

Guidance on the General Category of the Distinguished Achievement Awards

When no other category under the Distinguished Achievement Awards is suitable, staff can nominate staff, students, lay members of the Board of Governors or close affiliates of the University 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.

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 4 February 2022), 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 4 February 2022, 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 4 February 2022 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 2022.

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.

The President and Vice-Chancellor will present the Distinguished Achievement Award winners whose nominations were submitted by 4 February with their medals at a special ceremony on Wednesday 29 June 2022.

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 : 57399

Writing Nominations

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