



VICTORIA UNIVERSITY
IN THE UNIVERSITY OF TORONTO

Victoria University Policy on Student Awards

General Policy Statement

1. Preamble:

This policy applies to all student awards established in Victoria College and Emmanuel College of Victoria University. Its purpose is to ensure that the procedures followed in establishing such awards and in determining who will receive them are clear and consistent.

2. Definitions:

- a. "AWARD" is a generic term used to indicate an item of financial or other value presented to a student based on academic achievement or financial need.
- b. "SCHOLARSHIP" is a financial award given on the basis of academic achievement.
- c. "PRIZE" is a financial award (usually of small value) given for proficiency in a specific subject or course(s). Selection criteria other than performance in a course or courses (e.g., an essay competition) may also be used.
- d. "MEDAL" is a university medal awarded to a graduating student on the basis of his or her overall superior academic performance.
- e. "BURSARY" (Grant) is a financial award given to students on the basis of demonstrated financial need. Other selection criteria (such as extracurricular involvement) may also be used.
- f. "OSAP" - the Ontario Student Assistance Program provides government funded repayable loans and non-repayable grants to eligible Ontario Students.
- g. "UTAPS" is University of Toronto Advance Planning for Students. UTAPS grant support is provided by the University to students whose assessed need is greater than government aid will cover.
- h. "OSOTF AWARDS" are awards established through the Ontario Student Opportunity Trust Fund program. These awards are given to students who have financial need and are Ontario residents (Residency is defined as having lived in Ontario for 12 months prior to beginning post-secondary studies.)

3. Principles:

- a. The purpose of the Victoria University Awards program is to attract, recognize and reward academic achievement, and to ensure accessibility to university studies, for students registered in one of the Colleges of Victoria University.
- b. The terms and conditions of all awards established since 1990 must comply with the Ontario Human Rights Code and must be free of criteria based on personal

characteristics such as race, ancestry, colour, ethnic origin, sex, creed, age, marital status, family status, sexual orientation or disability. Victoria will continue to offer a few long established awards which are for men students only or women students only.

- c. The policies and procedures of the Victoria University Awards program are developed and approved by the Senate Executive Committee.
- d. Except where otherwise stated in the terms of an award, recipients must be registered at Victoria College and must be pursuing their first undergraduate degree, or be registered at Emmanuel College.

4. Establishing New Awards:

- a. Gifts of funds for endowed awards are managed by the Bursar in accordance with the Board of Regents' Statement of Investment Policies and Guidelines for the Endowment and Pension Funds, with the intent that the real capital value of the funds will be maintained in perpetuity.
- b. Terms proposed by donors must be approved by the Senate Executive Committee.
- c. Terms laid down in bequests must be approved by the Senate Executive Committee.
- d. New Awards are subject to the Victoria University policy on Donor Recognition.
- e. Victoria University will provide the donor annually with a report on the status of their endowed fund. In the case of scholarships, but not bursaries, donors will be notified of the names of recipients. The University may provide this information to a member of the donor's family after the death of the donor.
- f. A named award may be established in Victoria University for a minimum endowment of \$25,000. Senate approval is required for the name and award terms. Donations of any amount to any Victoria University award fund are welcomed, will be appropriately acknowledged.

5. Granting of Awards

- a. The awarding body is the Senate Executive Committee on the authority of the Senate of Victoria University, which from time to time empowers the University Registrar to make decisions concerning awards based on clear guidelines.
- b. For awards presented at graduation, the Senate is the awarding body on recommendation of the Senate Executive Committee.
- c. To avoid conflict of interest, donors are not permitted to participate in the selection of recipients for awards for which they are the donor.
- d. In determining financial need, the Senate Executive Committee relies on the OSAP need-assessment process and the UTAPS program at the University of Toronto. Alternative needs assessment methods may be used where financial need is not captured by OSAP and UTAPS.
- e. All scholarship recipients MUST be in good standing (CGPA of 1.50+) to receive an award.

6. Protection of Awards Information:

Personal information about students and donors collected for the purpose of administering Victoria University's financial assistance and awards program, is collected under the authority granted to the Victoria University Act 1951, as amended 1981. At all times it will be treated and protected in accordance with the Freedom of Information and Protection of Privacy Act.

7. Outside Awards:

Victoria University may provide assistance to external agencies providing scholarship and awards, where these might potentially benefit our students and where this has been approved by the Senate Executive Committee.

These policies will be reviewed by the Senate Executive Committee at least every three years.

Administrative Guidelines for Awards in Victoria College

Admission Scholarships

Eligibility: Students who have applied for admission to Victoria College and who have not been previously enrolled at another postsecondary institution are automatically considered for admission scholarships. In some cases (e.g., the Vari Scholarship), a special application is required.

Victoria College admission scholarships must be held at Victoria College. If a student who has been awarded a Victoria College admission scholarship chooses to register at another college at the University of Toronto, the award is withdrawn.

A Victoria College admission scholarship may be deferred for one year upon written request and only when the student is not enrolling at another university or educational institution.

Admission scholarships may be combined with other non-Victoria admission awards to a limit of \$20,000 for the first year of study.

For the purpose of awarding admission scholarships, the committee will use the grades (admission averages) and information contained in the student profile available at the time of assessment. Decisions concerning scholarships are not subsequently revisited once the final grades are available.

In-Course Awards

Eligibility: Students who have completed their first, second or third group of 5.0 credits are eligible for in-course awards. Students who are enrolled in less than a full course load will be considered once they have accumulated 5.0, 10.0 and 15.0 credits. The Victoria College Registrar's Office uses a method of calculating averages which treats all candidates equally without regard to whether they have been registered as part-time or full-time, winter session or summer session students.

All Victoria College students who achieve a sessional GPA of at least 3.50 on the first, second or third group of 5.0 credits will be guaranteed to receive an in-course award in an amount determined annually.

To ensure that funds are broadly distributed to as many students as possible, students will normally receive only one in-course award. In rare exceptional circumstances, and at the discretion of the Committee, a student may receive more than one award or prize.

Students who hold renewable Victoria College awards are eligible to have their awards renewed upon completion of 5.0, 10.0 and 15.0 credits. The renewal of this award fulfills the "in-course scholarship guarantee" as outlined above. They are not eligible for additional in-course awards.

Students who hold external renewable (high-value) admission awards (such as the BMO National Scholarships, Loran, Naylor, etc.) are eligible to receive a Victoria College in-course award.

In-course awards will only be paid out to registered students. If a student graduates, withdraws, or transfers out of Victoria College, he or she will receive the honour of the award only and payment is withheld.

In-course awards may be deferred for one year only upon written request. If the recipient does not register at Victoria College within one year, he or she will receive the honour of the award only and payment is withheld.

The Committee will exercise discretion in allowing a limited number of transfer credits from another university (maximum of 2.0) to be used for the purpose of determining eligibility for in-course awards. Student must have completed at least 3.0 credits (within a group of 5.0 credits) in the Faculty of Arts and Science, University of Toronto to be eligible for an in-course award.

Students admitted with International Baccalaureate (IB) or Advanced Placement (AP) credits will be considered for first-year in-course scholarships.

The Faculty of Arts and Science introduced the Credit/No Credit option in 2008. "Courses with a final status of CR will count as degree credits but will have no effect on

the student's GPA." Academic records with CR/NCR will be reviewed for in-course awards whereby CR credits may be used to complete a group of 5.0 credits.

Students registered in an official University of Toronto study abroad program may be considered for in-course awards but are required to provide a transcript of their grades and a grading scale for the university attended. The award assessment can take place only once the approved exchange transfer credits have been posted on the student academic record system.

It is the responsibility of the student to inform the Victoria College Registrar's Office of an amended grade that may make him/her eligible for an in-course scholarship. Notification must be submitted to the Victoria College Registrar's Office within one calendar year in which the course was taken or the status was earned.

Graduating students are not eligible for in-course scholarships but are considered for graduating prizes and medals.

Graduating Awards

Most graduating awards are medals, awarded on the basis of overall A standing (i.e. a Cumulative Grade Point Average of 3.50 or higher after completion of the degree requirements). A few awards carry a small monetary value (i.e. prizes). Graduating awards are presented annually at the Graduating Awards Ceremony in June.

Postgraduate Awards

Postgraduate awards are open to "graduates of Victoria College" (i.e. students registered at Victoria College for the session in which they completed the degree requirements of the University of Toronto). Students may apply within one year of graduating from Victoria College. These awards require a special application procedure. The applications are considered first by a special subcommittee of the Senate Executive Committee appointed by the Registrar. Its recommendations are approved by the Senate Executive Committee. Students are eligible for only one postgraduate award.

Bursaries

Victoria College students are covered by the University of Toronto *Policy on Student Financial Support*. (See appendix A)

Eligibility is limited to Victoria College full-time students (i.e. students enrolled in 3.0 or more full course equivalents) who have not yet completed the requirements for a first bachelor's degree, and who are registered for a fall/winter session.

Victoria College part-time students (i.e. students enrolled in fewer than 3.0 full course courses equivalents) are eligible to apply for bursary support through the Noah Meltz Bursary Program at the Enrolment Services Office.

Bursaries are not normally awarded during the summer session.

Students are expected to explore all other avenues of financial support before applying for Victoria College bursaries. Students who are ineligible for OSAP may be considered for bursary support but will first be required to explain why they are ineligible for OSAP and to provide a detailed explanation of their financial situation.

Study Abroad Bursaries

Funding may be granted by Victoria College for students studying elsewhere through the Centre for International Experience (CIE) or the Summer Abroad Program, based on financial need. "Approved study abroad" includes official exchange/study abroad programs or field courses offered by the CIE or Summer Abroad Program.

Students may receive additional funding for study abroad from the CIE, University of Toronto, or the Summer Abroad Office. This may influence the amount of bursary funds that are granted from Victoria College.

Students who withdraw from the study abroad session may be asked to repay part or all of the study abroad bursary from Victoria College.

Payment of Awards

1. Scholarships

- a. Admission, In-Course, and Postgraduate Scholarships will normally be paid upon confirmation of registration in the subsequent fall session in which the award is tenable.
- b. Method of payment will be as a credit to the student's university fees account. After deductions of any outstanding fees or residence charges, the awards cheque will be issued to the student.

2. Graduating Monetary Awards

- a. Payments of prizes and awards made to graduating students will not be contingent upon re-registration.
- b. Method of payment will be as a credit to the student's University fees account. After deductions of any outstanding fees or residence charges, the awards cheque will be issued to the student.

3. Bursaries

- a. Bursaries will be paid during the period of registration for which the bursary was granted.
- b. Payment of study abroad bursaries are made upon confirmation of registration in CIE exchange or summer abroad programs.

- c. Method of payment will be as a credit to the student's university fees account. After deductions of any outstanding fees or residence charges, the bursary cheque will be issued to the student.

Presentation of Non-Monetary Graduating Awards

Presentation of medals and other non-monetary awards will take place at the annual Victoria College Graduation Awards Ceremony held on the day of the Victoria College Convocation.

International Students

- a. Merit based Scholarships:
All international students are eligible for consideration for both admission scholarships and in-course scholarships.

- b. Bursaries:
Since adequate financial resources are a condition of permission to study in Canada, international students are not normally eligible for Victoria College bursaries. The University of Toronto provides a small pool of funds to which international students in situations of unexpected financial difficulty may apply.

Appendix A - University of Toronto *Policy on Student Financial Support*

Available online at: <http://www.governingcouncil.utoronto.ca/policies/stufinan.htm>

Revised and approved by Victoria University Senate
September 10, 2014