**UNIVERSITY OF EXETER**

**DISCONTINUATION 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: | |  |
|  | |  |
| Donated by: | |  |
| (Please include contact | |
| name and address) | |
|  | |
|  | |
|  | |
|  | |  |
| Value: | |  |

|  |  |
| --- | --- |
| Current wording for *Calendar* entry: |  |

|  |  |
| --- | --- |
| Action required of the University for discontinuation of prize: |  |

|  |  |
| --- | --- |
| Location of funds in University: |  |
| (e.g. Foundation, Finance Services if applicable) |
|  |  |

**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