

The following Motions and Documents were considered by the GFC Executive Committee at its November 5, 2012 meeting:

Agenda Title: **Faculty of Extension Proposed New Course Designator – English for Academic Purposes (EAP)**

APPROVED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a new course designator, EAP (English for Academic Purposes), as submitted by the Faculty of Extension, to take effect immediately.

Final Item: 4

Agenda Title: **Faculty of Arts Proposed New Course Designator – Hebrew (HEBR)**

APPROVED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a new course designator for the Hebrew language (HEBR), as submitted by the Faculty of Arts, to take effect in the Fall Term 2013.

Final Item: 5

Agenda Title: **Rescission of GFC Policy Manual Section 120 (University Community Relations)/Subsections 1, 3, 4, 5, and 6) – Proposal from the Office of the Vice-President (Research)**

APPROVED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the rescission of Section 120 (University Community Relations)/Subsections 1, 3, 4, 5, and 6 of the GFC Policy Manual, to take effect immediately.

Final Item: 6

Agenda Title: **2013 – 2014 Academic Schedule**

APPROVED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2013-2014 (as submitted by the Vice-Provost and University Registrar and as set forth in Attachment 4) and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective immediately.

Final Item: 7

Agenda Title: **Office of the Provost and Office of the Registrar – Proposed Changes to Current Withdrawal Deadlines**

APPROVED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to existing withdrawal deadlines in Fall, Winter, Spring, and Summer Terms, as set forth in Attachment 1 and as submitted by the Offices of the Provost and the Registrar, to take effect in 2013-2014 and for publication in the 2013-2014 University Calendar (Section 11 (Academic Schedule)).

Final Item: 8

Agenda Title: **Draft Agenda for the November 26, 2012 Meeting of General Faculties Council (GFC)**

APPROVED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the draft Agenda for the November 26, 2012 meeting of General Faculties Council (GFC).

OUTLINE OF ISSUE

Agenda Title: **Faculty of Extension Proposed New Course Designator – English for Academic Purposes (EAP)**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a new course designator, EAP (English for Academic Purposes), as submitted by the Faculty of Extension, to take effect immediately.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Heather McRae, Associate Dean (Engaged Learning), Faculty of Extension; Mimi Hui, Executive Director, English Language Program, Faculty of Extension; Martin Guardado, Academic Director, English Language Program, Faculty of Extension
Presenters	Heather McRae, Associate Dean (Engaged Learning), Faculty of Extension; Mimi Hui, Executive Director, English Language Program, Faculty of Extension; Martin Guardado, Academic Director, English Language Program, Faculty of Extension
Subject	Introduction of a new course designator, EAP, as submitted by the Faculty of Extension.

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To introduce in the Faculty of Extension a new course designator EAP (English for Academic Purposes).
The Impact of the Proposal is	<p>The Executive Committee of the Council of the Faculty of Extension approved changes to ESL 135, 140, 145, 150, and 550 on September 4, 2012 along with the recommendation to change the course designation from ESL (English as a Second Language) to EAP (English for Academic Purposes). It is anticipated that the impact of the proposed designation will be positive:</p> <ul style="list-style-type: none"> • It will bring the course designator in line with current course content, • It will clearly separate the ESL courses that the Faculty of Extension currently offers to a diverse group of participants (e.g., those pursuing non-credit courses for personal interest) from students taking credit courses designed to prepare them for entry into English speaking institutions, • It will help to remove the stigma that international students appear to associate with the ESL designation, i.e., that these are not university courses credited to their programs of study and hence that they are not truly university students. <p>The introduction of the new course designator EAP (English for Academic Purposes) is therefore proposed.</p>
Replaces/Revises (e.g., policies, resolutions)	This is a new course designator.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	



Sources of Funding	Present funding arrangements through the Faculty of Extension will not change.
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	Aligns with <i>Dare to Deliver</i> and <i>Dare to Discover</i> values: Enrich the student experience; foster new joint degree programs that unite academic units/professional schools; promote interdisciplinary collaboration, create learning opportunities for students and creative collaborations to address global challenges and initiatives; provide an intellectually superior educational environment for students; diverse, yet inclusive, dynamic collegial community that welcomes change.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): GFC is responsible, generally, for the academic affairs of the University and specifically, for programs of study in Faculties (Sections 26(1) and 26(1) (b)).</p> <p>2. GFC Executive Committee Terms of Reference/Mandate of the Committee: In 1996, GFC delegated its authority to the GFC Executive Committee to ratify new course subject names and their abbreviations (Section 3.14).</p> <p>3. GFC Policy: “Course subject names shall designate broad areas of study (often an entire department) and shall not be used to designate numerous specializations. Faculty Councils shall endeavour to keep the number of subject names in the Faculty to an acceptable minimum. Subject names shall not be added or changed except for strong academic reasons.” (Section 37.2 of the GFC Policy Manual)</p>

Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Extension Faculty Council Executive Committee – September 4, 2012; Discussed with Bill Connor, Vice-Provost (Academic Programs and Instruction)
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (November 5, 2012) – for final approval
Final Approver	GFC Executive Committee

Attachments:

- Attachment 1 (pages 1 – 5): Calendar Copy – EAP Course Descriptions

Prepared by: Ms. Mimi Hui, Executive Director, English Language Program, Faculty of Extension.

**Faculty of Extension
Calendar Changes 2013-2014**

Note: The new course designator EAP must be reviewed and approved by the GFC Executive Committee prior its implementation. Hence, approval of these Calendar changes are contingent upon the approval of the course designator by the GFC Executive Committee at its meeting of November 5, 2012.

CURRENT	PROPOSED
<p>231.124 English as a Second Language, ESL</p> <p>ESL 135 Introduction to Academic English *0 (fi 19) (either term, 132 hours). ESL 135 focuses on the development of language fluency and accuracy and on building the necessary vocabulary for further studies within an academic environment. Listening, reading, speaking, and writing skills are emphasized by engaging students in a variety of academic activities. This course, which precedes ESL 140, will enable students to lay the foundations for successful academic writing. Students will be introduced to language learning strategies and will develop study skills that are crucial to their success in an English-medium university. Prerequisite: Minimum TOEFL score of 65 (internet based) or 500 (paper-based), a score of at least 5.0 on the IELTS.</p>	<p>Delete course</p>
<p>New course</p>	<p><u>231.124 English for Academic Purposes, EAP</u> <u>EAP 135 Introduction to Academic English</u> <u>*0 (fi 19). Focuses on the development of language fluency and accuracy and on building the necessary vocabulary for further studies within an academic environment. Listening, reading,</u></p>

<p>ESL 140 English for Academic Purposes Part I *3 (fi 19) (either term, 132 hours). This course in English for Academic Purposes (EAP) provides advanced ESL students with the opportunity to improve their academic listening, speaking, reading and writing skills. Upon completion of ESL 140, students are able to analyze academic materials critically and to express themselves fluently, accurately and logically, both orally and in writing. Classes run Monday through Thursday. Prerequisites: Minimum scores of 70 on TOEFL iBT (530 on TOEFL paper-based) or appropriate cut-off scores for other standardized academic proficiency tests recognized by the Office of the Registrar and Student Awards. Offered six times a year.</p> <p>New course</p>	<p><u>speaking, and writing skills are emphasized by engaging students in a variety of academic activities. This course, which precedes EAP 140, will enable students to lay the foundations for successful academic writing. Students will be introduced to language learning strategies and will develop study skills that are crucial to their success in an English-medium university. Prerequisite: Minimum TOEFL score of 65 (internet based) or 500 (paper-based), a score of at least 5.0 on the IELTS.</u></p> <p>Delete course</p> <p><u>EAP 140 English for Academic Purposes</u> <u>*3 (fi 19). Provides students with the opportunity to improve their academic listening, speaking, reading and writing skills. Upon completion of EAP 140, students are able to analyze academic</u></p>
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ESL 145 English for Academic Purposes Part II

~~*3 (fi 19) (either term, 132 hours). This EAP course is a continuation of ESL 140. Students further develop their abilities to collect and synthesize information from a variety of academic sources; analyze and critique materials; and present their ideas in a variety of media in accordance with the academic standards found at the first-year university level. ESL 140 and 145 thoroughly prepare students for study at the undergraduate university level. Classes run Monday through Thursday. Prerequisite: ESL 140. Offered six times a year.~~

New course.

materials critically and to express themselves fluently, accurately and logically, both orally and in writing. Prerequisites: EAP 135 or minimum scores of 70 on TOEFL iBT (530 on TOEFL paper-based) or appropriate cut-off scores for other standardized academic proficiency tests recognized by the Office of the Registrar and Student Awards. Credit will be granted for only one of ESL 140 or EAP 140.

Delete course

EAP 145 English for Academic Purposes

*3 (fi 19). A continuation of EAP 140. Students further develop their abilities to collect and synthesize information from a variety of academic sources; analyze and critique materials; and present their ideas in a variety of media in accordance with the academic standards found at the first-year university level. EAP 140 and 145 thoroughly prepare students for study at the undergraduate university level. Prerequisite: EAP 140. Credit will be granted for only one of ESL 145 or EAP 145.

New course

EAP 150 English for Academic Purposes

*3 (fi 19) Designed to further develop English language skills for students whose first language is not English, EAP 150 will focus on advanced strategies for engaging in reading, writing, listening and speaking activities in university settings. Particular emphasis will be placed on collecting, synthesizing, analyzing, and critiquing materials from a variety of sources, as well as presenting ideas in different academic formats. Prerequisite: upon recommendation of the Fresh Start Advisor.

ESL 550 Preparing for Graduate Studies

~~*6 (fi 15) (either term, 360 hours). This course enables students whose first language is other than English to develop the academic and social communication skills necessary to function effectively and independently at the graduate level at the University of Alberta. In addition to an English-language component, the course contains a cultural component which deals with such aspects as cultural awareness and values, differences in approaches to teaching and learning, orientation to campus and campus life, etiquette, behavior, and acculturation difficulties. This course is open to students who have received recommendations for preliminary admission to the Faculty of Graduate Studies and Research (FGSR). Prerequisite: consent of FGSR. Scheduled up to four times a year.~~

Delete course

<p>New course</p>	<p><u>EAP 550 Preparing for Graduate Studies</u> <u>*6 (fi 15) An intensive course designed to assist international students in attaining the academic and communication skills necessary for them to become effective, independent participants in graduate studies at an English-language university. Course content is interdisciplinary and focuses on acquiring a practical understanding of and proficiency in approaches to critical thinking, research methodologies, and presentation skills. The course also allows for cultural reflection, facilitating the transitional process, and helping international graduate students to succeed in a North American university setting. Credit will granted for only one of ESL 550 or EAP 550.</u></p>
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Rationale: updating course titles and content to better reflect the learning outcomes of these courses, and to differentiate them from the non-credit, general English (ESL) courses offered by the English Language Program. EAP 150 has been added to provide additional resources for Fresh Start students.



OUTLINE OF ISSUE

Agenda Title: **Faculty of Arts Proposed New Course Designator – Hebrew (HEBR)**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, a new course designator for the Hebrew language (HEBR), as submitted by the Faculty of Arts, to take effect in the Fall Term 2013.

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 Arts
Presenter	William Street, Associate Dean (Student Programs), Faculty of Arts
Subject	Proposed new course designator for Hebrew language courses (HEBR)

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To introduce a course designator (HEBR) for the Biblical Hebrew course taught currently as RELIG 201. This change will identify the course as a language course rather than a lecture course in Religious Studies, provide a clear reason why there is a “lab” component and provide a direct identification between the course content and the course designator.
The Impact of the Proposal is	This change will make the fact that we do offer a Hebrew class more obvious to students looking for Language Other than English (LOE) classes. Logically, there is no reason for students interested in taking a Hebrew language course to look under RELIG.
Replaces/Revises (eg, policies, resolutions)	Existing course RELIG 201.
Timeline/Implementation Date	HEBR 201 to be offered Fall/Winter 2013-2014.
Estimated Cost	Administrative and teaching costs are already covered as RELIG 201 has been taught for many years. Administration/ownership of this course is also being transferred from the Office of Interdisciplinary Studies (OIS) Religious Studies program to the Department of History and Classics (which already teaches “ancient” languages GREEK and LATIN).
Sources of Funding	Existing funds.
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and <i>Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): GFC is responsible, generally, for the academic affairs of the University and specifically, for programs of study in Faculties (Sections 26(1) and 26(1)(b)).</p> <p>2. GFC Executive Committee Terms of Reference/Mandate of the Committee: In 1996, GFC delegated its authority to the GFC Executive Committee to ratify new course subject names and their abbreviations (Section 3.14).</p> <p>3. GFC Policy: “Course subject names shall designate broad areas of</p>



	study (often an entire department) and shall not be used to designate numerous specializations. Faculty Councils shall endeavour to keep the number of subject names in the Faculty to an acceptable minimum. Subject names shall not be added or changed except for strong academic reasons.” (Section 37.2 of the GFC Policy Manual)
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Office of Interdisciplinary Studies' Religious Studies Program, 2012; Department of History and Classics, 2012; Faculty of Arts Academic Affairs Committee, April, 2012; Faculty of Arts Executive Committee, May, 2012
Approval Route (Governance) (including meeting dates)	Faculty of Arts Executive Committee (May, 2012) – for recommendation; GFC Executive Committee (November 5, 2012) – for final approval
Final Approver	GFC Executive Committee

Attachments:

- Attachment 1 (page 1): Course Description for (Proposed) Hebrew (HEBR) 201 Course

Prepared by: Robin A Cowan, Faculty of Arts Undergraduate Student Services, robin.cowan@ualberta.ca

None	231.150 Hebrew, HEBR
New Course (replacing RELIG 201)	HEBR 201 Biblical Hebrew *6 (fi 12) (two term, 3-0-2). The goal is to provide students with enough knowledge of Biblical Hebrew that they may read most texts of the Hebrew Bible/Old Testament, with the help of a dictionary. The course is designed for students with no previous knowledge of Biblical Hebrew. Not to be taken by students with credit in RELIG 201.

231.239 Religious Studies, RELIG	231.239 Religious Studies, RELIG
RELIG 201 Introduction to Biblical Hebrew *6 (fi 12) (two term, 3-0-2) This is an introduction to Hebrew alphabet, grammar, vocabulary, and syntax. The goal is to enable the student to read parts of the Hebrew Bible/Old Testament. The course serves also as foundation for the study of Mishnaic, Medieval, and Modern Hebrew. Designed for students with no previous knowledge of Hebrew.	Delete course (replaced with HEBR 201) Deletion of this course is contingent upon approval of HEBR 201

FINAL Item No. 6
OUTLINE OF ISSUE

Agenda Title: **Rescission of GFC Policy Manual Section 120 (University Community Relations)/Subsections 1, 3, 4, 5, and 6) – Proposal from the Office of the Vice-President (Research)**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the rescission of Section 120 (University Community Relations)/Subsections 1, 3, 4, 5, and 6 of the GFC Policy Manual, to take effect immediately.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-President (Research) Lorne Babiuk
Presenter	Associate Vice-President (Research) George Pavlich
Subject	Rescission, in part, of Section 120 (University Community Relations) of the GFC Policy Manual

Details

Responsibility	Vice-President (Research)
The Purpose of the Proposal is (please be specific)	To rescind GFC Policy Manual Section 120/Subsections 1, 3, 4, 5, and 6. The issues addressed in these sections are now covered by several more recent UAPPOL policies and institutional documents.
The Impact of the Proposal is	<p>Outdated policy will be rescinded, thereby aligning the University's practices with current UAPPOL policy that has superseded the policies set out in the GFC Policy Manual.</p> <p>Three sections of GFC Policy Manual Section 120 will be retained at the present time: i) Subsection 2 contains statements that will be incorporated into the re-writing of GFC Policy Manual Section 96.1 in UAPPOL, and the section will remain in force until the new UAPPOL documentation is approved; ii) Subsection 7 contains statements that will be incorporated into the re-writing of GFC Policy Manual Section 96.1 in UAPPOL, and the section will remain in force until the new UAPPOL documentation is approved; and iii) the University's General Counsel has advised that Subsection 9 will require discussion with the Association of Academic Staff – University of Alberta (AASUA) as Supplementary Professional Activity is part of the Faculty Agreement (Section 8) before any changes will be suggested.</p>
Replaces/Revises (eg, policies, resolutions)	Several institutional documents and UAPPOL policies and procedures have been approved since GFC Policy Manual Section 120 took effect, including: <i>Dare to Discover</i> (2010) and <i>Dare to Deliver</i> (2011); UAPPOL Research Policy (2004); Access to Information and Protection of Privacy Policy (2007); Research Scholarship and Integrity Policy (2009); Conflict Policy - Conflict of Interest and Commitment and Institutional Conflict (2009); Contract Review and Signing Authority Policy (2012). All of these documents address the issues covered in Subsections 1, 3, 4, 5, and 6 of GFC Policy Manual Section 120.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

FINAL Item No. 6

<p>Alignment with Guiding Documents</p>	<p><i>Dare to Discover, Dare to Deliver</i>, and the Comprehensive Institutional Plan</p> <p><i>Dare to Discover</i> Cornerstone 4 - Transformative Organization and Support: 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>	<ol style="list-style-type: none"> 1. Post-Secondary Learning Act (PSLA): The <i>PSLA</i> gives GFC responsibility, subject to the approval of the Board of Governors, over “academic affairs” (26(1)). 2. UAPPOL: The Policy Development Framework states that “[n]ewly developed or revised policy will...not overlap or contradict other policy[.]” 3. GFC Executive Committee Terms of Reference (Mandate): “Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.” (3.2. (Routine Matters))

Routing (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Consultation has taken place with the Acting Provost and Vice-President (Academic), Vice-President (Finance and Administration) Senior Administrative Officer (SAO), General Counsel, University Secretary, Special Advisor to the Provost and Vice-President (Academic) on Faculty Relations, the Chief Executive Officer (CEO) of TEC Edmonton, the Director of the Research Services Office (RSO), Legal Counsel in RSO, the Manager of the Policy Standards Office, and the Vice-President (University Relations) SAO.</p> <p>The Director of the RSO wrote a briefing note for the Vice-President (Research) on September 21, 2012 about the contradiction between GFC Policy Manual Subsection 120.5 and the University’s promotion of spin-off company development. The Acting Provost and Vice-President (Academic) and the Vice-President (Research) discussed this issue on September 25 and agreed that the wording in GFC Policy Manual Subsection 120.5 is in conflict with the University’s mandate and commitment to increase commercialization and spin-off company involvement by faculty members. This section was the impetus to investigate rescinding all of GFC Policy Manual Section 120.</p> <p>An analysis of the complete contents of GFC Policy Manual Section 120 was then completed, leading to the conclusion that the majority of the policy should be rescinded at this time (with the exception of Subsections 2, 7, and 9) as it has been superseded by newer UAPPOL Policy and other institutional documents.</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Executive Committee (November 5, 2012) – for final approval</p>
<p>Final Approver</p>	<p>GFC Executive Committee</p>

Attachments:



FINAL Item No. 6

1. Attachment 1 (pages 1 – 6) - GFC Policy Manual Section 120 Including Notes from the Presenters
2. Attachment 2 (pages 1 – 9) - Template for Secondment Agreement to the University of Alberta
3. Attachment 3 (pages 1 – 8) - Template for Secondment Agreement from the University of Alberta

Prepared by: Katharine Moore, Office of the Vice-President (Research), x20868

GFC Policy 120 - University Community Relations

Note from the University Secretariat: The *Post-Secondary Learning Act* gives GFC responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)). GFC has thus enacted a policy governing University-Community Relations, as set out below.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to above, and any other related sections, should be checked in any instance where formal jurisdiction or delegation needs to be determined.

120.1 Preamble

The primary purpose of the University of Alberta is to benefit society through the acquisition and dissemination of knowledge. Inherent in the University of Alberta mission of research, education and community service is an independent relationship with the community at large. This University-community relationship is mutually beneficial: the University benefits from the opportunity for involvement in relevant societal issues and from the external economic support of research and scholarly activities; the community at large benefits from collaborative relationships with expert faculty and from various types of University services.

While relationships between the University of Alberta and the community (in particular, government and the private sector) are to be encouraged, they must be complementary to, and an extension of, a faculty member's primary scholarly activities.

Such relationships may result in research grants and other contractual arrangements with the University of Alberta. Relationships with the community may also take the form of supplementary professional activity by individual staff members in the form of consulting services, contract research, product development, employment in any capacity by another employer, or the private practice of the staff member's profession.

Supplemental professional activities are governed by the provisions of Article 8* of the Faculty Agreement.

This Policy Governing University-Community Relations in Research outlines the expectations of the University of Alberta. The guiding principle is that relationships with the private or government sectors must not impede the mission of the University of Alberta or restrict faculty members from meeting their primary obligations to the University of Alberta.

* Readers are cautioned that both the text and numbering of Articles may change prior to ratification of the revised Faculty Agreement in early 1993.

Note from the Proposers:

With the adoption of Dare to Discover in 2006, refreshed in 2010, (<http://www.president.ualberta.ca/en/DaretoDiscover.aspx>), the University has placed increased focus on the important of relationships of many sorts with the community. The University's Mission as outlined in Dare to Discover is:

Within a vibrant and supportive learning environment, the University of Alberta discovers, disseminates, and applies new knowledge through teaching and learning, research and creative activity, community involvement, and partnerships. The University of Alberta gives a national and international voice to innovation in our province, taking a lead role in placing Canada at the global forefront. We have anchored our vision on four cornerstones that provide the foundation for a great university and the uplifting of the whole people, that are: Talented People; Learning, Discovery, and Citizenship; Connecting Communities; and Transformative Organization and Support.

This overarching statement of the University's mission can be seen as superseding the concepts and wording contained in the Preamble to GFC 120.

120.2 Freedom of Information

Grants and contracts are meant to further the goals of the University of Alberta and those of the faculty member in terms of research or creative activity. Consequently, there is a need for the free exchange of ideas or information and for the right and the obligation to publish the results of the research. The University of Alberta prohibits classified research. The maximum delay in publication must not exceed 18 months. Individual Faculties may insist on shorter delays.

However, departure from the foregoing norms can be entertained in the case of supplemental professional activities. Faculty members must consult with their Dean and Department Chair and obtain the advance approval of the University Vice-President (Research) prior to entering into an agreement that obligates them to respect proprietary information. Thus, although research should not be undertaken where the sponsor requires confidentiality of the results beyond that required either for normal patenting purposes or for professional confidentiality involving the protection of human rights and dignity, special provisions for nondisclosure may be obtained. (EXEC 03 MAY 2004)

Note from the Proposers:

Section 120.2 is not part of the request for rescinding at this time.

Many, but not all, of the points in this section also appear in GFC 96.1 (<http://www.gfcpolicymanual.ualberta.ca/en/96ResearchPolicies.aspx>). GFC 96.1 is itself awaiting review so that it can be edited appropriately and migrated to UAPPOL, and the contents of GFC Section 120.2 will be incorporated in the new UAPPOL document.

120.3 Conflicts of Interest

University-community relations, including supplementary professional activities, shall not adversely affect nor conflict with a faculty member's responsibilities to the University of Alberta, nor with the interests and mission of the University of Alberta.

It is the responsibility of the faculty member to avoid ethical, legal, financial, or other conflict of interest.

Conflicts shall specifically be avoided when companies or other agencies in which a staff member has an interest enter into formal relationships with the University of Alberta.

Note from the Proposers:

The University's UAPPOL Conflict Policy – Conflict of Interest and Commitment and Institutional Conflict (<https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Conflict-Policy--Conflict-of-Interest-and-Commitment-and-Institutional-Conflict.pdf>) is a newer document that addresses various forms of conflict. The Overview from the Policy states:

The University is committed to academic freedom and excellence in teaching and research. In pursuit of this mission, the University and members of the University community frequently engage in activities or situations where actual or perceived **conflicts** will exist, or which raises the potential of actual or perceived conflicts. Rather than disallow all conflicts, the University assesses conflict considerations and, when appropriate, permits certain managed conflict.

However, conflict is permitted only if it can be managed in a way that:

- a. Is compliant with legislation;
- b. Considers, protects and serves the interests, integrity and reputation of the University; and,
- c. Withstands the test of reasonable and independent scrutiny.

To maintain public trust and confidence, the University manages conflict in a fair, open, consistent, and practical manner. All members of the University share in the responsibility to appropriately address conflict.

Assessing conflict requires the collection of personal information as defined in the *Freedom of Information and Protection of Privacy Act*. The University will conduct this and other conflict-related activities with the utmost discretion and in compliance with legislation.

120.4 Disclosure

All financial disclosure between the faculty member and the contracting party, agency or industry must be declared in writing to the Departmental Chair or Faculty Dean.

Prior disclosure of such relationships is necessary whenever issues of conflict of interest or the use of University of Alberta resources is involved (eg, time, space, equipment, personnel, students, or the University of Alberta name).

Retrospective disclosure must be made on an annual basis, detailing all supplementary professional activity and (for some Faculties) income. Faculties may set varying limits on the amount of time a faculty member may spend on supplemental professional activities.

Notes from the Proposers:

The University's Conflict of Interest and Conflict of Commitment Reporting and Assessment Procedure (<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Conflict-of-Interest-and-Conflict-of-Commitment-Reporting-and-Assessment-Procedure.pdf>) requires all faculty members to complete an annual "Disclosure Report for Academic Staff", as part of the Faculty Evaluation Committee process, which addresses these issues.

120.5 Ownership, Directorship in the Private Sector

When a faculty member has a major interest in a private company, and that company contemplates a formal relationship with the University of Alberta, full **prior disclosure** of such activity is required. A **major interest** is defined as holding or controlling more than 5% of the shares in a company, serving as a director or officer in a company, or having a substantial influence in the financial or scientific direction of a company. A major interest in a company precludes the staff member or the staff member's immediate research collaborators from carrying out sponsored research on behalf of that company or its affiliates when the contract is negotiated through the University of Alberta. Where a faculty member has a minor interest in a company, it may be permissible for the faculty member to engage in research pursuant to a formal relationship between the University of Alberta and that company. Full prior disclosure includes the release of all pertinent aspects of a contract or an agreement. With full prior disclosure, and with the approval in writing of the Departmental Chair, the Dean and the Vice-President (Research), it may be permissible for a faculty member with a minor interest in a company to hold a contract with that company through the University of Alberta. (EXEC 03 MAY 2004)

Notes from the Proposers:

This section reflects the general view of commercialization common a number of years ago prior to the increased focus of TEC Edmonton and faculty members in developing spin-off companies. This policy is now an obstacle to the University carrying out its research and development

mandate, and in working with U of A spin-off companies in the area of sponsored research conducted at the U of A where the researcher has a major interest in the spin-off company.

Rescinding this section will respond to a goal contained in Dare to Deliver – University of Alberta Academic Plan for 2011-2015

(<http://www.president.ualberta.ca/en/~media/University%20of%20Alberta/Administration/Office%20of%20the%20President/Documents/D2DAcademicPlan-2011-2015.pdf>) under Transformational Organization and Support: “Administrative Barriers – Reviewing and removing policies and procedures that impede progress, slow innovation and reduce our efficiency”.

One immediate change will result in faculty members with a major interest in a company being able to engage in commercialization activities (this activity is currently prohibited by GFC 120.5) that are managed appropriately through relationship agreements between the researcher and the University.

120.6 Exchange of Personnel

The exchange of personnel between the University of Alberta and the community must be carried out with the appropriate spirit of cooperation and respect for each other's goals. For example, except where prior approval has been sought, if a community employee work within the University of Alberta, then the work must be conducted while respecting the University criteria of free and open enquiry. On the other hand, if a University of Alberta professor is seconded to work in the private sector, the professor must be aware of and observe the precepts of confidentiality expected by the employer.

Notes from the Proposers:

Secondment agreements are now used when outside personnel come to work at the University of Alberta and when University of Alberta employees are seconded to work outside the University. Staff in Faculty Relations work with the person to be seconded as well as staff in the General Counsel's office to finalize the wording of these agreements, in conjunction with representatives of the outside body. Basic templates of both types of secondment agreements are attached.

120.7 Graduate Student and Postdoctoral Involvement

Graduate students and post-doctoral fellows who have been awarded stipends from public sector funds should not be assigned to projects funded by the private sector without prior approval of the Department Chair and the Dean of the Faculty of Graduate Studies and Research. It is required that students' financial interests and publication rights (within the University of Alberta Publication Guidelines) be formally protected prior to the students' involvement with a given project.

Notes from the Proposers:

Section 120.7 is not part of the request for rescinding at this time.

The current reference documents in this area are guidelines rather than policy, and the intention is to include the topics of this section in the upcoming re-write of GFC 96.1 for migration to UAPPOL.

120.8 Reserved

120.9 Professional Liability

Although the University of Alberta carries liability insurance which extends to the activities of both academic and support staff while acting in the course of employment, (ie, performance of teaching, research and administrative responsibilities), when any faculty member is engaged in a supplementary professional activity or acting in a capacity independent of the University of Alberta, that member is not covered by the University. Any liability in such circumstances is a matter between the faculty member and the client, so the resultant contracts and obligations do not implicate the University of Alberta (see Clause 8.11*, Faculty Agreement).

* Readers are cautioned that both the text and numbering of Articles may change prior to ratification of the revised Faculty Agreement in early 1993.

In summary, the University of Alberta recognizes and respects the relationships that develop between the University of Alberta and the community and the benefits to be gained from the mutual exchange of services. University-community relations, including supplementary professional activities, are complementary to a faculty member's University role and responsibility. Such activities should enhance the faculty member's skill, knowledge and expertise and be considered beneficial to the community at large.

(GFC 24 JUN 1991)	(EXEC 01 FEB 1993)
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Notes from the Proposers:

Section 120.9 of the policy is not part of the request for rescinding at this time. Consultation with the AASUA will take place before any revisions are suggested.

THIS AGREEMENT dated as of the latest date of a Party's signature to this Agreement.

SECONDMENT AGREEMENT

Between:

[FILL IN] (the "Regular Employer")	and	THE GOVERNORS OF THE UNIVERSITY OF ALBERTA (the "University")
--	-----	--

WHEREAS:

- A. In order to support or advance the Secondment Goals, the Regular Employer has agreed to second a staff member of the Regular Employer to the University for **[FILL IN]** % of the staff member's time (the "**Secondment Time**"), in order to fill the role of a **[FILL IN]**, as described in more detail in this Agreement; and

NOW THEREFORE the Parties agree as follows:

1. DEFINITIONS

- 1.1. Definitions** - In this Agreement, including the recitals and any attached schedules, the following words or expressions have the meaning set forth in this Section 1.1 unless otherwise specifically provided or inconsistent with the subject-matter and content:

"**Acknowledgment**" means an acknowledgment of the terms of this Agreement applicable to the Seconded Staff Member in the form attached as Schedule 2 hereto;

"**Duties**" means those duties to be performed by the Seconded Staff Member for the University as detailed in Schedule 1 hereto;

"**Parties**" mean the University and the Regular Employer;

"**Payment Amount**" means **[FILL IN]** % of the salary and benefits payable by the Regular Employer on a monthly basis pursuant to Section 3.2.

[OR – choose one and delete the other]

"**Payment Amount**" means the lesser of **[FILL IN]** % of the salary and benefits payable by the Regular Employer on a monthly basis pursuant to Section 3.2, or the sum of \$ **[FILL IN, AND REMEMBER TO CALCULATE ON A MONTHLY BASIS]**.

"**Secondment Goals**" means the common or separate goals of the Parties described in Schedule 1 which will be supported or advanced by the secondment;

"**Seconded Staff Member**" means **[FILL IN]**;

"**Secondment**" means the secondment of the Seconded Staff Member from the Regular Employer to the University in accordance with this Agreement;

“**Secondment Period**” means the period of time commencing on the [FILL IN] day of [FILL IN MONTH AND YEAR] and ending on the [FILL IN] day of [FILL IN MONTH AND YEAR] subject to earlier termination or extension according to the terms of this Agreement; and

“**Secondment Time**” has the meaning set out in the preamble above.

2. SECONDMENT

2.1. Secondment – The Regular Employer will second the Seconded Staff Member to the University for the performance of the Duties, for the Secondment Time during the Secondment Period. This Agreement will be effective upon signature by both Parties and upon the Regular Employer forwarding a copy of an Acknowledgment signed by the Seconded Staff Member to the University.

3. PAYMENT

3.1. Secondment compensation costs – In consideration for the secondment, the University will pay to the Regular Employer on a monthly basis the Payment Amount. The Regular Employer will invoice the University for the Payment Amount monthly, and the University will pay such amount to the Regular Employer within thirty (30) days of receipt of an invoice for the same.

3.2. Payroll obligation - The Regular Employer will continue to be responsible for the management and payment of the Seconded Staff Member's salary and benefits as though the Seconded Staff Member had not been seconded to the University, including without limitation pension contributions, vacation pay, and any pay for any leave occurring during the Secondment Period that is due to the Seconded Staff Member in accordance with any relevant agreement with, or policies and procedures of, the Regular Employer. That salary and those benefits will be calculated or provided according to the salary scales and benefit programs of the Regular Employer as amended or adjusted from time to time.

3.3. Expense reimbursement by Regular Employer – The Regular Employer will, except as provided in Section 3.4, according to its regular policies and procedures, reimburse a Seconded Staff Member for reimbursable expenses incurred by the Seconded Staff Member in the performance of employment duties.

3.4. Expense reimbursement by Host – Notwithstanding Section 3.3, the University will, subject to and in accordance with the Host's policies and procedures, reimburse a Seconded Staff Member for reimbursable expenses incurred by the Seconded Staff Member in performance of the Duties.

3.5. [Optional] Voluntary payments - The University may, in its discretion, pay a Seconded Staff Member bonuses, allowances, or other payments but will, to the exclusion of the Regular Employer, be responsible for any required documenting or reporting of such bonus, allowance or other payment and for any withholding taxes, deductions or other payment required to be made in relation to the same.

4. STANDARD TERMS

4.1. Orientation – The University will provide any necessary orientation for a Seconded Staff Member at the commencement of a Secondment and will provide the Seconded Staff Member with access to the University's policies and procedures referred to in Section 4.3.

- 4.2. Continuing employee status** – A Secondment does not create an employment relationship between a Seconded Staff Member and the University. A Seconded Staff Member remains an employee of the Regular Employer and retains all rights and entitlements associated with that position including any continuing right of employment following termination of the Secondment Period.
- 4.3. Applicable policies and procedures** – The Seconded Staff Member will, in the performance of the Duties, be subject to and bound by all policies and procedures of the University applicable to the status and activities of the Seconded Staff Member which are not in express conflict with the terms and conditions of employment or policies and procedures of the Regular Employer, and are not in conflict with any term of this Agreement. In the event either Party identifies any such conflict the Parties, and if necessary the Seconded Staff Member, will meet and use reasonable efforts to minimize or resolve such conflict.
- 4.4. Participation in review** – The Regular Employer shall be responsible for any employment review, evaluation or assessment of the Seconded Staff Member, in accordance with its applicable policies and procedures, but will invite input from the University with respect to the same.
- 4.5. Intellectual Property, Rights of Seconded Staff Member** – Subject to ss. 4.6 and 4.7, the rights of the Seconded Staff Member with respect to intellectual property created in whole or in part by the Seconded Staff Member in the performance of the Duties, including without limitation ownership, use, publication or disclosure of such intellectual property, will be determined in accordance with the applicable policies and procedures of the Regular Employer without reference to or effect by the Secondment.
- 4.6. Intellectual Property, License To University** - The University is hereby granted a non-exclusive, irrevocable, royalty-free license to use, copy, produce, reproduce, translate, summarize, sub-license, or distribute any copyrighted works (the “**Works**”) created by the Seconded Staff Member in the performance of the Duties, for such purposes as it deems appropriate.

[Optional]

The University may also modify any of the Works (other than any Works created in the course of research for the purpose of publication), and if it does so, the University shall either obtain the consent of the Seconded Staff Member or remove any and all references and other attributions to the Seconded Staff Member from the Works prior to any use or distribution. The Regular Employer shall obtain from the Seconded Staff Member an irrevocable waiver of his or her moral rights relating thereto.

[Also consider whether the Seconded Staff Member may create Patentable Intellectual Property (“PIP”) in the performance of the Duties. If so, and:

- a. **If the University has an interest in using or owning the PIP, or**
- b. **If the PIP may be created jointly with University employees**

then additional wording should be added – please consult with legal].

- 4.7. Public disclosure of Secondment** – During the Secondment Period:

4.7.1. the Parties will use reasonable efforts to cause the Seconded Staff Member to disclose the Seconded Staff Member’s position title from, and affiliation with, each of the Regular Employer and the University on all publications, presentations, posters, web sites, grant applications, award nominations and promotional materials and in interactions with members of the media (“Communications”), when such Communications relate to the Duties; and

4.7.2. each Party will in all its communications materials available to the public consistently and accurately disclose and represent the Seconded Staff Member in the manner and with the details referred to in section 4.7.1.

4.8. University Facilities - The University, to the extent and standard provided to its own employees, will provide a Seconded Staff Member with office, clinical, research and laboratory facilities, equipment and services reasonably required for the Seconded Staff Member to perform the Duties.

4.9. Records – The University will provide the Regular Employer on a quarterly basis with a record of all vacation and other leave taken by the Seconded[A1].

5. ACCESS AND PRIVACY LEGISLATION AND CONFIDENTIALITY

5.1. Access and Privacy Legislation – Records created or collected by the Seconded Staff Member in the performance of the Duties are under the control of the University and are subject to the Freedom of Information and Protection of Privacy Act of Alberta (“**FOIPP Act**”) and, without limiting the generality of s. 4.3, the policies and procedures of the University respecting compliance with the FOIPP Act.

5.2. Confidentiality – The Regular Employer will use all reasonable efforts to cause the Seconded Staff Member to treat and keep confidential any confidential information of the University which is disclosed to or acquired by the Seconded Staff Member as a consequence of a Secondment and to use and disclose the Confidential Information only for the purposes of the Duties and in accordance with the FOIPP Act. Notwithstanding the foregoing, a Seconded Staff Member may disclose information if such disclosure is required by law, provided the Seconded Staff Member provides the University with immediate notice of such requirement to disclose upon receiving notice of the same.

5.3. For the purposes of this Agreement confidential information means:

5.3.1. A record containing personal information, as defined in the FOIPP Act; or

5.3.2. technical, operational or business information of the University, which is either marked as confidential information or, if communicated orally, is designated as confidential information at the time of that disclosure.

5.4. Exclusions to confidentiality - Confidential information does not include information which:

5.4.1. was in a Seconded Staff Member’s possession before receipt from the University;

5.4.2. is or becomes a matter of public knowledge through no fault of a Seconded Staff Member;

5.4.3. is rightfully received by a Seconded Staff Member from a third party without a duty of confidentiality;

5.4.4. is disclosed by the University to a third party without a duty of confidentiality on the third party.

6. SECONDMENT PERIOD AND EARLY TERMINATION

6.1. Early termination of Secondment Period by Party – The Secondment Period for a Seconded Staff Member may be terminated earlier than the termination date stipulated in this Agreement by:

- (a) either the University or the Regular Employer giving not less than 60 days written notice to the other, such termination to be effective at the termination date specified in such notice;
- (b) the University following consultation with the Regular Employer, if the Seconded Staff Member is unavailable for a material period of time to carry out the Duties or fails to comply with applicable policies, rules or other requirements of the University, except that where the University believes continued access of a Seconded Staff Member to the University's facilities during the consultation process is inappropriate, the University may suspend such access of that Seconded Staff Member on notice to the Regular Employer; or
- (d) agreement between the University and the Regular Employer who will jointly review, and use reasonable efforts to accommodate, any jointly addressed written request from the Seconded Staff Member to so terminate the Secondment Period.

6.2. Early termination of Secondment Period by event - The Secondment Period for a Seconded Staff Member will be terminated without notice or act by either the University or the Regular Employer upon a Seconded Staff Member's cessation of employment with the Regular Employer, nothing in this Agreement varying the existing rights, if any, of either that Seconded Staff Member or the Regular Employer with respect to terminating such employment.

6.3. Payment upon termination - Upon the expiration or termination of this Agreement, the Regular Employer or the University will pay to the other such amount as the other may be entitled to receive up to that expiration or termination.

7. RISK MANAGEMENT MATTERS

7.1. Exclusion of liability - Except as may be specifically provided in other written agreement between the Parties neither the Regular Employer nor its Seconded Staff Member will be liable to the University for:

- (a) any damage to the property of, or in the care or custody of, the University which is sustained as the result of the acts or omissions, including negligent acts or omissions, of the Seconded Staff Member with respect to or in the course of performance of the Duties;
- (b) any other liability, including, but not limited to, claims, demands, losses, damages, judgments, costs, expenses, actions and proceedings made, incurred, sustained, brought or prosecuted against the University as the result of the acts or omissions, including negligent acts of omissions, of the Seconded Staff Member with respect to or in the course of the performance of the Duties;

provided that the preceding portion of this Section 7.1 does not limit or exclude liability of the Seconded Staff Member to the University for intentionally wrongful acts with respect to or in the course of performance of the Duties and does not limit or exclude liability of the Regular Employer for such intentionally wrongful acts where the same are authorized or approved by the Regular Employer.

7.2. Limitation on damages – Notwithstanding anything else herein contained, in no event will either party be liable to the other party for loss of business or profit of that other party or for any indirect or consequential loss of damage of that party based on or arising from or in relation to this Agreement, or the matters or activities dealt with herein regardless whether arising under contract, tort, or based upon strict liability or other theory of law or equity.

8. DISPUTE RESOLUTION

8.1. Dispute resolution - In the event of a dispute between the Parties regarding the interpretation of any term or condition of this Agreement or the performance of the obligations contained herein, the Parties will attempt to resolve the dispute in accordance with the following:

8.1.1. the Parties will use all reasonable efforts to negotiate a resolution to the dispute in as informal and cost-effective manner as possible, taking into account the best interests of the students;

8.1.2. if a dispute is not resolved by negotiation within sixty (60) days of notice of the dispute being given by one Party to the other, either Party may require non-binding mediation of the dispute by providing written notice of that requirement to the other Party, in which event the matter in dispute will be referred to a single mediator appointed by the Parties;

8.1.3. in the event that the dispute is submitted to a mediator, the Parties will participate in the mediation in good faith; and

8.1.4. the expense of such mediation will be borne equally by the Parties.

9. MISCELLANEOUS

9.1. Personal rights only – The rights and obligations of each Party pursuant to this Agreement are personal and accordingly neither party to this Agreement will assign its interest in this Agreement.

9.2. Notices - Any notice, demand, or request permitted or required to be given by either Party to the other may be given by personal delivery to or by prepaid registered mail addressed to the recipient at the address set forth below the signature of the officer or officers executing this Agreement on its behalf. If given by mail such notice, demand or request will be deemed to have been received on the fifth business day following the date of mailing by registered mail. In the event that notice is served by mail at a time when there is an interruption of mail service affecting the delivery of such mail, then notice shall not be deemed to have been served until one week after the date that normal mail service is restored. Either Party may change its address for notice by giving not less than five (5) days written notice to the other Party.

9.3. Governing law – This Agreement will be governed by and interpreted in accordance with the laws in force in the Province of Alberta and the parties expressly attorn to the exclusive jurisdiction of the courts of Alberta for enforcement of this Agreement.

9.4. Survival – Sections 4.5, 4.6, 5, 6.3, 7, 8 and 9 of this Agreement survive the termination or expiry of this Agreement and continue in full force and effect, as well as any other section or provision which, by its nature, would normally survive any such termination.

9.5. Entire Agreement – This Agreement and schedules constitute the entire agreement between the parties with respect to the subject matter contained in this Agreement. Any amendment to this Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF the Parties have executed and delivered this Agreement effective as of the day and year first above written.

[INSERT]	THE GOVERNORS OF THE UNIVERSITY OF ALBERTA
	DEAN OF [INSERT]
	PROVOST AND VICE-PRESIDENT ACADEMIC
Date:	Date:

Address for Notices:

[FILL IN]

Address for Notices

[FILL IN]

SCHEDULE 1

1. DUTIES

FILL IN

2. SECONDMENT GOALS - The following are the Secondment Goals that the Secondment is intended to advance or support:

FILL IN

SCHEDULE 2

ACKNOWLEDGEMENT

I [FILL IN], the Seconded Staff Member named in the Secondment Agreement to which this Acknowledgment is attached, acknowledge to my Regular Employer that:

- (a) I have read the Secondment Agreement and accordingly am aware of the Regular Employer's obligations as set out in the Secondment Agreement (the "Regular Employer Obligations").
- (b) I am aware that as an employee of the Regular Employer my participation in the Secondment must be in accordance with the Regular Employer Obligations.
- (c) I am aware that the terms and conditions of the Secondment Agreement (other than the definition of the Duties and the Time Portion, the alteration of which require my consent) may be altered by agreement between the University and the Regular Employer upon reasonable notice to me.
- (d) I am aware that sections 4.5 and 4.6 of the Secondment Agreement set forth the basis on which the determination of my rights with respect to intellectual property created in whole or in part by me in the performance of the Duties, including without limitation ownership, use, publication or disclosure of such intellectual property, will be made.
- (e) I hereby grant to the Regular Employer a license to the works I create in the performance of the Duties, as identified in the Agreement, to the extent necessary to enable the Regular Employer to fulfill the Regular Employer Obligations.
- (f) I will execute such documents as required by the Regular Employer from time to time to evidence or effect any of the above.

[Optional: add para. (g) only if optional clause about modifying works in s. 4.6 is added].

- (g) I hereby waive my moral rights with respect to the Works I create in the performance of the Duties, to the extent necessary to enable the Regular Employer to fulfill the Regular Employer Obligations.

Witness

Seconded Staff Member

THIS AGREEMENT made effective as of the ____ day of _____, 2012.

SECONDMENT AGREEMENT

Between:

[FILL IN] (the "Host")	and	THE GOVERNORS OF THE UNIVERSITY OF ALBERTA (the "University")
---	-----	--

WHEREAS:

- A. In order to support or advance the Secondment Goals, the University has agreed to second a staff member of the University to the Host for **[FILL IN]** % of the staff member's time (the "**Secondment Time**"), in order to fill the role of a **[FILL IN]**, as described in more detail in this Agreement; and

NOW THEREFORE the Parties agree as follows:

1. DEFINITIONS

- 1.1. Definitions** - In this Agreement, including the recitals and any attached schedules, the following words or expressions have the meaning set forth in this Section 1.1 unless otherwise specifically provided or inconsistent with the subject-matter and content:

"**Acknowledgment**" means an acknowledgment of the terms of this Agreement applicable to the Seconded Staff Member in the form attached as Schedule 2 hereto;

"**Duties**" means those duties to be performed by the Seconded Staff Member for the Host as detailed in Schedule 1 hereto;

"**Parties**" mean the Host and the University;

"**Secondment Goals**" means the common or separate goals of the Parties described in Schedule 1 which will be supported or advanced by the secondment;

"**Seconded Staff Member**" means **[FILL IN]**;

"**Secondment**" means the secondment of the Seconded Staff Member from the University to the Host in accordance with this Agreement;

"**Secondment Period**" means the period of time commencing on the **[FILL IN]** day of **[FILL IN MONTH AND YEAR]** and ending on the **[FILL IN]** day of **[FILL IN MONTH AND YEAR]** subject to earlier termination or extension according to the terms of this Agreement; and

"**Secondment Time**" has the meaning set out in the preamble above.

2. SECONDMENT

- 2.1. Secondment** – The University will second the Seconded Staff Member to the Host for the performance of the Duties, for the Secondment Time during the Secondment Period. This Agreement will be effective upon the signature of both parties and the University receiving the signed Acknowledgment of the Seconded Staff Member and forwarding a copy of it to the Host.

3. PAYMENT

- 3.1. **Secondment compensation costs** – In consideration for the secondment, the Host will pay to the University on a monthly basis an amount equivalent to **[FILL IN]** % of the salary and benefits payable by the University pursuant to Section 3.2. The University will invoice the Host for such amount monthly, and the Host will pay such amount to the University within thirty (30) days of invoice for the same. Interest at a rate equal to the prime lending rate of the Royal Bank of Canada plus 2% per annum will be payable by the Host on all amounts that are not paid by it to the University on or before the due date for the same, that interest to accrue until any such overdue amount is paid.
- 3.2. **Payroll obligation** - The University will continue to be responsible for the management and payment of the Seconded Staff Member's salary and benefits as though the Seconded Staff Member had not been seconded to the Host, including without limitation pension contributions, vacation pay, and any pay for any leave occurring during the Secondment Period that is due to the Seconded Staff Member in accordance with any relevant agreement with, or policies and procedures of, the University. That salary and those benefits will be calculated or provided according to the salary scales and benefit programs of the University as amended or adjusted from time to time.
- 3.3. **Expense reimbursement by University** – The University will, except as provided in Section 3.4, according to its regular policies and procedures, reimburse a Seconded Staff Member for reimbursable expenses incurred by the Seconded Staff Member in the performance of employment duties.
- 3.4. **Expense reimbursement by Host** – Notwithstanding Section 3.3, the Host will, subject to and in accordance with the Host's policies and procedures, reimburse a Seconded Staff Member for reimbursable expenses incurred by the Seconded Staff Member in performance of the Duties.
- 3.5. **Voluntary payments** - The Host may, in its discretion, pay a Seconded Staff Member bonuses, allowances, or other payments but will, to the exclusion of the University, be responsible for any required documenting or reporting of such bonus, allowance or other payment and for any withholding taxes, deductions or other payment required to be made in relation to the same.

4. STANDARD TERMS

- 4.1. **Orientation** – The Host will provide any necessary orientation for a Seconded Staff Member at the commencement of a Secondment and will provide the Seconded Staff Member with access to the Host's policies and procedures referred to in Section 4.3.
- 4.2. **Continuing employee status** – A Secondment does not create an employment relationship between a Seconded Staff Member and the Host. A Seconded Staff Member remains an employee of the University and retains all rights and entitlements associated with that position including any continuing right of employment following termination of the Secondment Period.
- 4.3. **Applicable policies and procedures** – A Seconded Staff Member will continue to be subject to and bound by all conditions of employment with, and applicable policies and procedures of, the University. However the Seconded Staff Member will, in the performance of the Duties, be subject to and bound by all policies and procedures of the Host applicable to the status and activities of the Seconded Staff Member which are not in express conflict with the terms and conditions of employment or policies and procedures of the University, and are not in conflict with any term of this Agreement. In the event either Party identifies any such conflict the

Parties, and if necessary the Seconded Staff Member, will meet and use reasonable efforts to minimize or resolve such conflict.

- 4.4. Participation in review** – The University shall be responsible for any employment review, evaluation or assessment of the Seconded Staff Member, in accordance with its applicable policies and procedures, but will invite input from the Host with respect to the same.
- 4.5. Intellectual Property, Rights of Seconded Staff Member** - The rights of the Seconded Staff Member to ownership, use and commercialization of intellectual property created in whole or in part by the Seconded Staff Member in the performance of the Duties, to any share of revenues received through commercialization of that intellectual property and to publish or disclose such intellectual property will be determined in accordance with the applicable policies and procedures of the University without reference to or effect by the Secondment.
- 4.6. Intellectual Property, License To Host** - The Host is hereby granted a non-exclusive, irrevocable, royalty-free license to copy, produce, reproduce or distribute any copyrighted works created by the Seconded Staff Member in the performance of the Duties, for such purposes as it deems appropriate.
- 4.7. Public disclosure of Secondment** – During the Secondment Period:
 - 4.7.1.** the Parties will use reasonable efforts to cause the Seconded Staff Member to disclose the Seconded Staff Member's position title from, and affiliation with, each of the University and the Host on all publications, presentations, posters, web sites, grant applications, award nominations and promotional materials and in interactions with members of the media ("Communications"), when such Communications relate to the Duties; and
 - 4.7.2.** each Party will in all its communications materials available to the public consistently and accurately disclose and represent the Seconded Staff Member in the manner and with the details referred to in section 4.7.1.
- 4.8. Host Facilities** - The Host, to the extent and standard provided to its own employees, will provide a Seconded Staff Member with office, research and laboratory facilities, equipment and services reasonably required for the Seconded Staff Member to perform the Duties.
- 4.9. Records** – The Host will provide the University on a quarterly basis with a record of all vacation and other leave taken by the Seconded Staff Member.

5. CONFIDENTIALITY

- 5.1. Confidentiality** – The University will use all reasonable efforts to cause the Seconded Staff Member to treat and keep confidential any confidential information of the Host which is disclosed to or acquired by the Seconded Staff Member as a consequence of a Secondment and to use the Confidential Information only for the purposes of the Duties, unless the prior written consent of the Host is obtained. Notwithstanding the foregoing, a Seconded Staff Member may disclose information if such disclosure is required by law including but not limited to applicable statute, regulation or other enactment or by lawful order of a court or administrative tribunal having jurisdiction provided the Seconded Staff Member provides the Host with immediate notice of such requirement to disclose upon receiving notice of the same.
- 5.2.** For the purposes of this Agreement confidential information means any technical or business information of the Host which:
 - 5.2.1.** if disclosed to a Seconded Staff Member in written form is marked as confidential information; or

5.2.2. if disclosed to a Seconded Staff Member in oral form is designated as confidential information at the time of that disclosure and that designation is affirmed in writing to the Seconded Staff Member within thirty days of such disclosure.

5.3. **Exclusions to confidentiality** - Confidential information does not include information which:

5.3.1. was in a Seconded Staff Member's possession before receipt from the Host;

5.3.2. is or becomes a matter of public knowledge through no fault of a Seconded Staff Member;

5.3.3. is rightfully received by a Seconded Staff Member from a third party without a duty of confidentiality;

5.3.4. is disclosed by the Host to a third party without a duty of confidentiality on the third party.

5.4. The Host shall maintain all records containing personal information of the Seconded Staff Member in a reasonably secure manner, and shall destroy such records as soon as is reasonably practicable.

6. **SECONDMENT PERIOD AND EARLY TERMINATION**

6.1. **Early termination of Secondment Period by Party** – The Secondment Period for a Seconded Staff Member may be terminated earlier than the termination date stipulated in this Agreement by:

- (a) either the Host or the University giving not less than 60 days written notice to the other, such termination to be effective at the termination date specified in such notice;
- (b) the Host following consultation with the University, if the Seconded Staff Member is unavailable for a material period of time to carry out the Duties or fails to comply with applicable policies, rules or other requirements of the Host, except that where a Host believes continued access of a Seconded Staff Member to the Host's facilities during the consultation process is inappropriate, the Host may suspend such access of that Seconded Staff Member on notice to the University; or
- (c) agreement between the Host and the University who will jointly review, and use reasonable efforts to accommodate, any jointly addressed written request from the Seconded Staff Member to so terminate the Secondment Period.

6.2. **Early termination of Secondment Period by event** - The Secondment Period for a Seconded Staff Member will be terminated without notice or act by either the Host or the University upon a Seconded Staff Member's cessation of employment with the University, nothing in this Agreement varying the existing rights, if any, of either that Seconded Staff Member or the University with respect to terminating such employment.

6.3. **Payment upon termination** - Upon the expiration or termination of this Agreement, the University or the Host will pay to the other such amount as the other may be entitled to receive up to that expiration or termination.

7. **RISK MANAGEMENT MATTERS**

7.1. **Exclusion of liability** - Except as may be specifically provided in other written agreement between the Parties neither the University nor its Seconded Staff Member will be liable to the Host for:

- (a) any damage to the property of, or in the care or custody of, the Host which is sustained as the result of the acts or omissions, including negligent acts or

- omissions, of the Seconded Staff Member with respect to or in the course of performance of the Duties;
- (b) any other liability, including, but not limited to, claims, demands, losses, damages, judgments, costs, expenses, actions and proceedings made, incurred, sustained, brought or prosecuted against the Host as the result of the acts or omissions, including negligent acts of omissions, of the Seconded Staff Member with respect to or in the course of the performance of the Duties;

provided that the preceding portion of this Section 7.1 does not limit or exclude liability of the Seconded Staff Member to the Host for intentionally wrongful acts with respect to or in the course of performance of the Duties and does not limit or exclude liability of the University for such intentionally wrongful acts where the same are authorized or approved by the University.

7.2. Indemnity - The Host will indemnify and hold harmless the University from and against any and all liability, including, but not limited to, claims, demands, losses, damages, judgments, costs, expenses, actions and proceedings made, incurred, sustained, brought or prosecuted against the University to the extent the same are caused by or arise as the result of the Secondment, or as the result of the acts or omissions, including negligent acts or omissions, of the Seconded Staff Member with respect to or in the course of the performance of the Duties.

7.3. Limitation on damages – Notwithstanding anything else herein contained, in no event will either party be liable to the other party for loss of business or profit of that other party or for any indirect or consequential loss of damage of that party based on or arising from or in relation to this Agreement, or the matters or activities dealt with herein regardless whether arising under contract, tort, or based upon strict liability or other theory of law or equity.

8. DISPUTE RESOLUTION

8.1. Dispute resolution - In the event of a dispute between the Parties regarding the interpretation of any term or condition of this Agreement or the performance of the obligations contained herein, the Parties will attempt to resolve the dispute in accordance with the following:

- 8.1.1.** the Parties will use all reasonable efforts to negotiate a resolution to the dispute in as informal and cost-effective manner as possible, taking into account the best interests of the students;
- 8.1.2.** if a dispute is not resolved by negotiation within sixty (60) days of notice of the dispute being given by one Party to the other, either Party may require non-binding mediation of the dispute by providing written notice of that requirement to the other Party, in which event the matter in dispute will be referred to a single mediator appointed by the Parties;
- 8.1.3.** in the event that the dispute is submitted to a mediator, the Parties will participate in the mediation in good faith; and
- 8.1.4.** the expense of such mediation will be borne equally by the Parties.

9. MISCELLANEOUS

9.1. Personal rights only – The rights and obligations of each Party pursuant to this Agreement are personal and accordingly neither party to this Agreement will assign its interest in this Agreement.

9.2. Notices - Any notice, demand, or request permitted or required to be given by either Party to the other may be given by personal delivery to or by prepaid registered mail addressed to the recipient at the address set forth below the signature of the officer

or officers executing this Agreement on its behalf. If given by mail such notice, demand or request will be deemed to have been received on the fifth business day following the date of mailing by registered mail. In the event that notice is served by mail at a time when there is an interruption of mail service affecting the delivery of such mail, then notice shall not be deemed to have been served until one week after the date that normal mail service is restored. Either Party may change its address for notice by giving not less than five (5) days written notice to the other Party.

- 9.3. Governing law** – This Agreement will be governed by and interpreted in accordance with the laws in force in the Province of Alberta and the parties expressly attorn to the exclusive jurisdiction of the courts of Alberta for enforcement of this Agreement.
- 9.4. Survival** – Sections 4.5, 4.6, 5, 6.3, 7, 8 and 9 of this Agreement survive the termination or expiry of this Agreement and continue in full force and effect, as well as any other section or provision which, by its nature, would normally survive any such termination.
- 9.5. Entire Agreement** – This Agreement and schedules constitute the entire agreement between the parties with respect to the subject matter contained in this Agreement. Any amendment to this Agreement must be in writing and signed by both parties.

IN WITNESS WHEREOF the Parties have executed and delivered this Agreement effective as of the day and year first above written.

xx	THE GOVERNORS OF THE UNIVERSITY OF ALBERTA
_____ xx	ACTING PROVOST AND VICE-PRESIDENT (ACADEMIC)
Date:	Date:
_____ xxx	xx
Date:	Date:

Address for Notices:

[FILL IN]

Address for Notices

[FILL IN]

SCHEDULE 1

1. DUTIES

[FILL IN]

2. **SECONDMENT GOALS** - The following are the Secondment Goals that the Secondment is intended to advance or support:

[FILL IN]

SCHEDULE 2

ACKNOWLEDGEMENT

I [FILL IN], the Seconded Staff Member named in the Secondment Agreement to which this Acknowledgment is attached, acknowledge to the University that:

- (a) I have read the Secondment Agreement and accordingly am aware of the University's obligations as set out in the Secondment Agreement (the "University Obligations").
- (b) I am aware that in accordance with the terms and conditions applicable to my appointment as a [FILL IN] staff member of the University my participation in the Secondment must be in accordance with the University Obligations.
- (c) I am aware that the terms and conditions of the Secondment Agreement (other than the definition of the Duties and the Time Portion, the alteration of which require my consent) may be altered by agreement between the Host and the University where expressly so provided in the Secondment Agreement or where not expressly provided upon reasonable notice to me.
- (d) I am aware that sections 4.5 and 4.6 of the Secondment Agreement:
 - i. set forth the basis on which the determination will be made of my rights to ownership, use and commercialization of intellectual property created in whole or in part by me in the performance of the Duties, to any share of revenues received through commercialization of such intellectual property, and to publish or disclose such intellectual property; and
 - ii. grant a license in relation to copyrighted works I create in the performance of the Duties to the Host.
- (e) I hereby grant to the University a license to any works subject to copyright created in the performance of the Duties, as identified in the Agreement, to the extent necessary to enable the University to fulfill the University Obligations.
- (f) I will execute such documents as required by the University from time to time to evidence or effect any of the above.
- (g) I am signing and delivering this Acknowledgement on a voluntary basis after having been given an opportunity to review and discuss the Acknowledgement both on my own and with others of my choosing.

Witness

Seconded Staff Member



OUTLINE OF ISSUE

Agenda Title: **2013 – 2014 Academic Schedule**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2013-2014 (as submitted by the Vice-Provost and University Registrar and as set forth in Attachment 4) and, in doing so, empower the Registrar to make any editorial changes as needed as long as the changes do not have the force of policy, to be effective immediately.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Gerry Kendal, Vice-Provost and University Registrar
Presenters	Gerry Kendal, Vice-Provost and University Registrar; Anna Vocioni, Assistant Registrar (Examinations and Timetabling), Office of the Registrar
Subject	2013-2014 Academic Schedule

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To provide deadline dates for the 2013-2014 Academic Year.
The Impact of the Proposal is	Establishment of deadline dates for the 2013-2014 Academic Year
Replaces/Revises (e.g., policies, resolutions)	Section 11 of the <i>University Calendar</i> .
Timeline/Implementation Date	For publication in the 2013-2014 <i>University Calendar</i> (the dates of Academic Schedule run from July 1, 2013 – June 30, 2014).
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>University Calendar</i> ; University Policies and Procedure Online (UAPPOL); <i>Dare to Discover Values</i> : to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth.
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): GFC is responsible, generally, for the academic affairs of the University and specifically, for the Academic Schedule of the University (Sections 26(1), 26(1)(d)(e)(g) and (j) (<i>Powers of General Faculties Council</i>)).</p> <p>2. GFC Executive Committee Terms of Reference (Section 3. (Mandate of the Committee)) states:</p> <p>“4. Academic Schedule</p> <p>a. Delegation</p> <p><i>Post-Secondary Learning Act (PSLA)</i> Section 26(l)(j) follows: 26(1) Subject 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... (2) (j) determine the date for the beginning and end of lectures in the</p>

	<p>university and also the beginning and end of each university term [...].</p> <p>b. Academic Schedule Changes</p> <p>The GFC Executive Committee has delegated authority from General Faculties Council to approve the Academic Schedule. Any changes to the Academic Schedule proposed after the Schedule has been approved must be submitted to the Executive Committee. That committee will determine which changes are sufficiently substantial and require, therefore, GFC approval and which ones are routine in nature and could be dealt with by the Executive Committee.”</p> <p>3. GFC Policy: Section 25 (<i>Calendar Changes</i>) of the GFC Policy Manual states “[f]inal editorial authority for minor procedural directions was delegated to the Registrar, who will be responsible for the conformance of these directions to the general University policy. (GFC 29 JUN 1981)”</p> <p>4. UAPPOL Academic Schedule Policy states: “[...]”</p> <p>2. ACADEMIC SCHEDULE DELEGATION OF AUTHORITY</p> <p>The authority to determine the Academic Schedule is the responsibility of the GFC Executive Committee, as delegated to that body by General Faculties Council.</p> <p>The Registrar recommends on the Academic Schedule to the GFC Executive Committee.”</p> <p>5. UAPPOL Academic Schedule Procedure states: “Each spring, the Exams and Timetabling Division in the Office of the Registrar will begin drafting the Academic Schedule for the following year[...].</p> <p>Two drafts will be sent out to a distribution list that includes the President, Vice-Presidents and senior administrators, Deans, Assistant and Associate Deans, Directors and other stakeholders for feedback and suggested changes.</p> <p>The final draft of the Academic Schedule will be sent to the GFC Executive Committee no later than mid-October for approval. After the Academic Schedule has been approved, it will be published in the <i>University Calendar</i>.”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	<u>Distribution List:</u> Academic Schedule – First draft sent to the wider University community for review on June 28, 2012; Final draft sent for review on August 28, 2012
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (November 5, 2012) – for final approval
Final Approver	GFC Executive Committee

Attachments:



1. Attachment 1 (pages 1 – 2): Major Deadlines from the 2013-2014 Academic Schedule
2. Attachment 2 (page 1): 2013 – 2014 Academic Schedule Hours of Instruction Summary
3. Attachment 3 (page 1): 2013 – 2014 Monthly Calendar Outlining Important Dates
4. Attachment 4 (pages 1 – 13): Proposed Academic Schedule for 2013-2014
5. Attachment 5 (page 1): Briefing Note from the Vice-Provost and University Registrar

Prepared by: Anna Vocioni, Office of the Registrar, anna.vocioni@ualberta.ca, and Claire Burke, Office of the Registrar, claire.burke@ualberta.ca

11 Major Deadlines from the 2013-2014 Academic Schedule

Spring/Summer Term							
IMPORTANT							
(1) Registration Confirmation Deposit is not required for Spring or Summer Term							
(2) Not all courses follow the dates listed below; check www.registrarsoffice.ualberta.ca for Spring/Summer nonstandard deadline dates.							
(3) Spring/Summer students should also refer to the Spring/Summer Guide available online at www.registrarsoffice.ualberta.ca .							
Deadlines	Spring Term	First Half	Second Half	Summer Term	First Half	Second Half	Spring/Summer (both terms)
Classes Begin	May 6, 2013	May 6, 2013	May 27, 2013	July 8, 2013	July 8, 2013	July 29, 2013	May 6, 2013
Registration: Add/Delete (No academic record)	May 9, 2013	May 9, 2013	May 30, 2013 (delete only)	July 11, 2013	July 11, 2013	Aug 1, 2013 (delete only)	May 9, 2013
Credit to Audit	May 6-9, 2013			July 8-11, 2013			May 6-9, 2013
Audit Registration	May 6-9, 2013			July 8-11, 2013			May 6-9, 2013
Fee Payment (see Note 1)	May 9, 2013			July 11, 2013			May 9, 2013
Fee Refund (50%) (see Note 2)	May 21, 2013	May 13, 2013	June 3, 2013	July 22, 2013	July 15, 2013	Aug 6, 2013	See Note 3
Withdrawal (Grade of W)	May 31, 2013	May 17, 2013	June 7, 2013	Aug 1, 2013	July 19, 2013	Aug 9, 2013	July 11, 2013
Classes End	June 12, 2013	May 24, 2013	June 12, 2013	Aug 14, 2013	July 26, 2013	Aug 14, 2013	Aug 14, 2013
Examinations							
Reappraisal Requests	Within 30 days of posting of results			Within 30 days of posting of results			Within 30 days of posting of results
Reexamination Applications	Within 10 days of posting of results			Within 10 days of posting of results			Within 10 days of posting of results
Fall/Winter Term							
Deadlines	Fall Term	First Half	Second Half	Winter Term	First Half	Second Half	Fall/Winter (both terms)
Registration Confirmation Deposit for Undergraduate students only (see Note 4)							
Registered prior to Aug 1, 2013	Aug 15, 2013 (see Note 4)						Aug 15, 2013 (see Note 4)
Registered on or after Aug 1, 2013	(See Note 5)						
Registered prior to Dec 1, 2013				Dec 15, 2013 (see Note 4)			
Registered on or after Dec 1, 2013				(See Note 5)			
Convocate: Application to							
Undergraduate	Sept 1, 2013			Feb 1, 2014			
Graduate Studies	Sept 30, 2013			April 2, 2014			
Classes Begin							
Undergraduate and Graduate	Sept 4, 2013	Sept 4, 2013	Oct 28, 2013	Jan 6, 2014	Jan 6, 2014	Mar 3, 2014	Sept 4, 2013
Medicine	Aug 26, 2013			Jan 2, 2014 (Yrs 1 & 2)			Aug 26, 2013
Dentistry and Dental Hygiene	Aug 26, 2013			Jan 2, 2014			Aug 26, 2013
Registration: Add/Delete (No academic record)	Sept 17, 2013	Sept 17, 2013	Nov 8, 2013 (delete only)	Jan 17, 2014	Jan 17, 2014	Mar 14, 2014 (delete only)	Sept 17, 2013
Credit to Audit							
Undergraduate	Sept 18-24, 2013			Jan 20-24, 2014			Sept 18-24, 2013
Graduate Studies	Oct 1, 2013			Feb 3, 2014			Jan 17, 2014
Audit Registration	Sept 18-24, 2013			Jan 20-24, 2014			Sept 18-24, 2013
Fee Payment (see Note 1)	Sept 30, 2013			Jan 31, 2014			Sept 30, 2013
Fee Refund (50%) (see Note 2)	Oct 3, 2013	Sept 27, 2013	Nov 15, 2013	Feb 5, 2014	Jan 24, 2014	Mar 19, 2014	See Note 6
Withdrawal (Grade of W)	Nov 8, 2013	Oct 3, 2013	Nov 22, 2013	Mar 14, 2014	Jan 31, 2014	Mar 28, 2014	Jan 17, 2014
Classes End							
Undergraduate and Graduate	Dec 4, 2013	Oct 18, 2013	Dec 4, 2013	Apr 9, 2014	Feb 14, 2014	Apr 9, 2014	Apr 9, 2014
Dentistry and Dental Hygiene	Dec 13, 2013			Apr 11, 2014 (DH Yr 3)			Apr 11, 2014 (DH Yr 3)
				Apr 17, 2014 (DDS Yrs 3 & 4)			Apr 17, 2014 (DDS Yrs 3 & 4)
				May 2, 2014 (DDS Yrs 1 & 2)			May 2, 2014 (DDS Yrs 1 & 2)

Major Deadlines from the 2013-2014 Academic Schedule (cont'd)

Fall/Winter Term (cont'd)							
Deadlines (cont'd)	Fall Term	First Half	Second Half	Winter Term	First Half	Second Half	Fall/Winter (both terms)
Law	Dec 4, 2013	Oct 18, 2013	Dec 4, 2013	Apr 9, 2014	Feb 14, 2014	Apr 9, 2014	Apr 9, 2014
Medicine	Dec 13, 2013			May 5, 2014 (Yr 1)			
				May 23, 2014 (Yr 2)			
				May 25, 2014 (Yr 4)			
Nursing Theory	Dec 6, 2013	Oct 18, 2013	Dec 6, 2013	Apr 11, 2014	Feb 14, 2014	Apr 11, 2014	Apr 11, 2014
Nursing Clinical	Dec 6, 2013	Oct 25, 2013	Dec 13, 2013	Apr 11, 2014	Feb 28, 2014	Apr 17, 2014	
Examinations							
Undergraduate							
Reappraisal Requests	Feb 1, 2014			June 25, 2014			June 25, 2014
Reexamination Applications	Within 10 days of posting of results			Within 10 days of posting of results			Within 10 days of posting of results
Law							
Reappraisal Requests	Feb 1, 2014			May 23, 2014			May 23, 2014
Reexamination Applications	May 23, 2014			May 23, 2014			May 23, 2014
	Feb 1, 2014 (Yr 3)						

Notes

- Students who have not paid their fees in full by this date, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall Term Fee Payment Deadline and Spring/Summer fees must be paid by the Spring Term Fee Payment Deadline. See §22.2.6.
- Students withdrawing after this date will be assessed full fees.
- If you withdraw from a two-term course from May 21 to July 11, 2013, you will be assessed full fees for the Spring Term. If your Faculty determines that you may have special permission to withdraw from July 12 to 15, 2013, you will be assessed Spring Term fees and 50% of Summer Term fees. After July 15, 2013, you will be assessed full fees for both terms.
- Deadline for confirmation deposit payment. Undergraduate students are encouraged to register early. Registration will be cancelled for nonpayment of the confirmation deposit. Students who have paid their confirmation deposit and decide not to attend must delete their class registration. See §22.1.6 for additional details on Confirmation of Registration.
- Registration commenced on or after August 1 for Fall Term or December 1 for Winter Term do not require the confirmation deposit. University of Alberta accepts the class registration as a student's intent to attend classes. Students who decide not to attend must delete their class registration.
- If you withdraw from a two-term course from October 4, 2013 to January 17, 2014, you will be assessed full fees for Fall Term. If your Faculty determines that you may have special permission to withdraw from January 18 to February 5, 2014, you will be assessed Fall Term fees and 50% of Winter Term fees. After February 5, 2014, you will be assessed full fees for both terms.

OFFICE OF THE REGISTRAR
2013-2014 ACADEMIC SCHEDULE

Hours of Instruction

<u>Fall Term</u>	<u>Days</u>		<u>Minutes</u>	
M W F	38	x	50	= 1900
T R	25	x	80	= 2000
Term Total	63			3900

<u>Winter Term</u>	<u>Days</u>		<u>Minutes</u>	
M W F	38	x	50	= 1900
T R	25	x	80	= 2000
Term Total	63			3900

Fall/Winter Total 126 days 7800 minutes
= 130 hours

Number of Evening Classes in Fall Term

Monday	11
Tuesday	12
Wednesday	14
Thursday	13
Friday	13

Number of Evening Classes in Winter Term

Monday	13
Tuesday	13
Wednesday	13
Thursday	12
Friday	12

July 2013 – June 2014

Prepared by the Office of the Registrar

July - 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Statutory Holiday University Buildings Closed
 First/Last day of Classes

August - 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Statutory Holiday University Buildings Closed
 First/Last Day of Classes
 Examinations

September - 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Statutory Holiday University Buildings Closed
 First/Last Day of Classes

October - 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Statutory Holiday University Buildings Closed

November - 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Statutory Holiday University Buildings Closed
 Fall Term Break
 Convocation

December - 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

First/Last Day of Classes
 Examinations
 Statutory Holiday University Buildings Closed

January - 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Statutory Holiday University Buildings Closed
 First/Last Day of Classes

February - 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Statutory Holiday University Buildings Closed
 Winter Term Break

March - 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April - 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

First/Last Day of Classes
 Statutory Holiday University Buildings Closed
 Examination

May - 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

First/Last Day of Classes
 Statutory Holiday University Buildings Closed

June - 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Convocation
 First/Last Day of Classes
 Examinations

2012		2013	
July		July	
1	One Hundred and Sixth University year begins.	1	One Hundred and Seventh University year begins.
1	Canada Day; University Buildings closed.	1	Canada Day; University Buildings closed.
4	Students in Phase II of the BSc in Medical Laboratory Science program begin year of practical training.	2	Students in Phase II of the BSc in Medical Laboratory Science program begin year of practical training.
9	Summer Term courses begin.	8	Summer Term courses begin.
		8	Students attending Faculty of Nursing courses should consult with their faculty regarding start/end, add/drop and withdrawal deadline dates.
9-12	Auditor registrations for Summer Term courses will be accepted only on these days.	8-11	Auditor registrations for Summer Term courses will be accepted only on these days.
12	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.	11	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
12	* Summer Term Registration Deadline (for six-week and first half three-week courses): Last day to add or drop these courses. (Bear Tracks web registration available to midnight.) Students wishing to add or drop three-week courses offered during the second half of the term should seek assistance at department offices.	11	* Summer Term Registration Deadline (for six-week and first half three-week courses): Last day to add or drop these courses. (Bear Tracks web registration available to midnight.) Students wishing to add or drop three-week courses offered during the second half of the term should seek assistance at department offices.
12	* Payment Deadline: Last day for payment of Summer Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.	11	* Payment Deadline: Last day for payment of Summer Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
12	* Last day for graduate students admitted to Fall 2011 and thereafter in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Fall convocation and to avoid further registration fees.	11	* Last day for graduate students admitted to Fall 2011 and thereafter in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Fall convocation and to avoid further registration fees.
13	Summer program for first, second, and third year DDS students ends.	12	Summer program for first, second, and third year DDS students ends.
16	* Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three-weeks of Summer Term after this date will be assessed full fees.	15	* Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three-weeks of Summer Term after this date will be assessed full fees.
20	* Last day for withdrawal from courses taught in the first three-weeks of Summer Term.	19	* Last day for withdrawal from courses taught in the first three-weeks of Summer Term.
23	* Summer Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.	22	* Summer Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.
27	Last day of classes for courses taught in the first three-weeks of Summer Term.	26	Last day of classes for courses taught in the first three-weeks of Summer Term.
30	Classes begin for courses taught in the	29	Classes begin for courses taught in the

	last three-weeks of Summer Term.		last three-weeks of Summer Term.
30	* Classes begin for students in fourth year of the MD program. and students in year one of the course based MScPT program.		
31	* Deadline to write a special deferred examination for students who have missed a deferred examination for cause please see the Absence from Exams section of the University Regulations and Information for Students section of the Calendar	31	* Deadline to write a special deferred examination for students who have missed a deferred examination for cause please see the Absence from Exams section of the University Regulations and Information for Students section of the Calendar
August		August	
2	* Second half Summer Term Registration Deadline (for three week courses): Last day to add or drop courses taught in the last three weeks of Summer Term. Students should seek assistance at department offices.	<u>1</u>	* Second half Summer Term Registration Deadline (for three week courses): Last day to add or drop courses taught in the last three weeks of Summer Term. Students should seek assistance at department offices.
		<u>1</u>	Summer term classes begin for student in year one of the course based MScPT program.
2	* Last day for withdrawal from six-week courses in Summer Term.	<u>1</u>	* Last day for withdrawal from six-week courses in Summer Term.
6	Heritage Day; University Buildings closed.	<u>5</u>	Heritage Day; University Buildings closed.
7	* Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Summer Term after this date will be assessed full fees.	<u>6</u>	* Summer term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Summer Term after this date will be assessed full fees.
10	* Last day for withdrawal from courses taught in the last three weeks of Summer Term.	<u>9</u>	* Last day for withdrawal from courses taught in the last three weeks of Summer Term.
		<u>12</u>	Classes begin for students in fourth year of the MD program.
		<u>12</u>	Orientation and classes begin for students in third year of the MD Program.
13-24	FastTrack MBA two week intensive.	<u>12-23</u>	FastTrack MBA two week intensive.
15	* Last day for payment of nonrefundable confirmation deposit for Fall Term by undergraduate students who have commenced class registration prior to August 1. Registrants who have not paid their confirmation deposit will have their registrations cancelled. Students who have paid their confirmation deposit and decide not to attend must delete their class registration.	15	* Last day for payment of nonrefundable confirmation deposit for Fall Term by undergraduate students who have commenced class registration prior to August 1. Registrants who have not paid their confirmation deposit will have their registrations cancelled. Students who have paid their confirmation deposit and decide not to attend must delete their class registration.
16-17	Final examinations for Summer Term courses. No classes held.	<u>15-16</u>	Final examinations for Summer term courses. No classes held.
20	Orientation and classes begin for students in third year of the MD Program.		
20	Registration opens for Open Studies students in courses designated for delayed registration.	<u>19</u>	Registration opens for Open Studies students in courses designated for delayed registration.
20-24	Executive MBA one week intensive.	<u>19-23</u>	Executive MBA one week intensive.
27	Orientation and classes begin for all Dentistry programs; year two and three of the Dental Hygiene program; year one	<u>26</u>	Orientation and classes begin for all Dentistry programs; year two and three of the Dental Hygiene program; year one

	and two of the MD program and phase I Medical Laboratory Science students.		and two of the MD program and phase I Medical Laboratory Science students.
27-Sep 1	Orientation for MBA students.	26-Sep 3	Orientation for MBA students.
29-Sep 1	Orientation for International Students.	28-31	Orientation for International Students.
31	Orientation for new graduate students held by the Graduate Student Association.	29	Orientation for new graduate students held by the Graduate Student Association.
		31	Summer term classes end for students in year one of the course based MScPT program.
September		September	
1	* Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.	1	* Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.
3	Labor Day; University Buildings closed.	2	Labor Day; University Buildings closed.
3-4	Universal Orientation for new undergraduate students.	2-3	Universal Orientation for new undergraduate students.
		3	Fall term classes begin for students in year three of the course based MScPT program.
4	Orientation for students in the course based MScOT program and first year Law students.	3	Orientation for students in the course based MScOT program and first year Law students.
4-5	Orientation for new students in the School of Public Health.	3-4	Orientation for new students in the School of Public Health.
4-5	Orientation for first year Pharmacy students.	3-4	Orientation for first year Pharmacy students.
4-5	Orientation for all undergraduate students new to the Faculty of Nursing and year two students in the Bilingual Nursing program.	3-4	Orientation for all undergraduate students new to the Faculty of Nursing and year two students in the Bilingual Nursing program.
5	Fall Term and Fall/Winter Term classes begin, except Dentistry; year two and three Dental Hygiene; Pharmacy and MD program and students in year one of the course based MScPT program.	4	Fall Term and Fall/Winter Term classes begin, except Dentistry; year two and three Dental Hygiene; Pharmacy and MD program and students in year three of the course based MScPT program.
18	* Fall Registration Deadline (Bear Tracks web registration system available to midnight): Last day to add or drop Fall Term and Fall/Winter Term courses. Students withdrawing after this date through October 5 will be assessed 50% fees for withdrawn courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.	17	* Fall Registration Deadline (Bear Tracks web registration system available to midnight): Last day to add or drop Fall Term and Fall/Winter Term courses. Students withdrawing after this date through October 3 will be assessed 50% fees for withdrawn courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.
18	SU Health and Dental Plan Change of Coverage Deadline. Students wishing to opt-out of this service or change their coverage must do so through www.ihaveaplan.ca .	17	SU Health and Dental Plan Change of Coverage Deadline. Students wishing to opt-out of this service or change their coverage must do so through www.ihaveaplan.ca .
19-25	* Registrations by students in the Faculty of Graduate Studies and Research to audit Fall Term and Fall/Winter Term courses will be accepted only during this period.	18-24	* Registrations by students in the Faculty of Graduate Studies and Research to audit Fall Term and Fall/Winter Term courses will be accepted only during this period.
19-25	Registrations by undergraduate students	18-24	Registrations by undergraduate students

	to audit or to change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.		to audit or to change from 'credit' to 'audit' in Fall Term and Fall/Winter Term courses will be accepted only during this period.
22-25	Homecoming-	26-29	Aumni weekend.
28	* Fall Term Refund Deadline (for six-week courses): Students withdrawing from courses offered in the first six weeks of Fall Term after this date will be assessed full fees.	27	* Fall term Refund Deadline (for six-week courses): Students withdrawing from courses offered in the first six weeks of Fall Term after this date will be assessed full fees.
28	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.	27	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
28	* Payment Deadline: Last day for payment of Fall Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. Fall Term Refund Deadline (for six-week courses): Students withdrawing from courses offered in the first six weeks of Fall Term after this date will be assessed full fees. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall Term Fee Deadline, see §22.2.6.	30	* Payment Deadline: Last day for payment of Fall term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall term Fee Deadline, see §22.2.6.
28	* Last day for graduate students in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Fall Convocation. Last day for Departments to submit Report of Completion of course-based master's, postgraduate diploma, or postgraduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Fall Convocation. Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.	30	* Last day for graduate students in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Fall Convocation. Last day for Departments to submit Report of Completion of course-based master's, postgraduate diploma, or postgraduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Fall Convocation. Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.
October		October	
1	* Last day for changing from 'credit' to 'audit' in Fall Term Courses by students in the Faculty of Graduate Studies and Research.	1	* Last day for changing from 'credit' to 'audit' in Fall Term Courses by students in the Faculty of Graduate Studies and Research.
5	* Fall Term Refund Deadline: Students withdrawing after this date will be assessed full fees. Students in Education should consult their Faculty section of the Calendar for information on professional term refund deadlines.	3	* Fall Term Refund Deadline: Students withdrawing after this date will be assessed full fees. Students in Education should consult their Faculty section of the Calendar for information on professional term refund deadlines.
5	* Last day for withdrawal from six-week courses offered in the first half of the Fall Term.	3	* Last day for withdrawal from six-week courses offered in the first half of the Fall Term.
8	Thanksgiving Day; University Buildings closed.	14	Thanksgiving Day; University Buildings closed.
19	Last day of classes for six-week courses offered in the first half of Fall Term.	18	Last day of classes for six-week courses offered in the first half of Fall Term.
20	University of Alberta Open House.	19	University of Alberta Open House.

22	First day of second half-term AUPAC classes in Augustana Faculty.	21	First day of second half-term AUPAC classes in Augustana Faculty.
22-26	Final Exam week for courses offered in first half of Fall Term for Undergraduate Nursing theory courses.	21-25	Final exam week for courses offered in first half of Fall Term for Undergraduate Nursing theory courses.
25-26	Fall Break (Augustana Faculty only).	24-25	Augustana Faculty fall term break.
		25	Fall term classes end for students in year three students in the course based MScPT program.
26	Last day of classes in first half of Fall Term for Undergraduate Nursing clinical courses.	25	Last day of classes in first half of Fall Term for Undergraduate Nursing clinical courses.
29	* Classes begin for six-week courses offered in the second half of the Fall Term.	28	* Classes begin for six-week courses offered in the second half of the Fall Term.
November		November	
7	* Last day for withdrawal from Fall Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.	8	* Last day for withdrawal from Fall Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.
9	* Last day to drop six-week courses offered in the second half of the Fall Term.	8	* Last day to drop six-week courses offered in the second half of the Fall Term.
11	Remembrance Day; University Buildings closed.	11	Remembrance Day; University Buildings closed.
13	Fall Term class break; classes withdrawn except for students in Augustana Faculty.	12	Fall Term class break; classes withdrawn except for students in Augustana Faculty.
16	* Fall Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the last six weeks of Fall Term will be assessed full fees.	15	* Fall Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the last six weeks of Fall Term will be assessed full fees.
21	Fall Convocation, Part I.	19	Fall Convocation, Part I.
22	Fall Convocation, Parts II and III.	20	Fall Convocation, Parts II and III.
23	* Last day for withdrawal from six-week courses offered in the second half of Fall Term.	22	* Last day for withdrawal from six-week courses offered in the second half of Fall Term.
December		December	
5	Last day of Fall Term classes except for students in Augustana Faculty, Dentistry, MD program, Pharmacy, the course based MScPT program, the course based MScOT program and Nursing.	4	Last day of Fall Term classes except for students in Augustana Faculty, Dentistry, MD program, Pharmacy, the course based MScPT program, the course based MScOT program and Nursing.
6	Last day of classes in Augustana Faculty.	5	Last day of classes in Augustana Faculty.
7	Last day of Fall Term classes for students in year one for the course based MScOT program.	6	Last day of Fall Term classes for students in year one for the course based MScOT program.
7	Last day of classes offered in the last half of the Fall Term for Nursing theory courses and for all 13 week undergraduate Nursing courses.	6	Last day of classes offered in the last half of the Fall Term for Nursing theory courses and for all 13 week undergraduate Nursing courses.
8-21	Fall Term examinations (including Consolidated Examinations) for all students except those in Dentistry, year three Dental Hygiene, Law, Pharmacy, the MD program, Course Based MScPT and MScOT programs and Augustana Faculty. Examinations other than consolidated	7-20	Fall Term examinations (including Consolidated Examinations) for all students except those in Dentistry, year three Dental Hygiene, Law, Pharmacy, the MD program, Course Based MScPT and MScOT programs and Augustana Faculty. Examinations other than consolidated

	examinations are held within the period December 10-19 (inclusive). University-organized extracurricular activities will normally not be allowed during this period. Mid-session or final Fall Term examinations (if any) for all on-campus courses offered at 1700 hours or later are held during the last regular class period before examination week (except for courses in Augustana Faculty, Law and the MBA program).		examinations are held within the period December 9-18 (inclusive). University-organized extracurricular activities will normally not be allowed during this period. Mid-session or final Fall Term examinations (if any) for all on-campus courses offered at 1700 hours or later are held during the last regular class period before examination week (except for courses in Augustana Faculty, Law and the MBA program).
10-19	Clinical Evaluations and required clinical replacement shifts for 13 week Undergraduate Nursing clinical courses offered in Fall Term.	9-18	Clinical Evaluations and required clinical replacement shifts for 13 week Undergraduate Nursing clinical courses offered in Fall Term.
11-18	Augustana Faculty Final Examinations in Fall Term courses and mid-year examinations in two-term courses. Extracurricular activities sponsored by Augustana Faculty are not normally allowed during this period.	9-18	Augustana Faculty final examinations in Fall Term courses and mid-year examinations in two-term courses. Extracurricular activities sponsored by Augustana Faculty are not normally allowed during this period.
11-21	Final Exam period for students in the Faculty of Law.	10-20	Final Exam period for students in the Faculty of Law.
		13	Last day of Fall term classes for students in year one of the course based MScPT program.
14	Last day of Fall Term classes and examinations for students in the DDS program, year 3 Dental Hygiene and the first and second year of the MD program and the first year of the course based MScPT program.	13	Last day of Fall Term classes and examinations for students in the DDS program; year three Dental Hygiene students , and students in year one and two of the MD program.
14	Last day of classes offered in last half of Fall Term for Undergraduate Nursing clinical courses.	13	Last day of classes offered in last half of Fall Term for Undergraduate Nursing clinical courses.
15	* Last day for payment of nonrefundable confirmation deposit for Fall Term by undergraduate students who have commenced class registration prior to December 1. Registrants who have not paid their confirmation deposit will have their registrations cancelled. Students who have paid their confirmation deposit and decide not to attend must delete their class registration.	15	* Last day for payment of nonrefundable confirmation deposit for Fall Term by undergraduate students who have commenced class registration prior to December 1. Registrants who have not paid their confirmation deposit will have their registrations cancelled. Students who have paid their confirmation deposit and decide not to attend must delete their class registration.
17-19	Clinical Evaluations and required clinical replacement shifts for Undergraduate Nursing clinical courses offered in the last half Fall Term.	16-18	Clinical Evaluations and required clinical replacement shifts for Undergraduate Nursing clinical courses offered in the last half Fall Term.
		16-20	Final exam period for year three and four Dentistry students.
21	Last day of Fall Term classes for students in year two of the course based MScPT.	21	Last day of Fall Term classes for students in year two of the course based MScPT.
25-31	Christmas holiday period; University Buildings closed.	25-31	Christmas holiday period; University Buildings closed.
2013		2014	
January		January	
1	*New Year's Day; University Buildings closed.	1	*New Year's Day; University Buildings closed.

2	Winter Term classes begin for Year three and four of the MD program and students in the course based MScPT program.	2	Winter Term classes begin for students in year three and four of the MD program and students in the course based MScPT program.
2	Winter Term classes begin for all Dentistry programs; year two and three of the Dental Hygiene program; and year one and two of the MD program.	2	Winter Term classes begin for all Dentistry programs; year two and three of the Dental Hygiene program; and year one and two of the MD program.
4	Orientation for new After Degree Nursing students.	<u>3</u>	Orientation for new After Degree Nursing students.
4	Orientation for international students.	<u>3</u>	Orientation for international students.
7	Winter Term classes begin.	<u>6</u>	Winter Term classes begin.
5	Orientation for new graduate students held by the Graduate Students' Association.	<u>9</u>	Orientation for new graduate students held by the Graduate Students' Association.
		<u>17</u>	<u>Study abroad deadline to meet with an advisor for certain University of Alberta International administered Exchange and Summer programs. You must meet an advisor to apply (subject to change; see Education Abroad Program for information).</u>
18	* Last day for changing from 'credit' to 'audit' in the Fall/Winter, two-term courses by students in the Faculty of Graduate Studies and Research.	<u>17</u>	* Last day for changing from 'credit' to 'audit' in the Fall/Winter, two-term courses by students in the Faculty of Graduate Studies and Research.
18	* Last day to withdraw from Fall/Winter two-term courses.	<u>17</u>	* Last day to withdraw from Fall/Winter two-term courses.
18	* Winter Term Registration Deadline (Bear Tracks web registration system available to midnight). Last day to add or drop Winter Term courses. Students withdrawing after this date through February 6 will be assessed 50% fees for withdrawn courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.	<u>17</u>	* Winter Term Registration Deadline (Bear Tracks web registration system available to midnight). Last day to add or drop Winter Term courses. Students withdrawing after this date through February 5 will be assessed 50% fees for withdrawn courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.
21-25	Registrations by undergraduate students to audit or to change from 'credit' to 'audit' in Winter Term courses will be accepted only during this period.	<u>20-24</u>	Registrations by undergraduate students to audit or to change from 'credit' to 'audit' in Winter Term courses will be accepted only during this period.
21-25	Registrations by students in the Faculty of Graduate Studies and Research to audit Winter Term courses will be accepted only during this period.	<u>20-24</u>	Registrations by students in the Faculty of Graduate Studies and Research to audit Winter Term courses will be accepted only during this period.
25	* Winter Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the first six weeks of Winter Term will be assessed full fees.	<u>24</u>	* Winter Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the first six weeks of Winter Term will be assessed full fees.
31	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.	31	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.

		31	Study abroad application deadline for certain University of Alberta International administered Exchange and Summer programs. You must meet with an advisor to apply (subject to change; see Education Abroad Program for information).
		31	* Last day for withdrawal from six-week courses offered in the first half of Winter Term.
31	* Payment Deadline: Last day for payment of Winter Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.	31	* Payment Deadline: Last day for payment of Winter Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges.
February		February	
1	* Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Spring Convocation.	1	* Last day for undergraduate students to apply through Bear Tracks for permission to graduate at Spring Convocation.
1	* Last day for application for reappraisal of final examinations for Fall Term courses.	1	* Last day for application for reappraisal of final examinations for Fall Term courses.
1	* Last day for changing from 'credit' to 'audit' in Winter Term courses by students in the Faculty of Graduate Studies and Research.	3	* Last day for changing from 'credit' to 'audit' in Winter Term courses by students in the Faculty of Graduate Studies and Research.
1	* Last day for withdrawal from six-week courses offered in the first half of Winter Term.		
6	* Winter Term Refund Deadline: Students withdrawing from courses after this date will be assessed full fees. Students in Education should consult their Faculty section of the Calendar for information on professional term refund deadlines.	5	* Winter Term Refund Deadline: Students withdrawing from courses after this date will be assessed full fees. Students in Education should consult their Faculty section of the Calendar for information on professional term refund deadlines.
15	Registration system opens for Spring/Summer 2013.	14	Registration system opens for Spring/Summer 2014.
15	Last day of classes for six-week courses offered in the first half of Winter Term.	14	Last day of classes for six-week courses offered in the first half of Winter Term.
18	Statutory Provincial holiday; University Buildings closed.	17	Statutory Provincial holiday; University Buildings closed.
19-22	Winter Term Reading Week: classes withdrawn for a full week, except for students in NURS 495 and SC INF 495, Pharmacy (off-campus clinical rotation) , third and fourth years of the MD program and students in year two of the course based MScPT Program. Education students registered in practicum courses should consult their Faculty section of the Calendar for information on alternate Reading Week dates.	18-21	Winter Term Reading Week: classes withdrawn for a full week, except for students in NURS 495, PHARM 425 and SC INF 495, third and fourth years of the MD program and students in year two of the course based MScPT Program. Education students registered in practicum courses should consult their Faculty section of the Calendar for information on alternate Reading Week dates.
25-Mar 1	Final examinations for undergraduate Nursing theory courses offered in the first half of Winter Term.	24-28	Final examinations for undergraduate Nursing theory courses offered in the first half of Winter Term.
26	Last day for first half-term AUPAC courses in Augustana Faculty.	25	Last day for first half-term AUPAC courses in Augustana Faculty.

27	First day of second half-term AUPAC classes in Augustana Faculty.	26	First day of second half-term AUPAC classes in Augustana Faculty.
		28	Last day of classes offered in the first half of Winter Term for Undergraduate Nursing clinical courses
March		March	
1	* Last day to apply for admission or readmission to Spring/Summer 2013 (except for Open Studies and Faculty of Graduate Studies and Research students).	1	* Last day to apply for admission or readmission to Spring/Summer 2014 (except for Open Studies and Faculty of Graduate Studies and Research students).
1	Last day of classes offered in the first half of Winter Term for Undergraduate Nursing clinical courses		
4	1200 noon to 1300 hours. Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.	3	1200 noon to 1300 hours. Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.
4	Classes begin for six-week courses offered in the second half of the Winter Term.	3	Classes begin for six-week courses offered in the second half of the Winter Term.
14	* Application deadline for certain University of Alberta study abroad programs (subject to change, see Education Abroad for information).	7	Study abroad -deadline to meet with an advisor for certain University of Alberta International administered Summer programs. You must meet an advisor to apply (subject to change, see Education Abroad Program for information).
15	* Last day for withdrawal from Winter Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.	14	* Last day for withdrawal from Winter Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.
15	* Last day to drop from six-week courses offered in the second half of Winter Term.	14	* Last day to drop from six-week courses offered in the second half of Winter Term.
20	* Winter Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the last six weeks of Winter Term will be assessed full fees.	19	* Winter Term Refund Deadline (for six-week courses): After this date students withdrawing from courses offered in the last six weeks of Winter Term will be assessed full fees.
19	Study abroad program application deadline for University of Alberta endorsed Summer programs (subject to change; see Education Abroad Program for information).	24	Study abroad application deadline for certain University of Alberta International administered Summer-programs. You must meet an advisor to apply (subject to change, see Education Abroad Program for information).
28	* Deadline for receipt of documents from students seeking admission or readmission to Spring/Summer 2013 (except for Open Studies and Faculty of Graduate Studies and Research students).	28	* Deadline for receipt of documents from students seeking admission or readmission to Spring/Summer 2014 (except for Open Studies and Faculty of Graduate Studies and Research students).
		28	* Last day for withdrawal from six-week courses offered in the second half of Winter Term.
April		April	
2	* Last day for students in thesis-based programs to submit theses to the Faculty	2	* Last day for students in thesis-based programs to submit theses to the Faculty

	of Graduate Studies and Research to ensure graduation at Spring Convocation. Last day for Departments to submit Report of Completion of course-based master's, postgraduate diploma, or postgraduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation. Last day for Graduate students to apply through Bear Tracks to ensure to graduation for Spring Convocation. (Note: For students in course-based master's programs who plan to graduate but have examinations after this deadline, Departments must ensure that all grades are submitted by April 30).		of Graduate Studies and Research to ensure graduation at Spring Convocation. Last day for Departments to submit Report of Completion of course-based master's, postgraduate diploma, or postgraduate certificate programs to the Faculty of Graduate Studies and Research to ensure graduation at Spring Convocation. Last day for Graduate students to apply through Bear Tracks to ensure to graduation for Spring Convocation. (Note: For students in course-based master's programs who plan to graduate but have examinations after this deadline, Departments must ensure that all grades are submitted by April 30).
5	Comprehensive examination period begins for students in the fourth year of the MD program.	<u>7</u>	Comprehensive examination period begins for students in the fourth year of the MD program.
12	* Last day of Winter Term classes except for students in, Dentistry, Pharmacy, the MD program, the course based MScPT program and Nursing.	<u>9</u>	* Last day of Winter Term classes except for students in, Dentistry, Pharmacy, the MD program, the course based MScPT program and Nursing.
12	Last day of classes offered in the last half of the Winter Term for Nursing theory courses and for all 13 week Undergraduate Nursing courses.	<u>11</u>	Last day of classes offered in the last half of the Winter Term for Nursing theory courses and for all 13 week Undergraduate Nursing courses.
		<u>11</u>	<u>Last day of Winter term classes for students in year one of the course based MScPT program.</u>
15-27	Winter Term and Fall/Winter final examinations (including Consolidated Examinations) except for students in Dentistry, Pharmacy, the MD program, and the course-based MScPT program. Examinations other than Consolidated Examinations are held within the period April 17-26 (inclusive). University-organized extracurricular activities will normally not be allowed during this period. Final examinations (if any) for all on-campus courses offered at 1700 hours or later are held during the last regular class period before examination week (except for courses in Augustana Faculty, and the MBA programs).	<u>12-28</u>	Winter Term and Fall/Winter final examinations (including Consolidated Examinations) except for students in Dentistry, Pharmacy, the MD program, and the course-based MScPT program. Examinations other than Consolidated Examinations are held within the period April 14-25 (inclusive). University-organized extracurricular activities will normally not be allowed during this period. Final examinations (if any) for all on-campus courses offered at 1700 hours or later are held during the last regular class period before examination week (except for courses in Augustana Faculty, and the MBA programs).
17-24	Augustana Faculty Final examinations period. Extracurricular activities sponsored by the Augustana Faculty are not normally allowed during this period.	<u>12-25</u>	Augustana Faculty Final examinations period. Extracurricular activities sponsored by the Augustana Faculty are not normally allowed during this period.
15-26	Clinical Evaluations and required clinical replacement shifts for 13 week Undergraduate Nursing clinical courses offered in Winter Term.	<u>14-25</u>	Clinical Evaluations and required clinical replacement shifts for 13 week Undergraduate Nursing clinical courses offered in Winter Term.
		<u>17</u>	Last day of classes and clinics for students in the third and fourth years of the DDS program.
		<u>17</u>	Last day of classes offered in last half of Winter Term for Undergraduate Nursing

			clinical courses.
19-30	Final Exam Period for students in the Faculty of Law.	17-29	Final exam period for students in the Faculty of Law.
		18	Good Friday; University Buildings Closed.
19	Last day of classes and clinics for students in the third and fourth years of the DDS and year one of the MScPT programs.		
		21	Easter Monday; University Buildings Closed.
29	Last day of classes offered in last half of Winter Term for Undergraduate Nursing clinical courses.		
22-26	Clinical Evaluations and required clinical replacement shifts for Undergraduate Nursing clinical courses offered in last half of Winter Term.	22-25	Clinical Evaluations and required clinical replacement shifts for Undergraduate Nursing clinical courses offered in last half of Winter Term.
22-26	Fall/Winter final examination period begins for students in the third and fourth year of the DDS program.	22-25	Fall/Winter final exam period for year three and four Dentistry students.
26	Last day of classes in Winter Term for year two students in the course based MScPT program.	25	Last day of classes in Winter Term for year two students in the course based MScPT program.
30	Spring Term classes begin for students in year one and two of the course based MScPT program.	28	Spring Term classes begin for students in year one and two of the course based MScPT program.
30	Last day to apply for admission or readmission to Spring Term 2013 for Open Studies.	30	Last day to apply for admission or readmission to Spring Term 2014 for Open Studies.
May		May	
		2	Last day of classes and examinations for students in the first and second year of the DDS program.
5	Master of Arts in Communications and Technology (MACT) Orientation.	4	Master of Arts in Communications and Technology (MACT) Orientation.
6	Last day of classes and examinations for students in first year of the DDS and MD programs and second year of the DDS program.	5	Last day of classes and examinations for students in first year of the MD program.
6	Spring Term classes begin.	5	Spring Term classes begin.
6	MACT Spring Institute begins (three weeks)	5	MACT Spring Institute begins (three weeks)
6	Students attending Faculty of Nursing courses should consult with their faculty regarding start/end, add/drop and withdrawal deadline dates.	5	Students attending Faculty of Nursing courses should consult with their faculty regarding start/end, add/drop and withdrawal deadline dates.
6-9	Auditor registrations for Spring Term courses will be accepted only on these days.	5-8	Auditor registrations for Spring Term courses will be accepted only on these days.
9	Charter Day.	9	Charter Day.
9	* Payment Deadline: Last day for payment of Spring Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid instalment charges, all	8	* Payment Deadline: Last day for payment of Spring Term fees. Students who have not paid their fees in full, or made satisfactory alternate arrangements, will be assessed late payment penalty charges. To avoid instalment charges, all

	Spring/Summer fees must be paid by the Spring Term Fee Deadline, see §22.2.6.		Spring/Summer fees must be paid by the Spring Term Fee Deadline, see §22.2.6.
9	* Spring Term Registration Deadline (for six-week and first half three-week courses): Last day to add or drop these courses. (Bear Tracks web registration will be available until midnight) Students wishing to add or drop three-week courses offered during the second half of the Spring Term should seek assistance at department offices.	<u>8</u>	* Spring Term Registration Deadline (for six-week and first half three-week courses): Last day to add or drop these courses. (Bear Tracks web registration will be available until midnight) Students wishing to add or drop three-week courses offered during the second half of the Spring Term should seek assistance at department offices.
9	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.	<u>8</u>	* Last day for students enrolled in the University of Alberta Health Insurance Program (UAHIP) to opt out of this insurance coverage by providing proof of enrolment in the Alberta Health Care Insurance Plan to the International Centre.
9	* Last day for graduate students admitted to Fall 2011 and thereafter in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Fall convocation and to avoid further registration fees.	<u>8</u>	* Last day for graduate students admitted to Fall 2011 and thereafter in thesis-based programs to submit theses to the Faculty of Graduate Studies and Research to ensure graduation at Fall convocation and to avoid further registration fees.
13	* Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three weeks of Spring Term after this date will be assessed full fees.	<u>12</u>	* Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three weeks of Spring Term after this date will be assessed full fees.
13	Summer program for first, second and third year DDS students begins.	<u>12</u>	Summer program for first, second and third year DDS students begins.
17	* Last day for withdrawal from courses taught in the first three weeks of Spring Term.	<u>16</u>	* Last day for withdrawal from courses taught in the first three weeks of Spring Term.
17	* Spring Term Registration Deadline (for 13 week courses): Students should seek assistance at department offices.	<u>16</u>	* Spring Term Registration Deadline (for 13 week courses): Students should seek assistance at department offices.
20	Victoria Day; University Buildings closed.	<u>19</u>	Victoria Day; University Buildings closed.
21	* Spring Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.	<u>20</u>	* Spring Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.
24	Last day of classes in the MACT Spring Institute.	<u>23</u>	Last day of classes in the MACT Spring Institute.
24	Last day of classes for courses taught in the first three weeks of Spring Term.	<u>23</u>	Last day of classes for courses taught in the first three weeks of Spring Term.
25	Last day of classes and examinations for students in the second year of the MD program.	<u>23</u>	Last day of classes and examinations for students in the second year of the MD program.
24	* Last day for students in Law to apply for reappraisal and reexaminations of final examinations for Fall/Winter and Winter Term courses.	<u>23</u>	* Last day for students in Law to apply for reappraisal and reexaminations of final examinations for Fall/Winter and Winter Term courses.
25	Last day of program in fourth year of the MD program.	25	Last day of program in fourth year of the MD program.
27	Classes begin for courses taught in the last three weeks of Spring Term.	<u>26</u>	Classes begin for courses taught in the last three weeks of Spring Term.
30	* Second half Spring Term Registration Deadline (for three-week courses): Last day to add or drop courses taught in the	<u>29</u>	* Second half Spring Term Registration Deadline (for three-week courses): Last day to add or drop courses taught in the

	last three weeks of Spring Term. Students should seek assistance at department offices.		last three weeks of Spring Term. Students should seek assistance at department offices.
31	* Last day for withdrawal from six-week courses in Spring Term	30	* Last day for withdrawal from six-week courses in Spring Term
June		June	
2	Augustana Faculty convocation.	1	Augustana Faculty convocation.
3	* Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Spring Term after this date will be assessed full fees.	2	* Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Spring Term after this date will be assessed full fees.
3-7	Deferred examinations and reexaminations for Law courses.	2-6	Deferred examinations and reexaminations for Law courses.
4-7	Spring Convocation, Parts I to VI.	3-6	Spring Convocation, Parts I to VI.
7	* Last day for withdrawal from courses taught in the last three weeks of Spring Term.	6	* Last day for withdrawal from courses taught in the last three weeks of Spring Term.
		9	Block 3 and 6 classes begin for students in year one and two of the course based MScPT program.
10-13	Spring Convocation, Parts VII to XI	9-12	Spring Convocation, Parts VII to XI
13-14	Final examinations for Spring Term courses. No classes held except for students in the course based MScPT program.	12-13	Final examinations for Spring Term courses. No classes held except for students in the course based MScPT program.
15	* Last day for Law students to file Notice of Appeal with the Vice- Dean of Law.	14	* Last day for Law students to file Notice of Appeal with the Vice- Dean of Law.
20-21	Faculty of Law Appeal Hearings.	19-20	Faculty of Law Appeal Hearings.
24	* Last day for application for reappraisal of final examinations for Winter Term and Fall/Winter courses except for students in the Faculty of Law.	23	* Last day for application for reappraisal of final examinations for Winter Term and Fall/Winter courses except for students in the Faculty of Law.
30	Last day to apply for admission or readmission to Summer Term 2013 for Open Studies.	30	Last day to apply for admission or readmission to Summer Term 2014 for Open Studies.
30	One Hundred and Sixth University year ends.	30	One Hundred and Seventh University year ends.

2013 – 2014 Academic Schedule – GFC Executive Committee Meeting of November 5, 2012

At the October 2012 meeting of the GFC Executive Committee, a request was made for the Registrar's Office to review the logistics surrounding rescheduling of the consolidated examination day which occurred on the Saturday of the Good Friday/Easter holiday weekend (April 19, 2014). A thorough review was done leading to two possibilities for relocation: Friday, April 11 starting exams a day earlier than proposed, or Tuesday April 29, extending the exam period by a day. The following are considerations:

- The Associate Director of Operations in Physical Education feels the use of the Pavilion and Main Gym can be extended for one day to April 29th. The last day of consolidated has exams scheduled, normally, in the morning only. If we use the Pavilion this should allow enough time to take down the exam furniture and move trailers out to allow setup and move in for the Spring Craft Sale on Wed, April 30th.
- The Main Gym will have to be blocked off as well. The extension in dates will impact the PAW construction, regardless if we use the Main Gym, noise levels have to be considered. Once again, the Associate Director of Operations in Phys Ed feels that an extra day would not be a problem for the Main Gym.
- Utilizing Friday April 11 would provide for one day between end of scheduled classes and the start of the examination period.
- Departments offering consolidated examinations (and staff proctoring) would be expecting their examinations to be scheduled as noted in the circulations previously sent and reacted to. It will come as a surprise to them to know that their exams may in some cases be two weeks later.

From UAPPOL:

"Days after the official examination period may be used providing they are prior to December 23rd in the Fall Term and allow a minimum of 23 working days between the last day of Winter Term examinations and the first day of Spring convocation". The change in exam dates to include April 29 would leave exactly 23 days between last day of exam and first day of Spring convocation.

"There will be a break of at least a week between the end of Winter Term final examinations and the beginning of Spring Term (to fall on a Monday)". The change in exam dates to include April 29 would leave 3 working days before the start of Spring Term.

Recommendation:

The 2013 – 14 Academic Schedule be approved by GFC Executive Committee as presented at the Committee's October 9, 2012 meeting.

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OUTLINE OF ISSUE

Agenda Title: **Office of the Provost and Office of the Registrar – Proposed Changes to Current Withdrawal Deadlines**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to existing withdrawal deadlines in Fall, Winter, Spring, and Summer Terms, as set forth in Attachment 1 and as submitted by the Offices of the Provost and the Registrar, to take effect in 2013-2014 and for publication in the 2013-2014 University Calendar (Section 11 (Academic Schedule)).

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 in cooperation with the Office of the Provost
Presenters	Bill Connor, Vice-Provost (Academic Programs and Instruction); Ada Schmude, Associate Registrar (Enrolment Management), Office of the Registrar
Subject	Proposed Changes to Withdrawal Deadlines

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To consider the proposed changes to Withdrawal Deadlines. See Attachment 1.
The Impact of the Proposal is	To permit students more time in which to receive course feedback and make an informed decision regarding course withdrawals.
Replaces/Revises (eg, policies, resolutions)	Section 11 (Academic Schedule) of the University Calendar.
Timeline/Implementation Date	Effective 2013-2014 and for publication in the 2013-2014 University Calendar.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> Values: to provide an intellectually superior educational environment; integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): GFC is responsible, generally, for the academic affairs of the University and specifically, for the Academic Schedule of the University (Sections 26(1), 26(1)(d)(e)(g) and (j) (<i>Powers of General Faculties Council</i>)). According to Section 3 (Mandate of the Committee) of GFC’s Terms of Reference: “[...]”</p> <p>Powers Under the PSLA as Delegated in Whole or in Part (PSLA Section 26(1)) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and has delegated its authority to [...] determine the timetables for examinations and for lectures and other instruction in each faculty (PSLA Section 26(1)(d)) [...]”</p> <p>2. GFC Executive Committee Terms of Reference (Section 3.</p>

(Mandate of the Committee) state: “[...]”

4. Academic Schedule

a. Delegation

Post-Secondary Learning Act (PSLA) Section 26(l)(j) follows:

26(1) Subject 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... (2) (j) determine the date for the beginning and end of lectures in the university and also the beginning and end of each university term....

b. Academic Schedule Changes

The GFC Executive Committee has delegated authority from General Faculties Council to approve the Academic Schedule. Any changes to the Academic Schedule proposed after the Schedule has been approved must be submitted to the Executive Committee. That committee will determine which changes are sufficiently substantial and require, therefore, GFC approval and which ones are routine in nature and could be dealt with by the Executive Committee.”

3. **GFC Policy:** Section 25 (*Calendar Changes*) of the GFC Policy Manual states “[f]inal editorial authority for minor procedural directions was delegated to the Registrar, who will be responsible for the conformance of these directions to the general University policy. (GFC 29 JUN 1981)”

4. **UAPPOL Academic Schedule Policy** states:

[...]”

2. **ACADEMIC SCHEDULE DELEGATION OF AUTHORITY**

The authority to determine the Academic Schedule is the responsibility of the GFC Executive Committee, as delegated to that body by General Faculties Council.

The Registrar recommends on the Academic Schedule to the GFC Executive Committee.”

5. **UAPPOL Academic Schedule Procedure** states: “Each spring, the Exams and Timetabling Division in the Office of the Registrar will begin drafting the Academic Schedule for the following year[...].”

Two drafts will be sent out to a distribution list that includes the President, Vice-Presidents and senior administrators, Deans, Assistant and Associate Deans, Directors and other stakeholders for feedback and suggested changes.

The final draft of the Academic Schedule will be sent to the GFC Executive Committee no later than mid-October for approval. After the Academic Schedule has been approved, it will be published in the *University Calendar*.”

6. **GFC Academic Standards Committee Subcommittee on Standards (SOS) Terms of Reference/3. Mandate of the Committee:**

“To review and make recommendations to the GFC Academic Standards

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	<p>Committee (ASC) with respect to a number of issues which affect all students at the University of Alberta. These include, but are not limited to:</p> <ul style="list-style-type: none"> a. examination policy b. academic definitions c. academic standing regulations d. admission/transfer requirements <p>Consideration of areas in which greater standardization would benefit the University could result in: a) the institution being more easily understood by students, staff, and the general public, and b) the introduction of more efficient practices that may result in economies.”</p> <p>7. GFC Academic Standards Committee Terms of Reference (3. Mandate) states:</p> <p>“H. Other Matters</p> <p>The Chair of ASC will bring forward to ASC items where the Office of the Provost and Vice-President (Academic), in consultation with other units or officers of the University, is seeking the advice of the Committee. These matters may include, but are not limited to, those related to academic advisement, official University academic records keeping, discipline, student services, publication of the University Calendar, the continuation of, or major changes to, existing affiliation agreements and proposals for new affiliation agreements between other post-secondary institutions and the University of Alberta, and registration.”</p> <p>8. <i>Post-Secondary Learning Act (PSLA)</i>: Section 27(1) of the <i>PSLA</i> states that “[e]ach university must have a deans’ council that shall consist of (a) the president, who is the chair, (b) the vice-presidents, (c) the dean of each faculty, and (d) any other officers of the university that may be designated by the council.</p> <p>[27](2) The deans’ council is an advisory body to the president of the university, the board and the general faculties council and has the powers, duties and functions that are delegated to it.”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Bill Connor, Vice-Provost (Academic Programs and Instruction); Dustin Chelen, Vice-President (Academic), Students’ Unions (June, 2012); Associate Dean, Faculty of Graduate Studies and Research (FGSR) – May, 2012; Deans’ Council (October 3, 2012); GFC ASC Subcommittee on Standards – for discussion (October 4, 2012); GFC Academic Standards Committee – for discussion (October 18, 2012)
Approval Route (Governance) (including meeting dates)	GFC Executive Committee – for final approval (November 5, 2012)
Final Approver	GFC Executive Committee

Attachments:

Attachment 1 (pages 1 – 2) – Proposed Changes of Withdrawal Deadlines

Prepared by: Ada Schmude, Associate Registrar (Enrolment Services), Office of the Registrar, ada.schmude@ualberta.ca, and Claire Burke, Acting Policy and Development and Issues Advisor, Office of the Registrar, claire.burke@ualberta.ca

Information to support change of withdrawal deadlines.

Current 2012-13		Proposed 2013-14	
Fall 2012		Fall 2013	
October 5	* Last day for withdrawal from six-week courses offered in the first half of the Fall Term.	October 11	* Last day for withdrawal from six-week courses offered in the first half of the Fall Term.
November 7	* Last day for withdrawal from Fall Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.	November 27	* Last day for withdrawal from Fall Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.
November 23	* Last day for withdrawal from six-week courses offered in the second half of Fall Term.	November 27	* Last day for withdrawal from six-week courses offered in the second half of Fall Term.
Winter 2013		Winter 2014	
February 4	* Last day for withdrawal from six-week courses offered in the first half of Winter Term.	February 8	* Last day for withdrawal from six-week courses offered in the first half of Winter Term.
March 15	* Last day for withdrawal from Winter Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.	April 2	* Last day for withdrawal from Winter Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term withdrawal deadlines.
April 2	* Last day for withdrawal from six-week courses offered in the second half of Winter Term.	April 2	* Last day for withdrawal from six-week courses offered in the second half of Winter Term.
Spring 2013		Spring 2014	
May 17	* Last day for withdrawal from courses taught in the first three weeks of Spring Term.	May 20	* Last day for withdrawal from courses taught in the first three weeks of Spring Term.
May 31	* Last day for withdrawal from six-week courses in Spring Term.	June 4	* Last day for withdrawal from six-week courses in Spring Term.
June 7	* Last day for withdrawal from courses taught in the last three weeks of Spring Term.	June 6	* Last day for withdrawal from courses taught in the last three weeks of

Summer 2013		Summer 2014	Spring Term.
July 19	* Last day for withdrawal from courses taught in the first three weeks of Summer Term.	July 22	* Last day for withdrawal from courses taught in the first three weeks of Summer Term.
August 4	* Last day for withdrawal from six-week courses in Summer Term.	August 6	* Last day for withdrawal from six-week courses in Summer Term.
August 9	* Last day for withdrawal from courses taught in the last three weeks of Summer Term.	August 8	* Last day for withdrawal from courses taught in the last three weeks of Summer Term.

Class Start/End Dates for Information only:

2012-13

Fall Term Class Start/End: Sept 5 – Dec 5, 2012
 Fall First Half Class Start/End: Sept 5 – Oct 19, 2012
 Fall Second Half Class Start/End: Oct 29 – Dec 5, 2012
 Winter Term Class Start/End: Jan 7 – Apr 12, 2013
 Winter First Half Class Start/End: Jan 7 – Feb 15, 2013
 Winter Second Half Class Start/End: Mar 4 – Apr 12, 2013

Spring 2013

Spring Term Classes Start/End: May 6 – June 12, 2013
 Spring First Half Classes Start/End: May 6 – May 24, 2013
 Spring Second Half Classes Start/End: May 27 – June 12, 2013

Summer 2013

Summer Term Classes Start/End: July 8 – August 14, 2013
 Summer First Half Classes Start/End: July 8 – July 26, 2013
 Summer Second Half Classes Start/End: July 29 – August 14, 2013

2013-14

Fall Term Class Start/End: Sept 4 – Dec 4, 2013
 Fall First Half Class Start/End: Sept 4 – Oct 18, 2013
 Fall Second Half Class Start/End: Oct 28 – Dec 4, 2013
 Winter Term Class Start/End: Jan 6 – Apr 9, 2014
 Winter First Half Class Start/End: Jan 6 – Feb 14, 2014
 Winter Second Half Class Start/End: Mar 3 – Apr 9, 2014

Spring 2014

Spring Term Classes Start/End: May 5 – June 11, 2014
 Spring First Half Classes Start/End: May 5 – May 23, 2014
 Spring Second Half Classes Start/End: May 26 – June 11, 2014

Summer 2014

Summer Term Classes Start/End: July 7 – August 13, 2014
 Summer First Half Classes Start/End: July 7 – July 25, 2014
 Summer Second Half Classes Start/End: July 28 – August 13, 2014

(Prepared by Ada Schmude, Office of the Registrar.)