



**THE QUEEN'S ANNIVERSARY PRIZES
FOR HIGHER AND FURTHER EDUCATION**

Entry Documentation

2009 (EIGHTH) Round



THE ROYAL ANNIVERSARY TRUST

THE ROYAL ANNIVERSARY TRUST

The Royal Anniversary Trust was created as a charity to initiate and realise the official national programme of celebration and to express the nation's gratitude to Her Majesty The Queen on the Fortieth Anniversary in 1992 of her Accession to the Throne. The Celebration Programme developed a strong educational theme, and afterwards the Trustees decided to continue their contribution to education by dedicating the Trust's remaining funds, raised from industry, commerce, the professions and private individuals, to establish a Prizes Scheme for institutions of higher and further education.

In 1993, the Prime Minister announced in Parliament, with the support of all political parties, The Queen's approval of the inauguration of the Prizes Scheme within the honours system. The first Prizes were awarded in 1994 and the Scheme has been held biennially since then.

The Trust operates Rules, approved by the Charity Commission, for the conduct of the Award Scheme. It appoints an Awards Council for each biennial round. The day-to-day administration of the Scheme is carried out by The Queen's Anniversary Prizes Office ("the Prizes Office").

THE TRUSTEES – 2009 (EIGHTH) ROUND

Robin Gill CVO *Founder Trustee and Chairman*
Sir Richard Evans CBE
Clive Mather
David Mayhew
Harvey McGrath
Kieran Poynter

THE AWARDS COUNCIL – 2009 (EIGHTH) ROUND

The Trustees of The Royal Anniversary Trust and others to be appointed.

THE PRIZES OFFICE – 2009 (EIGHTH) ROUND

The Administrative Director of the Prizes Office is available to offer guidance, in confidence, regarding possible entry subjects and their presentation. Universities and colleges should contact:

Alan Lawson
Administrative Director
The Queen's Anniversary Prizes Office
Sixth Floor
Sanctuary Buildings
20 Great Smith Street
LONDON
SW1P 3BT

Tel: 0870 242 7160 Fax: 0207 925 5304 Email alan@royalanniversarytrust.org.uk

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INTRODUCTION

The Queen's Anniversary Prizes for Higher and Further Education are awards within the national honours system. They are open to eligible universities and colleges in the United Kingdom. Eligibility is determined by the Trustees, who take into account the range and duration of courses, qualifications awarded and national recognition of the institution. The Prizes recognise and reward the special contribution that universities and colleges make to the intellectual, economic, cultural and social life of the nation.

This prestigious competition seeks to attract entries that demonstrate outstanding excellence within the wide range of work taking place in higher and further education. There are no separate categories or classes for entry and assessment takes full account of the specific and different missions of the various types of institution. Opportunity is equally available to each eligible university and college to demonstrate evidence of outstanding achievement in any part or aspect of its work.

Prizes have been awarded biennially since 1994 and around twenty Prizewinners have been selected in each of the seven previous Rounds. The winners have come from all parts of the United Kingdom. They include new and old universities, colleges of further and higher education, and sixth-form colleges. Newer areas of study have been represented alongside more traditional subject areas in the arts and sciences. Prizes have also been awarded for the development and establishment of innovative and pioneering approaches in educational management. Many of the Prizewinners have had strong links with business and industry, national and community organisations, schools and voluntary bodies, both in the UK and overseas.

The Prize consists of:

- the Prize Medal in enamelled silver-gilt naming the institution;
- the Prize Certificate signed by The Queen; and
- the entitlement to use the Prizes' logo for a period of four years.

The Prize Medal and Prize Certificate are presented by The Queen, with The Duke of Edinburgh, at an honours ceremony at Buckingham Palace. A national celebration banquet is normally held in London at which guests from the Prizewinning institutions are invited to meet national and international figures from all walks of life with an interest in their work. The Trust publishes a booklet summarising the Prizewinning entries.

TIMETABLE FOR THE 2009 (EIGHTH) ROUND

Invitation and Entry documents sent to
heads of eligible institutions Early October 2008

CLOSING DATE FOR ENTRIES WEDNESDAY 1 APRIL 2009

Assessment of entries April - September 2009
(including further information that may be requested from institutions)

Prizewinners notified in confidence October 2009

Reception and public announcement of the Prizewinners pm 19 November* 2009
St James's Palace

National celebration banquet..... pm 17 February* 2010
London. (Normally immediately before the Presentation of Prizes)

Presentation of Prizes am 18 February* 2010
Buckingham Palace

* The dates for these events are provisional and given for approximate planning purposes only. They will not be confirmed before October 2009.

ENTRY REQUIREMENTS

Entries are welcome from all eligible universities and colleges. An institution may submit only one Entry per Round.

An institution's Entry must be personally approved and signed by the Vice-Chancellor or Principal. This reflects the key role of the head of the institution in identifying work which is of strategic importance and highly regarded, both inside and outside the institution.

An Entry **MUST** satisfy the following essential criteria:

- it must be about an existing activity, area of work or project **owned by the institution or**, in the case of work carried out through a consortium, partnership or association with others, **led by the institution**;
- at the time of Entry, the work must have had time to accumulate sufficient tangible evidence of its impact to establish its claim to long-term success;
- the work must be expected to continue for some years ahead; and
- strong and independent evidence of excellence through outstanding achievement and wider benefit must be available.

Except as noted below, an Entry may relate to any subject area and any type of work including teaching, applied research, educational management and the delivery of programmes. It may be a local, regional, national, or international initiative. Furthermore it may:

- involve the work of one department, several departments or the whole institution, or a subsidiary owned by the institution;
- encompass work with other parts of the wider community including industry and commerce, public bodies such as local authorities and health authorities, learned and professional societies, voluntary organisations;
- include content developed from a previous Entry that was not awarded a Prize.

Prizes will **not** be awarded for:

- pure research, where the application of wider benefits cannot be demonstrated;
- the work of an individual or very small group which would more appropriately be recognised in a different way e.g. by academic or professional bodies, or international prizes awarded to individuals;
- general academic excellence evidenced by statistics of degrees or certificates awarded, or examination results.

Any institution wishing to enter a collaborative project involving one or more other eligible institutions must clearly identify the institution which has the formal lead or ownership of the project. Only the named institution will be eligible to receive a prize if the Entry is successful.

ASSESSMENT OF ENTRIES

All Entries are judged on the basis of the information requested under the five areas of assessment described in detail on page 9. Entries are confidential. An institution may be asked to supply supplementary information in writing.

Each Entry receives an initial assessment by officers of the Trust and by not less than four independent external assessors working individually. These are drawn by the Trust from its national panel of several hundred readers. Readers are representative of a wide range of knowledge, experience and seniority in the public and private sectors. They provide their services anonymously.

After the initial assessment most entries proceed to a second round of assessments by other readers drawn from the panel. These reviews are followed in turn by further assessments, carried out by individuals with specialist knowledge in the particular field of the Entry and, where appropriate, with professional knowledge of the educational provision characteristic of the type of institution submitting the Entry. A winning Entry will generally have received twelve or more independent external assessments.

During the review period the Prizes Office may ask institutions to respond in writing to questions or points of clarification arising from the assessments. The Prizes Office may also consult, in confidence, central government departments, the devolved administrations and other organisations and bodies with a particular interest in the field under review.

In reviewing Entries the Trust and its Awards Council take into account the different focus and types of work taking place within the higher education and further education sectors. They look for evidence of initiative, innovation, and originality, and for clear signs of exceptional achievement.

At its meeting in September 2009, the Awards Council will make a selection of Prizewinners. The names of these institutions will go forward to the Prime Minister for advice to The Queen. After receiving notice of The Queen's approval the Trust will inform the Prizewinners and the institutions whose entries have not been selected. This is expected to take place during October 2009.

HOW TO APPLY

An Entry is valid only if it is a) submitted by the Vice-Chancellor or Principal and b) comprises the following documents:

- four copies of the *application form*, the original signed by the head of institution;
- an original plus six copies of the *Entry submission cover sheet*, giving the title and a synopsis of the Entry. The original must be signed by the head of institution;
- seven copies of a *narrative submission* of **no more than ten A4 pages** responding to the five assessment areas set out below;

Institutions may attach *background information* in support of the narrative submission. This is **not a mandatory requirement**. If provided, such supporting material must be in hard copy and **must not exceed eight A4 pages**. See the note Background Information on page 9.

With the exception of the application form, the Entry documents should not refer to the entering institution by name. The terms 'the university', 'the college', 'the institution' etc. are acceptable. All documents should bear the identification number that has been notified to the head of institution in the Trust's letter of invitation to enter the Round. This number is also on the Entry submission cover sheet (see page 11).

All the Entry documents must be returned to reach the Prizes Office by the closing date of 1 April 2009. **Entries received after this deadline cannot be considered**. Entries will be acknowledged in writing. Institutions should contact the Prizes Office if an acknowledgement is not received within fourteen days of sending an Entry.

PRESENTATION

The formats of the application form and the Entry submission cover sheet are given below and should be reproduced by the institution.

Entries must be typewritten using any easily legible font. All documentation must be submitted in English. The Entry submission cover sheet should be attached to the front of the narrative submission. Any supporting information should be attached at the back of the submission. The pages of the submission and any supporting pages should be numbered 1-10 and i-viii respectively. A contents page may be added.

The narrative submission and any supporting material may include illustrations, diagrams and photographs where these are directly relevant to a clearer appreciation of the Entry. CD-ROMs and other electronic materials are **not** admissible.

THE NARRATIVE SUBMISSION

The narrative submission must address each of the five assessment areas set out below using the same headings and sub-headings. In addition to giving an overall view of the Entry, readers will be asked to comment in their assessment on how far the submission satisfies the requirements of each of these areas.

The five assessment areas are:

1. ACHIEVEMENT OF EXCELLENCE

- Describe the subject of the Entry, its principal purpose and objectives, and main outcomes.
- Indicate the process by which the work was selected for submission.
- Bring out clearly the characteristics of its excellence and what the work has achieved that is truly exceptional and merits national or international interest.
- Indicate how the work is expected to develop in the longer term.

2. VALUE AND BENEFIT TO THE INSTITUTION

- Show in specific terms how the work has benefited the institution as a centre of teaching, learning or research.
- Distinguish the impact on students and staff and identify financial and intellectual benefits for the institution.

3. VALUE AND BENEFIT TO THE WIDER COMMUNITY

- Analyse the impact and influence that the work has had outside the institution, whether at local, regional, national or international level, and the nature and extent of the institution's leadership in joint initiatives.

4. NEW DEVELOPMENTS AND DIFFERENT APPROACHES

- Highlight areas of innovation and originality and distinctive features of special merit within the Entry.
- In particular, identify how the content differs from similar work in other institutions and distinguish clearly those aspects where the institution is an exemplar in its field.
- Indicate those elements of the Entry which have been or could be replicated or adopted elsewhere, and describe any actions by the institution to pass on its expertise and experience to other institutions in this country or abroad.

5. VALIDATION

- Explain clearly the institution's strategic view of the value and significance of the work, its impact and its quality.
- Include clear and compelling evidence in support of the achievements represented in the submission and of the reputation of the work with external sources.

Each of the above bullet points must be covered

BACKGROUND INFORMATION

Supporting material may be attached and may include e.g. tables of data, extracts of published papers and other documentary evidence. It should be provided only if it is felt to be of significant help in understanding and assessing the quality of the Entry. Any unpublished material should be countersigned by the originating organisation. Please ensure that all references to the name of the institution are deleted.

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APPLICATION FORM

Identification Number: {As provided by the Queen's Prizes Office in the covering letter}

Full Name of Institution:

Title of Entry: (10 words or less):

{This should describe the work in plain language and not include the name of a department}

1. Head of Institution: – Please specify the following

Position Held:

Name:

Address:

Tel No:

Fax:

Email:

2. Alternative contact in the absence of the Head of Institution

Name:

Position held:

Tel No:

Fax:

Email:

3. Chancellor/Chairman of the Governing Body:

Name:

Description of Role

.....
DECLARATION

I am a proper officer of [University/College] and authorised to commit the Institution to the contract as set out herein and accept the Conditions of Application as set out in this booklet ("Entry Documentation").

I submit this application on behalf of the Institution in consideration for The Queen's Anniversary Prizes Scheme. I certify that the particulars given and those in any accompanying documentation in support of the application are correct and in accordance with the Rules of The Queen's Anniversary Prizes Scheme.

The application is in respect of work carried out by a consortium, partnership or association of the institution with others and in which the institution has the lead role for the purposes of the Entry. **[Delete if not applicable]**

To the best of my knowledge and belief no material information has been withheld.

Signed:

Date:

Head of Institution

.....

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ENTRY SUBMISSION COVER SHEET

Identification Number: {As provided by the Queen's Prizes Office in the covering letter}

Do not refer to the institution by name in this cover sheet, in the Entry submission or in any supporting material.

Title of Entry (maximum 10 words):

Synopsis of Entry (maximum 300 words):

Signed:

Head of Institution

Date:

Note: This is a key document in the assessment process. It should summarise and distil the essence of the submission and must accurately reflect the full narrative.

THE QUEEN'S ANNIVERSARY PRIZES

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THE RULES

1. DEFINITIONS

- i. The 'Trust' shall mean The Royal Anniversary Trust.
- ii. The 'Trustees' shall mean the Trustees for the time being of the Trust.
- iii. The 'Trust Deed' shall mean the Trust Deed dated 24 July 1990 which establishes the Trust.
- iv. The 'Award Scheme' shall mean the biennial Award Scheme referred to in these Rules.
- v. The 'Prizes' shall mean The Queen's Anniversary Prizes for Higher and Further Education referred to in these Rules.
- vi. 'Eligible Institutions' shall mean those institutions providing Higher and Further Education in the United Kingdom and recognised as such by the relevant Departments of State in England, Wales, Scotland, and Northern Ireland or as may otherwise be determined by the Trustees whose decisions upon eligibility of an institution shall be final. For the avoidance of doubt no individual shall be eligible to apply for any Prize.
- vii. The 'Prizes Office' shall mean The Queen's Anniversary Prizes Office referred to in these Rules.
- viii. The 'Awards Council' shall mean a committee of the Trust as appointed by resolution of the Trustees and made under the powers contained in an order of the Charity Commissioners dated 12 January 1994.

2. AUTHORITY

These Rules are made by the Trustees under the powers conferred on them under the Trust Deed and specifically Clause 5(k).

3. THE QUEEN'S ANNIVERSARY PRIZES

Pursuant to their charitable objects the Trustees have resolved with the approval of Her Majesty The Queen to establish an award scheme for Eligible Institutions to be awarded on a biennial basis and to be known as The Queen's Anniversary Prizes for Higher and Further Education.

4. ADMINISTRATION OF THE AWARD SCHEME

These Rules and any Regulations issued by the Trustees under these Rules will govern the administration of the Award Scheme.

5. PURPOSE

The purpose of the Award Scheme will be to focus public attention on Eligible Institutions and the public benefit provided by them and to reward the achievements of excellence by them.

6. BIENNIAL PERIOD

Competition by Eligible Institutions for Prizes shall take place in alternate years commencing with the year 1994 (except that the start of the Sixth Round commenced in 2005).

7. THE PRIZES OFFICE

The Trustees will establish an office known as The Queen's Anniversary Prizes Office which will be responsible for the administration of the Award Scheme.

The senior executive reporting to the Chairman of the Trust will be responsible to the Trustees for the supervision of the Prizes Office.

The Trustees will appoint an Administrative Director of the Prizes Office who shall report to a senior executive of the Trust. The Administrative Director will be responsible under the direction of the senior executive for the administration of the Award Scheme, the management of the Prizes Office, and such other duties as will be determined by the Trustees to include the maintenance and preparation of accounting records in a form to be specified by the Trustees.

The Trust shall endeavour to engage individuals wishing to make a working contribution to its objectives, events and processes on a pro-bono basis.

8. APPLICATIONS FOR PRIZES

All costs incurred by Eligible Institutions in making an application for a Prize, shall be for their own account including the cost of assembling information, writing, research, audit or other elements they deem necessary in making the application or in responding to questions raised thereon in the assessment process.

For each biennial Round the Prizes Office shall issue an invitation on behalf of the Trustees with a full set of information and application form to each Eligible Institution allowing a period of at least four months in which the application may be made.

One application only will be considered from each Eligible Institution.

The application shall be required to be made by the head of the Eligible Institution and shall be required to include a full English language text version, a synopsis, and such other simple standard information as may be required by the Prizes Office.

Each application shall be required to include a significant factor of self-validation.

9. COPYRIGHT

The Prizes Office shall require that each application submitted by an Eligible Institution contains an assignment of the copyright in that application and in any other written work submitted with it to the Trust.

10. ASSESSMENT

The arrangements for assessment shall be made by the Trust through the Prizes Office.

The Administrative Director of the Prizes Office will arrange for a confidential and comprehensive assessment of each application to be made involving individual analysis and marking by distinguished persons drawn from a panel of Readers comprised from the widest field of professional and academic life.

The panel of Readers will be appointed by the Trustees having regard to representations made by the Prizes Office. Its membership shall be confidential and shall not be publicly disclosed.

The Administrative Director of the Prizes Office shall subject each application to multiple and independent evaluations. The basis and matrix of evaluations shall be identical for each Entry.

11. THE AWARDS COUNCIL

The Awards Council shall determine the award of the Prizes, subject to the Trustees' decision on the number of Prizes available to be awarded.

The Administrative Director of the Prizes Office shall furnish the Awards Council with full information about the applications and shall respond to and research the applications as required by the Awards Council. The Awards Council shall be kept informed about the methodology of the assessment process.

12. HER MAJESTY'S GOVERNMENT

Before deciding upon the award of Prizes, the Awards Council shall submit their proposals to the Cabinet Office, in confidence, for the approval of the Prime Minister who will submit the proposed awards to The Sovereign. The Sovereign will affirm a final list of Prizewinners.

13. ANNOUNCEMENT OF PRIZES

During the autumn of each year in which Prizes are to be awarded the list of Prizewinners shall be made public by the Prizes Office after individual Prizewinners have first been notified. This list shall include a brief description of each Prizewinner's particular Entry.

14. NATURE OF PRIZES

Each Eligible Institution awarded a Prize will receive an illuminated Certificate, signed by The Sovereign, and a silver-gilt Medal from The Sovereign to mark the achievement of excellence, and also permission to use a logo designed to commemorate the award and approved by The Sovereign. It is anticipated that an awards ceremony will be arranged at which The Sovereign will present the Prizes.

Regulations will be issued containing instructions relating to the use and display of the logo.

Instructions relating to attendance at the Announcement, at any celebration and at Buckingham Palace will be issued.

15. PUBLICATION

The Trustees shall publish the submission of each Prizewinner in such form as the Trustees may determine within six months of the announcement of the Prizewinners' list. It is anticipated that the Trustees will mark the publication by a reception to which the Prizewinners will be invited. The Trustees may publish at their discretion any summary prepared in connection with any application within Rule 9 of these Rules.

No other information shall be disclosed by the Trustees or the Awards Council to any applicant or Prizewinner or any third party unless authorised under these Rules or any further Regulations.

16. FURTHER REGULATIONS

Further Regulations as to the administration of the Award Scheme may be made from time to time in special Regulations issued by the Trustees.

Dated July 2008

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CONDITIONS OF APPLICATION

1. These are the conditions which apply to each application which should be read in conjunction with the Rules of The Queen's Anniversary Prizes Scheme (the 'Scheme') which are binding on each institution that applies for The Queen's Anniversary Prizes (the 'Institution'). The terms used in these conditions have the same meaning as set out in the Rules of The Queen's Anniversary Prizes for Higher and Further Education (the 'Rules').
2. The Institution hereby assigns to the Trust the legal and beneficial title in all the existing and future copyright worldwide in this application and supporting documents (including the accompanying Full Text Submission and the Synopsis) (the 'Entry') and any amendments or revisions to the Entry submitted to the Trust for the full period of copyright in accordance with Rule 9 of the Rules.
3. The Institution warrants that:
 - i. it is the sole, legal and beneficial owner of the copyright in the Entry and that no one else has any rights relating to that copyright;
 - ii. the Entry was created independently either by employee(s) of the Institution in the course of employment or by person(s) who have assigned their copyright in the Entry to the Institution;
 - iii. the Entry does not infringe any intellectual property right of any third party;
 - iv. it will, if awarded a Prize, provide to the Trust free of all charges or encumbrances, photographs and texts as may be requested for use in any public exhibition relating to the Scheme;
 - v. the Full Text Submission conforms in all respects to the requirements contained in the *Entry Documentation* booklet.
4. The Institution undertakes to make sure that any third party assigns all its copyright in the Entry to the Trust and to do everything necessary to perfect this assignment.
5. If the Institution is awarded a Prize, the Trust shall grant that Institution non-exclusive licence to publish or otherwise use the text of its Prizewinning Entry in any part of the world without any conditions or restrictions. The institution shall provide to the Trust such reports on the benefits deriving from the award of a prize as the Trust may from time to time request.
6. If the Institution does not win a Prize it may submit an Entry on the same or a related theme in any future Round of the scheme provided that the Entry is a development and not a resubmission of a previous Entry, but otherwise the Institution shall not publish or use the text of its Entry for the full period of copyright.
7. The Institution undertakes to keep the contents of the Entry confidential. This duty of confidentiality shall only be waived in the event that and after the Institution is awarded a Prize.
8. The Trustees' and Awards Council's decisions shall be final and conclusive and the Institution has no right of appeal.

Dated July 2008



THE ROYAL ANNIVERSARY TRUST

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www.royalanniversarytrust.org.uk