

Guidance for completing the nomination (KEA Colleagues' Choice)

To make it easier for the judging panels to shortlist and choose winners, try to include as much detail as possible in your nomination comment. You'll find guidance below on what to include, plus examples of effective and ineffective nominations.

How do I know which category to choose?

We recommend reading through the criteria for each category first and assessing which of the criteria your nominee meets before selecting the category you wish to nominate them for.

What should you include?

- **What did they do:** Describe the actions taken by the individual/team. Provide specific examples of the actions taken by the individual/team.
- **Why did it matter:** What was the impact of the action? Did it improve student feedback? Did it create a positive environment? Did it enable collegial working?

Example of an ineffective comment

Jane and her team delivered an amazing intervention for students on the MSc Chemistry course.

Example of an effective comment

Jane, Julia, Michael, and Adam are in the Student Engagement team. For the students on the MSc Chemistry course, they provided a range of events and workshops that were tailored to the students and the stage of the learning journey they were on. During the beginning of the course events focused on supporting students' transition while by the end of the course they worked with the programme lead and careers to deliver bespoke career focused events and talks that helped students navigate the next stage of their career. Students provided positive feedback with many of them highlighting the positive impact of the student engagement team.