

AUSTRALIAN NATIONAL MUSEUM OF EDUCATION
PRIZE FOR HERITAGE, MUSEUMS AND CONSERVATION
GUIDELINES FOR 2016

These guidelines are to provide information to students wishing to apply for the Australian National Museum of Education Prize for Heritage, Museums and Conservation.

What is the purpose of the prize?

The Australian National Museum of Education prize for Heritage, Museums and Conservation is awarded to a graduating student with an outstanding academic achievement and who has demonstrated a significant contribution or involvement in the work of the ANME. The individual will be currently undertaking studies in the *Bachelor of Heritage, Museums and Conservation* or a Major in this course at the University of Canberra and has demonstrated this expertise in assisting the ANME with its programs and work.

When will prize be available?

The prize will be offered each year and applications will be judged by a sub-committee of the ANME Board. The members of the sub-committee include Dr John Grant, Ms Tracey Ireland, Dr Malcolm Beasley, Ms Merrilee Chignell and chaired by a UC academic.

One prize may be awarded each calendar year with the announcement at graduation.

How do I apply for the ANME Prize?

Applications can be downloaded from the website at <http://www.anme.org.au/prize>

Applications should be typed or neatly printed.

A copy of the application and supporting material (on A4 paper) should be emailed or posted to:

Box 24
ANME- Building 5
University of Canberra
CANBERRA ACT 2601

anme@canberra.edu.au

Save your application as your surname – ANME prize

When can applications be submitted?

Applications may be submitted until the closing date **Friday 7th October 2016**.

When will I find out the result of my application?

Applicants will be advised that their application has been received and will be considered as soon as possible following the closing date. The ANME Prize Sub committee will then rate applications against the selection criteria and provide a recommendation to the ANME Board. The annual winner of the ANME Prize will be confidential until the conferring of degrees ceremony in April.

Who can apply?

- University of Canberra students in their second or third year of studies in *Bachelor of Heritage, Museums and Conservation*. Students undertaking a major in *Heritage, Museums and Conservation* are also eligible to apply.

Assessment Criteria

The following criteria will be used by the panel when assessing applications for the ANME Prize. Applicants should use the Assessment Criteria to assist them in writing their application.

1. Academic achievement in the field of *Bachelor of Heritage, Museums and Conservation*.
2. Demonstrated experience and understanding of Museum curation, conservation or cultural heritage management.
3. Evidence of contribution to the ANME collection.

What does the ANME Prize for Heritage, Museums and Conservation consist of?

The ANME Prize is a monetary prize of **\$400** for one individual who has shown outstanding contribution to the work of the ANME.

Where can I obtain an application form?

Application forms are available from <http://www.anme.org.au/prize>

What must I include with my application for the prize?

- Copy of your academic transcript to date.
- Up to 200 words as justification for your claims against the selection criteria 2 and 3.

Where do I send my application?

One copy of your application and supporting material (on A4 paper) should be posted or emailed to:

Box 24
ANME- Building 5
University of Canberra
CANBERRA ACT 2601

anme@canberra.edu.au

Save your application as : your surname – ANME prize

What is the application assessment process?

The ANME Prize Sub committee will consider all applications against the selection criteria and provide a recommendation to the ANME Board. Each application will be determined as to its eligibility for inclusion in the field of candidates and ranked in order of merit. The name of the annual winner of the ANME Prize will be confidential until the conferring of degrees ceremony.

Please note: Incomplete applications will not be considered by the sub-committee.

Notification of outcome of application

All applicants will be notified by email of the outcome of their application.

Privacy

The information you provide on the application form is required to make a decision in regard to your application. Personal and professional information will not be made public. However, the winner of the prize will be recognised on the ANME website. The prize winner must agree to have their name, photograph and biography published on the website as a media release.

Where can I obtain further information?

For further information contact anme@canberra.edu.au

Important dates

1 August 2016	Applications open
7 October 2016	Applications close
December 2016	Applicants notified
April 2017	Conferring of Awards including the ANME Prize
May 2017	Winner information posted on the ANME website.

Applications received by ANME after the closing date will be returned to the applicant.

ANME PRIZE FOR HERITAGE, MUSEUMS AND CONSERVATION	
2016 APPLICATION FORM	
Completing the form	<ul style="list-style-type: none"> • Please refer to the website for the Guidelines when completing this form. • Please print in blue or black pen if completing this as a hard copy form. Scanned and attach with academic transcript as Surname -ANME Prize • Incomplete applications will be not be assessed.
Closing Date	Applications must be submitted by: 1700, Friday 7th October 2016
Part A	Applicant Information
Title	
Name	
Address	
email	
Mobile phone	
Part B	Selection Criteria
1. Academic achievement in the field of Bachelor, or major in, <i>Heritage, Museums and Conservation</i>	. Supply as attached Pdf.
2. Demonstrated experience and understanding of Museum curation, conservation or cultural heritage management.	Insert up to 200 words.
3. Evidence of contribution to the ANME collection.	Insert up to 200 words.
Part C	Authorisation
	I, the undersigned hereby certifies that the details provided in this application are true and correct to the best of my knowledge.
Signature	
Date	

FREQUENTLY ASKED QUESTIONS

Q. *If I am currently studying a major in Heritage, Museums and Conservation can I apply for the ANME Prize?*

A. Yes, so long as you are in your second or third year of studies. Final year students must apply within 8 months of completion.

Q. *Can I apply for the ANME Prize if I am not studying in the field of Heritage, Museums and Conservation but have a different degree?*

A. No. This prize is specifically for those presently studying *Heritage, Museums and Conservation* at the University of Canberra, in either their second or third year.

Q. *Do I need to be a student member of the ANME Board to apply for the ANME Prize?*

A. No. Membership on the ANME Board is not required. However, demonstrated involvement in the activities of the ANME is one of the selection criteria.

Q. *Do I need to provide a resume with my application?*

A. No. You only need to provide a current academic transcript. A personal reference is not required.

Q. *If I apply whilst in second year of my studies can I reapply in the following year?*

A. Yes this is allowed.

Q. *How do I get involved with the ANME and its collection?*

A. The ANME is housed in building 5 at the University of Canberra and the Board meets bi-annually. Events and contact details can be found on the website at www.anme.edu.au

Q. *Do I have any obligations if I am the successful applicant?*

A. Yes. If you are the winner of the award you will be required to provide a brief biography, photograph and media release posted on the ANME website.