# University of Aberdeen – Registry

# University prize award notification

School Discipline

Please complete this form to confirm prize winner awards being made by your School. Schools will process the prize payments through the Cedar Finance System and, where appropriate, seek Registry authorisation by means of placing a tick (✓) in the column below

Before completing this form, you will need to know the Student Record Code for each prize included on the form. This can be found here <http://www.abdn.ac.uk/registry/prizes/> and then by clicking on to the relevant area. Please enter this code carefully. When this form is returned to Registry, the prize awarded will be added to the student’s record and payment will be authorised.

If the prize and code are not listed on the advertised prize list, do not name the prize winner on this document. This will need to be set up as a new prize by completing a new or amended prize list entry form. Registry will code this and set it up on the web-based prize list. Only then should the student be added to the prize winner form.

Please indicate clearly awards that whilst being included for Registry authorisation purposes are not appropriate for placing on the student record, for instance, hardship or loan awards.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Prize | Student Record Code | Value of award | Student ID number | Name of Student | QSP prize reference (e.g. PRIZ/00001530) | Registry authorisation required? | Notes |
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Please return this form preferably as an email attachment to m.ewen@abdn.ac.uk or by post to Mandy Ewen, Administrative Officer, Registry Student Services **by the first week of June**. Prize notifications submitted late are not guaranteed to show on transcripts for students who attend the July graduation ceremonies.

Completed by Discipline

Email or extension Date