

## Prizes Policy

<b>Date approved:</b>	29/04/2022	<b>Date policy will take effect:</b>	29/04/2022	<b>Date of Next Review:</b>	29/04/2025
<b>Approving Authority:</b>	Academic Council				
<b>Responsibility</b>	Vice-President for Academic Affairs and Registrar. Head of Academic Planning and Quality Assurance.				
<b>Consultation undertaken:</b>	Academic Quality Sub-committee (AQSC).				
<b>Supporting documents, procedures &amp; forms of this policy:</b>					
<b>Reference(s)</b>					
<b>Audience:</b>	Public – accessible to anyone				
<b>Category:</b>	Admission, Progression, Recognition and Certification				

## Version Control and Change History

Version Control	Date Effective	Approved By	Amendment(s)
1	20/06/2012	Academic Council (AC:DOC:127:08:01)	Approved
2	28/09/2012	Academic Council (AC:DOC:128:06:01)	Amended
3	27/09/2013	Academic Council (AC:DOC:134:10:01)	Emergency Motion 134.5
4	23/05/2014	Academic Council (AC:DOC:137:05:01)	Section 5 Amended
5	29/05/2015	Academic Council (AC:DOC:142:05:01)	Amended
6	29/04/2022	Academic Council (AC:DOC:180:08:01)	<ul style="list-style-type: none"> <li>• Amended the policy to permit group nominations for the Enterprising Student of the Year.</li> <li>• Policy name changed from “President’s Prizes for Conferring Policy” to “Prizes Policy”.</li> <li>• Amended policy to incorporate School Prizes.</li> </ul>

## 1. CONTEXT AND PRINCIPLES

- (a) A function of the Academic Council is “*to make recommendations to the governing body for the award of scholarships, prizes or other awards*”.
- (b) A prize is given by the Institute to a student in recognition of achievement, such as in academic performance, enterprise and innovation, contribution to the life of the Institute or Community or another area, as determined by the conditions of the prize.
- (c) All prizes and the process for their awarding to current registered and graduating students in the Institute must be agreed by the Academic Council. This policy sets out the principles for the establishment and review of such prizes.
- (d) There are two types of prizes: **President’s Prizes** and **School Prizes**.

## 2. PRESIDENT’S PRIZES

### PRINCIPLES

- (a) President’s Prizes will be awarded annually and presented to prize-winners during conferring.
- (b) They may only be awarded to students of the Institute who are studying for an accredited major taught award. Exit awards are not included.
- (c) Unless stated otherwise, each President’s prize will be a medal.

### PRESIDENT’S PRIZES AWARDED

President’s prizes may be awarded in each of the following categories:

#### *i) Academic Excellence*

Students in each School will be nominated for prizes of academic excellence by a *nominating committee* consisting of the Academic Council members in that School and chaired by the Head of School (or his/her nominee).

The student with the **highest average mark**<sup>1</sup> (to one decimal place) **in each award** will be nominated for a prize where the *nominating committee* considers that such a prize is **merited**.

Normally, only students who achieve the highest award classification (i.e. First Class Honours or Distinction) will merit a nomination. Nominations for students who do not achieve the highest award classification will have to be approved by the Academic Council.

In the event of more than one student in an award having the same highest average mark then the *nominating committee* will apply successive comparison criteria, as deemed appropriate for that award, until one student scores highest on a particular criterion. Each comparison criterion for the students concerned must be based solely on the marks achieved for a particular module or on the average mark achieved over a particular semester or stage, from any stage leading to that award.

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<sup>1</sup> Or Grade Point Average (GPA)

## *ii) Enterprising Student of the Year*

Amongst the growing demand for graduate skills such as entrepreneurship, creativity and leadership in what is now a very dynamic and competitive global market, the Institute promotes and encourages “enterprise for life” skills through innovative pedagogies, together with a suite of complementary experiential learning activities to include the student enterprise internship programme.

A prize will be awarded, where merited, to the most enterprising student and/or student group of the year. Nominations can be on a group or individual basis and separate prizes will be awarded for each category.

## *iii) Contribution to the life of the Institute or the Community*

This prize is intended for a student who has demonstrated exceptional personal attributes and actively led or participated in activities that have had a positive impact on the Institute and/or the community that the Institute serves. The impact of the activities considered should be significant.

This is an exceptional prize and may not be awarded every year.

### **Nominating and Selection Process for Categories 2 and 3**

The President will seek nominations from the Institute community and any member of that community may nominate a student for one of these prizes. A statement justifying the nomination will accompany each nomination.

The President will appoint a selection committee that will advise which student, if any, of those nominated merits the award of the prize in each case.

The structure of the selection committee, in each case, is:

- The President (or his/her nominee) [Chairperson]
- An ex-officio member of the Academic Council
- An elected member of the Academic Council
- Two other people, nominated by the President.

## *iv) OTHER PRIZES*

Other President’s Prizes may be proposed. The conditions under which they are awarded must be agreed in advance by the Academic Council.

### **3. SCHOOL PRIZES**

#### **PRINCIPLES**

- (a) School Prizes are other prizes awarded by the academic schools in the Institute during the normal course of the academic year.
- (b) These prizes may be awarded to any currently registered student in the relevant school, where merited.

#### **ESTABLISHMENT OF SCHOOL PRIZES**

- (a) Each school must bring a proposal (using the School Prize Proposal form) to the Academic Council for the establishment of a particular prize within the remit of that school.
- (b) This proposal must include:
  - (i) The name of the prize;
  - (ii) The purpose, nature and scope of the prize;
  - (iii) The conditions for the awarding of the prize;
  - (iv) The period of time for which the prize will be approved and the frequency of awarding of the prize;
  - (v) The process for reviewing the prize and making changes to the prize during the approval period;
  - (vi) The process for selecting prize winners, notifying prize winners and presenting the prizes;
  - (vii) The process for maintaining a register of prizes in the school and the reporting on the register to the Registrar's Office.

#### **REVIEW OF SCHOOL PRIZES**

- (a) Each School Prize agreed by the Academic Council will be deemed to be approved for a period of five years, unless a shorter time-period has been agreed.
- (b) Any changes to the prize during that period, not already agreed in the establishment proposal, must be agreed by the Academic Council. Each School Prize must be re-approved once its approval period has lapsed.