

PROCEDURE FOR THE CREATION AND AMENDMENT OF PRIZES

Version No.	Description	Author	Approval	Effective Date
1.0	A procedure for introducing new prizes and amending existing ones	Education Enhancement	Education Strategy Committee	2019/20 onwards

Version 1.0

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INTRODUCTION

1. Faculties award prizes to students based on a wide variety of criteria, ranging from best overall marks achieved to contributions to the University's community. Although prizes frequently take the form of a financial gift they should not be confused with endowments (specific funds donated to the University by individuals or organisations for particular allocation and managed by the Alumni Office). This Procedure outlines how these prizes are established and amended, including approval routes for this activity.

ROLES

2. The following table sets out a list of roles/groups involved with the management of prizes, and their responsibilities:

Role	Function	Authority
Board of Study	Faculty-level board with responsibility for scrutinising all new or amendment prize requests and approving these before sending to Quality Assurance Committee for ratification.	A decision-making board in terms of approving new and amended prizes. Boards of Study also receive reports from Examination Boards and ratify the award of prizes to specific students
Conference & Events	The Team that organises logistical arrangements for graduation ceremonies	Receives lists from Boards of Study confirming prizes to be offered and the recipients of prizes
Programme Director	Member of academic staff with overall responsibility for a course or programme	Responsible for submitting new prizes or amendments to existing ones to department academic committees
Department/School Academic Committee	Department/School level committee tasked with considering prize requests in the first instance	A committee that makes recommendations to Boards of Study
Quality Assurance Committee	University-level committee with responsibility for oversight of all academic quality assurance matters	Decision-making committee, ratifying decisions of the Boards of Study

REQUESTING NEW PRIZES OR CHANGES TO EXISTING PRIZES

3. The Programme Director is responsible for completing the Form for the Creation/Amendment of Prizes (see [Appendix A](#)) below. The Programme Director will be required to provide all the information required within the Form, and to ensure that the criteria for being awarded the prize is suitably detailed. For instance, stating that the prize will be awarded to the 'best student' will not suffice. Examples of potential criteria for the award of prizes is set out below:

- a. Student obtaining the highest overall weighted average for the overall course;
- b. Student obtaining the highest overall weighted average for the final year of the course;
- c. Student obtaining the highest mark for the dissertation (module XXX);

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- d. Student voted by their cohort to have made the greatest contribution to the course community;
 - e. Student who has demonstrated the greatest improvement in weighted average from first year to final year.
4. The Form requires the Programme Director to confirm arrangements for the eventuality where more than one student qualifies for the prize. For example, if the prize is shared, will the original financial award be split between the recipients or will each winner receive the original amount.
 5. Once the Form is complete, the Programme Director submits it to a meeting of the Department/School Academic Committee (or equivalent) for scrutiny. If the proposal is supported by the Department/School Academic Committee, this is then submitted by the Convenor of the Department/School Academic Committee to the relevant Faculty Board of Study.
 6. The Board of Study will scrutinise the proposal and either approve the creation or amendment of the prize, or return the Form to the Department/School for further work. If approved by the Board of Study, the Form is then submitted to the Quality Assurance Committee (QAC), via the Committee Manager, at least three weeks in advance of the next scheduled meeting of QAC.
 7. The Committee Manager for QAC will compile a list of all approved prizes for each meeting, and these will be ratified by QAC as a standing item on the agenda.

TIMESCALES

8. In order for prizes to be noted in the graduation programme/schedule, the Conference & Events Team will ask faculties to confirm prizes being awarded in advance of June and November graduation ceremonies. If proposals for new prizes have not been approved in time to meet these deadlines, they cannot be publicised or awarded. If amendments to prizes have not been approved in time to meet these deadlines the prize must be awarded on the original grounds and as publicised.
9. It is good practice to make amendments to prizes before the start of the academic year to which cohort they apply so that the prize and associated criteria are transparent to students from the outset.
10. Faculties will decide how best to publicise available prizes to students, (usually on a webpage listing all prizes or within course handbooks).

APPENDIX A

REQUESTING NEW PRIZES OR CHANGES TO EXISTING PRIZES FORM

Please complete the form below and submit to the Board of Study for approval.

NAME OF PROGRAMME
DEPARTMENT/SCHOOL/ FACULTY
NAME OF AWARD
TYPE OF PROPOSAL
Is this a new award or a change to existing award?
BRIEF STATEMENT ON CRITERIA OF PRIZE
<p>Examples of potential criteria for the award of prizes is set out below:</p> <ul style="list-style-type: none"> a. Student obtaining the highest overall weighted average for the overall course; b. Student obtaining the highest overall weighted average for the final year of the course; c. Student obtaining the highest mark for the dissertation (module XXX); d. Student voted by their cohort to have made the greatest contribution to the course / programme community; e. Student who has demonstrated the greatest improvement in weighted average from first year to final year.
WHAT ARRANGEMENTS ARE IN PLACE IF MORE THAN ONE STUDENT QUALIFIES FOR PRIZE

ACADEMIC YEAR AWARD/CHANGES TO AWARD WILL BE INTRODUCED
DEPARTMENT/SCHOOL ACADEMIC COMMITTEE ENDORSEMENT
Please provide the date of Department/School Academic committee endorsement. If this proposal is being developed by more than one Department/School then the date of endorsement by both committees are required.
IS THIS AWARD TO BE ANNOUNCED AT GRADUATION?
Yes or No
GENERAL COMMENTS

Board of Study Decision	APPROVE/REJECT
Date of Board of Study Meeting:	DD/MM/YY
Board of Study Convenor:	NAME

If approved, please submit to the Quality Enhancement & Assurance Team email for ratification at Quality Assurance Committee:

educationenhancement-quality@strath.ac.uk