

## TERMS OF REFERENCE FOR AN ANNUAL FUND

# STUDENT TRAVEL FUND – FACULTY OF ARTS

### INTRODUCTION

The Student Travel Fund is intended to support students at any level of study (BA, MA, Ph.D.) in any Faculty of Arts program.

### PURPOSE OF FUND

To support study and research, in Canada or abroad, essential to the student's program in the Faculty of Arts.

### SCHOLARSHIP DETAILS

#### Eligibility Criteria

The applicant must:

1. be registered as a full-time student in the Faculty of Arts at the University of Ottawa;

**Value of the award:** Maximum of \$1,500, according to the income available in the fund and at the discretion of the selection committee.

**Number of awards:** Variable, according to the income available in the fund and at the discretion of the selection committee.

**Frequency of the award:** Annual

**Level or program of study:** Undergraduate or graduate

**Application deadline:** February 28

### APPLICATION PROCEDURE

Application must be made to the Office of the Dean, Faculty of Arts, and should include:

1. a copy of the applicant's curriculum vitae;
2. a justification of the purpose, value and necessity of the requested travel funding (500 words) including a summary of the travel budget;
3. a letter of support from a professor familiar with the project.

**Note:** The recipient will need to provide a short report on the outcome of the proposed activities after completion of the travel.

### SELECTION COMMITTEE

The selection committee will comprise:

1. the Dean of the Faculty of Arts, or his/her delegate, as chair of the committee;
2. the Vice-Dean of Undergraduate Studies at the Faculty of Arts; and
3. the Vice-Dean of Graduate Studies at the Faculty of Arts.

### AWARDING PROCEDURE

The Financial Aid and Awards Service will:

1. verify that the recipient is in good standing (as defined in Academic Regulations, Section 11.1);
2. confirm the granting of this award in writing to the recipient and to the faculty; and
3. arrange to have the amount credited to the recipient's University account.

### **FINANCIAL ARRANGEMENTS**

1. All donations should be sent to the Development Office for credit to the appropriate account. All cheques must be made payable to the University of Ottawa.
2. The Development Office will send to all donors a letter of acknowledgment with a tax receipt.
3. The financial year of the fund is from May 1 to April 30.

### **GENERAL**

If future circumstances make it impossible or impractical for the University of Ottawa to continue using the fund for the stated purposes, the University will endeavor to contact the donor to explore other purposes for the fund. If the University is unable to locate the donor or if the donor is deceased, the University may use the fund in the way it deems most beneficial for the institution, but must adhere as closely as possible to the spirit of the fund and to the donor's original intent.

### **ADMINISTRATIVE CONTACTS**

**Faculty of Arts:** Dean  
60 University  
Ottawa ON K1N 6N5  
Tel: 613-562-5134 Fax: 613-562-5973

**Development Office:** Director, Scholarships and Stewardship  
202 - 190 Laurier Ave. E.  
Ottawa ON K1N 6N5  
Tel: 613-562-5800, ext. 3877 Fax: 613-562-5127

Scholarships and Agreements Officer  
207 - 190 Laurier Ave. E.  
Ottawa ON K1N 6N5  
Tel: 613-562-5800, ext. 3694 Fax: 613-562-5127

**Financial Aid and Awards Service:** Director  
123 – 85 University St  
Ottawa ON K1N 6N5  
Tel: 613-562-5932 Fax: 613-562-5155

Last update: August 20, 2012  
University of Ottawa  
Ottawa, ON K1N 6N5

**APPROVED ON AUGUST 20, 2012 BY ANDREA SEGAL, DIRECTOR (INTERIM),  
SCHOLARSHPS AND STEWARDSHIP**