

Competition Awards Disbursement Process

Student Clubs – Student Activities Department & Student Fund (System) – KFUPM

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1. Executive Summary

This process covers the final step after a student competition concludes: confirming the awards request and transferring awards to winners.

The Club President collects the winners' KFUPM IDs, fills the awards request by entering each winner's ID, confirming the linked name, and assigning the placement, then submits the request to the Club Supervisor. The Club Supervisor confirms the competition occurred and either approves or rejects the request. If approved, the Student Fund System determines the award amounts and executes the transfers, then sends a confirmation back to close the process.

2. Key Characteristics of This Process

Winner entry uses IDs only

Winners are submitted using KFUPM IDs only. For each ID, the linked name will appear and must be confirmed before the Club President assigns the placement. This reduces wrong-ID and wrong-winner errors.

Financial details are not entered

Award amounts and banking details already exist in the Student Fund system and are not entered during submission. For group competitions, per-winner awards are inferred from the number of winners entered.

Payments are system-executed after verification

The Student Fund role is automated; awards are transferred only after the Club Supervisor approves the request.

3. Key Process Logic

- When a KFUPM ID is entered, the system retrieves the linked name. The Club President confirms it matches and assigns the placement before proceeding.
- If the Club Supervisor determines the competition did not occur, the request is rejected and no awards are transferred.
- If the Club Supervisor approves, the system triggers the Student Fund payment flow.
- If no active IBAN exists for a winner, the system flags the case for staff to handle manually while continuing the transfer process for other winners.

4. Process Actors and Responsibilities

The following table outlines the roles involved:

Role	Responsibility
Club President	Accountable Initiator. Conducts the competition and is responsible for accurately identifying the winning students immediately after the event concludes.
Club Supervisor	Fact Witness. Responsible for verifying that the competition actually took place as claimed and confirming the legitimacy of the listed winners.
Student Fund System	Financial Executor. Acts as the automated payment engine. Calculates individual shares (for group events), validates IBAN existence, and executes transfers without human intervention.

5. Process Map (BPMN)

BPMN Diagram Notice: This document export excludes the interactive BPMN diagram.

To view the full process map, please visit:

ba-dsa.pages.dev → **Competition Awards Disbursement Process**

6. Process Walkthrough & Business Logic

The following table details the process steps:

Step	Actor	Action	Business Rules
1.0	Club President	Collect Winners Information	Triggered when the Competition Finished event occurs. The President gathers the winners' KFUPM IDs. Names may be noted for later ID confirmation, but names are not entered in the request.
1.1	Club President	Fill Awards Request	Select the pre-approved competition, then enter winner IDs only. Confirm the linked name for each ID, then assign the placement. Award amounts and banking details already exist in the Student Fund system and do not need to be entered. For group competitions, per-winner awards are inferred from the number of winners entered.
1.2	Club President	Submit Awards Request	Submits the completed awards request to the Club Supervisor.
2.0	Club Supervisor	Review Awards Request	The Supervisor receives the request for verification.
2.1	Club Supervisor	Validation Decision	Check: Did the competition actually take place? <ul style="list-style-type: none"> • Yes: Proceed to Approval. • No: Reject request.
3.0	Club Supervisor	Approve & Forward	If valid, the Supervisor approves the request and forwards it to the Student Fund System for payment.
4.0	Student Fund System	Determine Awards Logic	The system determines the payout: <ul style="list-style-type: none"> • Individual: Uses the pre-approved award amounts already assigned for the competition. • Group: Infers the split based on the number of winners entered.
4.1	Student Fund System	Transfer Awards	The system executes the bank transfer to the winners' IBANs.
4.1.1	Student Fund System	Flag missing IBAN for staff resolution (if needed)	If any winner has no active IBAN, the system flags the case for staff to handle manually. This does not interrupt transfers for other winners.

Step	Actor	Action	Business Rules
4.2	Student Fund System	Send confirmation emails to winners	After transfer, the system sends emails to winners confirming the transfer.
4.3	Student Fund System	Send completion confirmation	Sends an "Awards transferred" confirmation to Student Activities and the request is completed.

7. Exception Handling

Scenario A: Supervisor rejection

Trigger: The Supervisor determines that the competition did not take place.

Resolution: The Supervisor selects **"Reject"**.

Outcome: The process terminates immediately ("Awards request rejected"). No funds are disbursed.

Scenario B: No IBAN found (flagged for staff resolution)

Trigger: The system attempts to transfer funds but finds no active IBAN for a specific Student ID.

Resolution: The system flags the case for staff to handle manually. Transfers for other winners continue.

8. Inputs & Outputs

Inputs

- Pre-approved competition (selected by Club President)
- Winner KFUPM IDs (entered by Club President)
- Pre-Approved Budget Structure (system retrieved)
- Student Banking Data (system retrieved)

Outputs

- **Financial Transfer:** Successful deposit of funds to student accounts.
- **Flagged for staff resolution:** Any missing-IBAN cases flagged for manual follow-up.
- **Email confirmation to winners:** Transfer confirmation emails sent to winners.

9. Governance & Controls

Pre-Approval Lock

When filling the awards request, the Club President selects a pre-approved competition. This ensures the request uses the already-approved award setup and avoids entering award amounts in this process.

Segregation of Duties (Payment Integrity)

The person selecting the winners (Club President) cannot touch the banking details, and the system executing the payment cannot change the winners.

Identity Verification (ID-to-Name Confirmation)

The mandatory "**ID-to-Name**" confirmation step by the Club President serves as the primary control against identity errors.