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 website. 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;
• Admission letter to the UCalgary that includes the program start date;
• A CV highlighting leadership and volunteer contributions;
• A statement outlining contributions to the UCalgary community and/or the Calgary community over the past 18 months. This statement must not exceed 500 words and must fit into Part B of the “Leadership Award Personal Statement” document; and
• 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:
  o Personal achievements;
  o Active involvement in campus groups and organizations;
  o Contribution to university committees and councils; and
  o 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