OPENING SESSION

1. Approval of the Agenda
   - Frank Robinson

2. Approval of the Open Session Minutes of April 9, 2019
   - Frank Robinson

3. Comments from the Chair (no documents)
   - Frank Robinson

EARLY CONSULTATION

   - Melissa Padfield
   - Amy Dambrowitz
   - Fiona Halbert

ACTION ITEMS

5. New Annually Funded Financial Supports for Approval
   - Motion: To Approve with Delegated Authority
     - Fiona Halbert
     - Allen Wolfe
     - Shari Klassen

   New Endowed Financial Supports for Approval
   - Motion: To Approve with Delegated Authority
     - Fiona Halbert
     - Allen Wolfe
     - Shari Klassen

DISCUSSION ITEMS

Question Period (no documents)

INFORMATION REPORTS

Items Approved by the GFC Undergraduate Awards and Scholarship Committee by E-mail Ballots (non-debatable) (no items to date)

Information Items Forwarded to Committee Members Between Meetings (no items to date)

CLOSING SESSION

Next meeting: June 18, 2019

Next meeting of General Faculties Council: May 27, 2019
Documentation was before members unless otherwise noted.

Meeting REGRETS to: Heather Richholt, 780-492-1937, heather.richholt@ualberta.ca
Prepared by: Heather Richholt, Committee Coordinator
University Governance www.governance.ualberta.ca
ATTENDEES:
Frank Robinson, Chair  
Rachel Goud  
Mpoe Mogale  
Sathya Rao  
non-voting:
Wendy Doughty  
Fiona Halbert  
Jennifer Jennax  

REGRETS:
Scott Jeffrey  
Paul Myers  
Amy Tse  

Staff:  
Heather Richholt, Coordinator

OPENING SESSION

1. Approval of the Agenda
Materials before members are contained in the official meeting file.

Motion: Rao/Mogale

THAT the GFC Undergraduate Awards and Scholarship Committee approve the Agenda.  
CARRIED

2. Approval of the Open Session Minutes of March 12, 2019
Materials before members are contained in the official meeting file.

Motion: Rao/Goud

THAT the GFC Undergraduate Awards and Scholarship Committee approve the Minutes for the meeting of March 12, 2019.  
CARRIED

3. Comments from the Chair (no documents)
The Chair noted that this was the final meeting for the student members and thanked them for their engagement over the past year.

The Chair noted that all members would receive an email with a short survey regarding the orientation, support and information provided by University Governance this year, and asked everyone to participate.

ACTION ITEMS

4. New Annually Funded Financial Supports for Approval
Materials before members are contained in the official meeting file.
Presenter(s): Fiona Halbert, Assistant Registrar, Student Financial Support, Office of the Registrar; Allen Wolfe, Specialist, Student Financial Support, Office of the Registrar

Purpose of the Proposal: To approve new annually funded undergraduate awards and bursaries.

Discussion:
Members discussed First Peoples House awards and bursaries and Ms Halbert noted that the Student Financial Support office supported their applications.

Motion: Goud/Rao

THAT the GFC Undergraduate Awards and Scholarship Committee approve, with delegated authority from General Faculties Council, the following new annually funded Undergraduate Awards and Bursaries, as submitted by Student Financial Support and as set forth in Attachment 1, to be effective immediately:
- Connie Neufeld Memorial Award in Music
- Elizabeth Merle Martin Memorial Indigenous Award

CARRIED

5. New Endowed Financial Supports for Approval

Materials before members are contained in the official meeting file.

Presenter(s): Fiona Halbert, Assistant Registrar, Student Financial Support, Office of the Registrar; Allen Wolfe, Specialist, Student Financial Support, Office of the Registrar

Purpose of the Proposal: To approve new endowed undergraduate awards and bursaries.

Discussion:
Members asked about course titles, course prizes, and registration requirements.

Motion: Rao/Mogale

THAT the GFC Undergraduate Awards and Scholarship Committee approve, with delegated authority from General Faculties Council, the following new endowed Undergraduate Awards and Bursaries, as submitted by Student Financial Support and as set forth in Attachment 1, to be effective immediately:
- Susan Jensen Indigenous Bursary in Science
- Susan Jensen Indigenous Award in Science
- Robert Alexander Seaton Memorial Prize in Political Philosophy
- Wanda Wetterberg Leadership Award in Leisure Studies
- Phil and Doris Anderson Alumni Award

CARRIED

DISCUSSION ITEMS


Presenter(s): Jennifer Jennax, Senior Director, Advancement Services, Office of Advancement

Purpose of the Proposal: To provide the committee with context regarding annual endowment earnings and the resulting impact on expenditures of new awards and bursaries.

Discussion:
Ms Jennax gave an overview of the Endowment Management Policy suite. She highlighted the new minimum threshold for the establishment of new endowments as being of particular interest to UASC. Ms Jennax also
noted that the Student Financial Support office was responsible to ensure that the endowed funds allocated for awards and bursaries were expended each year.

Members expressed several comments and questions, including but not limited to: the administrative reasons for changing the minimum threshold for establishing endowments; the frequency of requests for capitalization of spending allocations and transfers to endowments; whether annually funded awards and bursaries would increase and endowed awards and bursaries would decrease if donors could not meet the new minimum; whether the $50,000 minimum could be met over several years; changing the terms of an endowment; variance clauses in the legally binding agreements; and what happens with fundraising plans that do not meet funding expectations.

7. **UASC Annual Report to GFC**

*Purpose of the Proposal:* For committee members to discuss UASC's draft annual report to GFC.

*Discussion:* Members were supportive of the format and information included in the draft report. The Chair noted that the committee coordinator would work with the resource members to ensure that the data was up to date and accurate before submitting the report to GFC in the fall.

8. **Question Period**

There were no questions

**INFORMATION REPORTS**

9. **Items Approved by the GFC Undergraduate Awards and Scholarship Committee by E-mail Ballots (non-debatable)**

There were no items.

10. **Information Items Forwarded to Committee Members Between Meetings**

There were no items.

**CLOSING SESSION**

11. **Adjournment**

The Chair adjourned the meeting at 2:30 p.m.
<table>
<thead>
<tr>
<th>Agenda Title</th>
<th>Rescission of the Awards and Bursaries for Students Policy Suite in UAPPOL and the Proposed Student Financial Support Policy Suite</th>
</tr>
</thead>
</table>

### Item

<table>
<thead>
<tr>
<th>Proposed by</th>
<th>Melissa Padfield, Interim Vice-Provost &amp; University Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter</td>
<td>Melissa Padfield, Interim Vice-Provost &amp; University Registrar</td>
</tr>
<tr>
<td></td>
<td>Amy Dambrowitz, Associate Registrar</td>
</tr>
<tr>
<td></td>
<td>Fiona Halbert, Assistant Registrar, Student Financial Support</td>
</tr>
</tbody>
</table>

### Details

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Provost and Vice-President (Academic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Purpose of the Proposal is (please be specific)</td>
<td>To receive GFC UASC’s early input and feedback on a major rewrite of current institutional policy prior to seeking an approval path anticipated to take place the Fall of 2019.</td>
</tr>
</tbody>
</table>

### Executive Summary

(-outline the specific item – and remember your audience)

The Office of the Registrar, in consultation with the several stakeholder groups, has developed a new Student Financial Support Policy Suite to replace the existing Awards and Bursaries for Students Policy and its procedures in UAPPOL.

The purpose of the revisions to the policy and procedures is to:

- Create alignment between institutional commitment with administrative practice;
- Reflect current practices, authorities, and roles;
- Be inclusive of graduate student financial support; and
- Allow the University to be agile and adaptive to changes in the post-secondary, provincial, and global environments.

The revised policy suite will reviewed by various stakeholder groups in spring and summer 2019, with formal approval in the Fall of 2019.

Questions for GFC UASC to consider include:

- How does this new policy suite align with institutional goals?
- How do these changes support the work of GFC UASC?
- How does the new policy suite clarify roles and authorities of various stakeholders, including GFC UASC? Is further clarity needed?

### Supplementary Notes and context


### Engagement and Routing (Include proposed plan)

<table>
<thead>
<tr>
<th>Consultation and Stakeholder Participation</th>
<th>The following groups were consulted through this process:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Option of the Provost and Vice-President (Academic)</td>
</tr>
<tr>
<td></td>
<td>Faculty of Graduate Studies and Research (FGSR)</td>
</tr>
<tr>
<td></td>
<td>University Governance</td>
</tr>
<tr>
<td></td>
<td>Office of Advancement</td>
</tr>
<tr>
<td></td>
<td>Students’ Union (SU)</td>
</tr>
<tr>
<td></td>
<td>Graduate Student Association (GSA)</td>
</tr>
<tr>
<td></td>
<td>Scholarship Network</td>
</tr>
</tbody>
</table>
Item No. 4

- GFC UASC Chair Dr. Frank Robinson
- Dean of Students Dr. Andre Costopoulos
- Advisory Committee on Undergraduate Financial Support (ACUS)
- Vice Provosts Council (VPC)
- Undergraduate Awards and Scholarship Committee (UASC)

The following groups will be consulted:
- Deans' Council (May 15)
- PEC-O (May 16)
- Financial Services (May)

### Strategic Alignment

<table>
<thead>
<tr>
<th>Alignment with For the Public Good</th>
<th>Build, Strategy 4: Ensure that qualified undergraduate and graduate students can attend the university through the provision of robust student financial support.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alignment with Institutional Risk Indicator</td>
<td>Please note below the specific institutional risk(s) this proposal is addressing.</td>
</tr>
<tr>
<td>☒ Enrolment Management ☐ Faculty and Staff ☒ Funding and Resource Management ☐ IT Services, Software and Hardware ☐ Leadership and Change ☐ Physical Infrastructure</td>
<td>☒ Relationship with Stakeholders ☐ Reputation ☐ Research Enterprise ☐ Safety ☒ Student Success</td>
</tr>
</tbody>
</table>
| Legislative Compliance and jurisdiction | PSLA  
GFC Terms of Reference  
GFC UASC Terms of Reference |

Attachments:

1. Case for Action
2. Proposed Student Financial Support Policy
3. Proposed Creation of New Student Financial Support Procedure
4. Proposed Undergraduate Student Financial Support Procedure
5. Current UAPPOL Policy and Procedures:
   a. Awards and Bursaries for Students Policy
   b. Awards for Undergraduate Students Procedure
   c. Bursaries for Students Procedure
   d. Creation of New Awards and Bursaries for Undergraduate Students Procedure
   e. University Medal Requirements Procedure

Prepared by: Fiona Halbert, Assistant Registrar Student Financial Support, fiona.halbert@ualberta.ca
Case for Action: New Student Financial Support Policy Suite (and rescission of the Awards and Bursaries for Students Policy)

Context:

The current Awards and Bursaries for Students Policy Suite was established in 2011 when Section 21 of the GFC Policy Manual was rescinded and placed into UAPPOL. Aside from reorganization of information contained within Section 21 and minor updates to reflect the current practices at the time, the policy and four procedures were primarily direct extrapolations from Section 21.

The existing policy suite only promises that the University will "marshal awards and bursaries for students to support learning and alleviate financial need to the extent that financial resources permit" but stops short of meeting an important institutional goal outlined within For the Public Good, (Build, Strategy 4), to "Ensure that qualified undergraduate and graduate students can attend the university through the provision of robust student financial support."

The lack of a statement of specific institutional goals within the existing policy suite poses several challenges when questions around how allocation of new and existing funds should be managed. This foundation is also necessary in order to support the fundraising goals of the University of Alberta.

In addition, the existing policy suite is silent on the role of graduate student financial support and the role of the Faculty of Graduate Studies and Research in student financial support.

The existing policy suite is also out of alignment with the stated goals of the President of the University of Alberta, Dr. David Turpin, and his colleagues in the Council of Post-secondary Presidents of Alberta (COPPOA). In a recent and widely distributed position paper, COPPOA confirmed that student financial support has never been more both necessary and relevant than it is today in Alberta. The University of Alberta is fundamental to building Alberta’s future, but access to post-secondary education for society’s most vulnerable learners remains a real threat.

Over the past ten months, members of the Office of the Provost and Vice-President (Academic), the Office of the Registrar, the Faculty of Graduate Studies and Research (FGSR) and the Office of Advancement have conducted a thorough review of the policy and the four procedures, and drafted an updated UAPPOL Student Financial Support Policy Suite. The proposed suite aligns with the current financial support administrative priorities and processes, clarifies authorities and roles, and allows the university to be agile and adaptive to changes in the post-secondary, provincial and global environments (see Appendix A - Overview of Changes).

A recent report from an external consultant commissioned by the Office of the Vice-Provost and University Registrar identified policy development as primary recommendation. The report identified the need for policy statements that would provide a foundation for decision-making, align with enrolment management and recruitment goals, and would update existing out-of-date UAPPOL policy and procedures. This proposed student financial support policy suite directly

1 Post-secondary Education Position Paper, The Council of Post-secondary Presidents of Alberta (COPPOA)
addresses the need for the alignment of policy to fundamental institutional goals and delineates the foundations for decision making.

**Key Changes:**

- The proposed policy contains language reflective of the University’s commitment to providing and optimizing robust student financial supports in order to ensure that academically qualified students can attend the University.

- The proposed policy suite includes usage of an industry-standard umbrella term “student financial support” intended to represent the whole range of student financial support normally available to post-secondary learners.

- The proposed policy suite now contains a procedure dedicated to graduate student financial support.

- The proposed policy suite has been streamlined into three areas intended to outline the process of the creation of student financial support, as well as the processes relevant to the administration and approval of separate undergraduate and graduate student financial support.

- The proposed procedures have been drafted retaining relevant and accurate pieces of the current suite of procedures, and have been adjusted to reflect current practices, authorities, and roles.

**Desired Outcomes:**

- Alignment between the University of Alberta’s policies and procedures around student financial support and institutional goals.

- Mitigation of the current risks surrounding student success, as identified by the 2018-2019 Institutional Risk Summary, which include: reduced student success, harm to reputation, reduced ability to recruit, misalignment with Government expectations, and failure of the university mission.

- Establishment of an updated institutional policy and suite of procedures that are easy to understand, transparent, and outline clear authorities and roles.

- Establishment of an updated institutional policy and suite of procedures that reflect accepted administrative and academic processes.

- Revised institutional policy and procedures that allow the University to be agile and adaptive to changes in the post-secondary, provincial and global environments.

- Better alignment between the Board of Governors, General Faculties Council, the Office of the Vice-Provost and University Registrar, the Office of Advancement, individual Faculties, and the Faculty of Graduate Studies and Research to provide, support, and administer student financial supports at the University of Alberta.
Appendix A - Overview of Changes

UAPPOL Creation of New Student Financial Support Procedure

The Creation of New Student Financial Support Procedure now informs how both undergraduate and graduate new student financial supports are created (previously, this procedure only referenced undergraduate awards and bursaries).

The scope of this procedure has been refined to include only the creation of new supports and clarifies the authorities, roles and responsibilities of the Office of the Registrar, Faculty of Graduate Studies and Research, the Office of Advancement, the GFC Undergraduate Awards and Bursaries Committee (UABC) and the Graduate Scholarship Committee (GSC).

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Key Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ADMINISTRATION (new section)</td>
<td>The section now outlines how new undergraduate and graduate student financial supports are created and the roles of the Office of the Registrar, Faculty of Graduate Studies and Research, the Office of Advancement, the GFC Undergraduate Awards and Bursaries Committee (UABC) and the Graduate Scholarship Committee (GSC) in the creation of new financial supports.</td>
</tr>
<tr>
<td>2. RESTRICTIONS ON RECIPIENT SELECTION</td>
<td>Minor edits were made to clarify language, but overall content is unchanged.</td>
</tr>
</tbody>
</table>
| 3. INCLUSIVITY IN SELECTION CRITERIA | ● An inclusivity statement was added to support the creation of broad terms of reference that aid annual selection for the student financial support.  
                                      | ● The Office of Safe Disclosure & Human Rights was consulted to update language on section 3A. HUMAN RIGHTS.  
                                      | ● 3B. MEMBERSHIP: minor updates to sanctioned groups, but overall content is unchanged.                                                                 |
| 4. APPROVAL                         | ● 4A. TERMS OF REFERENCE: added a statement that terms of reference once approved may not be changed by the donor. This is to provide clarity for donors when frontline fundraisers are engaging with them.  
                                      | ● Detailed procedures related to existing terms of reference have been moved to the Undergraduate Student Financial Support Procedure.  
                                      | ● 4B. MINIMUM VALUES: amended to focus on the requirements for the minimum value of a new student financial support.                                                                 |
| 5. ANNUAL SPENDING (new section)    | This section outlines the general spending practices for new student financial supports, providing a framework and reference point for frontline fundraisers and donors. |
Appendix A - Overview of Changes Continued

UAPPOL Undergraduate Student Financial Support Procedure

The Undergraduate Student Financial Support Procedure amalgamates three existing procedures (Awards for Undergraduate Student Procedure, University Medal Requirements Procedure, and Bursaries for Students Procedure) into a single document that outlines the administrative processes for undergraduate student financial supports.

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Key Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ADMINISTRATION</td>
<td>• The section outlines the roles of the Office of the Registrar, faculties / departments / units and the Office of Advancement in the administration of undergraduate student financial supports.</td>
</tr>
<tr>
<td></td>
<td>• The section speaks to a collaborative process for administration, specifically when dealing with restrictive terms of reference.</td>
</tr>
<tr>
<td>2. MAINTENANCE OF TERMS OF REFERENCE FOR STUDENT FINANCIAL SUPPORTS</td>
<td>• The section refers to the process for amending existing student financial supports, including the roles of the Office of the Registrar and the Office of Advancement (moved from the former Creation of New Awards and Bursaries Procedure).</td>
</tr>
<tr>
<td></td>
<td>• 2C. ANNUAL VALUE SETTING: outlines the roles of the units in setting the annual value of undergraduate student financial supports, providing transparency of authority and demonstrating our commitment to being responsible stewards of donor and university resources.</td>
</tr>
<tr>
<td>3. MERIT-BASED STUDENT FINANCIAL SUPPORTS</td>
<td>• 3B. ELIGIBILITY: increased flexibility in recipient selection by removing references to full normal course load that previously imposed restrictions on nominating units.</td>
</tr>
<tr>
<td></td>
<td>• 3E. ACADEMIC TRANSCRIPT: section has been changed to state that all merit-based student financial supports will appear on the academic transcript (need-based and hybrid awards will not).</td>
</tr>
<tr>
<td>4. NEED-BASED STUDENT FINANCIAL SUPPORTS</td>
<td>• The details of the administrative processes for need-based student financial supports have been significantly expanded to create greater transparency.</td>
</tr>
<tr>
<td></td>
<td>• 4B. ELIGIBILITY: provides details about the common assessment practice and the guidelines used to determine the size of a financial shortfall.</td>
</tr>
<tr>
<td>5. HYBRID AWARDS</td>
<td>• The concept of hybrid awards is new, replacing the previous procedures for support where demonstrated financial need was a secondary criteria for awards.</td>
</tr>
</tbody>
</table>
- The section addresses longstanding concerns about inconsistency in the assessment of financial need for awards with both merit and need components within different nominating units across the university. Financial need will now be evaluated through a common assessment practice.
- The section addresses need and merit components (and secondary requirements) to best fit the intent of the financial support.
- The addition of this section addresses a fundraising gap identified by the Office of Advancement as donors have shown high interest in funding this type of student financial support.

| 6. ANNUAL REPORTING | This section outlines the Office of the Registrar’s commitment to annual reporting of undergraduate student financial supports. |
Student Financial Support Policy

Office of Accountability: Provost and Vice-President (Academic)

Office of Administrative Responsibility:
- Office of the Registrar
- Faculty of Graduate Studies and Research
- Office of Advancement

Approver: General Faculties Council/Board of Governors

Scope: Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy:
- [https://policiesonline.ualberta.ca/policiesprocedures/policies/recruitment-policy.pdf](https://policiesonline.ualberta.ca/policiesprocedures/policies/recruitment-policy.pdf) (Appendix A)

and Appendix B:
- [https://policiesonline.ualberta.ca/policiesprocedures/procedures/recruitment-policy-appendix-b-definition-and-categories-of-support-staff.pdf](https://policiesonline.ualberta.ca/policiesprocedures/procedures/recruitment-policy-appendix-b-definition-and-categories-of-support-staff.pdf): Definitions and Categories); undergraduate, graduate and Faculty of Extension students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.

Overview
The *Post-Secondary Learning Act* of Alberta gives the Board of Governors authority to “manage and operate the public post-secondary institution in accordance with its mandate,” and to “develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the economic prosperity of Alberta and for the educational or cultural advancement of the people of Alberta,” (section 60(1)(a) and (b)).

The *Post-Secondary Learning Act* of Alberta gives GFC responsibility, subject to the authority of the Board of Governors, over “rules and regulations respecting academic awards” (section 26(1)(m)).

GFC has delegated responsibility for graduate awards to the Faculty of Graduate Studies and Research Council (FGSR).

Purpose
To articulate the University’s position on student financial support for the institution.
POLICY

The University of Alberta is committed to providing and optimizing robust student financial supports, in order to ensure that academically qualified students can attend the university. These student financial supports will align with institutional priorities, including those outlined in the institutional strategic plan. The University recognizes that access to affordable education is a shared responsibility between the University, the student, and government. The associated procedures outline how the University will ensure that its responsibilities to all stakeholders, including students, government, and donors, are met.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use.

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Financial Support</td>
<td>Student financial supports are items of monetary and/or other value awarded to a student by the University of Alberta or by donors through the University on the basis of completion of requirements outlined in the selection criteria or terms of reference. Merit-based student financial supports include, but are not limited to, awards, scholarships, prizes, and University medals. Merit-based financial supports are competitive; successful completion of the requirements does not guarantee receipt of the funding. Need-based student financial supports include, but are not limited to, bursaries loans, and emergency funding. Hybrid awards require academic performance and demonstrated financial need, and will be titled as “Awards”.</td>
</tr>
<tr>
<td>Student</td>
<td>An individual currently enrolled (full-time or part-time) in undergraduate or graduate studies.</td>
</tr>
<tr>
<td>Government</td>
<td>The government representing a jurisdiction and associated governmental agencies tasked with administering student financial supports.</td>
</tr>
<tr>
<td>Donor</td>
<td>An individual or organization who makes a charitable donation to the University of Alberta. A charitable donation is a voluntary transfer of property with intent to donate and without benefit or advantage to the donor. Charitable donations can include gifts-in-kind.</td>
</tr>
</tbody>
</table>

RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca.

Office of the Provost and Vice-President (Academic) (University of Alberta)
Office of the Registrar (University of Alberta)
Faculty of Graduate Studies and Research (University of Alberta)
University Governance (University of Alberta)
Financial Management and Practices Policy (University of Alberta)
PUBLISHED PROCEDURES OF THIS POLICY

Undergraduate Student Financial Support Procedure
Graduate Student Financial Support Procedure
Creation of New Student Financial Support Procedure
### Creation of New Student Financial Support Procedure

| Office of Administrative Responsibility: | Office of the Registrar  
Faculty of Graduate Studies and Research  
Office of Advancement |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver:</td>
<td>General Faculties Council</td>
</tr>
</tbody>
</table>
| **Scope:**                             | Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy [Appendix A](https://policiesonline.ualberta.ca/policiesprocedures/policies/recruitment-policy.pdf) and Appendix B [Definition-and-Categories-of-Social-Staff.pdf](https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/recruitment-policy-appendix-b-definition-and-categories-of-support-staff.pdf):  
Definitions and Categories; undergraduate, graduate and Faculty of Extension students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers. |

**Purpose**

To provide the procedure by which new **student financial supports** at the University of Alberta are created.

**PROCEDURE**

1. **ADMINISTRATION**

The Office of Advancement will work with donors to establish student financial supports for academically qualified students.

The Office of Advancement will engage with the Office of the Registrar (RO) and/or the Faculty of Graduate Studies and Research (FGSR), as appropriate, to draft terms of reference. The RO and/or the FGSR will provide recommendations and will consult with Faculties, departments and administrative units on campus as necessary when drafting terms of reference. The RO and FGSR seek to establish terms of reference for student financial supports that include selection criteria that support a diverse pool of eligible applicants. The selection criteria must be sufficiently broad to allow the university to award the funds every year.

Faculties, departments and other administrative units will be consulted to provide advice and to ensure proper application and selection supports are in place during the creation of a new student financial support.

The RO and FGSR will facilitate the approval process for new student financial supports with the appropriate governance committee. New undergraduate scholarships, awards, medals, bursaries and prizes are approved by the GFC Undergraduate Awards and Bursaries Committee (UABC). New graduate scholarships and fellowships, awards, prizes, medals, and bursaries are approved by the Graduate Scholarship Committee (GSC) in FGSR.

Terms of reference and selection criteria drafted and approved prior to this procedure are not precedent for new financial supports.
2. RESTRICTIONS ON RECIPIENT SELECTION

Donors to the University of Alberta or their agents cannot be the nominator or participate in the recipient selection process for student financial supports for which they are the donor.

3. INCLUSIVITY IN SELECTION CRITERIA

The University of Alberta seeks to demonstrate the values of equity, diversity, and inclusivity in the creation and administration of its student financial supports. This is achieved through establishing new student financial supports that include selection criteria that support a diverse pool of eligible applicants. The selection criteria must be sufficiently broad to allow the university to award the funds every year.

A. HUMAN RIGHTS

Selection or eligibility criteria will not include any criterion defined as discriminatory under the Alberta Human Rights Act or the University of Alberta Discrimination and Harassment and Duty to Accommodate Policy unless the financial supports or the condition at the time of establishment could reasonably be viewed as justifiable discrimination intended to create equity for any equity seeking group (as identified in the protected grounds definition of the Discrimination, Harassment and Duty to Accommodate policy).

If the student financial support is accepted under this provision, it will be reviewed at intervals not greater than 15 years by the Office of the Registrar and/or the Graduate Scholarship Committee and brought to the appropriate authority for consideration. The restriction will be dropped if the group is no longer reasonably perceived as disadvantaged. A specific student financial support can be reviewed at any time by a Faculty or the Office of the Registrar and/or the Graduate Scholarship Committee.

B. MEMBERSHIP

Membership in a particular association cannot be a selection criteria requirement with the exception of:

1. Teams at the University of Alberta sanctioned by the University Sports (U Sports) and/or the Canadian Colleges Athletic Association (CCAA) and the Alberta Colleges Athletic Conference (ACAC).
2. Student groups registered at the University of Alberta overseen by the Dean of Students that
   a. conform with University of Alberta mission, values and policies;
   b. have clear and transparent membership criteria;
   c. are without sanction or are not facing disciplinary action by the University at the time of creation of the student financial support; and
   d. are without sanction or are not facing disciplinary action by the University at the time of administration of the student financial support.

4. APPROVAL

A. TERMS OF REFERENCE

The terms of reference established for student financial supports represent a formal agreement between the donor and the University of Alberta.

Descriptions for new student financial supports submitted for approval must include general selection and eligibility criteria.

Each new student financial support will be considered on its own merits. Terms of reference for all new undergraduate scholarships, awards, prizes, University medals, and bursaries are referred to the GFC UABC for approval.

Terms of reference for new graduate scholarships and fellowships, awards, prizes, medals, and bursaries are referred to the Graduate Scholarship Committee (GSC) in FGSR for approval.

Once approved by GFC UABC or GSC, terms of reference may not be changed by the donor.

B. MINIMUM VALUES

Minimum values for new undergraduate student financial supports are approved by GFC UABC.
Minimum values for new graduate student financial supports are approved by the GSC.

5. **ANNUAL SPENDING**

In any given year, if invested funds do not provide sufficient income to disburse an endowed student financial support, payment of the student financial support may be reduced or withheld until sufficient funds accrue.

The University reserves the right to withhold student financial supports donated by individuals or organizations where the required funds have not yet been received by the University.

### DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]

<table>
<thead>
<tr>
<th>Definition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Financial Support</strong></td>
<td>Student financial supports are items of monetary and/or other value awarded to a student by the University of Alberta or by donors through the University on the basis of completion of requirements outlined in the selection criteria or terms of reference. Merit-based student financial supports include, but are not limited to, awards, scholarships, prizes, and University medals. Merit-based financial supports are competitive; successful completion of the requirements does not guarantee receipt of the funding. Need-based student financial supports include, but are not limited to, bursaries, loans, and emergency funding. Hybrid awards require academic performance and demonstrated financial need, and will be titled as “Awards”.</td>
</tr>
<tr>
<td><strong>Donor</strong></td>
<td>An individual or organization who makes a charitable donation to the University of Alberta. A charitable donation is a voluntary transfer of property with intent to donate and without benefit or advantage to the donor. Charitable donations can include gifts-in-kind.</td>
</tr>
<tr>
<td><strong>Nominator</strong></td>
<td>A nominator is the individual or group (i.e., committee) responsible for selecting the recipient(s) of an award or bursary and must not be a person or group external to the University of Alberta.</td>
</tr>
<tr>
<td><strong>Selection and Eligibility Criteria</strong></td>
<td>Selection and eligibility criteria are the standards or conditions by which a student qualifies and is chosen to receive a financial support. Criteria may be defined in such areas as academic performance, leadership, community service, athletics, or demonstrated financial need.</td>
</tr>
<tr>
<td><strong>Terms of Reference</strong></td>
<td>The terms of reference of a student financial support provide all relevant information regarding how the student financial support will be dispersed, including the financial terms, the selection and eligibility criteria, and any other information pertinent to the administration.</td>
</tr>
<tr>
<td><strong>Scholarship</strong></td>
<td>A scholarship is a student financial support given to a student on the basis of overall superior academic achievement in a Faculty, Department, or degree program. Secondary selection criteria may also be used. A degree program may be defined as a full multi-year degree program within a Faculty or Department, or as one or more specific years within a full multi-year degree program.</td>
</tr>
<tr>
<td><strong>Award</strong></td>
<td>An award is a student financial support that does not meet the definitions for scholarships, prizes or University medals and has as its primary criterion satisfactory academic performance.</td>
</tr>
<tr>
<td>Prize</td>
<td>A prize is a student financial support given to a student on the basis of superior academic achievement in a course or specific set of courses in a Faculty, Department, or in some other subdivision of a Faculty. Additional non-academic secondary selection criteria may also be used.</td>
</tr>
<tr>
<td>---------------</td>
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</tr>
<tr>
<td>University Medal</td>
<td>A University medal is a student financial support is given to a student on the basis of overall superior academic achievement in a Faculty, Department or some other subdivision of a Faculty, or in the University overall. Additional selection criteria will not normally be used.</td>
</tr>
<tr>
<td>Bursary</td>
<td>A bursary is a student financial support given to a student primarily on the basis of demonstrated financial need.</td>
</tr>
</tbody>
</table>

**FORMS**

There are no forms for this Procedure. [▲Top]

**RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

- Discrimination, Harassment and Duty to Accommodate Policy (UAPPOL)
- Office of Safe Disclosure and Human Rights (University of Alberta)
- Office of the Registrar (University of Alberta)
- Faculty of Graduate Studies and Research (University of Alberta)
Undergraduate Student Financial Support Procedure

<table>
<thead>
<tr>
<th>Office of Administrative Responsibility:</th>
<th>Office of the Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver:</td>
<td>General Faculties Council</td>
</tr>
<tr>
<td>Scope:</td>
<td>Compliance with this University policy extends to all academic, support and excluded staff, postdoctoral fellows, and academic colleagues as outlined and defined in the Recruitment Policy <a href="https://policiesonline.ualberta.ca/policiesprocedures/policies/recruitment-policy.pdf"></a> (Appendix A) <a href="https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Recruitment-Policy-Appendix-A-Definition-and-Categories-of-Academic-Staff-Administrators-and-Colleagues.pdf"></a> and Appendix B <a href="https://policiesonline.ualberta.ca/policiesprocedures/procedures/recruitment-policy-appendix-b-definition-and-categories-of-support-staff.pdf"></a>: Definitions and Categories); undergraduate, graduate and Faculty of Extension students; emeriti; members of the Board of Governors; visitors to campus, including visiting speakers and scholars; third party contractors; and volunteers.</td>
</tr>
</tbody>
</table>

**Purpose**

To provide information about undergraduate **student financial supports** at the University of Alberta.

The purpose of this procedure is to ensure consistency in fundamental financial support practices and procedures across the institution, while allowing academic units sufficient flexibility to administer their financial supports in a manner appropriate to their individual needs and objectives and in alignment with institutional objectives.

**PROCEDURE**

1. **ADMINISTRATION**

Merit-based student financial supports are normally administered by the Office of the Registrar (RO) as specified in the **terms of reference** of the financial supports. Some recipients for merit-based student financial supports are nominated to the Office of the Registrar by Faculties, departments or groups on campus as specified in the terms of reference.

Need-based student financial supports are normally administered by the Office of the Registrar as specified in the terms of reference of the need-based financial support.

Hybrid awards are normally administered by the Office of the Registrar (RO) as specified in the **terms of reference** of the hybrid awards. Some recipients for hybrid awards are nominated to the Office of the Registrar by Faculties, departments or groups on campus as specified in the terms of reference.
The RO will communicate with the Office of Advancement on recipient selection for donor funded student financial supports. The RO and Office of Advancement will work collaboratively to ensure administrative procedures align with the original purpose of the financial support.

Faculties, Departments and other administrative units who are responsible for nominating recipients to the RO will administer selection practices that meet the eligibility and selection criteria outlined in the terms of reference of the financial support. Nominating units will inform the RO when they have identified that selection criteria no longer support a diverse pool of eligible applicants or become too restrictive to allow the university to award the funds every year. The RO will work with the nominating unit and Office of Advancement to explore options for changing the selection criteria to address the limitations.

The RO will coordinate with Financial Services as necessary to ensure proper financial management and disbursement of student financial supports.

2. MAINTENANCE OF TERMS OF REFERENCE FOR STUDENT FINANCIAL SUPPORTS
   A. GENERAL ELIGIBILITY
      Student financial supports are tenable only at the University of Alberta unless otherwise stated in terms of reference. Student financial supports specific to a particular Faculty are generally tenable only in that Faculty.
   B. AMENDING TERMS OF REFERENCE
      When terms of reference can no longer be satisfied, the University may amend the terms to best meet the original purpose of the financial support, while still ensuring that the benefit of such financial supports continues. For example, amendments to existing terms of reference may be necessary when there are no longer eligible students due to changes in University programming. Amendments to the general selection and eligibility criteria in terms of reference previously approved by GFC Undergraduate Awards and Bursaries Committee (UABC) must be forwarded to GFC UABC for approval. The Office of the Registrar is responsible for monitoring financial supports requiring amendment and will consult with the appropriate stakeholder(s) before forwarding to GFC UABC.
   C. ANNUAL VALUE SETTING
      For donor funded student financial supports held by the Office of the Registrar, the Office of the Registrar will determine the annual value to be expended in consultation with the Office of Advancement.
      For donor funded student financial supports held by Faculties, the Faculty will determine the annual value to be expended by the Office of the Registrar.

3. MERIT-BASED STUDENT FINANCIAL SUPPORTS
   A. SELECTION CRITERIA
      Primary selection criteria for merit-based student financial supports will be based on academic performance. Secondary selection criteria may include, but are not limited to, community service, leadership, and experiential learning.
      If selection cannot be made by applying both primary and secondary selection criteria, selection will be based on a combination of primary criteria and criteria that most closely fulfills the original purpose of the financial support.
   B. ELIGIBILITY
      Merit-based student financial supports established by the University will normally be available to meritorious students who have completed a minimum 24 credits over the most recent September to April period, unless otherwise specified in the terms of reference of the financial support or the merit-based competition program.
   C. DISBURSEMENT
Merit-based student financial supports are normally disbursed to the student tuition account. The first charge against any financial support is to pay outstanding University fees including tuition, incidental fees and other university-related fees.

Merit-based student financial supports are normally payable only when students are in full-time attendance at the University in the term during which funds are disbursed. Merit-based student financial supports that are awarded prior to the commencement of or within the Fall Term will be divided evenly between the Fall Term and the Winter Term. The student financial support value will normally be prorated if the attendance of the student changes.

Merit-based student financial supports awarded to a convocating student at the time of convocation will normally be disbursed to the student’s account following convocation.

D. MAJOR AWARD
In order that funds may be broadly distributed, a student may hold only one University of Alberta major award per category (leadership, academics, athletics) in any one year. The total value of merit-based student financial supports already received by students may be taken into consideration in selections for open award competitions.

E. ACADEMIC TRANSCRIPT
Merit-based student financial supports approved by GFC UABC and administered by the Office of the Registrar will be listed on the academic transcript. Need-based and hybrid awards will not appear on the academic transcript.

4. NEED-BASED STUDENT FINANCIAL SUPPORTS
The Office of the Registrar administers need-based financial supports including bursaries and emergency funding for students. The Office of the Registrar also provides advising and program support for government financial support programs. The procedures outlined in this section do not refer to how government financial support programs are supported.

A. SELECTION CRITERIA
Primary selection criteria for need-based student financial supports will be based on demonstrated financial need. Secondary selection criteria may include, but are not limited to, community service, leadership, experiential learning, and academic performance as long as the academic performance requirement stated in the terms of reference does not exceed a 3.0 GPA.

If selection cannot be made by applying both primary and secondary selection criteria, selection will be based on a combination of primary criteria and criteria that most closely fulfills the original purpose of the financial support.

B. ELIGIBILITY
Need-based student financial supports established by the University, unless otherwise specified by the terms of reference of the financial support, will normally be available to students with full-time attendance and have demonstrated financial need for the current academic year.

Demonstrated financial need will normally be assessed through a common assessment practice as defined by the Office of the Registrar using a student's expenses and resources. The common assessment practice is derived from provincial and federal loan guidelines. The common assessment practice will also allow for exceptional student situations where the common assessment does not reflect the true need of eligible students or does not address the institutional, diversity, or equity priorities of the University.

Domestic students are normally expected to access the maximum government student loan available to them in the current academic year. Assessed need that cannot be met by this loan may be met through University need-based student financial supports up to an annual maximum as determined by the University.

International students are required by the federal government of Canada to demonstrate sufficient resources to meet their cost of attendance at University in order to qualify for a study permit. International students
experiencing an emergency or exceptional circumstances may be considered for need-based student financial supports if their planned financial resources have changed by completing a financial need assessment.

C. DISBURSEMENT

Need-based student financial supports are normally disbursed to the student tuition account. The first charge against any financial support is to pay outstanding University fees including tuition, incidental fees and other university-related fees.

Need-based student financial supports are normally payable only when students are in full-time attendance at the University in the term during which funds are disbursed. Need-based student financial supports will normally be applied to a single term of enrolment in the academic year in which the financial need assessment was evaluated. The student financial support value will normally be re-evaluated if the attendance or enrollment of the student changes.

5. HYBRID AWARDS

A. SELECTION CRITERIA

Primary selection criteria for hybrid awards will be based on a combination of academic performance and demonstrated financial need as long as the academic performance requirement stated in the terms of reference does not exceed a 3.0 GPA.

Secondary selection criteria may include, but are not limited to, community service and experiential learning.

Hybrid awards will normally follow the financial need assessment outlined in section 4B of this procedure.

If selection cannot be made by applying both primary and secondary selection criteria, selection will be based on a combination of primary criteria and criteria that most closely fulfills the original purpose of the financial support.

B. DISBURSEMENT

Hybrid awards administered by the Office of the Registrar will be disbursed in accordance with disbursements outlined in section 4C of this procedure.

Hybrid awards selected by Faculties, Departments and other service units will normally be disbursed in accordance with disbursements outlined in section 3C of this procedure.

6. ANNUAL REPORTING

Each academic year, the Vice-Provost and University Registrar will present an annual report on Undergraduate Student Financial Support to GFC and the Board of Governors. The report serves as an overview of undergraduate financial supports and services administered by Student Financial Support (SFS) within the Office of the Registrar (RO).

DEFINITIONS

Definitions should be listed in the sequence they occur in the document (i.e. not alphabetical).
### Student Financial Support

Student financial supports are items of monetary and/or other value awarded to a student by the University of Alberta or by donors through the University on the basis of completion of requirements outlined in the selection criteria or terms of reference.

- Merit-based student financial supports include, but are not limited to, awards, scholarships, prizes, and University medals. Merit-based financial supports are competitive; successful completion of the requirements does not guarantee receipt of the funding.
- Need-based student financial supports include, but are not limited to, bursaries, loans, and emergency funding.
- Hybrid awards require academic performance and demonstrated financial need, and will be titled as “Awards”.

### Terms of Reference

The terms of reference of a student financial support provide all relevant information regarding how the student financial support will be disbursed, including the financial terms, the selection and eligibility criteria, and any other information pertinent to the administration.

### Hybrid Awards

Hybrid awards are financial supports whose primary selection criteria is a combination of both academic performance and demonstrated financial need.

### Academic Performance

Academic performance refers to the academic requirements for student financial supports and is categorized as superior academic achievement or satisfactory academic standing.

- Superior academic achievement in the context of student financial support will normally mean either of the following:
  - GPA of 3.5 or higher in the University or;
  - standing in the upper 10% of comparable students in a Faculty, School, Department or other subdivision of a Faculty.

- Superior academic achievement in the context of student financial support for entrance scholarships will normally mean a minimum average of 80% on marks used at the time of assessment.

- Satisfactory academic standing in a Faculty means satisfactory as defined within the *University Calendar* by the Faculty in question. If no such definition has been made by the Faculty, satisfactory academic standing means being eligible to continue in or graduate from the program in which the student is registered exclusive of those students allowed to continue on a probationary basis.

- For entrance awards, a student will be deemed to have achieved satisfactory academic standing provided they have been granted admission to a program of study at the University of Alberta.

### Demonstrated Financial Need

Demonstrated financial need is a calculation of overall financial shortfall available for a student's academic and basic living costs for the current academic year. The calculation will be based on the common assessment practice.
### Student Tuition Account

The student tuition account is the receivable account by which charges (including tuition and fees), and payments are processed. Students access their account details through Bear Tracks.

### Full-Time Attendance

Full-time attendance as defined within the *University Calendar*.

### Major Award

A major award, as defined by the GFC UABC, is any financial support with a value equal or greater to the full course load tuition and any related differential fees charged to a student within a given academic year.

### Emergency Funding

Emergency funding is a financial support given to a student primarily on the basis of demonstrated financial need and who have demonstrated emergent financial challenge. Emergency funding can either be repayable or non-repayable.

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### RELATED LINKS

- [Office of the Provost and Vice-President (Academic)](https://www.ualberta.ca) (University of Alberta)  
- [Office of the Registrar](https://www.ualberta.ca) (University of Alberta)  
- [University Governance](https://www.ualberta.ca) (University of Alberta)
Awards and Bursaries for Students Policy

<table>
<thead>
<tr>
<th>Office of Accountability:</th>
<th>Provost and Vice-President (Academic)</th>
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<tr>
<td>Approver:</td>
<td>General Faculties Council</td>
</tr>
<tr>
<td>Scope:</td>
<td>Compliance with University policy extends to all members of the University community.</td>
</tr>
</tbody>
</table>

Overview

Responsibility for making rules and regulations respecting academic awards as it concerns all students other than graduate students registered in the Faculty of Graduate Studies and Research has been delegated by GFC to the GFC Executive Committee, which has in turn delegated certain of these powers to the GFC Undergraduate Awards and Scholarship Committee. GFC has delegated responsibility for graduate awards to Faculty of Graduate Studies and Research Council.

Purpose

To articulate the University of Alberta’s position on the provision of awards and bursaries to students.

POLICY

The University of Alberta will marshal awards and bursaries for students to support learning and alleviate financial need to the extent that financial resources permit.

The University only assumes responsibility for the payment of awards and bursaries to the extent that gifts from donors or returns from particular investments for these purposes will permit.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]

| Awards | Awards are items of monetary and/or other value given to a student or students by the University of Alberta primarily on the basis of academic standing and completion of requirements outlined in the award description or terms of reference. Specific kinds of awards include scholarships, prizes, University medals, and general awards. As many awards are competitive, successful completion of the requirements does not guarantee receipt of the award. |
| Bursaries | Bursaries are items of monetary value given to a student primarily on the basis of demonstrated financial need. |

RELATED LINKS

Financial Management and Practices Policy (UAPPOL) [▲Top]
Graduate Scholarship Committee Award Winner’s Handbook (University of Alberta) [▲Top]
PUBLISHED PROCEDURES OF THIS POLICY

Awards for Undergraduate Students Procedure

Bursaries for Students Procedure

Creation of New Awards and Bursaries for Undergraduate Students Procedure

University Medal Requirements Procedure
Awards for Undergraduate Students Procedure

<table>
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<tr>
<td>Scope:</td>
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</tr>
</tbody>
</table>

**Purpose**

To provide procedural information about the undergraduate student awards program at the University of Alberta.

**PROCEDURE**

1. **TYPES OF AWARDS**

   The University offers a variety of awards to undergraduate students, including scholarships, prizes, and University medals. Scholarships, prizes and University medals, which have as their primary criterion superior academic achievement, are considered the most prestigious awards for students within the University. Awards that do not meet the definitions for scholarships, prizes or University medals are known simply as general awards and have as their primary criterion satisfactory academic standing.

2. **COURSE LOAD REQUIREMENTS**

   All awards established by the University, with the exception of prizes and unless otherwise specified by the terms of reference, will normally be available to all meritorious students who have completed a full normal course load, as determined by their Faculty, over the most recent September-August period. Students on a cooperative studies portion of their program will be considered for awards when they have completed a full normal course load. Faculties have the option of allowing students who are enrolled in less than a full normal course load for other reasons including, but not limited to, field schools and work experience to be nominated for awards when they have accumulated a full normal course load. Faculties will work with the Student Awards Office to track these students.

3. **UNDERGRADUATE AWARD ADMINISTRATION**

   Unless otherwise stated in the terms of any award, undergraduate awards administered by Student Financial Support are tenable only at the University of Alberta. Where an award is listed in a particular Faculty, it is generally tenable only in that Faculty (except course prizes, which are open to any student registered in that course).

   Normally, all monetary awards are payable only when students are in actual full-time attendance at the University in the term during which funds are dispersed. Awards that are offered prior to the commencement of or within a Fall Term will be divided evenly between the Fall Term and the Winter Term. If the student returns for one term of study or to part-time studies, the award value will normally be pro-rated.

   Awards given at the time of a student's graduation will be paid out in full following convocation.

4. **MAJOR AWARDS**

   In order that funds may be broadly distributed, an undergraduate student may hold only one University of
Alberta **major award** per category (leadership, academics, athletics, fine arts) in any one year. Total value of other awards received by students through any other competition(s) may also be taken into consideration in open award competitions.

5. **EXTERNAL AWARDS**

Student Financial Support may, at its discretion, publicize awards available to University of Alberta students from sources outside the University.

6. **TERMS OF REFERENCE**

For awards already approved, where terms of reference for specific awards contradict the regulations provided in this procedure, the terms of reference will supersede these regulations.

7. **TRANSCRIPTS**

Only awards based on superior academic achievement, which have been approved by the GFC Undergraduate Awards and Scholarship Committee and are administered through Student Financial Support will be listed on the academic transcript of an undergraduate student.

### DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]

| **Scholarships** | A scholarship is an award given to a student on the basis of overall superior academic achievement in a Faculty, Department, or degree program. Secondary selection criteria may also be used. A degree program may mean a full multi-year degree program within a Faculty or Department, or may mean one or more specific years within a full multi-year degree program. |
| **Prizes** | A prize is an award given to a student on the basis of superior academic achievement in a course or specific set of courses in a Faculty, Department, or in some other subdivision of a Faculty. Additional non-academic secondary selection criteria may also be used. |
| **University Medals** | A University medal, as described in the University Medal Requirements Procedure, is given to a student on the basis of overall superior academic achievement. Additional selection criteria will not normally be used. |
| **Superior Academic Achievement** | Superior Academic Achievement will normally mean either of the following:  
  i. overall GPA of 3.5 (first class standing) or higher in the University or;  
  ii. standing in the upper 10% of comparable students in a Faculty, School, Department or other subdivision of a Faculty.  

Superior Academic Achievement for entrance scholarships will normally mean a minimum average of 80% on marks used at the time of assessment. |
| **General Awards** | Those awards that do not meet the definitions for scholarships, prizes, |
or University medals and have as their primary criterion satisfactory academic standing.

| Satisfactory Academic Standing | Satisfactory academic standing in a Faculty means satisfactory as defined within the University Calendar by the Faculty in question. If no such definition has been made by the Faculty, satisfactory academic standing means being eligible to continue in or graduate from the program in which the student is registered exclusive of those students allowed to continue on a probationary basis. For entrance awards, a student will be deemed to have achieved satisfactory academic standing provided he or she has been granted admission to a program of study at the University of Alberta. |
| Awards | Awards are items of monetary and/or other value given to a student or students by the University of Alberta primarily on the basis of academic standing and completion of requirements outlined in the award description or terms of reference. Specific kinds of awards include scholarships, prizes, University medals, and general awards. As many awards are competitive, successful completion of the requirements does not guarantee receipt of the award. |
| Terms of Reference | The Terms of Reference of an award or bursary provide all relevant information regarding how the award or bursary will be dispersed, including the financial terms, the selection and eligibility criteria, and any other information pertinent to the administration of the award or bursary. |
| Full Normal Course Load | A full normal course load is that which is prescribed by the Faculty concerned and advertised in the University Calendar to be taken by the student during each academic year in order to complete the degree program within the announced period of time. Where more than one Faculty is involved, the definition of a full normal course load will be established by UASC. |
| Full-Time Attendance | Full-time attendance means full-time attendance as defined within the University Calendar. |
| Major Award | A Major Award, as defined by the GFC Undergraduate Awards and Scholarship Committee, is any award with a value equal or greater to the full course load tuition and any related differential fees charged to a student within a given academic year. |

**FORMS**

There are no forms for this Procedure. [▲Top]

**RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [▲Top]
Discrimination and Harassment Policy and Procedures and the University of Alberta Reasonable Accommodation Policy (University of Alberta, GFC Policy Manual Section 44) (University of Alberta)

Student Financial Support (University of Alberta)

Undergraduate Awards and Scholarship Committee (University of Alberta)
Bursaries for Students Procedure

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<td>Scope:</td>
<td>Compliance with University policy extends to all members of the University community.</td>
</tr>
</tbody>
</table>

Overview

Bursaries for undergraduate and graduate students are administered primarily through Student Financial Support in the Office the Registrar.

Purpose

To provide procedural information about undergraduate and graduate bursaries at the University of Alberta.

PROCEDURE

1. ELIGIBILITY

Unless otherwise stated, students must have satisfactory academic standing in their Faculty or Department, and must normally be in full-time attendance at the University of Alberta.

2. FINANCIAL NEED ASSESSMENT

The primary selection criteria for bursaries at the University of Alberta will be demonstrated financial need. Financial need will normally be assessed in accordance with the guidelines laid out by the Alberta Student Loans Program.

3. BURSARY ADMINISTRATION

While bursaries may be administered in Faculties, Departments and other service units, it is recommended that those units work with Student Financial Support to ensure consistency in administrative practices and in assessment of demonstrated financial need for bursary recipients across campus.

DEFINITIONS

<table>
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<tr>
<td><strong>Bursaries</strong></td>
</tr>
<tr>
<td><strong>Satisfactory Academic Standing</strong></td>
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</tbody>
</table>
For entrance awards, a student will be deemed to have achieved satisfactory academic standing provided he or she has been granted admission to a program of study at the University of Alberta.

**Full-Time Attendance**

Full-time attendance means full-time attendance as defined within the *University Calendar*.

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**FORMS**

There are no forms for this Procedure. [▲ Top]

**RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [▲ Top]

[Alberta Learning Information Service – Students Finance Quick Tips](Government of Alberta)

[Student Financial Support](University of Alberta)

[Undergraduate Awards and Scholarship Committee](University of Alberta)
Creation of New Awards and Bursaries for Undergraduate Students Procedure

Purpose

To provide the procedure by which new undergraduate student awards and bursaries at the University of Alberta are created.

PROCEDURE

1. SELECTION CRITERIA

Primary selection criteria for awards will be based on academic standing. Appropriate secondary selection criteria for awards may include, but are not limited to, community service, financial need, leadership, and athletics. A secondary selection criterion must not be a requirement of membership in a particular association, with the exception of:

   a. Teams at the University of Alberta sanctioned by the Canadian Interuniversity Sport (CIS) and/or the Canadian Colleges Athletic Association (CCAA) and the Alberta Colleges Athletic Conference (ACAC).

   b. Student groups registered at the University of Alberta overseen by the Dean of Students that
      i. conform with University of Alberta mission, values and policies;
      ii. have clear and transparent membership criteria;
      iii. are without sanction or facing disciplinary action by the University at the time of creation of the award; and
      iv. are without sanction or facing disciplinary action by the University at the time of administration of the award.

In the event no selection can be made by applying secondary criteria, selection for an award will be based on academic standing and best fitting the intent of the donor(s).

Primary selection criteria for bursaries will be demonstrated financial need. Appropriate secondary selection criteria for bursaries may include, but are not limited to, community service, leadership, and academic standing, as long as the minimum academic standing requirement does not exceed a 3.0 GPA.

2. MINIMUM VALUES

Minimum values for awards and bursaries are determined by the GFC Undergraduate Awards and Scholarship Committee (GFC UASC).

The minimum annual value for undergraduate awards administered Student Financial Support will be $500. For awards which meet the minimum value of $500, the account holder will be the Assistant Registrar, Student Financial Support. Awards of lesser value may be administered directly by Faculties, Departments, or other administrative units.

The minimum annual value for an undergraduate bursary administered by Student Financial Support will be $500.
3. APPROVAL OF NEW AWARDS AND BURSARIES

Each new undergraduate award or bursary will be considered on its own merits. The terms of reference for all new awards and bursaries are referred to the GFC UASC for approval. Awards or bursaries already approved can be reconsidered by GFC UASC.

4. REQUIREMENTS FOR NEW AWARDS AND BURSARIES

Descriptions for all new awards and bursaries submitted for review/approval must include general selection and eligibility criteria. Changes in the general selection and eligibility criteria in the terms of reference of approved awards and bursaries must be forwarded to GFC UASC for approval. Changes to the number or values of approved awards or bursaries must be filed with Student Financial Support.

5. RESTRICTIONS ON RECIPIENT SELECTION

Donors to the University of Alberta or their agents cannot be the nominator or part of any selection committee or process responsible for choosing recipients of awards or bursaries for which they are the donor.

A nominator is the individual or group (i.e., committee) responsible for selecting the recipient(s) of an award or bursary and must not be a person or group external to the University of Alberta.

6. HUMAN RIGHTS

Selection or eligibility criteria will not include any criterion defined as discriminatory under the Alberta Human Rights Act or the University of Alberta Discrimination and Harassment Policy except if the award or bursary or the condition at the time of establishment could reasonably be viewed as intended for the benefit of a disadvantaged group. If the award or bursary is accepted under this provision, it will be reviewed at intervals not greater than 15 years by Student Financial Support and brought to GFC UASC for consideration. The restriction will be dropped if the group is no longer reasonably perceived as disadvantaged. A specific award or bursary can be reviewed at any time by a Faculty or by the Provost and Vice-President (Academic).

DEFINITIONS

<table>
<thead>
<tr>
<th>Definitions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Awards</strong></td>
</tr>
<tr>
<td><strong>Bursaries</strong></td>
</tr>
<tr>
<td><strong>Selection and Eligibility Criteria</strong></td>
</tr>
<tr>
<td><strong>Terms of Reference</strong></td>
</tr>
</tbody>
</table>
### Disadvantaged Group
A disadvantaged group’s members have traditionally been denied or limited in their accessibility to resources and tools typically accessible by students at the University of Alberta.

### Scholarships
A scholarship is an award given to a student on the basis of overall superior academic achievement in a Faculty, Department, or degree program. Secondary selection criteria may also be used. A degree program may mean a full multi-year degree program within a Faculty or Department, or may mean one or more specific years within a full multi-year degree program.

### Prizes
A prize is an award given to a student on the basis of superior academic achievement in a course or specific set of courses in a Faculty, Department, or in some other subdivision of a Faculty. Additional non-academic secondary selection criteria may also be used.

### University Medals
A University medal, as described in the University Medal Requirements Procedure, is given to a student on the basis of overall superior academic achievement in a Faculty, Department or some other subdivision of a Faculty, or in the University overall. Additional selection criteria will not be normally be used.

### General Awards
Those awards that do not meet the definitions for scholarships, prizes or University medals and have as their primary criterion satisfactory academic standing.

### Superior Academic Achievement
Superior Academic Achievement will normally mean either of the following:

1. overall GPA of 3.5 (first class standing) or higher in the University or;
2. standing in the upper 10% of comparable students in a Faculty, School, Department or other subdivision of a Faculty.

Superior Academic Achievement for entrance scholarships will normally mean a minimum average of 80% on marks used at the time of assessment.

### Satisfactory Academic Standing
Satisfactory academic standing in a Faculty means satisfactory as defined within the *University Calendar* by the Faculty in question. If no such definition has been made by the Faculty, satisfactory academic standing means being eligible to continue in or graduate from the program in which the student is registered exclusive of those students allowed to continue on a probationary basis.

For entrance awards, a student will be deemed to have achieved satisfactory academic standing provided he or she has been granted admission to a program of study at the University of Alberta.

### FORMS
There are no forms for this Procedure. [▲ Top]
RELATED LINKS

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

Discrimination, Harassment and Duty to Accommodate Policy (UAPPOL)

Office of Safe Disclosure and Human Rights (University of Alberta)

Student Financial Support (University of Alberta)
University Medal Requirements Procedure

<table>
<thead>
<tr>
<th>Office of Administrative Responsibility:</th>
<th>Office of the Registrar</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver:</td>
<td>Provost and Vice-President (Academic)</td>
</tr>
<tr>
<td>Scope:</td>
<td>Compliance with University policy extends to all members of the University community.</td>
</tr>
</tbody>
</table>

Overview
The University of Alberta will award, alongside its own University medals, medals from outside organizations. Examples include the Governor General’s Academic Medals. The following procedure does not apply to those external medals, which will have their own requirements.

Purpose
To provide detailed requirements for University medals.

PROCEDURE
University medals are considered the most prestigious awards offered by the University of Alberta. University medals must conform to certain standards of content, as determined by GFC.

There are four categories of medals that may be approved:

Gold Medals must have a minimum gold content of 10 karats (0.4166 pure gold). The award description will include the exact gold content of the medal. When funding becomes inadequate to maintain the quality and size described for a gold medal, the award designation will be changed to "gold-plated medal" status or the award will cease to be made.

Silver Medals must be made of sterling silver (925 parts silver with 75 parts copper).

Bronze Medals must be made of an alloy of copper and tin, but can include small portions of other elements such as zinc or phosphorous.

Gold Plated Medals must be gold plated or gold dusted over sterling centers.

DEFINITIONS
Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]

<table>
<thead>
<tr>
<th>University Medals</th>
<th>A University medal is an award normally given to a student on the basis of overall superior academic achievement. Additional selection criteria will not normally be used.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards</td>
<td>Awards are items of monetary and/or other value given to a student or</td>
</tr>
</tbody>
</table>

Awards
students by the University of Alberta primarily on the basis of academic standing and completion of requirements outlined in the award description or terms of reference. Specific kinds of awards include scholarships, prizes, University medals, and general awards. As many awards are competitive, successful completion of the requirements does not guarantee receipt of the award.

<table>
<thead>
<tr>
<th>Gold Medals</th>
<th>Gold medals are the highest academic awards offered in a Faculty or Department.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silver Medals</td>
<td>Silver medals signify the second highest academic award offered by a Faculty or Department.</td>
</tr>
<tr>
<td>Bronze Medals</td>
<td>Bronze medals signify the third highest academic award offered by a Faculty or Department.</td>
</tr>
<tr>
<td>Gold Plated Medals</td>
<td>Gold plated medals signify high honor in academic or other endeavors.</td>
</tr>
</tbody>
</table>

**FORMS**

There are no forms for this Procedure. [▲Top]

**RELATED LINKS**

Should a link fail, please contact uappol@ualberta.ca. [▲Top]

Governor General's Academic Medal Directives (Governor General of Canada)

Student Financial Support (University of Alberta)
**Item No. 5**

**Governance Executive Summary**

**Action Item**

**Agenda Title**

| New Annually Funded Financial Supports for Approval |

**Motion**

THAT the GFC Undergraduate Awards and Scholarship Committee approve, with delegated authority from General Faculties Council, the following new annually funded Undergraduate Awards and Bursaries, as submitted by Student Financial Support and as set forth in Attachment 1, to be effective immediately:

- Gilbert Parker Bursary in Engineering
- Faculty of Nursing Bursary
- Javed Sommers Treaty 6 Bursary in Native Studies
- Zhao Family Augustana Bursary
- Wang and Gong Award in Engineering
- Faculty of Pharmacy Leadership Award
- Faculty of Pharmacy Indigenous Award
- ConeTec Investigations Ltd Diversity Award in Engineering
- ConeTec Investigations Ltd Award in Engineering

**Item**

<table>
<thead>
<tr>
<th>Action Requested</th>
<th>☒ Approval</th>
<th>☐ Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed by</td>
<td>Melissa Padfield, Interim Vice-Provost &amp; University Registrar</td>
<td></td>
</tr>
</tbody>
</table>
| Presenter        | Fiona Halbert, Assistant Registrar, Student Financial Support  
                  | Shari Klassen, Specialist, Student Financial Support  
                  | Allen Wolfe, Specialist, Student Financial Support |

**Details**

<table>
<thead>
<tr>
<th>Responsibility</th>
<th>Provost and Vice-President (Academic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Purpose of the Proposal</td>
<td>To approve new annually funded undergraduate awards and bursaries.</td>
</tr>
<tr>
<td>Executive Summary</td>
<td>To provide robust financial support to students at the University of Alberta by the creation of new awards, scholarships and bursaries.</td>
</tr>
</tbody>
</table>

**Supplementary Notes and context**

**Engagement and Routing** (Include meeting dates)

<table>
<thead>
<tr>
<th>Consultation and Stakeholder Participation</th>
</tr>
</thead>
</table>

**Those who are actively participating:**
- Undergraduate students, Graduate students, Faculty, Departments, Office of Advancement
- GFC UASC

**Those who have been consulted:**
- Donors, the Office of the Registrar, Office of Advancement have been consulted in the establishment of new Award conditions
- Faculty or Departments have been consulted with new Award conditions, setup and awarding process of new and amended Awards

**Those who have been informed:**
- Donors are informed of U of A policy for Award establishment
- Office of Advancement is informed of new Awards in process

**Approval Route**

GFC Undergraduate Awards and Scholarship Committee, May 7, 2019
Strategic Alignment

| Alignment with *For the Public Good* | To begin, we will attract outstanding students  
1. **OBJECTIVE:** Build a diverse, inclusive community of exceptional undergraduate and graduate students from Edmonton, Alberta, Canada, and the world.  
   i. **Strategy:** Develop and implement an undergraduate and graduate recruitment strategy to attract top students from across the diverse communities in Alberta and Canada, leveraging our strengths as a comprehensive research-intensive, multi-campus university with options for francophone and rural liberal arts education.  
   ii. **Strategy:** Develop and implement an undergraduate and graduate recruitment and retention strategy to attract top Indigenous students.  
   iii. **Strategy:** Optimize our international recruiting strategies to attract well-qualified international students from regions of strategic importance, and enhance services and programs to ensure their academic success and integration into the activities of the university.  
   iv. **Strategy:** Ensure that qualified undergraduate and graduate students can attend the university through the provision of robust student financial support. |

Alignment with Institutional Risk Indicator

<table>
<thead>
<tr>
<th>Please note below the specific institutional risk(s) this proposal is addressing.</th>
</tr>
</thead>
</table>

- Enrolment Management
- Faculty and Staff
- Funding and Resource Management
- IT Services, Software and Hardware
- Leadership and Change
- Physical Infrastructure

- Relationship with Stakeholders
- Reputation
- Research Enterprise
- Safety
- Student Success

Legislative Compliance and jurisdiction

| 1. **Post-Secondary Learning Act (PSLA)**  
2. **GFC Undergraduate Awards and Scholarship Committee (UASC) Terms of Reference** |

Attachments


*Prepared by:* Fiona Halbert, Assistant Registrar Student Financial Support, fiona.halbert@ualberta.ca
NEW ANNUALLY FUNDED FINANCIAL SUPPORTS: 05/07/2019

TERMS FOR UASC APPROVAL:

Awarded to a student who is a First Nation, Inuit, or Métis person of Canada in accordance with the Constitution Act, 1982, Part 2, Section 35(2) with satisfactory academic standing enrolled in the first year of an undergraduate degree in the Faculty of Engineering. Selection based on demonstrated financial need and involvement in the Indigenous community.

INFORMATION FOR CONSIDERATION:

NAME: Gilbert Parker Bursary in Engineering
FIELD OF STUDY: Engineering
NUMBER/VALUE: 1 @ $2,000
FUNDED BY: Annually funded by Gilbert Parker
APPLICATION TYPE: By nomination from First Peoples’ House
FACULTY SIGN-OFF: N/A
ADDITIONAL CONTEXT: N/A
NEW ANNUALLY FUNDED FINANCIAL SUPPORTS: 05/07/2019

TERMS FOR UASC APPROVAL:

Awarded to students with satisfactory academic standing enrolled in any year of an undergraduate degree in the Faculty of Nursing. Selection based on demonstrated financial need.

INFORMATION FOR CONSIDERATION:

NAME: Faculty of Nursing Bursary
FIELD OF STUDY: Nursing
NUMBER/VALUE: Variable/Variable
FUNDED BY: Annually funded by the Faculty of Nursing Dean’s Discretionary Fund
APPLICATION TYPE: By application to the Supplementary Bursary program
FACULTY SIGN-OFF: N/A
ADDITIONAL CONTEXT: “Variable/Variable” as level of funding will vary year-to-year as direct by the Faculty of Nursing
NEW ANNUNALLY FUNDED FINANCIAL SUPPORTS: 05/07/2019

TERMS FOR UASC APPROVAL:

Awarded to a student who is a Treaty 6 First Nation person of Canada in accordance with the Constitution Act, 1982, Part 2, Section 35(2) enrolled in any year of an undergraduate or graduate degree in the Faculty of Native Studies. Selection based on demonstrated financial need.

INFORMATION FOR CONSIDERATION:

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Javed Sommers Treaty 6 Bursary in Native Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIELD OF STUDY:</td>
<td>Native Studies</td>
</tr>
<tr>
<td>NUMBER/VALUE:</td>
<td>1 @ $1,000</td>
</tr>
<tr>
<td>FUNDED BY:</td>
<td>Annually funded by Javed Sommers</td>
</tr>
<tr>
<td>APPLICATION TYPE:</td>
<td>By application to the Supplementary Bursary program</td>
</tr>
<tr>
<td>FACULTY SIGN-OFF:</td>
<td>N/A</td>
</tr>
<tr>
<td>ADDITIONAL CONTEXT:</td>
<td>N/A</td>
</tr>
</tbody>
</table>
NEW ANNUALLY FUNDED FINANCIAL SUPPORTS: 05/07/2019

TERMS FOR UASC APPROVAL:

Awarded to a student with satisfactory academic standing enrolled in the third or fourth year of an undergraduate degree at Augustana Faculty. Selection based on demonstrated financial need.

INFORMATION FOR CONSIDERATION:

<table>
<thead>
<tr>
<th>NAME:</th>
<th>Zhao Family Augustana Bursary</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIELD OF STUDY:</td>
<td>Open (Augustana)</td>
</tr>
<tr>
<td>NUMBER/VALUE:</td>
<td>1 @ $1,000</td>
</tr>
<tr>
<td>FUNDED BY:</td>
<td>Annually funded by Rudy Zhao</td>
</tr>
<tr>
<td>APPLICATION TYPE:</td>
<td>By application to the Supplementary Bursary program</td>
</tr>
<tr>
<td>FACULTY SIGN-OFF:</td>
<td>N/A</td>
</tr>
<tr>
<td>ADDITIONAL CONTEXT:</td>
<td>N/A</td>
</tr>
</tbody>
</table>
NEW ANNUALLY FUNDED FINANCIAL SUPPORTS: 05/07/2019

TERMS FOR UASC APPROVAL:

Awarded to a student who is on a study permit with satisfactory academic standing enrolled in the fourth year of an undergraduate degree in the Faculty of Engineering in Civil Engineering. Selection based on academic standing and demonstrated academic progress. Preference given to a student participating in the Transportation Engineering stream and/or a member of the Canadian Institute of Transportation Engineers Student Chapter.

INFORMATION FOR CONSIDERATION:

NAME: Wang and Gong Award in Engineering
FIELD OF STUDY: Engineering
NUMBER/VALUE: 1 @ $1,000
FUNDED BY: Annually funded by Xiaobin Wang and Wayne Gong
APPLICATION TYPE: By nomination from the Faculty of Engineering
FACULTY SIGN-OFF: N/A
ADDITIONAL CONTEXT: N/A
NEW ANNUALLY FUNDED FINANCIAL SUPPORTS: 05/07/2019

TERMS FOR UASC APPROVAL:

Awarded to a student with satisfactory academic standing enrolled in any year of a Doctor of Pharmacy. Selection based on academic standing and demonstrated leadership, community engagement, volunteerism and/or involvement in extracurricular activities.

INFORMATION FOR CONSIDERATION:

NAME: Faculty of Pharmacy Leadership Award
FIELD OF STUDY: Pharmacy
NUMBER/VALUE: Variable/Variable
FUNDED BY: Annually funded by the Faculty of Pharmacy and Pharmaceutical Science
APPLICATION TYPE: By nomination from the Faculty of Pharmacy and Pharmaceutical Science
FACULTY SIGN-OFF: N/A
ADDITIONAL CONTEXT: “Variable/Variable” as level of funding will vary year-to-year as directed by the Faculty of Pharmacy and Pharmaceutical Science
NEW ANNUALLY FUNDED FINANCIAL SUPPORTS: 05/07/2019

TERMS FOR UASC APPROVAL:

Awarded to a student who is a First Nation, Inuit, or Métis person of Canada in accordance with the Constitution Act, 1982, Part 2, Section 35(2) with satisfactory academic standing enrolled in any year of a Doctor of Pharmacy. Selection based on academic standing.

INFORMATION FOR CONSIDERATION:

NAME: Faculty of Pharmacy Indigenous Award
FIELD OF STUDY: Pharmacy
NUMBER/VALUE: Variable/Variable
FUNDED BY: Annually funded by the Faculty of Pharmacy and Pharmaceutical Science
APPLICATION TYPE: By nomination from the Faculty of Pharmacy and Pharmaceutical Science
FACULTY SIGN-OFF: N/A
ADDITIONAL CONTEXT: “Variable/Variable” as level of funding will vary year-to-year as direct by the Faculty of Pharmacy and Pharmaceutical Science
NEW ANNUALLY FUNDED FINANCIAL SUPPORTS: 05/07/2019

TERMS FOR UASC APPROVAL:

Awarded to students who identify as female with satisfactory academic standing enrolled in the second or third year of a Bachelor of Science in Civil Engineering or Mining Engineering. Selection based on academic standing. Preference given to students who are enrolled in the geotechnical program.

INFORMATION FOR CONSIDERATION:

NAME: ConeTec Investigations Ltd Diversity Award in Engineering
FIELD OF STUDY: Civil Engineering or Mining Engineering
NUMBER/VALUE: 2 @ $2,000
FUNDED BY: Annually funded by the Vancouver Foundation
APPLICATION TYPE: By nomination from the Faculty of Engineering
FACULTY SIGN-OFF: N/A
ADDITIONAL CONTEXT: N/A
NEW ANNUALLY FUNDED FINANCIAL SUPPORTS: 05/07/2019

TERMS FOR UASC APPROVAL:

Awarded to students with satisfactory academic standing enrolled in the second or third year of a Bachelor of Science in Civil Engineering or Mining Engineering. Selection based on academic standing. Preference given to students who are enrolled in the geotechnical program.

INFORMATION FOR CONSIDERATION:

<table>
<thead>
<tr>
<th>NAME:</th>
<th>ConeTec Investigations Ltd Award in Engineering</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIELD OF STUDY:</td>
<td>Civil Engineering or Mining Engineering</td>
</tr>
<tr>
<td>NUMBER/VALUE:</td>
<td>2 @ $2,000</td>
</tr>
<tr>
<td>FUNDED BY:</td>
<td>Annually funded by the Vancouver Foundation</td>
</tr>
<tr>
<td>APPLICATION TYPE:</td>
<td>By nomination from the Faculty of Engineering</td>
</tr>
<tr>
<td>FACULTY SIGN-OFF:</td>
<td>N/A</td>
</tr>
<tr>
<td>ADDITIONAL CONTEXT:</td>
<td>N/A</td>
</tr>
<tr>
<td>Agenda Title</td>
<td>New Endowed Financial Supports for Approval</td>
</tr>
<tr>
<td>--------------</td>
<td>------------------------------------------</td>
</tr>
</tbody>
</table>

**Motion**

THAT the GFC Undergraduate Awards and Scholarship Committee approve, with delegated authority from General Faculties Council, the following new endowed Undergraduate Awards and Bursaries, as submitted by Student Financial Support and as set forth in Attachment 1, to be effective immediately:

- Reverend Palmer Olson and Reverend Ivar Saugen Chaplaincy Award

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Requested</th>
<th>☒ Approval ☐ Recommendation</th>
</tr>
</thead>
</table>

| Proposed by | Melissa Padfield, Interim Vice-Provost & University Registrar |
| Presenter | Fiona Halbert, Assistant Registrar, Student Financial Support |
| | Shari Klassen, Specialist, Student Financial Support |
| | Allen Wolfe, Specialist, Student Financial Support |

**Details**

| Responsibility | Provost and Vice-President (Academic) |
| The Purpose of the Proposal | To approve new endowed undergraduate awards and bursaries. |

| Executive Summary | To provide robust financial support to students at the University of Alberta by the creation of new awards, scholarships and bursaries. |

**Supplementary Notes and context**

<table>
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<tr>
<th>Engagement and Routing (Include meeting dates)</th>
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</thead>
</table>

**Consultation and Stakeholder Participation**

**Those who are actively participating:**

- Undergraduate students, Graduate students, Faculty, Departments, Office of Advancement
- GFC UASC

**Those who have been consulted:**

- Donors, the Office of the Registrar, Office of Advancement have been consulted in the establishment of new Award conditions
- Faculty or Departments have been consulted with new Award conditions, setup and awarding process of new and amended Awards

**Those who have been informed:**

- Donors are informed of U of A policy for Award establishment
- Office of Advancement is informed of new Awards in process

| Approval Route | GFC Undergraduate Awards and Scholarship Committee, May 7, 2019 |

**Strategic Alignment**

**Alignment with For the Public Good**

To begin, we will attract outstanding students

1. **OBJECTIVE:** Build a diverse, inclusive community of exceptional undergraduate and graduate students from Edmonton, Alberta, Canada, and the world.

   i. **Strategy:** Develop and implement an undergraduate and graduate recruitment strategy to attract top students from across the diverse communities in Alberta and Canada, leveraging our
strengths as a comprehensive research-intensive, multi-campus university with options for francophone and rural liberal arts education.

ii. **Strategy**: Develop and implement an undergraduate and graduate recruitment and retention strategy to attract top Indigenous students.

iii. **Strategy**: Optimize our international recruiting strategies to attract well-qualified international students from regions of strategic importance, and enhance services and programs to ensure their academic success and integration into the activities of the university.

iv. **Strategy**: Ensure that qualified undergraduate and graduate students can attend the university through the provision of robust student financial support.

---

### Alignment with Institutional Risk Indicator

Please note below the specific institutional risk(s) this proposal is addressing.

- ☒ Enrolment Management
- ☐ Faculty and Staff
- ☐ Funding and Resource Management
- ☐ IT Services, Software and Hardware
- ☐ Leadership and Change
- ☐ Physical Infrastructure
- ☒ Relationship with Stakeholders
- ☐ Reputation
- ☐ Research Enterprise
- ☐ Safety
- ☒ Student Success

---

### Legislative Compliance and jurisdiction

1. *Post-Secondary Learning Act (PSLA)*
2. GFC Undergraduate Awards and Scholarship Committee (UASC) Terms of Reference

---

**Attachments**

1. Attachment 1: Endowed Financial Supports – May 2019

*Prepared by:* Fiona Halbert, Assistant Registrar Student Financial Support, fiona.halbert@ualberta.ca
ENDOWED FINANCIAL SUPPORTS: 05/07/2019

TERMS FOR UASC APPROVAL:

Awarded to students with satisfactory academic standing enrolled in any year of an undergraduate degree at Augustana Faculty. Selection based on academic standing and demonstrated leadership and commitment to Augustana Chaplaincy. Preference given to students who are from a rural community, who are on a study permit, or who are First Nation, Inuit, or Métis people of Canada in accordance with the Constitution Act, 1982, Part 2, Section 35(2).

INFORMATION FOR CONSIDERATION:

NAME: Reverend Palmer Olson and Reverend Ivar Saugen Chaplaincy Award

FIELD OF STUDY: Open

ANTICIPATED SPENDING: 1@$1,000

NUMBER/VALUE: Variable/Variable

FUNDED BY: Endowed by Odell Olson

APPLICATION TYPE: By application to Augustana Faculty

FACULTY SIGN-OFF: 04/08/2019

ADDITIONAL CONTEXT: N/A