G. M. Trevelyan Prize
Terms and Conditions

December 12, 2011

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1 Preamble

1. In line with the Strategic Objective of Trevelyan College to promote research, the Trevelyan College Middle Common Room (MCR) will award the 'G. M. Trevelyan Prize' (the Prize) annually, to celebrate the excellent research undertaken by members of the Trevelyan College postgraduate community. This award will be open to all members and associate members of the MCR as defined in the MCR Constitution and Standing Orders. This document shall henceforth be referred to as 'the Rules'. The Application Form shall be produced as a separate document.

2 Application Procedure

2.1 Eligibility

1. Any full or associate student member of Trevelyan College MCR may apply for the Prize.

2.2 Procedure

1. The Prize shall be advertised by the first Friday of the Epiphany term of the academic year in which it is to be awarded, both by e-mail and by posting the Rules and Application Form on the MCR webpage and notice board on J-ground.

2. Any member wishing to be considered for the Prize shall, by the last Monday of the Epiphany term in the year in which it is to be awarded, have submitted to the MCR Vice President a completed electronic copy of their Application Form and Research Summary (as outlined in section 2.3).

3. All members of the judging panel shall be given copies of all Application Forms and research summaries supplied by the candidates by the first Monday of the Easter vacation in the year in which the Prize is to be awarded and will be asked to consider each application within the category under which it falls by the first Monday of Easter term of the year in which the Prize is to be awarded.

4. A meeting shall be held between members of the judging panel, no later than the second week of the Easter term in the year in which the Prize is to be awarded to shortlist one applicant from each category, although this will depend on the following factors:

   (a) That there is a candidate considered worthy of the Prize in each category.

   (b) If 2.2.4a is not held to be the case, no candidate need be selected from that category.

   (c) If no candidate is selected as outlined in 2.2.4b then a second candidate may be selected from one of the other two categories.

   (d) If the panel so wishes they may shortlist up to four candidates.

   (e) If no candidate is deemed worthy, then the panel is not obliged to shortlist anyone.

5. The shortlisted candidates will give a presentation of their application at the Easter term MCR/SCR Research Event.

   (a) In order to remain eligible for the Prize, it is essential that shortlisted candidates attend this Event.

   (b) The Event shall be no less than two weeks after the announcement of those shortlisted.

   (c) A title for the talk will be given to the MCR Vice President at least one week before the Event is scheduled to take place. This shall be circulated among the MCR and SCR members.

(d) Talks will be no more than fifteen minutes in length, with a further five minutes for questions from the floor.

6. The Panel will meet within one week after this Event to decide on the winner.

7. The Prize will be awarded as outlined in 2.5.

8. The Panel may award up to one Prize in an academic year,

9. If it is deemed that no candidate has satisfied the criteria the panel may withhold the Prize.

2.3 Categories

1. There shall be three categories. The Panel will take into consideration the fact that some students will have been carrying out research for much longer than others and will judge submissions with this fact in mind, looking for students who show promise in their chosen field. These are as follows:

   (a) Fourth year undergraduate masters and postgraduate taught masters.

      i. These candidates will submit a Research Summary of up to two sides of A4, Times New Roman point size 12, 2cm margins (including diagrams and an abstract of 200 words).

      ii. This may take the form of a research plan and a discussion of any preliminary results.

   (b) Postgraduate research masters and first year doctoral students.

      i. These candidates will submit a Research Summary of up to two sides of A4, Times New Roman point size 12, 2cm margins (including diagrams and an abstract of 200 words).

      ii. This will take the form of a summary of the student's research so far, together with a plan of how it will develop.

   (c) Doctoral students with more than one year of research experience.

      i. These candidates will submit a Research Summary of up to three sides of A4, Times New Roman point size 12, 2cm margins (including diagrams and an abstract of 250 words).

      ii. This will show evidence of a deep understanding of the subject, as well as an ability to explain the research to non-specialists.

2.4 Criteria

1. The panel will take into consideration the fact that some students will have been carrying out research for much longer than others and will bear this fact in mind when judging the submissions of each category.

2. The Panel will be judging applications on the *promise* shown by the student in their chosen field and on the quality of the research (in terms of the *student*'s understanding of the subject, exposition of their ideas, and a clear explanation of how the research will develop), regardless of its depth, or degree level.

2.5 Award

1. The Prize shall be awarded by the MCR Vice President at the last MCR formal of the Easter term, to which the judging panel shall be invited (although they will not be required to attend).

2. The Prize shall consist of a certificate, a £50 cash prize and a plaque on the plinth of the Mo Mowlam bust.

2.6 Rule changes

1. Any proposed change to the Rules shall be considered by the MCR Exec (with the exception of any who intend to stand for the prize), then passed by a meeting of the MCR.
2. If there is grounds for suspicion of a current or past MCR Exec member having changed the Rules in such a way as to benefit his or her own application, then it shall be the right of the Judging Panel to revert the Rules to exclude the applicant from the competition.
3. Rules may only be changed during the period of the year between award of the prizes and the announcement of the following year's competition.
4. The Rules shall be reviewed at least once every three years, within the time period set out in 2.6.3.
5. The Application Form shall be subject to the same regulations as these Rules (except for the MCR Vice President's contact details, which shall be automatically updated).

3 Judging Panel

The panel shall consist of six members, as follows:

3.1 MCR

1. Two members of the MCR Exec, usually the Vice President and the President.
2. If either of these members is unavailable or is standing for the Prize, their post shall be passed on to another member of the Exec who is available and who is not standing, in the order of positions laid out in the MCR Standing Orders.
3. In view of the Vice President's role in promoting research in College as outlined in the MCR Standing Orders, he or she is given general responsibility for the smooth running of Prize allocation. Furthermore, in the case that the Vice President is unavailable to attend the discussion concerning the award of the Prize, his or her responsibilities shall pass to the attending MCR Exec members, in the order of positions laid out in 3.1.2.

3.2 Faculties

1. Three academics will be invited onto the panel (one from each faculty), and they need not be associated to the SCR.
2. In the first instance the SCR President will be asked to contact members of the SCR who may be interested in sitting on the panel.
3. In the event of a member being unavailable to attend one of the meetings, said member will be asked to arrange for a replacement.
4. It shall be made clear to these members that they will be offering their expertise in a personal capacity - and sitting on the panel shall not be constituted as an official representation of the point of view of their faculty.
5. Each of the academics will normally sit on the panel for three years, and up to a maximum of four.

6. It is hoped that one faculty member will change each year, so as to give a certain level of continuity amongst the members of the panel as well as a steady input of fresh ideas.

7. Any member may only be re-appointed to the post after one term of appointment has passed since their last sitting on the Panel.

8. Visiting Fellows will also be eligible to sit on the Panel for their corresponding faculty, and in this case an exception will be made from clause 3.2.5.

3.3 College Officers

1. An open invitation shall be made to the College Officers for one of their number to sit, ex officio, on the Panel.

3.4 Terms of Appointment

1. At least four out of the six members shall be present at any meeting or at the presentations for it to be considered quorate.

2. All Panel members shall be expected to read all the submitted reports and attend three meetings, as outlined in 2.2.

3. If any member of the Panel is unable to attend either the presentations or final discussion over prize allocation, they shall be asked to suggest a suitable replacement, who must be eligible by the above Rules and be a member of the same faculty or College community.

4. All Panel members will be made aware of the Rules for prize allocation, and for any changes made to them during their terms of office.

5. Members of the Panel must be confirmed at least one week before the application submission deadline, and their names shall be published only after submission.

6. The MCR Vice President shall be responsible for the scheduling and chairing of meetings of the panel. These should take the form of a short discussion, whereby each member will suggest the applications he or she believes to be worthy of the Prize. If, after discussion, no three candidates are unanimously selected, then the members of the panel will be asked to rank the candidates in order of preference. If there is still a dispute, the MCR Vice President will hold the casting ballot.