

SELECTION CRITERIA FOR AWARDS

For each award on the Graduate Web Page, (<http://www.ovc.uoguelph.ca/academics/graduate/>), there is a brief description, the eligibility requirements, and any additional conditions which reflect the wishes of the donor. Both full and part-time students are eligible for awards unless otherwise noted. Incoming graduate students (S'12 or W'12) are also eligible for awards. Entrance awards are for students entering post secondary studies for the first time. **It is your responsibility to ensure that you fit the criteria for the award(s) you apply for.**

APPLICATIONS AND DEADLINES – Graduate Students can apply for any award for which they are eligible by completing the “Application for Graduate Student Award” form and returning it to their department graduate secretary. All students fill out the same electronic form. The deadline date for receipt of all materials of your application by your department graduate secretary is **Friday, January 13, 2012 at 4PM**. **Students are advised that it is their responsibility to ensure that their advisor completes and signs the endorsement form.**

If you are applying for an award with a **financial need** component (including ACCESS) please submit your completed Needs Assessment Form to Student Financial Services – 3rd floor of the University Centre well before **January 10th**. This will ensure that a timely assessment will be provided to the department who will be recommending their selection for awards. If you are determined not to have financial need you will not be considered for any award having financial need as a component.

DEPARTMENT'S ROLE – The Chair of each department, in consultation with graduate faculty in the department, ranks the students who have applied for each award. Students may be informed of their ranking by the department. These standings for the top-ranked students are brought to the OVC Awards Committee by the departmental representative on the committee. Department rankings are the major criterion for selection of award recipients when the award is limited to one department.

SELECTION CRITERIA AT THE COLLEGE LEVEL – Where an award is open to several departments, the OVC Awards Committee must choose among students. The criteria used are: scholarship, written appraisals from supervisors, and the Committee members' own knowledge about students. Scholarship is demonstrated in course work, research, service duty and teaching. The relative importance of these activities may differ among departments. Therefore, department rankings which assess scholarly achievements are very important in the selection process. Award winners will be notified by email after March 15, 2012.

NB: The recipients of the awards (except those with financial need as a criteria) will be announced throughout the university community and posted on the OVC website. Therefore students should be aware that if they receive an award this information will become public information. The formal presentation of awards will be at the Graduate Awards Ceremony on April 5, 2012.