

ALUMNI AWARD/HONORARY AWARD/ GUEST SPEAKER/NAMING/EMERITUS STAFF/ LAUREATE PROFESSOR NOMINATION FORM



The information contained in this document is strictly confidential. Alumni and Honorary Award nominees should **NOT** be consulted.

Please refer to the relevant document for award criteria - [Alumni Awards Procedure](#), [Honorary Awards Policy and Procedure](#), [Emeritus Staff of the University Policy and Procedure](#) or [Laureate Professor of the University Procedure](#).

NOMINEE DETAILS

Title

Full name

Home address

Home telephone number

Email address

Occupation

Business address

Business telephone number

Awards, qualifications received (*including awarding institution details*)

AWARD NOMINATION (please refer to

- | | | |
|---|---|---|
| <input type="checkbox"/> Alumni Award | <input type="checkbox"/> Honorary Award | <input type="checkbox"/> Guest Speaker |
| <input type="checkbox"/> Naming Opportunity | <input type="checkbox"/> Emeritus Staff | <input type="checkbox"/> Laureate Professor |

AWARD CATEGORY

Alumni Award

- | | |
|--|---|
| <input type="checkbox"/> Outstanding Alumnus of the Year | <input type="checkbox"/> Alumnus of the Year – Early Career Achievement |
| <input type="checkbox"/> Alumnus of the Year – Industry Excellence | <input type="checkbox"/> Alumnus of the Year – Social Impact |

Honorary Award

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|--|--|
| <input type="checkbox"/> Doctor of the University | <input type="checkbox"/> Honorary Doctor in a particular discipline area |
| <input type="checkbox"/> Honorary Master in a particular discipline area | <input type="checkbox"/> Companion of the University |

Guest Speaker

Ceremony details

Location

Time

Is the nominee suitable to be a guest speaker at the recommended graduation ceremony? Yes No

Naming Opportunity

State details of naming opportunity

Emeritus Staff

Most recent position with CQUniversity

Emeritus position nominating for

Laureate Professor

Current or proposed position with CQUniversity

PREFERRED CEREMONY LOCATION

List in order of preference, the preferred and/or most convenient ceremony location/s and date/s for the Nominee to attend. The preferred location will be suggested to the Nominee with the option to attend any ceremony of their choices. Please refer to <https://www.cqu.edu.au/student-life/graduates-and-alumni/graduations/graduate-ceremony-schedules> for available ceremony dates.

Preference 1	Location	Date
Preference 2	Location	Date
Preference 3	Location	Date

BACKGROUND

List any qualifications and achievements of the nominee (*please attach the nominee's CV to this application as supporting documentation. In the case of prominent public figures and iconic people, where it may not be possible to include a CV, the supporting documentation should include a biography and evidence that the nominee's person's achievements have been recognised among peers and the general public*)

RATIONALE

Alumni Award

How does the nominee meet the criteria for the selected award category

Honorary Award / Naming Opportunity

Why do you consider the nominee's achievements outstanding and worthy of recognition

Guest Speaker

Why do you consider the nominee's achievements warrant them to be a guest speaker

Emeritus Staff / Laureate Professor

Why do you consider the nominee's achievements warrant them to be an Emeritus staff member/Laureate Professor, and what benefit's would arise from such an appointment

RISK ASSESSMENT / ANALYSIS

Identify any risks associated with the nomination to CQUniversity's reputation, image, profile or resources, at both the time of submitting the nomination and into the future

CONSULTATION

Alumni Award / Honorary Award / Naming Opportunity

List the people/organisations you have consulted with and who support your nomination. Please attach at least two written references from these people/organisations. At least one written reference is to be from a person who has a prominent standing in the same field of endeavour as the nominee. The Director, Development and Alumni Relations must be contacted to confirm nominee eligibility if nominating for an Alumni Award.

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Guest Speaker

Written references are not needed for guest speakers but can be supplied.

SUPPORTING DOCUMENTATION

Before you submit your application please ensure you have:

- Nominee's Curriculum Vitae (*if unable to provide a CV due to nominee being prominent public figure or iconic person, please include biography and evidence that the nominee's achievements have been recognised among peers and the general public*)
- Written references (*if required. Please include contact details of people providing written references so they can be invited to the Ceremony where the award is being presented*)

PERSON SUBMITTING NOMINATION

The information about the person submitting this recommendation is needed to enable the Chancellor, Vice-Chancellor and President, and University Secretary to seek further details, if required.

Full name

Home address

Home telephone number

Occupation

Business address

Business telephone number

Please submit your application to ceremonial@cqu.edu.au for honorary awards, guest speaker, naming, emeritus staff or laureate professor nominations or to the Director, Vice-Chancellor and President Office and Development alumni-enquiries@cqu.edu.au for alumni awards.