

Policy Title:

Student Awards Policy

University Classification & Policy Number:
S-001-26

Approval Body:
Senate

Responsible Designate:
The Provost & Vice-President, Academic is responsible for the development, administration, and review of this Policy.

Established:
May 27, 2026

Revised:
Not Applicable

Editorial Revisions:
Not Applicable

Scheduled Review:
2031/32

1.0 Policy Purpose

- 1.01 This Policy provides a framework for the establishment, maintenance, and overall effectiveness of all student awards at The University of Winnipeg ("the University").
- 1.02 The Policy ensures that student awards are administered in a consistent and transparent manner that aligns with the University's mission, vision, and strategic directions.

2.0 Definitions

The following definitions apply to terms as they are used in this Policy:

- 2.01 **Entrance Scholarship(s):** included within the definition of scholarship, these are specifically awarded to new undergraduates registered in a first program of post-secondary study within one calendar year of high school graduation. Entrance Scholarships may also describe first-year or first-time high school students enrolled at the Collegiate.
- 2.02 **Full-Time Studies:**
 - **For Undergraduates:** For awards purposes for the fall/winter academic year, registration in a minimum of 9 credit hours per term and a total of 18 credit hours is considered Full-Time Studies.
 - For spring-term awards, registration in a minimum of 9 credit hours within the spring term, or, a minimum of 6 credit hours within 6 to 8 consecutive weeks, is considered Full-Time Studies.

- **Accessibility Course Load for Undergraduate Students:** For awards purposes for the fall/winter academic year, registration in a minimum of 6 credit hours per term and a total of 12 credit hours is considered Full-Time Studies for students approved for a reduced course load by Accessibility Services or another recognized authority.
 - For spring term awards, registration in a minimum of 6 credit hours within the spring term is considered full-time, or as otherwise approved by Accessibility Services or another recognized authority.
 - **For Graduate Studies, PACE, and Collegiate Students:** As determined by the department or program.
- 2.03 In-Course Award(s):** awards for currently registered students based on any combination of past academic performance, merit/achievement, and financial need. The majority of In-Course Awards are selected in the fall term of each academic year.
- 2.04 Prize(s):** recognizes achievement in a specific course, competition, or event. Prizes may be recognition only or include a trophy, medal, or some other token. Funds awarded with a Prize are not required to be used toward student tuition.
- 2.05 Scholarship(s):** student recognition and funding based on past academic performance. Evidence of other types of merit or achievement may also be considered or required. Scholarship funds are typically applied directly to University tuition charges in the current or upcoming term of study.
- 2.06 Student Award(s):** any Scholarship, bursary, award, or Prize approved by Senate and administered by the Awards and Financial Aid.
- 2.07 University of Winnipeg:** unless otherwise specified, includes all areas of the University responsible for business and academic operations, including: undergraduate and graduate programs; Professional Applied and Continuing Education (PACE); the Collegiate.
- 2.08 University of Winnipeg Foundation:** the registered and incorporated charitable public Foundation responsible for the fundraising and asset stewardship of the University's donor-funded Student Awards.
- 2.09 Year(s) of Study:** unless specified in the terms of an Award, each 24 to 30 credit hours completed will be considered equivalent to one calendar or academic year of study for all undergraduate Awards (e.g. 24-30 first year; 54-60 second year; 84-90 third year; 114-120 fourth year; 144-150 fifth year).

3.0 Scope

- 3.01** This Policy applies to the following:
- a) all Student Awards approved by the Student Services Committee of Senate which are funded and administered by the University and/or the University of Winnipeg Foundation; and

- b) all Award recipients and donors, as well as all staff, faculty members, and departments involved in the administration, selection, and distribution of Student Awards.

4.0 Policy Elements

4.01 New Awards and Amendments

- 4.01.01 Proposals for new Awards and amendments to existing Awards shall be submitted to the University of Winnipeg Foundation who will coordinate the development or revision of draft terms of reference. All proposals will be reviewed and approved by the Senate Student Services Committee and presented for information to the Senate Executive and the Senate.
- 4.01.02 Public announcements and promotion of new and revised Awards will be coordinated by the University of Winnipeg Foundation and/or University Advancement as appropriate. Awards and Financial Aid is responsible for the annual distribution of Awards information to students.
- 4.01.03 The intent of new Awards and amendments, as well as the language used in the Award terms of reference must meet the University's commitments to equity, diversity, and inclusion and align with the University's strategic priorities.
- 4.01.04 Award terms of reference must not allow for conflicts of interest or the appearance of conflicts of interest in recipient selection.

4.02 Award Criteria and Eligibility

- 4.02.01 In accordance with section 11 of the Manitoba *Human Rights Code*, the University may approve, administer, and endorse Awards where eligibility is limited to underrepresented or disadvantaged student groups. This includes, but is not limited to, students from equity-deserving groups, including women, racialized persons, Indigenous Peoples (First Nations, Métis and/or Inuit), 2SLGBTQ+ persons, persons with disabilities, and mature students.
- 4.02.02 No Award will be approved, administered, or endorsed by the University which excludes students on the basis of a protected characteristic outlined in section 9(2) of the Manitoba *Human Rights Code*, except for situations outlined previously in 4.02.01.
- 4.02.03 Unless otherwise specified, all Awards recipients are required to be registered Full-Time in the fall/winter or spring/summer term.
- 4.02.04 If they wish to be considered, all students are responsible for providing and verifying all academic and personal information used for Award selection by the published deadlines.

- 4.02.05 All newly admitted first-year students who meet the University's Special Entrance Scholarship requirements will automatically receive an Entrance Award according to the annual values set by the University.
- 4.02.06 Application-required Entrance Scholarships have the same core requirements as Special Entrance Scholarships but require an additional application form and/or supporting documents to be submitted by the student to be considered.
- 4.02.07 Unless stated otherwise, academic performance will be assessed using the cumulative grade point average on the student's record at the time of Award selection.
- 4.02.08 If a student wishes to be eligible for bursaries and Awards where financial need is a consideration, students must indicate so and provide evidence of a deficit in their financial resources for the academic year or applicable study period. An online financial-need worksheet and self-declaration will be provided and must be completed annually, once for each fall/winter academic year and again for each spring term.

4.03 Award Selection

- 4.03.01 Where the Award terms of reference state that selection is based solely on cumulative grade point average or on final grades in specified courses, an Award recipient may be automatically selected. Recipients reserve the right to decline.
- 4.03.02 Where an Award's terms of reference require evaluation of supplemental criteria, Award reviewers will be assigned to assess and score eligible applications. Supplemental criteria may include but are not limited to: personal statements, letters of reference, resume/cv, evidence of volunteerism, leadership experience, or campus/community involvement.
- 4.03.03 Awards and Financial Aid will rank reviewer scores to identify recipients. Should the top-ranked applicant be or become ineligible, the next highest-ranked eligible student will receive the Award.
- 4.03.04 Award reviewers may consist of any combination of support staff, faculty, management, or executive members. Reviewers are required to recuse themselves if assigned to adjudicate an Award where there is a conflict of interest or an appearance of a conflict of interest.
- 4.03.05 In accordance with CRA tax receipting guidelines, Award donors will not act as reviewers or directly participate in the selection of Student Awards.

4.04 Award Distribution and Tenability

- 4.04.01 Award funds will be applied to outstanding tuition charges and/or student fees before being distributed to the recipient.
- 4.04.02 Award recipients must maintain the required minimum course load for the academic year or term in which the Award is tenable. The University reserves the right to recoup all or part of the funds awarded should a partial or complete withdrawal from studies result in a tuition refund. Receipt of an Award may also be removed from the student record and official transcript.
- 4.04.03 To ensure fair distribution of available funds, the University reserves the right to limit the total amount of all financial need-based Awards one student will receive in a single academic year.
- 4.04.04 Unless stated otherwise in an Award's terms of reference, students are eligible to receive more than one Scholarship, Prize, medal or other merit-based Award in a single academic year.
- 4.04.05 With the exception of Education students, first-time domestic students admitted immediately following high school graduation may defer a Special Entrance Scholarship for no more than one calendar year from the original first term of study.
- 4.04.06 In-course Scholarships, bursaries, Awards and Prizes cannot be deferred. Students with exceptional or compassionate circumstances must contact Financial Aid and Awards.

4.05 Use of Information

- 4.05.01 All faculty and staff granted access to student information during the Award review and selection process are subject to all University policies and provincial laws (such as *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*) related to privacy and the use of student information.
- 4.05.02 By submitting an application and/or accepting a Scholarship, Prize, medal, or other merit-based Award, the recipient is agreeing to be publicly identified as the Award recipient. This may include, but is not limited to, print and online promotional materials published by the University and the University of Winnipeg Foundation.
- 4.05.03 Recipients of financial need-based Awards will not be identified by the University or the University of Winnipeg Foundation in any way unless consent is specifically granted to the University and/or University of Winnipeg Foundation.

5.0 Relevant Legislation

- [*The Human Rights Code*](#) (Manitoba)
- [*The Freedom of Information and Protection of Privacy Act*](#) (FIPPA)
- [*The Personal Health Information Act*](#) (PHIA)

6.0 Related Policies, Procedures and Institutional Documents

- [*Conflict of Interest Policy*](#) and [*Conflict of Interest FAQ*](#)
- The University of Winnipeg Foundation: How to Set up an Award
- The University of Winnipeg Foundation: Gift Acceptance Policy



Appendix “A”: Supplemental Definitions

1. **Award(s):** supplemental financial support based on a combination of academic performance, merit/achievement, and financial need.
2. **Bursary(ies):** supplemental financial support for current students with a demonstrated financial need. Students must meet the minimum grade requirements for continuation in a program of study. Unless otherwise specified, recipients must be registered Full-Time for the current term of study. Bursaries may be applied to any outstanding tuition or paid directly to the recipient for living expenses while studying.
3. **External Award(s):** any Award not approved by Senate and/or where the funding and selection criteria are determined by a donor or organization other than the University or the University of Winnipeg Foundation. External Award criteria may be specific to University students and programs or be open to any eligible student from across Canada or the world.
4. **Renewable Award(s):** any type of Award where a student is eligible to receive consecutive years of recognition and funding if specified annual criteria are met.
5. **Travel Award(s):** for current students participating in a professional or academic activity where travel costs are incurred (i.e., a conference). Funds are typically paid as a reimbursement and require the submission of expense receipts following the eligible activity.