

GUIDANCE NOTES FOR MAKING A NOMINATION

This document should act as guidance on how to write your nomination for the Bob Beattie Postgraduate Student of the Year Award and should be read in conjunction with the Terms and Conditions document. Here we describe what a good nomination looks like.

Key points to remember:

- Any Keele University student can nominate a postgraduate student for the award
- Undergraduates can nominate a postgraduate if they wish
- Elected students can nominate, regardless of whether they are in Sabbatical or voluntary positions
- Keele University staff can **not** nominate a student
- You **cannot** nominate yourself
- Nominations will be considered by the Bursary and Scholarships Awards Committee (The Awards Committee). Each nomination is considered on its merit, based on the information provided
- There is one main prize of £500 and up to five “Highly Commended” prizes of £100 each
- This is not an award intended for academic achievements, nor is it an award for teaching. Whilst strong academic achievement and/or excellence in teaching might form part of your reasons for nominating, ***this should not be the sole reason***. For these there are separate prizes awarded by the University (such as the Keele Excellence Awards: <https://www.keele.ac.uk/lpdc/learningteaching/keeleexcellenceawards>)

Filling in the Nomination Form

To nominate an individual for the award, you will be required to fill in a nomination form. Before filling in this form please read **both** the Terms and Conditions **and** this Guidance Document. This will help you understand what the Awards Committee is looking for and will help strengthen your nomination.

Please note, you must be logged into Keele University email account to gain access to the form. All submissions are confidential and will only be viewed by the awarding committee unless otherwise communicated.

The Nomination Form will first require you to state who you are nominating and to provide their contact details, if known. We ask all people submitting nominations to try and provide contact details for the person they are nominating, as it helps the KPA Committee to contact the individual, in the event that your nominee is successful.

You will then be presented with questions which encompass the key areas that the Awards Committee will judge nominations on, as stated in Point 5 of the Terms and Conditions, under the heading, 'The Nomination Process':

- The impact of the nominee's contribution – the positive change it has brought about
- The individual commitment and initiative they have shown

The number of words you can write is limited, so it is advised that you choose your words carefully and make sure your responses are clear and succinct. This will be your opportunity to 'sell' your nominee and convince the Committee why they should be selected for an award.

Finally, you will be required to state whether you would be happy for your comments to be shared with the nominee and / or used in any further publications and promotional materials. Ticking "Yes" will allow the KPA Committee to use quotes from your responses, anonymously. For example, quotes may be used during the Awards Evening when the nominee receives their award. These will not be attributed to you, nor will the nominee be told who nominated them. We would, however, like to be able to tell them why they were nominated!

Contribution Examples

The Nomination Form requires you to talk about a contribution(s) your nominee has made to an individual or to the postgraduate community in part, or as a whole. The Awards Committee is willing to consider any contributions an individual has made that meet the criteria. Below is a list of examples of potential contributions an individual could have made. This list is not exhaustive and should only serve as a starting point:

- Has organised, or contributed to, a successful event for postgraduates, whether this be academic, personal or welfare-related
- Has organised successful social activities for the postgraduate community
- Has supported a fellow postgraduate student during their time at Keele in some way through personal contribution
- Has been involved in Postgraduate representation / advocacy e.g. PGT or PGR representative (however this does **exclude** full time and paid KPA Officers)
- Has been involved in representation of postgraduates in the local community – acting as a role model, promoting education
- Has promoted postgraduate study either specifically at Keele or in general

The Nomination of KPA Voluntary Officers

Under 'The Main Criteria for the Award' point 5 of the Terms and Conditions, a KPA Voluntary Officer may be nominated. However, the nomination must be for a contribution

that is 'above and beyond what is expected of them within their voluntary role'. All job descriptions, except Student Trustee, can be found in the KPA Constitution (which can be emailed on request, please contact kpa.coordinator@keele.ac.uk) under Standing Orders and Procedures 1.1.5 onwards. These are listed below:

1.1.5 Activities Officer

- a) Shall work with the Finance Secretary and Clubhouse management to organise a balanced programme of events at the Clubhouse and beyond.
- b) Shall liaise with Keele University Students' Union about the provision of adequate postgraduate activities.

1.1.6 Equality and Diversity Officer

- a) Shall ensure that all the Associations activities take into account and represent minorities equally.
- b) Shall be involved in the University's Equality and Diversity strategies.

1.1.7 International Students Officer

- a) Shall ensure that all the Associations activities take into account and represent international students equally.
- b) Shall be involved in the University's internationalisation strategies.

Student Trustee

The below role description for Student Trustee has been taken from the KPA Election Handbook:

The Student Trustee will chair all Association General Meetings, allowing the President to participate fully in meetings. They will be responsible for the conduct of meetings and oversee proceedings. The Student Trustee will also be a Trustee of the Association. The Student Trustee is also responsible for ensuring that the Executive Committee is acting in the best interests of the Association and its members.

If there are still any queries regarding whether the contribution falls within the Voluntary Officer's role description, please contact the KPA Co-ordinator at:
kpa.coordinator@keele.ac.uk.