

ALUMNI ACHIEVER AWARDS POLICY DOCUMENT

Purpose

The purpose of the Alumni Achiever Awards is to recognise alumni (graduates and diplomates) who have made highly significant contributions to their specialist fields and contributed to the development and well-being of society.

Alumni Awards Committee

An Alumni Awards Committee will serve as selection committee and report to the Alumni Association Executive Committee for final approval of the awards and the event format.

Alumni Awards Committee members

- a) Alumni Association President (Chairperson)
- b) Additional: Alumni Association Executive elected member
- c) Additional: Co-opted member/internal or external
- d) A DVC – Teaching & Learning or Research & Engagement
- e) Director: Alumni Relations
- f) Advisor: Director: Transformation Monitoring and Evaluation
- g) Secretariat: Alumni Relations Coordinator

Awards criteria

- a) Nominees must have received a degree or diploma from the University or its founding institutions.
- b) Nominees must have an excellent professional track record (which may include areas of excellence in sport, arts and culture, public service, etc.) and have achieved recognition by peers, industry, professional bodies, etc.
- c) Nominees must have made significant impact within their professional field and/or in society.
 - i. Consider type and length of service and impact of service by nominee.
 - ii. Consider contribution to and value add for the university.
- d) Nominees must be of good character to serve as University ambassadors and role models and exemplify the institutional values.

Nomination rules and process

- a) A public call for nominations will be made using mainly the internet and alumni networks.
- b) A special communication will be sent to Deans to encourage faculty nominations.
- c) The official Alumni Achievers Award nomination form must be completed and **sufficient supporting evidence and motivation** supplied for a nomination in line with criteria.
- d) The nominator and two seconders must be alumni of the University or its founding institutions.
- e) University staff members (current and retired) can also be nominators and seconders.
- f) A nominator cannot nominate more than one person for the same award in a particular year.
- g) Serving Alumni Association Executive members cannot be nominated for the Award.
- h) Individuals cannot nominate themselves.
- i) All nominations received by the closing date will be screened by the Alumni Awards Committee.
- j) Nominations will be open for at least thirty (30) days after the announcement of the call for nominations.

- k) The nomination can include supporting material such as newspaper articles, photographs, articles, respective memberships, internet articles, newsletters, publications & motivation letters. Materials will not be returned. No original items must be submitted.
- a) Letters of support must not be longer than two pages.
- b) A CV of the nominee of at least two pages and not more than five pages must be submitted along with the nomination forms.
- c) The nomination package must be delivered to the Alumni Relations Centre, North Campus, Summerstrand, Port Elizabeth. The nomination form and supporting documents must be sealed and marked: FOR ATTENTION – DIRECTOR: ALUMNI RELATIONS (AWARDS). Delivery must be during office hours (Monday-Friday 08:00-16:30).
- d) Nominations can also be scanned and e-mailed to paul.geswindt@mandela.ac.za or faxed to 041 504 1417.

Selection process

- e) All nominations received by the closing date will be screened by the Alumni Awards Committee. A nomination does not mean that a nominee will get the award.
- f) Recommendations will be made by the Alumni Awards Committee and submitted for final approval to the Alumni Association Executive Committee.
- g) A maximum of four Achiever awards will be made in a particular year.
- h) If nominations do not meet the criteria, no award will be made in a particular year.
- i) The selection of award recipients, as approved by the Alumni Association Executive Committee, is final.
- j) The selection process should be completed within thirty (30) days of the closing date for nominations.
- k) Successful nominees should be informed of the award at least thirty (30) days before the actual award event.

Nature of the Awards

The award will take the form of a framed certificate awarded at a function hosted by the Alumni Association and organised by the Alumni Relations Office.

This document and nomination forms are available at the Alumni Relations Office or on the website – <http://alumni.mandela.ac.za>

**Alumni Association Executive Committee
JUNE 2019**

RISING STAR AWARDS

POLICY DOCUMENT

Purpose

The purpose of the Rising Star Awards is to recognise alumni (graduates and diplomates), aged forty five years or younger, who have made significant progress in their career fields or contributed to the development and well-being of society and shows promise for even greater future achievements.

Alumni Awards Committee

An Alumni Awards Committee will serve as selection committee and report to the Alumni Association Executive Committee for final approval of the awards and the event format.

Alumni Awards Committee members

- a) Alumni Association President (Chairperson)
- b) Additional: Alumni Association Executive elected member
- c) Additional: Co-opted member/internal or external
- d) A DVC – Teaching & Learning or Research & Engagement
- e) Director: Alumni Relations
- f) Advisor: Director: Transformation Monitoring and Evaluation
- g) Secretariat: Alumni Relations Coordinator

Awards criteria

- a) Nominees must have received a degree or diploma from the University or its founding institutions.
- b) Nominees must have an excellent professional track record (which may include areas of excellence in sport, arts and culture, public service, etc.) and have achieved recognition by peers, industry, professional bodies, etc. considering their age and career stage.
- c) Nominees must have made significant impact within their professional field and/or in society.
 - i. Consider type and length of service and impact of service by nominee.
 - ii. Consider contribution to and value add for the university.
- d) Nominees must be of good character to serve as University ambassadors and role models and exemplify University values.
 - i. Consider commitment to continuous learning and personal growth
 - ii. Consider personal character and public image.

Nomination rules and process

- a) A public call for nominations will be made using mainly the internet and alumni networks.
- b) A special communication will be sent to Deans to encourage faculty nominations.
- c) The official Rising Star Award nomination form must be completed and sufficient supporting evidence and motivation supplied for a nomination for a nomination in line with criteria.
- d) The nominator and two seconders must be alumni of the University or its founding institutions.
- e) University staff members (current and retired) can also be nominators and seconders.
- f) A nominator cannot nominate more than one person for the same award in a particular year.

- g) Serving Alumni Association Executive members cannot be nominated for the Award.
- h) Individuals cannot nominate themselves.
- i) All nominations received by the closing date will be screened by the Alumni Awards Committee.
- j) Nominations will be open for at least thirty (30) days after the announcement of the call for nominations.
- k) The nomination can include supporting material such as newspaper articles, photographs, articles, respective memberships, internet articles, newsletters, publications & motivation letters. Materials will not be returned. No original items must be submitted.
- l) Letters of support must not be longer than two pages.
- m) A CV of the nominee of at least two pages and not more than five pages must be submitted along with the nomination forms.
- n) The nomination package must be delivered to the Alumni Relations Centre, North Campus, Summerstrand, Port Elizabeth. The nomination form and supporting documents must be sealed and marked: FOR ATTENTION – DIRECTOR: ALUMNI RELATIONS (AWARDS). Delivery must be during office hours (Mon- Fri 08:00-16:30).
- o) Nominations can also be scanned and e-mailed to paul.geswindt@mandela.ac.za or faxed to 041 504 1417.

Selection process

- a) All nominations received by the closing date will be screened by the Alumni Awards Committee. A nomination does not mean that a nominee will get the award.
- b) Recommendations will be made by the Alumni Awards Committee and submitted for final approval to the Alumni Association Executive Committee.
- c) A maximum of four Rising Star awards will be made in a particular year.
- d) If nominations do not meet the criteria, no award will be made in a particular year.
- e) The selection of awards recipients, as approved by the Alumni Association Executive Committee, is final.
- f) The selection process should be completed within thirty (30) days of the closing date for nominations.
- g) Successful nominees should be informed of the award at least thirty (30) days before the actual awards event.

Nature of the Awards

The award will take the form of a framed certificate awarded at a function hosted by the Alumni Association and organised by the Alumni Relations Office.

This form will be available at the Alumni Relations Office or on the alumni website – <http://alumni.mandela.ac.za>

Alumni Association Executive Committee
JUNE 2019