



UNIVERSITY OF LEICESTER ALUMNI AWARDS CRITERIA AND GUIDELINES

1. About the Awards

The University of Leicester Alumni Awards are an annual celebration of special achievements of University of Leicester Alumni. They are presented at the Alumni Awards Dinner. This is the premier event in the University's social calendar and organised by the University's Alumni Engagement team within the wider Philanthropy, Alumni and Community Engagement (PACE) office, as well as the Alumni Association.

2. Award Categories

There are six award categories:

- Dr Mark Sims Memorial Award for Public Service
- Future Leader Award
- Alumna/Alumnus of the Year Award
- Alumni Association Graduating Student of the Year Award
- Lifetime Achievement Award
- Rhoda Bennett Philanthropy Award

Of the awards above, the following are open to general nominations:

- Dr Mark Sims Memorial Award for Public Service
- Future Leader Award
- Alumna/Alumnus of the Year Award

The other three awards are not open to general nominations. Nominations for the Alumni Association Graduating Student of the Year Award and the Lifetime Achievement Award will be put forward by PACE and the wider University to the Alumni Association for consideration. Nominations for the Rhoda Bennett Philanthropy Award will be gathered and considered by PACE.

3. The Selection and Shortlisting Process

3.1. Individual Eligibility for Awards

Unless stated otherwise in section 5 of the awards criteria, the following conditions must be met by all award nominees:

- Nominees must have graduated from the University of Leicester having completed an undergraduate or postgraduate degree. Honorary graduates will not be eligible unless they have completed a separate undergraduate or postgraduate degree at the University of Leicester.

- Current members of the Standing Committee of the Alumni Association and members of the PACE team will not be eligible for nomination.

3.2. Shortlisting for Awards

Nominations for the following awards are assessed by all members of the University of Leicester's Alumni Association Committee:

- Dr Mark Sims Memorial Award for Public Service
- Future Leader Award
- Alumna/Alumnus of the Year Award
- Alumni Association Graduating Student of the Year Award
- Lifetime Achievement Award

Nominations for the Lifetime Achievement Award are recommended by PACE to the Alumni Association Committee to select the recipient.

Nominations for and the recipient of the Rhoda Bennett Philanthropy Award will be selected by PACE.

Sponsors will not have a role in judging and will not select the finalists or winners.

All panellists will need to declare any conflicts of interest before reviewing nominations.

The following scoring system will be used for shortlisting:

- Each member of the panel will judge nominations based on how well they meet the criteria and rank nominations (1 being the best)
- Once complete, the panellist's scores will be totalled
- The three nominations with the lowest scores will be shortlisted as finalists
- The lowest score will be the award winner
- If scores are equal for the following awards, the Alumni Association Chair and Vice-Chair will have the final decision as to who will be shortlisted as a finalist or winner:
 - Dr Mark Sims Memorial Award for Public Service
 - Future Leader Award
 - Alumni Association Graduating Student of the Year Award
 - Alumna/Alumnus of the Year Award
 - Lifetime Achievement Award

Generally, three applicants will be shortlisted for awards, with the exception of the Lifetime Achievement Award and the Rhoda Bennett Philanthropy Award. However, the shortlisting panel have the right to shortlist fewer or more candidates at their discretion if they deem it necessary to do so.

If a suitable candidate is not identified for an Award then it will not be presented on the night.

3.3. Notification of Shortlisted Finalists

The finalists of the Alumni Awards will be notified as soon as possible. The winners of the Alumni Awards will be announced and receive their awards at the University of

Leicester Alumni Awards Dinner on Thursday 5th March 2020. The judging panels reserve the right to contact recipients in advance of the dinner to ensure availability and attendance.

3.4. Finality of Decisions

The decision of the judges is final. No communication will be entered into with any person in relation to any decision by the judges.

3.5. Commendations

At its discretion, the University Alumni Awards judging panel may make additional commendations within the scope of the Alumni Awards in the case of more than one outstanding candidate in any category.

4. Nominations

4.1. How to make a Nomination

The deadline for nominations is Monday 11th November at 12pm. All nominations must be made through the online submission form which can be found here. Please note that nominations are limited to 4000 characters.

No other method of nomination will be accepted.

All applicants are advised to read the awards criteria carefully before submitting a nomination.

4.2. Previous Nominees / Winners

Winners of awards in the previous year are ineligible for any award the following year.

Nominees are unable to win the same award more than once (or similar awards if changes to the award names or criteria occur in the future). For example, winners of previous Outstanding Alumni Achievement Awards are ineligible for the Alumna/Alumnus of the Year Award in all future years.

4.3. Who can make nominations?

Alumni, University of Leicester staff, students and members of the public can nominate alumni of the University for an award that is open to nominations, as outlined in section 2 of this document.

Self-nominations are accepted.

With the exception of the Rhoda Bennett Philanthropy Award and Lifetime Achievement Award, members of the Alumni Association Committee and PACE staff are unable to make nominations.

4.4. Withdrawal from the Alumni Awards

The PACE office will notify finalists of their successful nomination and the award they have been shortlisted for as soon as possible.

All finalists are requested to attend the Alumni Dinner where possible. If the winner of an award is unable to attend, the shortlisting panel have the right to select an alternative winner at their discretion.

A nominee can withdraw from the awards any time up to Monday 11th November at 12pm. Notice of withdrawal must be given in writing to the Alumni Engagement Team via email to alumni.awards@leicester.ac.uk.

The University reserves the right to withdraw nominations that do not uphold the values of the University without notice or reason.

4.5. Media Exposure and Promotions

It is a condition of nomination (and acceptance of the award) that winners agree to have their image and story used on University of Leicester social media channels, our website, our quarterly e-newsletter, The Paternoster and the Gryphon alumni magazine, as well as in any other marketing channels the University requires. Winners may also be asked to make themselves available, within reason, for marketing and communications activities at no cost to the University for a period of 12 months after receiving their award wherever possible.

4.6. Changes to nominations

Changes to nominations will not be accepted after the deadline has passed.

4.7. Verification

The University of Leicester reserves the rights to verify the identity of nominees at any time and may disqualify any person whose nomination is not in accordance with these terms and conditions.

The University of Leicester reserves the right to discount nominations at its discretion without notice or reason that do not uphold the values of the University. This information will be gathered through basic background checks.

5. Awards Criteria for Nominated Awards

The criteria for awarding the Alumni Awards for each category are as outlined below. Nominators must ensure that nominees meet eligibility criteria for the Award in which they are being nominated. More details are given on the nomination form.

5.1. Dr Mark Sims Memorial Award for Public Service

- Must be a graduate of the University of Leicester
- This award recognises outstanding public service. Nominees will have made a positive impact regionally, nationally or internationally through community work, fundraising or volunteering

5.2. Future Leader Award

- Must have graduated from the University of Leicester within the last 10 years
- This award recognises exceptional accomplishment early in the nominees' post-University career. Nominees will have demonstrated early career or community

service achievements or displayed innovative practices in their field within the first 10 years after graduation. Nominees will be inspiring role models for students and fellow early-career graduates

5.3. Alumna/Alumnus of the Year Award

- Must be a graduate of the University of Leicester
- This award recognises exceptional recent achievements by an alumnus or alumna. Ideally nominees will have accomplished this in the last year, but achievements can also span the last 3 years
- Nominees must have made a significant impact in their field or to society, and ideally will have received formal recognition from their peers and/or the community. Successes may include but are not limited to research excellence and impact, leadership and innovation in industry or enterprise, or achievements in the arts and humanities

6. Awards Criteria for Other Awards Not Open to Nominations

6.1. Lifetime Achievement Award

- Must be a graduate of the University of Leicester
- This award recognises a sustained achievement over a long career. Nominees will have a lifetime of outstanding contributions and achievement in one or more fields of endeavour, will be recognised within her/his community or field as a strong leader and will be an exemplary role model

6.2. Rhoda Bennett Philanthropy Award

- Must be a graduate of the University of Leicester
- This award recognises the exceptional philanthropic support a graduate has given to the University. Nominees must have demonstrated a sustained track record as philanthropic champions for the University, devoting their 'time, treasure and talent' to further the University's philanthropic fundraising goals

6.3. Alumni Association Graduating Student Award

- Must be a final year undergraduate student at the University of Leicester
- This award recognises an individual who has demonstrated exceptional commitment and success in raising the profile of the University and/or improving the experience of other members within the University community. This may include but not necessarily be limited to:
 - Fundraising for the University or a Student Group
 - Mentoring other students on a voluntary basis
 - Volunteering at key University events such as Open Days and Visit Days
 - Undertaking research above and beyond that expected as part of their degree that has had a positive impact on the University and wider-community.

7. Other Guidelines for Nominations

- All nominations must be made in English
- Incomplete nominations, or those that do not fulfil the criteria will not be considered
- Nominations submitted after the deadline date will not be considered
- The judging process for the Rhoda Bennett Philanthropy Award will remain confidential due to the potentially sensitive nature of philanthropic gifts made to the University of Leicester.
- The detailed content of the nomination support material will be treated as confidential but the summary may be used as part of the awards event or in pre/post-event publicity. It is the responsibility of the person making the nomination to ensure that no material is included that is confidential
- Nominees who are not shortlisted will not be contacted
- There will be photography and other recordings at the awards which the University reserves the right to use in its publications, social media channels and website.
- Nominators must ensure that to the best of their knowledge all the information supplied in the nomination form is correct

8. Terms and Conditions

8.1. Change of Terms and Conditions

These terms and conditions may be amended at any time. The amended Terms and Conditions will be effective immediately upon being posted on the Alumni website.

8.2. Issues outside the Terms and Conditions

The Organising Group may determine any issue relating to the Alumni Awards not specifically covered by these Terms and Conditions. All decisions will be final and no communication will be entered into.

8.3. Liability

The University of Leicester will not be liable for any loss, expense, damage or injury sustained by a nominator or nominee in connection with these Awards, except for any liability which cannot be excluded by law (in which case the liability is limited to the minimum allowable by law).

8.4. Personal Information

Any personal information you provide to the University of Leicester will be dealt with in line with the University's Privacy Policy which can be found [here](#).