

MI Awards & Scholarship Committee  
Terms of Reference

1. Composition

The members of the Committee are: the Master of Information (MI) Program Coordinator (chair), the SIM Director, and the SIM Administrative Assistant.

2. Term of Membership:

- a. Membership is permanent.

3. Responsibilities:

The MI Awards & Scholarship Committee acts on matters pertaining to MI Program (including combined degree programs) awards, scholarships and bursaries for both incoming and returning students. The categories of awards are as follows:

- Entrance funding
- In-program funding
- Travel funding
- Convocation awards & prizes
- AMSI Bursary

a. MI Program Coordinator:

After deadlines have passed, evaluates files, whether applications are, or are not, required for the following:

i. Entrance funding:

- identifies recipients of awards & scholarships based upon academic merit
- sends email notifications to recipients
- tracks registration
- reallocates awards & scholarships in the event that a recipient withdraws from the MI Program

ii. In-program funding:

- Posts calls for applications for awards & scholarships requiring applications
- For those awards & scholarships allocated on the basis of academic merit
  - Calculates in-program GPAs
  - Prepares lists of qualified candidates based upon GPA calculations
  - Calls meeting of the Committee, for deliberation
  - Brings lists to SIM Planning Group meetings, for deliberation
- sends email notifications to applicants & recipients
- For Bursary applications
  - Reviews applications
  - Calls meeting of the Committee, for deliberation
  - sends email notifications to applicants & recipients

iii. Travel funding:

- Posts calls for, and receives, applications for travel awards
- Circulates applications to Director, for deliberation
- sends email notifications to applicants & recipients

iv. Convocation awards & prizes

- Calculates convocation GPAs
- Prepares lists of qualified candidates based upon GPA calculations
- Brings lists to the May Convocation Awards meeting, for deliberation
- Records decisions made
- Submits decisions to SIM's Administrative Assistant

v. AMSI Bursary

- Anonymized application adjudication
- Notifies all applicants of decision

MI Awards & Scholarship Committee  
Terms of Reference

b. SIM Administrative Assistant

Maintains the financial information pertaining to MI awards, scholarships and bursaries; calculates the initial GPAs for incoming MI students; monitors GSIS for official GPA calculations provided by FGS.

- i. Communicates with Dalhousie's Financial Services and External Relations on an on-going basis
- ii. Informs Awards & Scholarship Committee of
  - Specific amounts of funds available in each award/scholarship
  - Whether funds in accounts should be spent, or re-invested
  - Dalhousie-Horrocks National Leadership Endowment Fund
    - Confirm amount of the annual Leadership Award
  - Amount available for the annual lecture
- iii. Participates in Committee deliberations when required
- iv. Completes/submits GSIP forms required by FGS
- v. After the May Convocation Awards meeting, prepares for MI Convocation Ceremony by:
  - Ordering/purchasing
    - Vagianos medal
    - Cheques
    - Gift certificates
  - Preparing awards & prize letters for recipients
  - Organizing Awards portion of SIM's Convocation Ceremony
- vi. Anonymizes AMSI Bursary applications by 15 August and makes them available to MI Program Coordinator and SIM Director

c. SIM Director

- i. Participates in Committee deliberations when required
- ii. Works to encourage continuing donations to MI funds, and to develop new awards and scholarships
- iii. Convenes the Dalhousie-Horrocks National Leadership Endowment Fund Lecture Committee for the selection of the presenter for the annual Lecture.
- iv. Presents the Dalhousie-Horrocks National Leadership Award at the annual lecture
- v. AMSI Bursary
  - Anonymized application adjudication

4. Meetings

a. Frequency

- i. The Committee meets on an as needed basis throughout the year. Specifically,
  - February: to review ranking for incoming student funding, and amounts for awards, scholarships, student assistantships.
  - March: to review travel awards applications, select winners and determine funding amounts
  - May:
    - to make recommendations for convocation awards & prizes.
    - to review applications for the Stephanie Downs Memorial Award, select winner and determine funding amount
    - to make recommendations to SIM Planning Group for the Dalhousie-Horrocks National Leadership Award
  - August:
    - AMSI Bursary adjudication

b. Mode

The Committee's deliberations concerning policy and procedural matters may be undertaken through any means including electronic conduct of business.

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5. Reporting

- a. As a Standing Committee of the School Council, the Committee reports to Council.
- b. Recommendations concerning Faculty of Graduate Studies Scholarships are forwarded to the Faculty of Graduate Studies.
- c. Changes approved by School Council are amended by this Committee and added to MI promotional materials