Postgraduate Administrator

The Postgraduate Administrator Prize recognises the excellent achievements of an administrative staff member working in support of postgraduate education and research at Kent. Members of staff and students can make nominations for the Postgraduate Administrator Prize. Nominations must be supported by evidence of the nominee’s exceptional work. Self-nominations are also accepted.

Criteria:
Nominations will be either (i) based on a number of excellent achievements across a range of areas which may include (but are not limited to) some of those listed below or (ii) one particularly outstanding achievement in one area only which has had a significant impact or outcomes for postgraduate education and/or research at Kent. The application should outline the basis on which it is to be considered.

The nomination for the prize of administrator working in support of postgraduate education and/or research should be accompanied by a statement of support from either:

- The staff member’s line manager or
- The nominator (if there is one)*

NOTE: The successful candidate must have been in the role during the 2018-19 academic year and in post on the date of the award ceremony in May.

Eligibility:
This prize is open to all administrators working in support of postgraduate education and/or research and who demonstrate going above and beyond their role to an exceptional standard.

Previous prize winners are not eligible to be considered again, but previously nominated candidates may reapply.

Any queries relating to the prizes should be directed to the Graduate School at graduateschool@kent.ac.uk.