



## PRESIDENT'S DISTINGUISHED GRADUATE STUDENT AWARD TERMS OF REFERENCE

The President's Distinguished Graduate Student Award was established to recognize outstanding academic achievement in a graduate program.

### AWARD VALUE

**This is an annual award valued at \$500** and presented at the Fall Convocation Ceremony along with a Commemorative Certificate.

### NOMINEE ELIGIBILITY

The pool of applicants is to be all graduate students who have a thesis or exhibition<sup>1</sup> deemed meritorious<sup>2</sup> by the Examining Committee and who apply for graduation at the Fall Convocation, and graduates of the previous Spring Convocation.

### PROCEDURES

1. The Manager of Graduate Scholarships and Awards will compile a list of all those that were deemed meritorious and send to each Academic Unit's<sup>3</sup> Graduate Co-ordinator. Each student's supervisor will also receive notification that his/her student is eligible for the award.
2. Each academic unit may nominate **the most outstanding student in their program** to the Faculty of Graduate Studies and Research Scholarship and Awards Committee, C/o Manager of Graduate Scholarships and Awards, Faculty of Graduate Studies and Research. Should the Academic Unit deem that no eligible student is meritorious of this award, the Academic Unit should inform the FGSR.
3. The nomination package must be received in FGSR no later than September 10th or as established by the Faculty of Graduate Studies and Research of each year.
4. The Manager of Graduate Scholarships and Awards will forward the following to the Scholarship and Awards Committee for its review:
  - a. Nomination package
  - b. External Examiner's Report (Pre-Defense)
  - c. Unofficial Transcript or Advising Report by Term

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<sup>1</sup> Exhibition is used here as a term encompassing all other formal defenses requiring an external examiner and arranged through the office of the Faculty of Graduate Studies and Research.

<sup>2</sup> This will be determined by the Examining Committee at the completion of the defense, and will be posed as a question – Is the submitted academic work and defense deemed meritorious of an Academic Award?

<sup>3</sup> Academic Unit shall be defined as any area at that the University of Regina that offers a graduate program

## NOMINATION CRITERIA

**ALL** nominations should be based on recognition of outstanding performance in the graduate program and should include information on the following:

- Academic excellence;
- Research ability;
- Quality of the student's thesis, exhibition or performance as indicated by the External Examiners Report;
- Leadership and university/community involvement may also be considered

## NOMINATION PACKAGE

Each academic unit will forward the following information to the Faculty of Graduate Studies and Research for consideration by the Scholarship and Awards Committee.

- A letter from the Graduate Co-ordinator or designate detailing the rationale for the nomination (two page typed letter -11pt font size with  $\frac{3}{4}$  inch margins on all sides, and on letterhead). It is preferable that the nomination letter address each of the nomination criteria in a separate section of the letter.
- Summary and Lay-Person Abstract – A one-page document including lay-person abstract and summary to be completed and signed by the student. The summary part of the document should highlight the key points outlined in the award requirements and the focus should be on activities undertaken during graduate years.
- Additional letters or documents will not be considered.

## SELECTION

In making its determination the Scholarship and Awards Committee will take into consideration:

- The Nomination Package, *as outlined above*
- External Examiner's Report (Pre-Defense)
- Transcripts

The Scholarship and Awards Committee will recommend to the Dean's Office, FGSR, which in turn will recommend to Executive of Council, the name of **one** individual to receive the Award at that year's Fall Convocation. The recipient's name is then reported to FGSR Faculty Council for information only.

**NOTE:** If, in the opinion of the Board of Governors of the University of Regina, it should become impossible, inadvisable or impractical to use this gift for the specified purpose, then the Board may, at its discretion, use the gift to the best advantage of the University of Regina, keeping in mind the original wishes of the donor. In any such application, the support provided by the gift shall be clearly identified with the name of **President's Distinguished Graduate Student Award**.