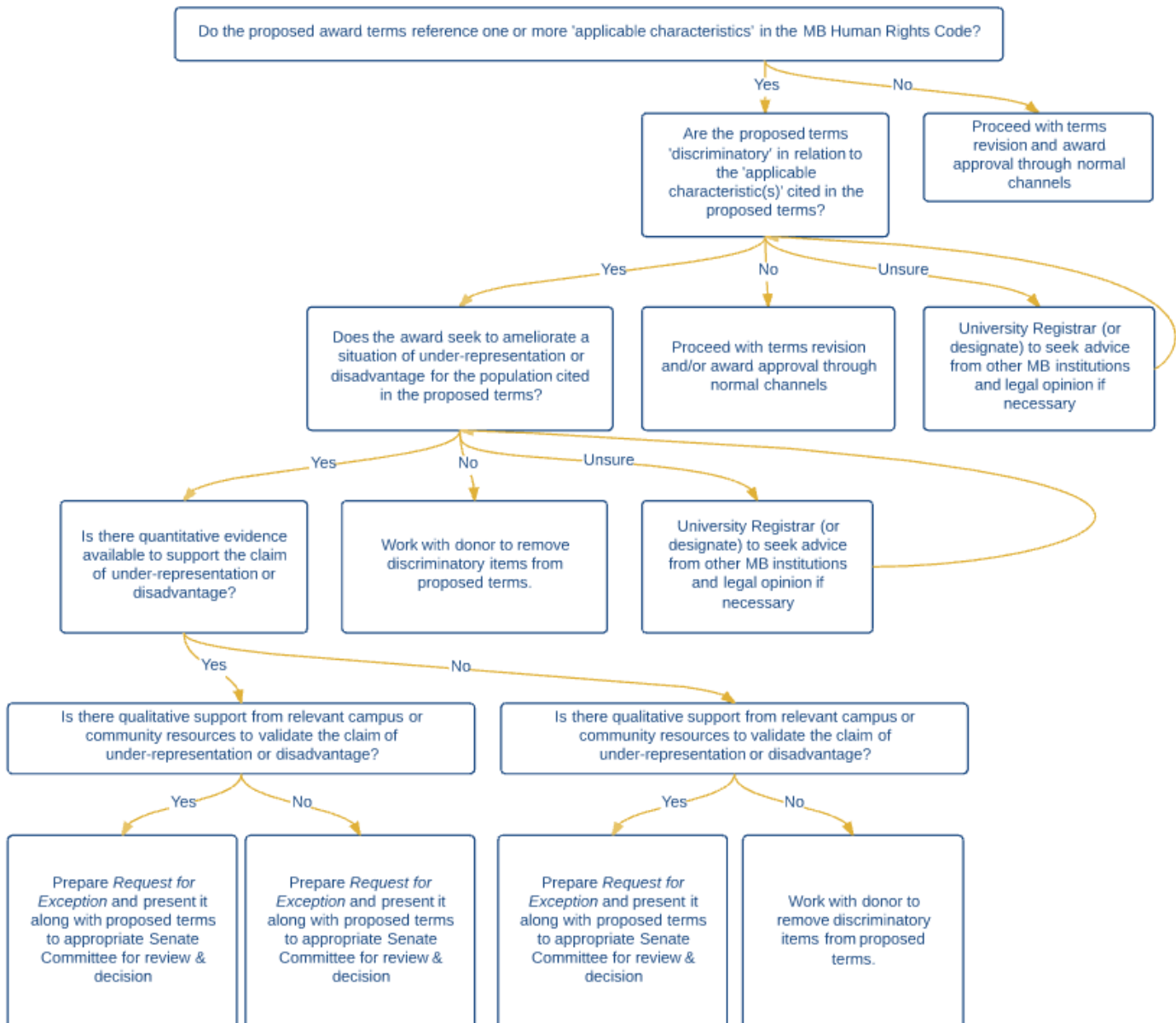


ETHICAL ADMINISTRATION OF AWARDS PROCESS

In order to ensure institutional adherence to the Ethical Administration of Awards Policy (approved by Senate on November 15, 2016), the following procedure should be followed for all new awards.

I. INITIAL EVALUATION OF PROPOSED AWARD TERMS

The Office of Advancement & External Relations should first discuss proposed award terms with the Dean of the appropriate Faculty/School (if applicable), the Chair of the appropriate Senate Committee (Scholarships, Bursaries, Medals & Awards Committee or the Athletic Awards Committee), and the University Registrar (or designate). Evaluation of the proposed terms should be undertaken in accordance with the decision tree below.



II. REQUEST FOR EXCEPTION

To justify an exception to the statement appearing in paragraph one of the Ethical Administration of Awards policy, the appropriate Senate Committee (Scholarships, Bursaries, Medals & Awards Committee or the Athletic Awards Committee) must append a formal Request for Exception to any motion recommending that Senate approve a new award whose terms include discriminatory characteristics. The Request for Exception must provide evidence that a situation of under-representation or disadvantage exists.

A complete Request for Exception includes:

- a. *Request for Exception* form signed by all of the following:
 - i. Dean of the Faculty/School concerned (if applicable);
 - ii. Chair of the appropriate Senate Committee (Scholarships, Bursaries, Medals & Awards Committee or the Athletic Awards Committee);
 - iii. University Registrar (or designate);
 - iv. Director of Institutional Advancement

- b. Supporting data, which must consist of at least one of the following:

- i. Quantitative data

Typically, the request should include 5 years of historical data sourced from:

1. The Office of Institutional Data and Analysis (IDA) at Brandon University (whenever possible); or
2. The Brandon University office that is responsible for the relevant data (in the event that IDA does not have access to the necessary quantitative data); or
3. A relevant public/community organization (in the event that the data required pertains to a context broader than Brandon University)

- ii. Qualitative data

In the event that quantitative data related to the particular population addressed by the terms of the new award is not available, qualitative data may be submitted. It may also be submitted in cases where quantitative data is available, but additional support may be useful.

Typically, qualitative data will take the form of a letter of support from a representative of an appropriate and relevant campus office or community organization who has substantive understanding of the situation of the population in question due to the nature of the work done by the office or organization.

- iii. Legal opinion

If legal counsel was sought at any point during the preparation of the proposed award terms, a statement outlining the legal feedback provided should be submitted.



Ethical Administration of Awards: REQUEST FOR EXCEPTION

POLICY EXCERPT

As a matter of principle, Brandon University will not administer any new scholarship, award, fellowship, or bursary that discriminates on the bases of the 'applicable characteristics' enumerated in section 9(2) of the [Manitoba Human Rights Code](#).

Exceptions are occasionally warranted when it can be demonstrated that systemic discrimination may exist that results in the under-representation of identified sub-populations in Manitoba and/or when the proposed award has as its object the amelioration of conditions of disadvantaged individuals or groups, including those who are disadvantaged because of any applicable characteristic referred to in subsection 9(2) of the [Manitoba Human Rights Code](#).

AWARD INFORMATION

Award Name: _____

- New award Amendment of terms for existing award

APPLICABLE CHARACTERISTICS

Identify all applicable characteristics that play a role in determining eligible recipients for this award, according to the proposed terms:

- | | |
|---|---|
| <input type="checkbox"/> Ancestry, including colour and/or perceived race | <input type="checkbox"/> Sexual orientation |
| <input type="checkbox"/> Nationality or national origin | <input type="checkbox"/> Marital or family status |
| <input type="checkbox"/> Ethnic background or origin | <input type="checkbox"/> Source of income |
| <input type="checkbox"/> Religion or creed, or religious belief, religious association or religious activity | <input type="checkbox"/> Political belief, political association or political activity |
| <input type="checkbox"/> Sex, including sex-determined characteristics or circumstances, such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy | <input type="checkbox"/> Physical or mental disability or related characteristics or circumstances, including reliance on a service animal, a wheelchair, or any other remedial appliance or device |
| <input type="checkbox"/> Age | <input type="checkbox"/> Social disadvantage |
| <input type="checkbox"/> Gender identity | |



AWARD INTENT

This award is intended to:

- Ameliorate under-representation of identified sub-populations in Manitoba that is due to systemic discrimination
- Ameliorate the conditions of disadvantaged individuals or groups

Explain briefly how the award is intended to achieve the outcome noted above:

SUPPORTING INFORMATION CHECKLIST

All submissions must be accompanied by at least one of the following:

- Quantitative Data
Source(s):
- Qualitative Data
Source(s):
- Legal Opinion (if legal counsel has been consulted)
Source(s):

REQUIRED SIGNATURES

Faculty/School Dean (if applicable)	Date
Director of Institutional Advancement	Date
Registrar (or designate)	Date
Senate Committee Chair	Date