



Provost's Awards for Public Engagement 2018/19 – guidance for nominators

These awards recognise the fantastic work that UCL's staff and students, and their community partners, are doing to open up research and teaching at UCL to the wider world through collaborative engagement.

Completed [nomination forms](#) must be submitted by **5pm on Monday 28 January 2019**.

What are these awards for?

UCL is committed to rewarding and recognising excellent public engagement activity. The Provost's Awards for Public Engagement are an opportunity to celebrate this work and an important part of our commitment to our communities.

The Provost's Awards for Public Engagement aim to:

- 1) Champion and make visible good practice in public engagement
- 2) Reward and recognise public engagement at UCL
- 3) Demonstrate UCL's role, achievements and impact in the field of engagement

The definition of public engagement used at UCL

As public engagement is a developing field, there are several different definitions. UCL uses the definition of public engagement developed by the National Co-ordinating Centre for Public Engagement:

“Public engagement describes the many ways in which the activity and benefits of higher education and research can be shared with the public. Engagement is by definition a two-way process, involving interaction and listening, with the goal of generating mutual benefit.”

And a definition of 'public' developed from that provided by HEFCE:

“The 'public' includes individuals and groups who do not currently have a formal relationship with an HEI (Higher Education Institute) through teaching, research or knowledge transfer.”

This definition includes, for example, communities or individuals with interests relevant to your research, but would usually exclude students at other universities, alumni, or contacts in industry.

In light of these definitions, the Public Engagement team within UCL Culture, supports UCL staff and students involved in a range of activities, but these awards particularly reward work that reflect UCL's distinctive approach to public engagement, characterised by:

- A focus on collaborative models of engagement;
- Involvement of diverse public groups, particularly those whose voices are heard less often;
- A spirit of experimentation from which learning can emerge.

More details can be found in [UCL's Public Engagement Strategy](#).

Public engagement for the purposes of these awards is characterised by being based in UCL research, teaching, or learning.

Widening participation work with schools, or work that is intended to recruit students to UCL or higher education more generally, is not covered by these Public Engagement Awards.

Who and what is eligible for the awards?

UCL staff and postgraduate research students are eligible for all awards except the Community Award. To be eligible for nomination they must be either employed by UCL or registered as a student at UCL, at the point of nomination or have been employed by UCL, or registered as a student at UCL, within the calendar year preceding nomination deadline date.

Community partners are eligible for the Community Award and as members of the Team Award alongside UCL colleagues.

Honorary UCL staff are only eligible in cases where the content of their nomination relates to work undertaken as part of their role as a member of the UCL community. The awards are open to professional services staff working in all capacities if they have been involved in public engagement work. Nominations are welcome for people who have been unsuccessfully nominated in the past. Please also note that individuals cannot win twice in the same category.

In the case of UCL Staff who have formal responsibilities within their job description for embedding public engagement, we are looking for evidence of how their work has gone above and beyond the scope of their everyday role. Staff within the department of UCL Culture are not eligible for these awards.

Please make clear when the work for which you are nominating the team or individual took place. In most categories, the panel members will particularly focus on work in the current and preceding calendar years, but they will also take into account previous years' activities. Similarly, community partner nominations must relate to work that took place with staff or students who meet the same timescale criteria.

If you're uncertain of the eligibility of an individual, or into which prize category they should be entered, please do get in touch with us at publicengagement@ucl.ac.uk.

Who can make a nomination?

Nominators can be UCL staff and students, or members of the public from outside UCL who have benefited from the nominated person's engagement work. Nominees cannot nominate themselves. Nominators will receive an acknowledgment that we have received the nomination within three working days.

How should I answer the questions on the nomination form?

1) Information about the nominated person/team and the nominator

Please give the nominated person's name, course (if student) or job title (if staff or community member), department, institute or research centre (as appropriate), and contact details. For teams, give the names and details of as many team members as is appropriate, and give contact details for up to two team leaders.

In addition to this information, we will also ask for the nominator's name and contact details, as well as their relationship with the nominated person. Typical answers to the last question might be 'I am the nominated person's line-manager', 'I am the nominated person's student', or 'I worked with the nominated person on an engagement project'.

We also request a short description of the main purpose of the nominated person's job if they are UCL staff (40 words max; for team nominations this should be a maximum of 200 words in total). This is to help the panel understand what was carried out above and beyond the duties required by their job. The panel will take into account the proportion of public engagement that the person is required to undertake as part of their day-to-day role when considering nominations; priority will be given to nominees who go above and beyond what might be expected of them and whether they are advancing the approach to public engagement set out in [UCL's Public Engagement Strategy](#).

Please check with the nominated person to ensure that they have been nominated in the correct category. Please note the eligibility restrictions detailed above.

Please note that the nominated person/people will be informed of the nomination and given the opportunity to withdraw the nomination if they wish.

2) Please describe the public engagement activities for which you wish to nominate this person/community partner/team, and please let us know when the activities took place

Give as much information as you can, as concisely as you can, in this answer. Remember that the panel can only judge based on the information given in your nomination. Please include:

- A description of the activities the person/team has been involved in
- Whether the nominated person/team has instigated activities or taken part in activities organised by others
- What communities, public groups and or audiences have been involved in the activities
- For the community award, consider also how the person has contributed to engagement activities and how they have facilitated dialogue on research, education or learning

The judges make their choice based only on the information on the form. Nominations with relevant, full answers are more likely to secure an award.

3) How, in terms of public engagement, has the described activity benefited the wider community and contributed to UCL?

You might find it useful to consider the following areas when thinking about the effects of the nominated person's/people's public activities. Please note that they are not exhaustive:

- Has the nominee's work changed the attitudes of staff and students to public engagement and public groups? Are the attitudes of the communities involved likely to have altered as a result of the nominee's work?
- Have UCL staff and students gained public engagement skills as a result of the nominee's work? Have community partners or public participants gained skills that enable them to change their own lives and communities?
- Have this person's actions led to UCL staff being encouraged and empowered to carry out public engagement work? Have the communities or public groups involved been empowered? Have they had the opportunity to influence UCL research, teaching or culture? To influence society, culture or public policy? Has the way the partner organisation works changed as a result of the public engagement activity?

4) What makes this individual/community partner/team stand out as someone committed to public engagement?

This question is designed to help the panel understand the wider value of this individual's work and its strategic value. For team nominations, please include here anything that makes the quality team work stand out.

How does the panel choose the winners?

The panel will include academics and professional services staff from across UCL alongside a community representative all with public engagement experience and understanding. They will choose prize-winners, taking into account a summary of the guidance above, as well as the following questions:

- Do the engagement activities have a strong focus on the communities'/public participants' needs?
- How effective are the public engagement activities described? And how do nominees and nominators know that they were effective (i.e. did any evaluation or reflection take place)?
- Are the activities described innovative or do they reflect the distinctive nature of UCL public engagement, as noted at the start of this document?
- Does the work described involve communities with whom UCL doesn't usually engage?
- Has the individual's work led to any changes? For instance, has it helped to create a culture among their colleagues at UCL of engaging with the public? Or, in the case of the community awards, how has the nominee influenced the culture at UCL or enhanced a public engagement project?

- Has the individual's work allowed others at UCL to learn about, and gain experience in, public engagement?
- Has the individual used their initiative in organising or taking part in public engagement activities?

How will they be awarded?

All nominees will be informed whether or not they have been given an award as soon as possible before the ceremony takes place in May 2019. Nominators will also be informed of the outcome of their nomination/s.

How can I contact the organisers?

The Provost's Awards for Public Engagement are organised by the UCL Public Engagement team, UCL Culture. If you wish to contact us for any reason, please email the team at publicengagement@ucl.ac.uk.

We will acknowledge all nominations received before the deadline, but please note that no correspondence will be entered into regarding the selection process once the deadline has passed at **5pm on Monday 28 January 2019**.

Finally: Please remember to keep the completed document to no more than 2 sides of A4 paper (in 11pt Calibri). **Nominations longer than 2 sides of A4 will not be considered.**