Brescia University College Students’ Council

**Awards Policy**

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**EFFECTIVE:** November 2017 **SUPERSEDES:** N/A

**AUTHORITY:** Council  **RATIFIED BY:** Council as of 2017

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**RELATED DOCUMENTS: N/A** **Page 1 of 5**

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**PREAMBLE:**

Brescia University Students’ Council (BUCSC) offers a variety of awards to recognize academic achievement, student leadership and other qualities or criteria, as well as to provide support to students to the maximum amount approved by BUCSC each fiscal year. The Award Policy is designed to provide an overall account and eligibility of the awards provided through the BUCSC in order to maintain transparency, accountability, and to ensure that all eligible students are given equal opportunities to be selected.

**1. SCOPE**

**1.1** This policy provides institutional direction for the Brescia University College Students’ Council (BUCSC) Student Awards Program.

**2. DEFINITIONS**

**2.1** “Award” meansa generic term that describes an item of monetary or other value that may be presented to a person or persons based upon specific criteria and administered by the BUCSC or BUC.

**2.2** “Award by nomination” means a monetary award, usually based solely on academic excellence. Students are nominated for the award and are notified of their nomination in order to complete the proper applications. Nominated students will be notified of success with all other self-nominated applicants if they are the successful recipient.

1. Nominations may come from other Brescia students, Brescia faculty or staff.

**2.3** Good Academic Standing” means a minimum of a sixty-five percent (65%) grade average either cumulatively or in the last academic year, as certified by the Associate Registrar, Student Success.

**2.4** “Student Awards Committee (SAC)” means a standing committee of the BUCSC that is responsible for the selection of the award recipients, as well as an advisory committee for decisions regarding awards.

**3. GENERAL**

**3.1** Responsibility for rules, regulations and policies pertaining to the BUCSC Student Awards Program is assigned to the President and SAC.

**3.2** Each award will have a title, funding source, description, annual value and a determinate number of awards to be disbursed.

**3.3**  Each award will have a nomination or application process.

**3.4** Each award will have specified eligibility and selection criteria.

**3.5** Award applications must open no later than the first week of October.

**3.6** Award eligibility and selection criteria will not include any condition defined as discriminatory under the Canadian Charter of Rights and Freedoms, Citizenship and Multiculturalism Act except when the award or the condition, at the time of establishment, can be reasonably viewed as intended for the benefit of the members of a disadvantaged group:

1. An award accepted under this provision will be reviewed each year by the SAC (and donor, if applicable) to determine whether the restriction can be dispensed with as a result of the position of disadvantage having been eliminated.

**3.7** Each award will have a procedure, approved by the SAC, (and donor, if applicable) for determining candidate eligibility and recipient selection.

**4. STUDENT AWARD COMMITTEE (SAC)**

**4.1** The SAC shall choose the recipients of the BUCSC Awards.

1. Shall be chaired by the President of the BUCSC.
2. Committee shall be selected internally by the President and Vice-Presidents of the BUCSC.
3. Other members shall include:
	1. BUCSC General Manager (if applicable);
	2. Two (2) of which may be the Vice-President Student Life and Vice President Student Events;
	3. Two (2) students enrolled at Brescia University College.
		1. These general members may or may not be Brescia University College Students Council members.

**4.2** The Committee shall be formed no later than the end of September.

**4.3** No person may sit on the selection committee responsible for selecting recipients for an award for which the selection committee member is one or more of the following:

1. The donor;
2. An applicant;
3. A nominee;
4. A family member or relative of an applicant or nominee;
5. An individual who resides at the same address of an applicant or nominee.

**4.4** If a member of the SAC is applying for a BUCSC Award, they may assign a proxy to hold their place on the council for this award selection.

1. The eligibility requirements of the proxy are as follows;
	1. Must complete the SAC application
	2. Must be a student enrolled at Brescia University in second year or above
	3. Must be approved by all other SAC members
	4. The proxy may only sit on the SAC committee for one (1) award

**5. AWARD DESCRIPTION AND SELECTION CRITERIA**

**5.1** The selection criteria may include academic achievement, community service, community leadership, family situation, financial need, commitment to a career path, disability, overcoming obstacles or other factors to be determined.

**5.2** The selection criteria and description of an award, or any changes to the selection criteria and description of an existing award, shall be brought forward by the President and all appropriate persons of contact.

**5.3** The President and/or SAC may request changes to the selection criteria and description of an award provided the change does not create a conflict with any conditions associated with the funding source of the award.

**5.04** The selection criteria and description of all awards shall be brought forward to BUCSC council for approval.

**6. AWARD VALUES**

**6.1** The proposed value of a new award or any changes in value to an existing award shall be brought forward by the President or Chief Financial Officer to the Executive Council.

**6.2** Other contacts may also include, and are not limited the BUC Advancement Office, or other applicable stakeholders.

**6.3**  The President and/or SAC may request changes to the value provided that the change does not create a conflict of any conditions associated with the funding source of the award.

**6.4**  All changes in the financial value of awards that are paid from the General Operating Budget must be approved by BUCSC.

**6.5** The total value of awards distributed cannot exceed 15% of the General Operating Budget.

**7. ANNUAL REVIEW**

**7.1** All awards shall undergo an annual review:

1. Review of awards established by donors will require input and agreement from the external party;
2. All reasonable means will be made to contact donors;
3. Any changes to an award will follow the process detailed in sections 4.0 and 5.0;
4. This annual review may be completed by the SAC and concerns may be put forward to the General Assembly of the BUCSC at a General Assembly Meeting.

**8. AWARD BY SELECTION PROCEDURES**

**8.1** In assessing an award nomination or application, the SAC will use the criteria within the description of the award to determine the nominee’s or applicant’s eligibility:

1. Candidates for awards must be in good academic standing, of at least a 65 percent (%) average;
2. Candidates for awards must be enrolled at Brescia University College in the year of schooling that corresponds with the chosen award;
3. Candidates must have been enrolled at Brescia University College the previous academic year.
	1. This rule does not apply to students applying for BUCSC awards that are assigned to first year students.
	2. This rule does not apply to transfer students applying for BUCSC awards that are assigned to their year of study.

**8.2** Recipient selection may be based on ranking by academic average, an assessment of responses on the awards application, a defined scoring sheet or a combination of any of these factors.

**8.3** Procedures for recipient selection shall be approved by the chair of the SAC. A review of selection procedures for each award will be conducted after each competition to ensure fairness of procedure.

**9. AWARD RECIPIENTS**

**9.1**  Award recipients will be notified that they have been selected to receive an award, via email:

1. Notifications to recipients may not be directed from the BUCSC.

**9.2** Cheques or award certificates issued to award recipients are processed by BUC.

**10. PROCEDURAL AUTHORITY**

**10.1** Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by Council:

1. The scope of such Procedures is limited to the scope of this policy;
2. In the event of any conflict, this Policy supersedes any document created under it;
3. Council must ratify any new Procedures and amendments to any existing Procedures before said changes take effect;
4. Any Procedures ratified by Council, or any subsections therein, may be repealed by a resolution of Council.