

## Kellogg College MCR Excellence Award

### Rules for Awarding

**Aim:** to encourage and reward students who have made an outstanding contribution to college life in one or more of a range of areas including, but not limited to, cultural, social, sport, welfare, and academic life.

**Eligible nominees:** current students at Kellogg College during the year of the award, whether full- or part-time, excluding members of the MCR Committee during the year of the award and holders of college posts (eg Junior Deans).

**Eligible activities:** activities carried out during the year of the award or the previous years, excluding activities carried out as a member of the MCR Committee, but including activities that may have received funding from the MCR budget.

**Nomination process:** people can nominate themselves or someone else who is eligible, using the on-line form available through the MCR website, which will deliver information to the MCR Development Officer, by the stated deadline. The form includes space to describe the activity / activities carried out by the nominee, including:

- the nature of the activity/ies;
- the personal role of the nominee in making the activity happen; and
- the impact of the activity on college life.

**Size and number of awards:** the awards will distribute the full amount of money available, comprising the money collected from graduating former students at graduation ceremonies, together with any contribution from the University Challenge Fund. No award will be more than £400: ideally each award will be between £300 and £400. All awards will be of the same amount. If two distributions are possible (e.g. 3 awards @ £400 or 4 awards @ £300), the awarding panel will have discretion as to which is chosen.

**Awarding panel:** nominations will be assessed and awards made by an awarding panel comprising two MCR Officers and two senior members, (this year the Senior Tutor and the Chamberlain). The MCR Development Officer will act as secretary to the awarding panel. The panel's decision will be final.

**Awards evening:** Awards will be made at a ceremony associated with a Guest Night dinner. If resources permit, all nominees (or shortlisted nominees) will be invited as guests to the dinner with awards being given afterwards. Alternatively, the awards will be made at a reception before the dinner.

<b>2014-15 Timetable</b>	March 2015 (8th week)	Awards publicised
	<i>Regular advertising and reminders until</i>	
	Friday 1 May 2015 (1st week)	Deadline for nominations
	W/B 18 May 2015 (4th week)	Panel meets to decide
	Friday 29 May (5th week)	Awards Ceremony

**Evaluation:** Each year, an evaluation of the process will be carried out after the awards evening by the Development Officer, with recommendations made for improving the process. The report will go to the MCR Committee and the College Scholarship Committee.

Stephen Jones  
Development Officer