

Terms and Conditions

University of Hertfordshire Single Poem Prize Competition

By submitting an entry to this prize competition, you agree to the following terms and conditions:

1. Eligibility: This prize competition is open to residents of England and Wales aged 16 years or over.

2. Entry:

- a. Entry is free of charge.
- b. Winners will be chosen on the basis of merit by an independent panel of judges and the winning entries will win a prize.
- c. Entrants may make multiple entries, however, each entry must be accompanied by a separate entry form.
- d. Entries should not exceed 42 lines, excluding the title, lines between text and stanza breaks. There is no minimum length.
- e. Entries must never have been published, self-published, featured on any website, blog or online forum, broadcast or placed in any other competition.

3. Closing Date: The competition is open for the submission of entries from 1st June 2019 until 23:59 on 1st August 2019. The Closing Date for this prize competition is therefore 1st August 2019. Entries must be received by 23:59 on the Closing Date to be considered. No late submissions will be accepted.

4. How to enter:

- a. To enter this prize competition, you must complete the entry form available on Poetry Hub using the following web address: <https://www.herts.ac.uk/study/schools-of-study/humanities/subject-areas/study-our-subjects-with/creative-writing/poetry-hub/poetry-competition>
- b. All correspondence should be clearly marked with the words "University of Hertfordshire Single Poem Prize" and be submitted in the form of a Word document. No hard copy entries will be accepted.
- c. Your entry must be received by the University on or before the Closing Date.
- d. If you require assistance or have any queries in relation to your entry please contact Jenny Dart at j.p.dart@herts.ac.uk

5. Qualifying Entries:

- a. All Qualifying Entries will be entered into the prize competition.
- b. Qualifying Entries will be entries for which the University is satisfied that the entry form is complete and accurate and the relevant participant and all related parties (where applicable) have fulfilled the conditions set out in the Rules and Guidance, a copy of which is available on Poetry Hub using the following web address: <https://www.herts.ac.uk/study/schools-of-study/humanities/subject-areas/study-our-subjects-with/creative-writing/poetry-hub/poetry-competition>
- c. For the avoidance of doubt, entries that are defaced, illegible or otherwise damaged will automatically be deemed non-Qualifying Entries.
- d. The University is not obliged to notify any entrant prior to the decision (or subsequently) that their entry is not a Qualifying Entry and shall not be entered into the prize competition.

6. Winner Announcements: The results of the prize competition will be announced by the 30th September 2019. Winners of the prize competition will be chosen from the Qualifying Entries by a panel of judges to ensure a fair competition. The University reserves the right to allocate prizes to more than one winner at its discretion. The University's decision is final and

no correspondence will be entered into except as expressly stated in these Terms and Conditions relating to how the decision has been reached.

7. Notification of Result: Winners will be notified via e-mail by the 30th September 2019. The University is not otherwise required to notify entrants of the prize competition results except that the University may at its discretion supply further information upon written request to j.p.dart@herts.ac.uk

8. Prizes:

- a. The total prize pool is £650 (six hundred and fifty pounds) made up of the following prizes: 1st Prize £500 (five hundred pounds), 2nd Prize £100 (one hundred pounds) and 3rd Prize £50 (fifty pounds).
- b. Prizes may be subject to change and the University reserves the right at its sole discretion to provide substitute prizes of similar value should the specified prizes become unavailable or be deemed unsuitable.
- c. All prizes are non-transferable, non-refundable, non-changeable and subject to availability.
- d. Winners must take prizes (particularly where prizes include training, services or events) at times decided by the University acting in its sole discretion.
- e. Prizes not taken at the required time shall lapse.
- f. Where applicable, winners may be required to pay reasonable delivery costs to accept prizes.

9. Publicity and Personal Data:

- a. Entrants must agree to take part in any post-competition publicity if required.
- b. By submitting an entry form to this prize competition, you grant the University permission to use your name, likeness and (if requested) biographical details for advertising and future promotional purposes without payment. Your name and other details may be published on the University's website.
- c. You permit the University to hold records of the personal information supplied by you and to use such information to promote and report this promotion as well as to keep you informed by post, e-mail or other means about courses, products and services which may be of interest to you.
- d. Winners grant the University permission to disclose details of the winning entry for purposes relating to promotion.
- e. Notwithstanding the foregoing where an entrant is under the age of 18 (at the date the entry is made) appropriate consent will be sought for post-competition publicity as necessary.
- f. The University will duly observe all of their obligations under the Data Protection Act 2018 and the General Data Protection Regulation (Regulation (EU) 2016/679) (GDPR) in addition to any other applicable laws in England relating to the processing of personal data and privacy, any national implementing laws, regulations and secondary legislation and any successor legislation and any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to such legislation, each as amended or updated from time to time, together "the Data Protection Legislation".

10. Confidentiality and Freedom of Information: The University is committed to meeting its legal obligations under the Freedom of Information Act 2000 ("FOIA"). Accordingly, it may be required to disclose any information you submit in response to a request under FOIA. If you consider any information you supply to the University to be confidential or commercially sensitive, please identify such information clearly in the entry form at the time of submission. Despite you identifying such information as confidential, the University reserves the right to disclose it upon receipt of a FOIA request. The receipt of any material from you that is marked "confidential" or similar shall not therefore impose a duty of confidence on the University in relation to that material.

11. Liability:

- a.** The University gives no guarantee in relation to the prizes and assumes no liability for the failure or non-performance thereof under any circumstances. The University will not be liable for any loss, damage or delay which occurs in connection with your participation in this prize competition or your use of any prize, including without limitation financial, indirect or consequential loss. Nothing in these Terms and Conditions will seek to limit or exclude the University's liability for death or personal injury resulting from its negligence.
- b.** The University will not be liable for the costs of entrants participating in the competition, such costs will be borne by the entrants themselves.
- c.** All liability for tax associated with the receipt of prizes shall be the responsibility of the relevant winner and the University cannot provide any advice or assistance in this respect.

12. Changes: The University reserves the right to cancel or amend the terms of this prize competition at any time without notice.

13. Governing Law: These Terms and Conditions will be governed by and construed in accordance with English law and you consent to the exclusive jurisdiction of the English courts.

14. The University: The University's full legal name and address is: University of Hertfordshire Higher Education Corporation, College Lane, Hatfield, Hertfordshire, AL10 9AB.

Information correct at time of going to press.