

TORONTO METROPOLITAN UNIVERSITY POLICY OF SENATE

STUDENT AWARDS

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Responsible Office:	Provost and Vice President Academic (Office of the Registrar)

1 PURPOSE

The Toronto Metropolitan University Senate establishes and bestows student awards to encourage and recognize high levels of academic achievement, athletics, community involvement, extra-curricular activities, research, etc. Some awards and all bursaries are offered to those who demonstrate financial need.

Awards are provided exclusively for students entering, registered in or graduating from undergraduate, graduate, law or continuing education programs at the University.

Awards may be available at a University-, Faculty-, or academic Program-level.

All existing awards must be reviewed for conformity with this policy within five years of the approval date.

Any exceptions to this policy must be approved by the University Registrar.

2 SCOPE

This policy governs the establishment, criteria development, definitions, equitable competition, and the fair and wide distribution of funding for all student awards (with the exception of the general entrance scholarship program) at Toronto Metropolitan

University. This policy does not apply to external awards to which a student can apply or be nominated.

This policy does not govern the funding of awards or any associated financial matters.

3 ROLES AND RESPONSIBILITIES

The Registrar will designate an Awards Action Committee (with representatives from the Office of the Registrar, University Advancement and Financial Services) that has final approval on the creation, amendment, and discontinuation of awards (with the exception of the general entrance scholarship program). More generally, it has jurisdiction over the establishment and administrative management of awards (see Appendix I).

The Office of the Registrar may provide exceptions to the naming of awards within any of the defined categories and may create other types of awards as required.

4 DEFINITIONS

4.1 Awards

Based on a combination of criteria that include, but are not limited to, two or more of the following: academic achievement, financial need, other donor specific requirements such as community involvement, disability, extra-curricular activities, or travel, etc. Awards may be one-time only or renewable with the student's continued compliance with the award criteria. The term "awards" refers generically to all awards, bursaries and scholarships.

4.2 Bursaries

Based on demonstrated financial need.

4.3 Scholarships

Based on overall academic excellence and/or non-academic achievement in a specific course or program of study. Scholarships may be one-time only or renewable with the student's continued compliance with the award criteria.

5 BASIS OF AWARDS

Awards may be granted on the basis of one or more of the following:

- 5.1 Overall academic performance using high school or post-secondary term and/or cumulative grade point averages.
- 5.2 Including but not restricted to academic performance in a particular program, course, project, thesis, proposal, or paper using a cumulative or term grade point average or course grade, or individual assignment grade.
- 5.3 Achievement in a skill related to the student's academic area in addition to attaining minimum academic requirements.
- 5.4 Non-academic achievements or the display of other qualities deemed worthy of consideration by the University or a Faculty or Department of the University.
- 5.5 Demonstrated financial need.
- 5.6 Proceeds of and monetary or non-monetary prizes, awards or rewards from competitions where the sponsor derives a benefit from the competition are not part of the policy or the awards process.

6 GUIDELINES FOR AWARDS

General Terms and Conditions of Awards:

- 6.1 Terms and conditions specific to each award are determined at the time that the award is created and must adhere to the following principles:
 - 6.1.1 equity in competition and distribution;
 - 6.1.2 fair and wide distribution of funds;
 - 6.1.3 free of criteria based on personal characteristics as noted in the Policy on Scholarships and Awards in the Ontario Human Rights Code; and
 - 6.1.4 accommodation for students with students with disabilities (e.g. course load of /XX equivalent to full-time);
 - 6.1.5 adherence to any relevant government policy and/or guidelines.
- 6.2 Establishing an Award
 - 6.2.1 Terms of awards must benefit students and must have a minimum of limiting criteria.

- 6.2.2 Criteria may be mathematical in nature (e.g., to be given to the student with the highest mark in a particular program) or judgmental (where other criteria are included such as participation or demonstrated interest and achievement in a subject as deemed by a selection committee).
- 6.2.3 Only awards funded by the establishment of an endowed or annual trust fund will be considered formal awards. This does not apply to general university entrance scholarships.
- 6.2.4 The University, upon the establishment of a trust fund to support a donor funded award or scholarship, undertakes to abide by the terms attached to the funds received provided that such terms are consistent with other Toronto Metropolitan University policies.
- 6.2.5 Faculties or academic programs can issue awards which are not endowed or for which an annual trust fund has not been established if normally acceptable criteria, financial cost centres, advertising, recordkeeping, recipient selection and award presentation procedures are established and/or used that are consistent with the principles in this policy. Outlined procedures must be followed for the reporting and vetting of such awards and scholarships prior to choosing a recipient. These awards must be reported annually to the Office of the Registrar.

6.3 Selection of Award Recipients

- 6.3.1 All selection committee members must be current Toronto Metropolitan employees, Advisory Council members, or students, and must have Toronto Metropolitan log-in credentials. An award donor cannot be involved in the selection process, and no selection committee member should have a conflict of interest with any applicant.
- 6.3.2 With the express approval of the Awards Action Committee, a deceased student may be considered for a posthumous award if all essential criteria and conditions have been met (normally 75% of program requirements).
- 6.3.3 Selection committees are responsible for ensuring and maintaining confidentiality and transparency of the candidate consideration and recipient selection processes. Conflicts of interest must be declared.
- 6.3.4 If a selection committee determines that no applicants, candidates, or nominees meet the outlined criteria, the award will not be given to any recipient that year.

6.3.5 The University reserves the right not to grant an award in the absence of a suitable candidate, or to limit the number of awards where too few suitable candidates exist (e.g. entrance scholarships).

6.4 Amendment of Established Awards

The terms and conditions of established awards represent a formal agreement between the donor and Toronto Metropolitan University. Amendments may, however, become necessary due to changes or cancellations of particular courses or academic programs which have been named in the terms, or when there are no longer eligible students. Where the terms of such awards become impossible to fulfill, the University may amend the terms, in consultation with the donor where possible, to maintain the original intent of the donor as closely as possible.

Subject to the availability of funds, the University reserves the right to amend the terms of, to adjust the monetary value of, or to withdraw or suspend the granting of awards.

The process for amending awards is established in the procedures and shall be the same as if a new award were being established.

6.5 Discontinuation of Established Awards

The Awards Action Committee will consider and make final decisions regarding recommendations for the discontinuation of an established award.

7 AWARD REGULATIONS

7.1 Student Eligibility

7.1.1 To be eligible for awards, a student must have demonstrated an acceptable level of academic achievement with a clear academic standing.

7.1.2 A student can apply, be nominated, or be independently chosen or identified as a candidate for an award, depending on the terms established for the award.

7.1.3 Second baccalaureate degree students are normally eligible for academic awards which they have not already received while pursuing another undergraduate degree at the University unless specified in the terms of a particular award.

7.1.4 Appropriate accommodations in award criteria should be made for students with disabilities.

7.2 Student Information

The Freedom of Information and Protection of Privacy Act, Toronto Metropolitan University's Information Protection and Access Policy, and the Registrar's Notice of Collection and Use of Personal Information shall govern all aspects of the awards selection process including, but not restricted to, the application/nomination process, selection committee decisions and information provided to donors and other concerning award recipients, including publications such as convocation programs and award recipient listings.

7.3 Award Distribution

7.3.1 To ensure a fair and wide distribution of awards and funding, an eligible student may be granted:

- a travel grant;
- any number of non-monetary awards such as books and medals;
- an award granted on the basis of application;
- awards continued from a previous year (including entrance scholarships), except as provided by the particular terms of an award;
- an academic grant; and/or
- any external award that falls outside the jurisdiction of this policy.

7.3.2 The total monetary amount a student may receive each year from either one or multiple awards is recommended by the Awards Action Committee and approved by the University Registrar.

7.3.3 To receive the monetary value of any in-course or renewable awards, a student must maintain enrolment in an undergraduate, graduate, law or continuing education program at the University during the fall/winter session that follows the review period on which the award is based. An exception may be made for students who transfer to another program or university to graduate, and for students who may not be registered for an academic semester or year due to illness, disability, exchange, or graduation, etc.

7.3.4 Students in a co-op/internship term are considered full-time for enrolment purposes, and are eligible to receive specific types of award funding as follows:

- Award payments stemming from those which consider academic merit from a prior term/year
- Award renewal payments (e.g. entrance scholarship renewal payments)

7.3.5 Students in a co-op/internship term are not eligible for awards requiring the submission of an application while they are in their work-terms. However, they are eligible for awards requiring the submission of an application when they return to their in-class studies.

7.3.6 Awards may be deferred up to one year unless otherwise specified in the terms of a particular award.

7.4 Award Recognition

Award recipients can reasonably expect that their names will be released to donors and there will be some form of public recognition.

7.5 Payment of Awards

7.5.1 Funds from all monetary awards will be deposited in the student's Toronto Metropolitan fees account and applied to any outstanding balances owing. A credit balance that results from the application of an award to a student account can be refunded to the student. A student who withdraws, reduces his/her course load or otherwise alters his/her program of study so that they no longer meet the criteria for granting the award will be required to forfeit all or part of the award.

7.5.2 Adjustments may be made to the above payment criteria for students with disabilities who have a reduced course load as an approved academic accommodation.

7.5.3 All award payments will receive appropriate tax receipts.

7.6 Award Process and/or Recipient Decision Concerns

7.6.1 All recipient selections will be fair and transparent.

7.6.2 Any concerns about a selection process should be addressed to the initial selection committee for resolution. Unresolved concerns should be addressed to the Awards Action Committee via the Student Awards and Scholarships Office.

8 UNDERGRADUATE GENERAL ENTRANCE SCHOLARSHIP PROGRAM

The University may fund a general entrance scholarship program as part of its strategic enrolment management (SEM) plan. Centrally funded general entrance scholarship terms and conditions are determined by the Undergraduate Admissions and Recruitment departments, in consultation with the Registrar, University Planning Office and other stakeholders.

9 RELATED UNIVERSITY POLICIES

Toronto Metropolitan University Benefactor Naming Policy – Procedure

Toronto Metropolitan University Coordination of Donation Appeals and Gift Acceptance Policy – Procedure

Toronto Metropolitan University Endowment Funds Policy – Procedure

Toronto Metropolitan University Execution of Document /Signing Authority/Contracts Policy – Procedure

The named policies, among others, may also affect the establishment, management, and approval of awards and scholarships.

APPENDIX:

Appendix I: Awards Action Committee (AAC) Terms of Reference

The Awards Action Committee has general oversight over the establishment and administrative management of awards at Toronto Metropolitan University with the exception of the general entrance scholarship program.

1. The AAC has authority to make decisions on behalf of the University Registrar. The committee is comprised as follows:

- Assistant Registrar, Student Financial Services (*Chair*)
- At least two representatives from University Advancement
- At least one representative from Financial Services

Committee members may ask delegates to attend meetings where they are unable to attend on an exceptional basis.

Administrative support is provided by the Student Awards and Scholarships Office.

2. Committee's Mandate

The Committee has the authority to undertake the following (with the exception of the general entrance scholarship program):

- Approve the creation, amendment, and discontinuation of awards;
- Interpret award criteria when clarity is needed;
- Address concerns about award selection processes;
- Recommend the total monetary amount a student may receive each year from either one or multiple awards;
- Provide approval for a deceased student to be considered for a posthumous award if all essential criteria and conditions have been met;
- Review and propose solutions to other awards-related issues that may arise.