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 2021 Alumni Awards open on 2 August 2021 and close on 17 September 2021, and must be submitted via our website.

Eligibility

- Nominees must have graduated from the University of Tasmania.
- Nominees must not be:
  - a previous winner 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.
- Nominees for the Young Alumni Award must be 40 years old, or younger, as at 1 January 2021.
- Alumni cannot win more than one award category in any calendar year and cannot win the same award category more than once.
- Awards will not be awarded posthumously.
- Self-nominations are accepted, subject to supporting references received in the supporting documentation.

Selection

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

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 all 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.
• Only nominators and successful recipients will be informed of the award outcome.
• 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.

FAQs

**How do I submit a nomination?**

Nominations must be submitted via the [online nomination form](#).

**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.