



STUDENT AWARDS PROCEDURE

PROCEDURE #:	900.02.01.01
SECTION:	Advancement
RELATED POLICY:	100.03.01 Board of Governors Awards and Scholarship
ORIGINAL APPROVAL DATE:	April 3, 2014
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APPROVING AUTHORITY:	Original signed by the President + CEO

Purpose

The Board of Governors is accountable for the fiscal management of the institution and has a fiduciary responsibility to ensure the appropriate expenditure of public funds. The following procedure outlines the responsibility to manage and oversee the student awards program to ensure compliance with all other institution policies and procedures, relevant legislation, as well to ensure standard operating procedures, transparency and controls.

Scope

This Procedure applies to anyone acting as agents for the institution who are involved in the process of establishing awards; award program publication, adjudication or approval; and granting of students awards.

Definitions

- ACAD:** Refers to Alberta College of Art + Design
- ACADSA:** Refers to the Alberta College of Art + Design Student Association
- Automatic Award:** An award that does not require application.
- Award Committee(s):** One or more standing committees that selects student award recipients, as further detailed below.



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Awards Officer:	The designated ACAD employee who oversees the student awards program and administration of this Student Awards Procedure including: selection of awards recipients, articulation of award guidelines and chairing of the Award Committees. For undergraduate awards this is the Registrar, for graduate awards this is the Director, Research + Graduate Studies.
Awards Program Publication:	An annual listing of current awards, guidelines and applications procedures, which are posted on the website as maintained by the Registrar's Office.
Bursary:	An award where financial need is the primary criterion for the award.
Competitive Award:	An award that requires an application.
Continuing Award:	An award in which recipients are eligible to receive the award in subsequent semesters/years.
Donor:	An individual, corporation, foundation or other entity who makes a philanthropic gift to the institution to create an award.
Entrance Award:	An award designed specifically for students entering a degree program for the first time.
External Award:	An award that is not administered by the institution.
Full-time Students:	Students enrolled in a minimum 9 credits. Students with a registered disability may be considered full time when enrolled in 6 credits.
General Scholarship Fund (GSF) Awards:	Internal endowment funded awards for which the criteria is set by the institution.
Gift Agreement:	A formal document between a donor and the institution. The agreement sets out what the gift is, how it will be given, used and acknowledged and how it might be amended in the future.
Prize:	An award which normally takes the form of supplies or services.
Purchase Scholarship:	An award that is provided when a supporter purchases a piece of work (art, craft or design) and the proceeds of that sale are awarded to the student artist in the form of a scholarship.
Scholarship:	An award where academic merit is the primary criterion for the award.
Supporter:	An individual, corporation, foundation, government, or other entity who provides financial support to the institution to create an award, but may not, in accordance with federal or provincial legislation or other related institution policies, be eligible for a charitable tax receipt. A business or acknowledgement receipt will be made available instead.



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Principles

1 General

- 1.1 The institution has established a number of student awards that are funded by donor-granted funds and/or supporter-provided funds and/or institution-provided funds.
- 1.2 The institution has established responsibility with regard to the administration of the undergraduate student awards program to the Registrar's Office.
- 1.3 The institution has established responsibility with regard to the administration of the graduate student awards program to the Research + Graduate Studies Office.
- 1.4 General Scholarship Fund Awards will be established by the Registrar's Office in compliance with the GSF Terms of Reference.
- 1.5 Awards that are donor/supporter funded and encumbered by a Gift Agreement will be developed and established by the Engagement Office in compliance with the *Gift Acceptance Policy*; relevant provincial and federal legislation including Canada Revenue Agency guidelines; and any other related legislation or institutional policies and procedures.
- 1.6 Selection and processing of both General Scholarship Fund Awards and donor/supporter funded awards will be managed by the Awards Officer.
- 1.7 Student awards are granted in accordance with the terms of the Gift Agreements and/or Terms of Reference establishing the criteria for any award, the value and number of awards to be granted, and the source of funds from which the award will be granted.
- 1.8 Unless otherwise required by law or as approved by the President + CEO or Vice President, Administration, student awards will be granted only when sufficient funds exist in the relevant funding source, or an alternative funding source has been identified and approved.
- 1.9 Should an issue arise from the establishment, funding, selection or granting of a student award under this program that is not addressed within the procedures set herein, the student awards program will be conducted in a manner that ensures compliance with legislation, transparency of process, privacy of information, and an avoidance of any conflict of interest.



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- 1.10 In the event of a challenge to a decision concerning the Awards Program Publication or granting of any award, such challenge shall be reviewed firstly by the Awards Officer, then to the Vice President Academic + Provost, and ultimately, should it be deemed necessary, to the President + CEO for a final decision.

Procedure

2 General

- 2.1 Award criteria will be made public on the website and will typically be based upon the following:
- 2.1.1 **Automatic Award** – does not require application. Recipients are approved by the Awards Officer in accordance with the award criteria, unless otherwise stated. These awards are normally granted based on grade point average in the preceding year/semester or on program recommendation.
 - 2.1.2 **Competitive Award** – an award that requires an application.
 - 2.1.3 **Bursary** – an award where financial need is the primary criterion for the award.
 - 2.1.4 **Scholarship** – an award based on academic merit and/or other criteria as stipulated in the individual award criteria. Recipients are required to achieve a cumulative grade point average of 3.00 or higher to be eligible, unless otherwise stated.
 - 2.1.5 **Purchase Scholarship** – an award that is provided when a supporter purchases a piece of work (art, craft or design) and the proceeds of that sale are awarded to the student artist in the form of a scholarship. Such a purchase and subsequent financial support will be in accordance with relevant federal and provincial legislation and Canada Revenue Agency guidelines and may be eligible for a split receipt.
 - 2.1.6 **Prize** – an award which normally takes the form of supplies or services.
 - 2.1.7 **Entrance Award** – an award designed specifically for students entering the institution for the first time. Entrance scholarships are awarded as tuition credit, unless otherwise stated.
 - 2.1.8 **Continuing Award** – an award in which recipients are eligible to receive the award in subsequent semesters/years. Continuing entrance awards are awarded as tuition credit, unless otherwise stated.



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- 2.2 All award recipients will be approved by the Awards Officer unless merit of work is a criterion, or unless otherwise stated. Award Committees will be structured as detailed under section 6.
- 2.3 To be eligible to receive an award administered under the awards program, students must be full-time students at the institution, unless otherwise stated.
- 2.4 Awards are applicable only at the institution for the current academic year, unless otherwise stated.
- 2.5 The appropriate Award Committee will ensure, to the extent it is able to do so, that recipients meet the criteria and eligibility requirements of Gift Agreements/Terms of Reference and the selection process is conducted in accordance with all institution policies and procedures.
- 2.6 Award Committees will not release specific reasons for award decisions in accordance with the institution's Access to Information and Protection of Privacy procedure.
- 2.7 If the value of an award is stated as "tuition" or "tuition and fees" it is understood to be equivalent to Canadian/Permanent Resident tuition and fees and not to include differential tuition and fees applicable to international visa students, unless otherwise states. Such awards are awarded as a tuition credit or a tuition and fees credit.
- 2.8 Payment of continuing awards is contingent upon students proceeding as full-time students in the following semester at the institution and any other criteria as may be identified in a Gift Agreement/Terms of Reference.
- 2.9 It is the student's responsibility to understand that receipt of an award may affect recipients' eligibility for other forms of funding, including government student loans. It is the student's responsibility to report the receipt of awards to other funding agencies including student loans or sponsors or RESP lenders.
- 2.10 In order to ensure the fair and equitable distribution of awards, a student may not receive in excess of \$5,000 or its cash equivalent in any one academic year. This award maximum does not include an individual award that exceeds \$5,000, bursary awards, entrance awards, tuition awards, project-based awards given to a group of students with which an individual is associated, or external awards.
- 2.11 Payment of outstanding fees owed to the institution is the first charge against any financial award.



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- 2.12 If no appropriate recipient is available for a particular award the terms may be changed in accordance with the Gift Agreement/Terms of Reference, or the award may be deferred to the following year, except where required by law.
- 2.13 In accordance with the institution's Investment Procedure, the institution reserves the right to make any changes to the awards program that circumstances may require including cancellation, addition or amendments to awards, except as required by law. When applicable, donors will be consulted regarding changes to their awards.
- 2.14 The institution reserves the right to release pertinent information regarding award applicants and/or recipients to applicable funding bodies, award donors, government agencies, etc., in accordance with the Freedom of Information and Protection of Privacy Act of Alberta.
- 2.15 Awards juried by Award Committees will be juried from digital files. Exceptions may be made for awards specific to a discipline where the faculty jurying the work require original work, or for purchase scholarships to facilitate the supporter's ability to select the work to be purchased.

3 Awards Committees

- 3.1 Award Committee(s) shall comprised as follows:

3.1.1 Undergraduate Scholarships, Prizes and Awards

- Registrar, or delegate (Chair, non-voting)
- 1 faculty member representing the BFA degree (voting)
- 1 faculty member representing the BDes degree (voting)
- 1 faculty member representing the School of Critical + Creative Studies (voting)
- 1 student member – appointed by ACADSA (voting)

If it is deemed appropriate, additional Award Committees may be set up to ensure the timely adjudication of awards, so long as the additional committee(s) maintains the structure as above.

Faculty members on any Award Committee shall be appointed by the applicable School Chair(s).



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3.1.2 Graduate Scholarships, Prizes and Awards

- 5 faculty members from the appropriate Graduate Program Committee membership, with representation from both studio areas and Critical and Creative Studies.
- Faculty members on any Award Committee shall be appointed by the Director of Graduate Studies.

3.1.3 Bursaries

- A separate Bursary Award Committee will be established, for the purposes of selecting recipients of bursary awards.
- As bursaries are granted for financial need, and as sensitivity around individual student financial circumstances is desired by the institution, this committee will not be comprised of any faculty. A Bursary Award Committee will be comprised of four non-academic staff members from across the institution as selected by the Registrar, with the approval of the staff member's direct supervisor.
- All members of this committee are voting members.

3.1.4 School-adjudicated Awards

- When an award(s) is to be determined by an individual School, a minimum of three faculty members will be required to adjudicate and vote. Faculty members will be appointed by the School Chair(s).
- Board of Governor Awards
- The Scholarships, Prizes and Awards committee, as detailed in Section 6.a.i above shall select the recipients for any awards established by the Board of Governors. The Board of Governors is then requested to approve the selection(s).

3.2 The term of appointment for faculty and staff on any Award Committee(s) shall be two years; the ACADSA student representative shall be appointed for one year; and the Awards Officer will be a permanent member of all applicable Award Committees.

3.3 Award Committees reserve the right to solicit consultation concerning award criteria from individuals with a specific knowledge or expertise. These individuals may include



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but are not limited to the award donor, institution faculty, and staff. The Award Committee may designate these individuals to nominate recipients for awards.

- 3.4 Award Committees shall have the following responsibilities:
 - 3.4.1 Ensuring that the intention and the spirit of the award, as defined by the Gift Agreement/Terms of Reference establishing the award, is adhered to as closely as possible;
 - 3.4.2 Selecting and ratifying recipients of awards administered by the awards program;
 - 3.4.3 Reviewing the appropriateness of existing awards; and
 - 3.4.4 Reviewing the Student Awards Policy and related Procedures on an annual basis.

4 School Adjudicated Awards

- 4.1 Along with the name of the selected student(s), the adjudicators will be required to submit a brief write-up explaining what qualifications lead to the selection.
- 4.2 For each School adjudicated award the following will be supplied:
 - 4.2.1 A list of all eligible students; and
 - 4.2.2 GPAs for each eligible student.

5 Donor or Donor-Designate Involvement in Award Selection

- 5.1 A donor or supporter may explicitly request involvement in the selection of an award winner – **this is permissible only if donor or supporter does not receive a charitable tax receipt (in compliance with Canada Revenue Agency guidelines). Under law, ACAD has and must retain full authority regarding all disbursements of student awards. In compliance with Canada Revenue Agency guidelines, ACAD may or may not choose to accept the advice of the donor under the structure and guided process of ACAD’s Award Committee. It is explicit that all reference below to “donor or donor designate involvement” refers to donors who have not received a charitable tax receipt.**



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- 5.2 The following guidelines have been developed to ensure that an arm's length relationship between the members of any student Award Committee and potential award recipients is understood and confirmed by the Award Committee:
- 5.2.1 All committee members, including the donor or donor designates will receive an invite to an online award application program (i.e. via *SlideRoom*).
 - 5.2.2 The Award Committee shall select the top three choices to present to the donor or donor designate.
 - 5.2.3 If a decision meeting is scheduled and the donor or donor designate is unable to attend the meeting, his/her assessment of applicants will be accepted by mail, e-mail or fax and considered by the Award Committee.
 - 5.2.4 The donor or donor designate will provide their recommendation of top choice by order of the three available choices.
 - 5.2.5 If for any reason the donor or donor designate is unable or unwilling to provide advice within the structure of the Award Committee, ACAD shall deem it necessary to make the selection without this advice.
 - 5.2.6 Final decisions as to the disbursement of funds for awards reside with the Award Committee.

6 Conflict of Interest

- 6.1 Award Committee members will speak only to the information contained in the award application package.
- 6.2 Award Committee members, including donors and donor designates, will identify at the beginning of the application evaluation any potential conflict of interest as defined by confidential knowledge of an applicant. (e.g. working relationship with an applicant, personal relationship with an applicant) and as per the institution's Code of Conduct Policy. Where a conflict of interest is identified this member will assume a non-voting role.

Reference/Related Documents

Canada Income Tax Act

Freedom of Information and Protection of Privacy Act



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Canada Revenue Agency guidelines

100. Board of Governors: Code of Conduct Policy

200. Finance: Investment Procedure

500. Executive Administration: Access to Information and Protection of Privacy Policy

900. Advancement: Gift Acceptance Policy