

## Subcommittee to Review Scholarships (SRS)

(S.01-259; BG.02-27)

### Terms of Reference:

To formulate policy concerning awards for recommendation to the Senate Committee on Academic Policy and Awards (SCAPA)

To review provisions for new graduate and undergraduate awards for recommendation to SCAPA and the Property & Finance Committee of the Board of Governors.

To review revisions to the terms of graduate and undergraduate awards for recommendation to the Property & Finance Committee of the Board of Governors.

### Notes:

- The definition of awards includes scholarships, awards, bursaries, prizes and medals.
- Terms for new or revised awards must initially be approved by the relevant Dean of a Faculty, or, in the absence of the designation of a specific faculty, by the Registrar.

### Composition:

One representative from:

- Alumni & Development
- Graduate & Postdoctoral Studies
- Department of Finance
- Foundation Western
- Registrar's Office
- University Secretariat

### Notes:

In March of 1996, the Scholarship Committee of Senate was disbanded and the newly created Senate Committee on Academic Policy and Awards took assumed part of the responsibility for scholarships and awards. The process for channeling items concerning awards is posted as part of the Academic Handbook:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/scholarship/awardsprocess.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/scholarship/awardsprocess.pdf)

In December 1996, an **administrative working group** was created to review policies and new and revised awards prior to forwarding them to the appropriate Board or Senate Committee for approval. The group had been formed in order to ensure that communication took place among the units which handled the administration of awards, that the proposed wording of awards was vetted to ensure consistency and that the finances and appropriate signatures were in place prior to sending awards on to Board and Senate Committees.

Recommendations from individual faculties are forwarded initially to the Alumni & Development Officer, Stewardship, who consults with the Registrar's Office and the School of Graduate and Postdoctoral Studies prior to added items to the next SRS agenda. SRS meets on the Tuesday of the week preceding a SCAPA meeting. Contingent on the consensus of the group that an award is ready for the appropriate Board of Governors and/or Senate Committee, the University Secretariat ensures that items are placed on the appropriate agendas.