

Coursework Scholarships and Awards Committee

Guidelines for shepherds of proposed new student awards, and amendments to current student awards.

DEFINITION - A shepherd is a member of the Coursework Scholarships and Awards Committee with designated responsibility for one or more faculties or graduate schools. A shepherd's role is to:

- review proposals for new/amended student awards and ensure that they follow the established guidelines;
- provide comments on proposed changes to legislation of an academic nature related to student awards, and;
- provide advice to the committee on submissions coming from the faculties on matters detailed above.

STUDENT AWARDS (includes Prizes, Scholarships etc)

The shepherd does not usually play a role in the development process. Student award proposals are scrutinised by the shepherd in relation to matters such as the eligibility, assessment of applications and selection criteria proposed for the award. In particular, shepherds are expected to assess the practicality of the proposed administration of the award and matters of equity surrounding selection and assessment.

Shepherds are required to make a recommendation on the proposal for a new student award or change to an existing student award to CSAC using the Shepherd's Report form.