

**College of Science**  
**Distinguished Alumni Award 2023-24 Guidelines**

<b>Aims</b>
College of Science (CSCI) treasures the connection with alumni and is proud of their achievements after graduation from CityU. We believe successful alumni are precious role models who can bring career inspiration and positive influence to our students. The College Distinguished Alumni Award (CSCI-ALA) is established to recognise and honour alumni who have demonstrated outstanding achievements, and/or made distinct and impactful contributions to CSCI, CityU or the Society.
<b>Eligibility</b>
<ul style="list-style-type: none"><li>▪ All graduates of departments under CSCI who have successfully completed a programme and attained an academic award conferred by CityU, and</li><li>▪ Has outstanding business/professional/academic achievements or a leader in his/her field, and/or</li><li>▪ Has distinct and impactful contributions to CSCI, CityU or the Society.</li><li>▪ All nominees are not recipients of CityU Alumni Awards and CSCI-ALA in the last two years.</li></ul>
<b>Award</b>
There will be a maximum of two awards each year. The awardees will receive an Award Certificate issued by the College of Science and will be invited to join the Award Presentation session in CSCI's annual Commencement Ceremony to be held in May/June.
<b>Submission of Required Documents</b>
Submissions should consist of a <b>summary description (maximum 3 pages)</b> of the professional/scholarly achievements obtained and distinct contributions made by the alumni to CSCI, CityU, or the Society and a Curriculum Vitae. The document should provide evidence of the achievements and contributions, for example, prizes/awards/titles/professional membership, or publications/reports/letters, and other forms of special recognition.
<b>Nomination Procedures</b>
<ul style="list-style-type: none"><li>▪ Each Head of Department of CSCI will be invited to make one nomination.</li><li>▪ Nominators should seek prior consent from the nominees before submitting the completed <a href="#">Nomination Form</a> to the Director of Administration of CSCI within the nomination period.</li><li>▪ Nominators should provide supporting documents of the achievements obtained and contributions made by the nominee by the stipulated document submission deadline.</li></ul>

<b>Selection Criteria</b>
<p>All nominees will be assessed based on the following criteria:</p> <ul style="list-style-type: none"> <li>▪ evidence of achievements and contributions presented;</li> <li>▪ level of achievement and leadership in the field;</li> <li>▪ significance of contribution and impacts to CSCI, CityU and/or the Society</li> </ul>
<b>Selection Process</b>
<p>A Selection Panel (Panel) will be formed with the Dean (CSCI) as Panel Chairman. The panel members comprise one representative from each CSCI department nominated by the Heads of Departments and another member of the University that the Dean considers appropriate. The Panel will review all nominations based on the submissions and recognised evidence of achievements and contributions of the candidates. The decision of the Panel is final.</p>
<b>Timeline</b>
<ol style="list-style-type: none"> <li>1. Nominations should be sent to the Director of Administration (by email: <a href="mailto:csci.office@cityu.edu.hk">csci.office@cityu.edu.hk</a>) on or before <u>23 February 2024 (Friday)</u>. All required supporting documents should reach the College Office by <u>15 March 2024 (Friday)</u>.</li> <li>2. The selection panel meeting will be conducted in April 2024.</li> <li>3. Result of the CSCI-ALA will be announced in late April 2024.</li> </ol>

January 2024