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| <b>Title</b>          | <b>Student Awards</b> |                                       |                           |
| <b>Classification</b> | Academic              | <b>Oversight &amp; Responsibility</b> | Office of the VP Academic |
| <b>Category</b>       | Education & Teaching  | <b>Effective Date</b>                 | 2017 Jul 19               |
| <b>Approval</b>       | Academic Council      | <b>Policy No</b>                      | 1054                      |

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

**NOTE:** The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

The aim of this policy is to define the scope and authority in the awarding of awards, and continuing eligibility requirements of recipients.

## Scope

This policy applies to all student awards funded by Royal Roads University (RRU) and the Royal Roads University Foundation (RRUF). It excludes student research awards that are overseen by the Office of the Associate Vice President Research and Faculty Affairs, and other externally funded awards.

## Principles

Financial Aid and Awards administers Royal Roads University's award programs:

- under the direction of the Academic Council (see Academic Council Awards Committee Terms of Reference, May 5, 2016),
- in cooperation with RRU's Financial Services,
- following the ethical guidelines of Canadian Association of Student Financial Aid Administrators (CASFAA),
- on the assumption that the RRUF practices ethical and authentic fundraising in keeping with the university's mission and values and in accordance with charitable giving standards as set out by the Association of Fundraising Professionals (AFP) and the Canadian Association of Gift Planners (CAGP).

## Creation of Awards

Awards created through the RRUF are defined by the Foundation in consultation with donors or sponsors, the Manager of Financial Aid & Awards, the Director of Financial Services, and, whenever possible, the Awards Committee.

The VP Academic and Provost (or designate) oversees the creation of all new RRU-funded or non-monetary awards through Financial Aid & Awards. The Awards Committee and Financial Services will be consulted.

## Nomination Authority

The appropriate committee, through fair competition and within the guidelines of each award, decides if an award recipient is found worthy of recognition or financial assistance.

### **Adjudicating Awards for Application**

A recommended roll of recipients from these panels will be submitted to the Awards Committee for approval:

- The Awards Adjudication Panel will select nominees for Entrance and In-Course Award competitions. Applications will be completed online through MyAwards and include a one-page essay.
- The Internships Awards Adjudication Panel will select nominees for all internship-related awards. The terms of reference for each award will dictate what constitutes a complete application.
- Nominations for all other non-standard application-based awards will be determined according to the procedure and authority outlined in each fund's terms of reference.

### **Adjudicating Awards for Nomination**

Nominations for Convocation Awards will be the responsibility of the Faculty Deans, or the Registrar, or on a peer-nominated competitive basis depending on the award terms.

### **Adjudicating Emergency Funds**

Will be awarded according to the procedure and authority outlined in each fund's terms of reference.

## **Deadlines**

Deadlines have been established to ensure sufficient time for administration and selection of the most deserving candidates for awards. In consideration of fairness to staff, the adjudication panel, and other applicants, late submissions will not be accepted.

The competition for convocation awards will close no later than one week before the last Academic Council meeting or four weeks before the event, whichever comes first.

## **Eligibility**

Students who are enrolled in credit-bearing courses during the appropriate award period, or who are graduating from a program in the case of convocation awards, may apply for RRU and RRUF awards. Students who are in violation of the Student Rights and Responsibilities policy or are found responsible for academic misconduct during their study at RRU may not qualify for awards or bursaries. This is considered behaviour unbecoming of an award recipient. Public reference to awards received at RRU before the incident may be withheld. If the violation of the Student Rights and Responsibilities policy is a level one violation, the student may apply to be considered for award eligibility. Application for exception is to be made to the AVP Student & Academic Services. The decision of the AVP Student & Academic Services will be final.

## **Continuing Eligibility**

In general, recipients must complete the appropriate award period as listed below to maintain eligibility for funding. Once the award period is completed, the obligation to be actively enrolled has ended. Should the regular course of study be interrupted within this award period (e.g. deferral, withdrawal, leave of absence, etc.), and the recipient is qualified for a tuition refund, an amount up to the full value of the award may first be recovered. This is to acknowledge award funding is meant to support education and prevent a student from financially benefiting through withdrawal. The Awards Committee will deliberate compassionate or otherwise exceptional cases.

## **Award Periods**

- February awards: March 1 to May 31
- May awards: June 1 to August 31

- August awards: September 1 to November 30
- November awards: December 1 to February 28/29
- Entrance awards: Three months following the start date of the recipient's program

## Redistributing Funding

Should no qualified candidate apply for an award in the competition for which it was originally assigned, it may be offered again in the competition that follows, provided the award's terms of reference does not specifically prevent RRU from doing so.

Funding that has been recovered from recipients who become ineligible will be returned to the original cost centre or Fund #. It may be redistributed in one of the following ways:

1. awarded to a qualified runner-up from the same competition, if one was identified,
2. offered for competition later that year, or
3. held over to the next year's competition if the award is not tied to a fiscal budget.

## Recognition

Royal Roads University is committed to recognizing and celebrating award recipients in a variety of ways.

## Review and Revision History

| Date               | Action  |
|--------------------|---|
| 2011-Mar-07        | Approved by Academic Council; original title - Awards |
| 2016-May-05        | Revised   |
| 2016-Oct-12        | Revised – name change – Student Awards                |
| 2017-Feb-08        | Revised   |
| 2017-Jul-19        | Revised; current published version                    |
| 2021-Oct-14        | Transfer to new template – no content change          |
| <b>Next Review</b> |   |
| 2020-Jul-19        | For review  |