



# Alumni Fellow Awards Rules

**The Alumni Fellow Awards are an opportunity acknowledge and recognise those alumni who have made a significant contribution to the advancement of the University of Adelaide's Alumni Relations Program.**

On an annual basis, current or former students, current or former staff, or graduates of the University of Adelaide will be invited to nominate candidates who have significantly contributed to the university's alumni relations program. Exceptions will be made on a case-by-case basis to recognise the significant contribution made by 'Friends of the University'.

## Procedure for Nominations

- The Division of External Engagement (DEE) will manage the calling for (and receiving of) nominations, notifying all formal and affiliated alumni network committees and boards, the Alumni Council and relevant areas across the university.
- A nomination form will be distributed and when completed should be emailed to the Associate Director, Alumni Relations & Annual Giving team at [alumni@adelaide.edu.au](mailto:alumni@adelaide.edu.au)
- The University reserves the right to disclose the identity of the nominator to the nominee.
- Nominations must be kept confidential between the nominator and the University of Adelaide. No approach should be made to any nominee until the selection process has been completed and only the successful nominees will be contacted.
- 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 awards.
- The Alumni Fellow Awards will be held annually.

## Eligibility Requirements

Nominees must comply with the following eligibility criteria:

- Any living person who meets the University of Adelaide definition of alumni\*.
- A current or former University of Adelaide student or staff
- Exceptions will be made on a case-by-case basis to recognise the significant contribution made by 'Friends of the University'.

Nominations will be deemed ineligible if:

- It is a self-nomination.

\*As per the Rules of the University – Alumni Council approved by the University Council on 29 July 2013, the definition of Alumni is:

- (a) all graduates of the University.
- (b) all former students of the University who have completed at least one year of study at the University, or, in the case of study abroad, students who have completed at least one semester of study; and
- (c) all former academic or professional staff members of the University who completed at least 3 years' service at the University.

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## **Selection process**

Associate Director, Alumni Relations & Annual Giving will coordinate the selection process. All nominators will be advised of the status of their nomination.

## **Selection criteria**

The following selection criteria will be applied when considering Award recipients.

Nominees will have made a significant contribution to the University's Alumni Relations Program in the one or more of the following ways:

- Founding an alumni network.
- Being an active and productive member of a Network Committee or Advisory Group over several years.
- Promoting the advancement of the University's Alumni Relations Program, with distinction, other than through a Network Committee/Group.
- Serving with distinction on a governing body associated with the advancement of Alumni Relations at the University of Adelaide.

## **Rescinding an Alumni Fellow Award**

An Alumni Fellow Award bestowed on an alum at any time over the life of the Awards and in any of the award categories may be rescinded by resolution of the Alumni Council.

## **Outcome**

Only the successful nominees will be notified of their selection and invited to accept this award. Alumni Fellows will also be recognised through invitations to major alumni and University events and will be placed on other significant alumni mailing lists.

## **Presentation of the Awards**

Alumni Fellows will be recognised through a certificate and a 'Fellows' pin, to be presented by the University at the annual Distinguished Alumni Awards or, if the recipient is unable to attend the ceremony, alternative arrangements will be made in consultation with the recipient.