

**Canadian Radiation Protection Association
Students & Young Professionals Committee
Terms of Reference**

February 2015



Canadian Radiation Protection Association
CRPA-ACRP Secretariat
E-mail: secretariat@crpa-acrp.ca
Web site: www.crpa-acrp.ca

Committee Terms of Reference

1. NAME OF COMMITTEE

1. Students & Young Professionals Committee (SYPCOM)

2. MEMBERSHIP

1. All Committee members must be members in good standing of the Canadian Radiation Protection Association (CRPA).
2. The membership of the Committee shall consist of a Chair, and at least two CRPA members at large. Wherever possible, the membership should reflect the geographical and professional makeup of the CRPA.
3. The term for all Committee members, including the Chair, shall be three years.
4. Committee members, including the Chair, may serve up to two consecutive terms.
5. Membership replacement should be on a rotating basis with one member normally being replaced each year to ensure continuity.
6. Term expiry dates will be set for June 1 regardless of appointment date. This will help establish standard dates for advertising for replacements or obtaining new committee members at the annual general meeting.
7. The Chair shall be appointed by the President of the CRPA.
8. Committee members are appointed by the Chair with approval of the CRPA Board of Directors.
9. Any member of CRPA may volunteer or recommend another member for committee membership.

3. ROLE OF THE COMMITTEE

1. To run the Anthony J. MacKay student paper contest
2. To promote the CRPA and the benefits of CRPA membership to Students and Young Professionals
3. Help increase CRPA Student and Young Professionals membership numbers
4. Serve as a resource for Students and Young Professionals who are CRPA members, or who are interested in the CRPA

4. ROLE OF COMMITTEE MEMBERS

1. Chair
 1. Schedule, prepare and chair all meetings
 2. Record and distribute meeting minutes to the membership
 3. Liaise with the Secretariat to respond to inquiries to the CRPA from Students and Young Professionals.
 4. Report to the Director – Professional Development prior to scheduled Board Meetings (monthly)

5. RESPONSIBILITIES OF THE COMMITTEE

1. Make recommendations to the Conference Committee on the following:
 1. Lodging, time slot, prize awarding of Anthony J MacKay student paper contest winner at annual conference
 2. Student and Young Professionals-specific programming at CRPA conference
 3. Budget allocation for Anthony J Mackay student paper contest related expenses
 4. Coordinate submission deadlines for student paper contest with abstract submission deadlines
2. Organize, coordinate, promote and gather judges for the student paper contest
3. Liaise with communications committee regarding CRPA promotional activities where Students and Young Professionals are involved

6. MEETINGS

1. The business of the Committee is generally conducted by phone, fax, e-mail or other agreed means.
2. Due to the geographical separation of the members, formal face-to-face meetings of the Committee are not considered mandatory, although members of the Committee attending the Annual General Conference are expected to plan and conduct a face-to-face meeting.
3. Meetings will be held a minimum of four times per year, not including the face-to-face meeting at the Annual General Conference.
4. Meetings will be scheduled and run by the Committee Chair. If the Chair is not present during a meeting, another Committee member will be appointed as acting chair.
5. The Board of Directors liaison should be invited to attend each meeting.

7. REPORTS:

1. Committee Report:
 1. The schedule to submit the annual Committee Report is based on the dates for the Annual General Conference. An earlier submission may be requested at the discretion of the Board.
 2. The Committee Report will, at a minimum, include a summary of the previous year's activities and budget for the upcoming year.
 3. The Committee Report will be circulated to the members of the Communications Committee for review prior to submission to the Board.

8. STUDENT PAPER CONTEST TERMS OF REFERENCE

1. See next page

Terms of Reference for the Anthony J. MacKay Student Award

Revision Table:

Version	Date	Comments
Original	April 26, 1999	Original
Version 2	July 4, 2000	Minor Updates
Version 3	August 2010	Administrative updates to match the terms of reference with current practices (e.g. name of the award, deadlines expenses, etc.)
Version 4	February 2012	Change of submission deadline to tie it to the deadline of the conference for abstract submission; removal of appendices that list contact sheet for contest notification, registration form.
Version 5	December 2014	Add that students who enter the contest get 1 year of free CRPA membership the year that they entered the contest.

1.0 Background

During the AGM in 1998, the CRPA membership unanimously voted to have the student paper contest included in its annual conference. At the Board of Directors meeting of Sept. 11, 1999 it was also decided to make the student award one of CRPA's permanent awards. In 2003, the award was officially named after Anthony MacKay who was appointed as the first CRPA Archivist in 1986 and served in this position until 2010.

2.0 Conditions of Eligibility

The student contest is open to all full- or part-time students enrolled in a Canadian university (undergraduate or graduate) or college program and who have acquired knowledge related to radiation protection in the course of their studies or work placement(s).

This also applies to those who have recently graduated (i.e., within 12 months of their last degree/diploma being granted).

3.0 Submission Criteria

The topic of the paper must be related to the field of radiation. The submission must be no longer than 3000 words and should be accompanied by an abstract of approximately 250 words.

Entries are to be submitted in electronic format (such as a Word document or PDF file) by email to the CRPA Secretariat. Each year the Students & Young Professionals Committee (SYPCOM) shall designate one member as a coordinator who will be available to answer questions from the entrants (via the secretariat) and who will collect the papers submitted to the secretariat after the deadline has passed. If a student has indicated that they wish their submission to be considered separately for inclusion in the conference scientific program (in the event their entry is not selected as the winner), the coordinator will ensure that the abstract is forwarded to the appropriate member of the conference organizing committee.

Efforts should be made to solicit entries from as many sources as possible. The contest should be advertised on the CRPA website and in the CRPA bulletin. Appendix 1 includes a list of contacts that may be able to pass on the contest information to interested students. The SYPCOM should attempt to add contact names to this list each year to encourage the maximum number of entries possible.

4.0 Deadline

The deadline for submission of papers should be the same as the deadline set by the conference scientific committee for the submission of abstracts, to allow students submitting papers to also submit their abstracts for consideration.

In the event that the contest deadline falls after the submission deadline for the conference scientific program, this date should be well-communicated to the students to ensure that they can submit their abstract in time to be considered separately for the scientific program if they wish.

So long as one or more entries are received by 11:59 pm on that day, the deadline shall not be extended. However, if no entries are received by then, the deadline may be extended at the discretion of the SYPCOM. Any extension should be no later than 6 weeks before the beginning of the conference. The deadline may also be modified by the Committee for other reasons if deemed to be necessary, such as if the conference dates are changed from the typical May timeframe. Once the papers have been forwarded to the judging coordinator, no further entries will be accepted.

5.0 Judging Panel

Each year the judging coordinator shall select at least three individuals to act as judges, including at least two bilingual persons if some papers are submitted in French. The coordinator shall ensure that the judges selected have the appropriate knowledge and experience in the required areas. Once the contest is closed, all entries should be forwarded together to the judging coordinator who will then forward them to the judging panel along with the evaluation criteria. The judging panel shall be given a minimum of 3 weeks to review the papers and award a winner. After the judges have completed their evaluation the coordinator will compile the results and forward a summary, as well as the name of the winning entry, to the Chair of the SYPCOM.

5.1 Evaluation Criteria

The judges will use the criteria in **Appendix 1** to determine the winning entry.

6.0 Winning Entry

The winner of the student award will receive the following:

- i) All expenses paid for the CRPA conference (travel, accommodation, meals and registration), on the condition that they present their paper during the conference and allow its publication in the CRPA bulletin.
- ii) The Anthony J. MacKay Student Award trophy

7.0 All Entries

All students who enter the contest will be given one year of free student membership in the CRPA, for the year in which they entered the contest. The year of membership may be modified by the Committee if the conference is held at another time of year.

The student paper should be prominently listed in the Conference Proceedings. The SYPCOM will also forward a copy of the student paper to the Bulletin Editor in time for the summer publication.

8.0 Notification of Winner

Officially, the CRPA President informs the winning student in writing. The attached letter template (Appendix 2) can be used for this purpose and to specify the process to follow for conference registration and making travel arrangements.

If a paper was prepared by multiple authors, one of the student authors (chosen by the authors themselves) will have their expenses paid for attending the CRPA conference and presenting the paper. All the authors will receive a free one year membership. The group of students must also submit whose name(s) will go on the trophy.

Appendix 2 also includes a letter template which can be sent to any runner-ups to encourage them to attend the conference regardless of the fact that they did not win the student contest.

9.0 Paper Presentation

The Conference Organizing Committee will reserve a time slot for the student paper presentation. The SYPCOM shall inform the organizing committee of the winning entry as soon as possible.

10.0 Expenses

The money for the Student Contest is part of the Annual Conference and Meeting and therefore the Conference Local Organizing Committee (LOC) should budget for this each year. For planning purposes, an amount of \$2,000 is recommended. The SYPCOM will be responsible for making the travel and accommodation arrangements and will be reimbursed by the CRPA, if necessary. Travel arrangements should be made to minimize the cost. The daily maximums will be the same as that used for Director's expense claims, and therefore, the latest available Expense Claim form should be used (available for download from the members-only section of the CRPA Website)

11.0 Liaison

The member of the Board of Directors known as the Director – Professional Development acts as the liaison between the SYPCOM and the Board. This Director will be kept informed of the progress of the student contest, including any changes to the deadlines, the names of the judges selected for that year, and the name of the winning student.

Appendix 1: Judging Criteria

In order to achieve a degree of consistency and uniformity in the way student papers are judged, the following criteria should be used by the judging panel as a guideline.

There are general criteria which are relevant when judging any scientific paper however it is evident that these cannot be applied with the same rigor to papers submitted by students as when applied to papers submitted by full members. Therefore to some extent one ought to judge the student papers against each other. Of course there may be years when the quality of the papers is below any acceptable standard (total score below 10/25), in which case no prize should be awarded.

The following are a set of basic criteria to use in judging the student papers/abstracts: Each category has a total of 5 marks”

- 1) Relevance/Interest:** Is the paper relevant or of interest to the general radiation protection community or is it very narrow in its specialization or even a by-product of some other work not directly relevant?
- 2) Originality/Novelty:** Does the paper report on original work or a novel application of well-known principles? This need not mean that it describes work in basic research as there may well be original topics that address operational or training issues. However, a paper that simply reports on other work or an application of familiar ideas should receive a low ranking in this category.
- 3) Technical Content:** Does the paper contain factual, accurate, and up to date information?
- 4) Style/Format:** Does the paper conform to a generally accepted format for a scientific report? Are the ideas presented in a concise and understandable way? Is irrelevant material kept to a minimum? Is good use made of graphical and tabular presentation of data?
- 5) Clarity:** Are the purpose and conclusion of the subject treated clearly identified? Are all ideas clearly and logically explained?

Appendix 2: Letters Templates for Contest Winners and Runners-Up

Letter for contest winner (use current CRPA Letterhead):

Date

Student name and address

Dear *Student*,

I am very pleased to inform you that your paper, "*Paper Title*" is the winning entry for this year's student paper contest. This is a very timely topic in radiation safety and would be of interest to a wide audience of our membership. I am sure that you will receive positive feedback after presenting it at the conference and following publication in the CRPA Bulletin!

It gives me great pleasure to invite you to this year's annual conference of the CRPA (Canadian Radiation Protection Association) in *location*. As the winning student, your lodging and airfare (economy) will be provided, as well as reimbursement of expenses (to a daily maximum). You will be expected to present your paper at the student session. The conference runs from *dates*.

Please confirm your acceptance as soon as possible with a copy to *member*, member of the Students & Young Professionals Committee, who will arrange for your hotel arrangements, conference registration and travel plans. *Member* can be reached by email at *email*. If you have any difficulties, do not hesitate to contact me by email or by phone at *presidents contact information*. Also, please register for the conference at https://crpa-acrp.org/conference/?page_id=5149 at your soonest convenience. You will not be expected to pay for the registration. The registration is simply to update our delegate listing.

You are also being offered a one-year student membership at no charge, and you will receive the CRPA Bulletin during this period. I hope that you will remain a member of CRPA for many years to come and that you will encourage other Students and Young Professionals to join as well. Please note that your paper will appear in the summer edition of the CRPA Bulletin.

Congratulations *Student!* I look forward to meeting you in person in *Conference Location!*

President
Canadian Radiation Protection Association

Letter for contest runner-up (use current CRPA Letterhead):

Date

Student name and address

Dear *Student*,

I would like to thank you for submitting your paper, "*Paper Title*" for this year's student paper contest. I very much enjoyed reading it.

While it was not selected as the winning paper, on behalf of the CRPA, I would like to invite you to attend this year's annual meeting of the CRPA (Canadian Radiation Protection Association) in *Location, Date*.

Please confirm your desire to participate as soon as possible with a copy to *Member*, member of the CRPA Students & Young Professionals Committee. *Member* can be reached by email at *email*. In the past, invited students have often been given financial support from their educational institute to attend and present their work. Please feel free to use this letter and to give our contact information if it is of assistance in securing financial support to attend. If you are able to attend, please register for the conference at https://crpa-acrp.org/conference/?page_id=5149

You are also being offered a one-year student membership at no charge, and you will consequently receive the CRPA Bulletin during this period. I hope that you will remain a member of CRPA for many years to come and that you will encourage other Students and Young Professionals to join as well.

I thank you again for your participation in this year's student paper contest.

President
Canadian Radiation Protection Association