



University of Calgary Graduate Students' Association
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Leadership Award Terms of Reference 2018 – 2019 Academic Year

Intake Period: January 14 - 28, 2019

Intake Deadline: **Monday, January 28, 2019 4:00 PM MT**

Submit applications [online](#)

Applications and/ or letters of reference received outside of the Intake Period will **NOT** be evaluated. Late applications will **NOT** be evaluated. Incomplete applications will **NOT** be evaluated. It is the sole responsibility of the applicant to ensure completeness of the application package.

This document and the application form is available on the Association's [web site](#).

Questions regarding this application should be directed to
the Association's Vice President Academic at vpa.gsa@ucalgary.ca.

This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and Federal Taxation Act. It is required to determine your eligibility for awards. If you have any questions about the collection or use of this information, please contact the Awards Committee Chair at awards.gsa@ucalgary.ca.

Purpose

This award was established by the Graduate Students' Association (Association) of the University of Calgary (UCalgary) in recognition of graduate students who have demonstrated outstanding leadership in the UCalgary graduate student community, and whose work has impacted the UCalgary graduate student body.

Value

One (1) \$5,000 CDN award.

Eligibility

To be eligible for this award:

- Applicant must be an Active Member of the Association as defined by Section 4, sub-section 4.2 of the [Association's Bylaws](#) during the 2018/2019 academic year; and
- Must not have received this award previously.

Documents Required

The following documents are required to apply for this award:

- Most recent University of Calgary transcript;
 - A recent unofficial transcript (less than a month old from the date of application) is acceptable. For information on how to download the most recent unofficial transcript, please see **Supplemental Information** at the

end of this document.

- Admission letter to the UCalgary that includes the program start date;
- A CV highlighting leadership and volunteer contributions;
- A one-page statement outlining contributions to the UCalgary community and/or the Calgary community **over the past 18 months**. This statement must describe the impact the applicant's leadership work has had on graduate students and the graduate student body; and
 - Normal margins (2.54 cm top, left, bottom, and right), 12 pt. font, single spaced, Calibri or Times New Roman font.
- Two reference letters supporting the applicant's leadership experience and involvement in the UCalgary community.

Submission Requirements

When applying for this award, the following process must be followed:

1. Completed applications **MUST** be submitted [online](#);
2. Applications **MUST** be in a single PDF file;
3. Applications **MUST** be written and signed in English;
4. Reference letters **MUST** be sent directly from the referee to the VP Academic at vpa.gsa@ucalgary.ca **PRIOR** to the deadline. Letters received after the deadline will not be accepted and will, therefore, result in an incomplete awards package from the applicant.
 - a. Please instruct your referees to include your name and the award you're applying for in the Subject line of the email;
5. Applications **MUST** be submitted with a UCalgary email address; and
6. Incomplete applications or applications received after the Intake Deadline will **NOT** be considered.

Adjudication Criteria

Applicants must meet eligibility and submission requirements as described above. All eligible applications will be assessed using the following criteria:

- **Academic excellence** as demonstrated by transcripts, awards and distinctions; and
- **Leadership** (potential and demonstrated ability) as demonstrated by the candidate's personal statement, reference letters, and CV. Leadership may include, but is not limited to, the following qualities:
 - Personal achievements;
 - Active involvement in campus groups and organizations;
 - Contribution to university committees and councils; and
 - Off-campus community service where the activity has direct impact on the UCalgary graduate student community.

Please note that this list is not intended to include all possible categories and is provided for guidance only.

Additional Regulations

1. All application packages are anonymized by the Association's Staff;
2. The Association's Board of Directors evaluate all application packages based on the selection criteria stated above. The Board then forwards a shortlist of ten (10)

- applications to appointed external evaluators from the UCalgary community to select an awardee;
3. The top five (5) applicants will be invited to the Association's Awards Gala (April 2019) with the winner being announced at the Gala;
 - a. All applicants will be notified of the results prior to the Awards Gala.
 4. Successful applications will be kept for two (2) years after the date of notification of the award; unsuccessful applications will be kept for eight (8) weeks after the same date. Both will be destroyed after these respective time periods; and
 5. Questions about the application process must be directed to the VP Academic at vpa.gsa@ucalgary.ca.
 - a. The VP Academic is committed to answering questions regarding this award when possible. Questions that arrive less than 48 hours before the Intake Deadline may not be answered.

Supplemental Information

