

**Best Fresher Application Form**

* A **Best Fresher** is deemed a society member who is in their first year at their first HEI ie: a student in the first year of a graduate course is not deemed a Fresher. – it is up to each college to nominate an individual who adheres to this criterion.
* All application forms must be typed. Handwritten applications will not be accepted.
* A copy of this application form must be uploaded as per instructions.
* Text boxes will extend as you type and where word limits exist it is clearly stated. Adjudicators have a lot of material to read so concision in answers is appreciated. Remember adjudicators award marks for facts above all else so make use of bullet points, etc. when appropriate.
* Please read through the nomination form in its entirety before filling it out. Read and answer the questions, do not repeat yourself, brevity is appreciated by the adjudicators, however don’t leave anything important out. Uploading your application as a shared word doc in Google Drive is a good idea so that more than one person can work on it. Spell and grammar check and read and answer the questions. **Note and adhere to the word count as the judges will only read up to that amount.** (Note: you do not need to meet the word count, just don't exceed it).If using any Hyperlinks make sure they are working and save as a PDF for uploading.
* **Your application will be printed for the adjudicators so include all hyperlinks in your appendix.**
* Save the application as a PDF for uploading

# Marking Scheme

* Each application is marked by three separate adjudicators. The marks listed throughout refer to the marks each individual adjudicator awards.
* The Best Individual application consists of a total of 100 marks. This is divided as follows:

 **Application form**: consists of one section (*nomination*) with multiple
 questions (90 marks)

 ***Supporting Documentation (10 marks)***

* + **Portfolio**: a mandatory portfolio of supporting documents.
	Note: Your portfolio can take any form but they need to be portable. This is visual so avoid too many words. You are welcome to submit a virtual portfolio.

*Note the supporting documentation is an integral part of the process for getting the marks in the application form.*

**Interview (90)**

The adjudicators will re-mark the questions in the application form after the interview.

* + **Discretionary marks**: for overall impression (10 marks)

*The marks from the application and the interview are added together and divided by two to give your final mark out of one hundred.*

**Tips for your mandatory Appendix, and Portfolio**

**Appendix**

Constitution

Finances

End of Year Reports if available or the following info: when was the society established, committee members, number of membership, list of events, and other relevant info.

**Portfolio**

Additional reference letters

Photos

Posters

Notes and comments for each section

**GOOD LUCK!**

The adjudicators are looking forward to meeting you and really want to give you marks, so please give them as much info as possible to give yourselves the best chance.

## Background Information

| **Name** |
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| **College** |
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| **Email Address** |
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| **Phone Number** |
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Tips for Portfolio at [this link](https://www.bics.ie/awards-online-portfolios)

**PLEASE PROCEED TO SECTION 1**

**Section 1: Nomination**

*Total marks: 90*

*Please read each question carefully and answer what is asked. Where appropriate use of bullet points, and delivery of key information is encouraged. Remember adjudicators have lots to read so brevity, while giving complete answers, is appreciated. Formatting your answers is important, to ensure that the information you are giving is in the easiest format to read. Things like bullet points, underlining and bolding can be very useful.*

| **1.1 What society/societies have you been involved in and detail your role(s) and the?**  |
| --- |
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| **1.2 Detail your involvement and the contribution you made to the your society/societies this year?** (*20 Marks)* ***(Maximum 800 words)*** |
| --- |
| *Tips: for your involvement and contribution, detail your role and tell the judges about everything you have done in your society/societies. Please expand fully on aspects of your contribution including events that you were involved in organizing.* |
|  |

| **1.3 What are your TWO proudest contributions to the society/societies this year?** (*16 Marks Total*) **(Maximum 600 words)** |
| --- |
| *Tips: Please expand fully on these contributions. They can be as big or small as you want. Think about what has made an impact in your society. What do they mean to you?* |
| **Contribution 1** (*8 Marks)* **(Maximum 400 words)** |
|  |
| **Contribution 2** (*8 Marks)* **(Maximum 400 words)** |
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| **1.4 Please outline two skills that you feel you’ve developed through your work with societies.** (*14 Marks Total) Tip: Please outline how your participation in the society/ies has developed these skills.* **(Maximum 400 words)** |
| --- |
| **Skill 1** (*7Marks)* **(Maximum 200 words)** |
|  |
| **Skill 2** (*7 Marks)* **(Maximum 200 words)** |
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| **1.5 What was the top challenge you faced this year and how did you overcome it?** (*16 Marks*) **(Maximum 400 words)** |
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| *Tips: Include how you overcame them.* |
| **Challenge** (*8 Marks)* ***(Max 200 words)*** |
|  |
| **How did you overcome it?** (*8 Marks)* ***(Max 200 words)*** |
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| **1.6 How have you worked as part of a team and how have you motivated others within the society this year?** (*12 Marks*) **(Maximum 400 words)** |
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| **1.7 What is your plan to remain involved with societies?** (*12 Marks*) **(Maximum 200 words)** |
| --- |
| *Tip: have you been elected to a committee or plan to run for any positions for the coming year? In addition to the skills you developed this year, what further skills would you like to develop?* |
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| **1.8 Is there anything else you would like to share with the judges?** |
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**Please Note:**

* Two written references should be submitted with this application form. They can come from any source; academic, society member, etc. They must not exceed 1 A4 page each.