

BEAVERBROOK SCHOLARS AWARD PROGRAM
POLICIES AND PROCEDURES

REVISED JULY 3, 2018

BEAVERBROOK SCHOLARS AWARD PROGRAM

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Beaverbrook Scholars Award Program Policies and Procedures

1.0 Introduction

The following information was compiled by Bob Burrridge and Rod Nolan in consultation with Kathy Waugh of the Registrar's Office for presentation at the AGM November 25, 2006 for information, review and discussions by the Scholars present.

This document includes the following:

- 1) The Beaverbrook Scholars Award Constitution approved and adopted at the November 17, 2001 AGM
- 2) Policy concerning the Number and Amount of the Awards
- 3) Beaverbrook Scholars Selection Committee Policy and Procedures.
- 4) Policy regarding Awardees who fail to achieve the required GPA for retention of the Award.
- 5) Policy on Awardees on official academic exchange or letters of permission.
- 6) Policy on articulated degree programs
- 7) Undergraduate Awards Office wording regarding offer of Award.

2.0 Policy concerning the Number and Amount of the Awards

The following resolution was included as Item 3, Policy Proposal in the "Report of the Committee to Review Policy on Funding of Beaverbrook Scholars Awards" dated October 15, 2001.

The resolution was adopted at the November 17, 2001 AGM and reads as follows:

Quote:

At each AGM, the Executive Committee shall present an awards proposal for the following year. The proposal shall include the following:

- i) Appropriate information concerning the status of the fund.
- ii) The number of Scholars supported.
- iii) Financial commitment to present Scholars
- iv) Financial projections for any revisions to the Awards program.

In addition, the proposal shall conform to the following principles:

- 1) All commitments to current Scholars shall be honoured.
- 2) All Awards shall be of equal value.
- 3) In proposing the number and amount of awards, it is expected that the disbursement will encroach on the Capital Fund.

- 4) Approval of a change in the number or amount of Awards shall require a two-thirds majority of Scholars at the AGM.

End of quote.

3.0 Beaverbrook Scholars Selection Committee Outline of Policy and Procedures

This document was adopted by the Executive Committee in 1997 and subsequently amended: April 3, 2002; March 29, 2003; March 27, 2004; April 8, 2006; November 19, 2008; March 25, 2015 and July 3, 2018.

The document as amended is attached.

4.0 Policy regarding Awardees who fail to achieve the required GPA for retention of the Award.

The GPA required for retention of the Award is the same as that required by students to be included on the Dean's List, currently (2014/15) 3.7 in all Faculties:

- 4.1 Should an Awardee fail to achieve a GPA of 3.7 on an academic year's work but has a GPA equal to or greater than a 3.0 and is judged by the Registrar's Office to have an agreed to recovery plan, a term of probation is granted, and the Award is continued. If the Awardee achieves a GPA of 3.7 in the probationary term, the Award is renewed.
- 4.2 If an Awardee on a probationary term fails to achieve a term GPA of 3.7, the case is referred to the Chair of the Executive Committee who in consultation with the Registrar's Office will decide the resolution of the case.
- 4.3 If on an academic year's work, an Awardee achieves a GPA of less than 3.0, the case is then referred to the Chair of the Executive Committee who in consultation with the Registrar's Office will decide the resolution of the case.

5.0 Policy on Awardees on official Academic Exchange or Letter of Permission

- 5.1 Awardees on Official Academic Exchange at another University pay their tuition and fees at UNB and continue to hold the Award for the year.
- 5.2 Awardees who are away from UNB for a year and who are not on an Official Academic Exchange but on a letter of Permission do not automatically retain the Award for that year but will continue to hold the Award on their return to UNB. Such situations are reviewed on a case by case basis by the Registrar's Office in consultation with the Chair of the Executive Committee.

6.0 Policy on Articulated Degree Programs

The following Policy was adopted at the November 5, 2005 AGM.

Quote:

Students enrolled in articulated degree programs are not eligible to hold the Beaverbrook Scholars Award while studying at the partnering institution.

End of Quote.

7.0 Registrar's Office wording regarding Offer of Award

Attached for information is a sample copy of the 2015/16 wording of the offer from the Registrar's Office to a prospective Award Scholar.

Attachments:

- Beaverbrook Scholars Selection Committee Policy and Procedures
- Beaverbrook Scholars Award Constitution
- Sample copy of the 2018/19 wording of the offer to a prospective Award Scholar

**BEAVERBROOK SCHOLARS
SELECTION COMMITTEE
OUTLINE OF POLICY AND PROCEDURE**

Originally written in 1997 by:

Karen E. Lingley Johnston

Chair, Beaverbrook Scholars Committee 1997

Amended April 3, 2002; March 29, 2003; March 27, 2004;

April 8, 2006; November 19, 2008; March 28, 2015; July 3, 2018

(1) POLICY:

In March the Chair of the Beaverbrook Scholars Committee is contacted by the Director, Undergraduate Awards at UNB and advised that a list of candidates has been compiled.

The Awards Office develops the list of candidates by using the following criteria which have been designated as essential by our Committee:

1. The candidate must be outstanding academically.
2. The candidate must have a good extra-curricular profile demonstrative of leadership abilities.
3. Financial need is an important consideration.

New for 2019/20, students admitted to UNB under the Grade 11 Pilot Program within the Faculty of Science will be eligible to be considered for the Beaverbrook Scholars Award.

The screening process done by the Awards Office has two components:

1. Scrutiny of material submitted in writing re candidates;
2. Via telephone contact with school authorities to confirm the student's background.

The number of potential candidates who represent the best and brightest New Brunswickers who also demonstrate financial need can vary from year to year but usually will be in the range of 15-25 persons.

The Chair of the Beaverbrook Scholars Committee then contacts a number of scholars to meet and review the candidate profiles. Following the Procedure outlined on Page 2 of this document, this committee chooses **six (6)** qualifying candidates for the Beaverbrook Scholars Awards. The candidates are ranked. This procedure provides alternates without the committee having to reconvene in the event our first three choices decline to accept the awards. The Committee members who review the candidate profiles make their individual assessments and rank the candidates. A mathematical process of elimination is utilized. Ultimately in this manner consensus is achieved by the committee and the new scholars chosen on their merit.

(2) PROCEDURE

1. Arrange for Committee Meeting - Chair presides. The seating of the committee members should be displayed on an easel or board, to assist with the selection procedure.
2. Briefing as to candidates by Director, Undergraduate Awards to supplement the printed materials provided. The reported information includes:

Name, Sex, County, School, Faculty, Campus, Rank in Class, Admission Average, Adjusted Average to Reflect Enriched Coursework (Scholarship Average), Family Income and Number of Dependents, Number of Parents' Dependents at University, Activities. Each candidate is given a letter identifier, i.e. Candidate A, Candidate B, etc. (See Appendix I)

The Director, Undergraduate Awards is able to provide additional opinion from principals, guidance counselors and teachers for each of the candidates.
3. Questions from committee members are directed to the Director, Undergraduate Awards.
4. Chair asks committee members each to select their top 6 – these are not ranked. (See Appendix II)
5. Chair records how many votes each candidate receives.
6. The six candidates who receive the most votes advance to the next round. In the event of a tie for the 6th spot, all the candidates tied for #6 will move to the next round.
7. Chair asks committee members to rank the six candidates from 1 to 6 with 1 being the top candidate. (See Appendix III)
8. Chair totals the rankings for each candidate. The results in ascending order become the ranking of the candidates, from the lowest total being the number one candidate. In the event of a tied score amongst two or more candidates in this "top 6" list, the Chair requests an additional vote from committee members. Each committee member is asked to rank only candidates involved in the tie, and the totals for each candidate are tallied. The results in ascending order become the new ranking within this "subgroup." The subgroup is inserted back into the "top 6" to create a clear and final ranking of all candidates. (Note: If necessary, the tie-breaking procedure can be repeated until no ties remain amongst candidates. If deadlocked, the Secretary would be added to the committee and given a vote.)

Appendix I – Information Sheet to be distributed by the Undergraduate Awards Office prior to the meeting:

Candidate	Rank in Class	SA	AA	Financial Situation	Activities
A					
B					
C					
D					
...					

Appendix II – Selection Sheet. At the time of the meeting, the Committee members' names are to be put in the boxes across the top, beginning with the Chair, and their six selections beneath their names.

First Vote	Chair	Member 1	Total
Candidate A	1		1
Candidate B	1	1	2
Candidate C		1	1

Appendix III – Ranking Sheet. After the selection of the top six, the Committee members are to rank them. The Committee members' names are to be put in the boxes across the top, beginning with the Chair, and their rankings beneath their names.

Top Six selected by Cttee	Chair	Member 1	Total
C	2	3	5
H	1	5	6

L	4	6	10
M	6	4	10
R	3	1	6
T	5	2	5

Recipients in this example would be C and P and a discussion and vote would take place on H and N, with one student being a recipient and the other being an alternate. The other two alternates would be L and M.

(3) REMOVAL OF A BEAVERBROOK SCHOLARS AWARD (*April 2002*) – To enhance the communication between the Undergraduate Awards Office and the Beaverbrook Scholars Committee, it was agreed that correspondence to an Award recipient who might be in jeopardy of losing the award, be copied to the Chair of the Beaverbrook Scholars Committee. It was agreed that, if the recipient is agreeable, a meeting with the Committee could take place prior to the removal of the Award.

BEAVERBROOK SCHOLARS AWARD CONSTITUTION

APPROVED AT

ANNUAL GENERAL MEETING
NOVEMBER 17, 2001
REVISED SEPTEMBER 30, 2017

1.0 Title

The Constitution document shall be entitled:

**Constitution of the
Beaverbrook Scholars Award Program**

2.0 Purpose

The purpose of this Constitution is to perpetuate the objectives of the Founding Document, attached as Appendix A, and to allow for orderly changes to those objectives.

3.0 Governance

The affairs of the Beaverbrook Scholars Award Program shall be carried out in accordance with provisions of this Constitution and as they may be amended at an Annual General Meeting by a 2/3 majority vote of the scholars present.

Resolutions to amend this Constitution shall be submitted in writing to the Secretary for inclusion in the Notice of the AGM.

4.0 Beaverbrook Scholar (Scholars)

For the purposes of the Constitution, a Beaverbrook scholar is any scholar who has been awarded an undergraduate, graduate, law, overseas Beaverbrook scholarship or Beaverbrook Scholars Award.

5.0 Annual General Meeting (AGM)

An Annual General Meeting shall be held at a time and place selected by an Executive Committee elected at the previous AGM in accordance with this Constitution. All Beaverbrook scholars present shall have the right to vote at the Annual General Meeting.

6.0 Nominating Committee

A Nominating Committee shall be selected at each AGM to bring forward nominations for positions on the Executive Committee for the consideration at the next AGM. The Nominating Committee shall be chaired by the Past-Chair of the present Executive Committee plus two members elected by a simple majority at the AGM.

If the immediate Past Chair is not available, the Executive Committee shall appoint a Past Chair of a previous Executive Committee November 17, 2001

The Committee shall present its report to the AGM each year. The report shall include nominations for all available positions on the Executive Committee. In preparing its report, the Committee is expected to consult with scholars and attempt to nominate representatives with a range of ages, backgrounds and experiences and to give effect to the changing membership envisaged in the Founding Document.

The report of the Committee does not preclude additional nominations from scholars at the AGM.

7.0 Executive Committee

7.1 Membership

The Executive Committee shall consist of scholars to be elected at the AGM by simple majority and the Committee membership shall include the following:

- .1 Chair
- .2 Past-Chair
- .3 Vice-Chair
- .4 Secretary
- .5 At least six additional members including at least one current Beaverbrook Scholars Award holder.

. The Chair, Vice-Chair and Secretary shall normally serve in those positions for terms of two years.

A quorum shall consist of the Chair and any other four members of the Executive Committee.

7.2 Responsibilities

The Committee shall:

- .1 Encourage continued financial support for the Beaverbrook Scholars Awards in cooperation with Beaverbrook scholars and appropriate University officials.
- .2 Organize social events to encourage rapport and fellowship among scholars.
- .3 Select Beaverbrook Scholars Award recipients each year with the assistance of other scholars and appropriate University official

- .4 Oversee Award Program finances and the progress of current award holders in cooperation with appropriate University officials.
- .5 Provide an annual report on all activities to all scholars.
- .6 Select a date, place and time for the Annual Dinner.
- .7 Select a date, place and time for the AGM.
- .8 Send written notice to scholars a minimum of three weeks prior to any event.
- .9 Maintain a Directory of all Beaverbrook Scholars.
- .10 Undertake other activities which may be necessary or desirable to support and/or enhance the interests of the Beaverbrook Scholars Award Program.

7.3 Authority

The Committee shall have the authority to take the actions necessary to carry out the Responsibilities of item 7.2 above.

8.0 Resolutions

Resolutions to be brought before the AGM shall be submitted in writing to the Secretary for inclusion in the Notice of the AGM. Resolutions can be raised at the AGM without prior notice with the consent of two-thirds of the scholars present. Except as noted in item 3.0, all resolutions shall be decided by a simple majority of scholars present at an AGM. The Chair shall vote only in the event of a tie.



This email contains confidential information and is intended for the UNB scholarship recipient only.

Congratulations,
***|FNAME|*!**

**The University of New Brunswick is
pleased to offer you the prestigious**

**Beaverbrook Scholars
Award**

Valued at \$50,000

**\$12,500 per year for four years
beginning in September 2018.**

*This scholarship offer replaces all previous
offers from UNB.*

Welcome to the Beaverbrook Scholars community! This community, which has alumni all over the world, consists of the recipients of the following prestigious UNB scholarships:

- The Beaverbrook Scholars Award
- The Lord Beaverbrook Scholarship
- The Lord Beaverbrook Scholarship in Law

The Beaverbrook Scholars Award was created and is maintained by former Lord Beaverbrook Scholarship recipients who wish to provide three outstanding graduates of New Brunswick high schools with the same opportunity that was provided to them by Lord Beaverbrook.

The Lord Beaverbrook Scholarship and the Lord Beaverbrook Scholarship in Law were created and are maintained by the University of New Brunswick to honour Lord Beaverbrook's legacy.

As a recipient of the Beaverbrook Scholars Award, you are now part of a very prestigious and honourable group of UNB students and alumni.

This scholarship will be provided to you each year as long as you maintain a 3.7 scholarship grade point average (SGPA). If you are enrolled in an articulated degree program, where you have to attend a partnering institution for part of your degree, the Beaverbrook Scholars Award will only be available to you while you are studying at UNB.

Please respond to this offer by replying to this email. We are eager to hear from you! The deadline to respond is May 15 however, an early response is encouraged!

For publicity purposes, we would appreciate a picture of you (such as your graduation

picture) and the name of your local newspaper. Please send the information and picture via [email](#).

To summarize, this is what you need to do:

- Accept this scholarship offer
 - [Email](#) us and,
 - Respond to your [offer of admission](#) by May 15
- Maintain enrollment in a minimum of 4 courses or 12 ch in each of the Fall and Winter terms
- Achieve a 3.7 [scholarship GPA](#) each year
- Review our [regulations](#) and our [FAQ](#)

Again, well done and congratulations on all your achievements!

I'm looking forward to seeing you on campus.

Very best,
Mallory

MALLORY DOWLING
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