Community Awards 2024
Nomination Guidelines

KEY DATES

Date	Process
Monday 22 April 2024, 11:59pm	Nominations close
Wednesday 24 April 2024	Nominees are notified of their nomination Judging process commences
Friday 3 May 2024	Shortlisted candidates contacted
Monday 22 July 2024	Shortlist announced Voting opens for People's Choice Award
Thursday 1 August 2024	Voting closes for the People's Choice Award Winners are announced at the FEIT Spotlight Celebrations 2023

AWARD CRITERIA

The **Faculty of Engineering and Information Technology (FEIT) Community Awards** recognises the positive impacts that members of the FEIT community have made on one another.

The FEIT Community Awards is a nominator-driven process, so we encourage you to nominate someone who has gone above and beyond to support those around them. This may be someone who has helped you directly or who you know has been a pillar of support for others in the community.

AWARD CATEGORIES

The FEIT Community Awards 2024 contains eight award categories:
- Student (Bachelor) of the Year
- Student (Masters) of the Year
- Graduate Research Student of the Year
- Student Club of the Year
- Lecturer of the Year
- Tutor of the Year
- Professional Staff of the Year
- Profession Staff Team of the Year
- People's Choice Award (as voted on by the community)

ELIGIBILITY

- All **nominators** must either be currently enrolled or employed at the University of Melbourne at the time of nominating.
- All **nominees** must either be currently enrolled or employed at the University of Melbourne in the Faculty of Engineering and Information Technology at the time of nomination.
- Only **shortlisted** candidates will be eligible for the *People's Choice Award.*
- Members of the judging panel are excluded from nominating or being nominated for an award.

AWARDS PROCESS

1. NOMINATING

To nominate a candidate, submit a response via the online nomination form. This form should only take up to 10 minutes to complete. You will be required to fill in your nominee's details and answer three questions that detail why you think that person or group should win and what they have done to do so. In total, your response will be between 200 and 400 words and may be in the form of dot points. You may submit additional supporting evidence to provide more context to your nomination, which our judging panel always appreciate.

TIPS

- Self-nominations are not recommended. As this is a community-based award, being nominated by another individual will be favourably regarded, and the judges may take into consideration how many nominations each nominee receives.
- Nominations must be made using an @unimelb email address.
- You may submit nominations for more than one individual or group.
- Your nominee will receive the response you have written for their nomination. Your name will not be shown unless you agree.
- Staff Team nominations may be submitted by an individual or as a team.

WRITING A GREAT NOMINATION

Your response should clearly explain how your nominee has positively impacted the community. Use relevant and specific examples to show the judges what your nominee has done throughout the past year to support those around them.

Below are some prompts that may help guide your response:

- **Supportive:** the nominee goes above and beyond to support peers and students beyond their usual role or capacity. This may include helping with academic projects, work, career goals or mental wellbeing.
- **Inspiring:** the ability to influence and motivate others through strong leadership skills or the ability to put ideas into action.
- **Team player:** recognises the value in others and is inclusive of all members in a team environment.
- **Socially responsible:** participates in initiatives that benefit the community or society as a whole.
- **Engaging (lecturers, tutors, student clubs):** has strong engagement with their students or members, endorses fun and delivers learning or initiatives in a creative and valuable way.

SUPPORTING EVIDENCE

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 and video clips to showcase projects, works in progress or other achievements (students)
- Copies of awards and prizes the nominee has received from organisations they have been involved with.

Please submit your evidence via email to the Events Team at spotlight-feit@unimelb.edu.au

- Include a quick summary in the body of your email of how each piece of supporting evidence is relevant to a response category.
- Files must be sent either as an image, video or PDF attached to the email. Google Drive links will not be accepted. Large files can be submitted via wetransfer.com. Please ensure that you name your files with the nominee's name.

2. SHORTLISTING

Once the nominations have closed on **Monday 22 April 2024**, the judges will review all submissions to select a shortlist of three candidates for each award category based on the quality, relevance and number of nominations received for each nominee.

JUDGES

A list of judges will be provided soon

3. SELECTING A WINNER

Shortlisted candidates will be asked to attend an informal chat with the judges, who will then determine the winner for each category. They will also need to create a short video about themselves, which will be posted online for the *People's Choice Awards* voting.

4. PEOPLE'S CHOICE AWARD

Shortlisted candidates will be announced online on **Monday 22 July 2024.** Members of the public will then be able to vote for one shortlisted candidate (from any award category) to win the People's Choice Award.

5. ANNOUNCING THE WINNERS

The winner for each category will be announced at the FEIT Awards on **Thursday 1 August 2024.** Voting for the People's Choice Award will close 30 minutes before the presentation of the FEIT Community Awards on the night. All nominators and nominees will be invited to attend.

PRIZES

- Each nomination that you make will put you in the draw to win one of two $50 vouchers. One nomination will equal one entry.

- All voters for the People's Choice Award will go in the draw to win a $50 voucher.

Shortlisted candidates will receive a certificate. In addition:

All award winners (except for student club) will receive:

- Certificate
- $300 voucher
- Engraved plaque

The student cub winner will receive:

- Certificate
- $300 voucher
- Engraved trophy
- Club name engraved on the FEIT Community Award for Student Club of the Year shield

OTHER INFORMATION

For further information, you can contact the Events Team at spotlight-feit@unimelb.edu.au

1. In submitting a nomination(s) and any supporting evidence to FEIT as part of the nomination process, nominators and nominees accept that, for submitted materials in which they own the copyright, they will grant FEIT a non-exclusive, perpetual licence, free of charge, for FEIT's non-commercial use of those submitted materials (including publication online in whole or in part).
2. FEIT 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.
3. Agreement to the publication of submitted information on social media and any other avenue.