni who have made a significant impact outside of Australia to their country, region or globally, through community service and/or professional achievements. This could be either a one-off significant impact or an ongoing contribution and could include both professional and community achievements.

ELIGIBILITY

To be eligible for the Young Alumni Award:

- Nominees must have graduated from the University of Tasmania.
- Nominees' contributions and activities that have made a significant global impact in support of the nomination must have primarily occurred outside of Australia.
- Nominees must not be:
 - a previous recipient of an Alumni Award
 - a member of the University Council, Council sub-committee, Alumni Awards Selection Committee or Advancement Office staff.
- Nominations of University of Tasmania employees will be accepted; however consideration will be given to those whose contributions have been made primarily from outside of their University role.
- Alumni cannot receive an award in more than one award category in any calendar year and cannot receive the same award category more than once. i.e. Young Alumni, International or Distinguished Alumni Award.
- Awards will not be awarded posthumously.

SELECTION CRITERIA

1. The nominee has made a significant one-off impact or ongoing contribution of global impact to international society, to their country, or region from outside Australia.
2. The nominee has inspired others in their profession or community.
3. The nominee has an outstanding character with demonstrated behaviours that uphold the **University of Tasmania Statement of Values**, operating in a way that encourages and supports inclusion, diversity, excellence, and respect.

The selection committee will also take into consideration when assessing nominations:

- academic qualifications
- outstanding professional achievements
- demonstrated inspirational leadership
- outstanding personal qualities
- broader service to/and involvement in the community.

NOMINATIONS

Nominations must include a statement of no more than 500 words total that describe/document the achievements and qualities of the nominee by addressing the selection criteria of the award via the online application form.

Additional supporting documentation may be provided but this is limited to five pages.