UNIVERSITY OF BATH

AWARDS AND PRIZES

In accordance with Section 19.25 of the Statutes of the University, Senate has responsibility for the establishment and award of awards and prizes for the encouragement of study and research.

The awards and prizes currently within the remit of Senate are the Creative Arts Awards, University Blues, Mary Tasker Award, Innovation in Learning and Teaching Award, John Willis Award, Leadership in Learning and Teaching Award, Ede and Ravenscroft Prize and Chancellor's Prize.

This document sets out the procedure for the establishment, award and amendment of Faculty/School and University awards and prizes. Paragraph (4) sets out the procedure for the establishment, award and amendment of philanthropic awards and prizes at Faculty/School or University level (i.e. awards and prizes which are funded by philanthropic gifts where the funding organisation or individual will make no private gain from their association with the award/prize).

(1) ESTABLISHMENT

1. A proposal for establishment of a new award/prize other than those set out at Paragraph (4) below must be prepared in consultation with the Secretary to Senate. The proposal will include details of:

- the name of the award/prize (to be determined in accordance with the University's Naming Policy);
- any funding organisation or individual, including confirmation as to whether the award/prize is part of any corporate/business sponsorship of the University and confirmation that any individual or organisation providing the award/prize is reputable and is not going to bring the University into disrepute through association with the named award/prize;
- the purpose of the award/prize;
- the term of the award/prize;
- the monetary amount of the award/prize (if any), including the value, type of fund, ongoing monetary arrangements for the award/prize. The minimum amount required to fund a monetary award/prize (including named awards/prizes) is £250;
- any non-monetary benefits for the recipient;
- the criteria for award of the award/prize;
- timetable and process for award of the award/prize, including details of the Panel/Committee which will have responsibility for making the award/prize;
- arrangements for presentation of the award/prize;
- arrangements for publicity of the award/prize, including future recipients;
- any ethical considerations;
- any significant resource implications of establishing the award/prize (such as additional staffing requirements).

2. The proposal for establishment of an award/prize at Faculty/School level will be submitted to the Faculty/School Board of Studies for formal approval on behalf of Senate, subject to report of the establishment of the award/prize at the next meeting of Senate via the minutes of the meeting of the Board of Studies. The proposal for
establishment of an award/prize at University level will be submitted to Senate for formal approval.

(2) AWARD

3. The award of a Faculty/School award/prize is delegated by Senate to the Faculty/School Board of Studies, subject to report of the decision of the Board of Studies to the next meeting of Senate via the minutes of the meeting of the Board of Studies.

4. The award of a University award/prize is normally delegated to the relevant Committee/Awards Panel, subject to report of the decision to the next meeting of Senate. However, Senate may retain responsibility for the award of an award/prize if it so wishes.

(3) AMENDMENT

5. Any proposed amendment of an award/prize must be notified to the Secretary to Senate (or, in the case of philanthropic awards/prizes, the Stewardship and Legacies Manager. It may be necessary to seek informal approval of the proposed amendment of these awards/prizes from the Development Group depending on the nature of the amendment proposed).

6. Responsibility for formal approval of the amendment of Faculty/School awards/prizes rests with the Faculty/School Board of Studies.

7. Responsibility for formal approval of minor amendment of University awards/prizes rests with the awarding Committee/Awards Panel on behalf of Senate. However, minor amendment of University awards/prizes awarded directly by Senate will remain the responsibility of Senate.

8. Responsibility for approval of major amendment of University Awards and Prizes rests with Senate.

(4) PHILANTHROPIC AWARDS AND PRIZES

9. A proposal for establishment of a new philanthropic award/prize must be prepared in consultation with the Stewardship and Legacies Manager, Department of Development and Alumni Relations. The minimum amount required to fund a named award/prize is £250 and the name of the award/prize will be determined in accordance with the University's Naming Policy.

10. Details of the proposal will be provided by completion of the 'New Prize Key Information Form'. A Gift Agreement will be prepared for philanthropic awards and prizes with an annual value of £1,000 or more and/or to which the donor demonstrates an ongoing commitment of three years or more.

11. The proposal for establishment of the philanthropic award/prize will be submitted to the University's Development Group for informal approval. The Director of Development and Alumni Relations has authority to grant informal approval on behalf of the Development Group of awards/prizes up to the value of £2,500, subject to report of the decision to the next meeting of the Group. The Vice-Chancellor has the same authority in respect of awards/prizes of or over £2,500 if an urgent decision is required before the next meeting of the Group.
12. The proposal for establishment of a philanthropic award/prize at Faculty/School level will be submitted to the Faculty/School Board of Studies for formal approval on behalf of Senate, subject to report of the establishment of the award/prize at the next meeting of Senate via the minutes of the meeting of the Board of Studies. The proposal for establishment of a philanthropic award/prize at University level will be submitted to Senate for formal approval.

13. The procedure for award and amendment of a philanthropic Faculty/School/University award/prize is as set out at Paragraphs (2) and (3) above.

Approved by Senate
21st October 2009