

FEDERATION UNIVERSITY ALUMNI AWARDS

GUIDELINES 2024

1. Introduction

These guidelines underpin the allocation of Federation University Alumni Awards, which are intended to formally recognise alumni for their achievements within their chosen field of study and beyond.

In 2024 the following awards will be available:-

- Alumni of the Year (for alumni 35 years of age and over)
- Young Alumni of the Year (for alumni under 35 years of age)
- International Alumni of the Year (for alumni living and working in a country other than Australia for more than 3 years since graduation)
- Aboriginal and Torres Strait Islander Alumni Award (for Aboriginal and Torres Strait Islander alumni)
- Alumni Award for Community Service (for alumni who have made a significant social impact on a community (local or international) or population/group and/or the University through volunteering over and above their role in their chosen field of employment).
- Distinguished Alumni Award (This preeminent award recognises the recipient's exceptional contribution to a chosen field of endeavour, and their pursuit of excellence in everything they do)
- Distinguished Alumni Award (Posthumous) (This preeminent award posthumously recognises the recipient's exceptional contribution to a chosen field of endeavour, and their pursuit of excellence in everything they did)

2. Purpose of the Alumni Awards

To formally recognise and acknowledge prominent alumni both domestically and internationally for their achievements within their chosen field of study and beyond, in at least one of the following categories:-

- Outstanding professional achievement
- Outstanding academic or research achievement
- Outstanding service to Federation University or its predecessor institutions
- Outstanding service to the community

3. Eligibility Requirements

3.1 Alumni of the Year Award

The Alumni of the Year Award is open to alumni of Federation University and its predecessor institutions and partner institutions who meet at least one or more of the nomination categories, and are aged 35 years or over at the time of nomination.

3.2 Young Alumni of the Year Award

The Young Alumni of the Year Award is open to alumni of Federation University and its predecessor institutions and partner institutions who meet at least one or more of the nomination categories, and are aged under 35 years of age at the time of graduation.

3.3 International Alumni of the Year Award

The International Alumni of the Year Award is open to alumni of Federation University and its predecessor institutions and partner institutions who meet at least one or more of the nomination categories, and have been living and working in a country other than Australia for more than three consecutive years since graduation and must currently reside outside of Australia.

3.4 Aboriginal and Torres Strait Islander Alumni Award

The Aboriginal and Torres Strait Islander Alumni Award is open to Aboriginal and Torres Strait Islander alumni of Federation University and its predecessor institutions and partner institutions who meet at least one or more of the nomination categories.

3.5 Alumni Award for Community Service

The Alumni Award for Community Service is open to alumni of Federation University and its predecessor institutions and partner institutions who meet at least one or more of the nomination categories.

3.6 Distinguished Alumni Award

The Distinguished Alumni Award is open to alumni of Federation University and its predecessor institutions and partner institutions who meet at least one or more of the nomination categories. This preeminent award recognises the recipient's exceptional contribution to a chosen field of endeavour, and their pursuit of excellence in everything they do.

3.7 Distinguished Alumni Award (Posthumous)

The Distinguished Alumni Award (Posthumous) is to recognise deceased alumni of Federation University and its predecessor institutions and partner institutions who meet at least one or more of the nomination categories. This preeminent award posthumously recognises the recipient's exceptional contribution to a chosen field of endeavour, and their pursuit of excellence in everything they did.

Alumni need not have been employed in their trained discipline.

4. Alumni Awards Nomination Procedure

4.1 Who can make a nomination?

Alumni may nominate themselves or nominations for awards may be submitted by other Federation University Alumni, Federation University or partner institute staff, employers or work colleagues, members of the community, family members or friends.

4.2 Nomination form

To nominate yourself or an alumni member for an Alumni Award, the Alumni Awards Nomination form must be completed in full, signed and all supporting documentation provided by the closing date.

Nomination forms can be submitted to the Federation Alumni Office via email, post or hand delivered. All nomination forms and supporting documentation must be received by the closing date to be considered.

If you are nominating someone other than yourself, please ensure that you have the nominee's permission to share their personal details, including their photo with the university.

5. Alumni Awards Assessment and Selection

5.1 In the event that no alumni member meets the selection criteria for an award category, the University is not obliged to allocate an award in that category during that particular calendar year.

5.2 Previous recipients of a Federation University Alumni Award are not eligible to apply.

5.3 Nominations that do not provide the required nomination form and supporting documentary evidence by the due date to the Alumni Office will be ineligible. No responsibility will be taken for delivery to an incorrect address.

5.4 The selection process will be administered by the Federation Alumni Office and the Alumni Awards Selection Panel. Final endorsement will be required from the Vice-Chancellor and President.

The selection process will be reviewed annually.

5.5 Upon completion of the above selection process the Federation Alumni Office will contact the successful nominee(s) and notify them of the outcome.

In the event of a successful nominee declining an award, the Selection Panel can elect to nominate a replacement candidate to the Vice-Chancellor and President for final endorsement.

5.6 Upon endorsement by the Vice-Chancellor and President, all award recipients will be presented with their awards at an awards ceremony.

6. Conditions of the Alumni Awards

6.1 Award recipients must formally accept the nomination in order to receive an Alumni Award, and in doing so, accept the conditions of the Alumni Award.

6.2 It is the responsibility of the nominator to maintain current contact details, including email with the Federation Alumni Office. If a nominator or nominee cannot be contacted by mail, email or telephone for the purpose of assessing eligibility, and as a result the nominee's eligibility cannot be determined in the allowed timeframe, the nominee will be deemed ineligible.

7. Privacy

The information being sought in the nomination form is collected for the primary purpose of assessing the eligibility of nominees for an Alumni Award.

The information will be held by Federation University in accordance with the University's Information Privacy Policy and may be assessed and used by people employed or engaged by the University in the delivery of services to you.

The provision of this information is voluntary, but if this information is not provided, the University may be unable to process the nomination.

You have a right of access to, and correction of, your personal information in accordance with Privacy legislation and the University's Information Privacy Policy. Please direct any enquiries to the University's Privacy Office by email to privacyofficer@federation.edu.au.

8. Review / Appeal

Nominators or nominees with a grievance about the selection process should direct their concerns to the Federation Alumni Office.

9. Important Dates

Friday 28 June, 2024

Nominations close for the 2024 Alumni of the Year Awards