

Entering Prizes & Medals on SITS

Version Table

Revision	Description	Author	Date
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1. Summary and other guides this links to

This document covers the process for awarding class prizes & medals within SITS. Please see following link to guide provided by Academic & Student Lifecycle Team on SharePoint - [Prizes and Medals Entry.docx](#)

2. Step-By-Step Instructions

This guide covers how to add Prizes and Medals information to SITS, prior to graduation.

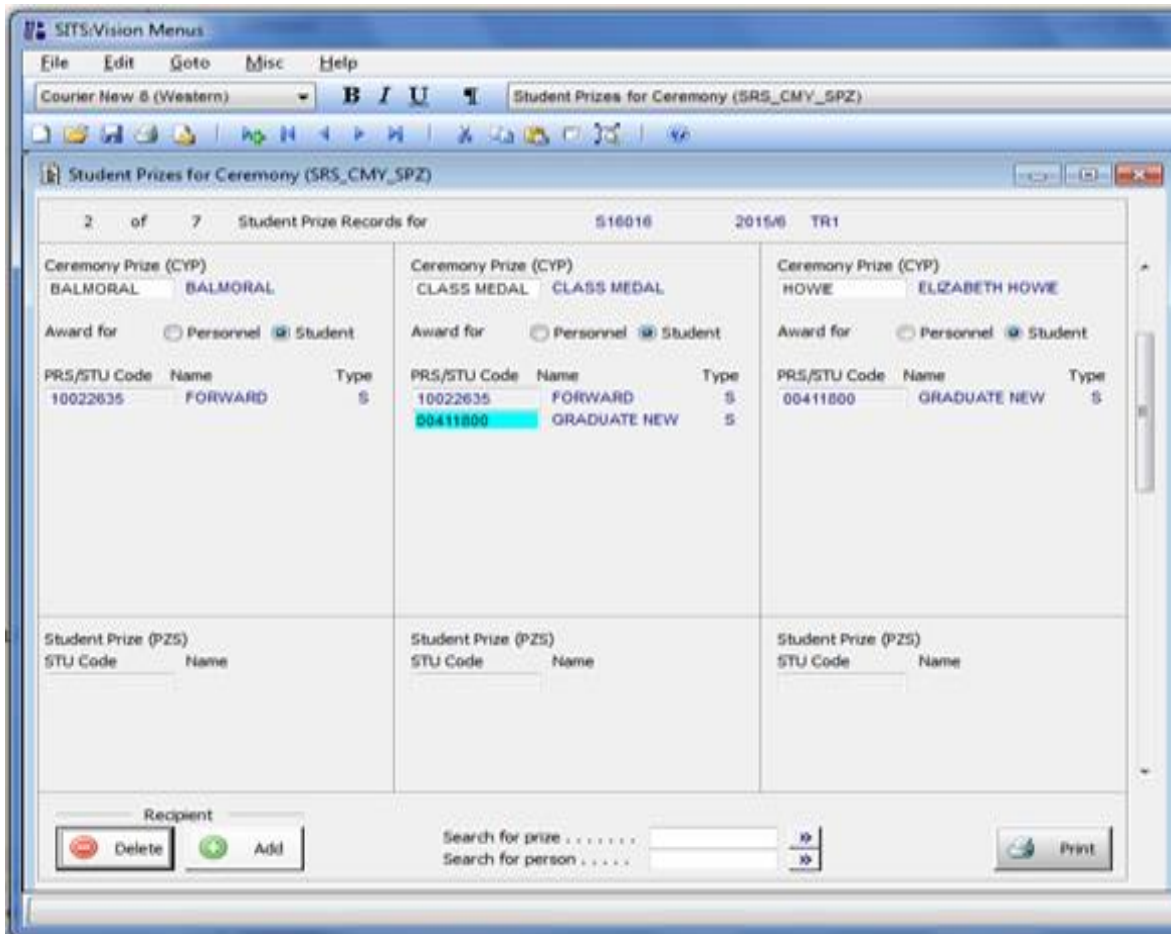
2.1 Adding Students to the Relevant Prize or Medal

In the example below, we have used “S18101” (Summer 2018 – School of Computing)

Go to **CMY** and retrieve the appropriate information by inserting the appropriate “Ceremony Code”. Then click “Other” and “Assign Prizes”, as per below:

The screenshot shows the SITS Awards Ceremony Record (CMY) form. The 'Assign Prizes' menu is open, showing options like 'Assign Prizes', 'Ceremony Prizes', 'Ceremony Tasks', and 'Tickets'. The main form displays details for ceremony code S18101, including date (27Jun2018), full name (June 2018 - Computing), year (2017/8), and period (TR2 TRIMESTER 2). It also shows fields for reception and ceremony addresses, capacity, and costs.

Add students to prizes and medals as required.



If the prize you want to add the student to does not exist on this screen, please contact Student Administration staff by emailing graduations@napier.ac.uk.

3. Additional Information

3.1 General Notes for Awarding Prizes and Medals at Programme Boards

The conditions governing the awarding of the University medals are as follows:

Each programme (both Full-Time and Part-Time) is entitled to **one medal** at both Degree and Honours level that can be awarded to the student with the best overall performance and who will be exiting the programme within the current year. In cases where the decisions between two students is difficult, it is recommended the nominations and any supporting documentation be submitted to a Programme Board of Examiners.

Difficulties in deciding on a prize winner should be discussed at a Programme Board of Examiners. School Support Service can only accept nominations for prizes, endorsed in this way and conform to the particular requirements shown.

Please Do not include a Gold Star . * in the SPZ screen with the Matriculation Number as this means that the student name does not output in the programme and may be missed.

3.2 Deadline to assign students to prizes

There is a deadline for assigning prizes that changes each year, which we are alerted to through a bulletin board posting by the Academic & Student Lifecycle Team.