

Pleiades Awards: Application Form

Complete this coversheet and the applicable criteria responses. Share a privacy-safe draft with all staff and students for comment at least two weeks before submission. Submit the form and response as one searchable PDF using the announced 2027 submission process.

Organisation details

Name of organisation: [Enter response]

Organisational unit, site(s) and any partner institutions: [Enter response]

Organisation size and staff/student groups: [Enter response]

External committees overseen (or not applicable): [Enter response]

Number of ASA members: [Enter response]

Contact name and role: [Enter response]

Contact email and telephone: [Enter response]

Name and role of person preparing the application: [Enter response]

Award and previous applications

Award sought: [ ] Bronze [ ] Silver [ ] Gold

Previous Pleiades award level(s) and year(s) (or first-time applicant): [Enter response]

New applicants must apply for Bronze. Silver requires prior Bronze; Gold requires prior Bronze and Silver. Every round is reassessed against the level sought.

Approval and departmental circulation

I confirm that the head of the organisation approves this application for submission, and a privacy-safe version was circulated to all staff and students for comment at least two weeks before submission.

Name of organisation head: [Enter response]

Signature / evidence of approval: _____ Date: ___ / ___ / _____

Date(s) of circulation to staff and students: [Enter response]

How comments were invited, considered and incorporated (see O3): [Enter response]

Total page count of the completed submission (including coversheet): [Enter response]

The coversheet and application form do not count towards the criteria response page limit. Maximum criteria response including supporting material: Bronze 8 pages, Silver 9 pages, Gold 10 pages. Up to four pages may contain supporting factual tables, figures or photographs.

Submit as: InstitutionOrDepartment_Pleiades2027_AwardLevel.pdf

2027 Award Criteria: Response Template

Address P1, P2, S1–S4 and O1–O3 at every level. For Silver and Gold, also address all applicable additional requirements; Gold applicants also address the Gold-only extensions. Requirements below reproduce the approved 2027 wording. Refer to the 2027 Instructions for Applicants for assessment purposes and examples of evidence.

The criteria response must fit within the relevant page limit, including summaries and supporting pages. Edit and expand the response fields as required; provide dates, evidence, outcomes and limitations. Cross-reference evidence rather than repeating it.

Philosophy

P1. Understanding priorities (Bronze / Silver / Gold)

Requirement. Examine the organisation's culture, practices and conduct in relation to equity and inclusion. Identify specific priorities for improvement, including whose experiences informed them.

Applicant response: [Enter response and supporting evidence here.]

P2. Planning and evaluating change (Bronze / Silver / Gold)

Requirement. Explain how the organisation will assess the effects of planned initiatives and review them over time. Use specific objectives, relevant indicators and realistic review dates.

Additional requirement for: Silver and Gold. Show how evaluation informed implemented work.

Applicant response: [Enter response and supporting evidence here.]

Strategy

S1. Accountable governance and capability (Bronze / Silver / Gold)

Requirement. Establish a committee to identify, implement and monitor positive change, and plan relevant training for members within the next two years.

Applicant response: [Enter response and supporting evidence here.]

S1.a Sustained committee activity and training (Silver / Gold)

Requirement. Maintain an active committee for at least two years for Silver or four years for Gold, with a quorum meeting at least four times a year; provide evidence that a majority of members have undertaken relevant diversity training. Explain responsibilities, representation and continuity.

Applicant response: [Enter response and supporting evidence here.]

S2. Credible plans for the next two years (Bronze / Silver / Gold)

Requirement. Commit to a range of context-relevant initiatives for the coming two years. Identify intended outcomes, owners, resources, milestones and review arrangements, and connect plans to identified priorities and learning.

Applicant response: [Enter response and supporting evidence here.]

S3. Code of conduct and reporting awareness (Bronze / Silver / Gold)

Requirement. Ensure staff and students are aware of the applicable code of conduct and formal misconduct reporting processes. Explain how awareness is established and maintained.

Applicant response: [Enter response and supporting evidence here.]

S4. Safe feedback and reporting routes (Bronze / Silver / Gold)

Requirement. Provide safe ways to raise concerns or suggestions without repercussions, typically including an avenue outside formal Human Resources reporting. Explain who receives reports, what happens next, confidentiality limits, whether anonymity is possible, and protection from retaliation. Ensure staff and students know these arrangements.

Applicant response: [Enter response and supporting evidence here.]

Outcomes

O1. Leadership commitment (Bronze / Silver / Gold)

Requirement. Provide an announced, credible commitment from the head of the organisation to its equity and inclusion goals.

Applicant response: [Enter response and supporting evidence here.]

O1.a Effective leadership commitment (Silver / Gold)

Requirement. Demonstrate effective leadership commitment over the past two years (four years for Gold).

Applicant response: [Enter response and supporting evidence here.]

O1.a.G Organisational ownership and public leadership (Gold)

Requirement. Demonstrate broad organisational ownership and active public leadership by senior managers over the past four years. Show how appropriate training reaches relevant staff and students, including coverage, gaps and plans to address them.

Applicant response: [Enter response and supporting evidence here.]

O2. Understanding misconduct reporting (Bronze / Silver / Gold)

Requirement. Report the number of reported misconduct cases, number resolved and average time to resolution over the past year, where safely available. Explain definitions, period, data source, unresolved cases and limitations. New entities must provide a clear plan for collecting and reporting this information.

Applicant response: [Enter response and supporting evidence here.]

O2.a Publishing misconduct reporting statistics (Silver / Gold)

Requirement. Publish these statistics in a public document where institutional and legal constraints permit, covering two years for Silver or four years for Gold, and identify the document’s location.

Applicant response: [Enter response and supporting evidence here.]

O2.b Support and protection for complainants (Silver / Gold)

Requirement. Demonstrate support for people who raise concerns and a clear response to retaliation. Explain how complainants are supported to exercise available options, including speaking publicly where institutional and legal constraints permit, without pressure to disclose. State any restrictions and how support remains available.

Applicant response: [Enter response and supporting evidence here.]

O3. Community participation and communication (Bronze / Silver / Gold)

Requirement. Communicate specific plans and the commitment to improve equity and inclusion to staff and students. Share a privacy-safe application with all staff and students for comment at least two weeks before submission. Explain how comments were invited, considered and incorporated.

Applicant response: [Enter response and supporting evidence here.]

O3.a Monitoring culture and practice over time (Silver / Gold)

Requirement. Show how the organisation monitored culture and EDI performance over at least two years for Silver or four years for Gold. Explain what was examined, how often, limitations and how findings informed priorities and decisions.

Applicant response: [Enter response and supporting evidence here.]

O3.b Reporting progress and sharing learning (Silver / Gold)

Requirement. Regularly communicate goals, progress and remaining problems to staff and students.

Applicant response: [Enter response and supporting evidence here.]

O3.b.G Sharing learning outside the organisation (Gold)

Requirement. Also demonstrate regular sharing of practice and learning outside the organisation, with appropriate privacy safeguards.

Applicant response: [Enter response and supporting evidence here.]

O3.c Implementation and sustained practice (Silver / Gold)

Requirement. Demonstrate implementation of a range of relevant initiatives over the past two years, identify remaining opportunities and provide plans for the next two years.

Applicant response: [Enter response and supporting evidence here.]

O3.c.G Sustained and embedded practice (Gold)

Requirement. Additionally demonstrate sustained good practice across a broad range of relevant measures over at least four years, with substantial reach and contribution to equity and inclusion. Show how practice is embedded in ordinary organisational responsibilities and survives changes of personnel.

Applicant response: [Enter response and supporting evidence here.]

O3.d Evaluating effects and demonstrating impact (Silver / Gold)

Requirement. Evaluate the effects, including lack of effect, of initiatives over at least two years, and explain how findings changed decisions.

Applicant response: [Enter response and supporting evidence here.]

O3.d.G Demonstrating positive impact (Gold)

Requirement. Demonstrate meaningful positive impact over at least two years using evidence appropriate to the intervention and context. Distinguish emerging outcomes from established effects.

Applicant response: [Enter response and supporting evidence here.]

O3.e Climate survey findings and follow through (Silver / Gold)

Requirement. Conduct an anonymous climate survey, develop an action plan addressing the findings, and actively consult staff and students about both. Include the required Culture and Climate Survey Summary.

Applicant response: [Enter response and supporting evidence here.]

O3.e.G Implementing the climate survey action plan (Gold)

Requirement. Show that the action plan was implemented within two years of the survey findings. Identify completed actions, ongoing measures, delays, changes and further review.

Applicant response: [Enter response and supporting evidence here.]

Required summaries

Culture and Climate Survey Summary — Silver and Gold (required)

Silver and Gold applicants must include a summary of the anonymous climate survey and subsequent consultation within the response page limit. Bronze applicants may include one if available. Explain information that is unavailable or withheld.

Scope and method. Survey dates, population covered, method, anonymity arrangements and consultation undertaken.

Applicant response: [Enter response and supporting evidence here.]

Participation. Number invited, number responding and response rate, where safely reportable; limitations in representation.

Applicant response: [Enter response and supporting evidence here.]

Main findings. Principal strengths and concerns, including mixed or negative findings; use safe aggregate results or qualitative themes.

Applicant response: [Enter response and supporting evidence here.]

Comparison over time. Change since an earlier survey or consultation, if available, and limitations in comparability. Do not imply a trend from one survey.

Applicant response: [Enter response and supporting evidence here.]

Response and ownership. Priority actions, responsible owners, resources, milestones and how staff and students influenced the response.

Applicant response: [Enter response and supporting evidence here.]

Progress and next steps. What was completed, what changed, remaining issues and next review date. Gold applicants must report delivery within two years of the findings.

Applicant response: [Enter response and supporting evidence here.]

Progress Since the Previous Application — all returning applicants

Every returning applicant must report progress against main issues, recommendations and commitments from the previous application and assessor feedback. First-time applicants should state that this section is not applicable. Include unresolved concerns; this summary counts towards the response limit.

Issue or commitment. Previous priority, commitment or recommendation and its source or date.

Applicant response: [Enter response and supporting evidence here.]

Action and status. Action taken, responsible owner and status: completed, continuing, changed or not completed.

Applicant response: [Enter response and supporting evidence here.]

Evidence and learning. Evidence of progress or impact, limitations, and reasons for changes or non-completion.

Applicant response: [Enter response and supporting evidence here.]

Next step. Outstanding action, owner and expected timeframe.

Applicant response: [Enter response and supporting evidence here.]

Final check: Include every criterion applicable to the level sought; ensure the copy circulated for feedback is privacy-safe; submit one searchable PDF. The 2027 round announcement sets the closing date and submission method.