**Rep of the Month Nomination Form**

We are very excited to be launching a new Rep of the Month Scheme! **Each month there will be a maximum of 5 winners, decided by scoring against the criteria** shown below. Winners will receive a **certificate, a letter detailing their achievement, and a £15 voucher**. Details of winners will be **published in our Newsletters** for Reps and Staff. Winners will be automatically **nominated for an award at Rep Awards called ‘Rep of the Year’**.

**To submit an application please complete this form and email it to the Student Reps team (**[**studentreps@guild.bham.ac.uk**](mailto:studentreps@guild.bham.ac.uk)**) by the deadlines shown below.**

**Who can complete this from?**

* Any staff or student at the University of Birmingham can complete this from to nominate an excellent Student Rep
* A Student Rep can also complete this form to nominate themselves for Rep of the Month (self-nomination)

**What happens once this form is submitted?**

Each submission will be scored against the criteria below by 2 Guild of Students staff members – usually the Education Officer and a member of the Student Rep Staff Team.

**Scoring criteria:**

* Has made a positive impact on the education of the cohort they represent (Score 1 – 5)
* Has actively collected feedback from a diverse range of students and considered the need of all students (e.g. commuter students, non-drinkers); not just friendships groups/ from an exclusive group chat e.g. shout outs in lecture, uses canvas, surveying a diverse range of students (Score 1 – 5)
* Works collaboratively with other Reps (Student/PGR/School/Colleges) including collaboration on planning/ promoting of feedback opportunities, organising pre-meetings, ensuring feedback is passed between Reps where appropriate, working together to improve the academic experience (Score 1 – 5)
* Closes the feedback loop by informing students of the progress on any actions arising or the reasons why no actions were taken (Score 1 – 5)

**Deadlines for submitting nomination form**

* January Rep of the Month: 12PM Monday 23rd January
* February Rep of the Month: 12PM Monday 20th February
* March Rep of the Month: 12PM Monday 13th March

Please email the Student Reps team if you have any questions about this form or the Rep of the Month Scheme

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| --- | --- | --- | --- | --- |
| Details of Student Rep being nominated (if you are nominating yourself please provide your details) | | | | |
| Forename(s): | |  | | |
| Surname: | |  | | |
| Student ID Number (if known): | |  | | |
| University Email Address: | |  | | |
| Course Title: | |  | | |
| College: | |  | | |
| Level of Study (UG, PGR, PGT): | |  | | |
| Type of Student Rep (please tick the relevant boxes): | | | | |
| Student/PGR Rep | Senior Rep | School Rep | College Rep | Senate Rep |

|  |  |
| --- | --- |
| Nominator details (Please enter your details if you are completing this form on behalf of a Student Rep. You don’t need to complete this if you are self-nominating) | |
| Name: |  |
| University Email Address: |  |
| Are you a Staff member or a Student? |  |

**Write your nomination here. Please consider the criteria above when writing the nomination and include examples to support your statements (box will expand as you write)**

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| --- |
| *Maximum 400 words* |

**Once completed, please email to** [**studentreps@guild.bham.ac.uk**](mailto:studentreps@guild.bham.ac.uk)

**For Guild Staff use only**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Score (1-5)** | **Score (1-5)** |
| Has made a positive impact on the education of the cohort they represent |  |  |
| Has actively collected feedback from a diverse range of students and considered the need of all students (e.g. commuter students, non-drinkers); not just friendships groups/ from an exclusive group chat e.g. shout outs in lecture, uses canvas, surveying a diverse range of students |  |  |
| Works collaboratively with other Reps (Student/PGR/School/Colleges) including collaboration on planning/ promoting of feedback opportunities, organising pre- meetings, ensuring feedback is passed between Reps where appropriate, working together to improve the academic experience |  |  |
| Closes the feedback loop by informing students of the progress on any actions arising or the reasons why no actions were taken |  |  |

**Final Score:**