

# **Ardhi University Convocation**

## **Guidelines for Nomination and Selection of Recipients of Distinguished Alumni Awards**

### **1.0 Introduction**

The Distinguished Alumni Award provides an opportunity to give special recognition to Ardhi University alumni. It is one way of strengthening links between the University and its alumni. The Distinguished Alumni Award is the highest honor that bestowed by a University to a graduate.

### **2.0 Purpose of the Award**

The purpose of the proposed Distinguished Alumni Award is to recognize ARU alumni outstanding achievement and contribution to their profession, service to the community, support and loyalty to Ardhi University.

### **3.0 Category of Awards**

Ardhi University will provide five awards each year as follows:

#### **i. Professional Achievement and Career Award**

This award acknowledges outstanding alumni who:

- a. Have attained extraordinary distinction and success in their chosen business, profession or industry and the recipient of some previous recognition (publications, presentations, awards, honors, research, continued advancement – academically and/or professionally).
- b. have distinguished themselves in organization and development of their respective professions
- c. have demonstrated excellent leadership ability in their respective professions and within the community

#### **ii. Teaching Award**

The award is meant to honour distinguished teaching while providing encouragement and incentive for teaching excellence within and

outside Ardhi University. The recipient and respective academic department will receive recognition.

### **iii. Young Alumni Achievement Award**

The Young Alumni Achievement Award acknowledges individuals who have achieved exceptional accomplishment in their chosen profession during the first 10 years following graduation as well as service to their community and/or demonstrated loyalty to Ardhi University.

### **iv. Service to Society Award**

The Service to Society Award recognizes alumni who have exhibited integrity and a demonstrated commitment to offering service in bettering the lives of others in the society.

### **v. Service and Support to Ardhi University**

This award acknowledges individuals or groups who have made significant contribution to a program or activity deemed to have benefited and added value to Ardhi University, ARU Convocation and their programs.

## **4.0 Eligibility**

Members of the Ardhi University Convocation as provided in the Constitution of the Ardhi University Convocation are eligible for the five awards.

## **5.0 Selection Process**

A Selection committee of five members will be formed by the Convocation Executive Committee. The selection process shall be as follows:

1. The committee will solicit and receive nominations from an alumnus as an individual, or on behalf of a group or institution. The Committee shall clearly state the criteria nomination for each award.
2. Submissions will include:
  - a. A letter of nomination highlighting the nominee's achievements, and explaining how the nominee meets the criteria for the Award.

It is particularly important in nominations for the Distinguished Alumni Award that the significance and impact of the nominee's contribution be explicit.

- b. The letter of nomination shall be accompanied with at least two letters of support from individuals familiar with the nominee's work.
- c. A complete and current copy of the nominee's curriculum vitae.
- d. Supporting documents: depending on the nominee's field of endeavor, such documents could include notices and reviews of the nominee's work, sample publications, samples of media coverage, personal citations and testimonials, etc.
- e. A nominee may be contacted to provide supporting information where necessary.

## **6.0 Selection Criteria**

To be selected for a Distinguished Alumni Award, nominees must have:

- i. made an outstanding contribution to their chosen field through scholarship, research, teaching, creative contributions to scientific/business community; and /or
- ii. given outstanding service to the community; and/or
- iii. given outstanding service to Ardhi University
- iv. The highest level of integrity and good standing

## **7.0 Form of Award**

Awards will be in form of cash gifts, engraved plaque, and engraved name plate mounted on permanent plaque to be placed at a designated area, "Wall of Fame", within the University's main campus.

## **8.0 Approval Process**

- i. The Convocation Executive Committee shall review the nominations and forward recommendations to the University Council for review and approval. The Convocation Executive Committee shall have the right, not to recommend a nomination to the Council, should a suitable candidate not be found in any category in a given year.

- ii. President of the Convocation shall inform the respective nominee of their nominations asking for their acceptance/non acceptance of nominations.
- iii. Upon approval by the Council, and acting on behalf of the University, the President of the Convocation shall send a letter notifying the candidate that he / she is a recipient of the Distinguished Alumni Award. Until a candidate has received and accepted a formal written invitation to receive a Distinguished Alumni Award, all proceedings and discussions shall be confidential.
- iv. The Awards will be conferred at the annual Convocation Meeting.