



LA TROBE
UNIVERSITY

Honorary Degrees
Nomination Form

NOMINATION INFORMATION: HONORARY DEGREE

A) ELIGIBILITY AND SELECTION CRITERIA

An individual who is not a La Trobe alumnus or an individual who has completed an undergraduate degree only with La Trobe and who has, over an extensive and sustained period of time, demonstrated:

- I. Outstanding professional achievements
 - Recognised as leader/expert in their field
 - Significant achievement(s) throughout their career
 - Evidence of ethical and/or innovative sustainable approaches used
- II. Significant community service achievements
 - Support of and significant involvement in the community in a voluntary capacity
 - Dedication of significant personal/professional time for charitable/community support activities
- III. Inspirational leadership within their fields of expertise
 - Mentoring employees/younger people inside or outside their organisation
 - Advocacy of access and diversity within their organisations and across their field
 - Encouraging corporate philanthropy and community support
 - Providing leadership within and across their respective industries
- IV. Outstanding personal qualities
 - Engaging in or enabling personal philanthropy
 - Providing inspiration and leadership to others through personal examples and role modelling
 - Success in the face of adversity

B) NOMINATION PROCESS

PLEASE NOTE: It takes a minimum of 8 weeks from approval to conferral – this timeline must be factored when preparing a nomination for an Honorary Degree.

- Nominators must be one of the following: University Council member, VC, DVC, PVC, RFA leader, or a prominent alumnus of La Trobe University.
- Nominators do not need to have a professional connection to the person they are nominating.
- Nominators do not have to be a graduate of La Trobe University.
- Other staff or individuals outside the University may make recommendations for nominations but these must be endorsed and acted upon by an appropriate member of the La Trobe community as listed above.
- Once reviewed by the Alumni and Advancement Office, nominations that meet the criteria will be forwarded to the Vice-Chancellor for endorsement and are then referred to Academic Board for consideration and approval.

- 1) Complete the nomination form
 - a. Select category of award;
 - b. Complete nominee information;
 - c. Complete nominator information;
 - d. Complete a written submission within the space provided;
 - e. Attach resume of nominee (max. six A4 pages) OR provide information of nominee within the space provided; and
 - f. Complete details of a minimum of two referees.
- 2) Complete checklist – **incomplete nominations with not be accepted**
- 3) Submit to the Alumni and Advancement Office as specified in Section H.

C) CONFIDENTIALITY

This award process must remain confidential from the nominees until a decision has been made by the Academic Board

D) SELECTION COMMITTEE

The Academic Board will approve Honorary Degree nominations.

E) RECIPIENTS

La Trobe University will normally award no more than four (4) Honorary degrees each year.

F) CLOSING DATE

Nominations for awards will be called for in the first and second quarter of each year. Nominations are encouraged to be submitted by 5th May 2019. Each application will be considered on its own merits and must be approved by Academic Board.

Nominations may be accepted outside the nomination period if a strong case can be made to do so (and allowing for the timeline referred to in Section B).

G) MORE INFORMATION

For more information on the nomination process please contact the Alumni and Advancement Office at alumni@latrobe.edu.au or phone 9479 2011 or 1300 737 133

H) SUBMITTING NOMINATIONS

Please post or email completed nomination form and associated documentation to:

La Trobe University Honorary Awards
Alumni and Advancement Office
La Trobe University
Bundoora VIC 3086

Email: alumni@latrobe.edu.au

HONORARY DEGREE NOMINATION FORM

Nominator Information

Name: _____

Relationship
to nominee: _____

Address: _____

E-mail: _____

Telephone (home): _____

Telephone (work): _____

Telephone (mobile): _____

Company name: _____

Position title: _____

Company Address: _____

Nominee Information

Name: _____

Address: _____

E-mail: _____

Telephone (home): _____

Telephone (work): _____

Telephone (mobile): _____

Company name: _____

Position title: _____

Company Address: _____

Referees

List details of referees who may be contacted to support this application. It is mandatory to provide at least two but suggest that not more than three are required.

1.

Referee's Name _____

Referee's Position title _____

Referee's Organisation _____

Referee's Contact number _____

Referee's Email address _____

Specific achievements known to the referee _____

2.

Referee's Name _____

Referee's Position title _____

Referee's Organisation _____

Referee's Contact number _____

Referee's Email address _____

Specific achievements known to the referee _____

3.

Referee's Name _____

Referee's Position title _____

Referee's Organisation _____

Referee's Contact number _____

Referee's Email address _____

Specific achievements known to the referee _____

Type of Honorary Degree to be conferred:

- DEd – Doctor of Education
- LLD – Doctor of Laws
- DLitt – Doctor of Letters
- DN – Doctor of Nursing
- DPH – Doctor of Public Health
- DSc – Doctor of Science
- DUniv – Doctor of the University

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Please note: Nominations for DUniv require special justification. This should be included as part of the written submission section of this form.

I can confirm that a budget has been identified to cover the costs associated with travel and expenses for the recipient to attend a conferral ceremony.

Yes	
No	

Are you intending to run any events in association with the Honorary Degree ceremony?

Yes	
No	

If yes, please describe the type of events you have planned:

I believe that there are opportunities associated with this nomination to engage the alumni of La Trobe University.

Yes	
No	

Nomination Checklist

Please confirm that all items have been included and return to:

alumni@latrobe.edu.au

OR

La Trobe University Honorary Awards

Alumni and Advancement Office

La Trobe University

VICTORIA 3086

- Nominator Information
- Nominee Information
- Written Submission - within the space provided, any extra documentation will not be considered
- Resume of Nominee (maximum of six (6) A4 pages)
- Referees list for Nominee (at least two referees to be provided)
- One original unbound copy of the completed nomination form
- Submit by email or by post