

### **UBC External Award Posting Guidelines**

Following are guidelines for external award posting on UBC Student Services Awards Page <https://students.ubc.ca/enrolment/finances/awards-scholarships-bursaries>

Contact [external.awards@ubc.ca](mailto:external.awards@ubc.ca) if you think your award meets the requirements below.

#### **General:**

1. The award shall not in any extent be in conflict, either generally or in any specific instance, with UBC Senate Policy V-#200.
2. The award shall not be inconsistent with applicable human rights legislation or offends public policy.
3. The following criteria shall be clearly displayed on web page and on application:
  - Award Name
  - Award Value
  - Award Description
  - Student eligibility requirement(s)
  - Submission requirement(s)
  - Submission date
  - Contact information

#### **External Donor and Award Requirements**

1. The donor shall be a registered charity or not-for-profit organization and be able to provide charitable business number upon request.
2. External resources providing award listings to students shall be available at no cost.
3. The award shall be open to all students in any Faculty, School, or Department. Awards specific to students of a certain Faculty, School, or Department will not be posted by Enrolment Services. Contact the Faculty, School or Department to request for posting on their website.
4. The award shall be no less than \$2,500 in value.
5. The University shall conduct periodic review of external award postings awarded to UBC students. Awards not adjudicated to UBC students over an extensive period may be removed from UBC website posting at UBC's discretion.
6. Contact Development and Alumni Engagement for list of donation campaign or to setup own award project if your award falls outside of these guidelines.

#### **Disclaimers:**

1. The University reserves the right, at its sole and absolute discretion without notice or liability, to change, modify, add, or remove portions of these guidelines at any time, and unless otherwise indicated, such changes will become effective immediately. Continued use of the page will mean you accept the terms and conditions.
2. Any external links or websites posted are beyond the University's control. The University provides links for students for information purposes only. The inclusion of these links is made in good faith and in no way indicates endorsement, sponsorship, or recommendation of the materials disseminated by the University. UBC is not responsible for accuracy of the information posted in any way.