1.0 ABOUT THE AWARDS

1.1 The University of Leicester Alumni Awards

The University of Leicester Alumni Awards are an initiative of the University of Leicester. There are 3 award categories:

- Alum of the Year
- Dr Mark Sims Memorial Award for Public Service
- Future Leader Award

The Future Leader Award, the Dr Mark Sims Memorial Award for Public Service and the Outstanding Achievement Award are open to nominations.

There will potentially be two other awards that may be presented on the night, including the Lifetime Achievement Award and a Philanthropy Award. The Philanthropy Award will be awarded to an alum who has demonstrated a sustained track record as a philanthropic champion for the University, devoting their ‘time, treasure and talent’ to further the University’s philanthropic fundraising goals.

The Lifetime Achievement Award and Philanthropy Award are not open to nominations. Nominations for these awards will be put forward by the Philanthropy, Alumni and Community Engagement Office (PACE) and the wider University.

If a suitable candidate is not identified for the Dr Mark Sims Memorial Award for Public Service, the Lifetime Achievement Award or the Philanthropy Award then they will not be presented on the night.

1.2 Definition of a University of Leicester alumnus

To be considered an alumnus of the University of Leicester, nominees must have graduated from the University having completed an undergraduate or postgraduate degree.

1.3 Alumni Eligibility

All alumni who meet the definition of a University of Leicester alumnus are eligible for the University of Leicester Alumni Awards. Nominees need not be working in the discipline in which they studied. Eligibility criteria applicable to a specific award are listed below.

Current members of the Standing Committee of the Alumni Association and members of the PACE team are not eligible for the awards.
1.4 Organising Group

The awards are organised by the University of Leicester Alumni Engagement Team.

1.5 Judges

Nominations for the Future Leader Award, the Dr Mark Sims Memorial Award for Public Service and the Outstanding Achievement Award are assessed by the University of Leicester’s Standing Committee of the Alumni Association.

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

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

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

2.0 NOMINATIONS

2.1 Method of Nomination

To nominate an alumnus for a University of Leicester Alumni Awards the nominator must submit a nomination form by the due date given on the nomination form.

Nominations are received by the University of Leicester Alumni Engagement Team and are distributed to the Standing Committee of the Alumni Association for consideration and determination of the shortlist of three finalists, including the winner of the award.

All finalists will be invited to the University of Leicester Alumni Dinner in March 2019 where the winner will be announced and presented with their award.

2.2 Previous Nominees / Winners

Winners of previous Outstanding Alumni Achievement Awards are ineligible for the Alumna/Alumnus of the Year Award OR Outstanding Achievement Award 2019, however they may be nominated for an alternative award.

Nominations made in 2018 will be carried forward for consideration for 2019 provided the nominators complete a more detail nomination form.

2.3 Who may nominate?

Alumni, University of Leicester staff, students and members of the public can nominate alumni of the University to receive these awards.

Self-nominations are accepted.

2.4 Withdrawal from the Alumni Awards

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

All finalists are requested to attend the Alumni Dinner. If the winner of an award is unable to attend another finalist will be selected as the winner of the award.

A nominee can withdraw from the awards any time before Friday 30th November, but notice of withdrawal must be given in writing to the Alumni Engagement Team via email to alumni.relations@le.ac.uk
The University reserves the right to withdraw nominations that do not uphold the values of the University without notice or reason.

2.5 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.

2.6 Changes to nominations

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

2.7 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.

3.0 AWARD CRITERIA FOR NOMINATED AWARDS

The criteria for awarding the Alumni Awards for each category will be as outlined below. Nominators must ensure that nominees meet eligibility criteria for the Award in which they are being nominated.

3.1 Outstanding Achievement Award

1) Must be a graduate of the University of Leicester
2) 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
3) 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

3.2 Dr Mark Sims Memorial Award for Public Service

1) Must be a graduate of the University of Leicester
2) This award recognises outstanding public service. Nominees will have made a positive impact regionally, nationally or internationally through community work, fundraising or volunteering
3.3 Future Leader Award

1) Must have graduated from the University of Leicester in the last 10 years
2) 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

4.0 AWARD CRITERIA FOR NON-NOMINATED AWARDS

4.1 Lifetime Achievement Award

1) Must be a graduate of the University of Leicester
2) 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

4.2 Philanthropy Award

1) Must be a graduate of the University of Leicester
2) 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

5.0 PRIZES AND DECISIONS

5.1 Notification of Alumni Awards

The finalists and winners of the Outstanding Alumni Awards will be announced and receive their awards at the University of Leicester Alumni Awards Dinner which will take place in London in March 2019. The judging panels reserve the right to contact recipients in advance of the dinner to ensure availability and attendance.

5.2 Finality of Decision

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

5.3 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.

6.0 GENERAL

6.1 Basic Rules of Entry

- All nominations must be made in English
- Incomplete nominations, or those that do not fulfil the criteria, including the time criteria, will not be considered.
- The judging process and the results are confidential and will not be shared.
• 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 shortlisted will be notified and their name may be used in the publicity for the event

• 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

• Judges are required to declare any conflict of interest and will not be allowed to judge entries in which they have an interest

6.2 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.

6.3 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.

6.4 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).

6.5 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 - www.le.ac.uk/legal/privacy