



President's Awards

Outstanding Service in Support of Students Award (The Robert Kitchin Award)

Sponsored by The Worshipful Company of Saddlers

Notes for submissions

Nominations focus on colleagues who work behind the scenes to support one or more aspects of the student journey (from recruitment to *alumni*).

These will be professional and academic colleagues who are 'unsung heroes', working tirelessly to make a positive difference to the lives of City students either during 2014-15 specifically, or across a longer period of time.

Nominees may have made a difference to one student, to a group of students, or they may be someone who encourages and/or enables the voice of students to be heard and acted upon.

They may also be colleagues who have a role in managing behind the scenes systems or processes which support an aspect of the student journey.

The panel will consider nominations against the following criteria:

- How the nominee demonstrates their care and commitment in what they do
- Why their work makes a difference to student/s (or applicants or *alumni*)
- Evidence as to how their work has made a difference to student/s (or applicants or *alumni*)
- Why the nominee stands out in what they achieve.

In light of this award being for outstanding service in support of students, nominators should normally include supporting evidence from students. Ideally this should be gained through the nominator talking with relevant students to obtain input. Outputs from other forms of student feedback e.g. student surveys can be used to supplement this.

Please note that self-nominations are not permitted in this category.

Team members and Heads may nominate individuals or teams within their departments.