

Leeds Partnership Awards: Nomination Writing Guide

Want to nominate someone for a Leeds Partnership Award but aren't sure where to begin? This short guide will outline how to write a concise and compelling nomination that demonstrates the difference your nominee has made.

Getting Started

There's a few things you need to know before writing your nomination.

Who can be nominated? You can nominate anyone who studies or works at the University of Leeds or Leeds University Union including:

- Students: Undergraduate, Apprentices, Postgraduate Taught, Postgraduate Researchers
- Staff: Academic, Professional and Technical (including Bright Beginnings and LUU), and;
- Practice Placement Staff

Character Limit: Nominations must be 1300 or fewer characters to ensure every nomination can be seen by each Faculty Panellist.

No Campaigning: Asking others to nominate you goes against the spirit of the awards. If you are found campaigning, you risk having all your nominations removed from the awards.

Using AI: AI can help with structure or proofreading but can also lack the personal detail our panellist needs to score your nomination.

Self-nominations: You may nominate yourself, but please be explicit about how you have worked in partnership with staff and students, and how your actions have made a difference.

Writing your nomination

It's always best to start at the beginning! Look at the available categories and think about people you work with who stand out.

Example:

You've always enjoyed attending a specific lecture because each week your lecturer explains complex material in a way that engages the whole class. You see that there's an award for Teacher of the Year and want to nominate your lecturer for it.

I know who I want to nominate, now what?

Time to consider what to write!

Our panellists score submissions on three criteria:

- **Impact:** What is better because of your nominees' actions?
- **Scope/Scale:** How many people have benefited from their work? Will others benefit in the future?
- **Category:** Does the nomination clearly address the award category.

Fill out the nomination form while thinking about the impact, the category and the scope and scale:

Instead of: "I am nominating my lecturer because they make classes fun"

A better nomination would be: "I am nominating my lecturer because they structure teaching to genuinely support student learning by providing pre-work that frees lecture time for questions and deeper engagement. Their clear explanations make complex material accessible, and their consistent support has improved students' confidence and success across the module."

I've submitted my nomination, what happens next?

Your nominee will receive an email to tell them they've been nominated and their nomination will be passed to the Faculty Panel after nominations close on the 19th of February.

Maybe there's time to submit one more?