

OUTSTANDING LEADERSHIP AWARD

1.0 INTRODUCTION

The Outstanding Leadership Award is designed to reward students who are committed to take on leadership roles that require a significant amount of commitments, energies, enthusiasms, and thoughts towards the community that they served to. At the same time, we are expecting the applicant to practise high level of Virtue and Morality at all times.

Students serving in leadership positions of a student body/society (or hold office in UTAR Student Representative Council), university-sanctioned / recognized committee (i.e. committee of a university-wide project/activity, or relevant external organization – subject to panel discretion) are encouraged to apply for this award. The winner of this award will receive a cash prize and trophy.

2.0 SUBMISSION PARTICULARS

1. All information provided in these sections (with any subsequent declarations) are to be verified by DSA to be accurate and true.
2. The applicant must not have been found guilty in any disciplinary meetings, nor found guilty of any misdeeds (or serving any ongoing punishment) outside of the university throughout the assessment period.
3. DSA reserves the capacity to forfeit the application if any declared item is found to be inaccurate, modified or outright invalid.
4. Overall Points Breakdown (100%):
 - a. Section A: Academic Achievement – 10%
 - b. Section B: Co-Curricular Achievement – 10%
 - c. Section C: Leadership Achievement – 30%
 - d. Section D: Impact – 40%
 - e. Section E: UTAR CARE Hours – 10%

3.0 AWARD CRITERIA

Section A: Academic Achievement (10%)

1. All applicants must have a minimum CGPA of 2.5000 at the point of assessment/evaluation. A maximum of 10 points (rounded to 2 decimal points) can be awarded for this section via the formula:

$$\frac{\text{CGPA}}{4.00} \times 10$$

2. Example of scoring outcome:

CGPA	Calculation	Point Awarded
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2.50 of 4.00	$2.50 / 4.00 \times 10$	6.25
3.25 of 4.00	$3.25 / 4.00 \times 10$	8.13
3.85 of 4.00	$3.85 / 4.00 \times 10$	9.63

Section B: Co-Curricular Achievement (10%)

- Applicants will be graded based on the USSDC soft skills programme at the point of assessment/evaluation for a maximum of 10 points (rounded to 2 decimal points) for this section.
- The calculation formula is as follows:

$$\frac{\text{DSSC Points}}{140} \times 10$$

- Example of scoring outcome:

USSDC Points	Calculation	Point Awarded
50 of 140	$50 / 140 \times 10$	3.57
100 of 140	$100 / 140 \times 10$	7.14
130 of 140	$130 / 140 \times 10$	9.29

Section C: Leadership Achievement (30%)

- Applicants are required to submit their one (1) most significant leadership contribution in a role of responsibility over an appointed/elected period of time for the past assessment year (1 April – 31 March). This condition rewards applicants who serve exceptionally well in a significant role.
- The criteria to determine the point award is additive based on the following criteria:

Criteria	Point Awarded
Position / Role (Maximum 3 points)	
- Chairperson / Vice Chairperson	3
- Senior Committee (<i>Dept Manager/Head, Treasurer, Secretary, Auditor or equivalent</i>)	2
- Junior Committee (<i>Committee Member, Helper/Volunteer</i>)	1

<p>Level / Scope (Maximum 7 points)</p> <ul style="list-style-type: none"> - Local (<i>Within UTAR/Campus/Local Jurisdiction</i>) - State (<i>Inter University/Campus</i>) - National (<i>Across Malaysia / Multiple States</i>) - International 	<p>1 3 5 7</p>
<p>Impact / Achievements (Maximum 20 points – 1 Poor, 5 Excellent)</p> <ul style="list-style-type: none"> - Significant organizational growth? i.e. Membership/Participation Engagement (<20% / 20-39% / 40-59% / 60-80% / >80%) - Significant operational improvements? i.e. Internal/Operational Efficiency (1 – Few Improvements, 5 – Outstanding Reform/Improvements) - Significant community impact? i.e. Projects/Initiatives/Activities Outcomes (1 – Little / No Impact, 5 – Outstanding Engagement/Outcomes) - Personal contribution/influence to organization? i.e. Commitment / Duration (1- Poor, 5 – Excellent) 	<p>1 – 5 1 – 5 1 – 5 1 – 5</p>

**DSA shall allocate the points based on validated evidence submitted by the applicant to be approved by the Student Affairs Committee (SAC).*

3. The applicant is required to submit the following documents for the role identified as follows:

Section D: Impact (40%)

1. Applicants may submit up to **two (2) of their most significant initiative/projects** throughout the past assessment year (1 April – 31 March). This condition rewards initiatives/projects with exceptional impact (A long term initiative may consist of many small projects). A maximum of 20 points per initiative shall be awarded.
2. Submissions may consist of initiatives/projects executed as part of responsibilities in Section D, or otherwise (i.e. a project in a different role but much more impactful result).
3. The formula to determine the point award for each initiative/project is additive based on the following criteria:

1. Criteria	2. Point Awarded
Position / Role (Maximum 2 points) - Senior Committee (e.g. Chairperson, Vice Chairperson, Dept Manager/Head, Secretary, Treasurer, Auditor or equivalent) - Junior Committee (Committee Member, Helper / Volunteer or equivalent)	2 1
Level / Scope (Maximum 4 points) - Local (Within UTAR/Campus/Local Jurisdiction) - State (Inter University/Campus) - National (Across Malaysia / Multiple States) - International	1 2 3 4
Impact / Achievements (Maximum 14 points) - Initiative/Project Outcome: Goals and Objectives met (Few / Some / All / Above Target) - Operational Efficiency: Organisation/Budget/Communication (Poor / Average / Good / Excellent) - Scale: Participation / Community Impacted (<200 participants / 201-500 participants / >500 participants) - Personal contribution/influence: Commitment / Service duration (Poor / Average / Good)	1 / 2 / 3 / 4 1 / 2 / 3 / 4 1 / 2 / 3 1 / 2 / 3

**DSA shall allocate the points based on validated evidence submitted by the applicant to be approved by the Student Affairs Committee (SAC)*

4. The applicant is required to submit the following documents for each of the initiatives/projects identified as follows:

**DSA reserves the capacity to request for additional documents (i.e. photos) to verify the accuracy of the reports.*

Section E: UTAR CARE Hours (10%)

1. Applicants are expected to have contributed to the community via the UTAR CARE Programme around them in various ways by demonstrated the value of virtue and morality towards the community (within UTAR or external) for up to a maximum of 10 points.

$$\frac{\text{UTAR CARE Hours}}{80 \text{ hours}} \times 10 \text{ points}$$

UTAR CARE Hours	Calculation	Point Awarded
50 of 80	$50 / 80 \times 10$	6.25
66 of 80	$66 / 80 \times 10$	8.25
80 of 80	$80 / 80 \times 10$	10.00

4.0 Judging Panel

The Student Affairs Committee members will be the judging panel.

5.0 Prizes

The winner of this award will receive a cash prize and trophy.