
Policy Redesign Project

All policies and procedures are being reviewed as part of this project. This document is pending review, but remains in effect until the review is carried out.

Alumni Awards

Establishment:	Council, 1991 (Convocation Medal) and 11 August 2005 (Distinguished Alumni Award)
Date Last Amended:	Vice-Chancellor, 15 November 2016
Nature of Amendment:	Amendment to clause 5.2 to broaden those who are eligible to nominate a person for an Alumni award.
Date Last Reviewed:	September 2016
Responsible Officer:	Executive Director, Strategic Marketing and Communications

1. Preamble

1.1 The Alumni Awards are intended to acknowledge significant contributions made by Flinders alumni. The Alumni Awards comprise:

- the Convocation Medal; and
- Distinguished Alumni Award.

2. Alumni

2.1 The University's alumni shall comprise of graduates of Flinders University.

3. Alumni Awards Selection Committee

3.1 The Alumni Awards Selection Committee will be comprised of:

(a) a Deputy Chancellor nominated by the Chancellor (Chairperson); and

(b) four other members of the Alumni, including where possible, past Alumni Award recipients, appointed by the Chairperson on the recommendation of the Executive Director, Office of Communication and Engagement.

3.2 A quorum for meetings will be three.

3.3 Members will be appointed for a three year term and will be eligible for reappointment.

3.4 Members are not eligible to be considered for an Alumni Award during their membership.

4. Rules

4.1 Convocation Medal

4.1.1 The Convocation Medal recognises graduates of Flinders University who have made a substantial and outstanding contribution to the local, national and/or international community through one or more of the following ways:

- (a) leadership in their field or profession;
- (b) the advancement of knowledge;
- (c) the advancement of professional practice;
- (d) community service.

4.1.2 The Convocation Medal will not normally be awarded to a recipient of another University honour, or someone who would more appropriately be considered for such an award (such as Honorary Degree or Emeritus Professorship), unless the nominee has made a significant further or separate contribution that merits such recognition.

4.1.3 One or more medals may be awarded in any one year, or the Alumni Awards Selection Committee may recommend that no award is to be made.

4.2 Distinguished Alumni Award

4.2.1 The Distinguished Alumni Award recognises alumni who have distinguished themselves in one or more of the following ways:

- contributions which have benefited Flinders University and/or the alumni;
- contributions which have benefited the community, locally, nationally, or internationally;
- humanitarian services and contributions to society;
- professional achievements;
- services to the University (provided that such service is not the sole criterion or a mandatory criterion);
- a significant role in a single incident or activity in one of the areas identified above.

4.2.2 The Distinguished Alumni Award will not normally be awarded to a recipient of a Convocation Medal, or a person who would more appropriately be considered for such an award.

4.2.3 A person may hold only one Distinguished Alumni Award.

4.2.4 Posthumous nominations will be considered.

4.2.5 Normally, up to 5 nominations may be made in any year. In exceptional cases, the Alumni Awards Selection Committee may recommend additional nominees to receive Awards.

5. Nominations, Selection and Approval of Alumni Awards

5.1 The Office of Communication and Engagement will arrange for nominations to be called, and for notices about the call for nominations to be placed in relevant publications, at least three months before the closing date nominated by the Executive Director, Office of Communication and Engagement (or delegate).

5.2 Any graduate, current or former staff member, current or former student or friend of the University may nominate an eligible person (as per clause 2.1) for an Alumni Award.

5.3 Nominations specifying which Alumni Award is proposed, addressing the selection criteria for that Award as outlined in clause 4 above, and providing supporting letters or other material, will be submitted in confidence to the Director, Alumni and Development, who will arrange for the Alumni Awards Selection Committee to consider them.

5.4 The Alumni Awards Selection Committee will evaluate the nominations in accordance with the Rules above, and submit a report and recommendations to the Vice-Chancellor, for approval, at least six weeks before the awards are to be presented.

5.5 Recommendations to the Vice-Chancellor for the award must be supported by not less than two thirds of the Alumni Awards Selection Committee members present at the meeting at which they are considered.

5.6 Once the selection process has been completed and the Vice-Chancellor has approved the nominations, the Executive Director, Office of Communication and Engagement (or delegate) will advise each successful nominee of the Award, and will invite each person to accept the Award. In the case of posthumous nominations, the Executive Director, Office of Communication and Engagement (or delegate) will advise the executor and/or the immediate family of the nominee as appropriate.

5.7 In the event of a nominee declining to accept an Award, the matter will remain confidential. The Alumni Awards Selection Committee may then recommend to the Vice-Chancellor a further nominee in that Award category for that year.

6. Presentation of Alumni Awards

6.1 The Convocation Medal and certificate will be presented each year at an appropriate University function, normally at the annual Investigator Lecture.

6.2 The Distinguished Alumni Award will be presented each year at an appropriate University function. The Distinguished Alumni Award will be in a form determined by the Executive Director, Office of Communication and Engagement (or delegate) and will include the recipient's name and an appropriate citation.

6.3 If a recipient of an Alumni Award is unable to attend a function to receive the Award in person, the Award will be presented at the function in absentia.

Related links

[Alumni awards nomination process and forms](#)