



## **POLICY 5.1**

### **SERVICES**

#### *Awards and Bursaries*

#### **POLICY INTENT**

The purpose of this policy is to govern the distribution of awards and bursaries annually budgeted and provided by the Association.

#### **POLICY**

##### **Awards and Bursaries**

- 5.01.1. Applications and nominations must be made by the deadline stipulated for each award and bursary and be outlined on the AUGSA website.
- 5.01.2. Incomplete applications will be rejected unless all supporting documents are received by the deadline. Though the office will do its best to notify the applicant that their application has been received and complete, it is ultimately the member's responsibility to contact the office to ensure their application has been received and is complete.
- 5.01.3. The AUGSA Awards and Services Manager shall form the selection committee for all AUGSA awards and bursaries.
- 5.01.4. Whenever possible, the "Awards and Bursary Application Procedure" must be adhered to. The procedure is as follows:
  - a. The selection committee, whenever possible, will use a "matrix style" evaluation process in evaluating awards and bursary applications.
  - b. The selection committee will predetermine the criteria for each section of the matrix prior to starting the review process, assigning a point value to each criterion.
  - c. The selected applicants will be the individuals with the highest cumulative point value based on all the individual predetermined criteria scores.

- d. The selection committee will ensure to select criteria that is specific to each award and bursary when using the matrix evaluation process.

5.01.5. The Awards and Services Manager will review the “Awards and Bursary Application Procedure” annually and adjust accordingly.

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

5.01.7. From time to time, the Awards and Services Manager can elect to move funds around based on availability and need.

5.01.8. The application process must remain clear and relatively simple to fill out. The intent is that the application itself should not be a barrier to a member applying.

### **Deadlines**

5.01.9. There shall be two deadlines per fiscal year for AUGSA awards. These deadlines are:

- a. March 15; and
- b. October 15.

5.01.10. With the exception of emergency bursary applications, which are reviewed year-round, there shall be four application deadlines per fiscal year for AUGSA bursaries. These deadlines are:

- e. February 15;
- f. May 15;
- g. August 15; and
- h. November 15.

5.01.11. All applications received are reviewed after a deadline closes, with the exception of emergency bursary applications, which are reviewed year-round.

### **Eligibility Criteria**

5.01.12. Eligibility criteria will vary by award and will be outlined in detail within each respective award or bursary description detailed in this policy.

5.01.13. Applicants must be an active AUGSA member on the date of application for year-round awards and bursaries, and on the date of the application deadline for the bi-annual awards, unless otherwise specified in the award descriptions.

5.01.14. Applicants must submit all requested documents as outlined on the respective

application to be eligible for an award or bursary.

5.01.15. Any applicant that is denied a bursary is required to wait six months before reapplying for that same bursary.

5.01.16. AUGSA Council Members and Staff are ineligible for all AUGSA awards and bursaries during their term on Council and/or time employed.

5.01.17. If the selection 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 selection committee may find the applicant ineligible for a scholarship, award, or bursary; and/or
- b. the selection committee may put forward a motion at Council to place the member not in good standing.

### **Awards and Bursaries Portfolio**

5.01.18. AUGSA provides the following awards:

- a. Award for Learners Over 50 (\$1000.00);
- b. Graduate Citizenship Award (\$1000.00);
- c. Leadership Award for Women (\$1000.00); and
- d. Outstanding Distinction Award (\$1000.00).

5.01.19. AUGSA provides the following bursaries:

- a. Accessibility Needs (up to \$1000.00);
- b. Childcare (up to \$500.00);
- c. Emergency (up to \$1000.00);
- d. Equity, Diversity, and Inclusion (\$1000.00);
- e. Family Care (\$500.00);
- f. General (\$1000);
- g. Graduate Student Research Conference Travel Fund (up to \$500);
- h. Technology (up to \$1000.00); and
- i. Travel (up to \$500).

5.01.20. AUGSA reserves the rights to add awards and bursaries throughout the year on approval from the Executive Director.

### **Awards Descriptions**

#### Award for Learners Over 50

5.01.21. The purpose of the AUGSA Award for Learners over 50 is to support AUGSA members

who have returned to school to start or complete their graduate studies. Applicants are asked to describe how completing their degree will enhance their workplace leadership, research goals, citizenship, community involvement, or other area in their lives. We want to hear your story. Recipients are eligible to receive the award one time only.

5.01.22. An applicant must meet the following criteria to be eligible to apply for this award:

- a. be an AUGSA member in good standing;
- b. be actively registered in at least one AU course at the time of application;
- c. have completed a minimum of 3 AU credits;
- d. be 50 years of age or older;
- e. provide a brief explanation of how completing a degree will affect their career;  
and
- f. submit the completed online application.

#### Graduate Citizenship Award

5.01.23. The purpose of the Graduate Citizenship Award is to recognize graduate students who have demonstrated outstanding dedication and leadership in their community. Recipients are eligible to receive the award one time only.

5.01.24. An applicant must meet the following criteria to be eligible to apply for this award:

- a. be an AUGSA member in good standing;
- b. be actively registered in at least one AU course at the time of application;
- c. have completed a minimum of 3 AU credits;
- d. provide a brief explanation of their community leadership contribution; and
- e. submit the completed online application.

#### Leadership Award for Women

5.01.25. The purpose of the AUGSA Leadership Award for Women is to recognize women who have made a significant contribution to the advancement of women in their industries. This award recognizes extraordinary leaders who have demonstrated vision and influence in their work. Recipients are eligible to receive the award one time only.

5.01.26. An applicant must meet the following criteria to be eligible to apply for this award:

- a. be an AUGSA member in good standing;
- b. have completed a minimum of 3 AU credits;
- c. provide a brief explanation of their leadership contribution; and
- d. submit the completed online application.

#### Outstanding Distinction Award

5.01.27. This award recognizes Athabasca University faculty, students, and staff who have

demonstrated a high degree of leadership and engagement in their communities, their studies, and/or their professional lives. Only students qualify for the financial award amount. Each year multiple student awards will be given, one faculty award, and one staff award. In the event that there are no nominations received in a certain category, there will be no award given for the category.

5.01.28. An applicant must meet the following criteria to be eligible to apply for this award:

- a. meet the minimum standards for remaining active in their program, as defined by the faculty/program area in which the student is enrolled;
- b. display a balance in his or her life commitments (school, family, work, and community roles);
- c. demonstrate leadership in his or her community (emphasis will be placed on leaderships roles within the AU graduate student community);
- d. be an AUGSA member in good standing;
- e. have completed a minimum of 3 AU credits; and
- f. submit the completed online application.

## **Bursary Descriptions**

### Accessibility Needs

5.01.29. The purpose of the AUGSA Accessibility Needs Bursary is to provide support for learners who require accessibility furniture items to help complete their studies. Examples of furniture items include ergonomic chair, adjustable desk, adjustable monitor, desk riser. Other items may be approved, and applicants are encouraged to describe other items for consideration. Recipients are eligible to receive the bursary one time only.

5.01.30. An applicant must meet the following criteria to be eligible to apply for this bursary:

- a. be an AUGSA member in good standing;
- b. be actively registered in at least one AU course at the time of application;
- c. have completed a minimum of 3 AU credits;
- d. provide a brief explanation of their accessible furniture item and how it will help them;
- e. submit receipts as required to show proof of purchase; and
- f. submit the completed online application.

### Childcare

5.01.31. The purpose of the AUGSA Child Care Bursary is to provide parents or legal guardians with extra support for childcare expenses. Examples include obtaining paid childcare to study for or write a proctor exam, complete a school assignment, or attend an unpaid practicum placement. Recipients are eligible to receive the bursary once in a calendar year.

5.01.32. An applicant must meet the following criteria to be eligible to apply for this bursary:

- a. be an AUGSA member in good standing;
- b. be actively registered in at least one AU course at the time of application;
- c. have completed a minimum of 3 AU credits;
- d. provide a brief explanation of childcare need and evidence of cost; and
- e. submit the completed online application.

### Emergency

5.01.33. The purpose of the Emergency Bursary is to assist graduate students in meeting an emergency/temporary need by bridging a financial gap that would otherwise impede the students' ability to complete their studies. Students 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.

5.01.34. An applicant must meet the following criteria to be eligible to apply for this bursary:

- a. be an AUGSA member in good standing;
- b. be actively registered in at least one AU course at the time of application;
- c. have completed a minimum of 3 AU credits;
- d. provide a brief explanation of the emergency; and
- e. submit the completed online application.

5.01.35. Eligible expenses for this bursary include, but are not limited to:

- a. rent & living expenses;
- b. childcare expenses;
- c. travel due to death or terminal illness;
- d. health care, prescriptions; and
- e. exceptional unanticipated expenses.

5.01.36. Debts, financial obligations, tuition, and other program related expenses do not qualify for this bursary.

### Equity, Diversity, and Inclusion (EDI)

5.01.37. The purpose of this bursary is to financially support students from underrepresented groups, specifically those who are Black or Indigenous and/or economically disadvantaged. Recipients are eligible to receive this bursary one time only.

5.01.38. An applicant must meet the following criteria to be eligible to apply for this bursary:

- a. be an AUGSA member in good standing;
- b. be actively registered in at least one AU course at the time of application;
- c. have completed a minimum of 3 AU credits; and

- d. submit the completed online application.

### Family Care

5.01.39. The purpose of the AUGSA Family Care Bursary is to provide students who are in a primary caregiver role with extra support for family care expenses. AUGSA defines a “dependent” as a family member who cannot physically meet their own daily needs and a “primary care giver” as the individual who is responsible for ensuring that the dependent’s physical and financial needs are met. Examples include, obtaining care for elders or other family members for student to write a proctor exam, or extra care to provide study time or complete an assignment. Recipients are eligible to receive the bursary up to once in a calendar year.

5.01.40. An applicant must meet the following criteria to be eligible to apply for this bursary:

- a. be an AUGSA member in good standing;
- b. must be actively registered in at least one AU course at the time of application;
- c. have completed a minimum of 3 AU credits;
- d. provide a brief explanation of family care need and evidence of cost; and
- e. submit the completed online application.

### General

5.01.41. General 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.

5.01.42. An applicant must meet the following criteria to be eligible to apply for this bursary:

- a. be an AUGSA member in good standing (unless request is to attend convocation);
- b. be actively registered in at least one AU course at the time of application (unless request is to attend convocation);
- c. have completed a minimum of 3 AU credits;
- d. provide a brief explanation of needs for bursary funds; and
- e. submit the completed online application.

### Graduate Student Research Conference Travel Fund

5.01.43. The purpose of this bursary is to support AUGSA members, AUGSA alumni, and Athabasca University undergraduate students presenting at the annual Graduate Student Research conference. Applications for this bursary must be received in July or August of each year, prior to the August 15<sup>th</sup> deadline to be considered for the GSRC Travel Fund.

5.01.44. An applicant must meet the following criteria to be eligible to apply for this bursary:

- a. be an AUGSA member in good standing, AUGSA alumni, or AU undergraduate student in good standing;
- b. be presenting at the Athabasca University Graduate Student Research Conference;
- c. be actively registered in at least one AU course at the time of application;
- d. have completed a minimum of 3 AU credits;
- e. provide a brief explanation of needs for the travel funds; and
- f. submit the completed online application.

### Technology

5.01.45. The purpose of the AUGSA Technology Bursary is to support learners with technology needs to complete their studies. Examples of technology items include computers, monitors, and computer accessory items. Other items may be approved, and applicants are encouraged to describe other technology items for consideration. Recipients are eligible to receive the bursary one time only.

5.01.46. An applicant must meet the following criteria to be eligible to apply for this bursary:

- a. be an AUGSA member in good standing;
- b. be actively registered in at least one AU course at the time of application;
- c. have completed a minimum of 3 AU credits;
- d. provide a brief explanation of the technology item and how it will help them;
- e. submit receipts as required to show proof of purchase; and
- f. submit the completed online application.

### Travel

5.01.47. The purpose of the travel bursary is 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 are not required to be AUGSA members at the time of the request; however, proof of graduation from AU is required. Recipients are eligible to receive the bursary once in a calendar year.

5.01.48. An applicant must meet the following criteria to be eligible to apply for this bursary:

- a. be an AUGSA member in good standing (unless request is to attend convocation);
- b. be actively registered in at least one AU course at the time of application (unless request is to attend convocation);
- c. have completed a minimum of 3 AU credits;
- d. provide a brief explanation of travel and cost;
- e. submit receipts as required to show proof of purchase; and
- f. submit the completed online application.



## **Application Information**

5.01.49. Information and applications submitted for consideration for AUGSA 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.

5.01.50. Applications will be viewed only by AUGSA staff as necessary for the purposes of the application process.

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

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

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

## **RELATED REFERENCES AND POLICIES**

### **This Policy References**

Records Management

### **This Policy is Referenced by**

## **POLICY RESPONSIBILITY**

Executive Director

## **POLICY HISTORY**

Original Approval Date:	Pre-2022
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