

Alumni Awards Procedures

1. COMPLIANCE OBLIGATION SUPPORTED

[Achievement Awards Policy](#)

2. PROCEDURAL DETAILS

This procedure covers the administration of the Alumni Awards which are presented at the Alumni Awards ceremony each year.

2.1 Per the [Achievement Awards Policy](#), the criteria for the Alumni Awards are that the person:

- a) is a graduate of the University; and
- b) has demonstrated leadership, innovation and excellence in their career; and
- c) has made a significant contribution to society.

2.2 Award categories include:

- a) Lifetime Achievement Award
- b) Community Service Award(s)
- c) Global Impact Award(s)
- d) Innovation Award(s)
- e) Professional Achievement Awards
 - i) Business and Law
 - ii) Health Sciences
 - iii) Humanities
 - iv) Science and Engineering
- f) Young Achievement Award(s)

2.3 Only one award may be awarded in the Lifetime Achievement Award category each year.

2.4 Four awards may be awarded in the Professional Achievement Award category each year, one for each of the subcategories.

2.5 Up to two awards may be awarded in the following categories each year:

- i) Community Service Award
- ii) Global Impact Award
- iii) Innovation Award
- iv) Young Achievement Award

2.6 Nominations for Alumni Awards

2.6.1 A call for nominations for Alumni Awards will be made by University Advancement once a year.

2.6.2 Alumni, community members, Council members and employees of the University may provide nominations for Alumni Awards. Nominations will not be accepted from nominees where there may be a conflict of interest.

2.6.3 Nominations are encouraged for individuals from diverse backgrounds, in support of gender equity and diversity.

2.6.4 Nominations will be submitted using the relevant nomination form available from the [Alumni](#)

[Awards webpage.](#)

2.6.5 Nominations received may be considered for two years only.

2.7 Initial review and shortlisting of nominations

2.7.1 University Advancement:

- a) is responsible for the initial review of nominations to ensure:
 - i) all relevant criteria has been addressed;
 - ii) all supporting documentation has been provided; and
 - iii) due diligence on recommended nominees has been undertaken.
- b) will forward completed nominations to the Alumni Awards Selection Committee/s for shortlisting.

2.7.2 The Alumni Awards Selection Committee/s will consist of:

- a) Manager, Alumni and Community Relations (Chair) or nominee
- b) Two representatives from each Faculty, being
 - i) the Pro Vice-Chancellor or Deputy Pro Vice-Chancellor and
 - ii) A Faculty Dean or Head of School nominated by the Pro Vice-Chancellor.
- c) Four Alumni Award recipients.

2.7.3 The Alumni Awards Selection Committee/s will:

- a) assess nominees against the criteria; and
- b) provide a report on the recommended nominees to the Honorary Awards and Appointments Committee (HAAC) for consideration.

2.7.4 The HAAC will:

- a) consider the report from the Alumni Awards Selection Committee/s and request additional information if deemed necessary; and
- b) provide a report on the recommended nominees to the Vice-Chancellor.

2.8 Decision making process

2.8.1 The Vice-Chancellor will consider the report of HAAC and may request any additional information.

2.8.2 The Vice-Chancellor may approve any Alumni Award and will advise University Advancement of these approvals.

2.9 Notification of decision

2.9.1 University Advancement will advise the successful nominee(s) of the Vice-Chancellor's decision and will invite the nominee to accept the award.

2.9.2 Where a nomination is unsuccessful, University Advancement will advise the nominator, in confidence, of the outcome.

2.10 Role of University Advancement

2.10.1 University Advancement will:

- a) coordinate all public relations and media services in relation to the awards;
- b) maintain a list of awardees; and
- c) manage the University's ongoing relationship with the awardee.

3. RESPONSIBILITIES

Responsibilities are as set out in Section 2.

4. SCOPE OF PROCEDURES

These procedures apply to employees, students, adjuncts, University Associates, Council

members, contractors and visitors in any location or campus offshore or within Australia.

5. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

Alumni

Graduates of Curtin University, Curtin University of Technology, the Western Australian Institute of Technology (WAIT) and other predecessor institutions who have had their award conferred by the University Council.

6. SCHEDULES

Nil

7. RELATED DOCUMENTS/LINKS/FORMS

[Alumni Awards webpage](#)

[Achievement Awards Policy](#)

[Disclosure of Relationships and Interests Procedures](#)

Policy Compliance Officer	Amy Barrett Manager, Alumni and Community Relations University Advancement
Policy Manager	Vice-Chancellor
Approval Authority	Honorary Awards and Appointments Committee
Review Date	1 st April 2028

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	07/12/2016	Council	C 188/16	Attachment H to Item 8.1.4
Revised	Approved	26/03/2018	Honorary Awards and Appointments Committee	HAAC 05/18	Attachment A to Item 8 (Conditional upon Council meeting 9/05/2018 (C 73/18) approving proposed changes to the Achievement Awards Policy)
	Approved	25/03/2019	Honorary Awards and Appointments Committee	HAAC 01/19	Attachment B to Item 1 (Conditional upon Council meeting 15/05/2019 (C 62/19) approving proposed changes to the Achievement Awards Policy)
	Approved	29/03/2021	Honorary Awards and Appointments Committee	HAAC 07/21	Attachment C to Item 9 Effective 12 May 2021
	Approved	26/18/2024	Honorary Awards and Appointments Committee	HAAC 11/24	Attachment A to Item 9.1