

# Chancellor’s Prize 2024 nomination form

Thank you for completing this nomination form for the Chancellor’s Prize 2024. Please send your completed form, with supporting documents to the Governance Team by **midday** **Friday 19 April 2024.** All nominations will be considered by the Prize Committee on Wednesday 15 May 2024.

By completing this form, you agree to the personal data you supply being stored and processed by the University for all purposes pertaining to the administration of the prize (from shortlisting purposes, to contacting you about the prize as may be necessary). Your data will be held in accordance with the Data Protection Act 2018 and General Data Protection Regulation, and it will not be disclosed to any third parties outside of the University. The data you supply on this form will be retained in line with the University's [retention schedule](https://www.bath.ac.uk/corporate-information/records-retention-schedule) which is currently the end of the current academic year +6 years.

Please refer to the [Chancellor’s Prize webpage](https://www.bath.ac.uk/corporate-information/chancellors-prize/) for information about prize criteria, eligibility and who can make a nomination.

## Nomination guidelines

The following guidance is provided to assist with completing the nomination form:

* **Academic achievement is classified as the most important criteria**. Thereafter, the other criteria are equally weighted, including the reference(s).
* **Up to two references supporting academic and non-academic achievements will be accepted and considered by the Chancellor's Prize Committee** in the selection process. An academic reference should be provided by a departmental member of staff. A second optional reference is welcomed from either within the University or outside of the University (for example a placement provider).
* To ensure nominations remain anonymous, names will be removed from the form prior to submission to the Committee. **When completing the case for an award and reference(s), please do not refer to the candidate’s name and use gender neutral language (the nominee/they/them/their) throughout, where possible. If you are submitting a self-nomination, please write the nomination in the third person.**
* There is a **maximum word limit** of 150 words for each criteria and 500 words per reference.
* **Please ensure all sections of the form are completed unless indicated as optional**. If information is missing, the Committee Secretary will follow up to ensure the panel is fully informed prior to making a decision.
* **Nominators are encouraged to liaise with the student nominee** to ensure a more well-rounded nomination, if not already familiar with the student's activities and achievements outside of academia.

Please contact the Governance Team should you have any questions regarding completion of this form.

## Nomination form

### Student details

*Please type in the space after each question.*

Full name:

Department/School:

Programme of study:

### Nominator details *(if different from above, not applicable to self-nominations)*

*Please type in the space after each question.*

Full name:

Relationship to the nominee:

### The case for an award

### 1) Academic achievements

The Prize Committee will pay most attention to this section of the nomination form. Please **include evidence of consistently high academic achievement, or progress in academic achievement**, over the course of the student’s degree programme, that would indicate a first class degree. Prizes, awards and other academic distinctions should also be listed.

Please **include or attach in supporting documentation a place ranking in relation to the student’s cohort** over the period of study (using student numbers and removing names to retain anonymity). This should include how many students there are within the cohort and the top mark achieved as an indication of the cohort’s performance.

The Committee Secretary will obtain a full transcript of marks from Academic Registry, following submission of the nomination form. The transcripts will be identified by student number, to retain anonymity.

*Please type in the space, below, limiting your response strictly to 150 words and maintaining anonymity, using gender neutral language and writing in the third person if you are self-nominating.*

### 2) Contribution to the academic reputation of the University

Contributions may include:

* Poster presentations, successful placements, conference papers, publications
* Relevant committee/working group memberships

*Please type in the space, below, limiting your response strictly to 150 words and maintaining anonymity, using gender neutral language and writing in the third person if you are self-nominating.*

### 3) Contribution to the general work and life of the University and Community

The Committee would be keen to hear how the nominee has promoted the [University’s values](https://www.bath.ac.uk/corporate-information/our-values-and-how-we-work/). Contributions may include:

* Peer support and mentoring of other students, Student Ambassador role, Open Day involvement and assisting with recruitment
* Contributions to syllabus/programme amendments and professional accreditation
* Sporting/artistic/musical/media/drama activities
* Business/enterprise activities, the Bath Award, volunteering, community projects, charity work and fundraising

The Committee would also welcome any evidence that nominees had shown alignment to the [University's strategic objectives](https://www.bath.ac.uk/corporate-information/university-strategy-and-supporting-pillars/), where applicable.

*Please type in the space, below, limiting your response strictly to 150 words and maintaining anonymity, using gender neutral language and writing in the third person if you are self-nominating.*

### Any other supporting information, not included above *(Optional)*

An optional field to allow for any non-conventional paths to be considered as part of the nomination. This can also be used to share any personal or situational circumstances that might impact the evidence provided elsewhere within the nomination.

*Please type in the space, below, limiting your response strictly to 150 words and maintaining anonymity, using gender neutral language and writing in the third person if you are self-nominating.*

## Reference(s)

Please provide a supporting reference from the nominees Tutor, Head of Department, Director of Studies or any other member of staff within the nominee’s department/School.

*A* ***maximum of two references*** *per nominee will be allowed, to support academic and non-academic achievements. Please limit each reference strictly to* ***500 words*** *and maintain anonymity, using gender neutral language.*

### Referee 1 details (Academic)

*Please type in the space after each question.*

Referee full name:

Referee job title/relationship to the nominee:

Date:

Signature *(An electronic signature or typed name is sufficient):*

### Reference

*Please type in the space, below, limiting your response strictly to 500 words and maintaining anonymity, using gender neutral language.*

### Referee 2 details (Non-academic) *(Optional)*

*A second reference is optional. Please type in the space after each question.*

Referee full name:

Referee job title/relationship to the nominee:

Date:

Signature *(An electronic signature or typed name is sufficient):*

### Reference

*Please type in the space, below, limiting your response strictly to 500 words and maintaining anonymity, using gender neutral language.*

## Summary of important information

Deadline for nominations: **Midday Friday 19 April 2024**

Please send completed nomination forms to the Governance Team

### Checklist

Please ensure you submit the following information by the deadline:

[ ]  Fully completed nomination form, with at least one reference (and a maximum of two) from the nominee’s Tutor, Head of Department, Director of Studies or any other member of staff within the nominee’s department/School.

[ ]  A place ranking in relation to the student’s cohort over the period of study (using student numbers and removing names to retain anonymity). This should include how many students there are within the cohort and the top mark achieved as an indication of the cohort’s performance.

The Committee Secretary will obtain a full transcript of marks from Academic Registry, following submission of the nomination form. The transcripts will be identified by student number, to retain anonymity.