

The IEEE Australia Council

Outstanding Student Branch Awards

Terms of Reference

The IEEE Australia Council Outstanding Student Branch Awards recognise outstanding achievements by student members engaged in activities conforming to IEEE objectives and purposes. These would include, for example:

1. Significantly improving the vitality of the student branch with regard to activities, membership, or finances
2. Effective interaction of the student branch with the local section or region, or IEEE technical societies, through seminars, conferences, etc
3. Community involvement that benefits local schools and/or the community, the image of the IEEE, and the image of engineering in general.

All IEEE student branches in Australia are eligible to enter the competition. The awards will be determined annually and will be presented to the winning student branches at an appropriate occasion.

The first award will consist of commendation certificates for all elected officers of the best student branch for their leadership and a cash prize of \$700 to the student branch for subsequent student activities.

The runner-up award will consist of commendation certificates for all elected officers for their leadership and a cash prize of \$300 to the student branch for subsequent student activities.

A student branch must be nominated for the award by an officer of the branch, on the prescribed entry form. The nomination must be accompanied by supporting documentation to illustrate that the nominated branch is deserving of the award, and the certifying endorsement of the chair of the parent section.

A section chair can also nominate any student branch in the section. The nomination must be accompanied by supporting documentation to illustrate that the nominated branch is deserving of the award.

Nominations can be made on the prescribed entry form, which is available from the Australia Council website, under ***Student Resources***.

Nominations must be received by the close of business on September 30th, for consideration in the current year.

Selection of the award recipients (if any) will be made by the judging panel before November 15th.

The two awards will be presented to those student branches that are found to be operated in a manner consistent with the goals of the IEEE. A student branch will be considered to have met the criteria if it has furnished all items in the first list on the entry form and a maximum number of items in the second list. Verification and/or documentation of the items declared on the entry form should be available upon request.

The judging panel's decision will be final and no correspondence will be entered into.

The names of the student branches recommended by the judging panel will be forwarded to the Australia Council.

The final decision will be made public no later than December 15th.

It will be the responsibility of the Australia Council Chair to advise the student branches of their awards.

The award will consist of commendation certificates for all elected officers of the student branches. The first prize is \$700, with \$300 for the runner-up. The cash prizes are for the benefit of the winning student branches and cannot be used for personal benefit by any member of the student branches.

The judging panel may recommend that the name of an unsuccessful student branch candidature be considered without re-nomination for the award in the following year.

Awards will normally be presented at a meeting of the section within which a student branch is located. However if there is an opportunity to present an award at any other occasion, such as a major conference, then this opportunity can be availed.

A broad outline of the schedule for the award is given below. However this schedule can be updated by Australia Council to suit any particular year.

- The award administration sections set up a 3-member committee to run the competition – mid-March to mid-April
- Competition publicity material preparation – by mid-April
- Competition opens in mid-April
- Publicity starts – Australia Council website, emails/eNotices to all Australian student branches, and a flyer circulated to all institutes – 2nd week of April
- Nomination of judging panel – no later than May 30th
- Approval of the judging panel by the Australia Council executive committee – mid-June

- Competition closing date – 5:30pm, September 30th
- Entries received by the judging panel – no later than October 15th
- Judging panel forwards its decision to the Australia Council – November 15th
- Announcement of the final decision by the Australia Council Chair – December 15th