



The Royal Anniversary Trust



THE QUEEN'S ANNIVERSARY PRIZES
FOR HIGHER AND FURTHER EDUCATION
2010-2012 ENTRY DOCUMENT

DIAMOND JUBILEE ROUND

THE ROYAL ANNIVERSARY TRUST

The Royal Anniversary Trust was created as a charity to initiate and deliver the official programme of celebration expressing the nation's gratitude to Her Majesty The Queen on the Fortieth Anniversary, in 1992, of her accession to the throne. The programme developed a strong educational theme, and after it was completed the Trustees decided to continue the contribution to education by dedicating the Trust's remaining funds, raised from industry, commerce, the professions and private individuals, to establish a Prizes scheme applicable to the United Kingdom's institutions of higher and further education.

In 1993 the Prime Minister, with the support of all political parties, announced in Parliament. 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 scheme and 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

Mr Kieran Poynter (Chairman)
Lady Balfour of Burleigh CBE
Mr Damon Buffini
Sir Richard Evans CBE
Professor Brenda Gourley
Mr Clive Mather
Mr David Mayhew
Mr Harvey McGrath
Sir Richard Mottram GCB
Professor Sir William Wakeham

THE AWARDS COUNCIL FOR THE 2010 - 2012 (DIAMOND JUBILEE) ROUND

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

THE PRIZES OFFICE

The Administrative Director of the Prizes Office is available to offer advice and guidance regarding the requirements and procedures of the scheme. Universities and colleges should contact:

Alan Lawson
Administrative Director
The Queen's Anniversary Prizes Office
Third Floor
Sanctuary Buildings
Great Smith Street
LONDON
SW1P 3BT
Tel: 0870 242 7160
Email alan@royalanniversarytrust.org.uk

CONTENTS

Introduction	4
<hr/>	
Timetable for the 2010 – 2012 (Diamond Jubilee) Round	5
<hr/>	
Entry requirements	6
<hr/>	
Assessment of entries	7
<hr/>	
How to apply	8
<hr/>	
Application form	10
<hr/>	
Entry cover sheet	11
<hr/>	
Rules	12
<hr/>	
Conditions of application	15
<hr/>	

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 and cultural life of the nation and to wider society.

This prestigious competition seeks to attract entries that demonstrate outstanding excellence, innovation and impact 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 account of the particular and differing 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 on a biennial basis since 1994. Around twenty Prize-winning entries have been recognised in each of the eight previous Rounds. Past winners have come from all parts of the United Kingdom. They include newer and older universities, colleges of further and higher education and sixth-form colleges. Prizes have been awarded in a wide range of subject areas. They have also recognised innovative approaches to the delivery of vocational training and skills programmes, as well as relationships with business and industry, national and public bodies, community and voluntary organisations.

The Prize consists of:

- the Prize Medal 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 the evening before to which guests from the Prize-winning institutions are invited along with national and international figures from all walks of life and with an interest in the work being recognised. At the time of the presentations the Trust publishes a report summarising the Prize-winning entries.

TIMETABLE FOR THE 2010-2012 (DIAMOND JUBILEE) ROUND

Invitation to enter the Round and Entry Document sent to heads of eligible institutions	Early October 2010
---	--------------------

CLOSING DATE FOR ENTRIES	FRIDAY 1 APRIL 2011
---------------------------------	----------------------------

Assessment of entries <i>(Further information may be sought from institutions from late June)</i>	April - September 2011
--	------------------------

Prize-winners notified in confidence	October 2011
--------------------------------------	--------------

Reception and public announcement of the Prize-winners <i>at St James's Palace</i>	Thursday 24 November* 2011
--	----------------------------

National celebration banquet <i>at Guildhall City of London</i>	Thursday 23 February* 2012
---	----------------------------

Presentation of Prizes <i>at Buckingham Palace</i>	Friday 24 February* 2012
--	--------------------------

* *The dates for these events are provisional but are best estimates for planning purposes. They will not be confirmed before October 2011.*

ENTRY REQUIREMENTS

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

Entries must be personally approved and signed by the Vice-Chancellor or Principal. This provides endorsement by the chief executive of the institution of the strategic importance of the work being entered, and of its standing both inside and outside the institution.

An area of work identified for entry in the scheme must meet the following preliminary tests:

- it must be about an existing activity, area of work or project **owned by the institution**.
In the case of work carried out through a consortium, partnership or association with others, the institution submitting the Entry must declare that it has the formal lead. Only the named lead institution will be eligible to receive a Prize;
- at the time of Entry, the work must have had enough time to build up **sufficient evidence** to establish a claim to impact and success;
- the work must be expected to be sustainable **into the future**;
- **independent evidence** of excellence, originality, 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, research with applied results (not pure research) and the delivery of educational programmes whether academic or vocational in focus. It may:

- involve the work of one department, several departments or the whole institution, or a subsidiary owned by the institution;
- involve working 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 applied benefit and wider impact cannot be demonstrated;
- the work of an individual or very small cluster of researchers which would more appropriately be recognised in a different way e.g. by international prizes awarded to individuals;
- general academic excellence evidenced by statistics of degrees or certificates awarded, or examination results;
- content representing the development of work that has previously been awarded a Prize.

ASSESSMENT OF ENTRIES

Entries are judged on the basis of the information requested under the four assessment standards described in detail on page 9. Entries are treated as confidential.

Each Entry receives an initial review by officers of the Trust and assessment 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 represent a wide range of knowledge, expertise and experience in the public and private sectors. They provide their services anonymously and confidentially.

After the initial assessment a majority of Entries proceed to a second round of assessments by other Readers drawn from the panel. This stage is followed by referral to assessors with particular specialist knowledge in the subject matter of the Entry. Typically a Prize-winning Entry will have received at least twelve independent assessments.

During the assessment period (April to September 2011) the Prizes Office may ask institutions to respond in writing to questions or points of clarification arising from Readers' assessments. The Prizes Office will also consult, in confidence, central government departments, the devolved UK governments and other organisations and bodies with a particular interest in the work under review.

At its meeting in September 2011 the Awards Council will consider a short-list and make recommendations for the award of Queen's Prizes. It will look for evidence of excellence, originality and impact. The names of the recommended 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 all competing institutions of the outcome of their Entry. This is expected to take place during October 2011.

HOW TO APPLY

An Entry can be considered only if it is submitted over the signature of the Vice-Chancellor or Principal (the chief executive of the institution). It must comprise the following documents:

- four copies of the **application form**, the top copy signed by the head of institution;
- seven copies of the **entry cover sheet** giving the title and a synopsis of the Entry, the top copy signed by the head of institution;
- seven copies of a **narrative submission** responding to the four assessment standards set out below and *not more than ten A4 pages in length*.

Institutions may if they wish attach background information to the narrative submission. Such information must be in hard copy and must not exceed four 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 institution by name: the terms ‘the university’, ‘the college’, ‘the institution’ etc. should be used. Please enter in the space indicated on the application form and entry cover sheet the identification number given in the Trust’s letter to the head of institution inviting an Entry in the Round.

All the Entries must be sent in hard copy to reach the Prizes Office by the closing date of 1 April 2011. Entries received after this deadline cannot be considered. Entries will be acknowledged by a printed card. Institutions should contact the Prizes Office if an acknowledgement is not received within fourteen days of sending an Entry.

The Trust will also be grateful to receive an electronic copy of the Entry in ‘Word’ format. This should be sent to info@royalanniversarytrust.org.uk any time after 2 April 2011 and preferably by 1 May.

PRESENTATION

The formats of the application form and the entry cover sheet are given on pages 10 and 11. The forms are also downloadable from the Trust’s website for completion in hard copy.

Entries must be typewritten using any easily legible font **no smaller than point size 12**. All documents must be submitted in English. The Entry cover sheet should be attached at the front of the narrative submission. Any background information should be attached at the back of the narrative submission. The pages of the narrative submission and any background pages should be numbered 1-10 and i-iv respectively. A contents page may be added.

The narrative submission may include illustrations, diagrams and photographs where these directly aid clearer understanding of the Entry. Electronic materials (CDs etc) are not admissible.

THE NARRATIVE SUBMISSION

The narrative submission must address each of the **four assessment standards** set out below, using the same sub-headings. In addition to giving an overall view of the Entry, Readers will be asked to comment on how far the submission meets the requirements of each assessment standard.

The four assessment standards are:

1 ACHIEVEMENT OF EXCELLENCE

- Describe the subject of the Entry, its principal objectives and the strategic importance of the work, for the institution and more widely.
- Indicate the process by which the work was selected for submission.
- Describe, with supporting evidence, the particular characteristics of its excellence and what the work has achieved in terms of specific outcomes that are exceptional and merit national or international recognition.
- Indicate how the work is expected to develop in the longer term.

2. IMPACT AND BENEFIT FOR THE INSTITUTION

- Describe the specific benefits to the teaching, learning or research activity of the institution that have resulted from the work.
- Describe the impact of the work on the overall standing and wellbeing of the institution, including any financial benefits.

3. IMPACT AND BENEFIT FOR THE WIDER COMMUNITY

- Describe the impact and benefit that the work has had outside the institution, at local, regional, national or international level
- Describe the nature and extent to which the work has been replicated elsewhere or has pioneered developments on a wider stage, and the action taken by the institution itself to promote transfer of knowledge or practice in this country or overseas.

4. NEW DEVELOPMENTS AND DIFFERENT APPROACHES

- Describe the innovative, original and distinctive features of the work.
- Indicate how these features differ from similar or comparable work being undertaken in higher or further education in the UK or elsewhere as applicable. Claims to uniqueness must be capable of standing scrutiny.

BACKGROUND INFORMATION

Background information may include tables of data, extracts of published papers and other illustrative information. It should be provided only if it is felt to be essential for the understanding of specific claims made in the narrative submission. Any unpublished material should be countersigned by the originating organisation. Please ensure that all references to the name of the institution are deleted.

THE QUEEN'S ANNIVERSARY PRIZES

FOR HIGHER AND FURTHER EDUCATION

2010-2012 (Diamond Jubilee) Round

APPLICATION FORM

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

1. Full Name of Institution:

2. Head of Institution: *Please specify the following*

Position Held:

Name:

Address:

Tel No:

Email:

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

Name:

Position held:

Tel No:

Email:

4. Chancellor/Chairman of the Governing Body:

Name:

Description of Role

DECLARATION

I am a proper officer of *[insert name of University/College]* and authorised to commit the institution to the Rules and Conditions of the Prizes scheme as set out in the Entry Document.

I submit this application on behalf of the institution for consideration for The Queen's Anniversary Prizes for Higher and Further Education. I certify that all the particulars given are correct and accept the Conditions of Application as set out in the Entry Document.

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

THE QUEEN'S ANNIVERSARY PRIZES

FOR HIGHER AND FURTHER EDUCATION

2010-2012 (Diamond Jubilee) Round

ENTRY COVER SHEET

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

Do not refer to the institution by name in this cover sheet, in the Narrative Submission or in any background material.

Title of Entry (maximum 10 words):

(This should describe the essence of the work in plain language. It should not include the name of any department of the institution.)

Synopsis of Entry (maximum 300 words):

Signed:

Date:

Head of Institution

Note: The synopsis should distil the essence of the work being entered and the evidence of its achievement and must accurately reflect the full narrative.

THE QUEEN'S ANNIVERSARY PRIZES

FOR HIGHER AND FURTHER EDUCATION

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 after individual Prize-winners have first been notified. This list shall include a brief description of each Prize-winner'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 Prize-winner 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. RULES AND CONDITIONS OF APPLICATION

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

THE QUEEN'S ANNIVERSARY PRIZES

FOR HIGHER AND FURTHER EDUCATION

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;
 - iii 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 Document 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 the Entry for consideration in any future Round of the Scheme 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.

