

## **GFC Executive Committee (EXEC)**

### Approved Motions

The following Motions and attendant Final (and Recommended) Documents were approved by the GFC Executive Committee at the meeting of February 7, 2011:

#### **Agenda Title: University of Alberta Policies and Procedures Online (UAPPOL) Awards and Bursaries for Students Policy and Procedures**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council: (a) the proposed Awards and Bursaries for Students Policy (as set forth in Attachment 1); Creation of New Awards and Bursaries for Undergraduate Students Procedure (as amended and as set forth in Attachment 2); Awards for Undergraduate Students Procedure (as set forth in Attachment 3); Bursaries for Undergraduate Students Procedure (as set forth in Attachment 4); and University Medal Requirements Procedure (as set forth in Attachment 5) (all in UAPPOL), as submitted by the Office of the Registrar and Student Awards, all to take effect upon final approval; and (b) and approve the concurrent rescission of Section 21 (Awards) of the GFC Policy Manual, to take effect upon final approval of the (above-noted) new Policy and Procedures.

Final Approved Document: [Item 4](#)

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#### **Agenda Title: Term Limits for Deans – Proposed Changes to the Selection of Faculty Deans Procedure**

**Motion:** THAT the GFC Executive Committee table the proposed changes to the Selection of Faculty Deans Procedure, as submitted by the Office of the Provost and Vice-President (Academic) (and as set forth in Attachment 1).

Note from the Coordinator of the GFC Executive Committee: It was understood by members that this item, with revisions recommended by the GFC Executive Committee, would be returned to the President for her review; the matter would be referred, as well, to Deans' Council once again for discussion.

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#### **Agenda Title: Human Research Ethics Policy (in UAPPOL) – Proposed Revisions**

**Motion:** THAT the GFC Executive Committee, under delegated authority from General Faculties Council, recommend to the Board of Governors proposed changes, submitted by the Office of the Vice-President (Research), to the previously GFC-recommended (proposed) Human Ethics Research Policy (as set forth in Attachment 1), to take effect ninety (90) days following final approval of the new Policy.

Final Recommended Document: [Item 6](#)

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#### **Agenda Title: Request for the Addition of a Consolidated Exam in NURS (Nursing) 409 (Faculty of Nursing)**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the request for a proposed Consolidated Final Examination for NURS (Nursing) 409, as submitted by the Faculty of Nursing, to take effect 2011-2012, pending the approval of this examination by the Faculty of Nursing Executive.

Final Approved Document: [Item 7](#)

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Agenda Title: **Proposed Changes to Research Policies (Section 96.1.5 (Withholding of Thesis) of the GFC Policy Manual)**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed revisions to the Research Policies section of the GFC Policy Manual, specifically Section 96.1.5 (Withholding of Thesis), as submitted by the Faculty of Graduate Studies and Research (and as set forth in Attachment 1), to take effect upon final approval.

Final Approved Document: [Item 8](#)

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**OUTLINE OF ISSUE**

**Agenda Title: University of Alberta Policies and Procedures Online (UAPPOL) Awards and Bursaries for Students Policy and Procedures**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council: (a) the proposed Awards and Bursaries for Students Policy (as set forth in Attachment 1); Creation of New Awards and Bursaries for Undergraduate Students Procedure (as amended and as set forth in Attachment 2); Awards for Undergraduate Students Procedure (as set forth in Attachment 3); Bursaries for Undergraduate Students Procedure (as set forth in Attachment 4); and University Medal Requirements Procedure (as set forth in Attachment 5) (all in UAPPOL), as submitted by the Office of the Registrar and Student Awards, all to take effect upon final approval; *and* (b) and approve the concurrent rescission of Section 21 (*Awards*) of the GFC Policy Manual, to take effect upon final approval of the (above-noted) new Policy and Procedures.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Office of the Registrar and Student Awards
Presenters	Bill Street, Chair, GFC Undergraduate Awards and Scholarship Committee (UASC); Gerry Kendal, Vice-Provost and University Registrar; Carrie Holstead, Policy Development and Issues Advisor, Office of the Registrar and Student Awards; and Fiona Halbert, Acting Assistant Registrar (Student Awards), Office of the Registrar and Student Awards
Subject	Proposed Awards and Bursaries Policy and Procedure Suite for UAPPOL

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To recommend the proposed Awards and Bursaries for Students Policy and its related procedures to the GFC Executive Committee for inclusion in UAPPOL and to recommend the concurrent rescission of GFC Policy Manual Section 21 ( <i>Awards</i> ).
The Impact of the Proposal is	This suite will update and load material from the GFC Policy Manual Section 21 ( <i>Awards</i> ) into UAPPOL in the form of one parent policy and four related procedures. Section 21 will be rescinded concurrent with approval of the new UAPPOL policy suite.  Aside from the reorganization of information and some updates to match existing practice, the majority of the material in the new policy suite has been transitioned directly from GFC Policy Manual Section 21.  Changes of note include increased clarity surrounding the definition of <i>award</i> and differentiation of <i>bursaries</i> .
Replaces/Revises (eg, policies, resolutions)	GFC Policy Manual Section 21 ( <i>Awards</i> ).
Timeline/Implementation Date	To take effect upon approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

<p>Alignment with Guiding Documents</p>	<p><b>Dare to Discover - Transformative Organizations:</b> “Promote administrative effectiveness and good governance by improving communication among units, enhancing collaboration, implementing transformative ideas, and revising organizational structures.”</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. <b>Post-Secondary Learning Act (PSLA):</b> Section 26(1)(m) of the <i>Post-Secondary Learning Act</i> gives GFC the authority to “make rules and regulations respecting academic awards.” Pursuant to that authority, each new award shall be considered on its own merits, since the terms of all new awards are referred to the Undergraduate Awards and Scholarship Committee for approval. Any award already approved can be reconsidered. (GFC 23 Sep 1968) (EXEC 06 MAR 2006)</p> <p>2. <b>GFC Policy Manual, Section 21.1 – Regulations Governing Awards:</b> “Responsibility, as it concerns all students other than graduate students registered in the Faculty of Graduate Studies and Research, for making rules and regulations respecting academic awards, shall be delegated by General Faculties Council to the Executive Committee.</p> <p>Policy matters concerning academic awards for all students other than graduate students registered in the Faculty of Graduate Studies and Research shall be considered by General Faculties Council.”</p> <p>3. <b>GFC Executive Committee Terms of Reference/3. Mandate of the Committee:</b></p> <p>“To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996) [...]</p> <p>3. <b>Academic Awards</b> Responsibility, as it concerns all students other than graduate students registered in the Faculty of Graduate Studies and Research, for making rules and regulations respecting academic awards shall be delegated by General Faculties Council to the Executive Committee. (GFC 02 DEC 1966) [...]”</p>

**Routing (Include meeting dates)**

<p align="center"><b>SUMMARY OF DUE DILIGENCE</b> <b>Awards and Bursaries UAPPOL Suite</b></p>	
<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	
<p align="center"><i>Stakeholder</i></p>	<p align="center"><i>Brief description of activity and outcome</i></p>
<p align="center">Drafting Partners</p>	<p>2010 – A working group of drafting partners was brought together for this project to prepare drafts and review amendments throughout development. Members of the group were invited to participate at meetings as interested/available and were passed all updates to drafts as they were made. The group included:</p>



	<ul style="list-style-type: none"> <li>• Faculty of Graduate Studies and Research: H Hogg, Assistant Dean</li> <li>• Office of Development: A Martincevic, Senior Development Officer</li> <li>• Office of the Provost/UAPPOL Working Group: K Brough, Portfolio Initiatives Manager</li> <li>• Office of the Registrar and Student Awards: P Dalton, Associate Registrar and Director of Enrolment Management; F Halbert, Student Awards Supervisor; C Holstead, Policy Development and Issues Advisor; C Prowse, Assistant Registrar (Student Awards); L Stelck, Assistant Registrar (Finance and Administration)</li> <li>• University Bursaries and Emergency Funding (UBEF): R De Leon, Bursary Program Coordinator</li> <li>• University Governance (UASC): I Spence, Appeals Coordinator and GFC UASC Coordinator</li> </ul>
UAPPOL Working Group	July 27, 2010 – Met with UAPPOL Working Group to review first drafts and policy development plan. Minor changes were suggested and made.
University Governance	September 7, 2010 – E-mailed drafts to I Spence, M Lewis, and G Bodnar (University Governance). Received feedback for revisions through I Spence and incorporated in consultation with drafting partners.
Vice Provosts' Meeting	September 13, 2010 – For discussion, no changes
GFC Undergraduate Awards and Scholarships Committee (GFC UASC)	September 21, 2010 – For discussion, minor changes incorporated
Campus Vetting	<p>October 5, 2010 – Mailed out to Campus stakeholders for comment:</p> <ul style="list-style-type: none"> <li>• AASUA: B Renke, Senior Membership Services Officer</li> <li>• Development Office: M Meldrum, Director of Development Services; M Weaver, Associate Director (Gift Services)</li> <li>• Financial Services: C Gibson, Supervisor, Student Receivables; F Olinkin, Manager, Production Services</li> <li>• Information and Privacy Office: H Davis, Access and Privacy Advisor</li> <li>• Office of the Dean of Students: N Rodenburg, Student Affairs Officer</li> <li>• Office of Safe Disclosure and Human Rights: W King, Advisor</li> <li>• University Governance: M Lewis, Associate Secretary to GFC, UAPPOL Contact</li> <li>• Students' Union: N Dehod, President; J Eastham, Vice-President (Academic)</li> <li>• Graduate Students' Association: R Coulthard, President; N Y Moghaddam, Vice-President (Student Services); A Rawluk, Interim Vice-President Academic)</li> <li>• Faculty of Arts: R Whiting, Associate Dean</li> <li>• Faculty of Agricultural, Life, and Environmental Sciences: N Kav, Associate Dean</li> <li>• Faculty of Education: C Hickson, Associate Dean</li> <li>• Faculty of Engineering: K Porteous, Associate Dean</li> <li>• Faculty of Physical Education and Recreation: P Baudin, Associate Dean</li> <li>• Faculté Saint-Jean: E Blackburn, Associate Dean</li> <li>• Faculty of Science: B Leskiw, Associate Dean</li> <li>• All Drafting Partners</li> </ul>
Drafting Partners Meeting	October 27, 2010 – All adjustments from Campus vetting reviewed and incorporated as appropriate.
Strategic Initiatives Group	November 2, 2010 – For discussion: minor changes requested and



	incorporated including adjustments suggested by University General Counsel, B Hamdon.
Campus Vetting	November 18, 2010 – Final drafts re-sent to all vetters including Drafting Partners for awareness and final comment.
AASUA Meeting	November 24, 2010 – Met with B Renke for comments, no changes recommended.
Executive Planning Committee	November 24, 2010 – Drafts approved.
Approval Route (Governance) (including meeting dates)	GFC Undergraduate Awards and Scholarships Committee (January 18, 2011) – for recommendation; GFC Executive Committee (February 7, 2011) – for final approval
Final Approver	GFC Executive Committee

Attachments:

1. Attachment 1 (pages 1 - 2) – Awards and Bursaries for Students Policy
2. Attachment 2 (pages 1 - 4) – Creation of New Awards and Bursaries for Undergraduate Students Procedure
3. Attachment 3 (pages 1 - 4) – Awards for Undergraduate Students Procedure
4. Attachment 4 (pages 1 - 2) – Bursaries for Students Procedure
5. Attachment 5 (pages 1 - 2) – University Medal Requirements Procedure
6. Attachment 6 (pages 1 - 10) – GFC Policy Manual Section 21 (*Awards*) – For Rescission

Prepared by: Carrie Holstead, Policy Development and Issues Advisor, [carrie.holstead@ualberta.ca](mailto:carrie.holstead@ualberta.ca)

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This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.

## Awards and Bursaries for Students Policy

<b>Office of Accountability:</b>	Provost and Vice-President (Academic)
<b>Office of Administrative Responsibility:</b>	Dean of Students Registrar and Student Awards
<b>Approver:</b>	General Faculties Council
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Overview

The *Post-Secondary Learning Act* of Alberta empowers General Faculties Council (GFC) to “make rules and regulations respecting academic awards” (Section 26(1)(m)). Responsibility for making rules and regulations respecting academic awards as it concerns all students other than graduate students registered in the Faculty of Graduate Studies and Research has been delegated by GFC to the GFC Executive Committee, which has in turn delegated certain of these powers to the GFC Undergraduate Awards and Scholarship Committee. GFC has delegated responsibility for graduate awards to Faculty of Graduate Studies and Research Council.

### Purpose

To articulate the University of Alberta’s position on the provision of **awards** and **bursaries** to students.

### POLICY

The University of Alberta will marshal awards and bursaries for students to support learning and alleviate financial need to the extent that financial resources permit.

The University only assumes responsibility for the payment of awards and bursaries to the extent that gifts from donors or returns from particular investments for these purposes will permit.

### DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲ Top\]](#)

#### **Awards**

Awards are items of monetary and/or other value given to a student or students by the University of Alberta primarily on the basis of academic

	<p>standing and completion of requirements outlined in the award description or terms of reference. Specific kinds of awards include scholarships, prizes, University medals, and general awards.</p> <p>As many awards are competitive, successful completion of the requirements does not guarantee receipt of the award.</p>
<b>Bursaries</b>	Bursaries are items of monetary value given to a student primarily on the basis of demonstrated financial need.

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## **RELATED LINKS**

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Awards for Undergraduate Students Procedure (UAPPOL)

Bursaries for Students Procedure (UAPPOL)

Creation of New Awards and Bursaries for Undergraduate Students Procedure (UAPPOL)

[Financial Management and Practices Policy \(UAPPOL\)](#)

[Graduate Scholarship Committee Award Winner's Handbook \(University of Alberta\)](#)

[Graduate Scholarship Committee Handbook \(University of Alberta\)](#)

[Student Awards Office](#) (University of Alberta)

[University Bursaries and Emergency Funding](#) (University of Alberta)

University Medal Requirements Procedure (UAPPOL)



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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

## Creation of New Awards and Bursaries for Undergraduate Students Procedure

<b>Office of Administrative Responsibility:</b>	Dean of Students Registrar and Student Awards
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Purpose

To provide the procedure by which new undergraduate student **awards** and **bursaries** at the University of Alberta are created.

### PROCEDURE

#### 1. SELECTION CRITERIA

Primary selection criteria for awards will be based on academic standing. Appropriate secondary selection criteria for awards may include, but are not limited to, community service, financial need, leadership, and athletics. A secondary selection criterion must not be a requirement of membership in a particular association, with the exception of University of Alberta teams sanctioned by the Canadian Interuniversity Sport (CIS) and/or the Canadian Colleges Athletic Association (CCAA) and the Alberta Colleges Athletic Conference (ACAC).

Primary selection criteria for bursaries will be demonstrated financial need. Appropriate secondary selection criteria for bursaries may include, but are not limited to, community service, leadership, and academic standing, as long as the minimum academic standing requirement does not exceed a 3.0 GPA.

#### 2. MINIMUM VALUES

Minimum values for awards and bursaries are determined by the GFC Undergraduate Awards and Scholarship Committee (GFC UASC).

The minimum annual value for undergraduate awards administered by the Student Awards Office will be \$500. For awards which meet the minimum value of \$500, the account holder will be the Assistant Registrar, Student Awards Office. Awards of lesser value may be administered directly by Faculties, Departments, or other administrative units.

The minimum annual value for an undergraduate bursary administered by the University Bursaries and Emergency Funding office will be \$500.

3. APPROVAL OF NEW AWARDS AND BURSARIES

Each new undergraduate award or bursary will be considered on its own merits. The terms of reference for all new awards and bursaries are referred to the GFC UASC for approval. Awards or bursaries already approved can be reconsidered by GFC UASC.

4. REQUIREMENTS FOR NEW AWARDS AND BURSARIES

Descriptions for all new awards and bursaries submitted for review/approval must include general **selection and eligibility criteria**. Changes in the general selection and eligibility criteria in the **terms of reference** of approved awards and bursaries must be forwarded to GFC UASC for approval. Changes to the number or values of approved awards or bursaries must be filed with the appropriate administrative office.

5. RESTRICTIONS ON RECIPIENT SELECTION

Donors to the University of Alberta or their agents cannot be the nominator or part of any selection committee or process responsible for choosing recipients of awards or bursaries for which they are the donor.

A nominator is the individual or group (i.e., committee) responsible for selecting the recipient(s) of an award or bursary and must not be a person or group external to the University of Alberta.

6. HUMAN RIGHTS

Selection or eligibility criteria will not include any criterion defined as discriminatory under the *Alberta Human Rights Act* or the University of Alberta *Discrimination and Harassment Policy* except if the award or bursary or the condition at the time of establishment could reasonably be viewed as intended for the benefit of a **disadvantaged group**. If the award or bursary is accepted under this provision, it will be reviewed at intervals not greater than 15 years by the Student Awards Office or University Bursaries and Emergency Funding and brought to GFC UASC for consideration. The restriction will be dropped if the group is no longer reasonably perceived as disadvantaged. A specific award or bursary can be reviewed at any time by a Faculty or by the Provost and Vice-President (Academic).

**DEFINITIONS**

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<p><b>Awards</b></p>	<p>Awards are items of monetary and/or other value given to a student or students by the University of Alberta primarily on the basis of academic standing and completion of requirements outlined in the award description or terms of reference. Specific kinds of awards include <b>scholarships, prizes, University medals, and general awards</b>.</p> <p>As many awards are competitive, successful completion of the requirements does not guarantee receipt of the award.</p>
<p><b>Bursaries</b></p>	<p>Bursaries are items of monetary value given to a student primarily on the basis of demonstrated financial need.</p>
<p><b>Selection and Eligibility Criteria</b></p>	<p>Selection and eligibility criteria are the standards or conditions by which a student qualifies and is chosen to receive an award or a</p>

	bursary. Criteria may be in such areas as academic standing, leadership, community service, athletics, or demonstrated financial need.
<b>Terms of Reference</b>	The Terms of Reference of an award or bursary provide all relevant information regarding how the award or bursary will be dispersed, including the financial terms, the selection and eligibility criteria, and any other information pertinent to the administration of the award or bursary.
<b>Disadvantaged Group</b>	A disadvantaged group's members have traditionally been denied or limited in their accessibility to resources and tools typically accessible by students at the University of Alberta.
<b>Scholarships</b>	A scholarship is an award given to a student on the basis of overall <b>superior academic achievement</b> in a Faculty, Department, or degree program. Secondary selection criteria may also be used. A degree program may mean a full multi-year degree program within a Faculty or Department, or may mean one or more specific years within a full multi-year degree program.
<b>Prizes</b>	A prize is an award given to a student on the basis of superior academic achievement in a course or specific set of courses in a Faculty, Department, or in some other subdivision of a Faculty. Additional non-academic secondary selection criteria may also be used.
<b>University Medals</b>	A University medal, as described in the University Medal Requirements Procedure, is given to a student on the basis of overall superior academic achievement in a Faculty, Department or some other subdivision of a Faculty, or in the University overall. Additional selection criteria will not be normally be used.
<b>General Awards</b>	Those awards that do not meet the definitions for scholarships, prizes or University medals and have as their primary criterion <b>satisfactory academic standing</b> .
<b>Superior Academic Achievement</b>	<p>Superior Academic Achievement will normally mean either of the following:</p> <ul style="list-style-type: none"> <li>i. overall GPA of 3.5 (first class standing) or higher in the University or;</li> <li>ii. standing in the upper 10% of comparable students in a Faculty, School, Department or other subdivision of a Faculty.</li> </ul> <p>Superior Academic Achievement for entrance scholarships will normally mean a minimum average of 80% on marks used at the time of assessment.</p>

**Satisfactory Academic Standing**

Satisfactory academic standing in a Faculty means satisfactory as defined within the *University Calendar* by the Faculty in question. If no such definition has been made by the Faculty, satisfactory academic standing means being eligible to continue in or graduate from the program in which the student is registered exclusive of those students allowed to continue on a probationary basis.

For entrance awards, a student will be deemed to have achieved satisfactory academic standing provided he or she has been granted admission to a program of study at the University of Alberta.

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[Awards and Bursaries for Students Policy \(UAPPOL\)](#)

[Awards for Undergraduate Students Procedure \(UAPPOL\)](#)

[Bursaries for Students Procedure \(UAPPOL\)](#)

[Discrimination and Harassment Policy and Procedures and the University of Alberta Reasonable Accommodation Policy](#) (University of Alberta, GFC Policy Manual Section 44)

[Office of Safe Disclosure and Human Rights](#) (University of Alberta)

[Student Awards Office](#) (University of Alberta)

[University Bursaries and Emergency Funding](#) (University of Alberta)

[University Medal Requirements Procedure \(UAPPOL\)](#)

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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

## Awards for Undergraduate Students Procedure

<b>Office of Administrative Responsibility:</b>	Registrar and Student Awards
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Purpose

To provide procedural information about the undergraduate student awards program at the University of Alberta.

### PROCEDURE

#### 1. TYPES OF AWARDS

The University offers a variety of awards to undergraduate students, including **scholarships**, **prizes**, and **University medals**. Scholarships, prizes and University medals, which have as their primary criterion **superior academic achievement**, are considered the most prestigious awards for students within the University. Awards that do not meet the definitions for scholarships, prizes or University medals are known simply as **general awards** and have as their primary criterion **satisfactory academic standing**.

#### 2. COURSE LOAD REQUIREMENTS

All **awards** established by the University, with the exception of prizes and unless otherwise specified by the **terms of reference**, will normally be available to all meritorious students who have completed a **full normal course load**, as determined by their Faculty, over the most recent September-August period. Students on a cooperative studies portion of their program will be considered for awards when they have completed a full normal course load. Faculties have the option of allowing students who are enrolled in less than a full normal course load for other reasons including, but not limited to, field schools and work experience to be nominated for awards when they have accumulated a full normal course load. Faculties will work with the Student Awards Office to track these students.

#### 3. UNDERGRADUATE AWARD ADMINISTRATION

Unless otherwise stated in the terms of any award, undergraduate awards administered by the Student Awards Office are tenable only at the University of Alberta. Where an award is listed in a particular Faculty, it is generally tenable only in that Faculty (except course prizes, which are open to any student registered in that course).

Normally, all monetary awards are payable only when students are in actual **full-time**

**attendance** at the University in the term during which funds are dispersed. Awards that are offered prior to the commencement of or within a Fall Term will be divided evenly between the Fall Term and the Winter Term. If the student returns for one term of study or to part-time studies, the award value will normally be pro-rated.

Awards given at the time of a student's graduation will be paid out in full following convocation..

4. MAJOR AWARDS

In order that funds may be broadly distributed, an undergraduate student may hold only one University of Alberta **major award** per category (leadership, academics, athletics, fine arts) in any one year. Total value of other awards received by students through any other competition(s) may also be taken into consideration in open award competitions.

5. EXTERNAL AWARDS

The Student Awards Office may, at its discretion, publicize awards available to University of Alberta students from sources outside the University.

6. TERMS OF REFERENCE

For awards already approved, where terms of reference for specific awards contradict the regulations provided in this procedure, the terms of reference will supersede these regulations.

7. TRANSCRIPTS

Only awards based on superior academic achievement, which have been approved by the GFC Undergraduate Awards and Scholarship Committee and are administered through the Student Awards Office will be listed on the academic transcript of an undergraduate student.

**DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<p><b>Scholarships</b></p>	<p>A scholarship is an award given to a student on the basis of overall superior academic achievement in a Faculty, Department, or degree program. Secondary selection criteria may also be used. A degree program may mean a full multi-year degree program within a Faculty or Department, or may mean one or more specific years within a full multi-year degree program.</p>
<p><b>Prizes</b></p>	<p>A prize is an award given to a student on the basis of superior academic achievement in a course or specific set of courses in a Faculty, Department, or in some other subdivision of a Faculty. Additional non-academic secondary selection criteria may also be used.</p>
<p><b>University Medals</b></p>	<p>A University medal, as described in the University Medal Requirements Procedure, is given to a student on the basis of overall superior academic achievement. Additional selection criteria will not normally be used.</p>

<b>Superior Academic Achievement</b>	<p>Superior Academic Achievement will normally mean either of the following:</p> <ul style="list-style-type: none"> <li>i. overall GPA of 3.5 (first class standing) or higher in the University or;</li> <li>ii. standing in the upper 10% of comparable students in a Faculty, School, Department or other subdivision of a Faculty.</li> </ul> <p>Superior Academic Achievement for entrance scholarships will normally mean a minimum average of 80% on marks used at the time of assessment.</p>
<b>General Awards</b>	<p>Those awards that do not meet the definitions for scholarships, prizes, or University medals and have as their primary criterion satisfactory academic standing.</p>
<b>Satisfactory Academic Standing</b>	<p>Satisfactory academic standing in a Faculty means satisfactory as defined within the <i>University Calendar</i> by the Faculty in question. If no such definition has been made by the Faculty, satisfactory academic standing means being eligible to continue in or graduate from the program in which the student is registered exclusive of those students allowed to continue on a probationary basis.</p> <p>For entrance awards, a student will be deemed to have achieved satisfactory academic standing provided he or she has been granted admission to a program of study at the University of Alberta.</p>
<b>Awards</b>	<p>Awards are items of monetary and/or other value given to a student or students by the University of Alberta primarily on the basis of academic standing and completion of requirements outlined in the award description or terms of reference. Specific kinds of awards include scholarships, prizes, University medals, and general awards.</p> <p>As many awards are competitive, successful completion of the requirements does not guarantee receipt of the award.</p>
<b>Terms of Reference</b>	<p>The Terms of Reference of an award or bursary provide all relevant information regarding how the award or bursary will be dispersed, including the financial terms, the selection and eligibility criteria, and any other information pertinent to the administration of the award or bursary.</p>
<b>Full Normal Course Load</b>	<p>A full normal course load is that which is prescribed by the Faculty concerned and advertised in the <i>University Calendar</i> to be taken by the student during each academic year in order to complete the degree program within the announced period of time. Where more than one Faculty is involved, the definition of a full normal course load will be established by UASC.</p>

<b>Full-Time Attendance</b>	Full-time attendance means full-time attendance as defined within the <i>University Calendar</i> .
<b>Major Award</b>	A Major Award, as defined by the GFC Undergraduate Awards and Scholarship Committee, is any award with a value equal or greater to the full course load tuition and any related differential fees charged to a student within a given academic year.

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[Discrimination and Harassment Policy and Procedures and the University of Alberta Reasonable Accommodation Policy \(University of Alberta, GFC Policy Manual Section 44\)](#)

[Student Awards Office](#) (University of Alberta)

[University Medal Requirements Procedure \(UAPPOL\)](#)

[Undergraduate Awards and Scholarship Committee](#) (University of Alberta)



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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

## Bursaries for Students Procedure

<b>Office of Administrative Responsibility:</b>	Dean of Students
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Overview

Bursaries for undergraduate and graduate students are administered primarily through the University Bursaries and Emergency Funding Office (UBEF) in University Student Services.

### Purpose

To provide procedural information about undergraduate and graduate **bursaries** at the University of Alberta.

## PROCEDURE

### 1. ELIGIBILITY

Unless otherwise stated, students must have **satisfactory academic standing** in their Faculty or Department, and must normally be in **full-time attendance** at the University of Alberta.

### 2. FINANCIAL NEED ASSESSMENT

The primary selection criteria for bursaries at the University of Alberta will be demonstrated financial need. Financial need will normally be assessed in accordance with the guidelines laid out by the Alberta Student Loans Program.

### 3. BURSARY ADMINISTRATION

While bursaries may be administered in Faculties, Departments and other service units, it is recommended that those units work with the UBEF Office to ensure consistency in administrative practices and in assessment of demonstrated financial need for bursary recipients across campus.

## DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended

institution-wide use. <a href="#">▲Top</a>	
<b>Bursaries</b>	Bursaries are items of monetary value given to a student primarily on the basis of demonstrated financial need.
<b>Satisfactory Academic Standing</b>	<p>Satisfactory academic standing in a Faculty means satisfactory as defined within the <i>University Calendar</i> by the Faculty in question. If no such definition has been made by the Faculty, satisfactory academic standing means being eligible to continue in or graduate from the program in which the student is registered exclusive of those students allowed to continue on a probationary basis.</p> <p>For entrance awards, a student will be deemed to have achieved satisfactory academic standing provided he or she has been granted admission to a program of study at the University of Alberta.</p>
<b>Full-Time Attendance</b>	Full-time attendance means full-time attendance as defined within the <i>University Calendar</i> .

## **FORMS**

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This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.

## University Medal Requirements Procedure

<b>Office of Administrative Responsibility:</b>	Registrar and Student Awards
<b>Approver:</b>	Provost and Vice-President (Academic)
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Overview

The University of Alberta will award, alongside its own University medals, medals from outside organizations. Examples include the Governor General's Academic Medals. The following procedure does not apply to those external medals, which will have their own requirements.

### Purpose

To provide detailed requirements for University medals.

## PROCEDURE

**University medals** are considered the most prestigious **awards** offered by the University of Alberta.

University medals must conform to certain standards of content, as determined by GFC.

There are four categories of medals that may be approved:

**Gold Medals** must have a minimum gold content of 10 karats (0.4166 pure gold). The award description will include the exact gold content of the medal. When funding becomes inadequate to maintain the quality and size described for a gold medal, the award designation will be changed to "gold-plated medal" status or the award will cease to be made.

**Silver Medals** must be made of sterling silver (925 parts silver with 75 parts copper).

**Bronze Medals** must be made of an alloy of copper and tin, but can include small portions of other elements such as zinc or phosphorous.

**Gold Plated Medals** must be gold plated or gold dusted over sterling centers.

## DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended

institution-wide use. <a href="#">▲Top</a>	
<b>University Medals</b>	A University medal is an award normally given to a student on the basis of overall superior academic achievement. Additional selection criteria will not normally be used.
<b>Awards</b>	Awards are items of monetary and/or other value given to a student or students by the University of Alberta primarily on the basis of academic standing and completion of requirements outlined in the award description or terms of reference. Specific kinds of awards include scholarships, prizes, University medals, and general awards.  As many awards are competitive, successful completion of the requirements does not guarantee receipt of the award.
<b>Gold Medals</b>	Gold medals are the highest academic awards offered in a Faculty or Department.
<b>Silver Medals</b>	Silver medals signify the second highest academic award offered by a Faculty or Department.
<b>Bronze Medals</b>	Bronze medals signify the third highest academic award offered by a Faculty or Department.
<b>Gold Plated Medals</b>	Gold plated medals signify high honor in academic or other endeavors.

## **FORMS**

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[Student Awards Office](#) (University of Alberta)

[Governor General's Academic Medal Directives](#) (Governor General of Canada)

Two Column Summary

(what we have done with GFC Section 21, where we have moved sections or reworded in new policy and procedure)

**FOR INFORMATION ONLY**

R e f	Section 21: Awards Wording (Text to be deleted struck through)	Additions (Underlined)/Changes to Text (for comprehensive wording additions/changes refer to UAPPOL drafts)	Explanation & New Location of Information
A	<p><del>21. Awards</del></p> <p><del>Note from the University Secretariat: Section 26(1)(m) of the <i>Post-Secondary Learning Act</i> empowers General Faculties Council (GFC) to "make rules and regulations respecting academic awards." Responsibility as it concerns awards for graduate students registered in the Faculty of Graduate Studies and Research has been delegated to the Graduate Faculty Council, and responsibility as it concerns all other students has been delegated to the Executive Committee. The complete wording of the section(s) of the <i>Post-Secondary Learning Act</i>, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.</del></p>	<p><u>Overview</u></p> <p><u>The <i>Post-Secondary Learning Act of Alberta</i> empowers General Faculties Council (GFC) to "make rules and regulations respecting academic awards." (Section 26(1)(m)). Responsibility for making rules and regulations respecting academic awards as it concerns <u>all students other than</u> graduate students registered in the Faculty of Graduate Studies and Research has been delegated <u>by GFC to the GFC Executive Committee</u> which has in turn delegated certain of these powers to the <u>GFC Undergraduate Awards and Scholarship Committee</u>. GFC has delegated responsibility for graduate awards to Faculty of Graduate Studies and Research Council.</u></p>	<p>Material moved to <i>Overview of Awards and Bursaries for Students Policy</i></p> <p>Wording adjusted for clarity and to include all relevant delegations</p>
B	<p><del>21.1 Regulations Governing Awards</del></p> <p><del>Academic Awards</del></p> <p><del>Responsibility, as it concerns all students other than graduate students registered in the Faculty of Graduate Studies and Research, for making rules and regulations respecting academic awards, shall be delegated by General Faculties Council to the Executive Committee.</del></p> <p><del>Policy matters concerning academic awards for all students other than graduate students registered in the Faculty of Graduate Studies and Research shall be considered by General Faculties Council.</del></p> <p><del>Also see Executive Committee, Section 59.</del></p>		<p>Removed unnecessary headings</p> <p>Consolidated delegations in the <i>Overview of Awards and Bursaries for Students Policy</i> (see above for wording)</p>
C	<p><del>General Statement on Faculty Awards</del></p> <p><del>For the 1980's a new Undergraduate Scholarship program shall be established with awards based on academic attainment within the student's Faculty, the scholarships to be designated as "University of Alberta Faculty Scholarships."</del></p>		<p>Unnecessary heading</p> <p>Removed (out of date, not policy statement)</p>
D	<p><del>It is recommended that sufficient funding be provided so that students in the top 5% of</del></p>		<p>Removed (not policy statements)</p>

	<p>academic attainment within the Faculty can be rewarded. It is recommended that the Board of Governors become involved with the provision of additional funding.</p>		
<b>E</b>	<p>Note from the University Secretariat: GFC has delegated responsibility for graduate awards to FGSR Council. The Graduate Scholarship Committee (which makes policy and disburses awards) is a standing committee of the FGSR Council and reports to that Council annually.</p>		<p>Consolidated delegations in the Overview of Awards and Bursaries for Students Policy (see <b>A</b> for wording)</p>
<b>F</b>	<p>21.2 Approval of New Awards</p> <p>1. Section 26 (1)(m) of the Post-Secondary Learning Act gives GFC the authority to “make rules and regulations respecting academic awards.”</p>		<p>Unnecessary heading</p> <p>Consolidated delegations in the Overview of Awards and Bursaries for Students Policy (see <b>A</b> for wording)</p>
<b>G</b>	<p>Pursuant to that authority each new award shall be considered on its own merits, since the terms of all new awards are referred to the Undergraduate Awards and Scholarship Committee for approval. Any award already approved can be reconsidered. (GFC 23 SEP 1968) (EXEC 06 MAR 2006)</p>	<p>Each new <u>undergraduate</u> award or bursary <u>will</u> be considered on its own merits. The terms of <u>reference for all new awards and bursaries</u> are referred to the Undergraduate Awards and Scholarships Committee (<u>UASC</u>) for approval. <u>Awards or bursaries</u> already approved can be reconsidered <u>by UASC</u>.</p>	<p>Moved to <i>Creation of Undergraduate Awards and Bursaries for Students Procedure</i> (procedure 2). Wording updated for clarity.</p>
<b>H</b>	<p>2. Award selection or eligibility criteria will not include any condition defined as discriminatory under the Canadian Charter of Rights and Freedoms or the Alberta Human Rights, Citizenship and Multiculturalism Act except if the award or the condition at the time of establishment could reasonably be viewed as intended for the benefit of a disadvantaged group. If the award is accepted under this provision, the award will be reviewed at intervals not greater than 15 years by the GFC Undergraduate Awards and Scholarship Committee, at which time the restriction be dropped if the disadvantaged position is no longer present. Initiative may be taken by the appropriate Faculty or by the Provost and Vice-President (Academic) to have a specific award reviewed before 15 years has elapsed. (EXEC 06 MAR 2006)</p>	<p><u>Selection or eligibility criteria will not include any criterion defined as discriminatory under the Alberta Human Rights Act except if the award or bursary or the condition at the time of establishment could reasonably be viewed as intended for the benefit of a disadvantaged group. If the award or bursary is accepted under this provision, it will be reviewed at intervals not greater than 15 years by the Student Awards Office or University Bursaries and Emergency Funding and brought to the attention of UASC as appropriate. The restriction will be dropped if the group is no longer reasonably perceived as disadvantaged. A specific award or bursary can be reviewed at any time by a Faculty or by the Provost and Vice-President (Academic).</u></p>	<p>Moved to <i>Creation of Undergraduate Awards and Bursaries for Students Procedure</i> (procedure 5).</p> <p>Reworded for consistency with existing process</p> <p>Wording updated</p>
<b>I</b>	<p>3. To ensure that nominated awards (see Section 21.3.2.e) conform with the University of Alberta Awards Policy, all new award descriptions submitted for review/approval to the Undergraduate Awards and Scholarship Committee must include general selection and eligibility criteria. Changes in the general selection and eligibility criteria of approved awards must be filed with the Student Awards</p>	<p><u>Descriptions for all new awards and bursaries</u> submitted for review/approval must include general selection and eligibility criteria. Changes in the general selection and eligibility criteria <u>in the terms of reference</u> of approved awards <u>and bursaries</u> must be forwarded to UASC for approval. Changes to the number or values of approved awards or bursaries must be filed with the appropriate administrative</p>	<p>Reorganized wording for clarity and specified where exactly changes to approved awards must go (to be consistent with current practice)</p>

<p>Office. Substantive changes will be forwarded to the Undergraduate Awards and Scholarship Committee for approval. (EXEC 06 MAR 2006)</p>	<p>office.</p>	
<p>21.3 University of Alberta Undergraduate Awards Policy</p> <p>1. Purpose</p> <p>The purpose of the University of Alberta Undergraduate Awards program is to recognize and reward superior academic achievement and to provide support to undergraduate students to the maximum extent that financial resources permit.</p> <p>J The University offers a variety of types of awards described using the terminology below. Scholarships and medals, which have as their primary criterion superior academic achievement, are considered the most significant awards within the University.</p>	<p>The University of Alberta will marshal awards and bursaries for students to support learning and alleviate financial need to the extent that financial resources permit.</p> <p>The University offers a variety of awards to undergraduate students, including scholarships, prizes, and University medals. Scholarships, Prizes, and University medals, which have as their primary criterion superior academic achievement, are considered the most prestigious awards for students within the University. Awards that do not meet the definitions for scholarships, prizes or University medals are known simply as general awards and have as their primary criterion satisfactory academic standing.</p>	<p>Unnecessary headings</p> <p>Reworded as policy statement and included under policy header of <i>Awards and Bursaries for Students Policy</i></p> <p>Now found in <i>Awards for Undergraduate Students Procedure</i> (procedure 1)</p>
<p>2. Definitions</p> <p>a. "AWARD" is a general term describing the presentation of an item of monetary and/or other value to a person or persons. As used in this document, its meaning will be restricted to awards approved by the Undergraduate Awards and Scholarship Committee and administered through the Student Awards Office, or any other designated University of Alberta body. The term "Award" does not of itself carry any implication of criteria used in the selection decision, including academic merit. (EXEC 06 MAR 2006)</p> <p>K b. "SCHOLARSHIP" is an award given to a student on the basis of overall superior academic achievement in a Faculty, Department, or degree program. Secondary selection criteria may also be used. A degree program may mean a full multi-year degree program within a Faculty or Department, or may mean one or more specific years within a full multi-year degree program.</p> <p>e. "PRIZE" is an award given to a student on the basis of superior academic achievement in a course or a specific set of courses in a Faculty, Department, or in some other subdivision of a Faculty. Additional non-academic secondary selection criteria may</p>	<p>Definitions</p> <p><b>Awards:</b> Awards are items of monetary and/or other value given to a student or students by the University of Alberta primarily on the basis of academic standing and completion of requirements outlined in the award description or terms of reference. Specific kinds of awards include scholarships, prizes, University medals, and general awards. As many awards are competitive, successful completion of the requirements does not guarantee receipt of the award.</p> <p><b>Scholarships:</b> A scholarship is an award given to a student on the basis of overall superior academic achievement in a Faculty, Department, or degree program. Secondary selection criteria may also be used. A degree program may mean a full multi-year degree program within a Faculty or Department, or may mean one or more specific years within a full multi-year degree program.</p> <p><b>Prizes:</b> A prize is an award given to a student on the basis of superior academic achievement in a course or specific set of courses in a Faculty, Department, or in some other subdivision of a Faculty. Additional non-academic secondary selection criteria may</p>	<p>Definitions have gone through significant revisions to bring them up to date and specify the distinction between "award" as a general reference, the types of awards, and the distinction between awards and bursaries. They are found within the definitions sections of the policies and procedures. That said, there has been no fundamental change to existing practice. Notes regarding primary and secondary criteria have been moved to the body of the <i>Awards for Undergraduate Students Procedure</i> and the <i>Bursaries</i></p>

	<p>also be used.</p> <p>d. <del>"BURSARY" is an award of any monetary value given to a student on the basis of demonstrated financial need and satisfactory academic standing in a Faculty. Additional secondary selection criteria may also be used.</del></p> <p>e. <del>"MEDAL" is a University medal, as described in the University of Alberta Medal Policy (GFC 28 Feb 1983, EXEC 21 Mar 1983), given to a student on the basis of overall superior academic achievement in a Faculty, Department or some other subdivision of a Faculty, provided that the student maintains at least a satisfactory academic standing in his/her faculty. Additional selection criteria will not normally be used.</del></p> <p>f. <del>"NOMINATOR" A nominator must be a Faculty of the University of Alberta, a Department or some other subdivision of a Faculty, or the delegate of a Faculty or subdivision of a Faculty. It is the specific intention of this definition that a nominator must not be a person or donor external to the University of Alberta.</del></p> <p>g. <del>"MAJOR AWARD" the minimum value of a major award shall be deemed as equivalent to the full course load tuition and any related differential fees charged to a student within a given academic year. (UASC 26 MAR 2007 e-mail vote)</del></p>	<p>also be used.</p> <p><b><u>Bursaries:</u></b> <u>Bursaries are items of monetary value given to a student primarily on the basis of demonstrated financial need.</u></p> <p><b><u>University Medals:</u></b> <u>A University medal, as described in the University Medal Requirements Procedure, is given to a student on the basis of overall superior academic achievement in a Faculty, Department or some other subdivision of a Faculty, or in the University overall. Additional selection criteria will not be normally be used.</u></p> <p>A nominator must be a Faculty of the University of Alberta, a Department or some other subdivision of a Faculty, or the delegate of a Faculty or subdivision of a Faculty. A nominator must not be a person or donor external to the University of Alberta.</p> <p><b><u>Major Award:</u></b> <u>A Major Award, as defined by the Undergraduate Awards and Scholarships Committee, is any award with a value equal or greater to the full course load tuition and any related differential fees charged to a student within a given academic year.</u></p>	<p><i>for Students Procedure</i> (procedure 1)</p> <p>Included in Creation of New Awards and Bursaries for <i>Undergraduate Students Procedure</i> (procedure 5)</p>
L		<p><i>(new definitions added)</i></p> <p><b><u>General Awards:</u></b> <u>Those awards that do not meet the definitions for scholarships, prizes, or University medals and have as their primary criterion satisfactory academic standing.</u></p> <p><b><u>Nominator:</u></b> <u>A nominator is the individual or group (i.e., committee) responsible for selecting the recipient(s) of an award or bursary.</u></p> <p><b><u>Terms of Reference:</u></b> <u>The Terms of Reference of an award or bursary provide all relevant information regarding how the award or bursary will be dispersed, including the financial terms, the selection and eligibility criteria, and any other information pertinent to the administration of the award or bursary.</u></p> <p><b><u>Full Time Attendance:</u></b> <u>Full-time attendance means full-time attendance as defined within the <i>University Calendar</i>.</u></p> <p><b><u>Selection and eligibility criteria:</u></b> <u>Selection and eligibility criteria are the standards or</u></p>	<p>New definitions added....</p>



		<p><u>conditions by which a student qualifies and is chosen to receive and award or a bursary. Criteria may be in such areas as academic standing, leadership, community service, athletics, or demonstrated financial need.</u></p> <p><b><u>Disadvantaged Group:</u></b> <u>A Disadvantaged Group's members have traditionally been denied or limited in their accessibility to resources and tools typically accessible by students at the University of Alberta.</u></p> <p><b><u>Gold medals:</u></b> <u>Gold medals are the highest academic awards offered in a Faculty or Department.</u></p> <p><b><u>Silver medals:</u></b> <u>Silver medals signify the second highest academic award offered by a Faculty or Department.</u></p> <p><b><u>Bronze medals:</u></b> <u>Bronze medals signify the third highest academic award offered by a Faculty or Department.</u></p> <p><b><u>Gold plated medals:</u></b> <u>Gold plated medals signify high honor in academic or other endeavors.</u></p>	
M	<p>3.— Policies</p> <p>a. <del>Only entrance and undergraduate scholarships, prizes, and medals (as defined above) which are approved by the Undergraduate Awards and Scholarship Committee and administered through the Student Awards Office and which are awarded on the basis of a Faculty, a Department, or a degree program, shall be entered in the University of Alberta official Awards Publication and on the academic transcript of an undergraduate student. (EXEC 06 MAR 2006)</del></p>	<p>Only <u>awards based on superior academic achievement, which have been approved by the Undergraduate Awards and Scholarship Committee and are administered through the Student Awards Office will be listed on the academic transcript of an undergraduate student.</u></p>	<p>Unnecessary heading Included in <i>Awards for Undergraduate Students Procedure</i> (procedure 8). Summarizes to avoid "(as defined above)" and clean up statement.</p>
N	<p>b. <del>Unless otherwise stated, students must have satisfactory academic standing in their Faculty in order to be eligible to apply for or receive an award.</del></p> <p><del>For the purpose of determining awards, "SATISFACTORY ACADEMIC STANDING" in a Faculty means satisfactory as defined by the Faculty in question. If no such definition has been made by the Faculty, "SATISFACTORY ACADEMIC STANDING" means being eligible to continue in or graduate from the program in which the student is registered exclusive of those students allowed to continue on probationary status.</del></p>	<p><b><u>Satisfactory Academic Standing:</u></b> <u>Satisfactory Academic Standing in a Faculty means satisfactory as defined within the University Calendar by the Faculty in question. If no such definition has been made by the Faculty, Satisfactory Academic Standing means being eligible to continue in or graduate from the program in which the student is registered exclusive of those students allowed to continue on a probationary basis.</u></p>	<p>In practice, all awards require at least satisfactory academic standing... reflected in new definitions</p> <p>Included in definitions of new policy and procedure.</p>

<p>e. <del>"SUPERIOR ACADEMIC ACHIEVEMENT"</del> shall normally mean either of the following:</p> <p>i. overall GPA of 3.5 (first class standing) or higher in the University (<del>EXEC 17 JUN 2002</del>) or;</p> <p>ii. standing in the upper 10% of comparable students in a Faculty, Department or other subdivision of a Faculty.</p> <p>e. A full normal course load is that which is prescribed by the Faculty concerned and advertised in the <del>University of Alberta</del> Calendar to be taken by the student during each academic year in order to complete the degree program within the announced period of time.</p>	<p><u>For entrance awards, a student will be deemed to have achieved satisfactory academic standing provided he or she has been granted admission to a program of study at the University of Alberta.</u></p> <p><b>Superior Academic Achievement:</b> Superior Academic Achievement <u>will</u> normally mean either of the following:</p> <p>i. overall GPA of 3.5 (first class standing) or higher in the University or;</p> <p>ii. standing in the upper 10% of comparable students in a Faculty, <u>School</u>, Department or other subdivision of a Faculty.</p> <p><u>Superior Academic Achievement for entrance scholarships will normally mean a minimum average of 80% on marks used at the time of assessment.</u></p> <p><b>Full normal course load:</b> A full normal course load is that which is prescribed by the Faculty concerned and advertised in the <i>University Calendar</i> to be taken by the student during each academic year in order to complete the degree program within the announced period of time. <u>Where more than one Faculty is involved, the definition of a full normal course load will be established by UASC.</u></p>	<p>Included in definitions of new policy and procedure.</p> <p>Based on current practice</p> <p>Included in definitions of new policy and procedure.</p> <p>Brought exact wording from GFC 21.3.3i to the definition (underlined here).</p>
<p>O e. Appropriate secondary selection criteria may include community service, <del>community</del> leadership, and financial need.</p> <p>A secondary selection criterion must not be a requirement of membership in a particular association, with the exception of University of Alberta teams sanctioned by the Canadian Interuniversity Sport (CIS) and/or the Canadian Colleges Athletic Association (CCAA) and the Alberta Colleges Athletic Conference (ACAC). (<del>EXEC 02 MAY 2005</del>)</p>	<p>Appropriate secondary selection criteria for awards may include, <u>but are not limited to</u>, community service, financial need, leadership <u>and athletics.</u></p> <p>A secondary selection criterion must not be a requirement of membership in a particular association, with the exception of University of Alberta teams sanctioned by the Canadian Interuniversity Sport (CIS) and/or the Canadian Colleges Athletic Association (CCAA) and the Alberta Colleges Athletic Conference (ACAC).</p>	<p>Included in <i>Creation of New Awards and Bursaries for Undergraduate Students Procedure</i> (procedure 1)</p>
<p>P f. <del>The term "resident of Alberta", when used as a condition of eligibility for an award, shall be taken as the definition given in Section 13.2 of the University of Alberta Calendar and used by the Office of the Registrar and Student Awards.</del></p>		<p>Not a policy statement, simply a definition. Appears in promotion of awards when applicable.</p>
<p>Q g. <del>The minimum annual value of an undergraduate award administered by the Student Awards Office shall be determined from time to time by the Undergraduate Awards and Scholarship Committee. For</del></p>	<p><u>Minimum values for awards and bursaries are determined by the Undergraduate Awards and Scholarship Committee. The minimum annual value for undergraduate awards administered by the Student Awards Office will be \$500. For</u></p>	<p>Reworded for clarity and to bring up to date with current process. Found in <i>Creation of New</i></p>

	<p>awards which meet the minimum value of \$500, the account holder is the Manager, Student Awards Office. Awards of lesser value may be administered directly by Faculties or by subdivisions of Faculties. (UASC 11 MAR 2008)</p>	<p><u>awards which meet the minimum value of \$500, the account holder will be the Assistant Registrar, Student Awards Office. Awards of lesser value may be administered directly by Faculties, departments, or other administrative units.</u></p> <p><u>The minimum annual value for an undergraduate bursary administered by the University Bursaries and Emergency Funding office will be \$500.</u></p>	<p><i>Awards and Bursaries for Undergraduate Students Procedure</i> (procedure 2)</p> <p>Added separate note on bursaries due to new separate definition</p>
R	<p><del>h. Students who are enrolled in less than a full normal course load are normally allowed to apply or be nominated for awards when they have accumulated the equivalent of a full normal course load as defined in Section 21.3.3.d. Students on the cooperative studies portion of their program who have alternating cooperative and study terms will be considered for awards when they have completed the equivalent of one academic year, which will be made up of two non-consecutive terms of course work. In the case of awards which allow for a one time only application during a student's academic career, the policies and procedures will be adjusted so that students meeting the criteria are assured that they will have at least one opportunity to apply during their academic career.</del></p> <p><del>i. Unless otherwise stated, selection for awards established prior to 1990-91 is based on the grade point average obtained on a full normal course load of academic work (as described in Section 21.3.3.d) done at this University during the preceding winter session (September to April).</del></p>	<p><u>All awards established by the University, with the exception of prizes and unless otherwise specified by the terms of reference, will normally be available to all meritorious students who have completed a full normal course load, as determined by their Faculty, over the most recent September-August period. Students on a cooperative studies portion of their program will be considered for awards when they have completed a full normal course load. Faculties have the option of allowing students who are enrolled in less than a full normal course load for other reasons including, but not limited to, field schools and work experience to be nominated for awards when they have accumulated a full-normal course load. Faculties will work with the Student Awards Office to track these students.</u></p>	<p>Reworded for clarity and to bring up to date with current process. Found in <i>Awards for Undergraduate Students Procedure</i> (procedure 2)</p> <p>Updated and incorporated above in <i>Awards for Undergraduate Students Procedure</i> (procedure 2)</p>
S	<p>Where more than one Faculty is involved, the definition of a full normal course load shall be established by the Undergraduate Awards and Scholarship Committee (see Section 21.3.3.d).</p>	<p>Where more than one Faculty is involved, the definition of a full normal course load shall be established by <u>UASC</u>.</p>	<p>Included in the definition under "Full Normal Course Load" (see <b>N</b> for wording)</p>
T	<p><del>j. All new awards established in 1990-91 and thereafter by the University, unless otherwise specified by the donor, shall be available to all meritorious students who have completed the number of courses defined in a full normal course load. (See Section 21.3.3.d.) Students who do not complete this in one year may apply when they have accumulated the required number of courses.</del></p> <p><del>k. Awards for which a Faculty nominates a student to the Student Awards Office (ie Faculty based awards) will be based on a course load approved by the appropriate</del></p>		<p>Updated and incorporated above (<b>R</b>) in <i>Awards for Undergraduate Students Procedure</i> (procedure 2)</p>

	Faculty Council.		
U	<p>† Unless otherwise stated in the terms of any award, undergraduate awards administered by the Student Awards Office are tenable only at the University of Alberta. Where an award is listed in a particular Faculty, it is generally tenable only in that Faculty (except course prizes, which are open to any student registered in that course). Normally, all monetary awards <del>will be paid in the next academic term and</del> are payable only when students are in actual full-time attendance at the University. If the student returns for one term of study or to part-time studies, the award value will normally be prorated. (EXEC 08-SEP-2003)</p>	<p>Unless otherwise stated in the terms of any award, undergraduate awards administered by the Student Awards Office are tenable only at the University of Alberta. Where an award is listed in a particular Faculty, it is generally tenable only in that Faculty (except course prizes, which are open to any student registered in that course). Normally, all monetary awards are payable only when students are in actual full-time attendance at the University <u>in the term during which funds are dispersed. Awards that are offered prior to the commencement of or within a Fall Term will be divided evenly between the Fall Term and the Winter Term.</u> If the student returns for one term of study or to part-time studies, the award value will normally be prorated.</p> <p><u>Awards given at the time of a student's graduation will be paid out in full following convocation.</u></p>	<p>Added text for clarification and included in <i>Awards for Undergraduate Students Procedure</i> (procedure 3)</p>
V	<p>‡ In order that funds may be broadly distributed, an undergraduate student may hold only one University of Alberta major award per category (eg, leadership, academics, athletics, fine arts) in any one year (See Section 21.3.2.g). Total value of other awards received by students through any other competition(s) may also be taken into consideration in open award competitions. <del>The minimum value of a major award shall be determined by the Undergraduate Awards and Scholarship Committee (UASC 26-MAR-2007 e-mail vote)</del></p>	<p>In order that funds may be broadly distributed, an undergraduate student may hold only one University of Alberta major award per category (leadership, academics, athletics, fine arts) in any one year. Total value of other awards received by students through any other competition(s) may also be taken into consideration in open award competitions.</p>	<p>Included in <i>Awards for Undergraduate Students Procedure</i> (procedure 4)</p> <p>Redundant with <i>Creation of New Awards and Bursaries for Students Procedure and UASC ToR</i></p>
W	<p>n. <del>For the purpose of awarding entrance scholarships, the Student Awards Office will use the final marks available at the time of assessment. (EXEC 05-DEC-2005)</del></p>		<p>Incorporated in definitions of "Superior Academic Achievement" and "Satisfactory Academic Standing" (See <b>N</b>)</p>
X	<p>o. The University assumes <del>liability</del> for the payment of <del>scholarships, bursaries, prizes and other awards</del> only to the extent that gifts from donors or returns from particular investments for these purposes will permit.</p>	<p>The University <u>only</u> assumes <u>responsibility</u> for the payment of <u>awards and bursaries</u> only to the extent that gifts from donors or returns from particular investments for these purposes will permit.</p>	<p>Included in <i>Awards and Bursaries for Students Policy</i> (Policy Statement)</p>
Y	<p>p. <del>In assessment of demonstrated financial need, students are considered financially independent at age 18.</del></p>	<p><u>Financial need will normally be assessed in accordance with the guidelines laid out by the Alberta Student Loans Program</u></p>	<p>Included in <i>Bursaries for Students Procedure</i>. Did not include specific age as it is taken from Alberta Student Loans Program</p>

			Guidelines and subject to change.
Z	<p>g. The Student Awards Office may, at its discretion, publicize awards available to University of Alberta students from sources outside the University.</p>	<p>The Student Awards Office may, at its discretion, publicize awards available to University of Alberta students from sources outside the University.</p>	<p>Included in <i>Awards for Undergraduate Students Procedure</i> (procedure 5)</p>
A A	<p>h. Donors <del>must not</del> be part of any selection committee responsible for selection of recipients of awards for which they are the donor.</p> <p><del>Also see Second Class Standing, Section 7.3.5.</del></p>	<p>Donors <u>to the University of Alberta or their agents cannot</u> be part of any selection committee or process responsible for selection of recipients of awards or bursaries for which they are the donor.</p>	<p>Included in Creation of New Awards and Bursaries for <i>Undergraduate Students Procedure</i> (procedure 5)</p>
A B	<p><del>21.4 University of Alberta Medal Policy</del></p> <p><del>University medals to recognize student achievement must conform to certain standards of size, weight, and content, as determined by General Faculties Council.</del></p> <p>There are four categories of medals which may be approved:</p> <p><del>Gold Medals:</del></p> <p><del>Gold Medals, which are the senior academic awards offered in a Faculty or Department, must have a minimum gold content of 10K (0.4166 pure gold). The award description shall include the exact gold content of the medal.</del></p> <p><del>Silver Medals:</del></p> <p><del>Silver medals, which signify the second highest academic award offered by a Faculty or Department, must be made of sterling silver (925 parts silver with 75 parts copper).</del></p> <p><del>Bronze medals, which signify the third highest academic award offered by a Faculty or Department, must be made of an alloy of copper and tin, but can include small proportions of other elements such as zinc or phosphorous.</del></p> <p><del>Gold Plated Medals:</del></p> <p><del>Plated medals, which signify high honor in academic or other endeavours, must be gold plated or gold dusted over sterling centres. Awards in this category are to be known only as "medals".</del></p> <p><del>When funding becomes inadequate to maintain the quality and size described for a gold medal, the award designation will be changed to "medal" status or the award shall cease to be made.</del></p>	<p>University medals must conform to certain standards of content, as determined by <u>GFC</u>.</p> <p>There are four categories of medals that may be approved:</p> <p>Gold Medals must have a minimum gold content of 10 karats (0.4166 pure gold). The award description will include the exact gold content of the medal. When funding becomes inadequate to maintain the quality and size described for a gold medal, the award designation will be changed to "gold plated medal" status or the award shall cease to be made.</p> <p>Silver medals must be made of sterling silver (925 parts silver with 75 parts copper).</p> <p>Bronze medals must be made of an alloy of copper and tin, but can include small proportions of other elements such as zinc or phosphorous.</p> <p><u>Gold plated medals, which signify high honor in academic or other endeavours, must be gold plated or gold dusted over sterling centres.</u></p>	<p>Unnecessary heading</p> <p>Section included in <i>University Medal Requirements Procedure</i> (including categories of medals below)</p> <p>The deleted portions of these descriptions are moved to the definitions section of the <i>University Medal Requirements Procedure</i> (see <b>L</b> exact wording)</p>

<p><del>This policy covers all medals approved by the Undergraduate Awards and Scholarship Committee and administered through the Student Awards Office and those medals emanating from outside the University. (EXEC 06 MAR 2006)</del></p> <p><del>21.5 Medals</del></p> <p><del>Guidelines to Faculty Councils in awarding medals are in Sections 21.3.2.f and 21.3.3.c.</del></p>	<p>The University of Alberta will award, alongside its own University medals, medals from outside organizations. Examples include the Governor General's Academic Medals. The following procedure does not apply to those external medals, which will have their own requirements.</p>	<p>Wording adjusted for Overview of <i>University Medal Requirements Procedure</i>.</p>
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**OUTLINE OF ISSUE**

Agenda Title: **Human Research Ethics Policy (in UAPPOL) – Proposed Revisions**

**Motion:** THAT the GFC Executive Committee, under delegated authority from General Faculties Council, recommend to the Board of Governors proposed changes, submitted by the Office of the Vice-President (Research), to the previously GFC-recommended (proposed) Human Ethics Research Policy (as set forth in Attachment 1), to take effect ninety (90) days following final approval of the new Policy.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-President (Research)
Presenters	George Pavlich, Associate Vice-President (Research), and Wendy Rodgers, REB (Research Ethics Boards) Reorganization Coordinator
Subject	Human Research Ethics Policy – Additional (Proposed) Revisions

**Details**

Responsibility	Vice-President (Research)
The Purpose of the Proposal is (please be specific)	To review and recommend newly-proposed changes from the Office of the Vice-President (Research) to the previously GFC-recommended (proposed) Human Research Ethics Policy.
The Impact of the Proposal is	To replace GFC Policy Manual Section 66 ( <i>Human Research – University of Alberta Standards for the Protection of Human Research Participants</i> ) with the above-noted UAPPOL policy (and attendant procedure documents). All of these UAPPOL documents have been updated to reflect current institutional practice and the proposed structure of Research Ethics Boards, as well as requirements of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans 2 (TCPS2).
Replaces/Revises (eg, policies, resolutions)	GFC Policy Manual Section 66.
Timeline/Implementation Date	90 days from final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	<p><b>Issues – Background (as presented in the original proposal considered by the GFC Executive Committee on November 8, 2010 and by GFC on November 29, 2010)</b></p> <ul style="list-style-type: none"> <li>➤ These documents replace GFC Policy Manual Section 66. The intent of Section 66 has not changed – the UAPPOL documents are compliant with the requirements of the Tri-Councils (TCPS2). The University continues to operate using the highest standards of human research ethics.</li> <li>➤ The University Research Ethics Boards (REBs) will continue to support researchers from Alberta Health Services and Covenant Health. Accordingly, this proposal aligns with Alberta and other ethics harmonization efforts.</li> <li>➤ There are several major changes in the policy and procedures, including: <ul style="list-style-type: none"> <li>➤ REBs are currently managed by Faculties; the new policy and procedures will have them managed by the Research Ethics Office (REO), as the designate of the Vice-President (Research)'s</li> </ul> </li> </ul>

	<p>Office, in line with the requirements of the TCPS2;</p> <ul style="list-style-type: none"> <li>➤ the number of REBs at the University of Alberta is being reduced to four from the current seven;</li> <li>➤ a more detailed appeals procedure has been documented;</li> <li>➤ more detailed information about the roles and responsibilities of REBs, REB members, the REO, and the Director of Human Research Ethics has been documented;</li> <li>➤ The current University Committee on Human Research Ethics (UCHRE) will be replaced with the Research Ethics Board (REB) Oversight Committee.</li> </ul> <p>➤ Consultation has been extensive, as outlined below.</p> <p>A communications plan is being developed to ensure the campus community is aware the UAPPOL Human Research Ethics Policy and related Procedures have been approved and that GFC Policy Manual Section 66 has been rescinded. The attached communications plan will be implemented when the documents have received final approval.</p>
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**Alignment/Compliance**

<p>Alignment with Guiding Documents</p>	<p><b><i>Dare to Discover</i></b> – Talented People; Learning, Discovery and Citizenship; and Transformative Organization and Support; <b><i>Dare to Deliver</i></b> – Incubating Scholarship</p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>As a condition of eligibility to receive Tri-Council funding, institutions must have in place a human research ethics policy that is consistent with the <b>Tri-Council Policy Statement 2 (TCPS2)</b>. The <i>Human Research Ethics Policy</i> and its related <i>Procedures</i> (UAPPOL format) meet the requirements and set out the process by which this institution handles human research ethics. In addition:</p> <ol style="list-style-type: none"> <li>1. <b><i>Post-Secondary Learning Act (PSLA)</i></b>: Alberta’s <i>Post-Secondary Learning Act (PSLA)</i> gives the Board of Governors the authority to “develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta” (Section 60(1)).</li> </ol> <p>Further, the Board of Governors “must consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for [...] any other activities the board considers necessary or advantageous” (Section 19(e)).</p> <ol style="list-style-type: none"> <li>2. <b><i>Post-Secondary Learning Act (PSLA)</i></b>: Section 26(1) states that, “[s]ubject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to [...]” <ul style="list-style-type: none"> <li>(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university [...].”</li> </ul> </li> </ol> <p>Further, the <i>PSLA</i>, states in Section 31(1) that “[t]he general</p>





faculties council has general supervision of student affairs at a university [...].”

**3. GFC Executive Committee Terms of Reference (Section 3/Mandate of the Committee):**

**“5. Agendas of General Faculties Council**

GFC has delegated to the Executive Committee the authority to decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]

With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”

**4. GFC Executive Committee Terms of Reference (3. Mandate):** “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council.

**1. Urgent Matters**

The power to deal with any matters that cannot be deferred is delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966)

**2. Routine Matters**

Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee. [...].”

**5. Post-Secondary Learning Act (PSLA):** Under the heading *Officers and employees*, the *PSLA* states, as follows:

“83 A board shall

- (a) appoint any officers, employees or other persons it considers necessary for the proper conduct of the affairs of the public post-secondary institution and may promote or dismiss the officers and employees,
- (b) determine the remuneration of the officers and employees,
- (c) prescribe the duties of the officers and employees, and
- (d) prescribe the term of employment and the terms and conditions of employment of the officers and employees.”

Under the heading *Academic staff*, the *PSLA* states, as follows:

	<p>“84(1) In this section [...], ‘agreement’ means an agreement between the board and an academic staff association under section 87. [...]</p> <p>(3) A board shall, subject to any existing agreement,</p> <ul style="list-style-type: none"> <li>(a) determine the remuneration of academic staff members,</li> <li>(b) prescribe the duties of academic staff members, and</li> <li>(c) prescribe the term of employment and the terms and conditions of employment of academic staff members.”</li> </ul> <p><b>6. <u>Board Learning and Discovery Committee Terms of Reference:</u></b></p> <p>“3. <u>MANDATE OF THE COMMITTEE</u></p> <p>Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the Post-Secondary Learning Act, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing the Committee shall:</p> <ul style="list-style-type: none"> <li>a. review and approve initiatives related to the overall academic mission and related plans and policies of the University;</li> <li>b. review, provide feedback and approve teaching and research policies[.] [...]”</li> </ul>
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**Routing** (Include meeting dates)

<u>SUMMARY OF DUE DILIGENCE</u> <u>Human Research Ethics Policy Suite</u>	
<b>Consultative Route:</b>	
Stakeholder (name of group/committee/unit/ person consulted)	Brief description of activity and outcome
Monda Wadsworth Blanch	UAPPOL Development Liaison and Policy Working Group member
Lynn Penrod, Director of Human Research Ethics Program	In Fall, 2008, the Vice-President (Research) struck a Working Group on Research Ethics Board (REB) Organization in order to address some persistent concerns about REB processes. Working Group members included: <i>Dr Wendy Rodgers</i> , Working Group Chair, Professor, Faculty of PER, Chair PER/ALES/NS REB <i>Dr Vic Adamowicz</i> , Professor, Faculty of ALES <i>Ms Susan Babcock</i> , Administrative Director, Research Ethics Office <i>Dr William Dunn</i> , Associate Professor, Faculty of Education, Assoc. Chair EEASJ REB <i>Dr Glenn Griener</i> , Associate Professor, Faculty of Arts, School of Public Health, Chair HREB (Panel B) <i>Dr Shane Kimber</i> , Associate Professor, Faculty of Medicine, Chair HREB (Panel A) <i>Dr Lynn Penrod</i> , Professor, Faculty of Arts, Director of Human Research Protections Office
Working Group on Research Ethics Board (REB) Organization	From January, 2009 to August, 2009, the Working Group conducted a brief environmental scan of the organization of ethics review at other large Canadian Universities with research activities comparable to the U of A. Then, the Working Group completed face-to-face consultations with each of the seven existing REBs. Six ‘town-hall’ meetings (April 29; June 18; June 19; June 22; June 23;

	<p>June 26) were held around campus to gather the feedback of the University community regarding reorganization of the REBs. Finally, a comprehensive survey was distributed to all academic and clinical members of the University of Alberta (through the AASUA list-serve) to elicit specific ratings of current practices on campus as well as open-ended comments, concerns and suggestions.</p> <p>Between three and 20 people attended each of the town hall meetings, and 187 people responded to the on-line survey. Additionally, seven pieces of specific correspondence, representing groups such Northern Alberta Clinical Trials and Research Centre (NACTRC) and <i>The Canadian Forum on Civil Justice</i>, were received and considered by the Committee.</p> <p>After listening to, reading, considering and discussing all feedback received during the Working Group's consultations, the Working Group recommended that there be four REBs at the University of Alberta and that there also be an Oversight Committee. This recommendation was presented to the Vice-President (Research) in October of 2009.</p>
Working Group on Research Ethics Board (REB) Organization	<p>November, 2009 to February, 2010: Following the Vice-President (Research)'s approval of the Working Group's proposal, the Working Group prepared an executive summary and a full description of the proposed structure that were posted on the REO website. The Group also prepared a presentation of the new structure that served as the primary source of information to individuals participating in the consultation process. Then, the Working Group undertook a second round of consultations including:</p> <ul style="list-style-type: none"> <li>• Face to face meetings with each of the seven current REBs (November 12; November 20; November 23; November 30; December 4; December 18; January 7, 2010)</li> <li>• Four town hall meetings (November 9; November 18; November 26; December 2) open to the general University community</li> </ul> <p>The Working Group also conducted a cross-Canada survey of other REBs to assist with understanding the bigger picture of REB structures and to set performance targets for the University of Alberta. The results of this Survey were presented at the Canadian Association of Research Ethics Boards held in Montreal on May 1, 2010.</p>
UAPPOL Policy Development Group	Based on the above consultations, a draft of the new policy and procedures was prepared in May, 2010.
University Research Policy Committee (URPC) – Dr Lorne Babiuk (Chair)	June 11, 2010 - editorial suggestions were received
AASUA Research and Scholarly Activity Committee – Dr Simaan AbouRizk (Chair)	June 18, 2010 - editorial suggestions were received
University Committee on Human Research Ethics (UCHRE)	June 25, 2010 – editorial suggestions were received
Strategic Initiatives Group (SIG)	September 14, 2010 – editorial suggestions were received
Deans' Council	September 15, 2010 – editorial suggestions were received
President's Advisory Committee of Chairs (PACC)	September 21, 2010 – editorial suggestions were received, and suggestions for further consultation were made
Executive Planning Committee (EPC)	September 22, 2010 – suggestions for further consultation were made
Graduate Students' Association (GSA) President	September 27, 2010 – detailed discussion took place primarily influencing on-going opportunities for training in obligations and review processes. Editorial suggestions were received regarding the documents.
Students' Union (SU) President & Vice President (Academic)	September 29, 2010 – detailed discussion took place primarily influencing on-going opportunities for training in obligations and review processes and opportunities for research. Editorial suggestions were received.
GFC Executive Committee	October 4, 2010 – detailed discussion took place, and editorial suggestions were received
GFC Academic Planning Committee (APC)	October 27, 2010 – detailed discussion took place on a range of issues, and APC recommended that the Policy be revised to include a reference to the handling of French language applications by all REBs
Approval Route (Governance) (including meeting dates)	<p>GFC Executive Committee (November 8, 2010) – for recommendation;          General Faculties Council (November 29, 2010) – for recommendation;          Board Learning and Discovery Committee (BLDC) (January 24, 2011) – for recommendation (with a 'subject to' clause)*;          GFC Executive Committee (February 7, 2011) – for recommendation to the Board of Governors on additional proposed changes to the previously GFC-recommended (proposed) Human Research Ethics Policy (in UAPPOL);          Board of Governors (February 11, 2011) – for final approval</p> <p>*At its January 24, 2011 meeting, BLDC considered additional revisions to the GFC-recommended (proposed) Human Research Ethics Policy (as submitted by the Office of</p>



	<p>the Vice-President (Research)) and, upon final discussion, approved the following Motion:</p> <p><b>Motion A:</b> THAT the Board Learning and Discovery Committee recommend to the Board of Governors the proposed changes, submitted by the Office of the Vice-President (Research), to the Human Ethics Research Policy (as set forth in Attachment 1), subject to the review and approval by GFC Executive [Committee], to take effect ninety (90) days following final approval of the new Policy.</p>
Final Approver	Board of Governors

Attachments:

1. Human Research Ethics Policy (Revised) (pages 1 – 6) (for approval)

*Prepared by:* Katharine Moore, Office of the Vice-President (Research) (with assistance from Garry Bodnar, University Governance)

<b>Go to:</b>	<a href="#">[Overview]</a>	<a href="#">[Purpose]</a>	<a href="#">[POLICY]</a>	<a href="#">[DEFINITIONS]</a>	<a href="#">[RELATED LINKS]</a>
This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.					

## Human Research Ethics Policy

<b>Office of Accountability:</b>	Vice-President (Research)
<b>Office of Administrative Responsibility:</b>	Research Ethics Office
<b>Approver:</b>	Board of Governors General Faculties Council
<b>Scope:</b>	Compliance with this policy extends to all persons who conduct <b>Research Involving Humans</b> within the jurisdiction or under the auspices of the University of Alberta.

### Overview

The University of Alberta serves the community by the dissemination of knowledge through teaching and the discovery of knowledge through **Research**. The University of Alberta is committed to excellence in Research based on the highest national and international standards.

### Purpose

To adopt core principles and ethical principles for the conduct of Research Involving Humans.

To identify the relationship between this **Policy** and the **Tri-Council Policy Statement** and the **Tri-Council MOU**.

To provide that Research Involving Humans may not be commenced by a **Researcher** unless first approved in accordance with this Policy and its **Procedures** and if approved may only be undertaken in accordance with any such **Approval** and any requirements or conditions contained in or imposed in accordance with this Policy and its Procedures.

To establish the jurisdiction and mandate of the **REBs** and to define the key elements in the structure and implementation of this Policy and its Procedures.

To authorize an REB to accept the review of decisions of an external research ethics board.

## POLICY

### 1. CORE PRINCIPLES AND ETHICAL PRINCIPLES

Researchers contribute to human welfare by acquiring knowledge and applying it to human problems. In the design and conduct of Research Involving Humans, they are obliged to:

- a) pursue Research Involving Humans as capably as their knowledge permits; and

- b) respect human dignity which requires that Research Involving Humans be conducted in a manner that is sensitive to the inherent worth of all human beings and the respect and consideration they are due.

The following core principles, together with the following ethical principles which are incorporated within those core principles, are adopted by the University of Alberta as foundational core principles and ethical principles to be applied in the implementation of this Policy and its Procedures:

#### Core Principles

- Respect for persons – a recognition of the intrinsic value of human beings and the respect and consideration they are due
- Concern for welfare – a holistic concept that refers to how a person or group is faring
- Justice – refers to the obligation to treat people fairly and equitably

#### Ethical Principles

- Respect for human dignity
- Respect for free and informed consent
- Respect for vulnerable persons
- Respect for privacy and confidentiality
- Respect for justice and inclusiveness
- Balancing harms and benefits
- Minimizing harm
- Maximizing benefits

These core principles and ethical principles shall be interpreted having regard to any interpretation or commentary on the same contained in the most recent Tri-Council Policy Statement containing such core principles or ethical principles as the case may be

If any change to the Tri-Council Policy Statement results in its inclusion of a core principle or ethical principle that has not been adopted by the University of Alberta through this Policy the **Vice-President (Research)** may make a written determination adopting such core principle or ethical principle as a part of this Policy.

## 2. RELATIONSHIP TO TRI-COUNCIL POLICY STATEMENT AND TRI-COUNCIL MOU

The University of Alberta adopts as a part of this Policy the articles of the Tri-Council Policy Statement to apply in the implementation of this Policy and its Procedures ~~unless any provision of this Policy or its Procedures imposes a higher standard than that set forth in the relevant article of the Tri-Council Policy Statement in which event the provision set forth in this Policy or its Procedures will apply. In addition, where higher standards than the foregoing are dictated by provincial, territorial, federal, international or other requirements, those higher standards, as permitted by the Tri-Council Policy Statement, shall be applied in the implementation of this Policy and shall be guided by the application sections of the articles.~~

In the event of any conflict between any adopted article of the Tri-Council Policy Statement and any other provision of this Policy or its Procedures, the adopted article shall apply and take precedence.

If additional requirements to the adopted articles are imposed pursuant to this Policy or its Procedures or are dictated by provincial, territorial, federal, international or other requirements, those additional requirements shall not be considered to be in conflict with any adopted article of the Tri-Council Policy and shall also be applied in the implementation of this Policy and its Procedures.

This Policy and its Procedures conforms to the requirements of the Tri-Council MOU.

### 3. RESEARCH REQUIRING ETHICS REVIEW

Research Involving Humans may not be commenced by a Researcher, including through contact with, or recruitment of, potential **Participants**, until ethics approval has been requested and an Approval has been granted pursuant to this Policy and its Procedures unless otherwise specifically permitted in this Policy and its Procedures. An Approval must subsist for the duration of the participation of humans in the Research, or for the duration of the funding of the Research, whichever is greater. An Approval is initially issued only for a maximum of twelve months and it is the responsibility of the Researcher to apply for any required renewal of the Approval in accordance with the Procedures.

### 4. JURISDICTION AND MANDATE OF THE RESEARCH ETHICS BOARDS

~~There shall be REBs at the The~~ University of Alberta ~~to cover~~ establishes such number of REBs organized around specific ethics concerns as broad a range of research with human participants as is consistent with manageable workloads determined appropriate from time to time by the Vice-President (Research).

The University of Alberta will provide sufficient financial and administrative resources to support the REBs in the fulfillment of their duties. The REBs shall be independent in their decision-making on individual ethics applications, and are accountable to the Vice-President (Research) for their ethics review processes.

All REBs shall be responsible for and capable of considering the full range of core principles and ethical principles of this Policy. Each REB shall have a specific area of focused expertise and must also be capable of considering a broad range of potential research methods, contexts, populations and risk. The REBs are mandated to approve, reject, propose modifications to, or terminate the approval of any proposed or ongoing research that is subject to review under this Policy. Researchers should choose the REB most suitable to the specific research project for which Approval is sought and need not restrict themselves to only one REB for all projects they undertake.

The ~~Vice-President (Research) will establish~~ University of Alberta establishes a **Research Ethics Board Oversight Committee** reporting to the Vice-President (Research) to oversee the governance and performance of REBs; to ensure compliance of individual REBs with this Policy and its Procedures; to periodically review and when deemed appropriate recommend to the Vice-President (Research) changes to this Policy and its Procedures; to hear appeals of REB decisions as necessary; and to develop additional processes or procedures necessary or useful for the operations of the REBs.

In the case of applications for Approval of Research which will be funded in whole or in part with funds emanating from the Canadian federal government, the Procedures shall enable an Applicant to submit an application for an Approval in either the English language or the French language.

### 5. RECOGNITION OF DECISION OF EXTERNAL REB

Where an Approval for Research Involving Humans is required from an REB pursuant to this Policy and ethics approval is also required from a research ethics board of one or more other institutions pursuant to the human research ethics policy of that other institution(s) - sometimes referred to as multi-jurisdiction reviews - the REB may accept the review of the research ethics board of one of those other institutions if permitted by, and in accordance with the requirements of, the Tri-Council Policy Statement and if approved by, and in accordance with the requirements of, the Vice-President (Research).

## DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

<p><b>Research Involving Humans</b></p>	<p>Research involving Participants.</p> <p>Research involving human remains, cadavers, tissues, biological fluids, embryos or fetuses.</p> <p>Research involving <b>Secondary Use of Data</b></p> <p>Research involving Participants does not include the following Research which is deemed excluded from such term:</p> <ul style="list-style-type: none"> <li>- Research about a living individual based on published or publicly available information, documents, records, works, performances or archival materials which involves no interaction with that individual or a third party;</li> <li>- Research about a living individual based on observation of participation by that individual in public events where that individual is seeking public visibility which involves no interaction with that individual or a third party.</li> </ul>
<p><b>Secondary Use of Data</b></p>	<p>Refers to the use in Research of data contained in records collected for a purpose other than the proposed Research itself. Common examples are patient or school records or biological specimens, originally obtained or produced for therapeutic, educational or other research purposes, but subsequently are proposed for use in Research Involving Humans.</p> <p>Also refers to instances in which data is obtained for one REB approved project, but subsequently are proposed for use in new Research Involving Humans.</p>
<p><b>Research</b></p>	<p>An undertaking intended to extend knowledge through a disciplined inquiry or systematic investigation.</p> <p>The following activities, in the absence of a specific element of research, do not generally fall within this definition:</p> <ul style="list-style-type: none"> <li>-Procedures and practices exclusively used for pedagogic purposes including classroom discussion, practicum observation, student-teacher interviews and consultations, interviews and consultations with experts for teaching and learning purposes, testing within normal educational requirements and teaching evaluations</li> <li>-Normal practice of a profession including medicine, law and engineering</li> <li>-Quality assurance studies and performance reviews of an organization or its employees or students within the mandate of the organization or according to the terms and condition of employment or training.</li> </ul>
<p><b>Policy</b></p>	<p>The University of Alberta Human Research Ethics Policy.</p>



<b>Tri-Council Policy Statement</b>	<p>Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, Social Sciences and Humanities Research Council of Canada, <i>Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans</i>. 1998 (with 2000, 2002 and 2005 amendments), an evolving policy, as further amended or replaced from time to time.</p> <p>These Agencies will consider funding (or continued funding) only to individuals and institutions that certify that they comply with this Policy regarding research involving human subjects.</p>
<b>Tri-Council MOU</b>	<p>Tri-Council Memorandum of Understanding: Roles and Responsibilities in the Management of Federal Grants and Awards.</p>
<b>Researcher</b>	<p>A person who:</p> <ul style="list-style-type: none"> <li>- is a <b>Member</b> who conducts or advances Research either: <ul style="list-style-type: none"> <li>(i) in that capacity;</li> <li>(ii) as Supplementary Professional Activity as defined in the University of Alberta Faculty Agreement; or</li> <li>(iii) otherwise under the auspices of the University of Alberta;</li> </ul> </li> <li>- is a Member who accesses University of Alberta students or staff as Participants;</li> <li>- is not a Member but conducts Research within the jurisdiction of the University of Alberta.</li> </ul>
<b>Member</b>	<p>Person who is a member of the faculty, the emeritus faculty or the staff of the University of Alberta or who is a sessional instructor, administrator, student, post-doctoral fellow, visiting or adjunct scholar, fellow, chair, paid or unpaid research associate or assistant of or at the University of Alberta and any person in a like position.</p>
<b>Procedures</b>	<p>The Procedures, from time to time, in force with respect to the Policy.</p>
<b>Approval</b>	<p>An ethics approval granted in accordance with the Policy and its Procedures by an REB for proposed Research Involving Humans.</p>
<b>REB</b>	<p>Research Ethics Board authorized by the Vice-President (Research) to review and approve, propose modifications to, reject or terminate Research Involving Humans using the considerations set out in this Policy.</p>
<b>Vice-President (Research)</b>	<p>Vice-President (Research) of the University of Alberta</p>
<b>Participant</b>	<p>A living individual who is the subject or one of the subjects of Research Involving Humans.</p> <p>An identifiable individual, living or deceased:</p> <ul style="list-style-type: none"> <li>-whose body is the human remains or cadaver;</li> <li>-from whose body was obtained human remains, tissue, biological fluid,</li> </ul>

	embryo or foetus; which is the subject of Research Involving Humans.
<b>Research Ethics Board Oversight Committee</b>	Body established by the Vice-President (Research) to oversee the relevant function and performance of REBs and to develop and review procedures to ensure compliance of the REBs with this Policy and its Procedures.

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [[▲Top](#)]

[Human Ethics Research Online \(HERO\)](#) (University of Alberta)

[Research and Scholarship Integrity Policy](#) (University of Alberta)

[Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS\)](#) (Government of Canada)

**OUTLINE OF ISSUE**

Agenda Title: **Request for the Addition of a Consolidated Exam in NURS (Nursing) 409 (Faculty of Nursing)**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the request for a proposed Consolidated Final Examination for NURS (Nursing) 409, as submitted by the Faculty of Nursing, to take effect 2011-2012, pending approval by the Executive Committee of the Faculty of Nursing Council.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Faculty of Nursing
Presenter	Joanne Olson, Associate Dean (Undergraduate Programs), Faculty of Nursing
Subject	Addition of a Consolidated Final Examination for NURS (Nursing) 409

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	<p>NURS 409 (Leadership and Issues in Nursing) has multiple sections (eight in 2011) of the same course. All sections have the same course outline. The course must be delivered on different days and times because of the challenges that Nursing has in scheduling of laboratory and clinical courses. The outcome of this is:</p> <ul style="list-style-type: none"> <li>• Multiple exams are required. Because all sections of the course have the same course outline and, hence, content, the exams all test the same important concepts.</li> <li>• Some sections of the course write their exam one week prior to other sections in the course. This means that information about one section of an exam can be shared with students in the remaining sections. This has the potential to give a significant advantage to students who write exams later, even if those students are writing a different version of the exam.</li> <li>• A consolidated final exam for all students is seen as a solution in terms of ensuring fairness and consistency in the examination process.</li> <li>• From a Faculty perspective, a consolidated exam is fiscally responsible in that the professors have only one exam to proctor instead of multiple exams.</li> </ul>
The Impact of the Proposal is	See 'Purpose of the Proposal'.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	2011-2012.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover, Dare to Deliver</i>
Compliance with Legislation,	1. <b>Post-Secondary Learning Act (PSLA):</b> Section 26(1)(d) of the



<p>Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p><i>PSLA</i> gives GFC responsibility over “timetables for examination and for lectures and other instruction.” That authority has been delegated to the GFC Executive Committee (GFC Executive Committee Terms of Reference/3. <i>Mandate</i>).</p> <p>2. <b>GFC Executive Committee Terms of Reference:</b> “The Executive Committee approves requests from Faculties which wish to schedule common examinations.” (3. <i>Mandate</i>/7.b.)</p> <p>3. <b>GFC Policy:</b> Section 52.7 of the GFC Policy Manual states:</p> <p><b>“Common (Consolidated) Final Examinations in Multi-Sectioned Courses</b></p> <p><b>52.7.1 General Regulations</b></p> <p>1. Approval of Consolidated Examinations Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis. Approval must be given by the GFC Executive Committee. (EXEC 01 OCT 2007).”</p>
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**Routing** (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Joanne Olson, Associate Dean (Undergraduate Programs), Faculty of Nursing (January, 2011); Barbara Gibson, Quality Assurance Coordinator, Faculty of Nursing, and Course Lead for NURS 409 (January, 2011); Anna Vocioni, Assistant Registrar (Exams and Timetabling), Office of the Registrar (January, 2011)</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Executive Committee (for final approval) – February 7, 2011</p>
<p>Final Approver</p>	<p>GFC Executive Committee</p>

Attachments (each to be numbered 1 - <>) - None

Prepared by: Vanessa Kaiser, Faculty of Nursing ([vanessa.kaiser@ualberta.ca](mailto:vanessa.kaiser@ualberta.ca))

**OUTLINE OF ISSUE**

**Agenda Title: Proposed Changes to Research Policies (Section 96.1.5 (Withholding of Thesis) of the GFC Policy Manual)**

**Motion:** THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed revisions to the Research Policies section of the GFC Policy Manual, specifically Section 96.1.5 (Withholding of Thesis), as submitted by the Faculty of Graduate Studies and Research (and as set forth in Attachment 1), to take effect upon final approval.

**Item**

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Faculty of Graduate Studies and Research
Presenter	Joanna Harrington, Associate Dean, Faculty of Graduate Studies and Research
Subject	Restricting Public Access to a Thesis

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	The Faculty of Graduate Studies and Research (FGSR) wishes to propose amendments as attached to GFC Policy Manual Section 96.1.5 concerning the "Withholding of Thesis", available online at: <a href="http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=39003">http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=39003</a> (and as set forth in Attachment 1).
The Impact of the Proposal is	The proposed amendments do not entail a substantive change to existing policy, but are needed in the interests of efficiency. Departments face difficulties in obtaining signatures from every member of a final examination committee, especially external members, when specific circumstances requires a graduate student to seek to restrict public access to a thesis for a certain period of time.  The proposed amendments also reflect the views of FGSR Council, as demonstrated through the adoption by a vote of 32:1 on January 19, 2011 of similar changes to the FGSR Graduate Program Manual with respect to the process for making a request to limit public access to a thesis.
Replaces/Revises (eg, policies, resolutions)	GFC Policy Manual Section 96.1.5.
Timeline/Implementation Date	To take effect upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	<i>Dare to Discover</i> . Talented People; Learning, Discovery, and Citizenship; Transformative Organization and Support
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section)	1. <b>GFC Executive Committee Terms of Reference (Mandate):</b> "To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (Section 3) [...] Matters which are routine in carrying out policies approved by General



numbers)	Faculties Council are delegated to the Executive Committee. (Section 3.2) [...]"
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Faculty of Graduate Studies and Research
Approval Route (Governance) (including meeting dates)	Faculty of Graduate Studies and Research Council (for recommendation) – January 19, 2011; GFC Executive Committee (for final approval) – February 7, 2011
Final Approver	GFC Executive Committee

Attachments

- Attachment 1 (page 1) – Proposed Changes to Section 96.1.5 of the GFC Policy Manual

Prepared by: J Harrington, Associate Dean, FGSR, [joanna.harrington@ualberta.ca](mailto:joanna.harrington@ualberta.ca); H Hogg, Assistant Dean, FGSR, [heather.hogg@ualberta.ca](mailto:heather.hogg@ualberta.ca)

Current Provision	Proposed Changes
<p><b>5. Withholding of Thesis</b></p> <p>In principle, graduate students should not undertake, nor supervisors involve students in research for a thesis when the thesis project is part of a contract which prohibits public access to the thesis. A thesis should be made freely available to the public as soon as it has been successfully defended. It is the responsibility of the supervisor and the supervisory committee to inform the student of the University policy on public access to thesis results and to explore with the student the possible ramifications of his/her research, at the outset of the thesis project.</p> <p>The Council of the Faculty of Graduate Studies and Research has the authority to receive and approve a request for withholding publication of a thesis, for example, to allow time for patent claims to be filed. In such cases, the normal withholding period will be for a maximum of one year following the acceptance of the thesis by the Faculty of Graduate Studies and Research. Requests to have the thesis withheld should be submitted, in writing, to the Dean of the Faculty of Graduate Studies and Research as soon as it is known that such action will be necessary. The request should be made by the student, and must be supported by the final examination committee.</p> <p>(GFC 19 APR 1988)</p>	<p><b>5. Withholding of Thesis</b></p> <p>In principle, graduate students should not undertake, nor supervisors involve students in research for a thesis when the thesis project is part of a contract which prohibits public access to the thesis. A thesis should be made freely available to the public as soon as it has been successfully defended. It is the responsibility of the supervisor and the supervisory committee to inform the student of the University policy on public access to thesis results and to explore with the student the possible ramifications of his/her research, at the outset of the thesis project.</p> <p>The <del>[Council of the]</del> Faculty of Graduate Studies and Research has the authority to receive and approve a request for <del>[withholding publication of]</del> <b><u>restricting public access to a thesis</u></b>, for example, to allow time for patent claims to be filed. In such cases, the normal withholding period will be for a maximum of one year following the acceptance of the thesis by the Faculty of Graduate Studies and Research. Requests to have the thesis withheld should be submitted, in writing, to the Dean of the Faculty of Graduate Studies and Research as soon as it is known that such action will be necessary. The request should be made by the student, and must be supported by the <del>[final examination committee]</del> <b><u>supervisor and the department's graduate coordinator or chair</u></b>.</p> <p>(GFC 19 APR 1988, Amended GFC <u>DATE</u>)</p>