The IEEE Australia Council
2020 Student Branch Contest

Contest Rules

Approval
The Student Branch Contest in its current form was approved at the Australia Council meeting on the 27 November 2019.

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 March 30 2020.

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:

<table>
<thead>
<tr>
<th>Year</th>
<th>Section Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 Award</td>
<td>Queensland – 1 judge (lead)</td>
</tr>
<tr>
<td></td>
<td>Australian Capital Territory – 1 judge</td>
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<tr>
<td></td>
<td>Northern Australia – 1 judge</td>
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<tr>
<td>2017 Award</td>
<td>Australian Capital Territory – 1 judge (lead)</td>
</tr>
<tr>
<td></td>
<td>Northern Australia – 1 judge</td>
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<tr>
<td></td>
<td>South Australia – 1 judge</td>
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<tr>
<td>2018 Award</td>
<td>Northern Australia – 1 judge (lead)</td>
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<tr>
<td></td>
<td>South Australia – 1 judge</td>
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<tr>
<td></td>
<td>Victoria – 1 judge</td>
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<tr>
<td>2019 Award</td>
<td>South Australia – 1 judge (lead)</td>
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<td></td>
<td>Victoria – 1 judge</td>
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<tr>
<td></td>
<td>Western Australia – 1 judge</td>
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<tr>
<td>2020 Award</td>
<td>Victoria – 1 judge (lead)</td>
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<td></td>
<td>Western Australia – 1 judge</td>
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<tr>
<td></td>
<td>New South Wales – 1 judge</td>
</tr>
</tbody>
</table>

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\textsuperscript{st} Prize - $500 and a certificate

2\textsuperscript{nd} Prize - $200 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 in July 2020.