

Policy: Awards and Bursaries
Effective January 1, 2019

Policy Type: Student Awards
Policy Name: Awards and Bursaries

Original Policy Approved: October 9, 2018

POLICY INTENT

Athabasca University Graduate Students' Association (AUGSA) Scholarships, Awards, and Bursaries Program's intent is to promote and acknowledge academic achievement and community spirit in the membership population, as well as to support graduate students financially in their academic endeavours.

POLICY RESPONSIBILITY

Council

POLICY

Administration of Awards

1.1 Applications and nominations must be made by the deadline stipulated in each award. Incomplete applications will be rejected unless all supporting documents are received by the deadline. It is the member's responsibility to contact the office to ensure their application has been received and is complete.

1.2 The AUGSA awards committee (AC) shall be the selection committee for all AUGSA awards. In the event that an applicant is a member of AUGSA Council or Executive that member must declare a conflict of interest and not be involved in the decision making regarding any award for which said member has made application.

1.3 AUGSA staff must forward all completed applications to the Awards Committee within 2 weeks of the closing date for the application deadline. Award recipients will be notified within six weeks of the application deadline.

1.4 For each fiscal year, any awards that are not given out subsequent to a regularly scheduled awards deadline will be available for the following awards deadline within the same fiscal year. No award will be carried over into the following fiscal year.

1.5 There shall be two application deadlines per fiscal year for AUGSA awards. These deadlines shall be November 1 and March 1, and shall apply to all AUGSA scholarships, awards, and bursaries with the exception of the Computer, Travel, and Emergency bursaries.

1.6 Applications for bursaries at the November 1 and March 1 deadline will be accepted no more than 6 weeks before the deadline to ensure that applicant information is accurate.

1.7 Applications for Computer, Travel Bursaries and Emergency Bursaries shall be accepted year-round and decisions shall be made on the applications within two weeks of the committee receiving all necessary information.

Eligibility Criteria

2.1 Eligibility criteria will vary by award and will be outlined in detail within each respective award description.

2.2 Applicants must be AUGSA members on the date of application for year-round awards, and on the date of the application deadline for the bi-annual awards, unless otherwise specified in the award descriptions.

2.3 Any applicant that is denied a Travel Bursary, Computer Bursary, or Emergency Bursary is required to wait six months before reapplying for that same award.

2.4 If the Awards Committee has reason to believe the applicant has presented false information on the application for the purposes of obtaining award or other pecuniary benefit:

- a) the Awards Committee may find the applicant ineligible for a scholarship, award, or bursary; and/or
- b) the Awards Committee may put forward a motion at council to place the member not in good standing.

2.5 Applicants must submit all requested documents as outlined on the respective application to be eligible for the scholarships, awards, and bursaries.

2.6 Information and applications submitted for consideration for AUGSA scholarships, awards, and bursaries will be used only for the purposes for which it was collected, including review of that information in conjunction with subsequent applications.

2.7 Applications will be viewed only by AUGSA staff, AC, and executive members, as necessary.

2.8 Applications for all AUGSA scholarships, awards, and bursaries will be retained by AUGSA as necessary for legal and business purposes as outlined in AUGSA's records management policy.

2.9 AUGSA may, at its discretion, publish the names of students who are recipients of merit-based scholarships and awards, and may contact some recipients to seek permission to release further information.

2.10 AUGSA will never publish the names of recipients of bursaries, or those who have been declined for AUGSA scholarships, awards, or bursaries.

2.11 AUGSA provides the following awards:

1. Outstanding Distinction Awards (Five available annually) \$1125/ Deadline October 15
2. AUGSA Bursaries – (8 awards (4 per deadline) of \$1000: \$8,000 total); Two deadlines- March 1, November 1
3. Computer Bursaries – (5 awards of one computer valued up to \$700 each totaling \$3500);
4. Travel Bursaries – (\$1000 maximum each; \$4,000 initially budgeted);
5. Emergency Bursaries – (5 awards at \$700 maximum each for a total of \$3500);

Award Descriptions

1. Outstanding Distinction Awards: (Five available) Award Value: \$1,125 /Deadline: October 15
This award recognizes members of the Athabasca University community who have demonstrated a high degree of leadership and engagement in their communities, their studies, and/or their professional lives.

2. AUGSA Bursaries:

AUGSA Bursaries are intended to aid members in financial need. Additional circumstances such as disabilities, single parent/caregiver status, etc., may be taken into consideration. Awards are payable to the recipient by electronic funds transfer. No member may receive the AUGSA Bursary more than once per six-month period. The award deadline will be used for making this determination.

3. Computer Bursaries:

Computer Bursaries are available to members who demonstrate financial need to provide them with a laptop computer for their course work. This is a cash award requiring a proof of purchase for same. Members may only receive this award once. Applications are accepted at any time of year.

4. Travel Bursaries:

Travel Bursaries are intended to aid members in travelling to attend AU convocation, labs, practicums, on-site courses, or related conferences. Applications are accepted any time of year; however, they must be submitted a minimum of 30 days prior to the date of travel. Applicants requesting help with travel to AU convocation is not required to be an AUGSA member at the time of the request, however proof of graduation from AU is required.

This is a cash award requiring proof of purchase.

5. Emergency Bursaries:

Emergency Bursaries are provided to help members during times of urgent financial need and unforeseen circumstances. A member may apply for this bursary more than once per fiscal year but may not be awarded assistance greater than the maximum award amount in a fiscal year. Applications are accepted at any time of year.

2.12 AUGSA may, at the discretion of council, create and distribute one time awards other than and in addition to those discussed in this policy.

2.13 The AC may recommend additional awards for council approval in order to utilize the maximum funds in the awards budget.

Policy Review

3.1 This policy shall be reviewed annually to ensure fair criteria and maximum availability to all AUGSA members.