



STUDENT AWARDS PROCEDURE

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

A. PURPOSE

The Student Awards Procedure outlines the responsibilities for the Student Awards Program including the promotion of awards, confirming eligibility, adjudication, selection, and communication of awards as per the AUArts Student Awards Policy.

B. SCOPE

This procedure covers the administration of undergraduate and graduate awards in for-credit, credential programs at AUArts.

C. PROCEDURE STATEMENT

The University commits to transparency of process and the privacy of information, as well as an avoidance of conflict of interest in all stages of the Student Awards Program.

Should a question arise about the promotion, eligibility confirmation, adjudication, selection, or communication of a student award that is not addressed within the Procedures herein, the issue will be managed by the Registrar in a manner that ensures compliance with legislation, transparency of process, privacy of information, and an avoidance of conflict of interest.

D. UNIVERSITY AWARD PROGRAM PROMOTION AND APPLICATION TIMELINES

Awards are promoted, adjudicated and communicated in line with established University timeframes, ensuring that eligibility criteria are communicated and met.

1. Entrance awards are adjudicated following the Priority Application Deadline for Admissions.
2. Continuing student awards are promoted annually in the Winter term, with an application deadline in the Spring term.
3. Travel & Experience awards are promoted in the Winter term, with an application deadline in the Winter term.

Ad-hoc awards that may arise will fall within the scope of the Student Awards Policy. The terms of reference for the award will align with the requirements of the Student Awards

Policy and Procedure. This includes the establishment of the award, selection committee, and administrative processes.

E. PROMOTION OF AWARDS

AUArts commits to promoting awards to relevant student audiences in a timely manner to align with established University Awards Program timelines, using available resources. External Awards may be promoted as received.

1. Student Affairs is responsible for the promotion of entrance awards
2. Student Affairs is responsible for the promotion of all continuing student awards
3. Graduate Studies is responsible for the promotion of graduate studies student awards

F. ELIGIBILITY FOR AWARDS

Eligibility for an award is based on criteria set or approved by the University. Criteria may include academic standing, a minimum GPA, registration status requirements, program or year of study, home residency, or other eligibility requirements as per the award description.

For awards requiring a demonstration of financial need (bursaries), a defined rubric is used for needs assessment, based on the Alberta Student Aid mechanism.

To be eligible for student awards administered under the AUArts Awards program, a student must be enrolled in an AUArts degree/credit-credential program, and;

1. For Entrance Awards, the student must apply by the priority application deadline to be considered. Entrance awards are based on the merit of both academic and portfolio score.
2. A student must be registered full-time as of the last day of the course drop period (as defined in the Academic Schedule), unless otherwise stated in the award description.
3. For all other Awards, both monetary and non-monetary, a student must be in good academic standing as per the Undergraduate Final Grading Procedure or the Consolidated Graduate Studies Procedure as appropriate, and
 - a) For all Awards primarily based on academic achievement (scholarships), a student must have a minimum of a 3.0 GPA.
 - b) For all Annual Awards, GPA is based on the recently completed Fall and Winter terms combined to meet the award criteria.
 - c) For Travel & Experience Awards the student cumulative GPA is used to meet the award criteria.
4. A student must meet the terms and conditions as set out in the award description.
5. Notwithstanding #4 (above), should an Award have no applicants or candidates based on established terms and conditions, the Registrar or designate may determine the criteria for the best candidate based on the intent of the award.

Each of the following conditions render a student ineligible for Awards:

1. A student on a Letter of Permission at another institution for some or all their courses in a term is not eligible to receive an award. Exception: they are participating in the AUArts (outgoing) Exchange Program.
 2. Inbound exchange students are not eligible for AUArts awards.
 3. Incoming visiting students are not eligible to receive an award.
 4. A student on a Leave of Absence in a term is not eligible to receive an award.
- For criteria associated with Year of Study, Registration Status and Home Residency Requirements, see Appendix A.*

G. AWARD COMMITTEE MEMBERSHIP: CONFLICT OF INTEREST STATEMENT

Award Committee members will self-identify at the beginning of the application evaluation, any potential conflict of interest (e.g. working relationship with an applicant, personal relationship with an applicant) as per the University's Code of Conduct Policy. Where a conflict of interest is identified the member will excuse themselves from the adjudication committee.

H. AWARD ADJUDICATION & RECIPIENT SELECTION

The Awards Committee is responsible for ensuring that the intention of the award, as defined by the Terms of Reference and included in the Award Description, is adhered to as closely as possible. The Awards Committee is responsible for the adjudication of Awards that require an application as well as those that are nominated. Award Committees base their selections on award specific criteria and gather information from student applications and/or the student record.

Two additional (alternate) recipients are chosen for each award in-case the award recipient does not fulfill eligibility requirements. A reason for choosing each recipient must be noted for auditing purposes.

Entrance Awards Selection Committee

Undergraduate Entrance Awards, including those associated with eligible for-credit pathways programs, are adjudicated by the Undergraduate Recruitment & Admissions Awards Committee

- Membership: Dean of Students (Chair), Team Lead - Recruitment & Admissions, and one Recruitment & Admissions Officer

University General Awards Selection Committee (UGASC)

University Awards (other than Entrance awards) are adjudicated by the University General Awards Selection Committees unless otherwise indicated by the Award Criteria. Committee membership for these awards will depend on whether the individual award requires an application and what content students are required to submit for their application.

- Memberships:
 - UGASC A: Student Awards & Financial Aid Advisor (Chair) and two Student Affairs staff members appointed by the Registrar

- UGASC B: Student Awards & Financial Aid Advisor (Chair) and two faculty members appointed by the Academic Dean

Program Awards Selection Committees

Awards specific to a major or concentration and require faculty knowledge and/or expertise are adjudicated by the Program Awards Selection Committee representing the relevant school.

- Membership: Three faculty appointed by the Academic Dean
- When a Program Awards Selection Committee is unable to convene, as determined by the Student Awards & Financial Aid Advisor, the University General Awards Selection Committee will act in its place

The Board of Governor's Graduating Student Awards will be nominated by the Program Award Selection Committees, with graduation eligibility confirmed by the Registrar. The Board of Governor's will be notified of the recipients by the Student Awards & Financial Aid Advisor.

Bursary Selection Committee

Awards with a needs-based component are adjudicated by the Bursary Selection Committee.

- Membership: Student Awards & Financial Aid Advisor (Chair) and two Student Affairs staff members appointed by the Registrar
- This committee also adjudicates Emergency Bursaries as they may become available

Graduate Awards Selection Committee

Awards for graduate students (entrance and continuing) are adjudicated by the MFA Craft Media Committee (the Graduate Awards Selection Committee).

- 3 faculty members from the appropriate Graduate Program Committee membership
- Committee members shall be appointed by the Associate Dean - Research, Internationalization and Graduate Studies

I. AWARD DEFERRALS

Awards for undergraduate students will not be deferred to a future term. If an undergraduate student does not meet the eligibility requirements, they are not eligible to receive the award and an alternate recipient who is eligible will be chosen. The individual can be considered for awards in the next award cycle.

J. CHANGES IN REGISTRATION STATUS

Where a student's enrolment changes for any reason and the individual no longer meets eligibility requirements as of the course drop deadline (as stated in the academic schedule), an award will not be deferred to a previous or future term or academic year.

A student who withdraws from the University is not eligible for a refund of the award amount which has been confirmed and/or disbursed to their student account.

K. AWARD MAXIMUMS

To ensure the fair and equitable distribution of annual monetary awards established and administered by the University under this procedure, a student will not receive more than \$5,000 in any one academic year for Annual Awards and no more than \$5,000 for Travel & Experience Awards. This award maximum does not apply when there is an individual award that exceeds \$5,000. Individual awards greater than \$2500 may be split between the Fall and Winter Terms. This will be confirmed in the student award letter and managed by the Student Awards and Financial Aid Advisor.

Prizes awarded (non-monetary) are not included in the award maximum.

L. AWARD PAYMENTS

1. Travel & Experience Awards are paid directly to the student as they are intended to fund travel and experiences that further student education
2. Emergency bursaries are paid directly to the student as they are intended to assist the student in personal emergencies
3. All other monetary awards are credited to the Student Account unless otherwise noted
4. Non-monetary awards will be given to the recipient(s) after eligibility is confirmed (after the fee payment deadline)
5. Where tuition and fees assessed on the student account is greater than the value of a student's award(s), the student is responsible for paying the difference owing on their account by the fee payment deadline
6. For more information about refunds, see the Student Credit Tuition & Fees procedure

M. DISBURSEMENTS

All disbursements will be prepared by the Student Awards & Financial Aid Advisor and approved by the authorized signatory of the funds/account related to the award(s).

1. Undergraduate Entrance Scholarships are approved by the Dean of Students (or designate)
2. Graduate Scholarships are approved by the Associate Dean, Research, Internationalization and Graduate Studies
3. General Scholarship Fund Endowment Awards are approved by the Dean of Students (or designate)
4. University Awards, Program Awards, Travel & Experience Awards and External Awards are approved by the Dean of Students (or designate)
5. Boost a student fund is approved by the Vice President Advancement

Approved disbursement rosters are sent to the Finance Department for processing.

N. APPEALS

Decisions on the allocation of awards are final and binding and are not subject to appeal.

O. 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:**
- any scholarship, prize, or bursary; or,
 - 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.

P. RELATED POLICIES

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

Q. RELATED LEGISLATION

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

R. 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	Major re-write	All	Registrar	Registrar

APPENDIX A

As per the Student Awards Policy, Awards may be categorized on the basis of Year of Study, Registration Status, and/or Residency requirements in addition to Program or Major. The following determines eligibility based on **Year of Study**:

Entrance	Students admitted to First Year Studies who are beginning their studies in the Fall
First Year	Students who anticipate completing less than 30 credits by the end of the Winter semester and are continuing studies in the Fall
Second year	Students who anticipate completing 30-59 credits by the end of the Winter semester and are continuing studies in the Fall
Third year	Students who anticipate completing 60-89 credits by the end of the Winter semester and are continuing studies in the Fall
Fourth year	Students who anticipate completing 90 or more credits by the end of the Winter semester and are continuing studies in the Fall
Graduating	Students who will be graduating from AUArts and not returning for the next academic year
Open	Students at any year level and are continuing studies in the Fall

Registration Status (Reference: Academic Calendar)

The following provides guidance on **Registration Status**:

Registration Status	Description
Full-time	<ul style="list-style-type: none">• 9 credits per term (minimum) in each of the Fall and Winter Terms• 6 credits per term (minimum) in each of the Fall and Winter Terms for students with documented disabilities
Part-time	<ul style="list-style-type: none">• registered with less than full-time credits

Residency Requirements

The following provides guidance on home **Residency Requirements**:

Home Residency	Description
Canadian	<ul style="list-style-type: none">• Canadian Citizen, Permanent Resident of Canada or a protected person under subsection 95(2) of the Immigration and Refugee Protection Act (Canada)
Alberta Resident	<ul style="list-style-type: none">• One of the following conditions must apply:<ul style="list-style-type: none">• One parent, or legal guardian has maintained permanent resident in Canada for at least 12 consecutive months immediately prior to commencing post-secondary studies and be resident in Alberta OR• Alberta is the last place the student has lived for 12 consecutive months immediately prior to commencing post-secondary studies OR• Student's spouse/partner has maintained permanent residence in Alberta for 12 consecutive months prior to the students attending post-secondary.
International	<ul style="list-style-type: none">• Not a Canadian citizen, permanent resident of Canada or a protected person under subsection 95(2) of the Immigration and Refugee Protection Act (Canada)