 Directorate for the Student Experience

**DSE OUTSTANDING CONTRIBUTION AWARDS**

**UNSUNG HERO(S) - NOMINATION FORM**

***Before completing this form, please make sure you have read and understood the accompanying guidance notes.***

|  |  |  |
| --- | --- | --- |
| **Nominator(s)**  1 | **Name** |  |
| **Email address** |  |
| **Job Title** |  |
| **Team & Division** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominee**  2 | *For team nominations please list all members of the team by inserting rows below as required* | | |
| **Name** | | **Email address** |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| **Job Title** | *Not required for team nominations* | |
| **Team & Division** |  | |
| **Line Manager** |  | |

3

**Nomination Criteria – Unsung Hero(s) (Individual and/or Team)**

An opportunity to recognise and reward an individual and/or team whose contribution to DSE may take place behind the scenes but is invaluable, even though it may go unnoticed. This award changes that, by recognising dedicated people, who;

* are committed to providing help and support to their colleagues;
* demonstrate enthusiasm and a can-do attitude
* are always working diligently behind the scenes to support DSE activities and objectives.

4

**Complete your supporting statement and summary of contribution overleaf**

5

**Append 1 additional piece of evidence that supports the nomination criteria. This supporting evidence must be no more than 500 words.**

Nominator Signature(s)

|  |
| --- |
|  |

**Supporting statement** - please answer below in **no more than 700 words in total**

|  |
| --- |
| **Explain how your nominee demonstrates the criteria as listed for this category. Please provide specific examples and evidence.** |

**Summary of contribution** - this will be included on your nominee’s certificate. **No more than 120 words.**

*Is there a piece of music you would like to hear played if your nominee is a winner and invited on stage to collect their award?*

Please return your completed form as a **Word document** to[dse-reward@manchester.ac.uk](mailto:dse-reward@manchester.ac.uk) by **Friday 13th December 2024**

If you do not have access to a computer, you can send your form in the internal mail to

**DSE Directorate Office, Room 1.5 Crawford House, Booth Street East**

**Please note that all nominees will receive an email informing them that they have been nominated, and by whom, by the end of January.**

**Guidance for completing the Nomination Form**

1. Nominations may be made by individuals, or jointly with colleagues. Please state names of all nominators.
2. Depending on the chosen award category, nominees may be either a team or an individual. Only one nomination per form. For team nominations please list the names of all the individual team members. Please also include details of your nominee’s line manager so they can be informed of the nomination.

Nominations are very welcome for previous nominees who didn’t go on to win an award, particularly where there is evidence of additional contribution and impact. Nominations for previous winners should only be considered if there has been a substantial development in their contribution or involvement in a new project or initiative that aligns to the award categories.

1. The nomination criteria is specific to each award category. Please ensure that you are clear on the criteria for your particular chosen category as it is against this criteria that your nomination will be judged.
2. Your supporting statement explains to the judges how your nominee meets the criteria for your chosen award category. Your statement must not exceed the maximum 700 words.
3. You need to support your nomination with evidence. The usual kind of evidence is in the form of supporting letters/emails/statements from colleagues, peers, students, other members of a project team or equivalent ‘happy customers’ of any kind. Please submit 1 piece of supporting evidence per nomination. Please ensure that you do not include any sensitive data as part of the application (in direct relation to the nominee or as part of wider supporting evidence.) The supporting piece of evidence must not exceed the maximum 500 words.

**Please note that all nominees will receive an email informing them that they have been nominated, and by whom, by the end of January.**

**If you are in doubt about how to present your nomination, try and get advice from a colleague or your line manager. You can also contact the Directorate Office where we’ll be happy to help –**

[dse-reward@manchester.ac.uk](mailto:dse-reward@manchester.ac.uk)