REQUEST for FINANCIAL SUPPORT
for
PROFESSIONAL DEVELOPMENT ACTIVITIES
STUDENT PLANNING COMMITTEE

Mandate for the Awarding of Financial Support:
- The Student Planning Committee will develop the criteria, application and adjudication processes for the Fund.
- Applications entertained from one School will not be adjudicated by a committee member from that same School.
- The Committee's decisions will be transmitted to the Dean's Office for administration.
- A full report will be forwarded to the Dean's Office at the end of the fiscal year (March 31).

Funding Information
1. The cap on any given conference/competition in a year is $200 per person
2. Up to 50% of the presented budget for Registration and Travel expenses will be covered to a maximum of $200, and 100% of conference/competition Registration costs only will be covered up to a maximum of $60.
3. For any given conference/competition we will provide a maximum of 50% of the overall funding available.
4. Food and Accommodation fees are not funded
5. Funding can not be collected without presentation of conference/competition receipts, presentation of a cohesive budget on the application form, and an itinerary or relevant information about the conference/competition.
6. Funding can also not be collected until a 2 page information overview of the conference/competition is submitted electronically to the committee upon return from the event (a summary of the information, and benefits of the event and future recommendations). This information will be posted on the SPC site for other students to review.

Priorities for Funding:
All full-time students[1] in the Faculty of Professional Studies are eligible to apply.
The focus of the fund will be:
➢ To support professional, technological, or personal development of students
➢ To contribute to the creation and the dissemination of knowledge through research
➢ To support student initiatives (both program and research endeavors)
➢ To spread the funding over as many students as possible

The Priority for Funding is as follows:
1. Students presenting papers or research at a conference.
2. Students representing Acadia University in an academic competition
3. Students attending a conference (beyond your course requirements)

Higher priority will be given to the following:
- Projects that engage a number of students within a program or students in several programs working cooperatively
- Projects where the applicant is personally engaged, for example:
  - Presenting the applicant's research at a conference
  - Involvement in a teaching/research workshop
  - Involvement in research, fieldwork, or other creative activity
- Courses that target specific skills, for example:
- The acquisition of new skills that will contribute to a high level of competence within the student's area of specialization
- To address an identified deficiency in a particular area
- Projects whose expected benefits/impacts can be identified

Things NOT included: Students collecting thesis data, and Certifications

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[1] Graduate students in the Faculty of Professional Studies **are not** included for the purposes of this funding.

Adjudication Procedures for Funding:
- Applications for funding will be adjudicated on a bi-monthly basis;
- Applications can be forwarded to the Student Planning Committee representatives of each program, or the Administrative Secretaries in each School to be then forwarded to the Chair, Student Planning Committee;
- Applications must include a completed:
  - Application for Professional Development Funds
  - Conference Itinerary or relevant information about the conference

The Student Planning Committee will review the applications, make decisions, and respond to the applicants within 2 days of the adjudication. Students must present receipts to the Administrative Manager of the Faculty for reimbursement. Any Committee member whose application for funding is being reviewed will remove themselves from the deliberations on that application. The Committee will include information on the types of activities supported in a report to Faculty Council meeting.

Committee Membership
- The Acadia Students Union Faculty of Professional Studies representative will sit on the committee
- 2 students from each program will sit on the committee (at least 1 student must be in second or third year with the exception of the education department)
- The election of the chair and vice-chair will take place at the final SPC meeting of the year, the new chair must have one year experience on the committee