**UNIVERSITY OF EXETER**

**CHANGE OF CONDITIONS OF A PRIZE**

## Please do not complete a section unless final decision/arrangements have been agreed with the donor

| Faculty (or delegated School)/ Department/ University Unit: | *Please confirm the level of prize you are amending, e.g., is the budget held at the department, faculty or university level.* |
| --- | --- |
|  |  |
| Contact person (who is filling out this form/who should be contacted for queries): |  |

|  |  |
| --- | --- |
| Name of prize (as detailed in the current Calendar): |  |

***Please only complete below the relevant section(s) where changes affect the conditions of the award of the prize:***

|  |  |
| --- | --- |
| Name of prize: |  |

|  |  |
| --- | --- |
| Donated by: |  |
| (Please include contact |
| name and address) |
|  |
|  |
|  |
|  |  |
| Value:  (Any revaluing of a prize should be discussed with Communication and Marketing) |  |
|  |  |
| Duration of award: |  |
|  |  |
| Who will be eligible for prize? |  |
| (e.g. final year student) |
|  |  |
| Criteria for award: |  |
| (e.g. best academic performance) |
|  |  |
| Procedure for the nomination of the prize-winner: |  |
|  |  |
| When will the prize be awarded? |  |
| (e.g. annually in May) |
|  |  |
| Payment method: |  |
|  |

|  |  |
| --- | --- |
| Wording for *Calendar* entry: |  |

|  |  |
| --- | --- |
| Location of funds in University: |  |
| (e.g. Foundation, Finance Services) |
|  |  |
| Payment method to student: |  |
| (e.g. via Finance Services) |

|  |  |
| --- | --- |
| Any other action required of the University not listed above: |  |

|  |  |
| --- | --- |
| Any other action required of the donor not listed above (e.g., provide certificate, photo opportunity, etc): |  |

**Please now send this form, along with copies of the approval (i.e., attach the emails providing approval) from each relevant person(s) to** [educationpolicy@exeter.ac.uk](mailto:educationpolicy@exeter.ac.uk)**.**

See policy section 2.5 for the table detailing the required levels of approval.

Please note, you must consult the Global Advancement Team if the prize is from an external donor.

<https://as.exeter.ac.uk/academic-policy-standards/tqa-manual/lts/prizes/>

Reviewed April 2023