

National Association of Student Money Adviser:

# Student Money Advice Awards

## Frequently Asked Questions

#### Who can be nominated?

Nominees can be anyone registered as a NASMA member in the current membership year, either as an individual member, or as part of an educational membership. In the case of team nominations, at least one member of that operational team must be registered as a NASMA member in the current membership year.

In the case of the Innovative Project award, we appreciate that some partnership projects may involve teams/services who are not eligible to be NASMA members, and that is okay as long as at least one contributor to the project is a NASMA member.

If you are not sure whether an individual or team are NASMA members, contact the NASMA Office via office@nasma.org.uk

NASMA Board Members cannot be nominated in individual award categories, but can be part of a wider team/project nomination.

#### Who can make a nomination?

Anyone can make a nomination - you do not have to be a NASMA member to nominate any individual or team for an award. Nominations are welcome and encouraged from students, teammates, peers in other institutions, sector colleagues, external organisations etc.

Individuals cannot nominate themselves for the individual awards (Student Money Adviser of the Year and Fund Administrator of the Year) but can, and are encouraged to, nominate the teams they are part of for the Team of the Year or Innovative Project award.

Those wishing to make a nomination should consider whether they are in a position to appropriately express how a nominee meets the criteria against which a nomination is judged.

#### How can I make a nomination?

A brief nomination form is provided by NASMA and should be completed by the individual making the nomination. This captures details of who is being nominated, and in which category.

Each nomination form should then be accompanied by a written nomination, outlining how the nominee meets the award criteria and providing detail for the panel to consider when making their decision.

Nominations should then be emailed to the NASMA Office (office@nasma.org.uk) by <u>00:00hrs on Monday 29th April 2024</u>. Due to the complexities associated with managing the decision making process, the deadline will be adhered to in all cases.

#### What should the nomination include?

The written nomination should outline how the nominee meets the award criteria and should provide detail for the panel to consider when making their decision.

This written nomination should be no less than 500 words and no more than 1000 words. It should be clear, concise and specific. You should provide as much detail as you can to allow the panel to understand why you feel the nominee should be selected as the winner. While data and outcome statistics are not required, this kind of detail can be helpful overall.

### **Decision making:**

With the exception of Region of the Year, a panel of judges made up of experts within the student support and student money advice sectors will consider all nominations received and, where appropriate, produce a list of finalists in each of the award categories. Winners in each category will be announced at the Gala Dinner as part of NASMAs Annual Conference.

Nominations for Region of the Year are considered by the NASMA Office Team, and the winner is also announced at the Gala Dinner.

