

UNIVERSITY PRIZES POLICY

Contents

Purpose	1
1 Establishment of New Prizes.....	1
2 General Regulations for new Prizes	2
3 Award of Prizes	2
4 Changes to Criteria or Value of Prize	3
5 Discontinuation of Prizes	3
6 Monitoring.....	3
University Prizes Process.....	4

Yellow highlighted text identifies the most recent revisions to the document/ regulations. If you require these revisions to be identified in an alternative format, please contact the responsible Policy Officer.

Purpose

The award of prizes can play an important part in recognising in a public way high levels of student achievement either through academic performance or through the quality of contribution to other aspects of University life.

1 Establishment of New Prizes

1.1 The establishment of new prizes and their terms and conditions shall be agreed by the Learning, Teaching and Student Experience Committee (LTSEC) on behalf of Academic Board.

1.2 Proposals for new prizes should be submitted to the Learning, Teaching and Student Experience **Committee Secretary** using the standard form who will record appropriate details and submit the details to the next meeting of the Learning, Teaching and Student Experience Committee for approval.

1.3 **Prize validity should be for a minimum of three years (unless for an exceptional circumstance). Where the prize has a monetary value, donors will be invoiced on an annual basis. Should a donor wish to pay the full value of the prize in a single payment, then Finance must be consulted as part of the approval process.**

1.4 Once approval has been agreed the Secretary to the Learning, Teaching and Student Experience Committee will inform the prize proposer, Exams and Awards Officer in Registry Services and the relevant School Manager so that the donor can be informed and arrange any necessary receipt of funds.

1.5 Details of all current prizes should be made available to students via a webpage/MyWorcester. Details of new prizes should be sent to the webpage owner once they have been approved by the Learning Teaching Student Experience Committee Secretary.

2 General Regulations for new Prizes

2.1 These General Regulations apply to all University Prizes but additional conditions may be added within the criteria governing the particular prize.

2.2 Prizes are awarded by Academic Board on the recommendation of a nominating body; this will normally be an appropriate Board of Examiners.

2.3 At the time of nomination for a prize a candidate must be a registered student of the University.

2.4 A prize may be divided where there are candidates of equal merit if this has been agreed as part of the approval process. Proposers should confirm if the prize can be awarded to more than one student if multiple students meet the assessment criteria, and if not, any secondary criteria that should be applied.

2.5 A prize may be withheld in a particular year if in the opinion of the nominating body there is no candidate of suitable merit.

2.6 Each prize will prescribe criteria as follows:

- a) the name of the prize;
- b) the frequency of the prize is awarded;
- c) the level of the prize (e.g. Graduation, end of first year UG etc)
- d) the value of the prize, and the form which it takes;
- e) description of eligible candidates;
- f) the person or body responsible for assessing candidates; and
- g) the criteria for assessment.

2.7 In the case of prizes which are provided out of private endowment funds, the payment of the full amount shall be contingent on the necessary income being forthcoming from the endowment fund.

2.8 The University may withdraw or cancel without notice any or all offers of prizes.

2.9 A School may not create a prize from their own budget.

3 Award of Prizes

3.1 Those nominating candidates must ensure that the criteria for the prize have been met.

3.2 After the nominating body has met, the Chair will notify the Exams and Awards Officer of the recipient of the appropriate prize.

3.3 The Exams and Awards Officer will ensure that a note of the prize is made on the prize-winner's official academic transcript; the prize is listed in the Award Ceremony programme and organise payment if appropriate.

3.4 The prize-winner will receive a certificate and the prize. These are presented at an Awards Ceremony unless the student is unable to attend when it will be sent to the prize-winner's home address.

3.5 Where previously agreed, the appropriate School Manager will contact the sponsor of the prize with details of the winner.

4 Changes to Criteria or Value of Prize

4.1 Changes to the criteria or value of a prize require the approval of the Learning, Teaching and Student Experience Committee and such changes should carry the support of the donor.

5 Discontinuation of Prizes

5.1 From time to time it may be necessary to discontinue a prize, particularly if the value no longer supports the primary objective of the prize or funding has been withdrawn completely.

5.2 To confirm the discontinuation of a prize, the School Manager should notify the Learning, Teaching and Student Experience Committee in writing and ensure that the time scale for the discontinuation process is such that no approved prize to a student is outstanding.

6 Monitoring

6.1 An annual report summarising prizes awarded is made to the Learning, Teaching and Student Experience Committee in December of each year. This summarises new and discontinued prizes along with details of the prize-winners.

University Prizes Process

Proposals for new prizes should be submitted to the LTSEC Committee Secretary via [University Prize approval process – Fill in form](#)

LTSEC to agree new prizes and their terms and conditions on behalf of Academic Board

Once approval has been agreed the Secretary to LTSEC will inform Exams and Awards Officer, Communications and Participations Department, Finance Department and the School Manager so that the donor can be informed and arrange any necessary receipt of funds

At least 4 weeks ahead of Exam Boards, School Managers to review and confirm eligible prizes

School Manager to complete an invoice request form and send to Finance; this will enable an invoice to be sent to the donor

The School is responsible for awarding the Prize. All prizes and their recipients should be with Exams and Awards Officer by the end of July in order to ensure that prizes are listed on student transcripts and incorporated into the Graduation Brochure, where appropriate

School Manager to request that the prize winning student check their bank details are up to date on SOLE 4 weeks ahead of graduation

School Manager to send a payment request to Finance

All prizes should be paid before graduation week

Annual report summarising prizes awarded is made to LTSEC in December. The report summarises new and discontinued prizes along with details of the prize winners

Approval/Review Table

Item	Notes
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