

Postgraduate Awards 2020 – Guidance Notes

Each year Schools are invited to nominate postgraduate research students for the University's Postgraduate Awards. Schools are only able to nominate **one** student from UNM and not all of those nominated will receive a prize. Nominated students must be in the final year of registered full time study or equivalent of part-time study, and not in thesis pending. All applications will be assessed by a panel and the successful students will be invited to a ceremony on 6 May 2020.

The Panel is cross discipline, so every effort must be made to express the importance of the candidate's achievements in a way that can be understood by assessors who are from outside your School. The nomination from your School should be submitted on a Postgraduate Award nomination form and returned electronically by **noon** (local time) **14 February 2020** to graduateschool@nottingham.edu.my

Assessment criteria

Schools are required to complete the nomination form and provide evidence of:

1. The student's consistently high academic achievement over the period of study and evidence of accomplishment in research.

Please give particular attention to publications, participation in conferences and any other activities. Prizes, awards and other distinctions should be listed.

And

2. The student's contribution to the postgraduate community.

Please give precise details of the contribution the student has made to the postgraduate community at the University of Nottingham, or beyond the normal expectation of their discipline, or the service they have given to a conference, committee or organisation outside the University.

Equal Weighting will be given to each of these sections (50% each), so they must be completed fully.

Head of School Supporting Statement

The Head of School is required to complete this section to provide detail of why this candidate has been chosen, and provide information on the added value this student has brought to the Postgraduate environment in the School.

Supervisors' Supporting Statement

As part of the award presentation, it would be encouraging for the supervisor(s) to provide a sentence or two (max 70 words) about the nominee, to be used as part of the award presentation should they be successful. The focus should be on their research and anything else that makes them stand out.

It is the School's responsibility to ensure that the home address and place of schooling details entered on the nomination form are accurate as this information is used to determine eligibility for these awards.