

Approval Date: February 7, 2011
 Most Recent Editorial Date: June 7, 2015

Parent Policy: [Awards and Bursaries for Students Policy](#)

Creation of New Awards and Bursaries for Undergraduate Students Procedure

Office of Administrative Responsibility:	Dean of Students Office of the Registrar
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University policy extends to all members of the University community.

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

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.
Selection and Eligibility Criteria	Selection and eligibility criteria are the standards or conditions by which a student qualifies and is chosen to receive an award or a bursary. Criteria may be in such areas as academic standing, leadership, community service, athletics, or demonstrated financial need.
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.

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	<p>Superior Academic Achievement will normally mean either of the following:</p> <ul style="list-style-type: none"> 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. <p>Superior Academic Achievement for entrance scholarships will normally mean a minimum average of 80% on marks used at the time of assessment.</p>
Satisfactory Academic Standing	<p>Satisfactory academic standing in a Faculty means satisfactory as defined within the <i>University Calendar</i> 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.</p> <p>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.</p>

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)