Community Excellence Awards 2019

Award Nomination Guidelines
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Key Dates

Wednesday 1 May 2019  Nominations open
Monday 22 July 2019  Nominations close
Tuesday 30 July 2019  Judging process commences
Friday 2 August 2019  Shortlisted candidates contacted
Tuesday 20 August 2019  Judges meet shortlisted candidates
Friday 23 August 2019  Shortlist announced, and voting opens for People’s Choice
Thursday 19 September 2019  Awards Ceremony

Eligibility

Student/ Graduate Research Student/ Student Club Categories

- Student and Student Club nominees must currently be enrolled at the University of Melbourne’s School of Engineering & IT in either an undergraduate or post graduate course.
- The Graduate Research Student nominees must be currently be enrolled at the Melbourne School of Engineering & IT in a research degree (Master and PhD).

Lecturer/ Tutor/ Professional Staff Categories

- The nominee/s must currently be employed at the University of Melbourne within the Engineering & IT school.

Award categories

The Melbourne School of Engineering (MSE) Community Excellence Awards recognises the outstanding service of members of the MSE community, who have contributed to making a significant impact to the Melbourne School of Engineering.

The MSE Community Excellence Award for 2019 will be presented in six (6) categories:

- Melbourne School of Engineering Community Excellence Award for Student
- Melbourne School of Engineering Community Excellence Award for Graduate Research Student
- Melbourne School of Engineering Community Excellence Award for Student Club
- Melbourne School of Engineering Community Excellence Award for Lecturer
- Melbourne School of Engineering Community Excellence Award for Tutor
- Melbourne School of Engineering Community Excellence Award for Professional Staff

Members of the MSE community are encouraged to consider nominating suitable candidate(s), who have contributed to the MSE community through either an economic, social, cultural or educational support(s). Three (3) shortlisted candidates will be awarded from each category, with one (1) overall winner determined by the judging panel during the judging process for each category.
Once the judging panel have shortlisted the nominees, the MSE community will be able to vote for and award one (1) shortlisted candidate from any category with the:

- Melbourne School of Engineering Community Excellence Award for People’s Choice

**Selection criteria**

**Student/ Graduate Research Student/ Student Club**

Suitable candidates should display and demonstrate the following skills, qualities and experiences. To nominate a student or student club, a minimum of two (2) selection criterion needs to be answered, with a maximum of 200 words for each criterion.

<table>
<thead>
<tr>
<th><strong>Supportive</strong></th>
<th>Recognised for going above and beyond expected responsibilities to help support their fellow peers. This may include helping others with academic projects or work and supporting their career goals.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Socially responsible</strong></td>
<td>Recognised for taking actions or initiatives that have or is currently benefitting the community and society. The community may include the University of Melbourne, the MSE or the engineering and IT community as a whole.</td>
</tr>
<tr>
<td><strong>Inspiring</strong></td>
<td>Demonstrated commitment to the MSE community and an ability to influence and motivate their peers. This may include an idea, project or movement that has eventuated and has involved a physical, financial, social or educational form.</td>
</tr>
<tr>
<td><strong>Team player</strong></td>
<td>Recognised for working well within a team environment, displaying leadership skills and being inclusive of other team members. Also possessing good communication skills and for putting ideas into action.</td>
</tr>
<tr>
<td><strong>Student club</strong> (Only to be completed for a Student Club award nomination)</td>
<td>Demonstrated strong student club engagement with their members and the wider university community. Also recognised as being a club with innovative ideas and one that endorses fun and delivers initiatives in a creative way.</td>
</tr>
</tbody>
</table>

**Lecturer/ Tutor/ Professional Staff**

Suitable candidates should display and demonstrate the following skills, qualities and experiences. To nominate a lecturer, tutor or professional staff member, a minimum of two (2) selection criterion needs to be answered with 200 words maximum for each criterion.

<table>
<thead>
<tr>
<th><strong>Professional knowledge</strong></th>
<th>Draws on a body of professional knowledge and research to respond to the needs of students in their educational context.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Engaging</strong></td>
<td>Makes learning engaging and valuable and operates effectively at all stages of the teaching and learning cycle.</td>
</tr>
<tr>
<td><strong>Learning experience</strong></td>
<td>Demonstrates a commitment to learning and professionalism in all interactions with students, colleagues and the community.</td>
</tr>
</tbody>
</table>
Nomination Process

- The nomination period begins from **Wednesday 1 May 2019** and closes at 5:00pm **Monday 22 July 2019**. Any submissions after nominations have closed will not be considered.
- Nominators must submit their nomination online via the nomination form. This must be completed for each nominee.
- Nominators must be part of the MSE community (and must use their @unimelb email) to complete the form.
- All mandatory fields must be completed.
- Any evidence that supports the nomination can also be submitted to truong.j@unimelb.edu.au, however this is not mandatory.
- All nominators will go into a draw to win a double pass Gold Class Cinema Voucher.

**Step 1. Select a nominee**

- Nominations can be made by any student, academic or professional staff member. Multiple nominations may be submitted, and you may also nominate yourself.
- Identify a club or individual who has made a significant contribution to the MSE community.

**Step 2. Select an award category**

Review the award categories to select the most appropriate nomination and check that your intended nominee meets at least 2 of the relevant selection criteria. To review the award categories please refer to page 1.

**Step 3. Plan and prepare your nomination**

Preparing to complete the online nomination form:

- The best nominations are those that tell a compelling story and clearly articulates the achievements, contributions and impact the candidate has made to the MSE community.
- It is recommended that you write your selection criteria responses in a Word document so you can refine the content until you are happy with it and check your word count.
- We recommend notifying your nominee prior to nominating them.
- You can gather supporting information and evidence (this is optional) to strengthen the nomination.

**Step 4. Complete nomination form**

- Click on the NOMINATE NOW button on the website to continue on the nomination form.
- Complete all mandatory fields, including a minimum of two (2) selection criteria and submit your nomination(s).
Supporting Evidence (optional)

Supporting evidence is not mandatory, however may be submitted to truongj@unimelb.edu.au in addition to the nomination form.

- The evidence submitted does not have to be the same for every nomination. The nominator is free to use their judgement as to what is the most appropriate information to include as part of the nomination application.

- Evidence can include but is not restricted to the following:
  - Reference letter / testimonials from other students, peers, academics, professional staff, friends, or organisations that the nominee has worked, volunteered, or been involved with
  - Newspaper or online articles
  - Reports on project/initiative results
  - Pictures & video clips to showcase projects, work in progress or other achievements (students)
  - Copies of awards and prizes that the student has received from organisations they have been involved with (students)

- Please include a quick summary of how each supporting evidence is relevant to the selection criteria above.
Judging process

Shortlisting

There will be three (3) judging panels members independently judging the five (5) award categories. The MSE Community Excellence Award judging panel will comprise of the following representatives which covers all fields of the awards. People of the judging panel will be excluded from being shortlisted to winning an award.

- Michelle Bellino, Manager of Student Enrichment
- Dr Christopher Honig, Department of Chemical and Biomolecular Engineering
- Associate Professor Timothy Miller, School of Computing and Information Systems

The MSE appointed judging panel will assess all applications received for all award categories. It is up to the judge’s discretion when ranking applications, however, the following characteristics will be considered:

- Whether the answers written sufficiently provided evidence for the criterion chosen.
- The overall standard of the answers provided, regardless of how many criteria are answered.
- The correct use of spelling and grammar.
- Whether the supporting evidence submitted is relevant and demonstrates why the nominee should receive the award they have been nominated for.

The shortlist for the Melbourne School of Engineering Community Excellence Awards will consist of the top three (3) candidates for each award category, as chosen by the judging panel.

Shortlisted nominees will be notified on **Friday 2 August 2019**.

Judging

The shortlisted candidates will be asked to meet the judging panel for an informal face-to-face meeting on **Tuesday 20 August 2019**.

Candidates will be asked to discuss their application with the judges, where questions will be provided in advance of the meeting that reflects on why they have been nominated.

The judges will score each candidate based on a rubric, and the candidate with the highest score within their award category will be deemed the winner. Winners will be announced at the Award Ceremony on **Thursday 19 September 2019**.

Videography

After the meeting with the judges, candidates in the student and student club categories will be asked to participate in a casual filmed Q&A, where questions will also be provided in advance. The video will be used when announcing the Student and Student Club winners at the Award Ceremony. The videos of the runner ups will not be displayed.

Please allow up to two hours for both the meeting with the judging panel and the Q&A afterwards.
People’s Choice Award

The MSE community will have the opportunity to vote for one shortlisted candidate (in any category) for the Melbourne School of Engineering Community Excellence Award for People’s Choice. Voting will open once the finalists are announced. Votes may only be made with a @unimelb email, and only one vote per person will be accepted.
Ceremony and Prizes

All shortlisted nominees will be recognised at the Melbourne School of Engineering Community Excellence Awards ceremony to be held on Thursday 19 September 2019 at 7:00pm.

All award recipients will be invited to attend along with their guests, where all shortlisted candidates will receive their certificate, and winners of the overall award categories will be presented with a certificate, plaque, gift voucher to the value to $300.

For more information

For further information, please contact:

Phone: +61 487 727 335
Email: truong.j@unimelb.edu.au
Terms and Conditions

These terms and conditions of entry apply to those awards that are open for nomination. The MSE Excellence Awards for individuals and clubs are open for nominations, and the following conditions apply:

1. Individuals can self-nominate or choose to nominate a colleague or peer.
2. Nominations are free and there is no limit to the number of nominations that one person can make, with their @unimelb email.
3. All nominations must be submitted before 5:00pm Monday 22 July 2019. Any submissions after nominations have closed will not be considered.
4. Nominations are made by completing the online nomination form.
5. In submitting a nomination(s) and any supporting evidence to MSE as part of the nomination process, nominators and nominees accept that, for submitted materials in which they own the copyright, they will grant MSE a non-exclusive perpetual licence, free of charge, for MSE’s non-commercial use of those submitted materials (including publication online in whole or in part).
6. MSE holds the rights to alter or amend any submitted information in regard to spelling, grammar and structure, which may be published online and/or in printed collateral.
7. It is therefore important that an after-hours contact number and email address for any nominees is provided by the nominator.
8. The judges’ decisions are final, and awards will be made at their discretion.
9. Shortlisted nominees must complete and sign the Acceptance of Nomination/Consent form. Nominees consent form will include information as follows:
   - Agreement to media consent for photography/videography which will be posted through social media and any other avenues
   - Agreement to the publication of submitted information on social media and any other avenue
   - Agreement to take part in the voting process
   - Agreement to receive prize
   - Agreement to attend the live event (unless informed earlier)
10. Shortlisted individuals will be announced and publicised on Friday 23 August 2019.