

UNIVERSITY OF MANITOBA POLICY

Policy:	STUDENT AWARDS
Effective Date:	July 1, 2019
Revised Date:	
Review Date:	July 1, 2029
Approving Body:	University of Manitoba Board of Governors
Authority:	<i>The University of Manitoba Act</i>
Responsible Executive Officer:	Provost and Vice-President (Academic)
Delegate:	Executive Director, Enrolment Services
Contact:	Director, Financial Aid and Awards
Application:	Students

Part I Reason for Policy

- 1.1 To ensure transparency for students, donors, faculty, and staff, an institutional policy on student awards will set out the terms and conditions with respect to all student awards at the University of Manitoba.
- 1.2 This policy will encompass all areas of Board-approved student awards and will be used by the Senate Committee on Awards when approving or recommending approval for all student awards, undergraduate and graduate.

Part II Policy Content

Definitions

- 2.1 The following terms are defined for the purpose of this policy
 - (a) **“Annual fund”** is established to receive donations from a private donor or organization. The annually funded amount is disbursed in its entirety to students each year.
 - (b) **“Athletic awards”** are offered to students who qualify for membership on any USports recognized university team. Criteria include a minimum grade point average and full-time registration, as defined by USports. Additional

requirements may also include demonstrated athletic ability, academic achievement, leadership, or financial need.

- (c) “**Bursaries**” are based on demonstrated financial need. The criteria include a minimum grade point average requirement. Financial need is the first and foremost consideration. Bursary funds are normally offered to full-time continuing students.
- (d) “**Emergency loans**” are short-term loans administered to full-time students on an individual basis in times of financial distress or emergencies.
- (e) “**Endowment fund**” is a permanent fund established to create awards in perpetuity. Each year the available annual income is used to support student awards in accordance with University of Manitoba policies governing expenditures from endowed funds. The capital investment on the fund remains untouched in order to generate income.
- (f) “**Exchange awards**” are offered to full-time students who are travelling to another university for an approved exchange program. A minimum grade point average is required.
- (g) “**Prizes**” are offered after the end of the academic session. The awards are based on highest academic standing or best performance in a particular course, program, competition, concert, etc., with a minimum grade point average requirement. Students are not required to re-register at the University of Manitoba.
- (h) “**Research awards**” are offered to full-time continuing students who are completing research that is supervised by a University of Manitoba faculty member. Criteria include a minimum grade point average and full-time registration.
- (i) “**Scholarships and Fellowships**” are based on academic achievement, with a minimum grade point average requirement. Additional requirements may also include: community involvement, volunteerism, leadership, and essay submissions. Scholarships and fellowships are normally offered to full-time continuing students.
- (j) “**Terms of Reference (ToR)**” are the Board-approved award criteria guidelines for all awards by which selections are to be made. In case of any discrepancies, the information in the Terms of Reference will prevail.
- (k) “**Travel awards**” are offered to full-time students for travel related to an academic program. A minimum grade point average is required.
- (l) “**Trust fund**”
 - (i) “**Regular trust**” is a fund established to create awards each year, and a distribution of income is used to support student awards. The

capital is invested in the University Investment Trust and the capital is made available to be spent out and used for student awards.

- (ii) “**Specific trust**” is a fund which will be spent over a short period of time; it cannot be pooled for investment purposes. The capital is invested in short-term fixed income and both the capital and interest income is spent out over a designated number of years.

2.2 Award establishment, amendments, and withdrawals

- (a) The University is committed to increasing educational opportunities for students who have faced barriers related to characteristics protected in the *Manitoba Human Rights Code*. Barriers and their symptoms can take many forms, and must be interpreted broadly in light of the purpose, values, and goals of the *Manitoba Human Rights Code*. Signs of barriers can include but are not limited to, social vulnerability, historical disadvantage, stereotyping, marginalization, stigmatization, and underrepresentation either in a program of study or within a broader social context.
 - (i) As a matter of policy and in an effort to provide special awards programs consistent with section 11 of the *Manitoba Human Rights Code*, the University will create and administer awards that seek to ameliorate the conditions of individuals or groups disadvantaged by barriers related to protected characteristics. For example, the University will administer awards targeted to Indigenous students, students with disabilities, and socially disadvantaged students.
 - (ii) Unless an award is intended to address the goals identified above, the University will not administer any new scholarship, prize, fellowship, or bursary that directly or indirectly excludes students from eligibility on the basis of the protected characteristics enumerated in section 9(2) of the *Manitoba Human Rights Code*.
- (b) The Board of Governors statement is included on all Board-approved terms of reference (ToR), which serves as a mechanism to maintain selection cycles in the event of unexpected circumstances and to allow the office of Financial Aid and Awards (FAA) to make minor editorial changes that do not change the intent of the award in any way. *The award terms of reference may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, the Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.*

- (c) Change of circumstances
 - (i) In cases where the intent of the award changes, an amendment would be proposed, by either the faculty or the donor, and then recommended to the Senate Committee on Awards and the Board of Governors for approval.
 - (ii) The University reserves the right to not grant an award in the absence of eligible candidates.
 - (iii) The University reserves the right to withdraw or amend the terms of any award, to suspend granting of an award, or to adjust the stated value of an award in years in which an award fund generates insufficient funds due to fluctuations in investment markets. If there is a fund contact for the award, the fund contact will be consulted before action is taken.
 - (iv) Where an award cannot be offered to a student due to ineligibility, the University will ensure that the benefit of the award continues by granting the award to an alternate student.

2.3 Award selection

- (a) Board-approved ToR are the governing document by which selections are to be made. In the case of any discrepancies between the ToR and any other document, the information in the ToR shall prevail.
- (b) Award selection committees shall be created within each academic unit and granted the authority to make award selections using the criteria specified in the Board-approved ToR.
- (c) Donors are permitted to serve on selection committees, provided they do not represent 50% or more of the committee.
- (d) If a donor or designate is a member of the selection committee the chair will make every attempt to include the donor or designate; however, the committee reserves the right to hold meetings in the donor or donor designate's absence.

2.4 Award eligibility: undergraduate awards

- (a) Continuing students:
 - (i) Must be registered in a minimum of 18 credit hours for bursaries, and a minimum of 24 credit hours for scholarships and prizes unless otherwise specified in the ToR.

- (ii) Must meet minimum grade point average requirements and stipulated credit hour enrolment in the fall/winter academic session preceding award selection.
- (b) Students entering from high school
 - (i) Must meet the minimum high school average (70% for bursaries and the specified minimum average as listed in the scholarship ToR).
- (c) Students are eligible to receive more than one award per academic session, unless the ToR state otherwise.

2.5 Award eligibility: graduate awards

- (a) Graduate award eligibility is defined by the ToR for each award.
- (b) Where ToR for graduate awards do not specify a minimum GPA or registration requirement, the criteria will be:
 - (i) Full-time registration in a Master's or doctoral program in the Faculty of Graduate Studies
 - (ii) A GPA that meets the minimum requirement based on the student's last completed 60 credit hours, or last equivalent two full years, of university level study.
- (c) Students are eligible to receive more than one award per academic session, unless the ToR state otherwise.
- (d) Students must have been registered full-time in both terms of the academic year in which the award was selected, unless otherwise stated in the ToR.

2.6 Award tenability

- (a) In order to receive and maintain award funding, students must agree to uphold specific registration conditions in the academic session for which the award is tenable.

Part III

3.1 Other considerations

- (a) Co-op students - for the purposes of scholarships and fellowships, co-op students are considered full-time and eligible to hold awards. Co-op students are not eligible for bursaries in years where work terms are in progress.
- (b) Students registered with Accessibility Services - to receive a reduced course load approval, a minimum 40% course load or 12 credit hours, for

the purposes of being considered a full-time student for the purpose of student aid and awards, students must be registered with the Office of Student Accessibility Services (SAS) and provide SAS with medical documentation that supports their claim.

- (c) Graduating students - students in their final year of studies, with a declared graduation date and registered in a minimum of 18 credit hours in their last academic year are eligible for the full value of the award offered.
- (d) Bison student athletes receiving University of Manitoba general entrance scholarships - students may hold the full value of the award offered at a reduced course load (a minimum of 70% course load or 21 credit hours) in their first year of study, upon request to FAA.
- (e) Access program students, receiving University of Manitoba general entrance scholarships - students may hold the full value of the award offered at a reduced course load (a minimum of 70% course load or 21 credit hours) in their first year of study, upon request to FAA.
- (f) Leave of absence - students who encounter unexpected circumstances that warrant a leave of absence that may impact an award, must submit a written request to FAA for consideration of a deferral.
- (g) Deferrals
 - (i) Deferrals may only be requested for scholarships for a period of up to one academic year; bursaries cannot be deferred.
 - (ii) Entrance scholarships - students may opt to take a gap year after high school graduation. Should students attend another post-secondary institution during the gap year, they are not eligible for an entrance scholarship if they have completed 24 or more credit hours of study.
 - (iii) In-Course scholarships - upon written request from the student or selection committee, a scholarship may be deferred for a period of up to one academic session.

Part IV Accountability

- 4.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this policy is required.
- 4.2 The Executive Director, Enrolment Services is responsible for the implementation, administration and review of this policy.

- 4.3 The Senate Committee on Awards, students, staff, faculty, and donors are responsible for complying with this policy.

Part V
Authority to Approve Procedures

- 5.1 The Director, Financial Aid and Awards may approve procedures, if applicable, which are secondary to and comply with this policy.

Part VI
Review

- 6.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Policy is July 1, 2029.
- 6.2 In the interim, this policy may be revised or repealed if:
- (a) the Provost and Vice-President (Academic) or the Approving Body deems it necessary or desirable to do so;
 - (b) the Policy is no longer legislatively or statutorily compliant; and/or
 - (c) the Policy is now in conflict with another Governing Document.
- 6.3 If this policy is revised or repealed all Secondary Documents, if applicable, shall be reviewed as soon as possible in order that they:
- (a) comply with the revised policy; or
 - (b) are in turn repealed.

Part VII
Effect on Previous Statements

- 7.1 This Policy supersedes all of the following:
- (a) The General Terms and Conditions for Student Awards;
 - (b) The Policy on Non-Acceptance of Discriminatory Scholarships, Bursaries or Fellowships;
 - (c) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (d) all previous Administration Governing Documents on the subject matter contained herein.

Part VIII
Cross References

8.1 This policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

(a) None