



Entry document

The Queen's Aniversary Prizes
For Higher and Further Education
Twelfth round 2016–2018

The Royal Anniversary Trust

The Royal Anniversary Trust is a charity. It was created in 1990, with donations from industry, business, the professions and private individuals, for the purpose of delivering a programme of public and educational events marking the 40th anniversary of HM The Queen's accession. After the completion of the 1992 programme support for the advancement of education was continued through the creation of a national honour recognising and encouraging the excellence, innovation and practical benefit contributed to the nation, and internationally, by the United Kingdom's institutions of higher and further education.

This biennial award – The Queen's Anniversary Prizes for Higher and Further Education – was inaugurated in 1993 within the honours system with the approval of The Queen and all party support in Parliament. The first Prizes were awarded in 1994 and eleven biennial rounds have been held to date.

The Trust directs and manages the Prizes scheme under Rules approved by the Charity Commission. These include the appointment of an Awards Council for each round with responsibility for making recommendations for the awards to The Queen on the advice of the Prime Minister. The day-to-day administration of the scheme is carried out by The Queen's Anniversary Prizes Office ("the Prizes Office") which is an internal mechanism of the Trust.

THE TRUSTEES – TWELFTH ROUND 2016–2018

Sir Damon Buffini (Chairman)

Lady Balfour of Burleigh CBE

Sir Richard Mottram GCB

Professor Sir William Wakeham FEng

THE AWARDS COUNCIL – TWELFTH ROUND 2016–18

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

THE PRIZES OFFICE – TWELFTH ROUND 2016–2018

Please contact the Prizes Office for clarification of any matter concerned with the Prizes scheme, or for advice and guidance on the criteria and procedures:

Alan Lawson

Director, The Queen's Anniversary Prizes Office

Second Floor, Sanctuary Buildings

20 Great Smith Street,

London, SW1P 3BT

Tel: 0870 242 7160

alan@royalanniversarytrust.org.uk

You are also welcome to contact the Trust's Chief Executive, Peter J Chenery, at the above address or at peter.chenery@education.gov.uk

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RULES AND CONDITIONS



HM The Queen, with HRH The Duke of Edinburgh, presents The Queen's Anniversary Prize to the Principal of Midkent College at a ceremony at Buckingham Palace on 27 February 2014

Introduction

The Queen's Anniversary Prizes for Higher and Further Education are awards within the United Kingdom honours system made with The Queen's endorsement and in Her Majesty's name. They are open to UK universities and colleges of further and higher education. Eligibility is determined by the Trustees, who take into account the range and nature of courses offered, powers to award qualifications and national recognition of the institution. The Prizes honour the contribution which universities and colleges make to the educational, scientific, economic and cultural life of the nation and to society and people generally, in Britain and overseas. They also enable and encourage the wider promotion of an institution's achievements.

The Prizes, which are regarded as highly prestigious, are unique in the honours system in that they are granted to the whole institution rather than to a particular individual, or to a department or facility of the institution concerned. The scheme invites entries that show outstanding excellence and quality, genuine innovation and distinctiveness and tangible practical benefit for people and society. Entries may be in any discipline or field of work and there are no subject or other categories. From time to time the Trust's web site www.royalanniversarytrust.org.uk and other publications may list previous Prize-winners under various subject headings but these are simply for convenience.

“No other award we have won has the same positive vibe and feedback as the QAP”

Approximately twenty institutions have been awarded Prizes in each biennial round of the scheme. The full list of previous Prize-winners is available on the Trust’s web site and illustrates the range and type of work that has been recognised.

The Prize is a national honour and is non-monetary. It comprises:

- a Prize Medal in silver-gilt naming the institution;
- a Prize Certificate naming the institution signed by HM The Queen;
- the entitlement to use the logo of the Prizes scheme in promoting and advancing the institution and its work, in any field, for a period of four years.

The Prize Medals and Prize Certificates have customarily been presented by senior members of The Royal Family at a ceremony at Buckingham Palace taking the form of an investiture. Staff and students involved with the work at each Prize-winning institution are customarily invited to the ceremony. A formal dinner to mark the award of the Prizes and celebrate the achievements of the Prize-winners is hosted by the Trust in London, usually on the evening before the presentations. The leaders and other representatives of the Prize-winning institutions, with contacts and supporters, are invited to this event along with people of influence from different walks of life with an interest in the work being recognised.

Timetable for the twelfth round 2016–18

Invitation to enter, plus the Entry Document, sent to heads of eligible institutions by mail	early October 2016
CLOSING DATE FOR ENTRIES	THURSDAY 30 March 2017
Assessment process	April–September 2017
Recommendations to HM The Queen for the award of Prizes	Late September 2017
Heads of Prize-winning institutions notified in confidence	October 2017
Announcement of the Prize-winners at St James’s Palace	Thursday 23 November 2017*
Prize-winners Dinner, Guildhall City of London	Wednesday 21/28 February 2018*
Presentation of The Queen’s Anniversary Prizes at Buckingham Palace	Thursday 22 February/ Thursday 1 March 2017*

*These dates are provisional and will not be confirmed before October 2017.

Entry requirements

“A day when everyone walks around with their head held high”

The Main Narrative describing the work being put forward, with the Application Form and the Entry Cover Sheet (each signed by the head of the institution), together comprise the entry. An institution may submit only one entry per round.

In signing the entry papers the head of the institution provides the Trust with evidence of ownership and endorsement of its strategic importance for the institution, and also confirms that it meets the following tests:

- the activity or work in question is owned and led by the institution. In the case of work carried out in a consortium, partnership or association with others, the head of the institution submitting the entry should sign the declaration that it has the acknowledged lead. Only the lead institution is eligible to receive a Prize;
- the work must have had enough time to show evidence of effective and tangible impact;
- the work must show that it will be sustained into the future.

THE PRIZES ARE EVIDENCE-BASED AND THE TRUST WILL REFER TO APPROPRIATE SOURCES DURING THE ASSESSMENT PROCESS.

An Entry may relate to any subject area or aspect of work carried out by the institution. It may involve the work of one department, several departments or the whole institution, or a subsidiary owned by the institution. It may also involve the wider community including business and industry, public bodies, professional and research bodies, voluntary organisations and other parts of the education sector.

AN ENTRY MAY BE ABOUT WORK DEVELOPED FROM A PREVIOUS ENTRY THAT WAS NOT AWARDED A PRIZE.

It may also be related to previous Prize-winning subject area provided that the work represents a significant qualitative advance or a new and substantive departure.

Prizes will not be awarded for:

- pure research or research under trial or being piloted (where applied results and tangible public benefit cannot yet be sufficiently demonstrated);
- the work of an individual or small cluster of researchers;
- achievement evidenced largely by statistics of degrees or qualifications awarded, or by league tables.



HRH The Prince of Wales, with HRH The Duchess of Cornwall, presents The Queen's Anniversary Prize to the President and Vice-Chancellor of Queen's University Belfast at a ceremony at Buckingham Palace on 25 February 2016

Assessment process (April to September 2017)

“...the hardest award to win in the sector, demanding the greatest level of evidence”

Entries are assessed on the information and evidence put forward under the criteria described on page 6. Entries and all assessments provided by external reviewers are strictly confidential to the Trust.

Each Entry is initially assessed by up to five independent external assessors drawn from the Trust's panel of Readers. The panel covers an extensive range of knowledge, expertise and experience, in the public and private sectors, and includes many who have worked in education, industry, research and professional and public service. Readers provide their opinion anonymously and confidentially.

On the basis of the five initial assessments a proportion of entries will move to the next stage of assessment involving referral to up to a further five Readers. A smaller number of entries, constituting a long list for consideration for an award, will be referred to relevant specialist sources and to government departments in each UK country (as applicable) with an interest in the work. Referrals are made in strict confidence. Based on the outcome of these enquiries a short list is formed for consideration by the Awards Council for recommending the award of Prizes.

During the assessment process the Trust may contact institutions to invite them to respond to points of clarification arising from the assessments. No significance should be attached to having been asked, or not asked, for further clarification.

Recommendations are submitted to HM The Queen on the advice of the Prime Minister. After receiving notification of The Queen's approval the Trust will inform all participating institutions of the outcome. This part of the process is expected to take place during October 2017.

How to enter

The following three documents comprise the entry and where indicated a document must be signed by the head of the institution:

- **APPLICATION FORM:** four copies with the top copy signed and the institution's Identification Number entered in the space provided;
- **ENTRY COVER SHEET:** seven copies with the top copy signed and the institution's Identification Number entered in the space provided. This document provides the title of the entry and a summary (300 words max) of its content;
- **MAIN NARRATIVE (“THE STORY”):** seven copies. This document must not exceed ten pages of A4. It should describe the work being put forward and address each of the criteria (see below). It should include evidence to support claims made plus relevant data. It may contain appropriate images/graphics where these aid understanding. Electronic and ‘supplementary materials’ are not admissible.

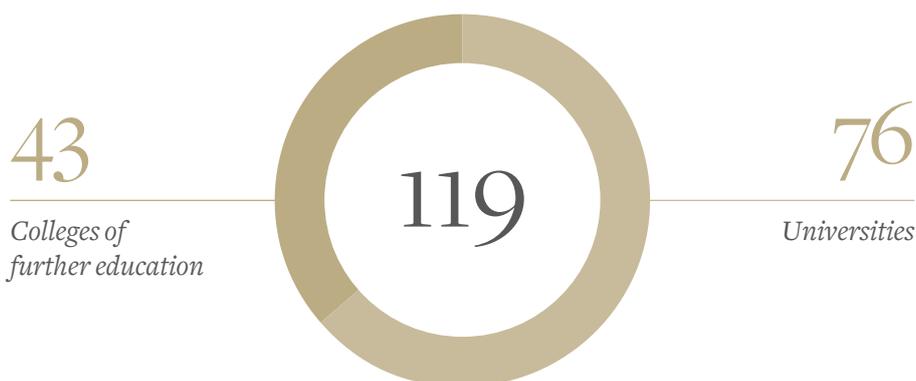
Apart from the Application Form the entry should not refer to the institution by name. The terms ‘the university’, ‘the college’, ‘the institution’ etc... should be used. This is designed to minimize, as far as practicable, the recognition of an institution by Readers and other assessors.

ENTRIES MUST BE SENT IN HARD COPY TO REACH THE PRIZES OFFICE BY THE CLOSING DATE OF THURSDAY 30 MARCH 2017.

Entries received after the deadline will not 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. *Please send to the Trust an electronic copy of the Entry in ‘Word’ format to info@royalanniversarytrust.org.uk within three weeks of the closing date (by 20 April 2017).*

Specimen proformas for the Application Form and Entry Cover Sheet are on pages 7 and 8. The scope of the Main Narrative is set out on page 6. The forms may be completed on line on the Trust's website www.royalanniversarytrust.org.uk at “The Prizes/How to Enter” and printed in the required number of copies. The Main Narrative should be typewritten in a legible font no smaller than point 12.

In the first eleven rounds of the Prizes scheme a total of 232 Queen's Anniversary Prizes have been awarded to 119 separate institutions. Institutions from both the FE and the HE sectors have been honoured in every round of the scheme.



Main Narrative

The Main Narrative must address, with evidence, each of the four criteria set out below and may use the sub-headings as a guide. In addition to giving an overall opinion of the Entry assessors will be asked to comment on how far the entry satisfies each criterion.

The Main Narrative should start by describing the subject matter of the entry, its operating context and main objectives and its strategic importance for the institution and externally. It should record briefly the process by which the work was chosen for consideration. For examples of the type of work previously awarded Prizes please refer to the list of previous winners on the Trust's web site and to the short films on the Home Page www.royalanniversarytrust.org.uk

The criteria for round twelve of The Queen's Anniversary Prizes scheme are:

1. EXCELLENCE/QUALITY

In what way is the work exceptional and why does it merit national recognition?

How is it planned to resource, sustain and develop the work in the longer term?

2. INNOVATION AND DISTINCTIVENESS

In what way is the work new, original, groundbreaking and transformational?

How does the work distinguish or differentiate itself from similar or comparable work carried out elsewhere in the UK (or internationally if applicable)?

3. IMPACT AND BENEFIT FOR THE INSTITUTION

What benefits for your institution's teaching, learning, research or other activity have resulted from the work?

What has been the impact of the work as regards the standing and overall health of your institution (including any benefits in terms of revenue, funding or other business advantage)?

4. IMPACT AND BENEFIT BEYOND THE INSTITUTION

What specific impact, in terms of observable beneficial outcomes, has the work delivered in your locality, region or more widely (including internationally if applicable)? *NB benefits in the overseas or international context are not an essential requirement.*

What has your institution done to promote the transfer of knowledge or practice arising from the work and how far has the work been replicated elsewhere or pioneered on a wider stage?

The Queen's Anniversary Prizes for Higher and Further Education, twelfth round 2016–18

This is a specimen only.

You may complete this form on our website:
[www.royalanniversarytrust.org.uk/
theprizes/howtoenter](http://www.royalanniversarytrust.org.uk/theprizes/howtoenter)

APPLICATION FORM

IDENTIFICATION NUMBER

*This number is provided by the
Prizes Office in the covering letter.*

1. The Institution

FULL NAME OF INSTITUTION

2. Head of Institution

POSITION HELD

NAME

ADDRESS

TELEPHONE NUMBER

EMAIL

3. Alternative senior contact

POSITION HELD

NAME

TELEPHONE NUMBER

EMAIL

4. Chancellor/Chairman of the Governing Body

NAME

DESCRIPTION OF ROLE

DECLARATION

I am a proper officer of 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 entry 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.

This entry is in respect of work carried out by a consortium, partnership or
association of this institution with others in which this institution has the
lead role for the purposes of the Prizes scheme. *[Cross out if not applicable]*

SIGNED

Head of Institution

DATE

The Queen's Anniversary Prizes for Higher and Further Education, twelfth round 2016–18

This is a specimen only.

You may complete this form on our website:
[www.royalanniversarytrust.org.uk/
theprizes/howtoenter](http://www.royalanniversarytrust.org.uk/theprizes/howtoenter)

ENTRY COVER SHEET

IDENTIFICATION NUMBER

*This number is provided by the
Prizes Office in the covering letter.*

*Do not refer to the institution by name in the Entry Cover Sheet
or the Main Narrative.*

Title of entry

Maximum 10 words, in plain language and making clear the essence of the entry.

Summary of the entry

*Maximum 300 words, a precis of the Main Narrative which while succinct covers
the main elements of the story and highlights its impact.*

SIGNED

Head of Institution

DATE

The Queen's Anniversary Prizes for Higher and Further Education: extracts from the Rules and Conditions of application

The Rules of the Prizes scheme as approved by the Charity Commission and the Conditions of Application are available in full on the Trust's web site under Rules and Conditions. These are extracts to provide context:

AUTHORITY

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

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.

ADMINISTRATION OF THE AWARD SCHEME

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

For each biennial Round the Trust [Prizes Office] shall issue an invitation on behalf of the Trustees with a full set of information and application forms 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 Trust [Prizes Office].

ASSESSMENT

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

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 from the widest field of professional and academic life.

The panel of Readers membership shall be confidential and shall not be publicly disclosed.

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.

HER MAJESTY'S GOVERNMENT

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 Prize-winners.

Conditions of application

- The Institution assigns to the Trust the legal and beneficial title in all the existing and future copyright worldwide in this application and supporting documents (the 'Entry').
- The Institution warrants that:
 - 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;
 - the Entry does not infringe any intellectual property right of any third party;
 - 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.
- The Trustees' and Awards Council's decisions shall be final and conclusive and the Institution has no right of appeal.



THE ROYAL ANNIVERSARY TRUST

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Registered charity no. 1,000,000
www.royalanniversarytrust.org.uk