

## The Dean's List 2020-21: Eligibility & Application Criteria Factsheet for Final Year Postgraduate Masters Students



### Overview

The Dean's list is a prestigious award, which recognises and rewards academic merit and unique contribution to the Mission and Vision of the Management School around sustainability, social responsibility and employability. The List is a growing body of alumni (former students) who have demonstrated social responsibility and employability as well as academic achievement.

The award launched in 2018 to Undergraduate students, and in 2019 welcomed Postgraduate Taught students to apply.

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### Vision

To be recognised as a leading international management school known for delivering an outstanding student experience and impactful socially-responsible research in a collegiate learning environment.

## **Mission**

To use world-class research to develop knowledgeable and employable students, promote socially-responsible work practices and have a positive impact on organisations & society throughout the world.

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## **Applying for the Dean's List**

### **Overview**

To apply to be on the Dean's List you must submit a self-reflective application that demonstrates how you have made an exceptional contribution to the world around you as well as how you have developed your employability skills and expertise. You must also achieve the minimum academic standard of 65% or above.

### **Application**

You must write a self-reflective case study for each of the two main criteria of social responsibility and employability. Each should have a **maximum of 750 words**, demonstrating how skills and experience gained during your postgraduate studies are enabling you to meet the criteria outlined for Employable Students (ES1-3) and Socially Responsible (SR1-3).

### **Criteria**

The criteria will be a combination of academic performance and the case you present in relation to the two criteria outlined below. These two areas, Socially Responsible and Employable Students, will be your opportunity to demonstrate the contribution you have made to the mission of the school. The case study and evidence provided will be judged using the criteria outlined below.

Your academic performance will be provided following the examining boards ratification.

**Evidencing Success**

A Dean's List winner at postgraduate level is required to illustrate succinctly, with examples, how they have continued to grow and evolve since commencing their postgraduate study.

Examples may include projects that you are undertaking in the third-sector, extracurricular ventures you have started since enrolling for your MSc and MBA, or areas of significant personal development (such as subject-specific training or CPD<sup>i</sup>) that provide a clear justification of how you are engaging with the school's mission and vision.

The examples will need to be either (a) new activities or (b) sustained and elevated activities, which demonstrate increased impact whilst undertaking postgraduate studies. The focus should be on your time in Sheffield, particularly your current Postgraduate course and not your Undergraduate years, even if they were also at Sheffield. If you feel previous that (briefly) outlining experience is necessary, then make it clear for the judging panel what you did pre-Sheffield and what you did whilst you were on your current programme.

Emphasise what you have done, what you have contributed or achieved (i.e. the outcomes rather than the input) and what you feel you have learnt as a result. For instance, how have you grown; what can you take forward as a result into your next move?

The Dean's List winners are those who have done over and above attending their programme. Therefore the focus should be on what you have done outside of your programme, unless you have exceeded the expectations or parameters of your programme in a particular area (e.g. undertaken a marketing project for a charity as part of your programme, but then gone onto do further significant work for them).

### **Employable Students - demonstrating a progressive approach to growth in your own employability skills**

**ES1:** Demonstrating active pursuit of improving own career prospects, resulting in growth in skills and experience likely to be valued by a prospective employer.

**ES2:** Demonstrating active pursuit of improving own interpersonal skills and emotional well-being in order to be prepared for the complexities of working life.

**ES3:** Demonstrating proactive approach to gaining exposure to the world of work in preparation for future employability.

### **Socially Responsible - having a positive impact on organisations or society**

**SR1:** Demonstrating a proactive contribution to the life of the University through engagement in operational activities within the School, with societies, clubs or external charitable organisations.

**SR2:** Demonstrating active engagement in the advancement of society through sustainability or social action activities (within or outside of the University).

**SR3:** Demonstrating proactive and inclusive engagement with fellow students, by supporting their employability, academic needs, or well-being (in an educational or social setting).

### **Sources of Evidence**

You will need to provide evidence of your impact on society and your or others employability skills. If examples are given for which there is no supporting evidence, you will be marked down. If you provide no evidence at all, your application will not be considered.

Sources of evidence can include but are not limited to:

1. Reference(s) from organisations that you have been involved with
2. Testimonials from those that you have helped
3. Media coverage of your work
4. Secured placement/internship
5. Reference from placement/internship employer

Please **do not** include items as supporting evidence that cannot be anonymised (such as videos or website links) because the judges will not have the opportunity to view them. If you wish to use an online source as evidence, we would instead recommend taking a screenshot of the source page to attach to your application.

**Panel Guidelines:**

For each of the criteria outlined, please score between 0-5 based on the following.

A total of 30 points can be given across these criteria: i.e. a maximum score for ES 1-3 is 15, and for SR 1-3 is 15.

Descriptor	Level of Contribution	Score
Exemplary	<p>Demonstrable significant positive impact with mission (for at least one year of your degree) and for organisations or society.</p> <p>Demonstrating significant and progressive approach to growth in your own employability skills.</p> <p>A well-articulated case explicitly demonstrating exceptionally high standards of commitment to the mission of the school.</p> <p>Indicative of sustainable effort scoring highly in all areas and meeting fully the criteria and objectives.</p>	5
Excellent	<p>Engagement with mission for a period between seven and eleven months.</p> <p>Demonstrable positive impact on organisations or society.</p> <p>Demonstrating a strong and progressive approach to growth in your own employability skills.</p> <p>A well-articulated case, though not in all areas, demonstrating exceptionally high standards, a consistent approach and relates soundly to the mission of the school.</p> <p>Indicative of sustainable effort scoring highly in the majority of areas and meeting a large number of the criteria and objectives.</p>	4
Good	Engagement with mission for a period of at least six months and less than one year.	3

	<p>Demonstrable positive impact on organisations or society during period of engagement, which is appropriate for a limited period of engagement.</p> <p>Demonstrating a progressive approach to growth in your own employability skills.</p> <p>A clearly articulated case demonstrating an overall high standard, a mostly-consistent approach and relates, partially or to some extent with the mission of the school.</p>	
Limited	<p>Some engagement with mission for a period of less than six months.</p> <p>Demonstrable positive impact on organisations or individuals during period of engagement, but is limited in scope.</p> <p>Demonstrating limited progression in growth in your own employability skills,</p> <p>A reasonably articulated case but lacking in competency, showed by inconsistency in its approach and does not relates adequately to the mission of the school.</p>	2
Very Limited	<p>Limited engagement with mission for a period of less than six months.</p> <p>Activities are described, however, it is not clear how a positive impact on organisations or individuals during period of engagement occurred.</p> <p>Demonstrating minimal growth in your own employability skills.</p> <p>A poorly articulated case with obvious inconsistency in its approach and does not relate to the mission of the school.</p>	1
Not graded	<b>No rationale provided</b>	0
<b>Employable Students – demonstrating growth in your own and/or others employability skills</b>		<b>Score</b>

<b>Answer as one case study incorporating ES1-3.</b>		
<b>Total</b>		

<b>Socially Responsible – having a positive impact on organisations or society</b>		<b>Score</b>
<b>Answer as one case study incorporating SR1-3.</b>		
<b>Total</b>		

### **Judging of the Final Year Postgraduate Level**

The following process is used for the judging of Dean's List applications.

The Dean's List Panel is comprised of:

- The Dean of Sheffield University Management School
- The Associate Dean Learning and Teaching, Sheffield University Management School
- The External Relations & Alumni Manager, Sheffield University Management School
- One other senior academic

The Panel will independently score each application against the criteria.

The mean of the four total scores will then be calculated and rounded to zero decimal places.<sup>1</sup>  
The panel's judgement is final.

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<sup>i</sup> Continuous Professional Development

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<sup>1</sup> Normal rounding rules apply. Scores < 0.5 round down, score ≥ 0.5 round up.