

Guidance on the General Distinguished Achievement Award Category

Nominations are invited for the 2027 Distinguished Achievement Awards in **the General category**.

On the *extremely rare occasions* when no other category under the Distinguished Achievement Awards is suitable, colleagues can nominate fellow colleagues, students, lay members of the Board 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 studies.

Where possible, nominators are asked to reflect on how a prospective nominee's contributions exemplify our values: Knowledge, Wisdom and Humanity.

Nominations for the General category can either be made by **Friday 5 February 2027 or at any other time of the year**. Successful candidates' names will go forward for final approval by the Awards and Honours Group in April/May 2027 if their nominations were submitted by 5 February. Nominators who do not receive notification that their nominee has won an award by the end of May should assume that their nomination has not been successful.

General Distinguished Achievement Award nominations do not require a form.

However, the long citation for General Distinguished Achievement Awards nominations must be no longer than 700 words and the short citation must not exceed 120 words. If the nomination is successful the 120 words will form the basis of the text which will be used to 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 citation.

Nominations should be explicit about how the nominee meets the criteria for the General category and **MUST** be accompanied by a maximum of two statements of support, and no more than four, from the nominee's University peers, external colleagues or students. Wherever relevant, including statements from students would be welcomed to ensure the student voice is heard. Each statement must be no longer than 120 words and these should be appended to the nomination. If these statements are not included the nomination will not be considered.

General category nominations should be sent by the nominator directly to [Deborah Black](#) as a Word version either by **5 February 2027 or at any time**.

If submitted by 5 February, the General category winner will receive their award at a special ceremony on 1 July 2027. Alternative arrangements will be made for those who are to be recognised at other times of the year.

Queries and help with drafting nominations

For further information on any matters relating to the awards please contact [Deborah Black](#).

For information on some other ways staff can be recognised please follow this link:
<https://www.staffnet.manchester.ac.uk/people/benefits/recognition/>