



Conditions of the School of Arts & Sciences Alumni Achievement Award

The School of Arts & Sciences Alumni Achievement Award (*Award*) is administered in accordance with the following Conditions:

1. NAME OF AWARD

The School of Arts & Sciences Alumni Achievement Award.

2. PURPOSE OF AWARD

One Award will be awarded annually to an alumnus of the School of Arts & Sciences, Sydney Campus to acknowledge extraordinary achievements or contributions by the recipient, evidencing impact and leadership in a professional or community sector, in alignment with the Objects of the University.

3. VALUE OF AWARD

The Award consists of a certificate of recognition and a token gift.

4. ELIGIBILITY REQUIREMENTS

The recipient of the Award must have successfully completed any academic program offered by the School of Arts & Sciences, Sydney, within the last five years.

5. NOMINATION PROCESS

- a) A call for nominations will be issued through the School of Arts & Sciences' formal and informal networks (staff), and the Office of University Relations.
- b) Candidates for the Award need to be nominated by either a School of Arts & Sciences alumnus or a current or former staff member of the School of Arts & Sciences or The University of Notre Dame Australia by completing the relevant Nomination Form.
- c) Nominees must accept the nomination in writing.

6. SELECTION COMMITTEE

The Selection Committee for the Award will consist of:

- a) The Dean (or nominee);
- b) The Associate Dean, Learning and Teaching (or nominee);
- c) The Associate Dean, Academic Development and Research (or nominee); and
- d) The Assistant Dean (or nominee).

Written input will be welcome from other members of staff.

7. DETERMINATION OF RECIPIENT

- a) The Selection Committee will determine which alumnus is most outstanding, with excellence within their profession or in service to the community measured by the following criteria:
 - i) Professional recognition through industry awards or accelerated promotion (or in other ways appropriate to specific professions);
 - ii) Public and/or professional recognition of exceptional innovation in the arts, in science and technology, in industry, or in community organisation; and
 - iii) Public recognition of exceptional service to the community.
- b) If the Selection Committee determines that no suitable nomination has been received in any given year, it reserves the right to not award the Award.

8. ADMINISTERING BODY

The Award is administered by the School of Arts & Sciences, Sydney and the Office of University Relations, Sydney.

9. CONCURRENT AWARDS

The Award may be held concurrently with other awards.

10. AWARDING PROCEDURE

The Award shall be presented annually at the School of Arts & Sciences Awards Ceremony.

11. PRIVACY

The University is committed to the principles contained in the Privacy Act 1988 (Commonwealth) and the Privacy Amendment (Private Sector) Act 2000 (Commonwealth) and will not disclose any personal information (as defined in the Privacy Act) relating to this Award to any third party without the written consent of the recipient.

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Responsible Executive:	Dean, School of Arts and Sciences, Sydney
Responsible Office:	School of Arts & Sciences, Sydney Office of University Relations
Contact Officer:	Administrative Officer, School of Arts & Sciences
Effective Date:	March 2019
Campus Applicability:	Sydney
Modification History:	