



## CRITERIA AND PROCESS

*The following are the salient guidelines for nomination and selection of the ASEANnale Distinguished Award for Higher Education:*

### **Nomination**

1. Any person or group of persons with proven affiliation with a duly accredited higher education institution offering tertiary level ASEAN-related course or academic program may formally nominate any person for the ASEANnale Distinguished Award for Higher Education as per nominee's qualification specified below. Nomination form is provided herewith.
2. Nominating party may nominate only one person for this Award.
3. Nominee may be nominated by more than one person/group.
4. Self-nomination is not allowed.
5. There is no nomination fee to be collected by organizers or paid by nominating person/group. Neither is any obligation on the part of nominee/nominating party to compensate for acceptance of nomination. Only nominations received by 9 February 2018, 5 p.m. PHT will be considered for the Award.
6. Only nominations received by 9 February 2018, 5 p.m. PHT
7. Nominations should be submitted via email to [aseannale@upou.edu.ph](mailto:aseannale@upou.edu.ph) in a compressed ZIP file (with all supporting documents) not more than 25 megabytes. The ZIP file should be named "**aseannale nominee-*<full name of nominee>*.zip**". Supporting documents must include certifications of authenticity or verification by designated, or may simply be covered by a notarized affidavit stating the veracity and truthfulness of documents)

### **Nominee Qualifications**

1. Nominee must be a living national from any ASEAN member country who has been involved with any ASEAN-related tertiary level academic/research undertaking for at least the past five years. Proof of nationality/citizenship can be citizen card, passport, birth certificate.
2. Academic involvement means teaching, thesis advising/mentoring, academic course development, creative work, management and administration of academic programs. Research and creative involvements in ASEAN-related topics include those activities for academic purposes and not for private sector consultancy. Summaries of both involvements are sufficient and acceptable evidence of compliance. No full portfolio is required. Only best/outstanding evidence/s of relevant accomplishment/involvements should be submitted.
3. Nominee must accept the nomination formally as proven by signature in nomination form. S/He must comply with guidelines of the Award.

## **Selection**

1. The Organizing Committee shall constitute the Award Committee of the ASEANnale 2018. The Award Committee composed of five members, one of whom shall be the Chair, shall formulate its internal guidelines and criteria for purposes of selecting the awardee/s for 2018. Given the novelty of the award for 2018, awardees may be limited to a small number.
2. The Award Committee shall be aided by staff members who shall keep the records of all deliberations of the committee. Such records may be opened upon request should the need arise but shall be kept as documentary of transactions of the ASEANnale 2018 and other legal purposes.
3. The Award Committee may request both nominee and nominating party for more evidences of claims in the nomination form. The requested additional evidences must be submitted within the requested date.
4. The ASEANnale organizers and judges shall not be held liable for any controversy regarding the decision and selection of the awardee. The decision of the judges is final.

## **Awarding**

1. The ASEANnale 2018 Distinguished ASEAN Award shall be made known on the occasion of this event.
2. During the said portion of the event, the Award Committee shall briefly explain the award and the merits for which the award/s will be given to the awardees.
3. Modest recognition of juried academic work and the ASEANnale trophy shall be given.