

Learning and Teaching Support Handbook

Chapter 20 - University Prizes

1. Introduction

- 1.1 Prizes play an important part in recognising in a public way high levels of student achievement, primarily through academic excellence but also in some instances through the quality of contribution to other aspects of University life.
- 1.2 Prizes are an important element in the University's strategy for engaging local and national companies in the life of the University. For those who receive them, prizes enhance their relationship with the University, hopefully well into the future. In addition, they give individual donors the opportunity to make a gift to the University for a variety of reasons, often of a quite personal nature.
- 1.3 The Senate has agreed to devolve its day-to-day powers to the Education Board for the approval of new prizes, changes to conditions and nominations for the award of prizes. The Dean for Taught Students will normally act on behalf of the Board in the approval of new prizes and changes to conditions.
- 1.4 The Dean for Taught Students has devolved authority for nominations for the award of prizes to Faculty (or delegated School). The approval of new prizes and changes to conditions for the award of prizes has also been delegated to the Faculty (or delegated School) when the prize being awarded is from the Faculty or Department level. See the table in section 2.5 for more information. The approval of new prizes or changes to the condition of prizes being awarded at a University level will still require final approval by the Dean for Taught Students.
- 1.5 The establishment, award and conditions of all prizes must be in line with the Equality, Diversity and Inclusion Policy of the University.

2. Establishment of new prizes

- 2.1 All new prizes **must** be established in consultation with the donor / person(s) responsible for the relationship with the donor, and the Faculty (or delegated School) or other University unit involved.
- 2.2 If the prize is from an external donor, the Faculty must also contact the Global Advancement Team at this stage. For prizes from external donors, payment to the

University should be routed through Global Advancement so the understanding of this process will help discussions with a donor.

- 2.3 At the successful conclusion of the negotiation phase, the details of the new prize must be reported on the Establishment of a New Prize form (see Annex 1).
- 2.4 The completed form **must** be emailed to the Education Policy Unit (EPU) at stage three as outlined in the table below.
- 2.5 Approval for a new prize **must** be sought from the following levels/positions, depending on the level of the prize:

The level of the prize:	Stage 1:	Stage 2:	Stage 3:
Faculty-level prize	Discussion in appropriate Faculty forum	Global Advancement Team (if the prize is being donated by a donor)	Associate Pro Vice-Chancellor (Education), or nominee CC the EPU for information and to add the prize to the University Calendar
Department-level prize (or equivalent)	Discussion in appropriate Department forum	Global Advancement Team (if the prize is being donated by a donor)	Head of Department or nominee CC the EPU for information and to add the prize to the University Calendar

Appropriate nominees referenced above include: Head of Department, Associate Pro Vice-Chancellor (Education), Associate Dean for Education in the Medical School/Business School, or where appropriate, the budget holder for that particular prize in the Department/Faculty.

- 2.6 Where the prize is substantial, or spans Faculties / is at a University-level, the Dean for Taught Student's approval is required. Please contact the EPU for further information.
- 2.7 If the prize falls outside of the categories listed in the table above, please contact the EPU.
- 2.8 Once approval has been secured and/or reported to the EPU, the EPU will inform:
- the Faculty (or delegated School) or University unit concerned, if not already informed.

- b. Global Advancement to confirm earlier discussions and to ensure an appropriate endowment fund is available for receipt of payment.
- 2.9 Using the details contained within the form, EPU will enter the information into the central prizes database and will also ensure an entry for the new prize is inserted in the Calendar.
- 2.10 Towards the middle of each Spring Term, the EPU will circulate details of each prize available for award. Faculties (or delegated Schools) and Departments will be asked to check that these details are correct and inform the EPU of any changes.

3. Award of prizes

- 3.1 The Faculty Pro-Vice Chancellor and Executive Dean (or Associate Pro Vice-Chancellor (Education) as nominee), or the Chair of the Board of Studies (as appropriate), i.e. for partnerships programmes) should make a nomination for the award of a prize using the Award of a Prize form (to download this form, please see Annex 2).
- 3.2 Those nominating prize-winners must ensure that the conditions for the award of the prize have been met.
- 3.3 The process to follow for payment of the award will depend on where the prize fund sits, as follows:
 - a. If the funding for the prize(s) is held by Global Advancement, the Faculty (or delegated School)/ Faculty Finance team should first check that funding remains available to meet the payment of the prize. Once the prize(s) have been paid, they should request reimbursement for the prize(s) awarded by sending details and a summary to GED Funds. Global Advancement will reimburse the Faculty/Delegated School by journaling funds to the T1 project code that was used to pay the prize(s).
 - b. If the funding for the prize(s) is to be met by the Faculty (or delegated School) / Faculty Finance team, then the prize cost should be charged directly to the appropriate budget centre / project code.
- 3.4 In both a. and b., the payment of prizes to recipients is the responsibility of the Faculty (or delegated School). This will involve the submission of a payment instruction form to the Accounts Payable Team.
 - 3.4.1 Please read the information provided on: Finance's Payments Page
 - 3.4.2 The payment request form, found on the link above, should be completed in full with the relevant Student Number (it is sensible to check that students have up-to-date bank

details on their student record). This should be completed / signed by an authorised signatory Budget Holder.

3.4.3 Contact Accounts Payable ([Accounts Payable Enquiries](#)) or the Faculty Finance team for details of the correct authorised signatory.

3.4.4 The completed form should be submitted to Accounts Payable who will arrange payment according to the instructions provided.

3.4.5 If the award is to be paid into an international bank account then the [International Payment request form](#) must be completed.

3.5 Details of the award of the prize should be entered on the student's record via the Faculty (or delegated School) Prizes Application in the Student Record System (SRS) as 'Prize name, amount' for inclusion on the student's final transcript and Higher Education Achievement Report (to request access to this system, please contact the Student Records team. For instructions on how to use it, see Annex 3: Adding Prizes to Student Records).

3.6 The donor should also be informed. This will be done either by Global Advancement or by the Faculty (or delegated School) and details should be included in the Award of a Prize form (see Annex 2).

4. Change of conditions

4.1 Changes to the conditions of the award of a prize require approval by the same stages listed in the table in section 2.5 above, proposed via the Change of Conditions of a Prize form (see Annex 4). This **must** then be shared with the [EPU](#).

4.2 Such changes should carry the support of the donor and **must** be notified to the Global Advancement Donor Relations Officer.

4.3 Any proposal for revaluing the prize **should** also first be discussed with Global Advancement.

5. Discontinuation of prizes

5.1 From time to time, it may be necessary to discontinue a prize, particularly if the value no longer supports the primary objective of the prize or funding has been withdrawn completely.

5.2 To confirm the discontinuation of a prize, the Pro Vice-Chancellor and Executive Dean of Faculty (or Associate Pro Vice-Chancellor (Education) as nominee), or University unit

involved **must** complete the Discontinuation of a Prize form (see Annex 5). This **must** then be shared with the EPU.

- 5.3 The Pro Vice-Chancellor and Executive Dean of Faculty must ensure that the timescale for the discontinuation process is such that no approved award to a student is outstanding.