

# Competition Awards Disbursement Process

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

## Table of Contents

**Executive Summary**

**Key Characteristics**

**Key Process Logic**

**Actors & Responsibilities**

**Process Map (BPMN)**

**Process Walkthrough & Business Logic**

**Exception Handling**

**Inputs & Outputs**

**Governance & Controls**

**Status:** In Review

**Document ID:** competition-awards-disbursement

**Last updated:** 2026-01-04

## 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 submits the winners' information. 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

### **Payments are system-executed after verification**

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

### **Inputs are constrained to reduce payment risk**

The Club President provides winner identification (name and ID). Award amounts and banking details already exist in the Student Fund system and do not need to be entered.

### **Identity confirmation is built into submission**

Policy (not modeled in BPMN)

The ID-to-name confirmation step is used to prevent misdirected payments due to data entry errors.

### 3. Key Process Logic

- When a Student ID is entered, the system displays the Student Name and the Club President must confirm it matches before proceeding.  
(Policy; not modeled in BPMN.)
- If the Club Supervisor determines the competition did not occur, the request is rejected and no awards are transferred.  
(Policy note: winner verification steps are not modeled in BPMN.)
- If the Club Supervisor approves, the system triggers the Student Fund payment flow.
- If no active IBAN exists for a winner, the transfer fails for that student and the system produces an error log for manual resolution.  
(Policy; not modeled in BPMN.)

### 4. Process Actors and Responsibilities

The following table outlines the roles involved:

Role	Responsibility
Club President	<b>Accountable Initiator.</b> Conducts the competition and is responsible for accurately identifying the winning students immediately after the event concludes.
Club Supervisor	<b>Fact Witness.</b> Responsible for verifying that the competition actually took place as claimed and confirming the legitimacy of the listed winners.
Student Fund (System)	<b>Financial Executor.</b> 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](http://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 <b>Competition Finished</b> event occurs. The President gathers the University IDs of the winning students.
1.1	Club President	Submit Awards Request	<p>The President submits winner identification.</p> <ul style="list-style-type: none"> <li>• <b>Constraint (modeled in BPMN):</b> Award amounts and banking details are already held by the Student Fund system and do not need to be entered.</li> <li>• <b>Policy note (not modeled in BPMN):</b> A name/ID confirmation step may be used to reduce data entry errors.</li> </ul>
2.0	Club Supervisor	Review Awards Request	The Supervisor receives the request for verification.
2.1	Club Supervisor	Validation Decision	<p>Check: Did the competition actually take place? (Policy note: winner legitimacy checks are not modeled in BPMN.)</p> <ul style="list-style-type: none"> <li>• <b>Yes:</b> Proceed to Approval.</li> <li>• <b>No:</b> Reject request.</li> </ul>
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	<p>The system determines the payout:</p> <ul style="list-style-type: none"> <li>• <b>Individual:</b> Uses the pre-approved award amounts already assigned for the competition.</li> <li>• <b>Group:</b> Infers the split based on the number of winners entered.</li> </ul>
4.1	Student Fund (System)	Transfer Awards	The system executes the bank transfer to the students' IBANs and sends a confirmation message back to Student Activities.
5.0	Club Supervisor	Notify Winners	Upon receiving the "Awards Transferred" confirmation, the Supervisor sends a notification to the winners. (Policy; not modeled in BPMN.)
6.0	System	Process End	The request is closed.

## 7. Exception Handling

### Scenario A: Supervisor rejection

**Trigger:** The Supervisor determines that the competition did not take place. (Policy note: winner legitimacy checks are not modeled in BPMN.)

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

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

### Scenario B: Missing IBAN (System Error)

Policy (not modeled in BPMN)

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

**Resolution:** The specific transaction fails. The system generates an error log for the Student Fund administrators to resolve manually.

## 8. Inputs & Outputs

### Inputs

- Winner Student IDs (entered by President)
- Pre-Approved Budget Structure (system retrieved)
- Student Banking Data (system retrieved)

### Outputs

- **Financial Transfer:** Successful deposit of funds to student accounts.
- **Transaction Record:** Automated log of the disbursement for audit purposes. (Policy; not modeled in BPMN.)
- **Winner Notification:** Confirmation sent to students. (Policy; not modeled in BPMN.)

## 9. Governance & Controls

### Pre-Approval Lock

Policy (not modeled in BPMN)

No funds can be disbursed that were not already authorized in the Registration Phase. This ensures that all the awards are policy-aligned and approved.

### Blind Payment

Policy (not modeled in BPMN)

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

### Name/ID confirmation

Policy (not modeled in BPMN)

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