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**GUILD AWARDS NOMINATIONS GUIDANCE**

**Outstanding Student Representative**

* Only University of Birmingham students can be nominated for Outstanding Student Representative.
* The activity of the Student Representative must have taken place between 28th January 2018 and 28th February 2019.
* Any individual can submit a Guild Awards nomination.
* Please type the nomination form and email it to guildawards@guild.bham.ac.uk. **Handwritten forms will not be accepted.**
* **There is a 3 page limit (including this page) for your nomination form.**
* You will need to provide facts backed up by evidence rather than just tell us what happened. We want to see the impact you’ve had! Good examples could include:
	+ - Number of students involved in an event
		- How much money was raised
		- Comments from the attendees and other stakeholders
		- Positive outcomes of what you did
* The nomination forms have questions that will tell you what information you need to tell us.

Each nomination form will be reviewed by a shortlisting panel. The shortlisting panel will score each question on the nomination form using the following criteria:

0 marks – no examples given

1 mark –irrelevant examples given

2 marks –limited examples given

3 marks – good examples given

4 marks – very good examples

5 marks – excellent examples given

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| **Award Title:**  | **Outstanding Student Representative** |
| **The nominee’s contact details (who you are nominating)** |
| **Group or Individual Name:**  |  |
| **Name:**  |  |
| **Contact Number:** |  |
| **Email Address:**  |  |
| **Your details** |
| **Name:** |  |
| **Contact Number:** |  |
| **Email address:** |  |
| **Relationship to nominee:** |  |

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| **Please answer the following questions with as much information as you can. Applications must be no longer than 2 pages. Please read the guidance document before completing this form.**  |
| 1. What is the role of the student representative you wish to nominate?
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| 1. Please provide examples of the variety of feedback methods that the student representative has used to seek feedback.
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| 1. Give examples of how the student representative has shown effectively represented their whole cohort effectively and professionally.
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| 1. How has the student representative worked for change with the Guild of Students or University staff?
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| 1. Please provide examples of issues that the student representative has resolved on behalf of those they represent and the impact this has had on the students.
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Thank you for completing this nomination form. All forms must be emailed to guildawards@guild.bham.ac.uk **by 12pm (midday) on Wednesday 13th February.**