

IEEE Southern Alberta Section (SAS) Student Scholarship Award Rules and Guidelines

(Updated as of [Sun., Jan. 15th, 2023](#))

[The content within applies to the IEEE Southern Alberta Section (SAS) Student Scholarship Awards process for the 2023 Award year and beyond, ... until further notice.]

IEEE Southern Alberta Section (SAS) Student Scholarship Awards [here in after referred to as the “Award” or “Awards”] are presented, once a year, (in the month of Nov.), to recognize excellence in post-secondary education – student academics, research and leadership, within the IEEE Southern Alberta Section (SAS).

The Awards are intended to enhance student academic drive, to acknowledge student excellence in research and/or to promote undergraduate and graduate student leadership in the Section.

Award Categories

1. IEEE SAS – Academics, Under-Graduate (UG) – One (Qty 1) Award: **\$1500 Cdn.**
2. IEEE SAS – Research, Graduate Student (G) – One (Qty 1) Award: **\$1500 Cdn.**
3. IEEE SAS – Leadership, Under-Graduate and Graduate Student (UG & G) – Two (Qty 2) Awards: **\$1500 Cdn.** ea.

Eligibility/Guidelines

- A Nominee or Candidate for these three Awards, listed above, shall be eligible for these Awards as long as they are a current IEEE Member or a current IEEE Student Member / IEEE Graduate Student Member, in good standing. (IEEE dues, for the year, not in arrears, etc.)
- Furthermore, a Nominee or Candidate for the above three Awards shall also, at the time of the Awards, be either a current under-graduate student; or a current graduate

student, at an officially recognized, post-secondary institution, *, or an under-graduate student or a graduate student, that has graduated between Jan. 01st of a given Awards year and the Awards “cut off date”, listed below, of a given Awards year, from such an officially recognized, post-secondary institution. *

- The specifics, for each of the three Awards, are as follows:
 - Nominees/Candidates for the **IEEE-SAS – Academics “Under-Graduate” (UG) Award**, shall be enrolled, at the time of the Award, in an under-graduate degree program, from an officially recognized, post-secondary institution, *, or have graduated, from such an officially recognized post-secondary institution, *, with an under-graduate degree, between Jan. 01st of a given Awards year and the Award “cut off date”, listed below, of a given Awards year.
 - Nominees/Candidates for the **IEEE-SAS – Research “Graduate” (G) Award** shall be enrolled, at the time of the Award, in an officially recognized, graduate degree program, at an officially recognized, post-secondary institution. *
 - Nominees/Candidates for the **IEEE SAS – Leadership Award** can either be, at the time of the Award, an under-graduate student or a graduate student, at an officially recognized, post-secondary institution, *, or have graduated, from such an officially recognized, post-secondary institution, *, with an under-graduate degree or graduate degree, between Jan. 01st of a given Awards year and the Award “cut off date”, listed below, of a given Awards year.
 - * Such eligible, officially recognized, post-secondary institutions shall be located within the geographic boundaries of the IEEE Southern Alberta Section.
Furthermore, the IEEE SAS shall define, for the purposes of these Awards, what eligible, officially recognized, post secondary institutions are located within the geographic boundaries of the IEEE Southern Alberta Section.

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- Examples include, but are not limited to, the following eligible, officially recognized, post secondary institutions, located within the IEEE SAS boundaries:
 - The University of Calgary (U of C),
 - The Southern Alberta Institute of Technology (SAIT).
- An Applicant for the Awards can only apply for only One (Qty 1) Award per year.
- An Applicant for the Awards can be a “Award Winner” in no more than a total of (Qty 3) three times, in a lifetime, in any and all Award categories, when accumulated together.
- An Applicant for the Awards that fails to select a single Award to be considered for on their application form or selects more than one Award to be considered for, on their application form, will find their application rejected, ... if not corrected by the Applicant on or before the application “deadline”, in a given Awards year. (The Awards application “deadline date” or “cut-off date” for a given Awards year, is listed further down in this document/web-page.)
- The IEEE SAS Awards Committee, in a given Awards year, is under no obligation to add to, update, correct and/or edit a “deficient” application or applications, on the various Candidate’s behalf, as submitted by the various Candidates, before, on or after the application “deadline date”, listed below. Furthermore, the IEEE SAS Awards Committee, in a given Awards year, is under no obligation to notify, in any manner, one or more Candidates that their “deficient” application requires such additions, updates, corrections and/or edits, ... in order to be formally accepted by the Awards Committee, in a given Awards year, for review/judging.
 - All such Award “deficiencies” or on the other hand, all formal Award applications that are considered 100% complete, are solely defined by the IEEE SAS Scholarship Awards Committee, in a given Awards year.

The IEEE SAS “Awards” Application Process, Further Rules and the Award Selection Criteria for each Category

The “Awards” process involves the IEEE SAS advertising a call for Nominations for the Awards. (See further details below.) The interested Award Applicants/Candidates and associated Award “Nominator” will fill in the official IEEE SAS Awards Nomination Application Form (See the link to the appropriate IEEE SAS Awards Nomination Application Form below.) and submit it before the “**due date**” or “**cut-off date**”, also stated below.

The Awards Committee will then evaluate the nominations/applications, after the application process “window of opportunity” closes and then will select an a “Successful Award Nominee or Nominees” / “Successful Award Candidate or Candidates” or “Award Winner”, or “Award Winners”, as the case maybe, in a given category. (The previous Award terms are used interchangeably within this document.)

Critical IEEE SAS “Awards” Application Details

- The initial call for Nominations for the IEEE SAS Student Awards will be made by **Apr. 01st**, of a given Awards year.
- In order to apply for an Award:
 - Part 1: The **Applicant** shall complete the IEEE SAS Awards Nomination Application Form: **Sections 1 – 3**.
 - Part 2: Then, the IEEE SAS Awards **Nominator** shall complete **Sections 4 – 5** of the same application form.
- The completed Application must be submitted, to the Awards Committee, by e-mail, on or before, the “**due date**”, “**deadline date**” or “**cut-off date**”, ... (these terms are used interchangeable with in this document/web-page) ... of **Sep. 30th**, of a given Awards year. In other words, Applications submitted at midnight or later on Oct 01st, Mountain Daylight Time (MDT), in Alberta, in a given Awards year, are considered past due and shall be rejected.

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- The due date is firm, and the IEEE SAS Awards Committee, of a given Awards year, shall NOT consider any complete or incomplete Applications received after the “due date”, of a given Awards year.
- The completed Application can be submitted, on or before the “deadline date”, by either by the **Student Applicant** or by the **Student Nominator**.
- The Awards Committee Members, for a given Awards year, will evaluate only 100% complete applications/nominations, per category, and then choose an “Award Winner”, for each case, by **Nov. 01st**, of a given Awards year.
- Note that a minimum of One (Qty 1) Reference Letter is required for each of the Awards; however, additional Reference Letters will strengthen the Nominee’s Application, according the criteria outlined further down in the document/web-page. A Reference Letter or Letters must be submitted with the Application, on or before the Awards “deadline date”, stated here within. The Nominator can complete a Reference Letter. within Section 5, of the Application Form, or provide a separate Reference Letter, whichever is most convenient, for the Candidate and/or Nominator, with the Application.

Award #1: IEEE SAS – Academics (UG)

The Awards Committee will evaluate all complete nominations/applications in this category and select One (Qty 1) as the “Successful Scholarship Award Nominee or Award Winner”, based on the following criteria for this Academics (UG) Award:

- 50% on the Candidate’s/Nominee’s grades,
- 30% on the Reference Letter or Letters provided, and
- 20% on the Candidate’s/Nominee’s extra-curricular activities.

Award #2: IEEE SAS – Research (G)

The Awards Committee will evaluate all complete nominations/applications in this category and select One (Qty 1) as the “Successful Scholarship Award Nominee or Award Winner”, based on the following criteria for this Research (G) Award:

- 50% on the originality and the impact of the Candidate’s/Nominee’s research,
- 30% on the Reference Letters or Letters provided, and
- 20% on the Candidate’s/Nominee’s extra-curricular activities.

Award #3: Leadership (UG & G)

The Awards Committee will evaluate all complete nominations/applications in this category and select Two (Qty 2) as the “Successful Scholarship Award Nominee(s) or Award Winner(s) Nominees”, based on the following criteria for this Leadership (UG & G) Award:

- 50% on the breadth and impact of Candidate’s/Nominee’s leadership activities,
- 30% on the Reference Letter or Letters provided, and
- 20% on the Candidate’s/Nominee’s academic standing.

Nature of the Award

The successful “Scholarship Award Nominees” / “Scholarship Award Winners” will receive **\$1500 Cdn.**, each, as the Award.

In addition, the “Successful Award Nominees” / “Scholarship Winners”, in each case, will be recognized by the IEEE SAS through a formal “Certificate”, to be signed by both the current IEEE SAS Chair-Person and the current the Chair-Person of the IEEE SAS Awards Committee, in a given Awards year.

The Awards will normally be presented to the successful “Scholarship Award Nominees” / “Scholarship Award Winners” / “Scholarship Award Recipients”, ... (these terms are used interchangeably with in this document), ... at the IEEE SAS Annual General Meeting (AGM),

which is normally held in November of each year and/or at a suitable alternate IEEE SAS event or ceremony.

The IEEE SAS Awards Committee

The Awards will be administered jointly by the IEEE Southern Alberta Section and the IEEE Canadian Foundation. (All Awards payments are made by “cheque” and may or may not be issued by the IEEE Foundation or the IEEE Southern Alberta Section (SAS) with an appropriate CRA Tax Form (T4A).)

Please be advised, that in the event the IEEE SAS Student Scholarship Awards Committee does NOT receive any suitable formal applications / nominees in a particular Award category, the Awards Committee, in a given Awards year, will not issue the Award for that particular category, and may, at its sole discretion, award an extra scholarship or scholarships in another category, where there are multiple, suitable applicants / nominees.