

The IEEE Australia Council

Outstanding Student Branch Awards

Administrative Arrangements for the Competition

Australia Council will provide a cash prize of \$1,000 dollars for the competition. The awards will be called the **IEEE Australia Council Outstanding Student Branch Awards**, with a winner and a runner-up.

Successful and impartial running of the competition necessitates that each year three IEEE Australian sections will be involved in the organization of the award. One section will take the leading role as the award administrative section.

The sections involved in organizing the award are selected on a rotational basis, with each section being involved for a three-year period, thus maximising the consistency of the judging process.

The administrative responsibilities will pass from one section to another in a sliding window manner as shown in the table below.

Year	Section Responsibilities
2016	Queensland – Administration committee and 1 judge Western Australia – 1 judge Australian Capital Territory – 1 judge
2017	Western Australia – Administration committee and 1 judge Australian Capital Territory – 1 judge Northern Queensland – 1 judge
2018	Australian Capital Territory – Administration committee and 1 judge Northern Queensland – 1 judge South Australia – 1 judge
2019	Northern Queensland – Administration committee and 1 judge South Australia – 1 judge Victoria – 1 judge

Members of the competition judging panel may be from any Australian section but shall not be a member of the section's executive committee.

The Australia Council Chair shall not participate or vote in the final decision.

The nominated administration section will perform the following duties:

1. Set up a three-member award administrative committee (Section Chair plus two other members) to run the competition. The Section Chair will head the committee and will report competition progress at scheduled Australia Council meetings.
2. Propose a three-member judging panel for the competition to the Australia Council for approval no later than May 30th. The section will submit the names of nominated judges with a brief description of their suitability for the panel. The Australia Council executive committee will approve the members of the judging panel and will have the right to reject any nomination and ask the section to provide alternative name(s).
3. Appoint a contact who will be available throughout the competition to provide further information by phone or email.
4. Appoint a contact to receive competition entries by email or normal post.
5. Prepare and supply a promotional flyer for the Outstanding Student Branch Award to all sections before the end of April for publicity purposes.
6. Collect and process all entries for submission to the judging panel by mid-October.