

## 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 or members of staff or a student or students 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 retiring staff members might fall into this category.

Nominations for the General category can either be made to the timescales for the other categories (i.e. by Friday 10 February 2012), or at any other time of the year.

The successful candidates' names will go forward for final approval by the Awards and Honours Group.

### Submissions process

As stated earlier, nominations in the General category can be made either in line with the deadline for the other Distinguished Achievement Awards, that is by Friday 10 February 2012, or at any other time of year.

Nominations should be accompanied by a supporting statement of no longer than 700 words, outlining how the nominee meets the criteria for the awards. Wherever possible, letters of support from the nominee's peers or fellow students should be appended to this statement.

In addition, nominators are required to provide a very brief summary of the nominee's achievements i.e. no longer than 150 words.

If the nomination is successful these 150 words will be used to form the basis of the citation at the awards ceremony. You are asked therefore to be clear, concise and mindful of the diverse range of people who will be in the audience at this event, particularly when constructing the shorter statement.

### Notification and presentation arrangements

Nominations should be made in the *strictest confidence*.

For those nominations submitted to coincide with 10 February 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 2012.

Nominators who do not receive notification that their nominee has won an award by Monday 30 April 2012 should assume that their nomination has not been successful.

The President and Vice-Chancellor will present the Distinguished Achievement Award winners with their medals/awards at a special ceremony on Friday 29 June 2012.

Nominations, marked '**Private and Confidential**', 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](mailto:Deborah.Black@manchester.ac.uk)  
Tel: 57399