



## Faculty of Management - Student Professional Development Fund

### Business Competitions and Other Active Participation

#### Terms of Reference

##### Purpose:

- The purpose of this fund is to provide financial support to enable Management students to actively participate in professional development opportunities that will add value to their post-secondary experience.

##### Value:

- **Up to \$2,000** per activity, depending upon the number of applications and available funding

##### Eligibility:

- Student(s) must be enrolled on a full-time basis on any Faculty of Management campus  
*\*exceptions may be made for Calgary & Edmonton students*
- Student(s) must be in good standing academically
- Individual students are eligible for this funding once per annum
- Student(s) must have a **faculty advisor/case coach** who will provide support and mentorship for the activity

##### Criteria for Evaluating Application:

- Expected professional growth of the student participant(s)
- Expected benefit to non-participating students and to the University
- Acceptable professional development activities include:
  - Academic competitions
  - Active involvement at conference (e.g. speaking, formal presentation or organizing- to be assessed by committee)

##### Tenable:

- On a reimbursement basis, upon submission of original receipts/appropriate supporting documentation, and in accordance with U of L policy regarding reimbursement for goods and services, and of individuals
- With evidence of communication with the Faculty's Student Professional Development Coordinator (pdp@uleth.ca)
- With evidence of application to other sources of funding (e.g. Students' Union Quality Initiatives Program)

##### Application:

- Complete Application Form: *Business Competitions and Other Active Participation*
- A committee will apply the criteria and make a decision on funding
- An award letter will be issued to the applicant to advise of approved funding and process for reimbursement of expenses.

**Communications/Promotion:****Pre-Activity**

Faculty of Management Student Professional Development Coordinator, Heather Harty, is available to assist with activity promotion (pdp@uleth.ca)

**Post -Activity**

- In order to be reimbursed, immediately upon completion of the activity, participating student(s) MUST contact Student Professional Development Coordinator, Heather Harty, (pdp@uleth.ca) with activity highlights and related photos.
- Certain stories will be selected for Faculty of Management external relations and student recruitment purposes.