

THE
STUDENT GROUP
AWARDS

**Student Group
Honours Awards
Information Pack 2024-25**

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Student Group Honours Awards Information Pack 2024/25

This information pack outlines everything you need know about the Honours Award scheme.

What are the Student Group Awards 2024/25?

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.

The student group awards have two types of awards:

- **Honours Awards:** Show us what your student group has done this year, based on our list of [criteria](#) to receive an Honours award. Each category can be won by multiple societies, with this type of award replacing the Trophy Awards from previous years,
- **Student Group Awards:** Have you excelled in a specific area? Put forward a nomination for one of our various student group awards (Volunteering, Media, and Society) and you could be in with a chance of receiving a general or category-specific award!

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 want to know more, just get in contact with your staff support.

How does our group get recognised?

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.
- An honours badge or award 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 2024/25 academic year.

How can my student group take part?

All your student group must do is show us what you have done this year!

1. Refer to the outlined **list of criteria below** that your student group will have most likely fulfil at some point this year.
2. Provide evidence to show that you have met these different aspects of the criteria by submitting an **Evidence Submission document**. You can find the evidence submission document [here](#) to download and fill in the relevant gaps.
3. You should choose a committee member to act as your 'Student Group Award' lead, so that we can have direct communication with them. But we encourage you to work together as a committee when working on your submissions.

4. Submit the Evidence Submission Document [here](#) before the deadline of **Monday 17th March 2025 (9am)** so that it can be reviewed by staff and your relevant student sub-committee.

The winners will be announced during the Societies Awards ceremony taking place on **Thursday 3rd April 2025**. We are looking forward to seeing you there!

What is the point-based criteria for the Honours Awards?

Our Student Group Honours Awards is criteria-based. The criteria include actions that your student group completes and activities/events/campaigns that you may have delivered throughout the year. Your group could earn up to eight Honours Awards to recognise your student group's hard work in relation to these criteria for the specific categories. We have adapted the criteria so that societies, student media outlets and volunteering groups can all get involved with the Honours Awards.

The points-based criteria are explained below:

- 1) The criteria are point-based, so your student group will earn points depending on what you have submitted as evidence. **If you achieve 30 points or more in a specific category, you will achieve the Honours Awards for that category. Each category is marked out of 40 points.**
- 2) You will either be awarded 0, 5 or 10 points in relation to most criteria items, but some higher-value criteria will see groups awarded 0, 10 or 20 points. The criteria where this applies are indicated in the criteria section below.
- 3) You must achieve at least 30 points in the core criteria to become eligible for the Honours Awards.

Below, you can find information about what the criteria is, the 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.

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

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. You must pass this core criteria with 30 points or more to become eligible to achieve Honours Awards.

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. You should have your aims and objectives saved on your Google Drive, or you can email your staff support for these.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met, with less than three aims fulfilled</p> <p>10: Criteria has been met (all three aims fulfilled)</p>
President, Treasurer, and Welfare Representative (or equivalent) has completed core training	Our training is to enable and empower our student leaders to run their student groups safely and successfully. You are expected to complete and sign-in to all compulsory training sessions for your respective roles.	<p>You do not need to submit any evidence for this, staff will verify this for your student group.</p> <p>The President (or equivalent), Treasurer and Welfare Rep must have completed all the required training to redeem these points.</p>	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>
Listened to member feedback	You should ensure that you get feedback from your members. This can be done by sending out feedback forms after each event or at the end of each term, or a suggestion form for members to make suggestions for events they want your group to run or changes they want your group to make.	You will need to submit evidence to show that you have collected and addressed member feedback.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>
Keep in regular contact with your members or volunteers	Your student group should keep in regular contact with your members to help foster a sense of community and to maintain engagement. You may have done this through emails, a Microsoft Teams account, or a group chat 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: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>

Communication Honours Awards

This section is based around how you communicate and engage your members, and the student body at Queen Mary more generally with clear, creative, and consistent updates.

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 your group's current activities.	You can submit evidence for this. Staff will also verify this for your student group by looking at your student groups <i>mini-site</i> and checking the events page of the Queen Mary Students' Union website.	<p>0: Criteria has not been met.</p> <p>5: Your student group <i>minisite</i> is updated.</p> <p>10: You have uploaded an event to the events page of the Queen Mary Students' Union website.</p>
Have an active online presence on social media platforms for updates throughout the year	By having an active presence on social media, you will have used platforms such as Facebook, Instagram or TikTok to advertise contact details, upload regular activity/event information and run activities.	You can submit evidence for this by submitting screenshots or links to your relevant social media page(s). You can write a few statements to explain what activities and initiatives you have ran on your social media.	<p>0: Criteria has not been met.</p> <p>5: You have used your social media account to promote your society.</p> <p>10: You consistently used your social media to engage with members.</p>
Attend the Students' Union Welcome Fairs	Welcome fairs are an important part of how student groups recruit members and engage students in your activities and events. There are two opportunities to attend Welcome fairs across the year- in September and in January.	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: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>
Have regular meetings and gatherings for members to encourage active participation	Regular meetings and gatherings are essential to ensure that members stay informed. By creating consistent opportunities for interaction, groups can foster collaboration, share updates, and strengthen interpersonal connections.	You will need to submit evidence to show that you held regular meetings/gatherings. This can be done through screenshots, pictures from the event, or promotional materials.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>

Innovation & Development Honours Award

This award is for groups that aren't afraid to think outside the box. Whether it's introducing new projects, improving how they operate, or finding creative ways to engage members, these groups elevate the student group experience year after year.

Criteria	Description	Evidence	Points
Upgrade the operations and impact of your society	<p>You should continue to try and improve the way that your student group operates to increase your engagement.</p> <p>You might think your student groups has been lacking a certain something or your current processes aren't working. You can decide to run a new method of event organising or add new committee roles. You can also refer to your group's objectives for 2024/25 in your handover document.</p>	<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.</p> <p>You can do this through writing a statement and providing screenshots or other evidence to show your improvements in action.</p>	<p>0 Criteria has not been met.</p> <p>5 Criteria has partly been met.</p> <p>10 Criteria has been met.</p>
Addressed members' feedback with new, creative improvements	<p>You should ensure that feedback from your members is not only received but also addressed. You can do so by streamlining your promotion methods or experimenting with event timings.</p>	<p>You will need to show evidence of feedback forms/suggestions received as a background information. You should also show how you've addressed the issue through innovative means through a written statement, screenshots, or events' pictures.</p>	<p>0 Criteria has not been met.</p> <p>5 Criteria has partly been met.</p> <p>10 Criteria has been met.</p>
Launch a new type of event or initiative	<p>Launching a new type of event or initiative highlights a group's creativity and adaptability. By exploring fresh ideas, these groups can enhance member engagement and contribute positively to the overall student experience.</p>	<p>You will need to submit evidence to show that you ran a new event or initiative with measurable impact. This can be done through screenshots of attendance, pictures from the event, or promotional materials.</p>	<p>0 Criteria has not been met.</p> <p>10 Criteria has partly been met.</p> <p>20 Criteria has been met</p>

Student Community Honours Award

As a Students' Union, we exist to make sure that each 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
Actively engage in initiatives that enhance the overall student experience	For many new students, they are adjusting to university teaching and living in London. Your student group may have helped students adjust to these changes or helping them find and form their own sense of community, whether through volunteer efforts, awareness campaigns, or support for fellow students	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 you helped adjust them to.	<p>0: Criteria has not been met.</p> <p>5: You have contributed through promoting opportunities.</p> <p>10: You have gotten directly involved by holding an activity/published initiative</p>
Hold a free, open to all students 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 of promotional materials or pictures from the event.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>
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 write a statement on the process, provide screenshots the planning process, promotions, or event pictures.	<p>0: Criteria has not been met.</p> <p>5: You have collaborated with a student group.</p> <p>10: You have collaborated with more than one a student group.</p>
Reward the hard work of your committee members or contributors	<p>No one knows better than you, about the hard work that each of your committee members does for your student group.</p> <p>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 provide relevant screenshots and write a statement about how you have incorporated this recognition system.	<p>0: Criteria has not been met.</p> <p>5: You have recognised the hard work of your members or contributors.</p> <p>10: You have a recognition system in place to celebrate your members or contributors hard work throughout the year.</p>

Inclusivity & Wellbeing Honours Award

This category celebrates groups that put inclusivity and wellbeing at the forefront of everything they do in each event, campaign, and conversation. They create safe, supportive environments where everyone feels welcome and valued.

Criteria	Description	Evidence	Points
Get involved with a Queen Mary Students' Union liberation campaign (e.g. Black History Month).	Queen Mary Students' Union liberation campaigns provide an opportunity to celebrate individuals and events which have shaped various communities. As a student group, you can get involved through promoting or holding an activity/event as part of the campaign.	You will need to provide evidence of any promotion that you have done for one of the liberation campaigns. You can provide screenshots or a written statement detailing what you did, and why. Staff will verify your student group's registration.	<p>0: Criteria has not been met.</p> <p>5: You have promoted a liberation campaign in some way, e.g., a social media post.</p> <p>10: You have gotten directly involved by holding an activity/event, after registering.</p>
Organise an event or activity to advocate for wellbeing within your community.	We all need to prioritise our own wellbeing and welfare. Your student group may have gotten involved in promoting this through an activity or an event, either run by another organisation or run by your own group.	You will need to provide evidence of any advocacy you have done by providing promotional materials, relevant screenshots, and event pictures. You can give a written statement detailing what you did, and the cause you're advocating for.	<p>0: Criteria has not been met.</p> <p>5: You have promoted wellbeing in some way, e.g., a social media post.</p> <p>10: You have gotten directly involved by holding an activity/event or publishing work.</p>
Ensure your student group is inclusive to all students	Student Groups should be an inclusive space to all students at Queen Mary. These communities include but aren't limited to commuter, postgraduate, and international students.	You will need to submit evidence of how you have ensured that your student group is inclusive to all students. This can be done through written statements detailing how you are championing inclusivity throughout the year.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Your student group has ensured that your group is inclusive to all types of students</p>
Reduce barriers to participation in your student group	Your group should identify barriers in students' participations and address them to ensure as many students as possible can get involved. For example, ensuring accessible venues, providing accessibility information before events, having a sign language interpreter at speaker events etc.	You will need to show how you have identified barriers that students may face when getting involved with your student groups, promotional materials	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Your student group has ensured that your group has reduced barriers to participation for all types of students</p>

Community Impact Honours Award

This section is based around one of our values as an organisation. We celebrate groups that make a meaningful difference to the community beyond their members. This award honours student groups with a lasting positive impact on the wider community whether through outreach, initiatives or partnerships.

Criteria	Description	Evidence	Points
Raise awareness and advocate for important social issues through your own campaigns	Share your commitment to making a meaningful difference in the wider community! By engaging both members and the public in important conversations, these groups inspire positive change and foster a culture of social responsibility beyond the campus.	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: Criteria has not been met.</p> <p>5: You have advocate for social issues in some way, e.g., a social media post.</p> <p>10: You have gotten directly involved by holding an activity/initiative</p>
Get involved with a wider initiative by our part time officers, or liberation campaign by Queen Mary Students' Union	Queen Mary Students' Union runs a range of liberation campaigns throughout the year (e.g., Black History Month), as well as campaigns ran by our Part Time Officers such as RAG week. These liberation campaigns 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.	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. Staff will further verify your registration for your student group.	<p>0: Criteria have not registered to participate in QMSU initiatives.</p> <p>10: You have promoted a liberation campaign in some way, e.g., a social media post.</p> <p>20: You have gotten directly involved by holding an activity/event, after registering.</p>
Contribute to helping make a positive difference in the local or national community by participating in non-QMSU campaigns	There are a variety of initiatives and campaigns beyond Queen Mary Students' Union, such as the Mental Health Awareness Week. 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. Please clarify what this initiative is. This can be done through screenshots, proving appropriate links, and by written statement detailing what you did, and why.	<p>0: Criteria has not been met.</p> <p>5: You have promoted a wider initiative in some way, e.g., a social media post.</p> <p>10: You have gotten directly involved by holding an activity/event or publishing work.</p>

Sustainability Honours Award

This section is based around one of our values as an organisation. Awarded to the eco-champions, this award highlights groups that prioritise sustainability in their efforts. Whether through eco-friendly initiatives or raising awareness, they're committed to making the world a greener place.

Criteria	Description	Evidence	Points
Promote environmental initiatives within the local community of Queen Mary	Share your dedication to giving back to the university environment! By raising awareness and implementing eco-friendly actions, you actively contribute to a greener campus and inspire others to engage in sustainable practices.	You will need to show evidence of promoting environmental initiative within the university community. You can provide promotional materials, pictures from the events, or screenshots where relevant.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>
Run sustainable and eco-conscious events that aligns with the United Nation's Sustainable Development Goals	Tell us about how your group has made a positive difference in the wider community to create a better more sustainable world for all. Use the United Nations, Sustainable Development Goals framework to help identify activities. For example, organising canal clean-up campaigns support Goal 14 (Life Below Water), and promoting plant-based food fairs support Goal 12 (Responsible Consumption and Production).	You will need to show evidence of hosting eco-conscious events. You can provide promotional materials, pictures from the events, or screenshots where relevant.	<p>0: Criteria has not been met.</p> <p>5: You have promoted positive change in some way, e.g., promoting donations to Bow Food bank.</p> <p>10: You have gotten directly involved by holding an activity/event or publishing work.</p>
Champion sustainability measures in everyday operations of the society	There are a variety of ways that your group can ensure it is being sustainable. From having a sustainability rep on your committee to only using sustainable promotional materials at welcome. Examples include running sustainable/ eco-conscious events, hosting an event during sustainability week or other green initiatives or only using recyclable materials at events etc.	You will need to submit evidence of how you have ensured your group have had a sustainable impact. This can be done through screenshots, providing an appropriate link if you used an online platform.	<p>0: Criteria has not been met.</p> <p>10: You have promoted positive change in some way, e.g., promoting donations to Bow Food bank.</p> <p>20: You have gotten directly involved by holding an activity/event or publishing work</p>

Best Practice Honours Award

These student groups set the standard in smooth operations to solid teamwork, by implementing the Queen Mary's Student Union policies through and through!

Criteria	Description	Evidence	Points
Complete the annual and specific risk assessment required for health and safety risks	We require each student group to complete annual risk assessment at the beginning of the year, and specific risk assessment for any relevant occasions.	Please provide relevant evidence where appropriate, including but not limited to a screenshot of risk assessments you have conducted and conversations with your support staff. This will be further verified by our staff.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>
Consistently adheres to the Student Union's procedures for organising events by keeping us in the loop within the required notice period	Event organising procedures ensures safe and efficient events, promoting positive experience for all participants.	Please provide relevant evidence where appropriate, including but not limited to a screenshot of event registration on your <i>minisite</i> and email coordination with your support staff. This will be further verified by our staff.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>
Consistently adheres to the Student Union's procedures for finances by setting up ticket request forms and effectively managing your subs & grants account	As student groups, you are responsible to transparent and accountable handling of funds, which is shown by how you adhere to the Student Union's finances procedures.	Please provide relevant evidence where appropriate, including but not limited to a screenshot of ticket registration request forms, your managed accounts book and email coordination with your support staff regarding your accounts. This will be further verified by our staff.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>
Consistently adheres to the Student Union's procedures for charity fundraising, inviting external speakers, and setting up society elections	There are many aspects of a best practice student group, including following procedures for fundraising, having external speakers, and setting-up elections.	Please provide relevant evidence where appropriate, including but not limited to a screenshot of email coordination with your support staff to fundraise or setting up elections, and completed external speakers forms. This will be further verified by our staff.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>

Fun Honours Award

This one's for the groups that know how to have fun! It celebrates groups who create a lively, enjoyable atmosphere, making sure their members have a great time at every event and activity.

Criteria	Description	Evidence	Points
Celebrate the hard work and successes of your committee members and 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!	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>0: Criteria has not been met.</p> <p>5: You have recognised the hard work of your members or contributors.</p> <p>10: You have a system in place to celebrate your members or contributors hard work throughout the year.</p>
Offer a diverse range of events, such as socials and workshops to boost member involvement	Offering a diverse range of events creates a vibrant and fun atmosphere within your group. Even better if you incorporated creative themes into your events!	You will need to show evidence of different events you have hosted throughout the year through promotional materials, pictures from the events, or screenshots where relevant.	<p>0: Criteria has not been met.</p> <p>5: You consistently introduce different events throughout the year.</p> <p>10: You incorporated fun, different themes in your events.</p>
Create a welcoming environment through an active committee and engaged members	Creating a welcoming environment helps everyone feel included. By organising icebreaker activities, holding regular meetings for feedback, and offering support for new members, groups can make sure all members feel valued and connected.	You will need to show relevant evidence of an active committee and engaged members event or gathering pictures, screenshots of online community, or other relevant materials.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>
Empower your members by offering skill development opportunities aligned with your society's goals	Empowering members helps them grow and connect with the society's goals. By hosting workshops, engaging training sessions, and casual mentorship chats, groups can boost everyone's skills while keeping the atmosphere enjoyable and supportive.	You will need to show evidence of events/initiatives relevant to your society's skill development goals through promotional materials, pictures from the events, or screenshots where relevant.	<p>0: Criteria has not been met.</p> <p>5: Criteria has partly been met.</p> <p>10: Criteria has been met.</p>