



**Emmanuel  
College**

EST. 1911

The University of Queensland

# Emmanuel College Alumni Excellence Awards

## GUIDELINES





## PURPOSE

The Emmanuel College Alumni Awards serve as a platform to honour, celebrate and showcase the exceptional achievements and contributions of outstanding alumni through their professional careers or personal endeavours. This a prestigious recognition presented at the annual Bannockburn Community Awards Dinner, contributing to the spirit of community achievement at Emmanuel College.

These exceptional alumni come from all walks of life and demonstrate a commitment to empowering unique and lasting progress in their communities through their local, national and international contributions - as a leader or change-maker in their industry or

profession; with success in sports, humanities and the arts; delivering initiatives in science and medicine which advance society; and providing service to global or local communities.

The Alumni Excellence Awards not only allow the College to celebrate the professional and personal accomplishments of past students, but provide an opportunity to extend the College's networks of relationship and influence; deepen our friendships; connect alumni back to the College, to each other and our current students; and to enhance our historical knowledge base about alumni achievements throughout their career and life.

## AWARD CATEGORIES

### Alumni Excellence Award

Recognises a member of the Emmanuel College alumni, who has not only had a distinguished career over an extensive and sustained period of time, but also has demonstrated:

- i. Outstanding professional achievements
- ii. Inspirational leadership within their fields of expertise
- iii. Significant community service achievements
- iv. Outstanding personal qualities

### Outstanding Young Alumni Award

Recognises a member of the Emmanuel College alumni, 35 years or younger (in the year of the award), who is an early career achiever and who has demonstrated:

- i. Exceptional professional achievements
- i. Leadership qualities in a variety of contexts that include volunteerism, or community work or through their profession
- ii. Community service achievements
- iii. Outstanding personal qualities



# ELIGIBILITY CRITERIA

Nominees for an alumni award must be a former resident (minimum 6 months) of Emmanuel College who has, over an extensive and sustained period of time, demonstrated professional and personal success in all four of the following areas:

## Outstanding / Exceptional professional achievements

- a. Recognised as a leader/expert in their field.
- b. Noteworthy achievement(s) throughout their career.
- c. Evidence of ethical and/or innovative sustainable approaches used.

## Inspirational leadership within their field of expertise

- a. Mentoring employees/younger people inside or outside their organisation.
- b. Leadership that inspires positive change, making a lasting impact.
- c. Advocacy of access and diversity within their organisation and across their field.

## Significant community service achievements

- a. Support of, and significant involvement in, the community in a voluntary capacity which could include contributions to social causes, charitable work, or initiatives that have positively influenced the community locally, nationally or internationally.
- b. Dedication of significant personal/professional time for charitable/community support activities.
- c. Contribution in their community that has inspired action, emotion or a response in others.

## Outstanding personal qualities

- a. Engaging in, or enabling personal philanthropy that embody the values, aspirations and ethos of Emmanuel College.
- b. Providing inspiration to others through personal examples and role modelling.
- c. Success in the face of adversity.



## NOMINATION TIMELINE

<b>April</b>	Nominations open
<b>30 June</b>	Nominations close
<b>July</b>	Nominations reviewed and awardee recipients selected
<b>August</b>	Award recipients notified
	Public announcement of award recipients
<b>24 October</b>	Bannockburn Community Awards Dinner

## NOMINATION PROCESS

1. Read the Alumni Excellence Awards guidelines and eligibility criteria.
2. Visit [HERE](#) to complete your nomination online
3. Nominations must include:
  - a. Category of award
  - b. Complete nominator information
  - c. Complete nominee information
  - d. A written statement (no longer than 2 pages) of why the nominee deserves to be recognised and how they meet the criteria.
  - e. A current professional CV and Resume of the nominee (no longer than 6 pages) or a URL link to a LinkedIn profile.
  - f. Two referees who support the nomination (one referee can be the nominator). These referees should be those who have directly benefited from or observed the nominee's contributions, and be able to provide specific examples and anecdotes illustrating the nominee's impact. Referees contact details must be supplied.
  - g. Supporting documentation or materials may be included such as awards, media clippings, electronic media links, etc. (a maximum of 3 attachments).
4. Completed nominations must be received by 5pm (AEST) 30 June 2024.
5. Any incomplete nominations or nominations submitted after the deadline will not be considered.



## RECIPIENTS

Emmanuel College will award no more than one Alumni Excellence Award and one Outstanding Young Alumni Award each year.

## OPENING AND CLOSING DATE

The College will announce the annual award opening and closing dates for nominations no later than 22 April each year.

Nominations for awards will close on 30 June each year.

## PRESENTATION OF AWARDS

The Alumni Excellence Award recipients will be announced publicly and presented with their award at the annual Bannockburn Community Awards Dinner.

## SELECTION PANEL

Emmanuel College has established a Selection Panel which will consider all nominations received by the advertised closing date. No late applications will be considered.

The Selection Panel comprises representatives of the College Senior Management, the Emmanuel College Students Club Inc., and College Board, and will be not fewer than three members each year.

The Selection Panel will develop a rubric/metric and rank all nominations against the criteria for allocating points to each applicant to determine an annual awardee. The Selection Panel will carefully review all nominations, considering each nominee's merits against the outlined criteria.

The Selection Panel may conduct interviews or seek additional information to make an informed decision.



## CONDITIONS OF ENTRY

1. Nominations must be submitted by the online application form [HERE](#).
2. Nominations will be accepted for past undergraduate and postgraduate students who undertook a minimum of 6 months of residency at Emmanuel College.
3. Current Emmanuel College undergraduate and postgraduate students are not eligible to be nominated in any award category.
4. Emmanuel College staff who are also alumni and a member of the Selection Panel are not eligible to be nominated in any award category.
5. Members of the current Emmanuel College Board are not eligible to be nominated in any award category.
6. Nominations in all categories can be made by one or more of the nominee's peers, which may include fellow alumni, faculty, members of the College community including The University of Queensland, Board members, family members or members of the public.
7. Joint nominations will not be accepted.
8. Self-nominations will not be accepted.
9. Awards will not be awarded posthumously.
10. An awardee cannot win more than one award category in any calendar year and cannot win the same award category more than once.
11. The Selection Panel's decision is final on all matters in relation to the nomination process and the selection of award recipients.
12. Recipients of the Alumni Excellence Awards will be advised in writing of the outcome of their nomination prior to receiving an invitation to attend the Bannockburn Community Awards Dinner.
13. The Selection Panel reserves the right to select nominations to remain valid for up to two years. Nominators will be responsible for updating additional information.
14. The award process will remain confidential from the nominees until a decision has been made by the Selection Panel.
15. Only award recipients and their nominators, and the nominators of other candidates will be notified.
16. Emmanuel College will disclose the identity of the nominator to the nominee, unless the nominator requests their identity remain confidential.
17. All information on the nomination form will be used by the College in connection with the administration of the award and will remain confidential.
18. The nominator's and/or selected nominee's name, image and statement may be published and/or used in any form of media, in any context, pertaining to the award.

### More Information

For further information on the nomination process please contact the Communications and Alumni Officer at [alumni@emmanuel.uq.edu.au](mailto:alumni@emmanuel.uq.edu.au) or (07) 3871 9100.