



STUDENT AWARDS POLICY

Policy Type:	Academic	Initially Approved:	October 19, 2022
Policy Sponsor:	Dean of Students	Last Revised:	October 19, 2022
Administrator:	Registrar	Review Scheduled:	October 2027
Approver:	General Faculties Council		

A. OVERVIEW

The Alberta University of the Arts (AUArts) Student Awards Program connects students with scholarships, awards, prizes, and bursaries (collectively referred to as awards) each year, in addition to providing access to community and government award opportunities. Award support (merit-based and need-based) is crucial to meeting the goals and priorities in the Strategic and Academic Plans in support of the recruitment, confirmation and retention of high calibre students, and the celebration of academic and creative excellence.

B. PURPOSE

This policy governs the establishment, criteria, definitions, and authority for the administration of all student awards funded from donor funding, internal allocations of AUArts Board of Governors funds, and operating funds. This policy ensures compliance with legislation, transparency of process, privacy of information, and an avoidance of any conflict of interest.

C. SCOPE

This Policy applies to all Alberta University of the Arts established and administered student awards (broadly defined to include scholarships, awards, prizes, and bursaries) for undergraduate and graduate, credential programs. It does not apply to externally administered awards or where AUArts assists in administering external awards, such as awards through Alberta Scholarships.

D. POLICY STATEMENT

The priorities and principles of the Student Awards Program are aligned with the Strategic and Academic Plans for the University, reflecting the priorities for the attraction and retention of qualified students in all eligible programs, and the celebration of academic and creative excellence. The terms and conditions of awards as they are established and maintained will:

1. Reflect priorities of the University Strategic and Academic Plans
2. Be free of criteria based on personal characteristics as defined by the Alberta Human Rights Act.
3. Notwithstanding #D2, the University may establish awards specifically intended to improve the participation of groups of students in line with strategic or academic objectives, which may include specific characteristics.

E. DEFINITIONS

Award Description: The general description of the award that reflects background information, award donor intention, and eligibility for an award.

Terms of Reference: The formal recognition of the criteria and terms for all awards. The Terms of Reference inform the creation of the Award Description.

TYPES OF AWARDS

Award:

- a. any scholarship, prize, or bursary; or,
- b. a term describing any monetary award based on a combination of academic and non-academic criteria for which none of the following terms are appropriate.

Academic Awards: Any award with an academic merit component (no needs-based component).

Annual Award: Awards that become available for application or nomination once per academic year.

Application-based Award: An award that requires an application.

Bursary: A monetary award primarily based on financial need.

Department/Operational Award: Funded by an academic or administrative unit and administered by AUArts under AUArts policies and procedures.

Donor Awards: Depleting or endowed awards that are funded by a donor and administered by AUArts under AUArts policies and procedures.

External Award: An award which is created, funded, made available, and paid by external organizations or agencies following their own awards policies and procedures.

Internal Awards:	Awards maintained and administered by AUArts Awards Office.
Nominated Award:	An award that does not require an application. Such awards are based on academic performance as per the terms of the award.
Prize:	A non-monetary award based on academic excellence, or on proficiency in a specific area of study or competition. Prizes may take the form of supplies or services.
Scholarship:	A monetary award, normally given to a student based on academic excellence. Scholarship applications may require a creative portfolio or statement.
Travel & Experience Awards:	Monetary awards for students who participate in learning opportunities that involve travel outside of the city of Calgary. These may include exchange programs, summer programs, classes, workshops, and independent travel to participate in experiences that enhance the student's education.
University General Awards:	Awards that are not specific to one program, concentration or major or that have multiple programs, concentrations, or majors as stated in the criteria.
PEOPLE/ STUDENTS	
Continuing Student:	A student who has been registered in a degree or other for-credit credential program at AUArts for at least one term of study and continues to be enrolled in a program of study.
Entrance Student:	A new student admitted to AUArts in the most recent admissions cycle to initiate a degree or other for-credit credential program.
Graduating Student:	A student in their final year of study in a degree program study who intends to graduate in Spring.
Registrar Designate:	Student Awards and Financial Aid Advisor.

F. ESTABLISHMENT OF AWARDS

The terms and conditions of all awards will be consistent with the Statement of Principles articulated in this Policy, taking into consideration the wishes of the donor and the preferences of the program or academic division in which the award is to be established or the Registrar in the case of university funded awards. Responsibility for the establishment of awards is as follows:

1. Donor-funded Awards are established through the Office of Advancement, with confirmation by the Registrar or designate that the terms and conditions are in compliance with this Policy. The Office of Advancement is responsible for the ongoing stewardship of donor-funded awards.
2. The General Scholarships Fund (GSF) Endowment provides for an annual allocation of funds set by Finance per the Endowment Management Procedure towards strategic or operational goals. The annual allocation of funds for the GSF is managed by the Dean of Students.
3. Department/Operationally funded Awards are established by the Registrar or designate in conjunction with the applicable academic or administrative unit.

The Terms and Conditions of established awards represent an agreement between the Donor and Alberta University of the Arts, or internal allocations set by the Board of Governors, or institutional priorities for operationally funded awards. Amendments or alterations to established agreements of funds may be made with their original intent in mind. The Office of Advancement will propose to amend the terms of donor funded awards in consultation with the donor and the Registrar.

G. ADMINISTRATION OF AWARDS

All awards administered at AUArts are part of the Student Awards Program. Administration of the program is the responsibility of the Awards Office in alignment with the Student Award Policy and Student Award Procedure.

H. INTERNAL AWARDS

The value of awards will be confirmed, prior to promoting awards.

The value of endowed awards is determined and confirmed by the annual spending allocations from endowments set by Finance as per the Endowment Management Procedure and include the funds available within the GSF.

The value of depleting or one-time only awards is confirmed by the Office of Advancement.

I. EXTERNAL AWARDS

The University may provide administrative assistance to external organizations or agencies offering awards where to do so may benefit students at the University. Requests will be evaluated as per Section D of this Policy and are to be considered by the Registrar based on the type and purpose of the award.

J. PUBLICATION OF AWARDS AND AWARD RECIPIENTS

If a student is granted an academic award, the University reserves the right to release pertinent recipient information to award donors, high schools, provincial funding bodies, University faculty and administrative offices and public media. Specific information may be used by the University for promotional purposes.

Need based awards (bursaries) are not published outside of institutional reporting requirements.

Award Committee members will not publicly disclose applicant information or release specific reasons for award decisions outside of the awards process, in accordance with the University’s Access to Information and Protection of Privacy procedure.

K. STUDENT RESPONSIBILITY

1. It is the recipient’s responsibility to be aware of and understand the eligibility/criteria of their award(s) and the implications of changing their student status (ie. Dropping classes, full-time/part-time status, changing their major, etc.)
2. It is the student’s responsibility to understand that receipt of an award may affect their eligibility for other forms of funding.
3. It is the student’s responsibility to report the receipt of awards to other funding agencies including student loans, sponsors (e.g. third party/band funding, Advancing Futures) or RESP lenders as required by these agencies.
4. The student should be aware of tax implications, if any, when receiving an award.

L. RELATED POLICIES AND PROCEDURES

- [Access to Information and Protection of Privacy Policy](#)
- [Code of Conduct Policy](#)
- [Endowment Management Procedure](#)
- [Gift Acceptance Policy](#)
- Gift Acceptance Policy
- [Investment Procedure](#)
- [Undergraduate Final Grading Procedure](#)
- Comprehensive Graduate Studies Procedure
- Student Awards Procedure

M. RELATED LEGISLATION

- Alberta Human Rights Act
- Freedom of Information and Protection of Privacy Act
- Post-secondary Learning Act

REVISION HISTORY

“DRAFT” Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
10/19/2022	New Policy	All	Registrar	Registrar