**NOMINATION FORM**

**Individual Nominee Details**:

|  |  |
| --- | --- |
| Full name: | Position: |
| Faculty/Center: | Department/Unit: |
| Contact number: | Email: |

**Team Details** (Not required for individual award nominations):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full name | Position | Department/Unit | Faculty | Contact number | Email |
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**Description of the achievement** (up to two A4 pages) - Annex additional pages

A brief summary of the achievement that can be used as the awards citation if the nomination is successful (max 100 words):

Primary Nominator:

|  |  |
| --- | --- |
| Name: | Position: |
| Faculty/Centre: | Department/Unit: |
| Contact number: | Email: |

Supporting comments: (Up to half an A4 page/Max 500 words)

Signature Date

Secondary Nominator:

Please note: one nominator must be outside of the nominee’s own unit, school or centre or may be external to the University.

|  |  |
| --- | --- |
| Name: | Position: |
| Faculty/Centre: | Department/Unit: |
| Contact number: | Email: |

Supporting comments: (Up to half an A4 page / Max 500 words)

Signature Date

***Please annex the following documents:***

1. *Two (2) supporting letters – one each from external stakeholder and internal stakeholders (staff or student) not exceeding two A4 pages highlighting the importance, mutual benefits and impact of the engagement.*
2. *A curriculum vitae of applicant/nominee.*
3. *Evidence for the achievement.*