



AWARD TERMS AND CONDITIONS

The Bob Beattie Postgraduate Student of the Year Award is an annual award recognising the overall excellence of a member of the postgraduate community at Keele University. The award recognises a student's excellent pursuits not just in their academic work but also their work within the postgraduate community, encouraging its members to strive for excellence.

A graduate of Trinity Hall, Cambridge and the University of Liverpool, Bob Beattie first came to Keele in 1965, as the Psychology Department's first lecturer in Clinical Psychology. He moved to Lancaster University, later returning to Keele to work with Mountain & Associates Marketing Services, based at the Science Park. He remained after the company closed, doing marketing work for the University. Bob was, for many years, a fixture of the KPA Clubhouse, offering informal counselling and advice to many students. He was a mainstay of the Clubhouse who, following his passing in 2015, honoured him with a sketch portrait. This portrait remains above his favourite seat along with a Latin quote etched in wood donated by Bob.

Definitions

- FHEQ Level 7 & 8 – These are levels of qualifications determined by the Quality Assurance Agency. To check if a student's course is Level 7 or 8, please refer to this document:
<http://www.qaa.ac.uk/en/Publications/Documents/Framework-Higher-Education-Qualifications-08.pdf>
- Mode of Attendance – How a student is currently attending their studies (i.e. full-time, part-time, on leave of absence, continuation).
- GTA – Graduate Teaching Assistant

The Awards

There are two prizes that will be awarded under the Bob Beattie Postgraduate Student of the Year scheme.

1. The Bob Beattie Postgraduate Student of the Year award, which comes with a prize of £1,000.
2. Runner Up Award, which comes with a prize of £500.

The Main Criteria for the Award

1. The Nominee **must** be a registered postgraduate student during the academic year under consideration. They can be in any mode of attendance and any FHEQ Level 7 or 8 course, registered at Keele University.
2. The Nominee will have demonstrated an outstanding individual postgraduate achievement, will have made an outstanding contribution to the postgraduate community and / or will have encouraged other members of the postgraduate community to strive for excellence
3. This is **not** an award for personal academic achievement
4. Exclusions:
 - a. Full and part time paid officers of the KPA **cannot** be nominated
 - b. Postgraduates who are KPA or Keele employees, such as KPA bar staff, GTAs or other Keele employees, **can** be nominated, but any activities they are nominated for should **not** be a core element or function of their paid role.
5. Any Voluntary Officer of the KPA (including Student Trustee) **can** be nominated but it would need to be demonstrated how they had gone above and beyond what is expected of them within their voluntary role. Refer to the Guidance document for information on the roles' job descriptions.

The Awards Committee

The Awards Committee will be chaired by the Chair of the KPA. It will be made up of members of Keele University staff, both academic and otherwise, with a specific interest in postgraduate issues.

Nominations

1. Any Keele University staff **or** student can submit a nomination.
2. Undergraduates can nominate a postgraduate student if they wish.
3. Self-nominations are allowed.
4. Members of the Awards Committee can nominate, but must declare an interest.

The Nomination Process

1. Dates and details of the nominations process will be communicated online and via email by the KPA Committee.
2. All individuals wishing to make a nomination must complete a Nomination Form, stating why the nominee should receive an award. Individuals' nominations must provide the Awards Committee with clear details / examples of their achievement or contribution. The more detailed this is, the more it will assist the Awards Committee in making their decision. For more details, please refer to the Guidance document.
3. Anyone wishing to nominate can only nominate one person. All nominators will be required to give their name, Keele email address & student number, if applicable. (These will be used to verify nominations and will not be shared with the Awards Committee or nominees).
4. The Awards Committee will consider all nominations using the information provided. Nominees will be evaluated on a merit basis, based on the strength of the nomination(s) submitted. The number of nominations received for a particular nominee will not in itself be a deciding factor.
5. The Awards Committee will consider nominations based on:
 - The impact of the nominee's contribution – the positive change that it has brought about
 - The amount of time and energy the person has devoted
 - The individual commitment and initiative they have shown
6. The awarding of the prizes will be at the discretion of the Awards Committee.
7. The Awards Committee reserves the right to invite shortlisted candidates to an interview if they so wish. Details of this will be communicated to nominees in a timely manner.
8. The KPA Committee will make every effort to notify the awardees of their prize. Every awardee has the right to decline the award.
9. In the event that the award cannot be awarded to a particular individual, the Awards Committee will consider other deserving nominations.
10. The Awards Committee reserves the right to withdraw an award.
11. Awardees will be invited to receive their prize at the KPA Awards evening, where other awards will also be conferred as part of a ceremony.
12. Any questions regarding the nominations process should be directed to the KPA Co-ordinator at kpa.coordinator@keele.ac.uk

Awardee Obligations

1. By accepting the award, all awardees give consent to their name and picture to be used in future publicity material by the KPA (unless they submit a written statement stating otherwise).
2. Awardees may be invited to contribute to future events and/or publicity materials.