



# UNSW Faculty of Engineering Student Service Awards Protocol

## INTRODUCTION

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The Faculty of Engineering Student Service Awards were established in 2010 to reward and encourage exceptional and outstanding service to the student community.

## THE AWARD

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The Faculty of Engineering will each year provide up to 3 Faculty of Engineering Student Service Awards.

Each Award consists of the presentation of a certificate, an entry on the UNSW Supplementary Transcript, and a monetary component. The Awards will be valued at \$1,000 each.

An Award will only be made when there are nominees of sufficient merit.

## ELIGIBILITY

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### ***i. Faculty of Engineering Students***

All students enrolled in a degree program within the UNSW Faculty of Engineering are eligible for consideration for the Award.

Students enrolled in a double degree that includes an Engineering program are also eligible.

### ***ii. Teams/Groups***

Team/Group nominations for the Awards are welcome. Only one award will be presented to the team as a whole.

A team/group normally consists of a student team which has worked together to implement or achieve an outstanding service. Normally nominated groups would not be expected to exceed three members.

In the case of a team nomination, the majority of the team/group must be comprised of Faculty of Engineering students, otherwise the team/group leader should be nominated as an individual.

### ***iii. Previous Awards***

Recipients of a Faculty Student Service Award (Individual or Team) are not eligible for nomination in the following year. For example, the recipient of a 2013 Award may not be nominated until nominations opened for the 2015 Award.

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## CRITERIA

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The Awards will be for an exceptional and outstanding service to the UNSW or Faculty student community.

Selection will take into account some or all of the following:

- An exceptional and outstanding achievement or success
- Outstanding service to the UNSW or Faculty student community. For example:
  - Organising a large event/activity for student participation
  - Sustained involvement in Mentoring schemes
- An outstanding or novel initiative which has been implemented. For example:
  - Improved student communications
- Any work significantly promoting collaborative relations with external organisations
- Participation in working groups for the improvement of UNSW.

## NOMINATIONS

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- Self-nominations will not be accepted.
- A nomination requires two nominators, who may be UNSW staff or students, or other persons.
- The consent of the nominee/s is required.
- The nomination will be made on the relevant Nomination Form for Individuals, or the relevant Nomination Form for Teams/Groups, setting out the reasons for the nomination and providing supporting evidence of the achievement/s and a curriculum vitae for each student nominated. Provide as many examples of the activity/achievement as you can. Nomination forms may be downloaded from the UNSW Faculty of Engineering web page <https://www.engineering.unsw.edu.au/students/student-experience/prizes-and-awards>



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## **LODGEMENT**

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The documentation and nomination forms should be submitted to Dr Scott McBride (Engineering Dean's Unit – Computer Science & Engineering Building K17, Level 6 or by mail to: Faculty of Engineering, Dean's Unit, UNSW, 2052 by **the end of January 2020**).

## **SELECTION AND AWARD PRESENTATION**

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The nominations for the award will be considered by a Selection Committee, convened by the Dean.

An Award will only be offered where there is a nomination of sufficient merit.

The Award certificate will normally be presented at the Dean's Awards function in March.