

**Nomination form for honorary degrees, Medals of Honour and national honours**

***Please note that the guidance notes for each of the awards are given at the end of this form for ease of reference*.**

If you have any queries relating to the form you are asked to contact the Secretary to the Awards and Honours Group, Deborah Black (email: [Deborah.Black@manchester.ac.uk](mailto:Deborah.Black@manchester.ac.uk) or tel: 0161 275 7399).

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| --- | --- |
| **Your details:** | **Your response:** |
| Full name: |  |
| Relationship to the University (please highlight/ circle the category to which you belong): | Member of staff  Student  Graduate  Member of the Board of Governors and the AHG  Member of General Assembly |
| Telephone number: |  |
| Email address: |  |
| Today’s date: |  |
| **Person you are nominating:** |  |
| Nominee’s title and full name: |  |
| Suffixes e.g. CBE, FRS |  |
| Award you wish to put him/her forward for (please highlight/circle the relevant award): | Honorary degree  Medal of Honour  National honour |
| Please describe your relationship to the nominee (if any) |  |
| In the space below, please provide a short statement (of no more than 700 words) explaining why your nominee should be considered for the award you have in mind. This should include:   * Career – positions held both paid and unpaid * Notable achievements, including, if relevant, any relating to mitigating actions during the global pandemic * Previous awards/honours * Connection to the University or city of Manchester (if any)   **Where applicable, please provide as many links as possible for your nominee. These can include linking to Wikipedia, LinkedIn, a personal website, articles in local or national press and/or a Who’s Who entry.**   |  | | --- | |  | |  | |  | | | |
| **References (optional):**  Please give the names and email addresses of no more than two individuals who are willing to support this nomination.  (Referees will only be contacted if further evidence/verification of any issue is required.)  **Please note that referees should be aware that their contact details are being shared with the University’s Awards and Honours Group (AHG) so you must seek permission before submitting this form. Please highlight/circle the confirmatory statement to indicate you have sought permission.** | |  | | --- | | 1. Name: | | Email address: |  1. Name:     Email address:  **I can confirm that the referees are aware**  **that their contact details have been shared**  **with the AHG.** |

Please submit your nomination by email to [Deborah.Black@manchester.ac.uk](mailto:Deborah.Black@manchester.ac.uk). Nominations need to be received by **Friday 5 February 2021.**

**Guidance notes**

**1. Honorary degree nominations**

**Honorary degrees** are intended for those whose distinction and achievements are outstanding and command international or national recognition. Nominees will be expected to have made an exceptionally distinguished and meritorious contribution to their chosen field and/or have made an outstanding and exemplary contribution to public life. Consideration will also be given to the extent to which a nominee:

- serves as an example of ambition and achievement;

- reflects the honour we are giving in the honour we receive;

- embodies the aims, values and mission of the University.

A connection with the University, the city of Manchester or the North West region is desirable but not essential.

In these extraordinary times, you may wish to consider putting forward an individual or individuals who have in some way helped to mitigate the impact of the global pandemic.

Typical categories under which successful nominations have fallen to date are:

* outstanding contribution to education ( e.g. in research, teaching, administration, philanthropy, etc.);
* outstanding contribution to business/industry/law, etc.
* outstanding contribution to public life (e.g. the arts, sport, etc.)
* outstanding record of voluntary service/community action and engagement

While this list is unlikely to be exhaustive, it may be useful in helping to generate names.

*The University will* ***not*** *normally honour serving politicians, current or former members of staff or current members of the Board of Governors.*

All nominations should be submitted by **Friday 5 February 2021**.

**2. The University Medal of Honour**

The University Medal of Honour is the highest non-degree award bestowed by the University. The award is intended to honour individuals who have made an exceptional and sustained contribution to the work of the University and/or the city of Manchester and/or the North West region but for whom the award of an honorary degree would not be appropriate.

As for honorary degrees, you may wish to consider putting forward an individual or individuals who have in some way helped to mitigate the impact of the global pandemic.

All nominations should set out the nominee’s contributions to the work and aims of the University, city or region and explaining why his or her particular achievements are seen to merit the award of a University Medal of Honour.

All nominations should be submitted by **Friday 5 February 2021**.

**3. National honours**

The Awards and Honours Group oversees any nominations which are made for national honours.

Nominations should highlight how the potential recipient has:

* made a difference to their community or field of work;
* brought distinction to British life and enhanced its reputation;
* displayed moral courage and vision in making tough choices and hard applications;
* improved the life chances of those less able to help themselves.

Again, you may wish to consider putting forward an individual or individuals who have in some way helped to mitigate the impact of the global pandemic.

You are asked to note that the guidance issued on submissions for national honours states that if a nomination is ultimately successful, success will not be immediate and will take at least 12 to 18 months. Your attention is also drawn to the fact that nominations should be made while the nominee is still active and, if possible, at least 12 months before he/she is expected to retire or stand down.

If the name you put forward on this nomination form is considered appropriate you will be asked to work up the full nomination using the appropriate form supplied by the Cabinet Office or relevant professional association. All initial nominations are to be submitted **by Friday 5 February 2021**.