

At its ordinary meeting of 12 December 2013, Governing Body approved the following regulations regarding the award of extraordinary prizes for master's students.

### REGULATIONS FOR AWARDING EXTRAORDINARY PRIZES FOR MASTER'S STUDENTS

An annual extraordinary prize will be awarded to the student from each master's programme and each academic year with the best academic record among his or her intake. Prizes may be declared void.

1. Students who have completed their studies with a minimum average mark across their record of xx<sup>1</sup> in the corresponding academic year may apply for the prize.
2. For the purposes of awarding the extraordinary prize for master's students, the average mark across the master's record will be the result of applying the following formula:

$$NM = \frac{\sum_i P_i \times NC_i}{\sum_i NC_i}$$

NM = Average mark of master's record

P<sub>i</sub> = Subject score i<sup>2</sup>

NC<sub>i</sub> = Number of credits for subject i

A penalty amounting to 10% of the mark will be applied for each previous failure in a subject and to 5% for each exam which the student failed to sit.

Validated and adapted subjects of credits will have the mark awarded in the centre of origin. Subject of credits which have been recognised but for which there is no mark will not be taken into account when calculation the average mark.

3. The academic committee of each master's programme may establish its own evaluation criteria for the extraordinary prize. These criteria must be approved before the start of the academic year in which the prize is to be awarded by the Official Postgraduate Studies Committee and ratified by Governing Body. In the absence of other criteria, account will only be taken of the average mark of the academic record calculated as per point 3 above.
4. The master's academic committee will appoint a panel to select the extraordinary prize candidate composed of a Chair, a speaking member and a secretary, all teachers of the master's programme and preferably belonging to the different departments involved in its teaching.
5. Once the period for filing the examination records for the last examination session of the academic year has come to an end, the designated panel will award the extraordinary prize and notify the Postgraduate School of its decision, enclosing the corresponding report setting out the evaluation criteria applied.

---

<sup>1</sup> Each master's programme will set the required average mark

<sup>2</sup> i represents each subject

6. The Vice-Rector for Postgraduate and Lifelong Education will inform the UAH's Governing Body of the award of the extraordinary prize.

The student will be notified of the award of the extraordinary prize, which distinction will appear on his or her academic record.