

### **Guidance on the General Category of the Distinguished Achievement Awards**

When no other category under the Distinguished Achievement Awards is suitable, staff can nominate a member of staff or a student for a General Distinguished Achievement Medal.

This category is designed to recognise sustained and/or exceptional service to the University which is over and above what would be expected as part of the individual's input into his/her job, role or course. Retiring lay members of the Board of Governors or, exceptionally, retiring staff members might fall into this category.

Nominations for the General category can either be made to the timescales for the other categories (i.e. by Friday 6 February 2015), or at any other time of the year.

### **Submissions process**

As stated above, nominations in the General category can be made either in line with the deadline for the other Distinguished Achievement Awards, that is by Friday 6 February 2015, or at any other time of year.

Nominations should be accompanied by a supporting statement of no longer than 700 words, outlining how the nominee meets the criteria for the awards. Wherever possible, letters of support from the nominee's peers should be appended to this statement.

In addition, nominators are required to provide a **very brief summary** of the nominee's achievements i.e. **no longer than 120 words.**

If the nomination is successful these 120 words will be used to form the basis of the citation at the presentation. You are asked therefore to be clear, concise and mindful of the diverse range of people who will be in the audience at this event, particularly when constructing the shorter statement.

### **Notification and Presentation Arrangements**

For those nominations submitted to coincide with 6 February deadline, notification of the names of the winners of the awards will be given after the meeting of the Awards and Honours Group on 14 April 2015.

Nominators who do not receive notification that their nominee has won an award by Friday 24 April 2015 should assume that their nomination has not been successful.

The President and Vice-Chancellor will present the Distinguished Achievement Award winners whose nominations were submitted by 6 February with their medals/awards at a special ceremony on Friday 26 June 2015.

Nominations should be sent **electronically as Word documents** to:

Deborah Black

Secretary to the Awards and Honours Group

Office of the President and Vice-Chancellor

email: [Deborah.Black@manchester.ac.uk](mailto:Deborah.Black@manchester.ac.uk)

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