

## Prizes (partner organisation-delivered provision)

### UPR AS13, Appendix IV - version 14.0

#### Policies superseded by this document

This document replaces version 13.0 of UPR AS13, Appendix IV, with effect from 1 September 2021.

#### Summary of significant changes to the previous version

None. This version of UPR AS13 does not include amendments to Appendix IV.

#### Glossary

A glossary of approved University terminology can be found in [UPR GV08](#).

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## 1 Statement of Policy

The University supports the principle of giving prizes to students or, in some cases, to groups of students, in recognition of exceptional achievement.

## 2 University Prizes

- 2.1 University Prizes may be awarded at the discretion of a Programme Board of Examiners using criteria established by the appropriate Dean of School in consultation with the Chair of the Programme Board and the Partner Organisation.

2.2 The University does not specify or limit the criteria for the awarding of prizes. However, each School or Partner Organisation must publish to students the criteria that are to apply.

2.3 Deans of School:

- i will ensure that within their respective Schools and with Partner Organisations, the University's policy on the awarding of prizes is operated fairly and consistently;
- ii should note that the processes whereby University prizes are awarded may be subject to audit and that the Auditors may require satisfactory evidence that prizes have been awarded in accordance with the agreed criteria.

#### 2.4 Possible categories for University prizes

University prizes are most commonly awarded for the following reasons:

- i outstanding results overall;
- ii outstanding achievement in part of a programme, for example, best project, or within a particular classification band;
- iii achievement in exceptional circumstances;
- iv service to the community.

#### 2.5 Administrative procedures relating to University prizes

- i The formula for calculating Schools' annual allocations of funds for prizes, and the form in which they will be awarded, will be determined by the School in consultation with the Partner Organisation.
- ii The citation for prizes must be brief but sufficiently precise to make clear the reason(s) for which the prize is being awarded. Where a prize is being awarded in recognition of a candidate's achievement in relation to a particular aspect of a certain programme, the citation will include the name of the programme (for example, 'for outstanding achievement in the final year of the Joint Honours Degree'). Other examples of reasons for which prizes might be awarded include:  

'for personal achievement (with name of programme as appropriate)' or  
'for the best project (with name of programme as appropriate)' or  
'for outstanding progress on (with name of programme)'.
- iii Prizes for candidates' achievements in 'exceptional circumstances' should be given only exceptionally. The Principal (or nominee) will make recommendations to the appropriate Programme Board of Examiners concerning the awarding of such prizes and will provide appropriate supporting evidence for the Board's consideration.

## **3 Sponsored and Endowed Prizes**

### **3.1 Overview**

- 3.1.1 Sponsored and endowed prizes differ from University prizes in that the value, the nature of the gift and the criteria to be used to judge whether or not the prize is to be awarded are determined by the donor.
- 3.1.2 The University reserves the right to invite a sponsor to withdraw a prize.

### **3.2 Role of the Secretary and Registrar**

Only the Secretary and Registrar (or nominee) may accept an offer made to the University by an external body or individual who wishes either to sponsor or to endow a prize.

### **3.3 Programme Boards of Examiners**

In awarding these prizes, Programme Boards of Examiners will take into account any special conditions of eligibility and procedural requirements associated with the terms and conditions that apply to the prize or endowment.

### **3.4 Administrative procedures relating to sponsored and endowed prizes**

- i Sponsored and endowed prizes will be administered in accordance with the procedures set out in section 2.5 with the following exceptions (see section 3.4, ii, and iii).

**(Note for guidance – scholarships funded by donations to and/or administered by UH Trust)**

Where, during their studies, a graduating student has been awarded a scholarship funded by donations to and/or administered by UH Trust, the scholarship will be announced when the student is presented at their Graduation ceremony. The information will also be published in the Graduation Ceremony Brochure.

- ii Sponsored prizes

the Assistant Registrar (Student Administration – Collaborative Partnerships): is responsible for communicating directly with the awarding body or sponsor, giving them the name of the award recipient and requesting the prize unless the sponsored prize is funded through donations to and/or administered by UH Trust, in which case the Development Team will be responsible for notifying the donor that the prize has been awarded; will ensure that the Development Team is provided with all necessary information in a timely manner.

iii Endowed prizes

the Assistant Registrar (Student Administration – Collaborative Partnerships): is responsible for the administration of named prize funds (Endowed Prizes) which have already been established by the Group Director of Finance and for requesting the prize.

Sharon Harrison-Barker  
Secretary and Registrar  
Signed: **1 August 2021**

**Alternative format**

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