

**2023 Nomination form for honorary degrees, Medals of Honour and national honours**

You are asked to note that successful candidates for honorary degrees and medals of honour in this round are likely to receive their awards in 2024, our bicentenary year.  At this time we’ll be celebrating 200 years of education, innovation and positive impact on society with our community of staff, students, alumni, donors and external stakeholders. In this context we’re particularly keen to receive nominations for outstanding individuals who have excelled in ways that link strongly to our[core goals and themes](https://www.staffnet.manchester.ac.uk/our-future/strategic-plan/core-goals-themes/) and [our values](https://www.staffnet.manchester.ac.uk/our-future/our-values/).

***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 or tel: 0161 275 7399).

The deadline for submission for all three categories of awards is **Friday 27 January 2023**.

|  |  |
| --- | --- |
| **Your details:** | **Your response:** |
| Full name:  |  |
| Relationship to the University (please highlight/ circle the category to which you belong):   | Member of staffStudentGraduateMember of the Board of GovernorsMember 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 degreeMedal of HonourNational honour |
| Please describe your relationship to the nominee (if any) |  |
| **200 word citation for use in the shortlisting process. PLEASE NOTE THAT IF YOU EXCEED THE 200 WORD LIMIT THE EXTRA TEXT WILL BE DISCOUNTED.*****Below you are asked to give a short summary of your candidate’s achievements and contributions. This information will be used by the members of the Awards and Honours Group to determine whether your nomination should be shortlisted. If you wish to, you can include links to additional sources of information provided these fall within the 200 word count.*** |
| **700 word citation This will be considered by the Awards and Honours Group if the nomination is shortlisted. AGAIN YOU ARE ASKED TO NOTE THAT THE WORD LIMIT NEEDS TO BE STRICTLY ADHERED TO AS ANYTHING BEYOND IT WILL BE DISCOUNTED.*****Please expand here on the case you make above.*** |
| **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. Nominations need to be received by **Friday 27 January 2023.**

**Guidance notes**

1. **Honorary degrees**

Honorary degrees are the most prestigious awards the University can confer.  As such, it is likely that recipients will have high standing nationally or internationally in their chosen field and, in most cases, beyond their immediate sphere of influence.

Nominees will be expected to have made an exceptionally distinguished contribution to their field and/or have made an exemplary contribution to public life.

When considering a nomination account will be taken of whether:

* The nominee serves as an example of ambition and achievement;
* The merit the award brings to the individual mirrors the merit the conferment brings to the

 University;

* The nominee embodies the Vision and Values of the University.

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

While the list below is not exhaustive, typically successful nominations include people who have demonstrated an:

* outstanding contribution to education (in research, teaching, administration, philanthropy,

 etc.);

* outstanding contribution to the world’s greatest challenges (through science, technology,

 innovation, sustainability, poverty reduction, addressing health inequalities, etc.)

* outstanding contribution to business, industry, law, etc.;
* outstanding contribution to cultural life (the arts, sport, etc.);
* outstanding record of voluntary service or community action and engagement.

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

|  |
| --- |
| ***Nominations for individuals in under-represented groups (e.g. women and ethnic minority groups) will be particularly welcomed, as will those for people who have not already received an honorary degree although holding such an award will not preclude their consideration.***  |

When considering if your nominee meets the criteria for an honorary degree you should reflect on whether the contributions are truly exceptional.  If they could be considered outstanding and are in service to the University, city or region in whatever field, a Medal of Honour could be more appropriate.  You might also wish to consider if your candidate is suitable for a [national honour](https://www.gov.uk/honours) where the nomination could be submitted directly by you to the Cabinet Office.

For advice on which type of award to put someone forward for and how to draft a nomination to try to ensure the strongest chances for success, please contact the Secretary to the Awards and Honours Group, Deborah Black.

All nominations should be submitted by **Friday 27 January 2023**.

* 1. **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 and recognise individuals who have made an outstanding and sustained contribution usually to the work of the University, the city of Manchester or the north-west region. Many types of contributions can be considered including to the voluntary/community sectors, business, philanthropy, the economy, education, the arts, science, sports, etc.

For the majority of nominees, nominators should set out the nominee’s contributions to the work and aims of the University, city or region and explain why their particular achievements are seen to merit the award of a University Medal of Honour.

Where the contributions are not directly in service to the University, city or region, nominators will need to make a compelling case for why the nominee should be considered .

For advice on whether the Medal of Honour is the correct award for the person you are thinking of nominating and on how to draft a nomination, please contact the Secretary to the Awards and Honours Group, Deborah Black .

All nominations should be submitted by **Friday 27 January 2023**.

* 1. **National honours**

The Awards and Honours Group will also consider nominations which are made for national honours that you would like the University to sponsor. The number of cases the University does sponsor each year is very small so you may wish, as anyone can submit a case, to consider putting your candidate forward directly for these national awards.

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.

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 27 January 2023**.