1. **Mandate and Role of the Committee**

The Undergraduate Awards and Bursaries Committee (UABC) is a standing committee of General Faculties Council (GFC) charged with approving new awards and bursaries, and amendments to existing awards and bursaries for undergraduate students in accordance with the UAPPOL Awards and Bursaries for Students Policy and its Procedures. From time to time, the Chair will bring forward items where the Provost and Vice-President (Academic), in consultation with other units or officers of the University, is seeking the advice of the committee within its areas of responsibility.

2. **Areas of Responsibility**

   a. Approval of new undergraduate awards and bursaries and amendments to existing undergraduate awards and bursaries
   b. New policy or revisions to existing policy governing awards and bursaries for undergraduate students

3. **Composition**

   **Voting Members (11)**
   - Elected by GFC (10)
     - 5 academic staff members (A1.1, A1.5, A1.6, A1.7), at least 3 of whom are members of GFC (with no more than one representative from any Faculty) – one of whom will be elected by the committee to serve as Chair and one elected to serve as Vice-Chair
     - 4 undergraduate students, at least 2 of whom are members of GFC
     - 1 staff member (A1.0, A2.0 and/or S1.0, S2.0) from a Faculty who is responsible for the administration of undergraduate awards
   
   **Cross Appointed (1)**
   - 1 academic staff member cross-appointed from the GFC Academic Standards Committee (ASC), elected by ASC

   **Non-voting Members**
   - Assistant Registrar, Student Financial Support
   - Senior Representative, Office of Advancement
   - Assistant Dean Student Success, Office of the Dean of Students
   - GFC Secretary
   - University Secretary

4. **Delegated Authority from General Faculties Council**

   *Should be reviewed at least every three years and reported to GFC.*

   4.1 Approve new awards and bursaries for students other than graduate students registered in the Faculty of Graduate Studies and Research (FGSR)

   4.2 Approve proposed changes to any award or bursary previously approved by UABC

   4.3 Approve the minimum value of a major award for undergraduate students, and to review that value regularly.

   4.4 Approve the minimum value of an undergraduate award administered by the Student Financial Support Office, and to review that value regularly.
5. **Responsibilities Additional to Delegated Authority**

5.1 Recommend to GFC on any new policy and procedures governing awards and bursaries for undergraduate students.

5.2 Regularly review GFC policy and procedures on undergraduate awards and bursaries and recommend changes where required.

5.3 Receive regular reports for the purpose of identifying trends and gaps in the financial support available to students.

6. **Sub-delegations from the GFC Undergraduate Awards and Bursaries Committee**

   *Should be reviewed at least every three years and reported to GFC.*

   None.

7. **Limitations to Authority**

   The following further refines or places limitations on authorities held by or delegated to UABC:

   7.1 GFC has delegated the authority to approve awards and bursaries for graduate students registered in FGSR to FGSR.

   7.2 Awards and bursaries to which both undergraduate students and graduate students registered in FGSR are eligible must be approved by both FGSR and UABC.

8. **Reporting to GFC**

   The Committee shall regularly report to GFC with respect to the manner in which the Committee has exercised its delegated authority and to highlight any identified trends, gaps, and concerns in regards to undergraduate financial support available to students at the University of Alberta.

9. **Definitions**

   Staff – as defined by the [Recruitment Policy (Appendix A) Definition and Categories of Academic Staff, Administrators and Colleagues](#) and [Recruitment Policy (Appendix B) Definition and Categories of Support Staff](#) in UAPPOL

   Awards and Bursaries – as defined by the [Awards and Bursaries for Students Policy](#) in UAPPOL

10. **Links**

    [Awards and Bursaries for Students Policy](#)
    [Awards for Undergraduate Students Procedure](#)
    [Bursaries for Students Procedure](#)
    [Creation of New Awards and Bursaries for Undergraduate Students Procedure](#)
    [University Medal Requirements Procedure](#)

Approved by General Faculties Council: January 28, 2019