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|  | **NAMING REQUEST FORM**  As per **8.15.01 Naming** |

**Submit this form and all supporting documentation to:**   
Office of the Vice-President (Advancement and Community Engagement) via email vpace@uq.edu.au

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| --- | --- |
| Date of request: |  |
|  |  |
| Name of nominator: |  |
|  |  |
| Unit: |  |
|  |  |
| Current name and purpose of asset (if any): |  |
|  |  |
| Proposed name and purpose of asset: |  |
|  |  |
| Location on campus: |  |
|  |  |
| Period of naming: |  |
|  |  |
|  |  |
| Rationale for proposed name: |  |

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| **CHECKLISTS** |
| **NAMING IN RECOGNITION OF SERVICE** |
| Has the individual being proposed for honour naming achieved distinction in or more of the following ways?  While serving the University in an academic capacity, the individual has demonstrated high scholarly distinction and earned a national or international reputation  While serving the University in an important administrative capacity, the individual has rendered distinguished service which warrants recognition of the individual's exceptional contributions to the University  The individual has contributed in truly exceptional ways to the advancement of the institution or achieved such unique distinction as to warrant recognition  The individual has contributed in truly exceptional ways to civil society or achieved such unique distinction as to warrant recognition |
| Please provide details: | |
| Does the individual being proposed for naming also exhibit one or more of the following attributes?  The highest standards of personal integrity  Honourable public service  Significant positive contributions to the University, the state, country and/or society  Highly regarded by the University community | |
| Please provide details: | |
|  |
| **NAMING IN RECOGNITION OF PHILANTHROPIC GENEROSITY** |
| Have the criteria for philanthropic naming, as specified in the Naming Policy (8.15.01), been met? |
| Please provide details: | |
|  |
| **RISK ASSESSMENT AND REPUTATIONAL CHECK** |
| **RISK ASSESSMENT – SLF (formerly USLG) MEMBER OR EQUIVALENT**  Do you envisage any potential reputational issues with the proposed naming?  Yes  No |
| Please provide details: | |
| Are there any additional internal or external parties who should be notified or consulted regarding the proposed naming?  Yes  No |
| Please provide details: | |
| **VP-ACE REPUTATIONAL CHECK:**  Raiser’s Edge search  World Check One search  Internet search |
| Assessment and notes: | |

**APPROVALS**

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| --- | --- | --- |
|  | **AUTHORISATION** | **DATE/COMMENTS** |
| **SLF (formerly USLG) member or equivalent** – submission |  |  |
| **VP (Advancement and Community Engagement)** – endorsement |  |  |
| **University Senior Executive Team** – endorsement |  |  |
| **Vice-Chancellor** – approval |  |  |
| **Senate (if required)** – approval (if required) |  |  |
| **Final approved name** |  | |