

**POLICY**  
**Shell Experiential Energy Learning (SEEL) Program**  
**Activities Fund**

Policy Created January 31, 2007  
(Last Revised September 2020)

This document describes the policy for administration, distribution, and accounting of the funds donated by Shell Canada to support experiential learning activities in the areas of sustainable energy, environment, and economy by University of Calgary undergraduate students specifically enrolled in mechanical and chemical engineering at the Schulich School of Engineering and in programs at the Haskayne School of Business. These activities include enhanced educational experiences and research opportunities, put forward by individuals, student clubs, teams, groups, or associations.

At the University of Calgary, experiential learning (EL) is learning-by-doing that bridges knowledge and experience through critical reflection. EL activities are intentionally designed and assessed. As such, they empower learners to enhance individual and collaborative skills such as complex problem solving, professional practice skills, and teamwork. Reflecting critically on these activities helps individuals develop higher order thinking to challenge and advance their perspectives. The EL process prepares students to take on roles as active citizens and thrive in an increasingly complex world.

The Shell Experiential Energy Learning Fund provides further opportunities to students outside the classroom to become educated energy citizens, understanding not only emerging technologies and different energy solutions, but also how the environment, economy and society factor into a world that requires more and cleaner energy. *Information can be found about Shell Canada on [www.shell.ca](http://www.shell.ca) and <https://www.youtube.com/user/Shell>.*

Decisions by the Evaluation Committee on awarding SEEL Program funding for all activities will be based on the following criteria:

**Award Criteria**

*Guided by experiential learning criteria defined in [UCalgary's Experiential Learning Plan 2020-25](#), how the activity/event relates to the following priority areas for Shell Canada:*

- **New Energies** - A cleaner energy system to meet growing energy demand while tackling climate change
- **Environmental Impact of Energy** - Limit environmental impact and support the transition towards a lower-carbon future
- **Energy and Technology Innovation** - Innovation and technology are vital to providing a wider, more sustainable mix of energy resources for the world's growing population.

**General Policies and Guidelines**

- Recommendations for granting of applications and distribution of funds will be determined by the Evaluation Committee.
- Applicants must demonstrate a direct relevance of a proposed funding request to the field trip to the award criteria.
- Funds are provided for value-added activities over and above what is already normally provided for students.

- The funds are intended mainly to provide 'seed' or supportive funding for the various activities and will not normally be used for 100% funding of an activity – at the discretion of the Evaluation Committee.
- The SEEL Program Activities Fund will not fund any aspects of internship placement.
- Students that apply for funding under a group application must not also apply for individual funding for the same activity.
- For any activities funded by the SEEL Program funds where printed or publicity/promotional materials are produced (brochures, announcements, etc.), the support of the SEEL Program shall be acknowledged and the Shell logo shall appear as well as the logo of the University of Calgary.
- The SEEL funds cannot be used for tuition and general fees, non-specific activities, office furniture or equipment, etc.
- Application for activities and events that are already completed prior to application will normally not be accepted – at the discretion of the Evaluation Committee.
- An application for funding of major team projects normally will be considered only once per year. Teams must submit an annual budget and business plan and clearly show the purpose for SEEL Program Activities funds and, if appropriate, what SEEL Program funds were used for in previous years.

#### **Eligibility**

- Only registered University of Calgary full-time undergraduate students in the Schulich School of Engineering and the Haskayne School of Business at the time of the activity are eligible for this funding.

#### **Terms of Reference for Evaluation Committee**

- The committee is advisory to the Deputy Provost and the Chair is either the Deputy Provost or his or her delegate.
- Membership will consist of:
  - chair (Deputy Provost or delegate) – voting only to break tie.
  - university staff member (non-voting administrator).
  - representative from Development and Alumni Engagement (non-voting observer).
  - two undergraduate students (each voting), one from the Schulich School of Engineering and the Haskayne School of Business, These positions normally will each be for one year, unless otherwise approved by the Chair.
  - one faculty member (voting), appointed by the Chair, from one of the partner Faculties/Schools.
  - one member from the Office of Experiential Learning in the Taylor Institute of teaching and learning.
  - one representative from Shell Canada (non-voting).
- Undergraduate students normally are appointed by their Students' Union representatives or faculty/school associations, or by the Chair.
- All other members are appointed by the Chair.
- Quorum is five members of the Evaluation Committee, which must the two undergraduate students. Students are responsible for arranging an alternate from their Faculty/School to attend meeting in their absence.

## **Funding Limits**

### ***Individual Students***

- Where funds allow, individual students who apply for support for international programs/activities will be granted up to 75% of the estimated cost (excluding tuition and general fees) up to a maximum of \$2,000 – at the discretion of the Evaluation Committee. For domestic programs/activities funding will be granted up to 50% of the estimated cost (excluding tuition and general fees) up to a maximum of \$2,000– at the discretion of the Evaluation Committee.

### ***Student Groups***

- Where funds allow, groups who apply for support for international programs/activities will be granted up to 75% of the estimated cost (excluding tuition and general fees) up to a maximum of \$5,000 – at the discretion of the Evaluation Committee. For domestic programs/activities funding will be granted up to 50% of the estimated cost (excluding tuition and general fees) up to a maximum of \$5,000– at the discretion of the Evaluation Committee.
- Funding will be normally limited to \$2,000 per student per year or a total of \$6,000 per student over the student’s registration period.
- Applicants are encouraged to leverage other sources of funding and document them in their application.

## **Distribution of Funds during the Year**

- The Evaluation Committee will meet to judge applications and distribute funds for one round of funding.
- For policy application purposes, the event must be scheduled to take place after the funding deadline (for clarity, the activity must not have occurred before application) **the deadline for funding activities during the Winter and Spring 2021 terms, October 31.**
- The Evaluation Committee may adjust the deadlines from time to time, depending on known scheduled events during the upcoming year. Every effort will be made to keep the student body informed of any deadline changes.
- In the event that an application deadline falls on a weekend or holiday, the application will be due on the next day that University offices are open.
- An activity or event will normally be completed within one year after its start.
- Applicants will be notified of the SEEL Evaluation Committee’s decision within one month after the application deadline.
- Where justification for fast-tracking is provided, applicants may receive funding for activities/events that occur shortly after evaluation occurs.
- In exceptional circumstances the Chair of the Evaluation Committee or his or her delegate, may grant last-minute funding if application forms are completed and justification of urgency is provided to a maximum of \$5,000, and the decision will be communicated to Shell Canada’s representative on the Evaluation Committee.

## **Application**

- Students will fill out the application form, whether individual, club, team, association, or group.
- The application form to be used is available on the SEEL website: [ucalgary.ca/provost/seel](http://ucalgary.ca/provost/seel)

## **Risk Management**

- All participants must adhere to all regulations of the University of Calgary, including but not limited to: travel policy; medical insurance and medical protection – shots, etc.; and legal waivers.

### **Form of the Monies Provided & Accountability**

- At the completion of any funded project, the recipients must provide evidence that SEEL Program Activities Fund monies were used for the purpose(s) intended and by the students who applied for funding. Evidence may include a letter from an affiliated agency stating that the event occurred and the student(s) participated will be satisfactory evidence, detailed accounting and receipts, and proof of travel (e.g., boarding passes).
- Students must create and provide a 3-4 slide deck outlining what they learned through their experiential learning activity and how Shell could utilize this knowledge.
- The Evaluation Committee, at its discretion, may apply other accountability and/or publicity requirements at the time the activity or project is evaluated.
  - For major events, monies will be distributed in accordance with standard University policies in the form of an expense allowance. Funding advances can be obtained. Receipts and account sheets associated with an activity/event must be provided.
  - All expenses incurred must pertain directly to the funded activity.

### **Application Evaluation Process**

- Granting and distribution of funds is a flexible, iterative process whereby the Evaluation Committee endeavours to optimize the use of the funds for the benefit of both individual students and groups/clubs/associations.
- Applications must be complete and applicants deemed to be eligible before application is considered.
- Priority will be granted to applicants supporting diversity, Indigenous scholarship and female talent in STEM.
- Applications are available to Evaluation Committee members in advance of meeting, ideally one week prior to the committee meeting.
- In the event that the Deputy Provost has delegated Chair of Evaluation Committee, the Chair submits final recommendations to the Deputy Provost for decision and for review.
- The Deputy Provost will present the final recommendations to the representative from Shell Canada.
- Following approval by Shell Canada, the Chair with assistance of university staff notifies successful and unsuccessful applicants and manages payments to award recipients.

### **Definitions**

Field trip – any activity an undergraduate student of the University of Calgary engages in, which is deemed by the Evaluation Committee to enhance the student’s educational experience related to the award criteria. Examples: student exchanges; study abroad; attendance at conferences and seminars; industry field visits, special projects.

Enhanced educational experience – an activity that is deemed by the Evaluation Committee to advance the knowledge, skills, and experience required of today’s undergraduate student and to align with the career objectives of the applicant(s).

Student – registered full-time undergraduate at the University of Calgary.