Student Activities Awards 2023/24



‘EXCEPTIONAL SERVICES TO SOCIETIES’ AWARD 2023/24

**Introduction**

The Exceptional Services to Societies Award is presented annually by the University of Essex, on application, in recognition of the achievements and contributions made by individuals to Societies.

The earliest that an undergraduate or postgraduate student can apply for Exceptional Service to Societies (ESS) is during the final year of their study, and it can only be conferred upon an individual once. The award will be formally recorded on the individual’s academic transcript and will appear next to their name in the programme of their graduation ceremony.

**Application Process**

**Deadline**

**The deadline for this application is 25th March 2024 at 12pm midday.** Individuals who wish to be considered for an award must submit a completed application form, along with all supporting documents and endorsements required, before the published deadline. Applications received after the deadline will not be considered.

**Initial Screening**

Please ensure you have completed the application check list below. Any application that is incomplete or does not meet the eligibility criteria (see below) will be rejected without further review. Applications are rejected at this stage cannot be resubmitted until the following year, and may only be resubmitted once the original reason for rejection has been addressed.

**Application Panel**

Applications that pass the initial screening will then be considered by an awards panel comprising two full-time members of staff from the Student Activities department, the VP Student Experience and a member of University staff. Nominees must not attempt to discuss their application with any member of the panel before the decisions have been announced, either directly or through a third party, and any nominee found to have breached this requirement will have their application immediately rejected.

**Appeal Process:** Successful nominations will be publicly announced once all applications have been considered by the panel. Unsuccessful applicants will be notified individually, and will be provided with the reason(s) why they were unsuccessful. Nominees may then appeal the decision, which appeal must be submitted in writing within 14 days of receipt of notification of the initial outcome. Appellants should clearly state the grounds for their appeal and may submit further information or evidence in support of their appeal. All appeals will be considered by the panel, and the decision of the panel shall be final. There is no further right to appeal.

**Eligibility**

Applicants for ESS must satisfy all of the eligibility criteria stated below. However, meeting the eligibility criteria does not guarantee that at an award will be granted; only that the application will be reviewed. Applications from nominees who do not meet the eligibility criteria will be immediately rejected (see above).

Applicants for Exceptional Service to Societies must:

* Be a student of the University of Essex.
* Have an unblemished disciplinary record.
* Be a current member of a society, with no outstanding membership dues, and/or a member of University staff.
* Have provided consistent and exceptional service to one or more society, beyond that which is normally expected of a society member or official.
* Have their application endorsed by either the President, Vice-President or Secretary of their society who can vouch for i) their good character, ii) their commitment to societies, and iii) the accuracy of their application.
* Have their application endorsed by a professional or academic member of University staff who can vouch for the nominee’s good character.
* Submit a completed application form, together with an appropriate quality and quantity of supporting evidence.
* Submit a checklist indicating that the application is complete.

**APPLICATION CHECKLIST**

**Application Checklist:**

[ ]  I have read the award procedures and criteria on the first two pages.

[ ]  I have completed the general information section.

[ ]  An academic or professional member of staff has completed the relevant endorsement section.

[ ]  My society president, vice president or secretary has completed the relevant endorsement section.

[ ]  I have fully completed the Exceptional Service to Societies nomination section, including a 500 word statement incorporating evidence of individual service beyond that normally expected of a society member, student or official.

**GENERAL INFORMATION**

Name:

Student/Registration Number:

School/Department/Centre:

Course Studying:

Year Due to Graduate:

University Email Address:

Contact Telephone Number:

[ ]  I confirm that I have an unblemished disciplinary record at the University and that I have no disciplinary procedures pending or outstanding.

 Right click the box, select ‘properties’ then ‘checked’.

**EXCEPTIONAL SERVICE TO SOCIETIES APPLICATION**

[ ]  I confirm that I am a current member of Societies and that I have no outstanding membership fees.

 Please provide details of all societies of which you are, or have been, a member.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Period** | **Society** |  | **Current Member** |
| *Example* | *08/18 – 07/21* | *Origami* |  | *Y* |
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[ ]  I confirm that I have no outstanding membership fees for any of the above Societies.

Please provide details of all official positions you have held within societies.

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| --- | --- | --- | --- |
| **No.** | **Period** | **Position** | **Affiliation** |
| *Example* | *08/19 – 07/20* | *Treasurer* | *Debating Society* |
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Provide any additional information that has affected your contribution to societies that you wish to be taken into consideration. (Do not exceed the page – delete any blank lines remaining.)

**EXCEPTIONAL SERVICE TO SOCIETIES APPLICATION (CONT.)**

In no more than 500 words, explain how you have provided **consistent** and **exceptional** service to one or more societies.

NOTE:The success of your application depends on the extent to which you provide evidence of **individual service** that goes beyond that which is normally expected of a Societies member or official.

It will be insufficient to merely state that you fulfilled various official positions: **you must articulate and provide evidence of your individual actions in such positions, and demonstrate how those actions, and your own initiative in taking them, were both exceptional and exceeded normal expectations**.

(Examples in the past have included extensive fundraising activities, strong leadership that has significantly altered the performance of a society, and protracted periods of voluntary work such as leading workshops and organising transportation.)

Applications that do not provide sufficient evidence of individual exceptional service to societies will **not** be successful.

Please state your evidence below, deleting any blank lines and including a word count:

**ACADEMIC/PROFESSIONAL ENDORSEMENT**

**THIS SECTION MUST BE COMPLETED BY A PROFESSIONAL OR ACADEMIC MEMBER OF UNIVERSITY STAFF WHO CAN VOUCH FOR THE GOOD CHARACTER OF THE NOMINEE**

How long have you known the nominee? [ ]  1 year [ ]  2 years [ ]  3 years +

In what capacity? [ ]  Lecturer/Tutor [ ]  Other – please state:

In your view, is the nominee of good character? [ ]  Yes [ ]  No

Thank you for completing this endorsement. If you wish, you may add a brief comment here about the applicant’s suitability for the award, having particular regard for their character. (Please do not exceed this page, and delete any blank lines).

Name: Date:

Position/Job: Email Address:

**PRESIDENT /VICE-PRESIDENT/SECRETARY ENDORSEMENT**

**THIS SECTION MUST BE COMPLETED BY THE PRESIDENT, VICE-PRESIDENT OR SECRETARY OF A SOCEITY OF WHICH THE APPLICANT IS CURRENTLY A MEMBER**

How long have you known the applicant? [ ]  1 year [ ]  2 years [ ]  3 years +

In your view, is the applicant of good character? [ ]  Yes [ ]  No

To your knowledge, are the applicants’ claims accurate? [ ]  Yes [ ]  No

**On a scale of 0-10, where 0 is poor and 10 is excellent, please rate the nominee against the following factors:**

Quality of leadership: ­­­­­­­­­­­\_\_\_\_

Commitment to the society: \_\_\_\_

Willingness to help others in the society: \_\_\_\_

Commitment to Societies activities: \_\_\_\_

Provision of opportunities for society members: \_\_\_\_

**Please indicate whether you believe the nominee’s ability, achievements and contributions warrant the award Exceptional Service to Societies**:

[ ]  Yes [ ]  No

Thank you for completing this endorsement. Please add some brief comments here about the nominee’s suitability for the award being applied for, having particular regard for their character, achievements and commitment. (Please do not exceed this page, and delete any blank lines.)

Name: Date:

President/Vice-President/Secretary (delete two) Email Address:

Once completed, please email this application to susocs@essex.ac.uk with the subject title **“*\*Your Name\* Application for Exceptional Services to Societies Award – Student Activities Awards 2021/21”***