

UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE AND ENGINEERING

MANUAL OF PROCEDURES
FOR
THE SCHOLARSHIPS AND AWARDS COMMITTEE

February 1, 1999

Table of Contents

1. Membership and Term of Office
 - 1.1 Membership
 - 1.2 Term of Office
2. Terms of Reference
3. Rules of Procedure
4. Duties
 - 4.1 Policy Duties
 - 4.2 Routine Awards Duties
 - 4.3 Routine Administrative Duties
 - 4.4 Reporting and Coordinating Duties

The terms of reference for each Committee must be clearly established and kept under continuing surveillance. Each Committee should have a manual of procedures, continuously updated, wherein all policy decisions can be recorded and which is available for immediate reference, to promote ease and consistency in Committee deliberations. Each Chair must assume executive responsibility for the efficient working of her/his Committee, towards which she/he can expect to have strong administrative support available through the Registrar's Office.

1. Membership and Term of Office

1.1 Membership

Undergraduate Programs, Faculty	7
Undergraduate Students	2
Administrative Staff	1
Alumnus	1
Vice Dean, ex officio	
Dean, ex officio	
Registrar, ex officio	

1.2 Term of Office

The Committee shall take office at the close of the regular October meeting of Council, and shall remain in office until the adjournment of the following regular October meeting. Elections for student representatives shall take place in the Fall.

2. Terms of Reference

- 1) To administer the undergraduate academic awards and grants under the jurisdiction of the Faculty of Applied Science and Engineering.
- 2) To review policy related to any academic awards under the jurisdiction of the Faculty of Applied Science and Engineering, including recommendation of the terms for any new award

3. Rules of Procedures

The Committee shall operate according to the rules of procedure established and from time to time amended by Council as set out in “Procedures for Committees of Council of the Faculty of Applied Science and Engineering.”

4. Duties

To fulfil its terms of reference as outlined above, the Committee shall carryout the following duites:

4.1 Policy Duties

- a) The Chair shall be the official Faculty representative, where such is requested, on any University or Extra-University Committee, the scope of which falls within the terms of reference.
- b) The Committee will promote the establishment of new awards.
- c) The Committee will consider proposals to alter the conditions of existing awards or to establish new awards.
- d) The Committee will review the regulations governing the eligibility of students for awards as required.
- e) The Committee shall monitor government activity in the field of student aid and awards.

4.2 Routine Awards Duties

- a) The Committee will administer the academic awards and prizes for the graduating B.A.Sc. class. The meeting will be scheduled as soon as possible following the Spring meetings of the Committee on Examinations.
- b) The Committee will administer the undergraduate academic awards controlled by the Faculty.
- c) All Faculty awards and prizes shall be listed the Faculty Calendar.

4.3 Routine Administrative Duties

- a) The Committee is responsible for ensuring that the list of prize winners is provided to the Registrar in time for the Convocation program when the B.A.Sc. degrees are conferred.
- b) The Committee shall update this manual when new or amended policy or precedent is approved by Executive Committee or Council.
- c) The Committee shall annually, report the undergraduate awards decisions to Council (normally as routine).
- d) The Committee is responsible for the section of the Calendar entitled "In-Course Scholarships and Awards" and will revise the text as appropriate each year.
- e) The Committee will annually receive for information report from the Registrar's Office concerning the awarding of grants during the Winter term.

4.4 Reporting and Coordinating Duties

- a) The Committee shall provide the Schools Liaison Officer with a list of awards so that results can be communicated to a student's high school principal.
- b) Report actions and recommendations of the Committee according to the rules of procedure established and from time to time amended by Council as set out in "Procedures for Committees of Council of the Faculty of Applied Science and Engineering."
- c) Liaise with the Admissions and Awards office and with other appropriate bodies.