

University of Essex
Guidelines for introducing and awarding Academic Prizes

1. Approval

A proposal to establish a new prize should be submitted to the Faculty Quality and Academic Development (QUAD) Manager in the first instance, who will present the proposal to the Faculty Dean for consideration.

a. Required Information

A proposal to establish a new prize must include the following information:

- The title of the prize
- The academic department from which the prize will be awarded
- Who the awarding body is (i.e. academic department, individual)
- Who will be eligible for the prize (i.e. year of study, degree programme)
- What the criteria is for awarding the prize
- What the value of the award will be and in what form it will be awarded (i.e. cheque, book tokens, vouchers etc.)
- Details of how often the prize will be awarded (e.g., annually)
- If the prize is being funded from funds held by the University, confirmation that the Finance Section has been consulted with to determine how the initial prize fund will be invested, and are satisfied that the fund should be sufficient to cover the value of the awards for the foreseeable future.
- If the prize is being established for a specific purpose, such as in memory of an individual, a brief statement describing the reason for its establishment should also be included. This may be used by the department to inform the prize-winner about the nature of the prize.

Should the Faculty Dean approve the Academic Prize, the Faculty QUAD Manager will inform the relevant department and communicate the new prize to the Graduation team for the purpose of transcript and student records.

2. Recommendation

Recommendations that a prize be awarded will be made by the department/centre/school that owns the prize. A recommendation for any prize must not be made by one individual and should be a decision made by the Head of Department and at least one other academic member of staff.

3. Confirmation

A prize will be confirmed as being awarded at the relevant meeting of the Board of Examiners.

Only winners of approved academic prizes confirmed by Boards of Examiners will be formally recorded and included in Graduation ceremonies. Runners-up are not formally recorded or included in Graduation.

4. Discontinuation

In the instance that a prize is discontinued, Departments should notify their Faculty QUAD Manager. This information is then passed to the Graduation and Awards team, who maintain central records of data on new and discontinuing prizes. It is a Department's responsibility to communicate any changes to QUAD, to help ensure the data held in central records on current and discontinued prizes is accurate and up to date.

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