

THE
**STUDENT
GROUP
AWARDS**
2021

CELEBRATING YOUR SUCCESS

Information Pack

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 Queen Mary University of London
Students' Union

The Student Group Awards 2021

Information Pack

Following feedback from student group committee members, we have updated our award scheme this year. This information pack is intended to tell you everything that you need know about our new award scheme.

What are the Student Group Awards 2021?

The Student Group Awards is our end-of-year award scheme for Queen Mary Students' Union affiliated societies, student media outlets and volunteering groups. The award scheme intends to recognise the accomplishments that your student group has had in the past academic year, and to reward your hard work.

This year, the student group awards have two stages:

- **Stage 1:** Show us what your student group has done this year, based on our list of [criteria](#).
- **Stage 2:** Have you excelled in a specific area? Put forward a nomination to get an [additional award](#) or an [individual award](#) to recognise your student group's extra effort.

How are the awards relevant to my student group?

We have a wide variety of student groups, so we have made sure that our award scheme is inclusive of all your different activities, events, and ways of working. We want to see the best of your group, and this will be different for each one of you. If you are unsure, just get in contact with your staff support.

Student groups that are successful with our award scheme, will receive the following benefits:

- Certificates, detailing what your student group achieved. To recognise your work behind each group, certificates will also list the committee members who have delivered your student group this academic year according to staff records. This will also allow for you as an individual to use these certificates to show their personal development.
- A trophy image for your minisite on the Queen Mary Students' Union website to reflect which level you achieved. This image will show that you achieved this level during the 2020/21 academic year.
- A spotlight feature dedicated to your student group in the next academic year. This feature will advertise your student group and includes a picture and some brief descriptions about your group. Your spotlight features will be posted on the QMSU Societies or BLSA Societies Instagram page.

What does my student group need to do?

All your student group must do, is show us what you have done this year! We have already outlined a list of [criteria](#) that your student group will have most likely done at some point this year. You just need to provide evidence to show that you have met these different aspects of the [criteria](#).

How do I sign up?

If you would like to take part, you will need to sign your student group up by submitting [this form](#). You should choose a committee member to act as your 'Student Group Award' lead, so that we can have direct communication with them.

What happens after we sign up?

After signing up, staff will contact the email address that you specified to welcome you to the Student Group Awards and provide you with a link to an online document stored on Sharepoint. Please note you will need to log into your student account in order to access this document.

This online document is all you need! Your student group will need to fill this document in before the deadline of **23:59, Sunday 28th March** so that it can be reviewed by staff and your relevant student sub-committee. To find out more about what information you need to submit in this document, refer to the point-based [criteria](#) below as well as the [additional awards](#) section.

What is the point-based criteria?

At the base of our Student Group Awards, is our criteria. The criteria includes tasks that your student group does and activities/events that you may have delivered. We recognise that what might be considered small tasks or accomplishments are not, as it takes time for you to prepare and deliver. We have adapted the criteria so that societies, student media outlets and volunteering groups can get involved with Awards as well as to acknowledge the different ways that your student group has ran this year due to the coronavirus outbreak. The criteria is point-based, so your student group will earn points depending on what you have submitted as evidence. Your total number of points will decide whether you receive a trophy, and which trophy you receive. Your group could earn a bronze, silver or gold trophy to recognise your student group's hard work in relation to this criteria.

The criteria also allows for your student group to showcase the brilliant work that you have done this academic year without being compared to another group. We recognise that this academic year will have affected each student group differently.

Below, you can find information about what the criteria is, what evidence we are looking for you to submit and how many points you could earn. Your student group's online document lists all these different [criteria](#) items and provides space for you to submit your evidence. If you need any help, don't hesitate to contact your staff support.

Core			
This section details some of our expectations of what your student group should be doing to ensure you are the best that you can be.			
Criteria	Description	Evidence	Points
Organise a core activity/event that fulfils your group's aims	Each student group has three of their own individual aims outlined in their handover document. These remain the same and can't be changed. You will be expected to organise and run an activity or an event, depending on the nature of your student group, that fulfils these aims.	You will need to give 3 examples of how you have met your aims. Your aims will be listed on your evidence submission document.	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>Criteria has not been met.</p> <p>10</p> <p>Criteria has been met. Each student group has at least three aims, therefore these points can be redeemed up to three times for three different events/activities. You do not need to match each event/activity with a different aim, as this may not have been possible this year.</p>

President (or equivalent) has completed core training	Our training is to enable and empower our student leaders to run their student groups safely and successfully. Presidents (or equivalent) need to complete the following guidebooks and quiz: Leading Your Group and Student Group Finances .	You do not need to submit any evidence for this, staff will verify this for your student group. The President (or equivalent) must have completed both to redeem these points.	<p>0 Criteria has not been met.</p> <p>5 Criteria has not been met.</p> <p>10 Criteria has been met.</p>
Treasurer has completed core training	Our training is to enable and empower our student leaders to run their student groups safely and successfully. Treasurers need to complete the following guidebooks and quiz: Leading Your Group and Student Group Finances .	You do not need to submit any evidence for this, staff will verify this for your student group. The Treasurer must have completed both to redeem these points.	<p>0 Criteria has not been met.</p> <p>5 Criteria has not been met.</p> <p>10 Criteria has been met.</p>
Welfare Representative has completed training	As a Welfare Representative you are expected to ensure the safety of your members and promote a culture of inclusivity and support within your group, and to do so you are expected to complete two training sessions so we can equip you with the skills and knowledge to confidently take on this role: Welfare Rep Training, and Active Bystander training.	You do not need to submit any evidence for this, staff will verify this for your student group.	<p>0 Criteria has not been met.</p> <p>5 Your welfare rep attended one of the training sessions.</p> <p>10 Your welfare rep attended both sessions.</p>
Attain 50% of the number of members or volunteers that your student group had at the end of last year	We recognise that all student groups have faced challenges this academic year and gaining members has been more difficult. We want to commemorate your hard work for reaching membership milestones. If you are a new or restart society, then your goal number of memberships has been	You do not need to submit any evidence for this, staff will verify this for your student group. We will review your number of member/volunteers at the end of last academic year and compare this to Monday 29 th March, when evidence submission closes.	<p>0 Criteria has not been met.</p> <p>5 You have attained 25%.</p> <p>10 You have attained 50%.</p> <p>*For new/restart student groups; 0</p>

	determined by our student sub-committees*.	For example, with 50 members at the end of last academic year, you will need to reach 25 members to redeem these points.	<p>Criteria has not been met.</p> <p>5</p> <p>You have attained 5 members/volunteers.</p> <p>10</p> <p>You have attained 10 members/volunteers.</p>
Keep in regular contact with your members or volunteers	Your student group should keep in regular contact with your members/ volunteers to help foster a sense of community and to maintain engagement. You may have done this through emails, a newsletter, a Microsoft Team account for example.	You will need to submit evidence to show how you have contacted your members/volunteers directly, and to show that you have done this regularly. This can be done through multiple screenshots.	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>Criteria has not been met.</p> <p>10</p> <p>Criteria has been met.</p>

Communication and Engagement

This section is based around how you communicate and engage your members, and the student body at Queen Mary more generally. This academic year, your student group has had to rely more than ever on utilising technology and social media to communicate. We want to recognise the efforts your student group has made to adapt to this new way of working.

Criteria	Description	Evidence	Points
Have an active online presence on the Queen Mary Students' Union website	It's important to maintain your Queen Mary Students' Union website so that students can find out about your student group. By having an active online presence, you will have kept this page up to date with your contact details and other essential details. But you should also include event information, and keep it updated with your group's current activity.	You do not need to submit any evidence for this, staff will verify this for your student group by looking at your student groups mini-site and checking the events page of the Queen Mary Students' Union website.	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>You have kept your student group mini-site updated.</p> <p>10</p> <p>You have also uploaded an event to the events page of the Queen Mary Students' Union website.</p>
Have an active online presence on a social media platform	This academic year, you have needed to find new ways to communicate with students and your members. By having an active presence on	For evidence, you do not need to submit any screenshots etc. You will just need to provide us with a link to your relevant social media	<p>0</p> <p>Criteria has not been met.</p> <p>5</p>

	social media, you will have used platforms such as Facebook or Instagram to advertise contact details, upload regular activity/event information and run activities.	page(s). You can write a few statements to explain what activities and initiatives you have ran on your social media.	<p>You have used your social media account to advertise your society.</p> <p>10</p> <p>You have also used your social media to run activities and initiatives.</p>
Keep engaged with members through alternative platforms	This academic year, you have needed to find new ways to communicate with students and your members. You will have utilised platforms to stay connected with your members, discuss upcoming activity/event information etc. Some examples of online platforms you may have used are Microsoft Teams, the Society app.	You will need to submit evidence of show how you have used alternative online platforms to your advantage. This is a platform outside of the Queen Mary Students' website, and social media. You can provide this evidence through screenshots and will need to show that you have used the platform regularly.	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>Criteria has not been met.</p> <p>10</p> <p>Criteria has been met.</p>

Student-Led, Democratic & Transparent

This section is based around one of our values as an organisation. The student body at Queen Mary is made up of a wide and diverse range of people. We want to recognise the efforts your student group makes to represent and include all students.

Criteria	Description	Evidence	Points
Make improvements to your student group	<p>You should continue to try and improve the way that your student group operates to increase your engagement.</p> <p>You may want to make improvements based on feedback from your members, maybe you think your student groups has been lacking a certain something or maybe your current processes aren't working. You also gave objectives for 2020/21 in your handover document that you can refer to.</p>	You will need to submit evidence to show how you have improved your student group. To do this, you will need to give us some background about what you needed to improve and how you have done this. You can do this through writing a statement and providing screenshots or other evidence to show your improvements in action.	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>Criteria has not been met.</p> <p>10</p> <p>Criteria has been met.</p>

Write down your actions for your committee	<p>It's important to communicate with one another as a committee, and to keep any actions written down for reference. This will help your committee know what tasks they need to carry out themselves and should also detail any deadlines. There is a variety of platforms you may use to do this.</p> <p>For example, you may note down that your Social Media Officer needs to create a post for Instagram by the 11th November.</p>	You will need to submit evidence of how you have written down actions for your committee members, and how you maintained this throughout the academic year.	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>You have written down tasks and actions for your committee in simple ways.</p> <p>10</p> <p>You have implemented a system to write actions down for your committee, for throughout the year.</p>
Get involved with a Queen Mary Students' Union liberation campaign	<p>Queen Mary Students' Union runs a range of liberation campaigns throughout the year (e.g. Black History Month). Liberation campaigns such as these provide an opportunity to celebrate and commemorate the individuals and events which have shaped various communities. As a student group, you can get involved through promotion or by holding an activity/event as part of the campaign.</p>	<p>You will need to provide evidence of any promotion that you have done for one of Queen Mary Students' Union's mandated liberation campaigns. This can be done through screenshots. You can also write a statement detailing what you did, and why.</p> <p>You will not need to submit any evidence to verify your activity/event, staff will verify your registration for your student group.</p>	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>You have promoted a liberation campaign in some way, e.g., a social media post.</p> <p>10</p> <p>You have gotten directly involved by holding an activity/event, after registering.</p>

Supportive, Inclusive & Accessible

This section is based around one of our values as an organisation. The welfare, wellbeing and mental health of all students is crucial in providing a positive and successful university experience. Many students are also thinking about their lives beyond university. We want to recognise the efforts your student group makes to support students and the different ways you may do this.

Your student group may not run all these various types of events. We have included various options to recognise the different aims and objectives between all our student groups.

Criteria	Description	Evidence	Points
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Celebrate the hard work of your committee members or contributors	No one knows better than you, about the hard work that each of your committee members does for your student group. Your student group may also have hard working volunteers, or speakers that get involved. You should celebrate this hard work in your own way, and let your members know!	<p>You will need to submit evidence of how you have recognised your committee members. You can do this through screenshots, and through writing a statement about how you have incorporated this recognition system.</p> <p>Your contributors depend on your group, they could be your paid members, volunteers, sponsors, teachers.</p>	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>You have recognised the hard work of your members or contributors.</p> <p>10</p> <p>You have a recognition system in place to celebrate your members or contributors hard work throughout the year.</p>
Get involved with a wider initiative or campaign	There are a variety of initiatives and campaigns beyond the mandated Queen Mary Students' Union liberation months. For example, consent week, study well and the variety of campaigns ran by our Part Time Officers. As a student group, you may have incorporated some wider initiatives into your activity.	You will need to provide evidence of any promotion or activity that you have done for a wider initiative. You will also need to clarify what this initiative is. This can be done through screenshots, proving appropriate links, and by writing a statement detailing what you did, and why.	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>You have promoted a wider initiative in some way, e.g., a social media post.</p> <p>10</p> <p>You have gotten directly involved by holding an activity/event or publishing work.</p>
Promote a wellbeing event/activity	This year, we have all needed to prioritise our own wellbeing and welfare more than ever. Your student group may have gotten involved in promoting this through an activity or an event.	You will need to provide evidence of any promotion that you have done. This can be shown through screenshots or providing an appropriate link if you used an online platform. You can also write a statement detailing what you did, and why.	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>You have promoted wellbeing in some way, e.g., a social media post.</p> <p>10</p> <p>You have gotten directly involved by holding an activity/event or publishing work.</p>
Contribute to helping members adjust to a new environment e.g., the higher	This academic year, students have faced many changes. You have needed to adjust to virtual working. For many new students, they have also needed to adjust to University	You will need to provide evidence of any promotion or activity or event that you have done to help students adjust. You will also need to clarify what new environment	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>You have contributed through promoting opportunities.</p>

education environment, online platforms, London, the UK	teaching and living in London. Your student group may have helped students adjust to these changes.	you helped adjust them to. This can be done through screenshots, providing an appropriate link if you used an online platform.	10 You have gotten directly involved by holding an activity/event or publishing your own work.
Contribute to helping enhance members' employability or professional skills	We know students care about their lives outside of, and beyond university. Your student group may have been involved in enhancing student's employability and getting them involved with their own personal development or prospects.	You will need to submit evidence of how you have contributed to improving student's employability. This can be done through screenshots, providing an appropriate link if you used an online platform.	0 Criteria has not been met. 5 You have promoted employability in some way, e.g., promoting a training session delivered by Queen Mary Students' Union. 10 You have gotten directly involved by holding an activity/event or publishing work.

Welcoming, Fun & Committed

This section is based around one of our values as an organisation. As a Students' Union, we exist to make sure that every single one of our students gets the most out of their time here. Your student group is a crucial part of this, and we want to recognise your commitment to delivering your student group and positively impacting the student body.

Criteria	Description	Evidence	Points
Hold a meet and greet event	Welcome the student body to your student group through holding a meet and greet event. This will be a free event, open to all students.	You will need to submit evidence to show that you held a meet and greet event. This can be done through screenshots, providing an appropriate link if you used an online platform.	0 Criteria has not been met. 5 Criteria has not been met. 10 Criteria has been met.
Collaborate with another student group	Collaborating with another student group is a great way to engage more students, share resources and share workload. Your student group may have joined forces with another group to deliver an activity of event.	You will need to submit evidence to show how you collaborated with another student group. You can also write a statement to tell us about the process. This can be done through screenshots, providing an appropriate link if	0 Criteria has not been met. 5 You have collaborated with a student group. 10 You have collaborated with more than one a student group.

	You will need to submit evidence to show that you have collaborated with another student group.	you used an online platform.	
Reduce barriers to student's participation	There are some common barriers student may face to accessing events, projects and campaigns. Your student group should consider how you can help break down those barriers to participation. Ensuring accessibility isn't about box ticking, but about ensuring that as many students as possible are able to get involved with your group.	You will need to submit evidence to show how you have identified barriers that students may face when getting involved with your student group. You will need to clarify how you have reduced these barriers.	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>Criteria has not been met.</p> <p>10</p> <p>Your student group has identified barriers to participation and has worked to reduce them.</p>
Contribute to helping make a positive difference in the local community	Your student group may have been involved in running an activity/event that got students involved in making a difference. You can find some ideas for what your group can get involved with, by looking at United Nations, <u>Sustainable Development Goals</u> . The goals listed on that page are a blueprint to achieve a better and more sustainable future for all.	You will need to submit evidence of how you have contributed to making a positive difference. This can be done through screenshots, providing an appropriate link if you used an online platform.	<p>0</p> <p>Criteria has not been met.</p> <p>5</p> <p>You have promoted positive change in some way, e.g., promoting donations to Bow Food bank.</p> <p>10</p> <p>You have gotten directly involved by holding an activity/event or publishing work.</p>

What are the additional awards?

We know that some student groups will have excelled in certain areas that our list of criteria only touches upon. So, to reward your student group for going above and beyond, we will also have additional awards available.

At the bottom of your online document, the additional awards will be listed. To apply for an additional award, you will need to write a nomination for your student group below the award you want to apply for. This nomination must be a maximum of 500 words. These nominations will be reviewed alongside the evidence that you have submitted for the criteria listed, but your nomination should go into detail about what you have accomplished and the work of your committee members. Your document will be reviewed by the relevant student group sub-committee, who will decide on the winners of these additional awards.

We have the following awards available:

- **Diversity & Inclusion Award**

This will be awarded to a student group who have promoted an environment that welcomes all students, that combats discrimination and prejudice, and remains committed in representing the diverse student body of Queen Mary University.

- **Innovator Award**

This will be awarded to the student group who has adapted the best to online activity and continued to provide members with activities, events, and a community that they can engage with from the comfort of their own home.

- **Newcomer Award**

This will be awarded to a student group that has been affiliated between March 2020 and February 2021 and has exceeded expectations and shown commitment to future development.

- **Positive Impact Award**

This will be awarded to a student group who has made a positive impact on the world around them through activities seeking to address global challenges such as environmental sustainability, inequality, climate change, peace and justice.

- **Professional Development Award**

This will be awarded to a student group who has continued to promote their members personal development and has organised a range of informative and engaging activities/events centred around employability.

- **Student Community Award**

This will be awarded to the student group who has proved they value their members and have built a strong community. There are two awards in this category, to recognise our different communities: Mile End students, BL students.

- **Wellbeing Award**

This will be awarded to a student group who has continued to promote their members wellbeing and has organised a range of engaging activities/events to support students.

Are there awards for individual committee members?

We also know that your student group often gets referred to as a student group, and emphasis isn't placed on you as a committee member. Each of you are first and foremost students, working towards a degree, with your own personal lives. The time and effort that each of you put into your student group is greatly appreciated. So, to recognise this, we will also have individual awards available for individual committee members. Please make sure that we know all your student group's committee members.

You can nominate an individual for their hard work through [this form](#). Make sure to promote this form to your members! Nominations can be submitted by students and staff. All nominations will be reviewed by our student group sub-committees, who will decide on the winners.

We have the following awards available:

- **Commitment Award**

As a committee member, students are required to balance their university work, personal lives and student group activities. This will be awarded to the committee member who has committed themselves to their student group despite personal challenges.

- **Communication Award**

This will be awarded to a committee member who has used their communication skills to effectively promote their student group and to collaborate effectively within their student group. They will have listened carefully to the perspectives of other individuals.

- **Community Award**

This will be awarded to the committee member who has worked well within their committee, through acting with integrity and fairness. They will have shown respect for their members and taken responsibility.

- **Innovator Award**

This will be awarded to a committee member who has used critical and creative thinking to address challenges that their student group has faced this academic year.

- **Positive Impact Award**

This will be awarded to the committee member who has reflected on the world around them and used this to create a positive environment. They will have striven to make their student group inclusive, diverse and sought to address external challenges such as environmental sustainability, inequality, climate change, peace and justice.

- **Professional Award**

This will be awarded to the committee member who knows Queen Mary Students' Union's policies like the back of their hand! They can't get enough of training, and always work to make sure that their student group adheres to procedures to be the best they can be.

- **Wellbeing Award**

This will be awarded to the committee member who has strived to make a positive difference in the lives of the Queen Mary student body through the work of their student group. They will have promoted a positive and inclusive environment, through empathy and compassion.

Can we hear from our members?

Yes, you can promote [this form](#) you your members so that they can tell us about their experience with a student group this year. Any testimonies that are submitted, will be shared during the results process as well as with your student group directly so that you can see how much your hard work has meant to your members. Students, staff and externals can fill in this form.

How will results be determined?

The evidence that your student group submits will be reviewed by Queen Mary Students' Union staff, using the table above. Staff will review your evidence and assign your group with the appropriate points. The number of points that you achieve will determine what 'trophy' your student group has achieved: bronze, silver or gold.

Your evidence, along with any nominations that you have submitted will then be considered by the relevant student group sub-committee who will decide on the winners of the [additional awards](#) and [individual awards](#).

When will results be announced?

This year, results will be announced online through a make-shift award ceremony in April. We will confirm dates and the details for when results will be announced later. Make sure that your student group then saves the date!

Staff Support

Don't be afraid to reach out to your staff support if you have questions. You can find their contact details below:

- Societies: su-societies@qmul.ac.uk
- Student Media: su-studentmedia@qmul.ac.uk
- Volunteering Groups: su-volunteering@qmul.ac.uk