



Southern Cross
University

Student Excellence Awards

Tips for submitting a nomination



Transforming > Tomorrow



Step 1

Assess your or the nominee's achievements against the award criteria.

What are the award criteria? The award criteria indicate the types of achievements or actions identified as an indicator of excellence (it is not exhaustive). The selection panel will assess the nominations against the award criteria and determine the awards accordingly.

The purpose of the criteria is to determine the desired standard for nominations and enable transparency and equity when the selection panel assess the submissions. The criteria also enables you to present evidence of excellence or impact in line with the award standards.

See next page for more information on the award criteria.

Step 2

Prepare the nomination

- List achievements in the last 12 months. If you are nominating someone else, you may want to reach out to collaborate with the nominee and ensure they are well-represented. The nominee could also prepare their own submission.
- Relate the achievements to the selected criterion/criteria.
- Use a word processing program to ensure grammar, spell-check and word count functions (max 500 words per nomination) are checked.
- Use the STAR formula to demonstrate excellence and/or impact. Start with an opening statement which summarises the nomination in relation to the award criteria (see next page).

Step 3

Review the nomination

- Review the nomination draft and check it demonstrates excellence and/or impact
- If you are self-nominating, it is suggested to send the nomination to a friend, colleague, or supervisor for feedback.
- If you are nominating someone else, it is recommended to send the draft to the nominee as they may have additional information which can support the nomination.
- Once you are happy with the nomination, open the Qualtrics survey and copy and paste the nomination draft into the required field.

Information on this fact sheet adapted from the Career Development Program of Queensland University of Technology. www.qut.edu.au, available under creativecommons.org/licenses/by-nc-sa/2.5/au

STAR: Situation, Task, Action, Result

Situation: describe the situation where excellence and/or impact has been demonstrated.

Task: describe the role (for example, what were the requirements of the role? Was the role paid or unpaid?)

Action: describe the actions taken

Result: describe the result/impact of the actions taken in relation to the award criteria. Make sure to include evidence to support the nomination, for example, any quantifiable results or quotations from stakeholders.

Award Criteria:

Student Excellence Awards will be granted in recognition of a student who has demonstrated excellence and impact through a significant contribution to enhancing the student experience, fostering positive change or engagement with communities leading to lasting impact. Please address in your nomination how you meet some or all of the below indicators of excellence.

Outstanding Leadership

- Evidence of outstanding leadership of a club or society, or other significant student focused leadership activity either individually, managing a team or as part of a program run by the University.

Community Engagement

- Supporting community in times of crisis.
- Significant contribution to the enhancement of relations between Southern Cross University and the wider community.
- Significant work in a volunteer or paid capacity leading to positive social change or community advancement.

SCU Engagement

- Significant positive contribution and/or impact to the campus culture and life of Southern Cross University (e.g., through the UniMentor, Peer Assisted Learning (PALS), Orientation and Events, and Ambassador programs).
- Evidence of outstanding leadership and/or contribution to sporting life at SCU, either individual or team (e.g., playing, coaching, supporting, volunteering, team management).

Awards and Recognitions

- Evidence of recognition for your work in co-curricular, sporting, art, literature etc. at SCU, state or national level.

