



**A P E G S**

*Association of Professional Engineers  
& Geoscientists of Saskatchewan*

## Student Funding Procedures

Effective Dec 3, 2021

### Introduction

This document contains procedures to accompany policy SD1.0 - Student Funding.

APEGS Council has committed to investing in the proficiency, competency and professionalism of engineering and geoscience students as future members of the professions. Support is provided through funding student activities and participating in student events.

### Annual Schedule for Student Funding Administration

The administrators may run their funding application cycle as many times per year as they wish on any schedule that they wish. However, the funds are normally sent once per year from APEGS unless other arrangements have been made.

January 15: Annual funding cheques prepared for signature of APEGS authorized signing officers. Cheques are held until the required annual report is received as indicated in the Reporting section of policy SD1.0. As indicated above, other arrangements on the timing of distribution of funds are negotiable.

January 31: due date for the report from administrators on the previous year's funding decisions as indicated in the Reporting section of policy SD1.0.

February, mid-month: APEGS Council meets, receives student funding report from previous year and provides any comments.

March 15: due date for APEGS response to previous year's funding report including any requests for further information.

April 30: due date for additional information requested by APEGS on previous year's funding report.

Sept, late-month: APEGS Council meets, considers any proposed changes to student funding policy, considers first draft of proposed student funding budget for upcoming year.

October 1: due date for the faculty liaison to provide APEGS with the full-time student enrollment number (within two weeks of the deadline for registration changes for the fall term with a 100% tuition refund).

October 15: APEGS staff informs administrators of any changes in student funding policy or procedures and any significant changes in proposed student funding budget.

December, early-month: APEGS Council approves final budget for the upcoming year.

December 15: APEGS sends final information package to administrators for student funding for upcoming year.

### Reference Information

APEGS will provide the administrators with historical information for reference on funding granted and not granted to individual student activities.

### Exclusions from Student Funding

There may be external funding or participation expenses budgeted in other sections of the APEGS budget besides student funding. This includes funding for activities that may:

- Build and maintain APEGS' reputation and relationships with organizations that are of strategic importance.
- Raise public awareness of APEGS and its mandate to protect the public in return for some publicity rights and associations.
- Encourage enrollment in university engineering or geoscience programs including underrepresented segments of the population.
- Recognize academic excellence in the study of engineering or geoscience, leadership or volunteerism.

Current examples of this type of external funding and participation that is related to the universities or the engineering and geoscience students include the following:

- What is Engineering (public relations, sponsorship)
- Spectrum (public relations, sponsorship)
- EYES, Sci-Fi (public relations, sponsorship)
- Scholarships, bursaries, awards
- CJ Mackenzie Dinner (Executive Committee, UofS/UofR liaison)
- Iron Ring events (Executive Committee, UofS/UofR liaison)
- Career fairs (Regulatory Board, regulatory expense)



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**Policy Number: SD1.0**

**Policy Name: Student Funding**

**Effective Date: December 3, 2021**

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**Policy:**

Definitions

Student “activities” – includes events, conferences, competitions, projects, extra-curricular tours/training/field trips, mixers with APEGS members, student societies, and professionalism ceremonies whether organized by the students or university staff.

Funding - all funds provided to students that are within the defined list of eligible activities whether it be called grants, sponsorships or otherwise by the recipient.

Administrative oversight group (herein referred to as the “administrator”) – university representatives that have the authority to enter into an agreement with APEGS to facilitate receipt of funds from APEGS, and payment of funds to students for individual activities approved for funding. The administrator may be made up of representatives from more than one department or sub-department. There may be either one administrator for each of the four student bodies (two engineering, two geoscience) or the administrator may be joint for both engineering and geoscience at the same university. The administrator sees to it that the appropriate authority appoints a decision panel and designates one engineering or geoscience faculty member as the APEGS liaison.

Decision panel – appointed by the appropriate authority as identified by the administrator. Receives individual funding applications for student activities and decides on amounts granted for each activity. The panel shall include at least one professional member of APEGS who is not university staff or faculty. Panelists must commit to fair and objective decision making.

Professionalism – as per the general categories in the engineering and geoscience competency frameworks, includes technical competence, communication, project and financial management, team effectiveness, professional accountability (ethics and professionalism), sustainability (social, economic, environmental), continuing professional development.

Annual Grants

A grant shall be budgeted annually for undergraduate engineering and geoscience student activities at the University of Regina and University of Saskatchewan. The activities eligible for funding are those for which the participating students will upon graduation typically meet the academic requirements for registration as a member-in-training with APEGS.

The annual student funding amount budgeted by Council shall be split amongst the four student bodies based on per-student full-time enrollment as of the deadline for registration changes for the fall term with a 100% tuition refund. Due to the wide variation in student numbers in each of the four student bodies, a minimum amount shall be allocated to each student body.

The funds shall be paid in bulk to each of the administrators at the universities who have signed an agreement to disburse the funds to individual student activities in accordance with APEGS' criteria. The agreement shall include provisions limiting APEGS' liability and requiring the funded institution to indemnify APEGS from damages resulting from funded activities.

It is not required that the full amount of the funds be granted each calendar year. It is acceptable for the funds to be held in reserve for future years. For any funded activities that do not take place for whatever reason, the funds may be re-purposed for other acceptable activities or be held in reserve for future years. If there is any carry forward, a reason shall be provided in the annual report.

### Funding Request Requirements

Funding requests must include the following information, at a minimum:

1. Name of the student group, main contact person, and the activity for which funding is being requested.
2. How the grant will meet the following goals and objectives of APEGS: promote and improve the proficiency, competency and professionalism of engineering and/or geoscience students as future members of the professions and/or promotes the familiarity of students with APEGS and its role.
3. The number of engineering and/or geoscience students that will benefit from the funding.
4. Other anticipated impacts of the funding, including but not limited to, raising awareness of or promoting equity, diversity and/or inclusion.
5. If the activity will include presentation(s) on contentious subjects, include assurance that a spectrum of viewpoints will be presented.
6. How APEGS support will be recognized.
7. A budget for the activity.
8. Other sources of funding for the activity.
9. Name of the individual responsible for submitting the required report to the administrator within two months of completion of the activity.

### Funding Criteria and Conditions

Funding shall be awarded based on the following criteria and conditions. The greater the degree to which the first three criteria are met, the higher the rating the application should receive in situations where the total of the funding requests exceeds the funds available:

1. The activity contributes to the proficiency, competency and professionalism of engineering and/or geoscience students as future members of the professions and/or promotes the familiarity of students with APEGS and its role.
2. Impacts the greatest number of engineering and/or geoscience students possible.
3. APEGS support is recognized as broadly as possible. When suitable for the activity, opportunities for APEGS to bring greetings in person are looked upon favourably.

4. If the activity will include presentation(s) on contentious subjects, there is a reasonable plan to present a balance of viewpoints.
5. Only specific, budgeted activities may receive funding (i.e., no petty cash funding).
6. A maximum of half the budget of an activity may be funded by APEGS.
  - a. A reasonableness check against the actual cost shall be conducted after the activity. If there is a significant variation, that will be factored in when considering future funding requests.
  - b. It is recognized that funding requests may exceed the funds available and activities may receive less than 50% of their budget. The decision panel may have to prorate the funds to distribute the money fairly across all eligible student activities.
7. The activity is inclusive.
8. Commitment from the recipient that they will provide a report to the administrator within two months of completion of the activity. The report shall include:
  - a. Highlights of the outcomes including how it met the funding criteria.
  - b. Any impact indicators or metrics that may be available (i.e., attendance numbers, web page hits, etc.).
  - c. Lessons learned that will be applied should the activity be held again in future.
  - d. Actual cost.
9. Other funders of the activity do not pose a risk by association to the reputation of APEGS or its members.
10. The funding does not lead to a reasonable apprehension of bias in APEGS' regulatory decision making (i.e., registration, investigation, discipline, compliance and enforcement).
11. Liability insurance for the activity is in place.
12. If any one of the criteria or conditions are not met, funding shall not be granted.

Where there are requests to fund activities that address equity, diversity and/or inclusion, at least some funds should be granted for those activities if they meet the criteria.

### Reporting

The administrators shall submit a report to APEGS annually by January 31<sup>st</sup>. Upon receipt of a complete report, the annual funding cheque for the current calendar year will be issued to the administrator. The annual funding cheque is prepared on January 15<sup>th</sup> annually in anticipation of a complete report so that the funds may be sent as soon as possible after the report is received by APEGS.

The report shall include the following from the previous calendar year's funding decisions:

- The names of the university representatives acting as the administrator, their job titles and departments.
- The names of the individuals on the decision panel and their professional designation(s), if any.
- Whether the full amount provided by APEGS was granted in the previous year and if not, what was done with the excess funds.
- Highlights of the impacts of the funding.
- Any other information deemed beneficial to convey impact.
- Name, title, department and signature of the university representative authorized by the administrator to submit the report to APEGS.

The report shall also list the following information from the individual activities funded in the previous calendar year:

- a. Student group name, and the name of the activity.
- b. Funds requested.
- c. Amount funded.
- d. For activities that received funding:
  - i. Number of engineering and/or geoscience students who benefitted.
  - ii. How APEGS was recognized.
- e. For activities that did not receive funding, brief reasons.

APEGS will respond with feedback to the report by March 31<sup>st</sup> of each year. Additional information may be requested if there were funding decisions where the impact was not clear or there were activities funded that are not familiar.

#### Not eligible for funding

The funding cannot be used for the following:

1. Tours, training and field trips that are part of the curriculum and contribute to credit showing on the official transcript.
2. For the sole benefit of an individual student.
3. Social events that have no professional development component.
4. Orientation / welcome week events.
5. Graduation banquets, year-end banquets, reunions.
6. The purchase of alcohol or cannabis.

#### Policy Review

This policy shall be reviewed annually, and any updates communicated to the administrators by November 1<sup>st</sup> of each year.

**Rationale:** To ensure that student funding aligns with APEGS' goals and objectives. External funding and participation are for the ultimate purpose of building public trust and confidence in the professions. Funding is provided to engineering and geoscience undergraduate students to invest in their proficiency, competency and professionalism as future members of the professions; to engage students and promote their familiarity with APEGS and its role, and; to encourage students to register with APEGS or equivalent after graduation. An ancillary benefit is that faculty who are APEGS members will obtain professional development that can be reported under the APEGS CPD program.

## USES F and APEG S Fund Comparison Processes and Timelines

	USES F Fund	APEG S Fund
Jan		Current year cheque prepared
		Previous year report due
	Winter term 2022 application call	Winter term 2022 application call
Feb	Application closed	Application closed
		APEG S reviews annual report
March	<i>Applicants notified?</i>	<i>Applicants notified?</i>
		APEG S notified of chosen applicants
		APEG S requests any further info for previous year report
April	Reports due for academic year	Further info requested deadline
May		
June		
July		
August		Window to propose changes to policy for next calendar year
September	Fall term 2022 application call	Fall term 2022 application call
		APEG S reviews policies & budget for upcoming year
October	Application closed	Application closed
		Census day stats for allocation. Changes to policy relayed to Usask.
November	<i>Applicants notified?</i>	<i>Applicants notified?</i>
December		APEG S notified of chosen applicants
		Year end deadline spending
		Budge approved - Usask informed of allocated funding

Usask Process
APEG S Process
Reporting