

**Principles of Good Practice
Queen's University
Undergraduate Scholarship Selection**

Preamble:

Queen's University Faculty and Schools are delegated authority by the Senate Committee on Scholarships and Student Aid to make merit-based upper-year scholarship selections for students in undergraduate programs and the professional programs in Law and Medicine. The principles of good practice define the standards to ensure consistency, transparency, excellence and inclusivity in the administration of upper year academic scholarships.

Principles of Good Practice:

1. In establishing terms of reference for scholarships the University adheres to all applicable University policies and procedures with consideration to applicable provincial and federal regulations including the Ontario Human Rights Commission [*Policy on Scholarships and Awards*](#) and relevant Canada Revenue Agency tax bulletins.
2. Faculty and Schools will have a defined procedure for securing nominations for award selections from their internal departments. The respective Faculty and Schools will ensure an Awards Committee, or equivalent, approves the selections before notifying the Office of the University Registrar (Student Awards) of recipients of scholarships.
3. Where an application is required to secure an applicant pool the respective Faculty or School will appropriately promote the availability of the scholarship to ensure that eligible students have knowledge of and access to the application for the scholarship.
4. Faculty and School representatives will select recipients in full compliance with the approved terms of reference. Where the award can no longer be granted because the terms are no longer relevant (e.g. curriculum modifications) the Faculty or School representative will immediately inform the Office of the University Registrar (Student Awards).
5. The scholarships will be administered with adherence to the defined University business practices communicated to Faculty and School representatives.
6. The Office of the University Registrar (Student Awards) is responsible for providing the official notification to the student recipients via SOLUS and by communication to the student's Queen's email address in accordance with established university policies and procedures. All payments will be applied to the student accounts as per defined University processes and administered in strict compliance with Canada Revenue Agency regulations.
7. All units involved in the administration of the scholarship are responsible to ensure the confidentiality of student records are strictly maintained.