

# HASKAYNE STUDENT EXPERIENCES FUND POLICY DOCUMENT

## Mission

The SEF is intended to support the Haskayne Experience as outlined in the 2011 Strategic Plan. The School's vision must reflect the values of its namesake, Dick Haskayne, by honouring his lifelong commitment to principled business leadership characterized by ethics, sustainable practices and community service. Innovative programs, rich experiential learning opportunities, and excellent instruction create a superior experience for those enrolled in the School's programs.

The SEF will support the Haskayne Experience through the following mission:

- Deepen connection to community through engagement and partnerships
- Provide rich experiential learning opportunities so that students further develop their skills in research, teamwork, problem-solving, critical-thinking, effective communication, and a spirit of community service
- Expand opportunities for students to gain national and international experience

## Purpose

- Reinforce student innovation and empower students to foster feelings of ownership, involvement, and connection to this mission through individual and team extra-curricular and curricular activities
- Positively impact student learning by allowing them to think pro-actively about development opportunities, and emphasizing the value of student experience both inside and outside the classroom
- Reduce financial barriers to activities to maximize the number of students participating in these activities, and to offer experiences students who would not normally pursue professional development opportunities

## Success Criteria

- Increased number of students engaged in projects/experiences over time with balance of local vs national and international experience
- Increased numbers of community partners (local, national, international) engaged in projects/experiences over time
- Communication plan of SEF to all students/staff/faculty in place including reports generated yearly for both internal and external audiences (current and potential sponsors)
- Increased numbers of quality projects
- Increased accessibility of SEF to all members of student population over time
- Successful dispersion of funds - amount of funding asked for in a year, matches what is available
- Clear fund administration process
- Demonstrated improvement in research, teamwork, problem solving, critical-thinking and communication skills in students
- Increase in opportunities for funding partnerships to be developed

## Judging Criteria

- The degree to which this experience provides a new/unique/novel experience
- The degree to which the experience builds awareness/skills in research, teamwork, problem solving, critical-thinking, and communication
- The degree to which the experience engages with other individuals/groups outside Haskayne to create a valuable experiential learning/community service learning opportunity (Note: All applications judged on the quality of the experience whether they are local/national or international)
- The degree to which the experience impacts other students and others within the Haskayne Community
- Overall value in relation to cost

Each of the above will be rated on a 1-5 scale by the SEF Committee. At least one of these criteria should be explicit in any application and applications that meet all five of these categories would be viewed most favourably. A rubric that addresses these criteria will be used for evaluations (and additional ones that the committee deems appropriate).

## Partners

### Haskayne Student Success

Haskayne Student Success is committed to supporting students with high quality extra curricular and co-curricular initiatives, career support and development, and unparalleled experiential learning. Administration of the fund will fall under the Student Success team.

### Haskayne Student Levy

The Haskayne School of Business Student Endowment Fund which was established with funds collected by the Students' Union through a Haskayne School of Business Student levy between 2001 and 2005. The Haskayne School of Business Levy Committee (HSLC) was established by the Students' Legislative Council to allocate funding to student-led initiatives related to student research and scholarship, teaching enhancements and student activities.

## Policy Information

This document describes the policy for the administration, distribution and accounting of the funds available to enhance student learning and development experiences at the Haskayne School of Business.

### Funding:

SEF is intended to fund extra and co-curricular activities. Activities that are curricular or for course credit are not eligible for SEF funding. A percentage of overall funding would be allocated to each of these 4 areas below and preference will be given to students who have not received SEF funding in the past. The available funding for any given year will be allocated between the fall/winter/spring semesters. Projects will only be funded for the first three years to get established. Once the program/project is established, it will be considered for base Haskayne funding and no longer eligible for the SEF. The Dean will decide which of these initiatives may move to core funding.

1. **Competitions:** competitions that are in the first three years of Haskayne participation are eligible for SEF funding – these could be student or faculty led initiatives. This may include individual competitions or team competitions. Students may, or may not have a coach  
e.g. Ryerson Ethics, X-Culture Conference, Entrepreneurship Conference
2. **Enhanced Educational Experiences:** students may attend conferences or participate in community projects, service learning or research  
e.g. Geeky Summit, Network of Empowered Women Conference
3. **Group Activities:** student clubs, organizations, or individuals who are developing and running a new activity. This may include things like hosting a conference, competition or event, or starting/expanding a club  
e.g. Student Athlete Community Association
4. **Faculty Led Initiatives:** Faculty driven initiatives that are intended to provide new and innovative enhanced learning experiences that are not for course credit

Students engaging in such experiences are expected to do so in a manner that enhances their educational experience and advances their knowledge, skills, or experience. Further, they are expected to conduct themselves in a way that values others and enhances the reputation of the Haskayne School of Business.

Student funded applications are expected to enhance the student experience in line with the Student Experiences Fund's mission and purpose. Funding is provided on a competitive basis. Not all applicants or activities will necessarily be funded, and successful applicants may not receive the full amount of their ask.

- Funds are provided for value-added activities over and above what is provided for students that promote professional development and learning.
- Paid internships and for credit courses are excluded from eligible funding activities, such as exchange programs.
- Funding will not typically cover 100% of the cost of the activity. Students are expected to directly fund a portion of the activity costs. Such contribution should be clearly identified in the funding/budget section of the application being submitted.
- Funding will cover up to 75% of the total eligible costs of a domestic or international activity. In rare or exceptional circumstances the committee reserves the right to cover 100% of the total eligible costs.
- Funds for individual students is limited to a total of \$5,000.00 over the period of the student's registration in the Haskayne School of Business.
- Exception: If an undergraduate student receives SEF funding, then pursues a graduate program at Haskayne, they are eligible for an additional \$5,000.00

Many types of expenses can be covered by the Student Experiences Fund, including:

- Transportation (air and ground), program fees for non-credit courses, registration fees for conferences and competitions, accommodation for non-local events, and meals during events (if not included in event fee).

- Please note that eligible expenses will vary depending on the nature of the experience. The review committee has final discretion.
- For relevant gas and food expenses, please refer to the [University of Calgary's expense policies](#).

**Student applications for funding will be rejected if:**

- It is for activities not related to the Haskayne Business School or not associated with any of the funding streams.
- It is aimed at gaining profit.
- It is for ongoing operational club, team or association expenses.
- It duplicates partially or fully, another project, program or service currently being offered at Haskayne.
- It does not have a positive impact on the Haskayne School of Business community.
- Funds have been exhausted.

**Eligibility:**

The Student Experiences Fund is provided to enhance the learning experience of Haskayne School of Business students, individually or in groups. The following guidelines apply:

- The fund is open to registered full-time students in good standing of the Haskayne School of Business at the time of the activity. Students may be in either undergraduate or graduate programs.
- Students must have commenced their studies with the Haskayne School of Business and are eligible to apply for funds until completion of their degree requirements.
- Where students are registered in more than one faculty (i.e. combined degree programs), the student must be engaged in an activity that is aligned with learning and development at the Haskayne School of Business.
- Students and faculty may submit applications.
- Faculty advisors who sign off on applications cannot be named in that same application as a recipient of funds. These applications require an independent faculty/staff member to sign off.
- In the case of group activities where only some of the participating students are from the Haskayne School of Business, funding will be pro-rated accordingly.
- Enhanced educational experience is an activity that is seen to advance the knowledge, skills and experience of Haskayne students.

**Application Process/Timeline:**

There will be seven funding periods throughout the year. The SEF committee will meet seven times per year to review applications. Applications must be for future events, however, applications that have passed or occurred prior to the funding cycle may still be eligible for funding.

Funding Period	Application Due	Funding Decision
1	Sept 15	By Sept 30
2	Oct 15	By Oct 30
3	Nov 15	By Nov 30
4	Jan 15	By Jan 30
5	Feb 15	By Feb 30
6	Mar 15	By Mar 30
7	April 15	By April 30
8	Jun 15	By Jun 30

\*If deadline date falls on a weekend or holiday, the new due date will be the following weekday.

The Student Experiences Fund application process is standardized to ensure that all applications are consistently reviewed by the selection committee and evaluated on a standard set of criteria.

*The following requirements apply to the Student Experiences Fund:*

- Applications must be submitted in accordance with the process detailed in the Student Experiences Fund documentation.
- Students applying for funds after the application deadline will not normally be considered for funding until the next round.
- This is a competitive process. Students are expected to submit high quality, complete applications with the appropriate documentation to be considered for funding.
- Funding is dependent upon the availability of funds.
- Submission of an application is not a guarantee of any level of funding.
- Incomplete applications will not be included in the competition.

*The following information will be requested:*

- Name of the principal applicant
- Detail of the student(s) participating (name, student ID, year of program, faculty/ school)
- Declaration of full time registration status in the business school
- Declaration of any previous Haskayne Student Experiences Fund monies received
- Description of the activity/activities
- Start date and completion date for the activity
- List of names of already secured donors and amounts
- List of names of other potential funding sources
- Signature that waives confidentiality and allows examination of student transcripts, if deemed necessary by the selection committee
- Supporting documentation confirming the timing, nature, and value of the activity

Example: Proof of submission of a paper to a conference

- Total budget, detailing expenses. Current quotes for all expenses are required

### Ethics Approval:

There are two Research Ethics Boards at the University of Calgary that are responsible for managing the ethics review process for researchers: the Conjoint Health Research Ethics Board (CHREB) and the Conjoint Faculties Research Ethics Board (CFREB). The Conjoint Faculties Research Ethics Board (CFREB) covers researchers in:

Arts	Law
Education	Science
Engineering	Social Work
Environmental Design	Veterinary Medicine
Haskayne School of Business	Institutes associated with these facilities

Applications to the CFREB are created and submitted online using IRISS ([www.ucalgary.ca/iriss](http://www.ucalgary.ca/iriss)). There are no paper application forms.

If you plan to conduct research that involves human participants, you are required to seek, and receive, ethics approval from the appropriate research ethics board/committee before proceeding with your study.

*You require ethics approval for the following situations:*

- You are interacting with, manipulating, or putting individual(s) in a certain situation -- for the purpose of study. This may take the form of interviews, survey questionnaires, controlled experiments, and/or observations.
- You are collecting information from secondary sources/non-public sources about (an) other individual(s). For example, you need ethics approval to use information that has been collected by someone else for a different purpose. You also require ethics approval to use data that you collected for a purpose other than the one you now want to use them for, if the new use is not covered by an earlier ethics approval.
- You are using data in a private database that identifies and/or has personal information about individuals.

### Risk Management:

All participants are required to adhere to the regulations of the University of Calgary, including (but not limited to):

- Travel policy  
All those travelling outside of Canada MUST register with the University's travel registration system and download recommended emergency apps onto their phone. A "Before You Go" checklist for international travel can be found [here](#).
- Medical insurance  
Undergraduate Students – contact the [Students' Union Undergraduate Health and Dental Plan Office](#) to

determine if you have health coverage that applies outside of Canada.

Graduate Students – contact the [Graduate Students' Association](#).

- Medical protection (shots, etc.)

All participants must ensure that they have obtained the appropriate vaccinations for their international destination.

- Legal waivers

All participants must sign a waiver if travelling outside Canada. International travel waiver found [here](#). Signed copies must be handed in to either the Undergrad Office or the MBA office BEFORE travel.

Risk management policies and documents can be found [here](#).

### Student Code of Conduct:

In order to receive funding through the Student Experiences Fund, students are expected to review and abide by the Haskayne Student Code of Conduct at all times. Failure to do so may result in withheld funding, disciplinary action and no future eligibility for such funding.

[Read the Student Code of Conduct](#)

### Application Evaluation Process:

Each application will be considered according to the following process:

- The administrative function overseeing the granting and distribution of funds on committee decision.
- Applications must be complete (electronic) and applicants deemed eligible before the application will be considered.
- Applications must meet the appropriate deadline to be available to committee members in advance of the decision meeting.
- The selection committee utilizes a flexible, iterative process to grant funds.
- The selection committee will ensure funding optimization to benefit students while meeting the Student Experiences Fund mandate of the funds overall.

### Selection Committee Membership:

The Student Experiences Fund Committee will review student and faculty applications to the fund, determine if they will be funded and to what extent. The committee will also advise on any changes to policies or application processes for the fund. The committee will assist in growing and maintaining awareness around the SEF within the Haskayne School of Business (HSB).

Members of the SEF committee will be appointed, in consultation with the Dean, from faculty, students, and staff within the Haskayne School of Business. It is not feasible, nor intended, to include delegates from every area. Faculty will be nominated to faculty council and elected to 2 year terms. The SEF Committee reports directly to the Dean of the HSB.

The member composition of the selection committee is expected to match the following format, but is subject to change:

- Chair – Director, Student Success
- 4 Faculty members (2 year alternating terms) - elected
- 3 undergraduate students (SU Rep, HSA Rep, & 1 student at large - appointed by Chair)
- 1 graduate student (MBA Society)
- Student Success Team staff member (advisory, non-voting)
- Guests and expert reviewers may be invited as appropriate by the Committee Chair, on a case by case basis

### Disposition of Funds and Urgent Requests:

Students should endeavour to submit applications according to the Student Experiences Fund deadlines. However, because this may not be possible, the following guidelines are provided. Students are strongly encouraged to behave proactively and submit applications by the deadlines. Receiving urgent request funds is unlikely; this process is not a substitute for good planning and is available only in extraordinary circumstances.

- The selection committee will meet a minimum of 7 times over each academic year to judge applications and distribute funds.
  - Students must upload one electronic copy of the application by 4:30pm on the day of the application deadline to the SEF Dropbox on either the Hello Haskayne D2L site (undergrad students) or the Haskayne MBA Student Site (grad students).
  - Students are encouraged to plan ahead in applying for funding. Early applications will be accepted and reviewed at the upcoming selection committee meeting.
  - All eligible activities are to be completed within one year from the start date noted on the application.
  - Funding will be provided to students following the completion of the project/activity, and on receipt of fully completed expense and activity reports. The SEF Committee can award exceptional advanced grants on agreement. Justification for the urgency of the request must be provided with the application.
  - For complex or high-risk projects, funding may be conditional based on progress check-ins. The responsibility to complete required items and to ensure details are taken care of well in advance, and to provide status updates, falls to the students.
  - Students will be required to gather receipts and provide a final report with all their expenses included **within one month of completion of the funded activity**. The final activity/expense report template is provided on the SEF section of the Hello Haskayne or Haskayne MBA Student D2L site and a copy must be uploaded in the Dropbox section of the D2L site or dropped off to the Haskayne Dean's Office Reception area within one month of completing the activity. **Failure to submit this report will result in withheld funding. A hard copy of your report may also be submitted along with a Haskayne Non-Employee Expense Form (also available on each SEF section of D2L site) and original receipts to the Dean's Office Reception area (SH 343). If you cannot drop off in person, then please upload a high quality digital scan of these items and upload them to the D2L Dropbox.**
- Applicants must be able to provide budget vs. actuals in an expense sheet with copies of



the original receipts.

- All expenses incurred must pertain to the funded activity.
  - Any discrepancy resulting in under spending (differences between funding request and actual expenditures) will result in an adjustment of final funding amount provided to the student (or group).
  - Failure to submit a complete and accurate expense report will result in withheld funding, possible disciplinary action and no future eligibility for such funding.
- Applicants will be notified by email of the status of their application on or before the 30th of the application deadline month. Further instructions will be provided to successful applicants on next steps.

### General Policies and Guidelines:

Students should be aware of the following policies and guidelines that provide additional important information about how students can be successful when applying to the Student Experiences Fund.

- Recommendations for granting of applications and distribution of funds will be determined solely by the Student Experiences Fund selection committee
- If printed or publicity materials are produced, the support of the Student Experiences Fund and other donors (as they wish) shall be acknowledged
- Undergraduate students should not be absent for more than three days during a semester. Funded applicants are responsible for informing their professors of such absences and ensuring all academic requirements are missed as a result of the funded activity. No activities involving travel will be approved if they occur during the last two weeks of classes in the term or during the final examination period

### Additional Sources of Student Funding:

Alternative sources of funding are available and can be applied for along with the SEF. Please note that this is not an exhaustive list and we encourage all students seeking funding to explore currently available options: SU Travel and Conference Funding, Student Activities Fund, SU Quality Money.