

# The IEEE Australia Council

## 2017 Student Branch Contest

### Contest Rules

#### Approval

The postgraduate student paper contest in its current form was approved at the Australia Council meeting on the 21<sup>st</sup> of November 2017

#### Eligibility

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 the appropriate occasion. The purpose of the award is to recognize outstanding achievements by student members engaged in activities conforming to IEEE objectives and purposes.

#### Submissions

The submission document and entry details must be completed electronically via the IEEE Australia Council web page before the closing date of February 28<sup>th</sup>.

#### Competition Rubric

Submissions will be assessed according to the following competition rubric:

- |  |               |
|--|---------------|
| 1. Student branch annual plan  | Max 5 points  |
| 2. Student branch annual report for the previous year                    | Max 10 points |
| 3. Newly elected student office reporting form                           | Max 5 points  |
| 4. Details of student branch technical meetings in the current year      | Max 5 points  |
| 5. Adoption of student branch bylaws                                     | Max 5 points  |
| 6. Active web home page  | Max 7 points  |
| 7. Active Facebook page  | Max 7 points  |
| 8. Student branch email address  | Max 5 points  |
| 9. Realistic budget  | Max 5 points  |
| 10. Sub-committees appointed by branch officers                          | Max 5 points  |
| 11. Timely meeting notices and publication of minutes                    | Max 5 points  |
| 12. Significant branch activities (fund raising, technical events, etc.) | Max 15 points |
| 13. Student recruitment drives   | Max 5 points  |
| 14. Collaboration with other student branches                            | Max 5 points  |

15. Helping non-active student branches become active	Max 10 points
16. Branch engagement with IEEE Young Professionals	Max 10 points
17. Demonstration of what the branch did differently compared to previous years	Max 5 points
18. Participation of members at section functions	Max 3 points
19. Newsletter or contribution to section's newsletter	Max 3 points
20. Student member entry in any Australia Council or Section competition	Max 3 points
21. Student branch entry in any Region 10 competition	Max 3 points
22. Student member entry in any Region 10 competition	Max 3 points
23. One or more student members attending Region 10's Student Congress	Max 3 points
24. Appointing and working with a branch mentor	Max 3 points

## Format

Submissions should be one single document that addresses as many of the criteria listed in the competition rubric as possible. Criteria headings need to be clearly labelled for the judging panel to distinguish the purpose of the evidence provided. Evidence provided without a criteria heading will receive zero points. Freedom is permitted as to how evidence is shown to meet the criteria. This can include, but not limited to: text, photos, screenshots, email correspondence, certificates and external links (a detailed text summary should be provided as to the purpose of the link). Evidence provided should be clear and easy to follow for the judging panel.

## Judging

Submissions will be evaluated based on the competition rubric.

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 Award	Queensland – 1 judge (lead) Australian Capital Territory - 1 judge Northern Australia – 1 judge
2017 Award	Australian Capital Territory – 1 judge (lead) Northern Australia – 1 judge South Australia – 1 judge
2018 Award	Northern Australia – 1 judge (lead) South Australia – 1 judge Victoria – 1 judge
2019 Award	South Australia – 1 judge (lead) Victoria – 1 judge Western Australia – 1 judge
2020 Award	Victoria – 1 judge (lead) Western Australia – 1 judge New South Wales – 1 judge

Each section will be responsible for providing members to serve on the judging panel as per the table above.

Members of the IEEE Australia Council committee are ineligible to serve as members of the judging panel.

The judging panel will represent a cross section of various disciplines within the IEEE, with a record of experience in written and oral communication of ideas.

## **Prizes**

1<sup>st</sup> Prize - \$350 and a certificate

2<sup>nd</sup> Prize - \$150 and a certificate

Up to five student branches can receive a certificate of commendation if their submission is also considered to be outstanding. This will be at the discretion of the judging panel.

Results will be announced between June and August