

The College Citation

Terms of Reference



Authorising Body:	Board
Responsible Committee(s):	Awards and Recognition Committee
Responsible Department(s):	Membership and Events
Document Code:	TOR The College Citation

Description

The College Citation was established in 1986, to honour special service to the RANZCP or psychiatry.

Eligibility Criteria

The Award is made to a Fellow or medical or non-medical person outside the RANZCP. The Award may be made to one person, or alternatively if more than one award is given, no more than four awards can be made in any one year. If there are no suitable applicants in any given year, the Selection Panel may decide not to award a College Citation. Previous recipients of the College Citation will not be eligible to receive it on a further occasion.

Form of Award

The Award comprises a framed citation and the recipient is invited to attend the College Ceremony at the RANZCP Congress where the Award will be presented.

Frequency

The College Citation is presented annually, if there is an appropriate nomination.

Application Process

The College Citation is given by nomination only. Nominations may be made by any two Fellows of the RANZCP, setting out their reasons for such nomination.

Nominations must be submitted to: awards@ranzcp.org.

Selection Panel Composition

The Selection Panel shall consist of the Chair of the Awards and Recognition Committee, the President and three other Past Presidents (if such a number be available) and have the power to co-opt members of the RANZCP Board, if necessary, to total an odd number of five members.

At least one member of the Selection Panel must be from Australia and at least one from New Zealand.

In the case of a declared conflict of interest, the Chair of the Selection Panel should advise possible alternate arrangements. In the case where the Chair of the Selection Panel declares a conflict of interest, and it is not possible/feasible to make alternate arrangements, the decision should be deferred to the rest of the Selection Panel.

The Selection Panel will consider the nominations. The Selection Panel is responsible for recommending to the Board a person for receipt of the Award and will only do so if they are unanimous in their recommendation. The recommendations should be in writing and should outline the reasons for such nomination. The Board will have final determination for this Award.

Revision Record

Contact:		Senior Manager, Membership Services (Membership and Events)	
Date	Version	Approver	Description
19/11/2015	1.0	B2015/7	Updated to reflect correct terminology and processes.
10/02/2018	1.1	B2018/1 R14	Updated to reflect correct terminology and processes.
August 2019	1.2	Coordinator, Membership Services	Updated clarify nomination process.
2020			NEXT REVIEW