**Guidelines**

SUperb Stories are a way for University of Chester students to recognise any individual staff member that they feel is exceptional, has gone above what is expected, and has therefore had a positive impact on them during their time at UoC.

To support you during your submission we have put together some helpful top tips:

* It is important to note that you must give your name when submitting an award so we can ensure you are a UoC student. You can still remain anonymous from the person you are giving an award to if you want to!
* On the form when you’re telling us why you want this member of staff to receive an award, make sure you include as much detail as possible. Tell us:

- What they did to make you want to give them an award?

- How did they go above and beyond for you?

- How that make you feel?

* It’s best not to tell the person you are going to recognise them with an award beforehand…keep it a surprise. If you want to query the status of an award please contact us by emailing studentreps@chester.ac.uk

For additional information, please see the SUperb Stories: Terms & Conditions document.