



| Version   | Approved by  | Approval date | Effective date                         |
|---|--|---------------|--|
| 1.4   | Director of Governance & University Secretary  | 19 March 2025 | 19 March 2025                          |
| <b>Procedure Statement</b>                            |  |               |  |
| <b>Purpose</b>  | This Procedure sets out the processes to initiate, administer and award prizes at UNSW.  |               |  |
| <b>Scope</b>  | <p>This Procedure does not address unofficial prizes which may be handed out by faculties or schools. Unofficial prizes are those which do not appear on official transcripts. This Procedure only addresses official UNSW prizes, which are published on the prizes website and on official transcripts.</p> <p>This Procedure does not address specific legal issues which are addressed in the <i>Receipting and Administration of UNSW Fundraising Income Procedure</i>.</p> <p>All staff involved in the management and administration of prizes must comply with these procedures.</p> |               |  |
| <b>Are Local Documents on this subject permitted?</b> | <input type="checkbox"/> Yes, however Local Documents must be consistent with this University-wide Document  |               | <input checked="" type="checkbox"/> No |
| <b>Procedure Processes and Actions</b>                |  |               |  |

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## 1. Overview

A prize is a reward for a student's success or achievement in a given field. A prize should not generally have an application process as this goes against the intent of a prize as a celebration or reward for achievement. There may, however, be exceptions for substantial prizes (e.g. PhD thesis prizes).

The minimum value of a prize should be \$500. Prize funding or projects do not attract investment returns. There are two types of prizes, internally funded and externally funded prizes. Externally funded prizes should be awarded and renewed annually. Internally funded prizes should be ongoing until cancelled.

The selection criteria for a prize is determined and assessed by the prize owning organisation unit (the Unit).

In accordance with the *Receipting and Administration of UNSW Fundraising Income Procedure* all monies sourced from fundraising income must be handled by Donor Services. However, it is out of scope for Donor Services to manage funds for prizes where the money is part of university operating funds. For these reasons there are separate procedures for the management and administration of internally and externally funded prizes. In-kind prizes are also out of scope for Donor Services to manage.

Key contacts for each Unit, detailed procedures and key dates are maintained in Confluence <https://confluence.unsw.edu.au/display/PVCS/Prizes>.

## 2. Externally funded prizes

The establishment of a new prize requires approval by a relevant delegate (either the Dean, Head of School or School Manager) as outlined in Schedule 1 of [UNSW Delegations](#). Approval is granted by way of signature by a relevant delegate<sup>1</sup> on the New Prize Form.

Funding of a Prize may be through a gift, sponsorship, bequest, fundraising event, or a non-contract grant. Refer to the [Receipting and Administration of UNSW Fundraising Income Procedure](#) for more information. Sponsorships attract GST so must be kept in a separate project to donations.

Each Unit will be responsible for managing its suite of externally funded prizes, including relationships with donors where applicable. It is the responsibility of the Unit to liaise with their finance representative to manage FC101 projects and payments when a new prize is established.

It is the responsibility of the Unit to ensure the relevant paperwork is complete and to manage all communications with the donor, with the exception of a discrete list of contributors who will communicate directly with the Division of External Engagement. A list of exemptions will be provided to Student Lifecycle and Prize Contacts annually. The Unit is responsible to ensure that the FC101 project (although allowed to go into deficit) must have matching funds in DONAT project. The Unit will have to cover any deficit. Please refer to [Receipting and Administration of UNSW Fundraising Income Procedure](#).

The following forms can be found in [Confluence](#):

1. Externally Funded New Prize Form
2. Externally Funded Continuing Prize Form
3. Externally Funded Prize Variation Form

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<sup>1</sup> identified in Schedule 1 of [UNSW Delegations](#)

#### 4. Externally Funded Prize Cancellation Form.

### 2.1 Initiating a new externally funded prize<sup>1</sup>

- The Unit determines the selection criteria.
- All new prizes must be beneficial. Endowed prizes must be discussed with the Division of External Engagement.
- New Prizes will be awarded annually, run for a term of one year and must be paid upfront for the prize to be awarded.
- The Unit completes a New Prize Form (available on [Confluence](#)).
- The Unit presents the New Prize form to the relevant delegate (Dean, Head of School or School Manager) to be signed within the faculty.
- The Unit sends the form to Donor Services for signature and then onto Student Lifecycle upon Donor Services return of the form.
- Student Lifecycle creates the prize in SiMS and updates the Prizes website with the new prize details.
- Donor Services will set up Prize fund (DONAT Project). All new prizes will be beneficial.
- Donor Services will request FC101 to be set up and linked with DONAT by the financial representative of the Unit.
- The Unit will request funds from contributor.
- Donor Services will receive funds from contributor via the Philanthropy bank account and issue a receipt. [Refer to Receipting and Administration of UNSW Fundraising Income Procedure.](#)
- During September and October, the Unit and their finance representative will review prize funds via Calumo to update what prizes have been received and can be awarded. If there are insufficient funds available, and the Unit wants to award the prize, the Unit must agree to fund the balance. This must be done prior to informing Donor Services of all fully paid prizes to be awarded. The Unit is to provide a list of all prizes fully paid, and to be awarded, to Donor Services by 1 November.
- Donor Services will send the approved list to Student Lifecycle by 1 December.

### 2.2 Administration of a continuing externally funded prize<sup>2</sup>

- On 1 July, Student Lifecycle will inform all Units of active prizes from the previous year.
- Donor Services will create pledges for the exceptions list instructing Student Lifecycle.
- The Unit must manage donor information in accordance with UNSW Privacy Policies.
- The Unit and their finance representative will check current funding, shortfalls, prizes to be suspended or closed.
- The Unit will provide a list via email to Donor Services to prepare pledges or invoices and attach the pledge or invoice request forms where necessary by 1 September. Invoices will be prepared for sponsorships only.
- Donor Services will return pledge reminders to the Unit to send to donors.
- All prizes will be annual and must be paid upfront.

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<sup>1</sup> See Appendix B for the process map.

<sup>2</sup> See Appendix B for the process map.

- Donor Services receives money from the contributor and issues a receipt. Refer to *Receipting and Administration of UNSW Fundraising Income Procedure*.
- The Unit and their finance representative will review prize funds via Calumo each month to update what prizes have been received and can be awarded.
- If there are insufficient funds available, the Unit may agree to fund the balance. This must be done prior to informing Donor Services of all fully paid prizes to be awarded. The Unit and their finance representative will provide a list of all prizes fully paid and to be awarded to Donor Services by 1 November.
- Donor Services will send completed lists in conjunction with the exceptions list to Student Lifecycle.
- Student Lifecycle creates the prize in SiMS and updates the Prizes website with the new prize details.

### 2.3 Variation to an externally funded prize<sup>3</sup>

This section is applicable to prizes funded by a gift. Changes to a sponsored prize will need to be renegotiated in line with the Sponsorship Agreement.

A Prize Variation Form should be completed for any changes to a prize, including changing the prize to an internally funded prize. This form should be signed by the relevant delegate (Dean, Head of School or School Manager) and sent to Donor Services for checking. Student Lifecycle will then update the prize in SiMS and on the Prizes website.

The Externally Funded Prize Variation Form can be found on Confluence.

### 2.4 Cancellation of an externally funded prize<sup>4</sup>

If the prize is renewed section 4.1 of this document should be followed.

Prizes which are not sponsorships may be cancelled by the contributor. As a Sponsorship Agreement is a legally binding agreement a sponsor cannot cancel a prize. The Unit may decide to cancel a prize. In all cases, if a prize will not continue, it must be cancelled. The Unit completes Prize Cancellation Form and presents to the [delegate](#) for sign off. The Prize Cancellation Form can be found on Confluence.

- Prize Cancellation Form signed by delegates and sent to Student Lifecycle.
- Student Lifecycle cancels the prize on SiMS, updates the website and advises Donor Services of the cancellation.
- Donor Services closes the project in accordance with the guidelines established in *Receipting and Administration of UNSW Fundraising Income Procedure* (section 2.4). Small balances/deficits will be cleared via the Unit's general fund within each school or faculty.

### 2.5 Generating a prize payment for an externally funded prize

- The Unit must establish an FC101 project for the disbursement of prize monies held by Donor Services. Refer to *Receipting and Administration of UNSW Fundraising Income Procedure* (section 2.3 *Opening a project in the Faculty/Division* and section 2.8 *Using FC101*).

<sup>3</sup> See Appendix B for the process map.

<sup>4</sup> See Appendix B for the process map.

- The Unit requests disbursement of funds for all awarded prizes to the

nominated FC101 project.

- All prizes must be paid by the Unit to the student and cannot be paid directly to the student by the contributor, Donor Services or Student Lifecycle.
- Where all efforts have been made to contact a prize winner, and the prize money is not claimed, the Unit may choose to re-allocate the funds at their discretion.
- Refer to the [Finance SharePoint](#) for more information.

### **3. Internally funded prizes**

A University Faculty/Division/School/Department has decided to establish and commit to funding a new prize. All University funded prizes are assumed to be continuing unless the Faculty submits a variation or cancellation form to Student Lifecycle.

The Unit may establish, vary, or cancel an internally funded prize by completing the relevant form, signed by the delegate, and submitting to Student Lifecycle, in line with published annual deadlines. All internally funded prizes are considered continuing unless the Unit submits a variation or cancellation form to Student Lifecycle.

The following forms can be found on [Confluence](#):

- Internally Funded New Prize Form
- Internally Funded Prize Variation Form and
- Internally Funded Prize Cancellation Form.

Refer to Appendix A – Process Maps for further detail.

#### **3.1 Generating a prize payment for an internally funded prize**

- All monies for Internally Funded Prizes must be drawn from the General Operating Account (OP001) of the year in which the prize is awarded.
- The Prize Funds Manager approves the Expense Reimbursement Claims drawing on these funds to make payment to the student by EFT. Refer to [Finance SharePoint](#) for more information.
- All prizes must be paid by the Unit to the student and cannot be paid directly to the student by Donor Services or Student Lifecycle.

## **4. Awarding prizes**

### **4.1 Nominating the winner of a prize**

- Following the release of results in December, staff members authorised by the Head of School and listed as a delegate in Schedule 1 of the Delegations Policy selects the winners for those prizes that are continuing.
- Prize Nominator enters and approves prize winners into SiMS before the deadline set by Student Lifecycle (normally late January).
- Where a medal is being awarded, the University Medals Committee will approve recipients.
- When the student graduates, it is the responsibility of Student Lifecycle to ensure that all prizes won by the student are accurately recorded on their official UNSW Transcript and Australian Higher Education Graduation

Statement.

## 4.2 Communicating the winning of a prize

All Prizes and Deans Awards are communicated to recipients by Student Communications.

The official Prize Winner email includes:

- details of the prize(s) received
  - invitation or save the date to relevant recognition events
  - process for students to claim any monetary prizes
- After the nomination deadline, Student Lifecycle runs the Prize Winners Report and sends it to Prize Nominators to ensure all prizes have recipients.
  - Student Lifecycle updates the list of winners on the Prizes website.
  - UNSW Employability provide a schedule of recognition events (see 6.3).
  - Student Communications sends the Prize Winners email.

## 4.3 Recognition events

All Prize Winners receive an invitation to a series of exclusive recognition and networking events, coordinated by UNSW Employability.

Divisions/Faculties/Schools may choose to host local recognition and networking events in addition to those run centrally.

## 4.4 Certificates, medals, and digital badges

- Formal recognition that a student has received a prize is included on the UNSW Academic Transcript once the prize winner is entered into SiMS.
- In addition to this, the Unit may choose to issue a certificate to prize winners.
- Instructions for issuing hard copy certificates, e-certificates, or digital badges can be found in Confluence.
- Where the prize conditions stipulate a medal is awarded to the winner, the Unit will order the medal through the University's preferred supplier, as outlined in Confluence.

## 5. Key dates

Academic Year Prizes Processing Timeline and relevant deadlines are published each year in Confluence. See <https://confluence.unsw.edu.au/display/PVCS/Prizes>.

| Accountabilities       |   |
|------------------------|---|
| Responsible Officer    | Registrar and Director, Student Services  |
| Contact Officer        | Externally funded Prizes: Manager, Donation & Compliance<br>Internally funded Prizes: Manager, Graduations & Prizes   |
| Supporting Information |   |
| Related Documents      | <ul style="list-style-type: none"><li>● Receipting and Administration of UNSW Fundraising Income Procedure.</li></ul> |
| Superseded Documents   | Prizes Procedure v1.3 effective 19 December 2024  |

|                                       |   |
|---------------------------------------|---|
| <b>File Number</b>                    | 2016/08699  |
| <b>Definitions and Acronyms</b>       |   |
| <b>Award</b>                          | A grant of financial aid which is of at least \$5,000 in value and may not be tenable for the duration of the degree program. Awards are administered by the UNSW Scholarships Office.  |
| <b>Beneficial and Endowment Funds</b> | In beneficial projects, both the capital and income are available to be used at any time for the agreed purposes. In endowments, the gift is held in perpetuity with only the income earned on those funds available to be expended. The amount that can be expended may be affected by the rate of return generated by investments.  |
| <b>Calumo</b>                         | Finance Reporting system in which all funds and balances can be viewed.   |
| <b>Certificate</b>                    | Official UNSW Certificate presented to Prize recipients.  |
| <b>Contributor</b>                    | Generic term used for a sponsor, donor, or grantor to UNSW.   |
| <b>Delegate</b>                       | UNSW Delegations including specific references in Schedule 1  |
| <b>Externally Funded Prize</b>        | Externally funded prizes are funded by external contributions, including gifts and sponsorships.  |
| <b>FC101 Project</b>                  | A fund code set up specifically to record how the faculty/division uses fundraising income. See <i>Receipting and Administration of UNSW Fundraising Income Procedure</i> .   |
| <b>Gift</b>                           | A voluntary contribution to a recognised organisation or charity (such as UNSW), that has the characteristics outlined by the ATO <sup>8</sup> : A gift cannot provide a material benefit to the donor and may be tax deductible if it is within the ATO's guidelines. An acknowledgement that a recipient makes in appreciation of a payment can be consistent with the payment being a gift <sup>9</sup> depending on the type and value of the acknowledgement. A gift made to a non-profit organisation is not consideration for a sale and is not subject to GST <sup>10</sup> |
| <b>In-kind Prizes</b>                 | In-kind prizes are non-monetary prizes and may include books, journals, vouchers, industry association memberships and other similar rewards.   |
| <b>Internally Funded Prizes</b>       | Internally funded prizes are funded from university budgets.  |

|                                       |   |
|---------------------------------------|---|
| <b>Monetary Prize</b>                 | Monetary prizes are those prizes for which the student receives a monetary reward.  |
| <b>NSF</b>                            | New South Financials is the University of New South Wales' financial management system.   |
| <b>Pledge</b>                         | An assurance or commitment from a donor (either individual or corporate entity) that they will make a gift. It is not a legally binding contract and should not be recorded in UNSW general ledger.   |
| <b>Pledge Reminder</b>                | A letter/document sent to a contributor to remind them of a pledge made for a gift. It is not a tax invoice and so is not generated through a financial system. Pledges are recorded in the Customer Relationship Management system and not the Financial System. |
| <b>Prize</b>                          | A form of reward to a student on their success or achievement in a given field. Prizes have a minimum value of \$500.   |
| <b>Prize Funds Manager</b>            | Designated staff member within Prize Owning Organisation Unit who has oversight of prize funds available, and financial delegation to authorise payment of prizes.  |
| <b>Prize Owning Organisation Unit</b> | The Organisation Unit (School, Faculty, Centre, or Division) with overall responsibility for the establishment and management of the prize.   |
| <b>Prize Nominator</b>                | Designated staff member within the Prize Owning Organisation Unit who has the Prize Nominator role in SiMs, and access to results data for determining a winner against prize criteria.   |
| <b>Raiser's Edge</b>                  | The Customer Relationship Management database used by Division of External Engagement.  |
| <b>Scholarship</b>                    | A grant of financial aid with a minimum value of \$5,000 per annum normally for the duration of the degree program. Scholarships are administered by the Scholarships Office.   |
| <b>SiMS</b>                           | UNSW's student information management system.   |
| <b>Sponsorship</b>                    | The provision of money, goods or services for a specific activity, event or program in return for a material benefit.   |
| <b>Student Prize Claim Form (ER1)</b> | Form used for payment of prizes to students.  |
| <b>Tax Invoice</b>                    | A document used to record a transaction between a buyer and a seller.   |

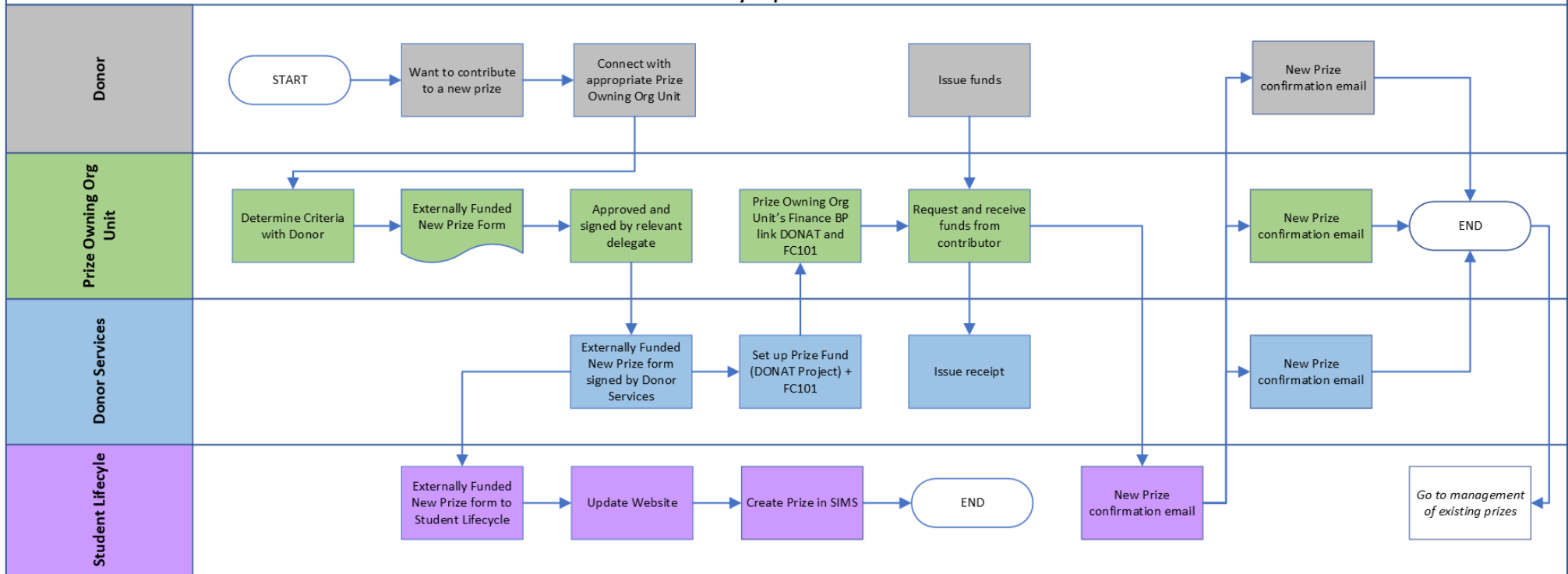
| <b>Revision History</b> |  |                      |                       |  |
|-------------------------|--|----------------------|-----------------------|--|
| <b>Version</b>          | <b>Approved by</b>                                 | <b>Approval date</b> | <b>Effective date</b> | <b>Sections modified</b>   |
| 1.0                     | Pro-Vice-Chancellor (Students) and Registrar       | 16 July 2012         | 16 July 2012          | This is a new procedure.   |
| 1.1                     | Administrative update by Head, Governance Support  | 31 October 2012      | 31 October 2012       | Responsible Officer updated from the Chief Executive, UNSW Foundation. |
| 1.2                     | Administrative update by Deputy Head of Governance | 18 February 2016     | 29 February 2016      | Administrative updates to senior team roles, update of links.          |
| 1.3                     | Director of Governance                             |                      |                       | Administrative update to align with Delegations.                       |

## Appendix A: Process Maps

1. [Initiating a New Externally Funded Prize](#)
2. [Initiating a New Internally Funded Prize](#)
3. [Management of Existing Prizes](#)
4. [Awarding Prizes](#)
5. [Varying a Prize](#)
6. [Cancelling a Prize](#)

# (1) UNSW Prizes Process Map – Initiating a New Externally Funded Prize

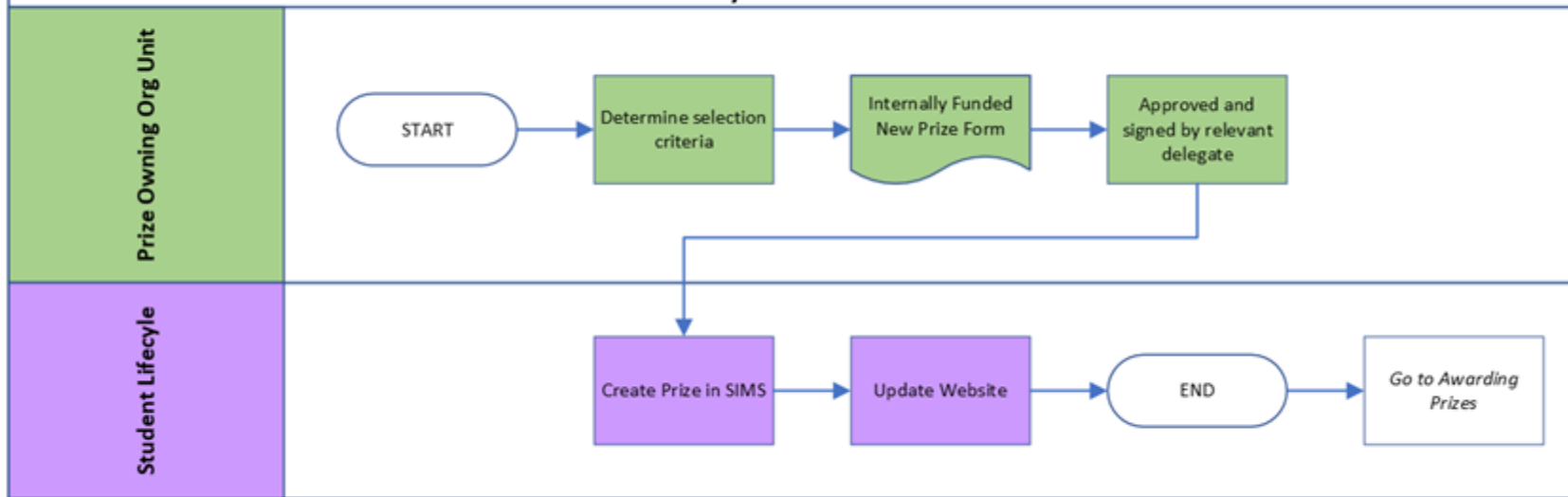
By September



Updated 07/09/2023

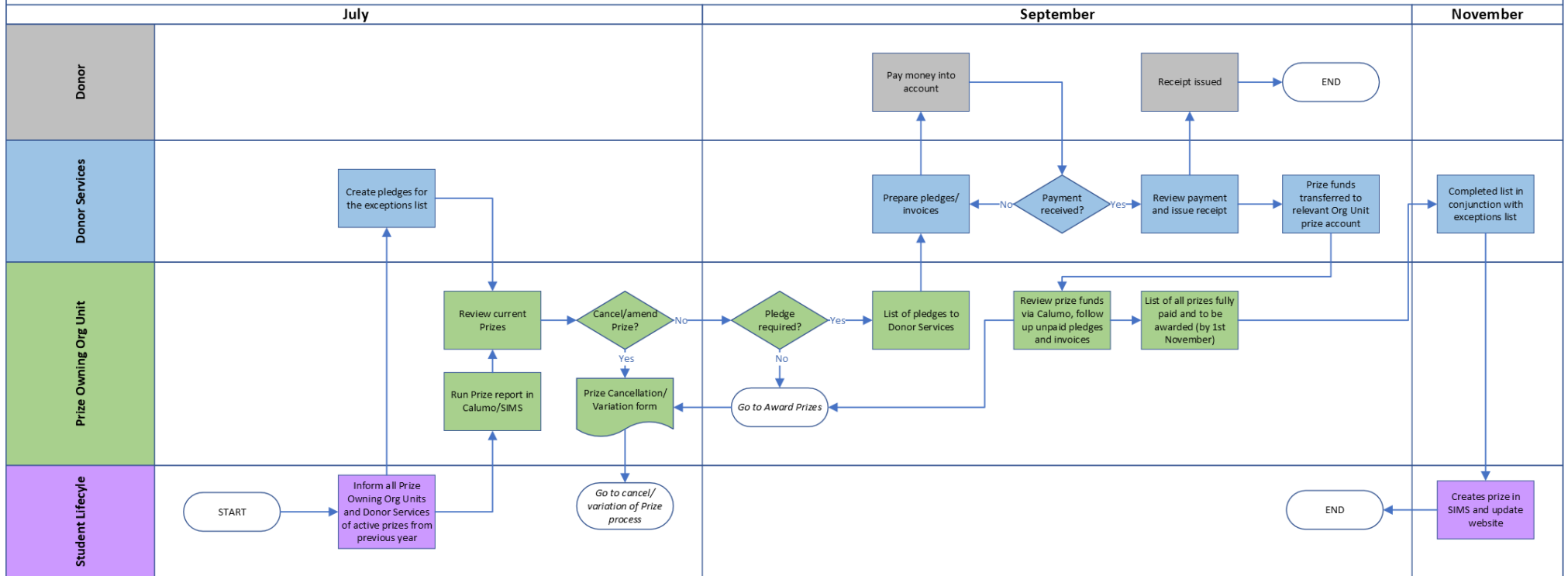
## (2) UNSW Prizes Process Map – Initiating a New Internally Funded Prize

By November



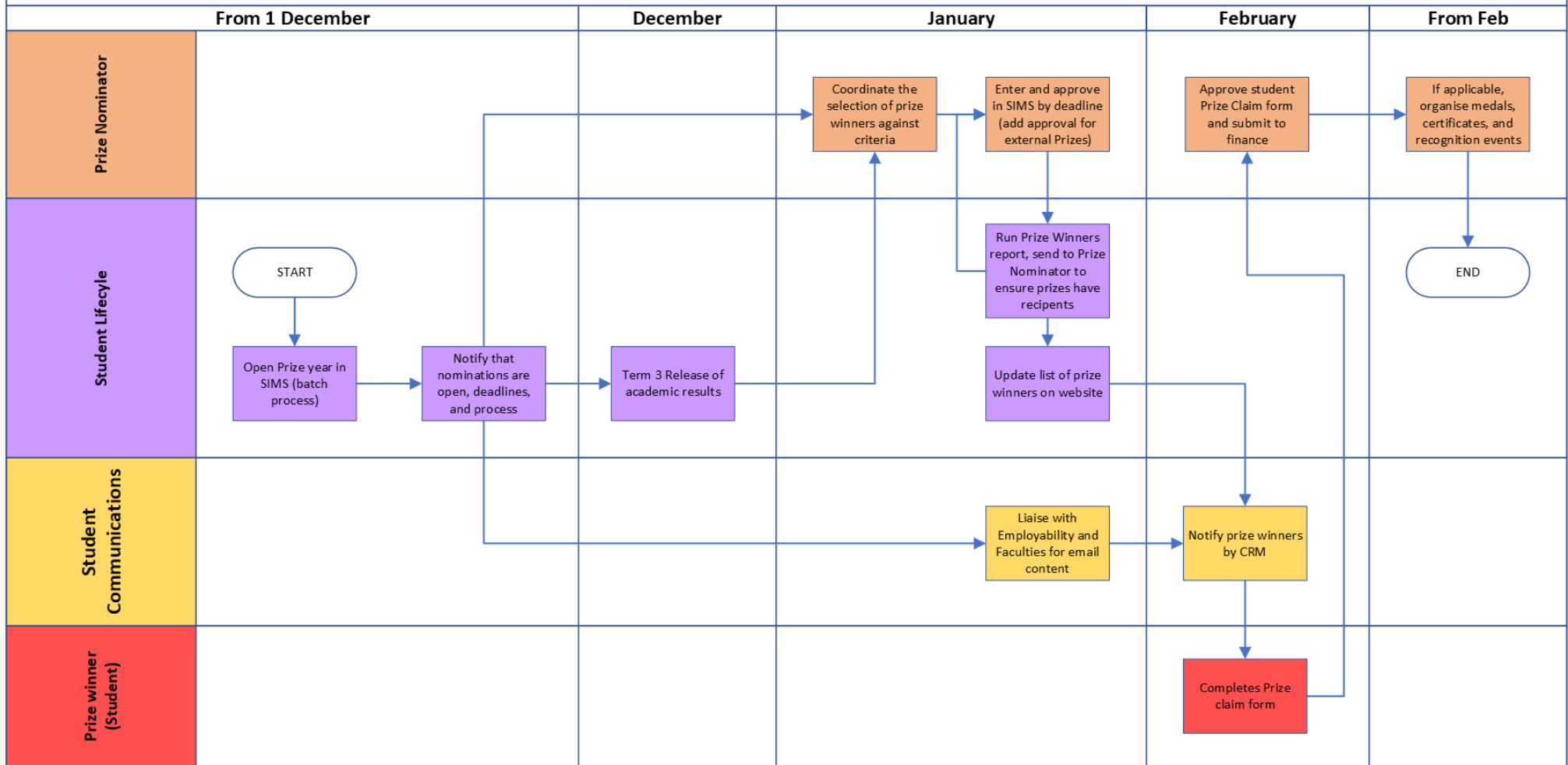
Updated 07/09/2023

### (3) UNSW Prizes Process Map – Management of Existing Prizes



Updated 07/09/2023

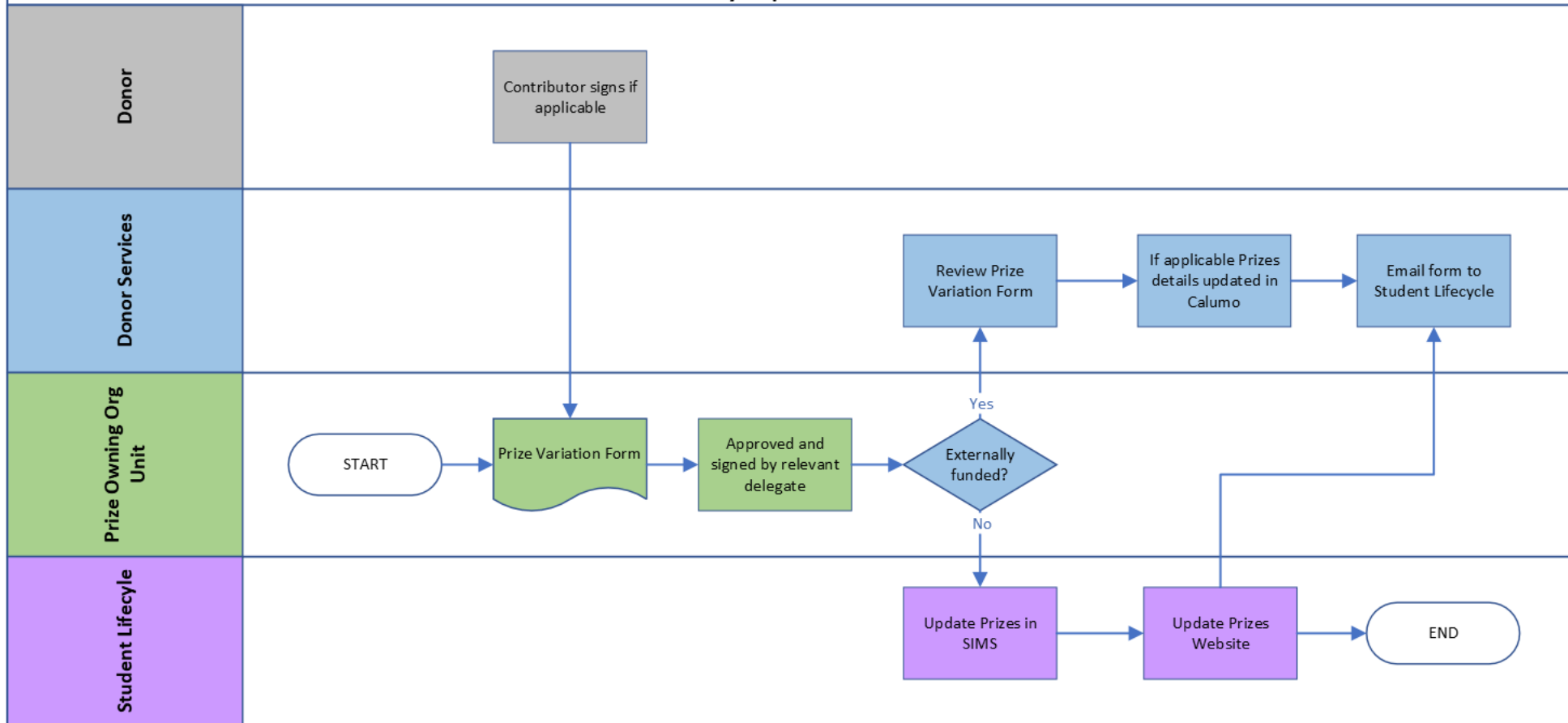
### (4) UNSW Prizes Process Map – Awarding Prizes



Updated 07/09/2023

## (5) UNSW Prizes Process Map – Varying a Prize (External and Internal)

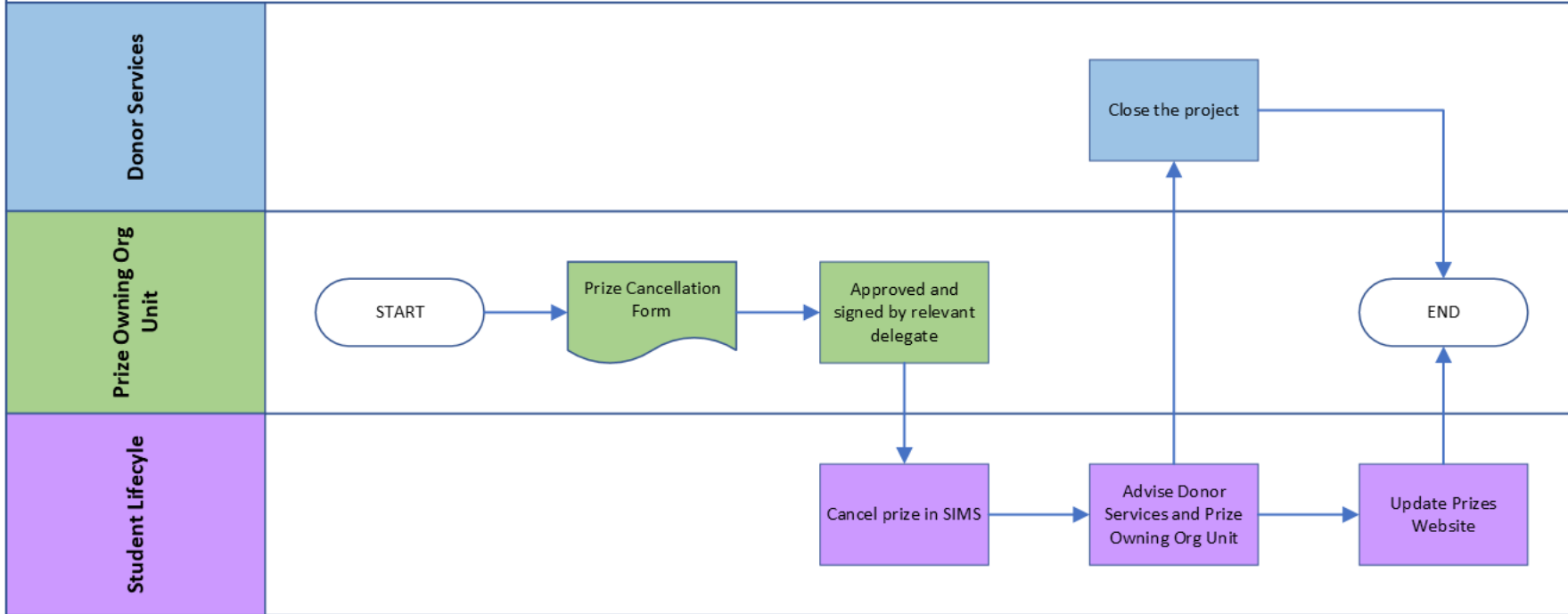
By September



Updated 07/09/2023

# (6) UNSW Prizes Process Map – Cancelling a Prize (External and Internal)

By September



Updated 07/09/2023