

**Downing Alumnus/a of the Year 2024**

**Terms and conditions**

**1.0 Eligibility and judging process**

**1.1 Alumnus/a eligibility**

* The nominee must have matriculated and completed an undergraduate or postgraduate degree at Downing College, Cambridge.
* Previous winners of Alumnus/a of the Year in both categories will not be considered for future awards

The following alumni/ae are ineligible for nomination:

* Downing Fellows / Honorary Fellows / Emeritus Fellows
* Downing Association Committee members
* Current Downing College members of staff
* Holders of a political office
* Deceased alumni/ae (no posthumous awards will be made).

**1.2 Judging process**

* Eligible nominations will be shortlisted by the Development Office. The shortlisted nominees will then be considered against the published criteria by a panel of judges.
* The judging panel will comprise of the Master, SCR President, Director of Alumni Engagement, Chair of the Downing Alumni Association, a Senior Officer of the College, JCR President and MCR President.
* The judges will select the winner(s) for each category and their decision will be final.
* No communication will be entered into with any person in relation to any decision by the judges.
* If there are no nominees considered of sufficient merit in any or all of the categories in given year, the judges may choose not to make an award in any or all of the categories.
* If there is more than one exceptional nomination in any or all categories, the judges can choose to make more than one award.

**2.0 Nominations and winners**

**2.1 Eligibility to nominate**

* Anyone is eligible to nominate an alumnus for an award. This includes Downing College alumni, staff, students, friends, family and colleagues.
* Alumni are invited to self-nominate providing they submit a supporting letter from an independent referee/seconder. Support letters cannot be written by relatives of the nominee and must be received within the deadline date for nominations. Self-nominations without a supporting letter will not be accepted.

**2.2 Submission details**

* All nominations must be made in English.
* The nominator must complete and submit the online nomination form by **19 April 2024.**
* The nomination form must be completed in full to be considered. Please ensure sufficient information is provided to enable fair consideration to be given.
* Incomplete nominations or those that do not fulfil the criteria will not be considered.
* Changes to nominations will not be accepted after the deadline has passed. Awards will not be made based on the number of times a person is nominated.
* Alumni must select one category when submitting a self-nomination.
* Nominators are only allowed to submit one nomination per category
* We will share the nominator's name with their nominee, if the nominee wins an award.

**2.3 Withdrawal from the Alumni Awards**

* Nominations can be withdrawn any time before 19 April 2024. Notice of withdrawal must sent via email to alumni.awards@dow.cam.ac.uk
* In the event of a successful nominee declining to accept the award the judging panel may choose, but is not obliged, to offer the awards to alternative nominees.

**2.4 Announcement of the winners**

* All nominators will be contacted about the outcome of their nomination(s).
* Nominees will not be contacted unless they have won an award or submitted a self-nomination.
* Award winners will be informed via email in May 2024.
* Award winners will be asked to commit to a brief email and/or telephone interview to provide further information in preparation for the awards announcement and for publicity purposes.
* Award winners will be formally announced at the Downing Alumni Association Dinner in September 2024. Attendance is encouraged.
* Nominators will be informed if their nominee has won an award once the winners have been confirmed and have accepted the award.

**2.5 Prize**

* The winners will receive Fellow Commoner status for one year from 1 October 2024 with the benefits which this entails.
* In the unlikely event that the College determines in its reasonable and bona fide opinion that circumstances have changed such that the chosen recipient of the award could damage the College or University’s reputation, mission, or integrity at any time during this period, the continuance, or removal of Fellow status and the award will be entirely at the College’s discretion.

**3.0 Award criteria**

The criteria for awarding the Alumnus/a Award for each category will be as outlined below. Nominators must ensure that nominees meet eligibility criteria for the award in which they are being nominated.

**3.1 Young Alumnus/a of the Year**

Criteria: An alumnus/a who:

* Graduated from Downing College in the last 20 years counted from the graduation year of the final degree received.
* Is making an exemplary contribution to their community or exemplary impact on society through their professional, voluntary or charitable activities.
* Is making significant contributions to advancing their field.
* Has demonstrated determination and motivation whilst leading and striving for excellence in chosen field.
* Is an inspiring role model, mentor or champion.

**3.2 Alumnus/a of the Year**

Criteria: An alumnus/a who:

* Graduated from Downing College before 2003.
* Is influencing change or making a positive impact on society through their professional, voluntary or charitable activities.
* Can demonstrate the scale and tangible impact of their work and achievements over a number of years.
* Has transformed their field, challenged boundaries or developed innovative solutions.
* Is an exemplary role model, leader or champion.

 **4.0 Use of personal data**

* Please refer to the [College Data Protection Policy](https://www.dow.cam.ac.uk/sites/default/files/dps_students_v8.pdf)

**5.0 General**

* The College reserves the right to make a final decision on any individual’s eligibility for the awards.
* The judging process is confidential and will not be shared.
* Judges are required to declare any conflict of interest and will not be allowed to judge entries in which they have any interest.