

Prizes Policy

University Prizes

- The Board of Examiners will consider candidates from any exam diet for University Prizes. University Prizes cannot be shared.
- Nominee should be documented on a Prize Nomination form and submitted to January¹ Exam Senate along with the nominees' Examination Grid.
- The prizes will be decided by the Prizes Committee following Exam Senate.
- The Prizes Committee will confirm the winners to Professional Services.
- Professional Services will write to the winners and notify the relevant Academic Department and the Graduation Office.
- The prize will be awarded to the student at the Graduation Ceremony.¹

Faculty/Departmental Prizes

Awarding the Prize

- Prizes can be awarded in the form of cash or book vouchers.
- Faculty/Departmental Prizes will be agreed by the Board of Examiners. Where a joint decision needs to be made across more than one Board of Examiners within an individual Faculty, the Chairman of each Board will present their nominees to the Dean for a final decision.
- Prize information will be updated on an individual student's SPI record in the Minutes section by the Faculty/Department.
- The Faculty/Department will notify the student of the prize.
- The Faculty/Department will arrange the prize giving with the exception of the Friends of the University Prize.
- Academic Services will notify the Friends of the University of the relevant winners and a prize giving will be arranged for all Friends of the University prize winners.
- The winners should be documented on a Prize Nomination form and submitted to Exam Senate with the Senate Report for recording purposes.

Amending Prizes

- Faculty/Departmental Prizes can be amended with approval by the Vice Chancellor. Upon approval, Professional Services must be notified to ensure documentation is up to date.

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¹ Exception: *The Ede and Ravenscroft Prize for Best Continuing Student* (June Exam Diet) will be presented at Exam Senate in July and awarded once approved.