

ATTACHMENT 8

PRIZES AND AWARDS

The recipients of prizes and awards will usually be agreed at the meeting of the appropriate Board.

The Head of Faculty Administration will have nomination forms on which details will be recorded. Completed forms should be sent to Mr B McArthur, Academic Office, Coleraine.

Prize certificates (and cheques if appropriate) will normally be sent directly to the candidates by the Academic Office. If faculties are organising their own presentations the Course/Subject Director should contact the Academic Office directly to obtain the certificates and, in the case of awards for which the funds are held by the University (U/I), the cheques. Where the awards are paid directly by external bodies (E), the Course/Subject Director should contact the external body regarding the payment arrangements.