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*updated October 2017*
Hello and welcome to the Graduate Students’ Association (GSA) of the University of Calgary. We provide a strong foundation for our members and community by offering valued services and programs that support and empower graduate students during and after their academic endeavors. We create an environment built on fiscal sustainability, social engagement, and effective representation.

The GSA is here to enhance the experience of all grad students, and one of the ways in which we do this is by encouraging engagement by facilitating Departmental Graduate Associations (DGAs). DGAs are important because they allow students to take an active role in their education and in their graduate school experience. DGAs also make a positive contribution to graduate student communities as they allow student leaders to build stronger departmental communities. Since May 2008, the GSA’s DGA program has encouraged social engagement, academic involvement, and communication methods and strategies for graduate students.

This program gives graduate students in every department, regardless of size, the chance to plan and manage their own graduate students’ association.

The GSA is pleased to support this exciting initiative with enhanced and ongoing financial support for all DGAs. If you have a DGA in your department, we encourage you to join it. If you don’t have a DGA in your department, we hope this handbook will assist you in creating one. If you’re already a member of your department’s DGA and wish for your DGA to join another similar DGA, you can take the initiative to form a consortium. Funding for consortiums is also outlined in this handbook. As well as this handbook, the DGA policy should be reviewed.

In this handbook, you will find:
- Information about forming a new DGA or consortium;
- Current DGA/consortium information;
- An outline of the responsibilities of DGA/consortium members;
- Guidelines on how to apply for DGA/consortium funding; and
- An outline of other services available to DGAs and consortiums

If you have any questions about DGAs or consortiums, please feel free to contact me at vpsl.gsa@ucalgary.ca. I am happy to assist you in any way that I can.

Best wishes for a rewarding year with your DGA,

Taha Afyouni
GSA VP Student Life 2017-2018
Graduate Students’ Association of the University of Calgary
Creating a DGA

The first thing you need to do when starting a new DGA is fill out the DGA creation form, which is available on the GSA’s website (gsa.ucalgary.ca/dgasgrns/funding-forms). This must be submitted with the following items:

► Application form which includes: DGA name, contact information, executive information;
► Total number of graduate students in your program, must be confirmed by email to kmlidgre@ucalgary.ca by your departmental graduate administrator;
► Bylaws and/or constitution (samples can be found at gsa.ucalgary.ca/dgasgrns/funding-forms; and
► Minutes from AGM or General Meeting where bylaws were approved.

Once completed properly, you should expect to get a confirmation email within 1 week of submitting your forms. If you do not, please email the GSA Governance and Media Coordinator at kmlidgre@ucalgary.ca

DGA Orientations

Once your DGA has been created, ask a GSA Executive Board of Directors representative to come out to speak about all of the services, funding, etc., the GSA has to offer. Send an email to the GSA VP Student Life (vpsl.gsa@ucalgary.ca) requesting a meeting with an Executive.

Existing DGAs

If your DGA/consortium undergoes changes of any kind during any part of the year, it is your responsibility to update your information with the GSA. This includes changes to contacts, executives, GRC members, any changes to bylaws or constitution, banking information etc. You can do this by going online and using the DGA Change of Information/Operational Bursary Form:
gsa.ucalgary.ca/dgasgrns/funding-forms.

DGAs must fill out an application every year, even if there have been no changes to the DGA, by October 15 in order to receive an operational bursary of $200.
DGA Executive Transitions

Depending on the bylaws of your DGA and how you choose to govern it, the executive of your DGA will most likely change from year to year. To make this transition smooth we have a few recommendations for you:

► Use general email addresses with an email provider such as gmail so they can easily be passed on when an executive position changes
► Use an online filing system such as Dropbox for your DGA documents so all your members can easily access them
► When new executives are transitioning in, make sure they are aware of all important documents, contacts, and procedures
► Encourage each executive of your DGA to write an Annual Report of completed and ongoing initiatives, events, etc

Please contact the GSA Governance and Media Coordinator at kmlidgre@ucalgary.ca if you have any questions about transitions.

Department Mergers

Recently, many departments around the university have merged. If two or more DGAs are associated with departments that have merged and they do not have two independent graduate programs under the newly created department, we are requesting that the DGAs merge as well. Here are some recommendations when a merger needs to happen:

► Arrange a meeting with the affected DGAs
► Create or revise existing bylaws and constitution
► When new executive take office, make sure they are aware of all important documents, contacts, and procedures
► Create a new bank account or peoplesoft account if necessary
► Fill out a DGA creation form found here: gsa.ucalgary.ca/dgasgrns/funding-forms
**DGA/Consortium Governance**

Although DGAs/consortiums receive support, financial and otherwise, from the GSA, DGAs and consortiums operate autonomously and function independently of the GSA according to each organization’s own bylaws and constitution. It is strongly recommended that all DGA/consortium executive boards are elected through a democratic process. Visit gsa.ucalgary.ca/elections to view documents regarding the GSA election process. If you would like to know how the GSA governs its association in a given situation, please contact the GSA Chief Returning Officer (CRO) at cro.gsa@ucalgary.ca

**Graduate Representative Council (GRC)**

**Membership**

Each DGA shall be represented by one or more Graduate Representative(s) depending on the number of students enrolled in their program.

<table>
<thead>
<tr>
<th>DGAs or authorized departments with:</th>
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<tr>
<td>► 1-25 Active Members shall be represented by 1 Graduate Representative</td>
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<tr>
<td>► 26-100 Active Members shall be represented by up to 2 Graduate Representatives</td>
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<tr>
<td>► 101-200 Active Members shall be represented by up to 3 Graduate Representatives</td>
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<td>► 201-500 Active Members shall be represented by up to 4 Graduate Representatives</td>
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<tr>
<td>► 501+ Active Members shall be represented by up to 5 Graduate Representatives</td>
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Any Graduate Representative position that becomes vacant shall be filled by the appropriate DGA or department, according to DGA Policy. The new representative shall be official once the Speaker and GSA office have been notified as per policy and GSA Bylaws.

If a department has a DGA, it is the responsibility of the DGA to ensure that the GRC position requirement is filled (see GSA Bylaws).

The names of GRC representatives must be reported to the GSA by the 15th of October of every academic year. If, for any reason, the individual fulfilling GRC representative duties changes, please submit the change via the online form as soon as possible using the DGA Change of Information/Operational Bursary Form: gsa.ucalgary.ca/dgasgrns/funding-forms

The GSA recommends that you submit a generic email address for all of the executive offices that you have so that these addresses do not have to change from year to year.
Attendance at GRC Meetings

GRC meetings are monthly meetings that allow GRC members a chance to interact and engage with the GSA Board of Directors. These meetings offer important information, updates, and opportunities for attendees to participate in the governance of the graduate student body at the University of Calgary. These meetings are your chance to exchange knowledge with others and help improve the graduate student experience on campus - your experience, knowledge and expertise are very important. Therefore, at least one currently serving GRC representative from each DGA must attend the monthly GRC meeting (Bylaw 9.19).

If your GRC representative(s) miss more than one meeting over the academic year, they will be given a warning. If your DGA fails to show up for two or more GRC meetings, then your DGA will be ineligible for event grants for that academic year. If an official GRC representative is expected to be absent for more than one GRC meeting (and no other GRC representative from that department will be attending), it is the DGA’s responsibility to arrange for another member of the department to attend in proxy of that individual (Bylaw 9.20). This may be done by emailing kmlidgre@ucalgary.ca as soon as possible in advance of the GRC meeting(s) for which the official representative will be absent.

Removal or Resignation of Graduate Representatives

A Graduate Representative may resign at any time by submitting a letter of resignation to the Speaker (Bylaw 9.21). A resignation will begin effective immediately upon receipt of this letter, and a new GRC Representative needs to be selected in accordance with the bylaws created by that DGA.

Any Graduate Representative who is absent without an alternate for more than two meetings in an academic year may be removed as a Graduate Representative by majority vote of the GRC (Bylaw 9.22).
DGA Annual Report

All DGAs must submit an annual report to the Governance and Media Coordinator at kmlidgre@ucalgary.ca at the close of each academic year. Annual reports are due by April 15 (or the next business day) of each year.

The annual report should be approximately 2-4 pages in length and must include the following items:

► Executive names and e-mail addresses for both the outgoing executive and (if known) the incoming executive
► Names and email addresses of GRC representatives
► Total number of members
► List of activities for the year
► Financial statements (income statement, cash balances, and outstanding items)
► Issues or concerns (if applicable)

Failure to submit the annual report will result in ineligibility for event grants for the next year.

Financial Support for DGAs

The GSA offers funding to support the creation and operation of DGAs, as well funding for events that promote DGA activity between graduate faculties, departments and students. This is a competitive process, awarded on a first-come-first-served basis, and funding is not guaranteed. The GSA retains the ultimate authority as to the disbursement of all GSA funding. Please note that funding is awarded on the basis that the DGA is in good standing (i.e. submitting their annual report before the deadline, submitting the DGA Change of Information/Operational Bursary Form, and attending GRC meetings).
DGA funding is as follows:

- **Start-up Grant - $300**
- **Operational Bursary - $200**
- **Event Grant – up to $300 per year**
- **Inter-departmental Event Grant – up to $500 per year**

All funding application forms are available at [gsa.ucalgary.ca/dgasgrns/funding-forms](http://gsa.ucalgary.ca/dgasgrns/funding-forms).

### Start-up Grant

- **Purpose:** Initial funding for newly formed DGAs.
- **Amount:** $300.
- **Eligibility:** One-time grant upon creation of a new DGA, provided that the application and all appropriate documentation have been received and approved.
- **Deadlines & Details:** Must be applied for within 3 months of the DGA startup date. DGA must register online no later than April 15 of each year.
- See DGA Grant Forms online at [gsa.ucalgary.ca/dgasgrns/funding-forms](http://gsa.ucalgary.ca/dgasgrns/funding-forms).

### Operational Bursary

- **Purpose:** Annual continued funding for pre-existing DGAs.
- **Amount:** $200.
- **Eligibility:** DGAs can apply for one $200 Operational Grant per year (April 1 - March 31) after their first year of operation.
- **Deadlines & Details:** The online renewal form must be completed and submitted no later than October 15 each year in order for DGAs to be eligible to receive the Operating Bursary.
- See DGA Grant Forms online at [gsa.ucalgary.ca/dgasgrns/funding-forms](http://gsa.ucalgary.ca/dgasgrns/funding-forms).
**Event Grant**

- **Purpose:** Offset cost of DGA events.

- **Amount:** Receipt amount up to $150 per intake (total of $300 per year). For example, if you have an event that costs $135, you can apply for a $135 event grant. If your event costs more than $175, you can only apply for $150.

- **Eligibility:** Eligible expenses include food, beverages (non-alcoholic beverages, wine, and/or beer only), advertising and other event-related costs. Beverages should not cover more than 25% of the total bill.

- **Deadlines & Details:** There are 2 intakes - DGAs may pick one or both (to a maximum of $300 per year).

- See DGA Grant Forms online at [gsa.ucalgary.ca/dgasgrns/funding-forms](http://gsa.ucalgary.ca/dgasgrns/funding-forms). You will need to submit scanned copies of receipts when filling out the event grant application.

- Please note that unsuccessful applications in one intake cannot be carried forward to the next intake.

**Interdepartmental Event Grant**

- **Purpose:** Offset cost of DGA events that include more than one DGA - funds are to be split between the participating DGAs. This is additional funding available beyond the individual DGA Event Grant.

- **Amount:** Receipt amount up to $250 per intake (total of $500 per year) per DGA participant. DGA may be a participant in more than one Inter-departmental event grant per year, however these grant funds cannot exceed $500 per year per DGA. Event expenses will be reimbursed by cheque equally between the DGA participants. For example, if two DGAs participate in an event that costs a total of $400, cheques for $200 will be given to each DGA.

- **Eligibility:** You may apply for more than one Interdepartmental Event Grant per year (April 1 – March 31) however the maximum annual amount awarded is $500 per DGA participant association. All participating associations in the event must be official DGAs in good standing in order for the event to qualify. Eligible expenses include food, beverages (non-alcoholic beverages, and wine and/or beer only), advertising and other event-related costs. Beverages should not cover more than 25% of the total bill.

- **Deadlines & Details:** There are 2 intakes - DGAs may pick one or both (to a maximum of $500 per year).

- Unsuccessful applications in one intake cannot be carried forward to the next intake.
Intake 1

Events held between April 1 and September 30.
Online applications must be received no later than October 15.

Intake 2

Events held between October 1 and March 31.
Online applications must be received no later than April 15.
Applications will only be processed if an Annual Report has been received and all DGAs are in good standing.

GSA/LDL Swag

DGAs and Consortiums are able to request GSA/LDL promotional items to use as giveaways at their events

► **Purpose:** Offset cost of prizes for DGA/consortium events.

► **Amount:** Non-cash.

► **Eligibility:** All DGAs/consortiums can apply for GSA promotional items to give away as prizes at their event(s). Prizes are granted on a first-come-first-serve basis and are not guaranteed.

► **Deadlines & Details:** DGA/consortium limit is 2 requests per year (April 1 – March 31). To receive prizes prior to your event, please ensure you fill out the prize request form found at gsa.ucalgary.ca/dgasgms/funding-forms at least two weeks prior to the event date. Prize type and availability based on current stock levels and at the discretion of GSA staff.
DGA Financials

All DGAs must have an independently operated bank account. Cheques to DGAs will be written out to the DGA and not individual students. Your DGA’s financial records must be both accurate and transparent. Any member of your DGA should be able to review your financial documents after giving reasonable notice. Two signing authorities are strongly recommended for each account in order to ensure that accountability and integrity are maintained at all times.

To ensure the accuracy and transparency of your DGA’s finances, keep a spreadsheet noting all revenues, expenditures, their sources, and the reasons for each item. All reimbursements submitted, as part of the award application must have original receipts.

If a DGA has its own bank account or funds, the University, including the GSA, will not be held responsible for any liability related to the collection, use or dispersal of such funds, nor will the University or GSA provide insurance or safekeeping for such funds.

DGA Consortiums

A group of DGAs can form a DGA consortium. All DGAs under the consortium must follow the same policies as individual DGAs. The GSA recognizes the existence of consortiums under the same regulations and funding policy as DGAs.

Consortiums:

- Must be a minimum of two DGAs
- Must have its own name
- Must submit its own set of bylaws and update these as necessary and according to general DGA policies
- Shall have its own NON-VOTING GRC Representative

The only difference between a regular DGA/Departmental GRC Representative and a Consortium GRC Representative is that a Consortium GRC Representative cannot vote (as its member DGAs already have a GRC Representative, and, therefore, a vote, in accordance with GSA bylaws). Executive Board membership of a consortium must consist of at least two Executive (i.e.: President, Secretary/Treasurer) and Executive Board membership must include at least one representative from each of the member DGAs. DGAs cannot belong to more than one consortium.
Consortium Funding

GSA Consortium Funding Available:
► Start-up Grant
► Operational Bursary
► Event Grant

Consortium Start-up Grant
► **Purpose:** Initial funding for newly-formed consortium
► **Amount:** $100, or $0.50 per member, whichever is GREATER, to a maximum of $500, (one time only).
► **Eligibility:** One-time grant upon creation of a new consortium; provided that the application and all appropriate documentation has been received and approved.
► **Deadlines & Details:** Must be applied for within 3 months of the consortium startup date. Consortium must register online no later than April 15 of in a given year.
► See Consortium Grant Forms online at gsa.ucalgary.ca/dgasgrns/funding-forms.

Consortium Operational Bursary
**Purpose:** Annual continued funding for pre-existing consortiums.
**Amount:** $100 or 0.50 per member, whichever is GREATER, to a maximum of $350.
**Eligibility:** Consortiums can apply for one $350 (max) Operational Grant per year (April 1 - March 31) after their first year of operation.
**Deadlines & Details:** Consortiums must submit their annual report to the GSA office by April 15 each year. The online renewal form must be completed and submitted by October 15 each year.

See Consortium Grant Forms online at gsa.ucalgary.ca/dgasgrns/funding-forms.
Consortium Event Grant

► **Purpose:** Offset cost of consortium events.

► **Amount:** Receipt amount up to $500 per intake (total of $1000 per year). For example, if you have an event that costs $350, you can apply for a $350 event grant. If your event costs more than $500, you can only apply for $500.

► **Eligibility:** You may apply for more than one Event Grant per year (April 1 – March 31) however the maximum annual amount awarded is $1000. Eligible expenses include food, beverages (non-alcoholic beverages, and wine and/or beer only), advertising and other event-related costs. Beverages should not cover more than 25% of the total bill.

► **Deadlines & Details:** There are 2 intakes – consortiums may pick one or both (to a maximum of $1000 per year). You will need to submit scanned copies of receipts when filling out the event grant application.

► Unsuccessful applications in one intake cannot be carried forward to the next intake.

**Intake 1**

Events held between April 1 and September 30.

Online applications must be received no later than October 15. Cheques will be issued after the October 15 deadline and only if the DGA Change of Information/Operational Bursary Form has been submitted.

**Intake 2**

Events held between October 1 and March 31.

Online applications must be received no later than April 15.

Cheques will be issued only if an Annual Report has been received and all DGAs are in good standing.

Individual DGAs will still qualify for all DGA funding, services, etc. Your DGA does not lose access to any GSA DGA offerings because you are a member of a consortium.
GSA Services & Resources

The GSA offers a wide variety of services and program for graduate students, some of which are described in this document. One of the most important functions of your position as a DGA member is to present this information to your department so that interested students can take advantage of the services provided by the GSA. You’ll see the services here, online and hear them mentioned at every GRC meeting. Check out all of the GSA services online at gsa.ucalgary.ca.

Academic Project Support Grant

Academic Project Support Grants (APSGs) fund academic pursuits that are not directly related to degree requirements, but are of value to the academic careers, or will enhance the intellectual life of graduate students at the University of Calgary. Groups and individuals are able to apply. Visit gsa.ucalgary.ca/financial-support/grants for more information and deadlines.

Quality Money Initiatives

Do you have an idea for a project or service that would benefit graduate students? Quality Money can be applied for to help fund graduate student initiatives. Quality Money applications are processed on a competitive first-come-first-served basis. For information on how and when to apply for Quality Money, visit gsa.ucalgary.ca/financial-support/quality-money-program.

Bursaries

Bursaries are available to graduate students who demonstrate financial need. They are awarded twice per year in the Fall and Winter semester. For application deadlines and more information, visit gsa.ucalgary.ca/financial-support/bursaries.
GSA Awards

GSA Leadership Award

Students who demonstrate outstanding leadership in their departments, faculties, and the University community are encouraged to apply for the GSA Leadership Award. Given out once per year at the end of the Winter semester, this award celebrates the dedication of graduate students to the University community. For application deadlines and information, visit gsa.ucalgary.ca/financial-support/awards.

The Alberta Graduate Citizenship Award

This recognizes graduate students who have demonstrated outstanding dedication to their fellow students and/or Alberta communities through public service and volunteer activities. Individual awards are granted in the amount of $2,000 and 20 such awards are available to U of C Students. Graduate students can apply for this award once each fall. gsa.ucalgary.ca/financial-support/awards

Teaching, Supervisory, Administrative, and Mentorship Excellence Awards

These awards allow graduate students to nominate exceptional teaching, supervisory, and administrative staff as well as exceptional mentors within the University of Calgary. For application deadlines and information, visit gsa.ucalgary.ca/financial-support/awards

Employer Liaison

The GSA's Employer Liaison has the skills to help graduate students find employment just about anywhere, whether it's entering the business or industrial arenas (as 80 percent of grad students do) or continuing with academe. Make sure to check out this valuable service long before you plan to graduate. If you would like to find a mentor in academia or out in the business realm, the GSA's Employer Liaison will help you to make professional contacts by pairing you with a mentor in your field of interest. All of the services and related workshops offered under this program are free and aimed directly at the graduate student experience. gsa.ucalgary.ca/services/employer-liaison
**GSA Weekly Newsletter**

The GSA News and Views is a weekly e-newsletter to which graduate students are automatically subscribed. The News and Views offers specific and timely information about upcoming events, issues, important deadlines for things like funding applications, grants, scholarship and conference submissions, job postings, and happenings that are important to you, the graduate student. Send us your graduate-related event or information and we’ll spread the word in the News and Views. The weekly deadline for submission is Friday at 4:00 pm. To sign up to receive the newsletter, click here. If you have a submission for the newsletter, click here.

**GSA Health & Dental Plans**

The GSA is proud to offer its very own student owned, student governed and not-for-profit extended health and dental care benefit plans. Coverage under these plans includes annual dental check-ups, 80% coverage for prescription drugs, additional coverage for health practitioner treatments as well as a host of other benefits. Full-time students are automatically enrolled; part-time students may purchase coverage too (as long as it is purchased before your registration/annual fees deadline). All forms and coverage information are available online at ihaveaplan.ca or contact the GSA office at 403.220.5997 or askgsa@ucalgary.ca

**The Last Defence Lounge (LDL)**

For a complete menu of the LDL with prices, please visit the LDL website: lastdefencelounge.ca

**Thesis Completion Champagne**

Yes, it’s true - the GSA buys a bottle of champagne or non-alcoholic sparkling wine for all students who successfully complete their oral defense (thesis-based grad students). Download and fill out the request form and bring it to the Last Defence Lounge. This is a dine-in only service.
DGA Discount

DGAs can receive a 25% discount on food only during informal gatherings of 6 or more people after 2pm with a DGA executive member present. The DGA executive must be on the contact list registered with the GSA. The discount applies to food only. Discounts cannot be given on any LDL daily features.

For larger events, we recommend that you book in advance, which can be done by contacting the LDL Restaurant Manager, by phone at (403) 210-6466 or by email at gsarest@ucalgary.ca

All DGA groups are responsible for updating the executive list with the GSA office, by e-mailing by filling out the DGA Change of Information/Operational Bursary Form (gsa.ucalgary.ca/dgasgrms/funding-forms). This is the same list that the LDL uses; it must be current, otherwise outdated information may result in your group not receiving the discount. You are responsible for the conduct of all guests you bring to the LDL at all times.

Please note that all LDL patrons including DGAs must abide and behave according to LDL policy.

Equipment Bookings

For events in The Last Defence Lounge, the GSA has a podium, screen and projector available for booking. If you require a laptop, screen, or other equipment, please refer to: ucalgary.ca/it/services/av-equipment-booking-classroom

Event Planning & Support

The GSA is pleased to provide DGAs with event support through the GSA Events Coordinator. Any questions or inquiries about an event that you would like to organize can be sent to events.gsa@ucalgary.ca. The Events Coordinator will respond to your request with a follow-up meeting or phone call to advise you. Please note that the amount of support will vary depending on the length of notice and the Events Coordinator’s workload.

Event Procedures

Please follow the guidelines from the GSA’s Events Handbook for all of your events.

The Event Organizer must fill out the Event Submission Form and obtain a formal written approval from the GSA in order to be insured under the GSA’s general liability insurance. Please find the Event Submission Form on the DGA/GSG web page.
The GSA may cover costs through the Association’s insurance, excluding costs associated with negligence, which the Event Organizer might become legally obligated to pay as damages to a third party as defined in the GSA's Insurance Policy, arising from an incident where they were hosting an GSA-approved event, for any of the following reasons:

► Bodily injury; and
► Property damage.

On Campus Events

Please note that if a DGA is hosting an on-campus event, not in a licensee or private residence, at which liquor and food will be served, you must use University of Calgary Food Services. This ensures the event and persons attending are covered by the University of Calgary’s liquor license, and are covered by and comply with the University’s insurance regulations.

All food that is to be catered on campus for DGA events (excluding at the Last Defence Lounge, The Den or the Black Lounge) must be ordered through University of Calgary Food Services.

University of Calgary Food Services - (403) 220-2242 - ucalgary.ca/ancillaryservices/foodservices

Some exception applies. Please refer to the GSA's Events Handbook for details.

Classroom Booking

DGAs are now able to rent 2 free classroom rentals and 4 table booking reservations per calendar month through Conference and Event Management for your meetings and social gatherings.

The current registered Presidents of each DGA shall serve as the designated booker for CEM space. If you would like to make a change to your designated booker, please email kmlidgre@ucalgary.ca. Only those designated may book space through Conference and Event Management. The designated booker shall act on behalf of their DGA members and it is their responsibility to ensure all club members are aware of the rules and adheres to them whether in attendance at the meeting or event or not.
University Graduate Student Services

Ombuds

The office of the Student Ombuds can assist you with term and final grade reappraisals, appeals of academic and non-academic violations and other issues affecting your academic progress at the university. These services are available to all grad students, and there is no cost to students who use this service. To learn more about the Student Ombuds, visit their website: ucalgary.ca/ombuds or contact the VP Academic: vpa.gsa@ucalgary.ca

Career Services

If you are looking for career advice, want to improve your job interview skills or tweak your résumé/ CV, is Career Services, where you’ll find a dedicated full-time staff member to help guide you to career success. ucalgary.ca/ssc/career-planning

My GradSkills

Along with the GSA, the Faculty of Graduate Studies is committed to your success as a graduate student at the University of Calgary and beyond to your future career. To assist you with your success, the Faculty of Graduate Studies has partnered with organizations on and off campus (including the GSA) to provide you with a structured My GradSkills website where you can learn about a wide range of valuable resources, workshops, courses and activities in a single location. Use My GradSkills to help you build your portfolio and create your own success at the University of Calgary and beyond. grad.ucalgary.ca/mygradskills

Graduate Orientation

The GSA assists the University in running orientation sessions for new graduate students, these are offered twice per year, and run at the beginning of the Fall and Winter terms. For details on orientation, make sure to check the News and Views Newsletter or contact any of the GSA Executive.
Risk Management and Event Planning

The Graduate Students’ Association shall cover costs which the event organizer(s) might become legally obligated to pay as damages to a third party, which arise from an incident where they were hosting a GSA approved event. However, the GSA is not liable for any personal injury occurred to any participants of such GSA approved event.

It is the DGA’s responsibility to prepare appropriate waivers to avoid potential claims resulted from body injury to event participants. Please follow the guidelines for informed consent and waiver from University of Calgary [ucalgary.ca/riskmgmt/system/files/administeringwaivers-informedconsents.pdf](ucalgary.ca/riskmgmt/system/files/administeringwaivers-informedconsents.pdf) for all waivers and informed consent. If you have any questions or concerns, please contact the GSA’s Events Coordinator at events.gsa@ucalgary.ca.

Engagement and Conduct

The GSA would like to encourage students to involve themselves in DGA activities throughout the year. Students are expected to conduct themselves in a manner that will not discredit himself or herself, the University of Calgary, or the Graduate Students’ Association. The GSA prohibits acts which seriously interfere with the basic purposes, necessities and processes of the academic community or the greater community as a whole, or which deny the essential rights of other members of any community.

DGAs need to abide by the non-academic misconduct policy as per the rules and regulations of the University. For reference, please visit: [ucalgary.ca/conduct/policy/non-academic-misconduct-policy](ucalgary.ca/conduct/policy/non-academic-misconduct-policy).

Diversity and Discrimination

The GSA is committed to providing a safe, proactive, and socially diverse environment for all aspects of the graduate student experience on campus. Discrimination, harassment, and intolerance are prohibited under Canadian law; any kind of behavior which threatens DGA members’ worth, self-esteem or sense of value is strictly prohibited.

Discrimination, whether intentional or unintentional, is unfair, differential treatment of individuals and groups based on prejudice, stereotypes, ignorance, and fear, for which there is no bona fide or reasonable justification and which imposes burdens, obligations, or disadvantages on individuals or groups as defined under the Alberta Human Rights Act. The Act prohibits discrimination on the following grounds: race, religious beliefs, colour, gender, physical or mental disability, age, marital status, family status, ancestry, place of origin, source of income, sexual orientation or political beliefs.
The University of Calgary is governed by the Act. Harassment is a form of discrimination that involves unsolicited and unwelcome attention from a person who knows or reasonably ought to know such behaviour is unwelcome. Such unwelcome comment or conduct is intimidating, threatening, demeaning, or abusive and may be accompanied by direct or implied threats to grades, status, or job. Harassment has the impact or effect of creating a hostile or poisoned work or study environment and limits individuals in their pursuit of education, research, or work goals. Harassment can be discriminatory, sexual, or personal in nature. Discriminatory harassment takes the form of unwelcome behavior directed toward another person or group of persons based a prohibited ground of discrimination. Racial and religious harassment are examples of discriminatory harassment. Sexual harassment is a particular form of discrimination based on gender and is specifically defined in the University’s Harassment Policy.

Key Contacts

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