**Submission Instructions**

Your completed nomination form and attached curriculum vitae for the nominee should be submitted to:

**Dr Penny Moore**

Director: Council Services and Chancellery

Telephone: (08) 8302 0147

Email: [penny.moore@unisa.edu.au](mailto:penny.moore@unisa.edu.au)

Please Note: You are obliged to keep your nomination confidential and not disclose your nomination to the nominee.

Sections A, B, C, and D must be completed. **Please provide a copy of the nominee’s full curriculum vitae when submitting this application.**

Please click [HERE](http://www.unisa.edu.au/policies/policies/corporate/C31.asp) to read the policy governing Honorary Awards.

**Section A: Details of person submitting nomination**

Full Name

Business address

Business telephone number (include mobile if appropriate)

Email address

Relationship between you and the nominee

Date

**Section B: Details of person being nominated**

Full Name

Business address

Daytime telephone number (include mobile if appropriate)

Home number

Email address

**Section C: Referees**

Please provide the names and contact details of three appropriate referees who **may** be consulted confidentially regarding your proposal.

**Referee 1**

Full Name

Business address

Business telephone number (include mobile if appropriate)

Home telephone number

Supporting evidence (why this person has been chosen as a referee for this nomination)

**Referee 2**

Full Name

Business address

Business telephone number (include mobile if appropriate)

Home telephone number

Supporting evidence (why this person has been chosen as a referee for this nomination)

**Referee 3**

Full Name

Business address

Business telephone number (include mobile if appropriate)

Home telephone number

Supporting evidence (why this person has been chosen as a referee for this nomination)

**Section D: Details of the nomination for University Fellow**

**What has this person done to be recognised in this way? Please provide a response to each section below.**

**Service**

In what role and over what period has the nominee demonstrated substantial continuous and high calibre support of the interests and welfare of the University of South Australia or of a particular part of the University’s activities? In exceptional circumstances, the Honorary Awards Committee will also consider nominations outlining outstanding service to a community within which the University operates.

**Achievement**

How has the nominee demonstrated substantial continuous and high calibre support of the University or of a particular part of the University’s activities? In exceptional circumstances, the Honorary Awards Committee will also consider nominations outlining outstanding service to a community within which the University operates.

This may be evidenced by:

1. Promotion of the academic purposes of the University or of facilitating those purposes in any particular activity of the University
2. Expanding educational opportunities among groups within the community that the University considers have suffered disadvantages in education
3. Fostering links between the University and other institutions within and outside Australia.

**Impact**

How has the nominee’s contribution positively affected the University?

**Future Contribution**

The Honorary Awards Committee is also interested to understand the potential for this person to contribute to the University in the future. Please provide a paragraph of information about how you expect this person’s relationship with the University will grow in the future, and briefly outline the contributions you expect them to make.

**Other Information**

Please indicate if the nominee has ever been a member of staff of the University (Yes/No)

If yes, please indicate when the nominee retired:

*(Please include any other relevant information here)*

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