

Prizes (University- delivered provision)

UPR AS12, Appendix IV - version 17.0

Policies superseded by this document

This document replaces version 16.0 of UPR AS12, Appendix IV, with effect from 1 September 2024.

Summary of significant changes to the previous version

None. Changes to version 17.0 relate to UPR AS12 and AS12 Appendices I and II only.

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 Dean of School in consultation with the Chair of the Programme Board.

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

2.3 Deans of School:

- i will ensure that, within their respective Schools, 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 University prizes will be awarded in the form of vouchers worth **£100**. These will be funded from the School's prize budget.
- 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 student'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 or award as appropriate)'
or
'for outstanding progress on (with name of programme)'.

- iii Prizes for students' achievements in 'exceptional circumstances' should be given only exceptionally. Tutors 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.
- iv The names of final year prize winners who are eligible to attend a graduation ceremony arranged by the Associate Director should be submitted on-line via a prize form published by the Exams & Awards Office.

- v The names of all final year winners of University prizes and, where applicable, the names of organisations which have sponsored or endowed prizes, are published annually in the UK programme for the University's Graduation Ceremonies. The final date for notifying the Associate Director of the names of prize winners for inclusion in the programme is 31 July for September ceremonies and 3 November for December ceremonies.
- vi The Head of Student Administration will ensure that, as soon as possible after the meeting of the Programme Board of Examiners, full information concerning the prizes which are to be awarded is submitted on-line by the deadline given.
- vii Prize winners will be notified of the value and type of prize that they have been awarded via their School/Ask Herts Hub, together with information concerning the basis on which it is being awarded and how it can be claimed.

3 Sponsored and endowed prizes

3.1 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.

3.2 General

3.2.1 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.

3.2.2 The University reserves the right to invite a sponsor to withdraw a prize.

3.3 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.

3.4 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.

3.5 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, iii - vii, with the following exceptions;

(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 Head of Student Administration:
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 Head of Student Administration:

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 2023**

Alternative format

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