

T4 ACADEMIC HONOURS (INCLUDING PRIZES AND MEDALS)

Purpose and scope

- 1.1 This section of the Consolidated Academic Policies and Regulations (CAPR) explains how the College awards prizes to its students for academic or community achievements, what prizes the College may award to its students, and the eligibility rules for each award.
- 1.2 This policy applies to all current and past students of the College, and to any honour awarded on or after 1 January 2016 regardless of the date of the event giving rise to the award.

Definitions

- 1.3 'Academic honour' means a certificate, gift or medal given as a reward to a competition winner or to recognise another outstanding achievement.

Introduction

Overview

- 1.4 It is important that the College, as an academic community, can recognise the academic and professional achievements of members of its community; uphold the College's beliefs in social justice and inclusion; and seek to maintain public confidence in the integrity of its awards.
- 1.5 As part of this, academic honours help to publicly recognise high levels of student achievement, mainly through academic excellence but sometimes through quality of contribution to other aspects of College life.
- 1.6 The College regards academic honours as an important way of connecting employers, local people and former students with the College community. So it will actively seek to ensure that it builds its prizes and awards collaboratively with them.
- 1.7 In the College, academic honours come in various forms:
 - (a) Dean's Lists and other achievement lists.
 - (b) Medals and other non-monetary gifts.
 - (c) Competitive placements and other non-monetary opportunities.
 - (d) Monetary gifts and other prizes including scholarship and bursaries.

Principles

- 1.8 The Schedule of Academic Honours (Schedule D) lists all College academic honours by type including:
 - (a) their official title;
 - (b) their benefactor, where appropriate;
 - (c) the criteria for award of the honour;
 - (d) the award and value; and
 - (e) whether or not the award must be conferred at a ceremony.

- 1.9 In awarding academic honours, the College will consider not only whether the student meets the required academic criteria but also whether they are of 'good character' with the College. In making this decision, the College will consider whether:
- (a) the student has an unspent warning or other official notice of contravention of College policies or regulations on their student file;
 - (b) their conduct has ever brought the College into disrepute, whether or not this has been dealt with officially under these regulations; and
 - (c) in the relevant Head of Department's opinion, the student has contributed positively to the College community.

Procedures

- 1.10 Prizes will be approved by the Board of Directors on the recommendation of the College Executive Group. For prizes funded by individuals a check on the appropriateness of the individual will be made in line with the regulations on Honorary Title, and the terms and conditions formalised in any deed of grant or trust.
- 1.11 Prize winners must normally be nominated by the appropriate Boards of Examiners after all student results have been considered.
- 1.12 If no candidate is of sufficient merit for an academic honour, it will not be awarded.
- 1.13 The Chair of the Board will send nominations to the appropriate Head of Department, who will decide whether the students satisfy the 'good character' criteria.
- 1.14 If the Head of Department thinks a student does not meet the 'good character' criteria, they will notify the Dean of Faculty who will either concur or overturn this judgment.
- 1.15 The relevant Head of Department will notify the Head of Registry, and they will jointly prepare an official document that will notify the relevant students under seal of the awards.
- 1.16 All prizes will be awarded at the conferral ceremony by including them in the awards list or by oration. (For each award, the method is given in the Schedule of Academic Honours.)
- 1.17 If a student cannot attend the conferral ceremony for an honour that must be conferred in person, it will not be awarded.

Advice

- 1.18 Advice for students on the academic honours for students, and the associated lower-level College rules, is available from the Student Hub or the GSM London Students' Union (student.union@gsmlondon.ac.uk). More complex queries may be referred to appropriate individuals or the Office of Student Complaints, Appeals and Regulation (oscar@gsmlondon.ac.uk)
- 1.19 Advice for staff on academic honours for students is available from their nominated Academic Policy Partner.
- 1.20 If any staff development needs are identified, these may be discussed with members of the Staff and Educational Development Team.

Fees

- 1.21 No additional fees or charges are associated with this policy.
- 1.22 The College is not liable for financial or other consequences arising from action under this policy.

Legal and regulatory context

- 1.23 This policy has no specific legal or regulatory context, but all decisions will pay regard to the principles of good administrative decision-making outlined in *Associated Provincial Picture Houses Ltd. v Wednesbury Corporation [1948] 1 KB 223*.
- 1.24 The College may not be bound by the principles and this policy alone may not provide the procedure to meet all of these principles, some of which may be met by other College policies and procedures. It uses the principles as guidance only, to help it deal soundly with these matters.

Enforcement, monitoring and review

- 1.25 If any person or body in the College refuses to comply with a request or decision made to enforce this policy, their refusal must be reported to the Academic Registrar, who will take such action to enforce this policy as they think necessary.
- 1.26 Each year, the College must receive a report that enables it to monitor, identify and act on any shortfalls in how this policy is interpreted and applied.
- 1.27 The annual report must include statistical data on the number of academic honours nominated by type; the departments and programmes from which they originate; and the equality characteristics (including sex, disability and ethnicity) of those nominated and separately those that are successful.
- 1.28 Every three (3) years, the College must review this policy to ensure that:
- (a) it remains up to date and continues to meet the expectations of the UK Quality Code, applicable legislation or guidance;
 - (b) areas of improvement, or any concerns, raised by students, external examiners, or professional bodies have been addressed; and
 - (c) opportunities to reduce unnecessary bureaucracy have been taken.

Schedule (not part of the policies and regulations):

Responsible Officer: Head of Registry and Administration

Approved by: Board of Directors and Academic Board

Version: 1.0

Date: 25 November 2015

Monitoring and Review Body: Faculty Board

Effective From: 01/06/2017

Next Scheduled Review: June 2019