

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, lay members of the Board of Governors 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.

You are asked to reflect on how a prospective nominee's contributions link to our core goals and themes in [Our future](#) and also how they exemplify our six values.

Of course, you may wish to consider candidates who have contributed in some way to the COVID-19 efforts or those who have managed to excel while facing extreme challenges arising from the pandemic.

Nominations for the General category can either be made to the timescales for the other categories (i.e. by Friday, 12 February 2021), 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 by Friday 12 February 2021, or at any other time of year.

Nominations should be no longer than 700 words and should be explicit about how the nominee meets the criteria for the awards. Please note that all nominations must be accompanied by a minimum of two statements of support, and no more than four, from either the nominee's peers, students or relevant members of academic or PS/Library/CIs' staff. These should be appended to the nomination. If these statements are not included the nomination will not be considered.

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 which will mark the winner's achievements. You are asked therefore to be clear, concise and mindful of the diverse range of people who will see or hear this 120 word short citation.

Notification and Presentation Arrangements

For those nominations submitted to coincide with 12 February 2021 deadline, notification of the names of the winners of the awards will be given after the meeting of the Awards and Honours Group in April 2021.

Nominators who do not receive notification that their nominee has won an award by the end of April should assume that their nomination has not been successful.

If it is possible at that time, the President and Vice-Chancellor will present the Distinguished Achievement Award winners whose nominations were submitted by 12 February with their medals at a special ceremony on Wednesday, 30 June 2021.

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, Tel 0161 275 7399

Writing Nominations

For further information on writing a nomination please do not hesitate to contact Deborah.