

THE
Bob Beattie
 POSTGRADUATE STUDENT
OF THE YEAR AWARD

GUIDANCE NOTES

This document should act as guidance on how to write your nomination for the Bob Beattie Postgraduate Student of the Year Award and should be read in conjunction with the Terms and Conditions document. Here you will find examples of what a good nomination looks like.

Key points to remember:

- You can nominate yourself, or someone else.
- Any member of Keele University Staff or students can nominate a postgraduate student for the award
- Nominations will be considered by the Bursary and Scholarships Awards Committee. Each nomination is considered on its merit, based on the information provided.
- There are two awards; one main prize and one runner up.
- This is not an award intended for academic achievements, nor is it an award for teaching. Whilst strong academic achievement and/or excellence in teaching might form part of your reasons for nominating, **this should not be the sole reason**. For these there are separate prizes awarded by the University (such as the Keele Excellence Awards <https://www.keele.ac.uk/lpdc/learningteaching/keeleexcellenceawards/>).

Filling in the Nomination Form

To nominate an individual for the award, you will be required to fill in a nomination form. Before filling in this form please read **both** the Terms and Conditions and this Guidance Document. This will help you understand what the Awards Committee is looking for and will help strengthen your nomination.

Please note, you must be logged into Keele University email account to gain access to the form.

All submissions are confidential, and will only be viewed by the awarding committee unless otherwise communicated.

The Nomination Form will first require you to state who you are nominating and to provide any contact details, if they are known. We ask all people submitting nominations to try and provide contact details for the person they are nominating, as it helps the KPA Committee contact the individual, in the event that your nominee is successful.

You will then be presented with three questions which encompass the three key areas that the Awards Committee will judge nominations on, as stated in Point 5 under 'The Nomination Process':

- Impact of the nominee's contribution – the positive change it has brought about.
- Amount of time and energy invested by the individual.
- Individual commitment and initiative.

The number of words you can write is limited, so it is advised that you choose your words carefully and make sure your responses are clear and succinct. This will be your opportunity to 'sell' your nomination and convince the Committee why they should be selected for an award.

Finally, you will be required to state whether you would be happy for your responses to be used in any further publications and promotional materials. Ticking yes will allow the KPA Committee to use quotes from your responses, anonymously. For example, quotes may be used during the Awards evening when the nominee receives their award. These will not be attributed to you, nor will the nominee be told who nominated them. We would, however, like to be able to tell them why they were nominated!

Contribution Examples

The Nomination Form requires you to talk about a contribution(s) your nominee has made to an individual or to the postgraduate community in part, or as a whole. The Awards Committee are willing to consider any contributions an individual has made that meet the criteria. Below are a list of examples of potential contributions an individual could have made. This list is not exhaustive and should only serve as a starting point:

- Organised, or contributed to, a successful event for postgraduates, including, for example- a conference, seminar, or workshop, whether this be academic, personal or welfare development.
- Organised successful social activities for the postgraduate community.
- Supported a fellow postgraduate student during their time at Keele in some way through personal contribution.
- Been involved in Postgraduate representation/advocacy e.g. PGR representative or PGT StAR (however this does **exclude** full time and paid KPA Officers).
- Been involved in representation of postgraduates in the local community – acting as a role model, promoting education.
- Promoted postgraduate study either specifically at Keele or in general.

The Nomination of KPA Voluntary Officers

Under 'The Main Criteria for the Award' point 5 of the Terms and Conditions, a KPA Voluntary Officer may be nominated however the nomination must be for a contribution that is 'above and beyond what is expected of them within their voluntary role'. All job descriptions, except Student Trustee, can be found in the KPA Constitution (which can be found here: <http://kpa.org.uk/constitution/>) under Standing Orders and Procedures 1.1.5 onwards. These are listed below:

1.1.5 Activities Officer

a) Shall work with the Finance Secretary and Clubhouse management to organise a balanced programme of events at the Clubhouse and beyond.

b) Shall liaise with Keele University Students' Union about the provision of adequate postgraduate activities.

1.1.6 Equality and Diversity Officer

a) Shall ensure that all the Associations activities take into account and represent minorities equally.

b) Shall be involved in the University's Equality and Diversity strategies.

1.1.7 International Students Officer

a) Shall ensure that all the Associations activities take into account and represent international students equally.

b) Shall be involved in the University's internationalisation strategies.

The below job description for Student Trustee has been taken from the KPA Election Handbook:

The Student Trustee will chair all Association General Meetings, allowing the President to participate fully in meetings. They will be responsible for the conduct of meetings and oversee proceedings. The Student Trustee will also be a Trustee of the Association. The Student Trustee is also responsible for ensuring that the Executive Committee is acting in the best interests of the Association and its members.

If there are still any queries over whether the contribution falls within the role's job description, please contact kpa.coordinator@keele.ac.uk.