




BOB BEATTIE POSTGRADUATE RECOGNITION AWARDS

Guidance Document 20/21

This document should help you through the nomination form for the Bob Beattie Postgraduate Recognition Awards and should be read alongside the *Terms and Conditions* document. Here we will describe what an ideal nomination looks like.

Before you start, here is a reminder:

WHO CAN MAKE A NOMINATION?

-  Any Keele University student can submit a nomination.
-  This year, nominations by Keele University staff are permitted.
-  Self-nominations are **not** allowed.

Each nomination is considered by the Awards Committee on its merit, based on the information you provide. The more detailed, the better. So, go all out. After all, winners can receive up to £500.

Please note: This award is **not an award dedicated to personal academic achievement. Whilst this 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>*

It has been an extraordinary year, so let's celebrate some extraordinary people.



FILLING IN THE NOMINATION FORM

To nominate an individual for the award, you must fill in a nomination form. Before doing this, please read **both** the Terms and Conditions **and** this Guidance Document. This document will take you through each section of the form and help you understand what the Awards Committee is looking for and 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.

SECTION 1 – NOMINEE DETAILS




The initial two questions are to gather nominee details.

-  1. Who are you nomination for an award? (Full name)
-  2. Contact details of the nominee, if known (preferably Keele email).

These will help the KPA Committee to contact the individual, in the event that your nominee is successful.

SECTION 2 – REASON FOR NOMINATION

You will then be presented with three questions which cover the key areas that the Awards Committee will judge nominations on. These questions are:

-  3. Why are you nominating this person? What have they done this year to go above and beyond?
-  4. How has this nominee contributed to postgraduate life here at Keele? (This can be for an individual or the postgraduate community as a whole).
-  5. Why are they such a special person? Why do they deserve to be selected for an award?

Criteria for the decision process is stated in Point **3.2 of the Terms and Conditions**, under the heading, 'The Nomination Process'.

For the highest chance of success, answers to these should be between 200-300 words per answer, so please ensure your responses are detailed and clear. This is the chance to really 'sell' your nominee.

SECTION 3 - DECLARATION

The final question asks whether you would be happy for your comments to be used in any further publications and promotional materials.



6. Are you happy for your responses/comments to be used in any KPA or university publications and promotional materials? Again, these will remain anonymous.

Ticking **"Yes"** will allow the KPA Committee to use quotes from your responses, anonymously.

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 or held successful online events for postgraduate students to stay connected during the pandemic, such as:

- Writing Retreats
- Virtual drop in sessions
- Peer support groups
- Virtual social events
- Welfare checks with peers



Has supported a fellow postgraduate student during their time at Keele in some way through personal contribution or has been a key help to peers/fellow postgraduates during COVID (I.e., offered to shop on their behalf, etc).



Has organised peer-to-peer support channels, via social media, or teams, etc. to ensure cohorts stay connected.



Has shown significant kindness and generosity to fellow students during the pandemic (I.e., shared resources, lent people books, supplied links to journals, etc.)



Has overcome hardship or personal challenges



Has been involved in Postgraduate representation / advocacy e.g., PGT or PGR representative, whether pandemic related or otherwise.



Has been involved in representation of postgraduates in the local community – acting as a role model, promoting education, etc.



Has promoted postgraduate study either specifically at Keele or in general.



Has volunteered to help the community during the pandemic



Made a significant contribution to student life during the pandemic.