
Recording Student Prizes

User Guide

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Why do we need to record prizes in ASIS?

It is now possible to record prizes that a student has been awarded in ASIS. These prizes will then appear on the Diploma Supplement produced by Registry after a student's graduation.

On the Diploma Supplement, the prize appears like this:

6 ADDITIONAL INFORMATION

6.1.1 Prizes

Year of Award	Name	Category
10/11	WM Northams prize	Bronze
10/11	Worshipful Company of Woolmen	for Technical Innovation and Design
11/12	Biological Sciences Gold Award	For Highest Average Marks in First Year

Prizes are stored in the PRZ screen in ASIS, and this is managed by the ASIS Team and Registry.

Prizes are attached to a student's record using the SPZ screen, and this is managed by the student's academic school.

How do we attach a prize to a student's record?

A prize can be made up of one or two parts as shown above – the name and the category. The codes for both prize name and category are listed on a separate document – please contact ASIS Support if you don't have this list.

To attach a prize to a student's record, open the SPZ screen:

Sequence	Prize Code	Ceremony
1		

Student Code	Prs Code

Year	Period

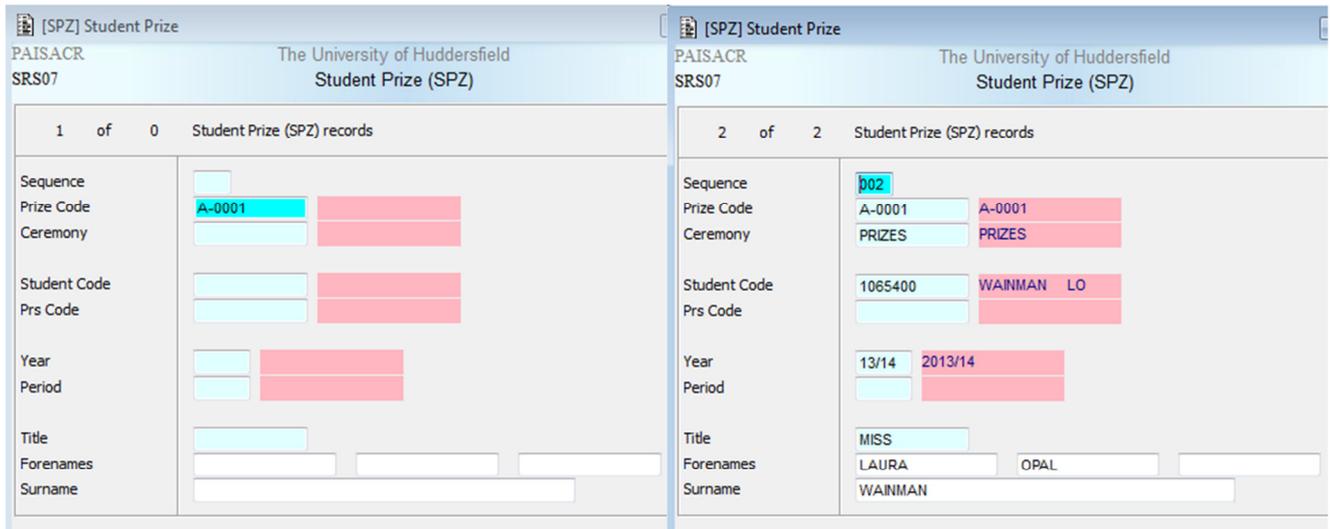
Title

Forenames

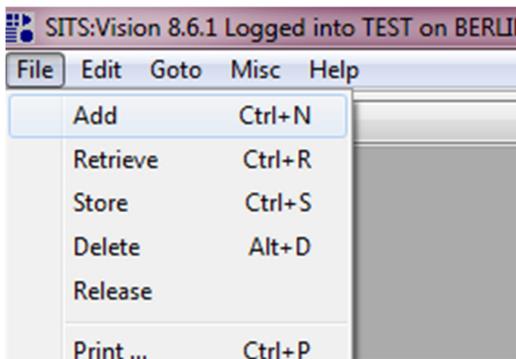
Surname

Enter the prize code and retrieve – you need to do this first to work out what sequence number to give the SPZ record as this is not generated automatically.

ASIS Training



So in this example, the highest existing sequence number for this prize (A-0001) is 002. So the record you set up will need to have sequence number 003. To create a new record, you can press <Ctrl>+<N> on your keyboard together, or go to File -> Add in the menu bar on ASIS.



Once you have your blank record, type in the sequence number and prize code. Use the ceremony code 'PRIZES'.

Enter the student code. The student's name will be filled in automatically.

In the year, enter the year for which the prize was awarded. This must be a year that the student has an SCE record for, or the prize will not appear on the Diploma Supplement.

Once you have filled in all of these fields, the SPZ will look like this:

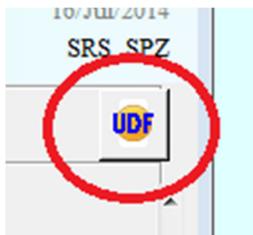
[SPZ] Student Prize
 PAISACR The University of Huddersfield 16/Jul/2014
 SRS07 Student Prize (SPZ) SRS_SPZ

3 of 2 Student Prize (SPZ) records

Sequence: 003
 Prize Code: A-0001
 Ceremony: PRIZES
 Student Code: 1065900
 Prs Code: AHMAD W
 Year: 12/13
 Period:
 Title:
 Forenames: WAQAAR
 Surname: AHMAD

Remember to store the SPZ now!

Enter the Date of CAB: Open the UDF screen by clicking on the UDF button in the top right hand corner of SPZ.



Enter the date of the CAB at which the prize was awarded into UDF2 – Date of CAB. Click ‘Apply’ then store the SPZ again.

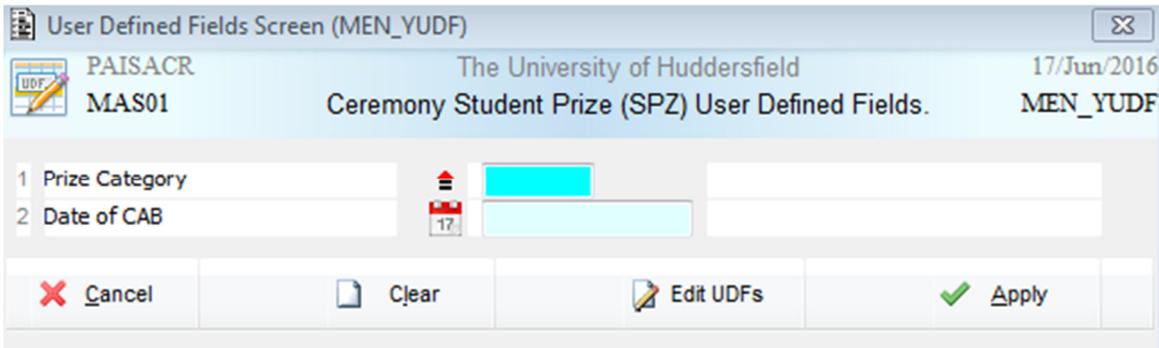
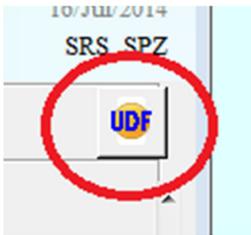
User Defined Fields Screen (MEN_YUDF)
 PAISACR The University of Huddersfield 17/Jan/2016
 MAS01 Ceremony Student Prize (SPZ) User Defined Fields. MEN_YUDF

1 Prize Category
 2 Date of CAB

Cancel Clear Edit UDFs Apply

If this prize only has a name (no category), then the set-up is complete.

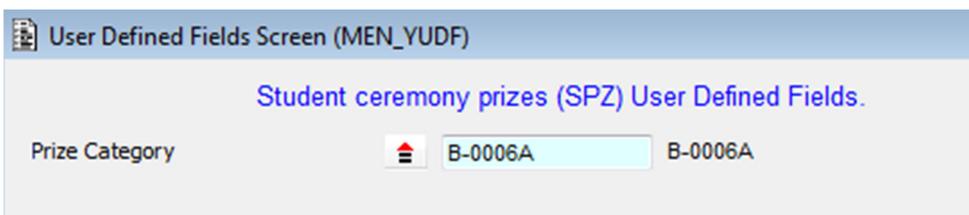
If this prize has a category, you now need to add this. Open the UDF screen by clicking on the UDF button in the top right hand corner of SPZ.



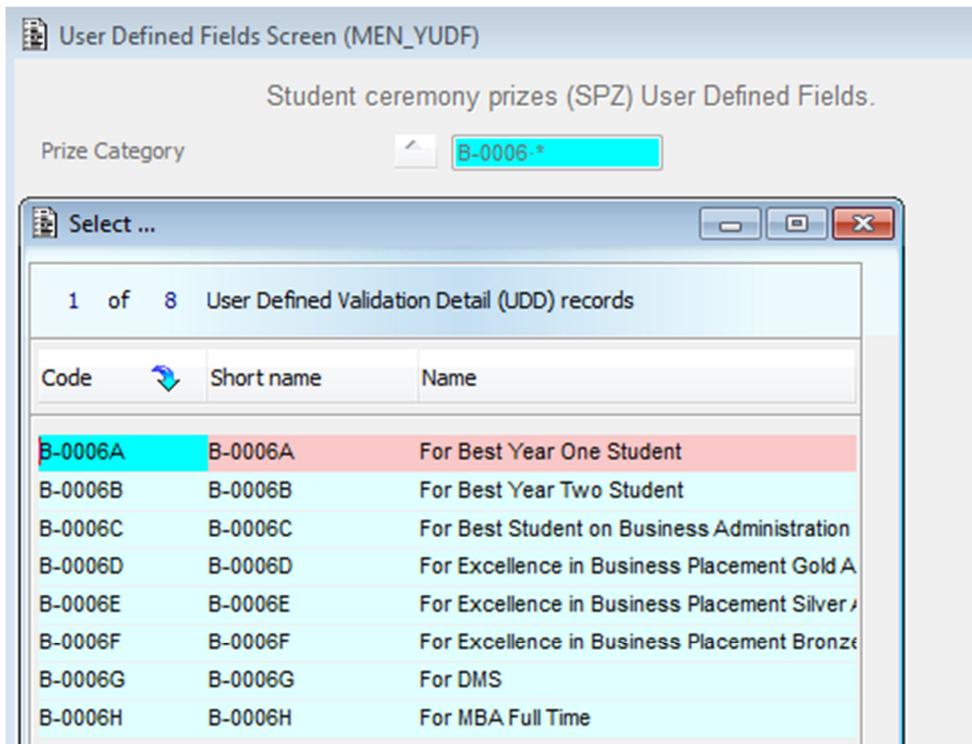
The prize category will always have the same code as the prize, followed by a letter. The prizes and category codes are listed on a separate document – please contact ASIS Support if you don't have this list.

So for example, the Business School's 'Leadership and Management Departmental Prize' has a prize code of B-0006 and category codes of B-0006A 'For Best Year One Student', B-0006B 'For Best Year Two Student' etc.

To enter the category code, you can type it directly into the UDF field...



...or you can find a list of categories for a given prize code by typing the prize code into the field followed by the * (gold star wildcard), then pressing <F2> on your keyboard. This will display a list of categories for you to choose from.



You can then select one by double-clicking on the right line.

Once you have entered or selected the right category code, click Apply in the bottom right of the UDF screen. Remember to store the record again to ensure both your prize name and category are stored.

Repeat as necessary with different students/prizes.