
The following Motions and Documents were considered by the GFC Executive Committee at its Wednesday, November 12, 2014 meeting:

Agenda Title: **Recording Lectures - Proposed Changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar, as submitted by the Director of the Centre for Teaching and Learning and as set forth in Attachment 1, to be effective upon approval.

Final Item: 4.

Agenda Title: **Clarifying the Procedure for Handling Complaints of Research and Scholarship Misconduct Lodged Against Students – Proposed Changes to Sections 30.3.2(4) and 30.6.2(4) of the Code of Student Behaviour**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the Code of Student Behaviour (Sections 30.3.2(4) (Offences Under the Code/Research and Scholarship Misconduct) and 30.6.2(4) (Procedures for Appeal of Decisions to the University Appeal Board (UAB)/Terms of Reference and Powers), as submitted by the Faculty of Graduate Studies and Research (FGSR) and as set forth in Attachment 1, to take effect upon final approval.

Final Item: 5.

Agenda Title: **Proposed Revisions from the Office of the Vice-President (Research) to the UAPPOL Research and Scholarship Integrity Policy**

CARRIED MOTION: THAT the GFC Executive Committee, under delegated authority from General Faculties Council, recommend to the Board Learning and Discovery Committee proposed changes to the UAPPOL Research and Scholarship Integrity Policy, as submitted by the Office of the Vice-President (Research) and as set forth in Attachment 1, to take effect upon final approval.

Final Recommended Item: 6.

Agenda Title: **2015-2016 Academic Schedule**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2015-2016, as submitted by the Vice-Provost and University Registrar and as set forth in Attachment 5 (as amended), 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 upon final approval.

Final Amended Item: 7.

Agenda Title: **Proposed Changes to the Composition of the Selection/Review Committees for the Dean of the Faculty of Arts**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from the Board of Governors and General Faculties Council, proposed changes to the composition of the Selection and Review Committees for the Dean of the Faculty of Arts, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, to take effect upon final approval.

Final Item: 8.

Agenda Title: **Draft Agenda for the November 24, 2014 Meeting of General Faculties Council (GFC)**

CARRIED MOTION: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Agenda for the November 24, 2014 meeting of General Faculties Council (GFC), as set forth in Attachment 1.

OUTLINE OF ISSUE

Agenda Title: Recording Lectures - Proposed Changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar, as submitted by the Director of the Centre for Teaching and Learning and as set forth in Attachment 1, to be effective upon approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Sheree Kwong See, Director, Centre for Teaching and Learning
Presenters	Brenda Leskiw, Chair, GFC Academic Standards Committee (and Associate Vice-Provost (Academic Programs and Instruction)); Sheree Kwong See, Director, Centre for Teaching and Learning
Subject	Updating regulations regarding recording of lectures to reflect changes in the learning environment since the original wording was proposed for Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To update the required statement in course outlines detailing recording of course content to reflect changes in the learning environment. Since the original wording was proposed to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar, students and instructors are more actively engaged in creating digital content, and this content is in need of safeguarding. Further clarification is needed in the wording to outline the conditions under which such material can be used and the permissions required for use.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	Section 23.4 of the University Calendar.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> : Learning, Discovery, and Citizenship
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	1. Post-Secondary Learning Act (PSLA) : The <i>PSLA</i> gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs. Further, the <i>PSLA</i> gives the Board of Governors authority over certain admission requirements and rules respecting enrolment. The Board has delegated its authority over admissions requirements and rules respecting enrolment to GFC and the GFC Academic Standards Committee (ASC). (Sections 26(1), 60(1)(c) and (d)).



	<p>2. GFC Academic Standards Committee (ASC) Terms of Reference (3. Mandate): “The ASC is responsible for making recommendations and/or for providing advice to GFC, its Executive Committee, and/or the GFC Academic Planning Committee (APC) on the matters set out below, which include such areas as admissions and transfer, including admission and transfer to Faculties, admission of Open Studies students, academic standing policies and general university admission policies, and all institutional marking and grading policies and/or procedures.”</p> <p>3. GFC ASC Terms of Reference: “All proposals from the Faculties or the Administration related to admission and transfer, to the academic standing of students, to institutional marking and grading policies and/or procedures and to term work policies and procedures are submitted to the Provost and Vice-President (Academic) (or delegate) who chairs the GFC Academic Standards Committee. ASC will consult as necessary with the Faculties and with other individuals and offices in its consideration of these proposals.” (Section 3.B.i)</p> <p>4. GFC ASC Terms of Reference: GFC ASC’s terms of reference state that the Committee “provides advice or recommends to the GFC Executive Committee on institutional marking and grading policies and/or procedures. [Further], ASC provides advice or recommends to the GFC Executive Committee on institutional term work policies and/or procedures.” (Sections 3.B.vi/vii)</p> <p>5. GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee) state: “2. Routine Matters - Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee.”</p> <p>6. GFC Executive Committee Terms of Reference (Section 3./Mandate of the Committee) also state that the Committee is:</p> <p style="padding-left: 40px;">16. Institutional Marking and Grading Policies and/or Procedures To consider advice or recommendation from the GFC ASC on institutional marking and grading policies and/or procedures.</p> <p style="padding-left: 40px;">17. Institutional Term Work Policies and/or Procedures To consider advice or recommendation from the GFC ASC on institutional term work policies and/or procedures. [...]”</p> <p>7. University Calendar: Course outline content is set out in Section 23.4 (Evaluation Procedures and Grading System) of the Calendar.</p>
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Routing (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Centre for Teaching and Learning; Office of the Provost and Vice-President (Academic); Office of Student Judicial Affairs; Co-Chairs, Provost’s Digital Learning Committee; Elaine Geddes, Associate Dean (Undergraduate Programs), Faculty of</p>
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	Business; GFC ASC Subcommittee on Standards (September 4, 2014) – for discussion
Approval Route (Governance) (including meeting dates)	GFC Academic Standards Committee (September 18, 2014) – to recommend to the GFC Executive Committee; GFC Executive Committee (November 12, 2014) – for final approval
Final Approver	GFC Executive Committee

Attachments:

1. Attachment 1 (pages 1 – 3): Proposed Changes to Section 23.4 (Evaluation Procedures and Grading System) of the University Calendar

Prepared by: Sheree Kwong See, Director, Centre for Teaching and Learning,
sheree.kwongsee@ualberta.ca

Current Calendar 2014-2015	Proposed 2015-2016 Calendar
<p>23.4 Evaluation Procedures and Grading System [...]</p> <p>(2) Course Requirements, Evaluation Procedures and Grading: The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline, as set out in §23.4(2)a., made sense to all concerned. Such changes shall only occur with fair warning or general class consent.</p> <p>Students concerned about the application of these guidelines should consult, in turn, the instructor, the chair of the department by which the course is offered, and the dean of the faculty in which the course is offered.</p> <p>a. At the beginning of each course, instructors are required by GFC to provide a course outline to students and their Department (or Faculty in non-Departmentalized Faculties) that includes the following:</p> <ol style="list-style-type: none"> i. a statement of the course objectives and general content ii. a list of the required textbooks and other major course materials iii. a list of any other course fees as described in the 'Student Instructional Support Fees Policy' and their associated costs iv. an indication of how and when students have access to the instructor v. the distribution of weight between term work and final examination vi. the relative weight of all term work contributing to the course grade vii. whether marks are given for class participation and other in-class activities as well as the weight of such participation viii. dates of any examination and course assignments with weight of 10% or more of the overall course grade ix. the process by which the term marks will be translated into a final letter grade for the course. The process must be consistent with the University of Alberta Assessment Policy and accompanying Grading Procedure, found at the University of Alberta Policies and Principles Online (UAPPOL) website at policiesonline.ualberta.ca/Pages/default.aspx. x. an indication of how students will be given access to past or representative evaluative course material, consistent with the Access to Evaluative Material Procedure of the Assessment Policy, found at the University of Alberta Policies and Procedures Online (UAPPOL) website at policiesonline.ualberta.ca/Pages/default.aspx. 	<p><i>No changes until...</i> [...]</p>

<p>xi. the statement: "Policy about course outlines can be found in §23.4(2) of the University Calendar".</p> <p>xii. the statement: "The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University."</p> <p>b. Nothing in any course outline, syllabus or course website can override or contravene any Calendar regulation or University policy. In resolving any discrepancy, University policy and Calendar regulations take precedence.</p> <p>c. Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See §23.5.6.</p> <p>d. At the beginning of a course, Instructors will discuss with their class the expectations with respect to academic integrity and outline both permitted and prohibited behaviour.</p> <p>e. Every course outline must contain the following statement: "Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the instructor."</p> <p>f. Each assessment is linked to the stated course objectives and/or learning outcomes. Students should be provided with the criteria for these assessments early in and, if necessary, throughout the course.</p> <p>g. Instructors will allow students a reasonable time in which to complete an assignment, bearing in mind its weight.</p> <p>h. Instructors will mark, provide appropriate feedback, and return to students all term work in a timely manner. Substantive feedback should be provided prior to the course withdrawal deadline. See the University of Alberta Assessment and Grading Policy at policiesonline.ualberta.ca/Pages/default.aspx.</p> <p>i. Normally term work will be returned on or by the last day</p>	<p><i>Revise:</i></p> <p>e. Every course outline must contain the following statement: "Audio or video recording, <u>digital or otherwise</u>, of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as a part of an approved accommodation plan. <u>Student or instructor content, digital or otherwise, created and/or used within the context of the course</u>. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the <u>content author(s)</u> instructor."</p> <p>f.</p> <p>g.</p> <p>h.</p> <p>i.</p>
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<p>of classes in the course, with the exception of a final major assignment (which may be due on the last day of classes), which will be returned by the date of the scheduled final examination or, in non-examination courses, by the last day of the examination period. All exceptions must be authorized by the Faculty Council (or delegate) in the Faculty offering the course.</p> <p>j. Upon request, instructors are required to provide the process used to generate the final grade.</p>	<p>j.</p>
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OUTLINE OF ISSUE

Agenda Title: Clarifying the Procedure for Handling Complaints of Research and Scholarship Misconduct Lodged Against Students – Proposed Changes to Sections 30.3.2(4) and 30.6.2(4) of the Code of Student Behaviour

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, proposed changes to the Code of Student Behaviour (Sections 30.3.2(4) (Offences Under the Code/Research and Scholarship Misconduct) and 30.6.2(4) (Procedures for Appeal of Decisions to the University Appeal Board (UAB)/Terms of Reference and Powers), as submitted by the Faculty of Graduate Studies and Research (FGSR) and as set forth in Attachment 1, to take effect upon final approval.

Note: The proposers have indicated in the attached materials that, if the proposed revisions to the Code of Student Behaviour set out therein are finally approved by the GFC Executive Committee, there will be a need to put forward consequential amendments to the University’s Research and Scholarship Integrity Policy and associated procedures. (See GFC Executive Committee Agenda Item #6 for these further (proposed) revisions.)

Item

Action Requested	Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Joanna Harrington, Associate Dean, Faculty of Graduate Studies and Research (FGSR)
Presenters	Steven Penney, Chair, GFC Campus Law Review Committee (CRLC); Joanna Harrington, Associate Dean, FGSR
Subject	<p>This proposal concerns a proposed change to the Code of Student Behaviour, with (future proposed) consequential changes to the UAPPOL Research and Scholarship Integrity Policy and its associated procedures, to remove confusion and clarify the procedure to be followed when investigating and adjudicating a complaint of research and scholarship misconduct that has been lodged against a student. This proposal is brought forward in the interests of helping students and those who advise students.</p> <p>No changes are proposed to the Research and Scholarship Integrity Policy that would apply to other researchers on campus nor to the substance of the policy. This proposal, developed by FGSR in collaboration with the Office of Student Judicial Affairs (OSJA), solely deals with the procedure for handling allegations against students.</p> <p>The proposed change to the Code of Student Behaviour was presented to the GFC Campus Law Review Committee (CLRC) in Fall, 2013, with a positive response; however, as this change involves the University’s Research and Scholarship Integrity Policy, further consultations were undertaken before bringing this matter back to GFC CLRC.</p> <p>The proposal was presented to GFC CLRC for recommendation to the GFC Executive Committee for final approval.</p>

Details

Responsibility	Provost and Vice-President (Academic) and Vice-President (Research)
The Purpose of the Proposal is (please be specific)	To remove confusion that currently exists as to the procedure to be followed when investigating and adjudicating a complaint of research and scholarship misconduct that has been lodged against a student

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	(usually a graduate student) and to ensure that the same procedure is followed for dealing with the academic offence of research and scholarship misconduct vis-à-vis a student as with other kinds of academic offences (such as plagiarism and cheating).
The Impact of the Proposal is	To reduce confusion for students, professors, Associate Chairs (Graduate Studies), the Ombudservice, Associate Deans, and the Discipline Officers.
Replaces/Revises (eg, policies, resolutions)	The proposal revises Sections 30.3.2(4) and 30.6.2(4) of the Code of Student Behaviour, with (further proposed) consequential amendments to the University's Research and Scholarship Integrity Policy and its associated procedures.
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> 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 <u>quote</u> legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act (PSLA): The <i>Post-Secondary Learning Act</i> (PSLA) gives GFC responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)) and over academic affairs (Section 31), including authority concerning student discipline.</p> <p>2. GFC Campus Law Review Committee (CLRC) Terms of Reference - Section 1 (Authority): "GFC has thus established a Campus Law Review Committee (GFC CLRC)"</p> <p>3. GFC Campus Law Review Committee (CLRC) Terms of Reference –Section 3(a) (Mandate of the Committee–Code of Student Behavior): "1. To review, from time to time, the Code of Student Behavior and student discipline procedures. 2. On delegated authority from GFC, to approve all editorial amendments to the Code of Student Behaviour except editorial amendments to Section 30.6. 3. Amendments to the Code of Student Behaviour deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC. (See <i>Amendment of the Code</i>, Section 30.7 of the GFC Policy Manual (Code of Student Behaviour.))"</p> <p>4. Code of Student Behaviour, Amendment of the Code–Section 30.7: [" Code of Student Behaviour, Amendment of the Code–Section 30.7: [" 30.7.1 Legislative Authority General Faculties Council (GFC) and the Board of Governors may</p>

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amend the Code in exercise of the authority vested in them by Section 31 of the *Post-Secondary Learning Act*. (CLRC 25 SEP 2003) (CLRC 29 OCT 2004 e-mail vote)

30.7.2 Editorial Amendments

30.7.2(1) The Campus Law Review Committee (CLRC) decides which amendments are editorial. (CLRC 29 OCT 2004 e-mail vote)

30.7.2(2) On delegated authority from GFC, all editorial amendments will be approved by the Campus Law Review Committee (CLRC) except editorial amendments to Section 30.6. (CLRC 29 OCT 2004 e-mail vote)

30.7.2(3) All amendments to Section 30.6 will be forwarded to the GFC Executive Committee for approval. (CLRC 29 OCT 2004 e-mail vote)

30.7.3 Substantive Amendments

30.7.3(1) Amendments to the Code deemed substantive by CLRC are forwarded to the GFC Executive Committee, which will decide whether or not it can act on behalf of GFC. (CLRC 29 OCT 2004 e-mail vote)

30.7.3(2) Only substantive changes to Section 30.6 proceed to the [Board Learning and Discovery Committee], which will decide whether or not it can act on behalf of the Board of Governors. (BEAC 11 JUNE 2004)

30.7.3(3) The Secretary to GFC must notify Students' Union and the Graduate Students' Association of all substantive changes to the Code (including Section 30.6) 15 Working Days before those changes are considered by GFC. The Students' Union and the Graduate Students' Association will be invited to contact their members so that the Students can access the changes on the World Wide Web via University Governance's home page."

5. **GFC Executive Committee Terms of Reference/3. Mandate of the Committee** states: "To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council."

6. **GFC Executive Committee Terms of Reference, Section 3.5**, states:

"Agendas of General Faculties Council

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

When ordering items, the GFC Executive Committee will be mindful of any matters that are of particular concern to students during March and April so that the student leaders who bring those items forward are able to address these items at GFC before their terms end. (EXEC 06 NOV 2006)

[...]

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	<p>With respect to recommendations from other bodies and other GFC committees, however, the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment. (GFC 30 JUN 1992)”</p>
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Routing (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Office of Student Judicial Affairs, August, 2013; President, Graduate Students’ Association, August, 2013; Associate Chairs (Graduate Studies) and Associate Deans (Graduate Studies), August, 2013; GFC Campus Law Review Committee, September 26, 2013; Students’ Union Representatives on the GFC Campus Law Review Committee (by e-mail), October, 2013; Office of the Vice President (Research) (Katharine Moore and Lynn Penrod), December, 2013 – January, 2014; Office of General Counsel, September, 2014</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Campus Law Review Committee: E-Mail Vote (October 27, 2014) – for recommendation; GFC Executive Committee (November 12, 2014) – for final approval</p>
<p>Final Approver</p>	<p>GFC Executive Committee</p>

Attachments:

- Attachment 1 (pages 1 – 6): Proposal to Amend Section 30.3.2(4) and Section 30.6.2(4) of the Code of Student Behaviour Concerning the Offence of Research and Scholarship Misconduct
- Attachment 2 (page 1): Letter of Support from Dr Lynn Penrod, Executive Director, Research Ethics Office, University of Alberta

Prepared by: Joanna Harrington, Associate Dean, Faculty of Graduate Studies and Research (FGSR), jharrington.fgsr@ualberta.ca

Proposal to amend Section 30.3.2(4) and Section 30.6.2(4) of the *Code of Student Behaviour* concerning the Academic Offence of Research and Scholarship Misconduct

October 2014

This is a proposal to amend section 30.3.2(4) of the University of Alberta's *Code of Student Behaviour* concerning the academic offence known as "research and scholarship misconduct". We do not receive many complaints of research and scholarship misconduct involving students, but when we do receive such complaints, it has been our experience that the present wording of section 30.3.2(4) is very confusing for all involved – students, professors, Associate Chairs (Graduate), and Associate Deans – with respect to the correct procedure to follow. The purpose of this proposal is to remove the confusion and simplify the wording of section 30.3.2(4) so as to ensure fairness through clarity about procedures and process. Consequential amendments are also proposed to the *Research and Scholarship Integrity Policy* (RSIP) and its associated procedures to achieve the goal of clarity.

Current Wording of Section 30.3.2(4)

Section 30.3.2(4) of the Code of Student Behaviour reads as follows:

- 30.3.2(4) **Research and Scholarship Misconduct**
- 30.3.2(4) a No Student shall violate the University of Alberta Research and Scholarship Integrity Policy, as set out in the Research and Scholarship Integrity Policy in UAPPOL or any other University regulation concerning academic matters. (CLRC 24 MAY 2012)
- 30.3.2(4) b Where a Student is charged with the academic offence of research and scholarship misconduct, the special requirements for communication and documentation imposed by Research and Scholarship Integrity Policy in UAPPOL shall constitute part of the procedure outlined below. (CLRC 24 MAY 2012)

Confusion Caused

The confusions arise with respect to the second paragraph of section 30.3.2(4) of the Code. On its face, section 30.3.2(4) b indicates that some (but not all) aspects of the RSIP in UAPPOL constitute "part" of the procedure when handling a complaint under the *Code of Student Behaviour*. It is not, however, clear as to which part of the RSIP forms part of the Code, with the sub-provision suggesting that one must focus on the "special requirements for communication and documentation." This wording leads to confusion and debates as to which parts of the RSIP are the "special" requirements that deal with "communication and documentation." It is also not clear as to how these "special requirements" fit into the *Code of Student Behaviour*

procedure and when they should fit into the procedure. It is also not clear what one should do in terms of procedure when a complaint against a student concerns more than one allegation under the *Code of Student Behaviour*, such as an allegation of plagiarism with an allegation of research and scholarship misconduct. Do the “special requirements for communication and documentation” in the RSIP and its associated procedures run concurrently or consecutively with the *Code of Student Behaviour* procedure?

How to Fix This - The Proposal

In this proposal, we suggest an amendment to the *Code of Student Behaviour* (with small, tailored, consequential amendments to the *Research and Scholarship Integrity Policy* and its associated procedures), to clarify the current situation and make clear that for all students charged with any kind of inappropriate academic behaviour, including the academic offence of research and scholarship misconduct, there should be one procedure to follow, namely the procedure found in the *Code of Student Behaviour*.

Rationales

It has been our experience that students, and those who advise students, are more familiar with the Code than the RSIP, and the unified format of the Code, as compared to the RSIP parent policy with its three accompanying procedures, is more accessible and easier to understand. The *Code of Student Behaviour* also ensures a faster, simpler form of complaint resolution process, with which the advisers to students are already familiar with, and we believe that the clarity found within the Code’s procedures helps ensure fairness to students – many of whom may never have been involved before in such a formal university process.

We further note that other recently revised university policies, such as the *Discrimination, Harassment and Duty to Accommodate Policy*, the *Off-Campus Activity and Travel Policy*, and the *Alcohol Policy*, all indicate that the procedures outlined in the *Code of Student Behaviour* apply when a student is in violation of these policies. Having different procedures apply to different alleged offences with respect to students causes confusion, and disadvantages students and their advisors. The *Code of Student Behaviour* procedure is well-established, clear and well-known among those who assist and advise students facing allegations of misconduct.

There is, under the present scheme, a six-month time limit for lodging complaints of research and scholarship misconduct as a result of language to this effect in the RSIP. There is, however, a one-year time limit in the *Code of Student Behaviour*, specifically section 30.5.2(6). As the goal of this proposal is to assist students by having one process apply to all academic offences, this change would mean that a one-year time limit applies.

Proposed Wording of the Amendment (for formal action by GFC CLRC)

We therefore propose the following amendment to section 30.3.2(4) b of the *Code of Student Behaviour*, with the consequential deletion of section 30.6.2(4):

Current Wording	Proposed Wording
<p>30.3 Offences Under the Code</p> <p>[...]</p> <p>30.3.2(4) Research and Scholarship Misconduct</p> <p>30.3.2(4) a No Student shall violate the University of Alberta Research and Scholarship Integrity Policy, as set out in the Research and Scholarship Integrity Policy in UAPPOL or any other University regulation concerning academic matters. (CLRC 24 MAY 2012)</p> <p>30.3.2(4) b Where a Student is charged with the academic offence of research and scholarship misconduct, [the special requirements for communication and documentation imposed by Research and Scholarship Integrity Policy in UAPPOL shall constitute part of] the procedure[s] outlined below. (CLRC 24 MAY 2012)</p> <p>[...]</p>	<p>30.3 Offences Under the Code</p> <p>[...]</p> <p>30.3.2(4) Research and Scholarship Misconduct</p> <p>30.3.2(4) a No Student shall violate the University of Alberta Research and Scholarship Integrity Policy, as set out in the Research and Scholarship Integrity Policy in UAPPOL or any other University regulation concerning academic matters. (CLRC 24 MAY 2012)</p> <p>30.3.2(4) b Where a Student is charged with the academic offence of research and scholarship misconduct, the procedure to follow is that outlined below. (CLRC 24 MAY 2012, DATE)</p> <p>[...]</p>
<p>30.6 Procedures for Appeal of Decisions to the University Appeal Board (UAB)</p> <p>[...]</p>	<p>30.6 Procedures for Appeal of Decisions to the University Appeal Board (UAB)</p> <p>[...]</p>
<p>30.6.2 Terms of Reference and Powers</p> <p>[...]</p>	<p>30.6.2 Terms of Reference and Powers</p> <p>[...]</p>
<p>30.6.2(4) When an appeal involves a charge of research and scholarship misconduct, the special requirements for communication and documentation imposed by the University of Alberta Research and Scholarship Integrity Policy in UAPPOL constitute part of the procedures outlined below.</p>	<p>[...]</p>
<p>30.6.2(5) ...</p>	<p>30.6.2(4) ...</p>

Consequential Amendments to the RSIP and its associated procedures *[for discussion purposes only for GFC CLRC]*

A. *Research and Scholarship Integrity Policy – Main Policy Document*

To ensure clarity, consequential amendments must also be made to the *Research and Scholarship Integrity Policy* in UAPPOL, with the goal being to make clear that the procedure to use for complaints against students is that spelled out in the *Code of Student Behaviour*. We recommend adding to the *Research and Scholarship Integrity Policy* a similar line to that found in the *Off-Campus Activity and Travel Policy*, to read: “Instances where students do not follow the requirements set out in this policy and its related procedure and appendices shall be addressed through the Code of Student Behaviour.” Legal counsel has advised to place this line as section 2(b) of the *Research and Scholarship Integrity Policy*.

Current Wording	Proposed Wording
<p>2. RESPONSIBILITIES OF RESEARCHERS AND SCHOLARS</p> <p>a. University of Alberta researchers and scholars are responsible for the integrity of their work and for upholding the principles of this policy.</p> <p>....</p>	<p>2. RESPONSIBILITIES OF RESEARCHERS AND SCHOLARS</p> <p>a. University of Alberta researchers and scholars are responsible for the integrity of their work and for upholding the principles of this policy.</p> <p>b. Instances where students do not follow the requirements set out in this policy and its related procedure and appendices shall be addressed through the Code of Student Behaviour.</p> <p>....</p>

B. *Research and Scholarship Integrity Enforcement Procedure*

Small consequential amendments are also needed to the procedures associated with the RSIP. For example, given that *the Research and Scholarship Integrity Enforcement Procedure* document includes mention of the “Initiation of Complaint” in its section 1, we recommend adding a new subsection (e) to section 1 to read: “Allegations concerning students will be addressed through the Code of Student Behaviour. See also Appendix A.”

Current Wording	Proposed Wording
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<p>1. Initiation of Complaint ... d. The adjudicator for allegations concerning special category persons will be the Vice-President (Research)</p>	<p>1. Initiation of Complaint ... d. The adjudicator for allegations concerning special category persons will be the Vice-President (Research)</p> <p><u>e. Allegations concerning students will be addressed through the Code of Student Behaviour. See also Appendix A.</u></p>
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C. *Research and Scholarship Integrity Policy Appendix A – Adjudicator and Associate Adjudicator*

Then, with respect to Appendix A, consequential amendments are needed to the tables indicating the adjudicator and associate adjudicator for research and scholarship misconduct complaints against undergraduate and graduate students.

On page 4 of the *Research and Scholarship Integrity Policy Appendix A – Adjudicator and Associate Adjudicator* procedure document, a table is used to indicate that a student must, at present, face two adjudicators with respect to a research and scholarship misconduct complaint. But when a student is facing allegations of other forms of inappropriate academic behavior under the *Code of Student Behaviour*, such as plagiarism and cheating, the student deals with only one adjudicator (or in plain language terms, one decision-maker).

To ensure that the procedure under the *Code of Student Behaviour* is the same procedure followed for all forms of alleged inappropriate academic behaviour by students, we propose simply removing the column, and content within that column, that relates to “Associate Adjudicators” in the table for “Undergraduate and Graduate Students” found on page 4. The subject-matter expertise of the Associate Adjudicators will be not be lost, with the *Code of Student Behaviour* enabling the Dean (or Associate Dean as delegate) to interview others to obtain any needed subject-matter expertise and to verify any information relating to a complaint. Thus, we see no need in practice for appointing Associate Adjudicators for student cases. Moreover, the use of Associate Adjudicators in student cases can create a conflict of interest, for example, when it is the Discipline Officer who serves as the Associate Adjudicator. A similar conflict of interest arises when the Associate Chair (Graduate Studies) serves as the Associate Adjudicator as professorial colleagues, having never faced a situation of misconduct, will often turn to the Associate Chair for advice and guidance. When the professor later lodges a complaint, the Associate Chair finds him or herself in a conflicting position, given that the advice gives the appearance of having been involved with the case prior to it being lodged.

The proposed deletion would look like this:

Undergraduate and Graduate Students		
Category of Person	Adjudicator	Associate Adjudicator
Undergraduate Student (allegation occurred in a course)	See the Code of Student Behaviour. Dean (or delegate) of the Faculty that offers the course in which the Student is alleged to have committed an Inappropriate Academic Behaviour offence.	Discipline Officer
Graduate Student (allegation occurred in a Course, including capping exercises)	See the Code of Student Behaviour. Dean (or delegate) of the Faculty that offers the course in which the Student is alleged to have committed an Inappropriate Academic Behaviour offence.	Graduate Chair of the Department in which the offense allegedly occurred and/or the Discipline Officer
Undergraduate Student (allegation occurred not in a course but in all other cases, including but not limited to offences related to programs of study, graduation, or capping exercises)	See the Code of Student Behaviour. Dean (or delegate) of the Faculty in which the Student is enrolled. In cases where the Student is not currently enrolled, the Associate Provost and Dean of Students shall appoint a Dean to deal with the case.	Discipline Officer
Graduate Students (allegation occurred not in a course but in all other cases, including but not limited to offences related to programs of study, graduation, and graduate student thesis or capping exercises)	See the Code of Student Behaviour. Dean (or delegate) of the Faculty in which the Student is enrolled. In cases where the Student is not currently enrolled, the Associate Provost and Dean of Students shall appoint a Dean to deal with the case.	Graduate Chair of the Department in which the offense allegedly occurred and/or the Discipline Officer

Note: There is also an opportunity to make a small correction to an error that exists at present with regards to graduate students and capping exercises, as these are treated like courses, and the adjudicator is the Dean (or delegate) of the Faculty that offers the course (given the definition of “Dean” in the *Code of Student Behaviour*, revised in November 2012).

Note of Appreciation

We appreciate the assistance of the Office of Student Judicial Affairs (OSJA) in sharing their concerns with the current situation, and we have incorporated their advice into this proposal. We also appreciate the advice provided through the Office of General Counsel.

29 September 2014

To: Prof Joanna Harrington
Associate Dean, FGSR

From: Prof Lynn Penrod
Executive Director
Research Ethics Office

Subject: Clarifying the Procedure for Handling Complaints of Research and Scholarly Integrity
Lodged Against Students

The University of Alberta's Research Ethics Office has now had the opportunity to review the proposed changes to the current Research and Scholarly Integrity policy and procedures and support those changes for the reasons given in the Statement of the Issues. We would also find the elimination of a potential source of confusion to be helpful.

OUTLINE OF ISSUE
Agenda Title: Proposed Revisions from the Office of the Vice-President (Research) to the UAPPOL Research Scholarship and Integrity Policy

Motion: THAT the GFC Executive Committee, under delegated authority from General Faculties Council, recommend to the Board Learning and Discovery Committee proposed changes to the UAPPOL Research and Scholarship Integrity Policy, as submitted by the Office of the Vice-President (Research) and as set forth in Attachment 1, to take effect upon final approval.

[Note: When the proposed changes to the UAPPOL Research and Scholarship Integrity Policy are finally approved, the additional changes proposed by the Office of the Vice-President (Research) to the attendant UAPPOL Research and Scholarship Integrity Enforcement Procedure and the UAPPOL Research and Scholarship Integrity Policy Appendix A – Adjudicator and Associate Adjudicator (all of which result from the Policy revisions) will be forwarded to the ‘Approver(s)’ (ie, the Vice-President (Academic) and the Vice-President (Research)) for their approval. These additional changes, set out in Attachments 2 and 3, are included herein for the information only of the GFC Executive Committee and the Board Learning and Discovery Committee (BLDC).]

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Office of the Vice-President (Research)
Presenters	Lorne Babiuk, Vice-President (Research); Lynn Penrod, Executive Director, Research Ethics Office
Subject	The issue being addressed relates to how students who do not follow the requirements of the UAPPOL Research and Scholarship Integrity Policy are handled. The proposed wording is intended to clarify the process to be followed in these cases.

Details

Responsibility	Vice-President (Research) and Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To revise UAPPOL policy and procedure related to research and scholarship integrity so that it aligns with recent changes to the Code of Student Behaviour.
The Impact of the Proposal is	UAPPOL policy and procedure and the University’s Code of Student Behaviour will contain consistent information and the current ambiguity will be removed.
Replaces/Revises (eg, policies, resolutions)	Revisions will result to the UAPPOL Research and Scholarship Integrity Policy, its Appendix A, and its Research and Scholarship Integrity Enforcement Procedure.
Timeline/Implementation Date	The implementation date would be following approval of the Policy revisions by the Board Learning and Discovery Committee (BLDC) on November 14, 2014 and, immediately thereafter, the approval of the attendant procedural changes by the Vice-Presidents (Academic) and (Research).
Estimated Cost	N/A
Sources of Funding	N/A
Notes	The current wording in the Code of Student Behaviour and in the UAPPOL Research and Scholarship Integrity Policy is somewhat ambiguous, and changes to both the Code of Student Behaviour and the UAPPOL Policy have been proposed; these changes make it clear that any students in this situation would be handled under processes contained in the Code of Student Behaviour. The GFC Campus Law

	Review Committee (CLRC) recently recommended approving changes to the Code of Student Behaviour (see GFC Executive Committee Agenda Item #5), and it is important to update the UAPPOL Policy as soon as possible to ensure the attendant changes align with information in the Code of Student Behaviour.
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Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover, Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. Post Secondary Learning Act (PSLA), Section 60(1), states: “The Board of a public post-secondary institution shall (a) manage and operate the public post-secondary institution in accordance with its mandate; (b) develop, manage and operate, alone or in cooperation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta.”</p> <p>2. PSLA, Section 62, states: “A board may delegate in writing to any person any power, duty or function conferred or imposed on it by this Act.”</p> <p>3. Board Learning and Discovery Committee (BLDC) Terms of Reference/3. Mandate of the Committee:</p> <p>“Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the <i>Post-Secondary Learning Act</i>, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing the Committee shall: [...] b. review, provide feedback and approve teaching and research policies[.][...]”</p> <p>4. The PSLA states: The <i>PSLA</i> gives GFC responsibility, subject to the approval of the Board of Governors, over “academic affairs” (Section 26(1)).</p> <p>5. General Faculties Council Executive Committee Terms of Reference/3. Mandate of the Committee states: “To act as the executive body of General Faculties Council and, in general, carry out the functions delegated to it by General Faculties Council. (GFC 08 SEP 1966) (GFC 12 FEB 1996)</p> <p>1. Urgent Matters The power to deal with any matters that cannot be deferred is</p>

	<p>delegated to the Executive Committee which shall determine which matters are to be considered urgent. (GFC 09 AUG 1966)</p> <p>2. Routine Matters Matters which are routine in carrying out the policies approved by General Faculties Council are delegated to the Executive Committee. (GFC 08 SEP 1966)</p> <p>[...]"</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Joanna Harrington, Associate Dean, Faculty of Graduate Studies and Research; Lynn Penrod, Executive Director, Research Ethics Office; Brad Hamdon, General Counsel; Deborah Eerkes, Director, Office of Student Judicial Affairs; David Johnson, Special Advisor to the Provost, Faculty Relations; Lorne Babiuk, Vice-President (Research); GFC Campus Law Review Committee (October 27, 2014); Association of Academic Staff -University of Alberta – material forwarded on October 30, 2014
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (November 12, 2014) – for recommendation; Board Learning and Discovery Committee (November 14, 2014) – for final approval
Final Approver	Board Learning and Discovery Committee

Attachments:

1. Attachment 1 (pages 1 – 4) - UAPPOL Research and Scholarship Integrity Policy (with “tracked” changes showing proposed revisions) (*For Approval*)
2. Attachment 2 (pages 1 – 5) - UAPPOL Research and Scholarship Integrity Policy Appendix A - Adjudicator and Associate Adjudicator Table (with “tracked” changes showing proposed revisions) (*For Information Only*)
3. Attachment 3 (pages 1 – 9) - UAPPOL Research and Scholarship Integrity Enforcement Procedure (with “tracked” changes showing proposed revisions) (*For Information Only*)

Prepared by: Katharine Moore, Senior Administrative Office, Office of the Vice-President (Research), katharine.moore@ualberta.ca

Approval Date: June 26, 2009

Research and Scholarship Integrity Policy

Office of Accountability:	Provost and Vice-President (Academic) and Vice-President (Research)
Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	Board of Governors (Board Learning and Discovery Committee)
Scope:	Compliance with University policy extends to all members of the University community.

Overview

Research is a cornerstone of advancement in arts, humanities, sciences, and professions.

Excellence in research and scholarship depends on the creativity, hard work and dedication of its practitioners. It also depends on integrity. Dishonesty and fabrication fundamentally undermine the worth and usefulness of research and other scholarly work.

Even when untainted by fraud, scholarly work must meet other standards of ethics and integrity. Discoveries obtained through deceit, that disregard proper attribution of source material or the contributions of others, or that involve the violation or disregard of others' rights, are antithetical to basic professional and scholarly values. Breaches of integrity also offend society. Society places a trust in university scholars and researchers not only to pursue knowledge, but to do so in a manner that respects and promotes fundamental values of honesty, fairness, beneficence and freedom from exploitation.

The University of Alberta is committed to ensuring the highest standards of practice and behaviour in research and scholarship integrity. The University of Alberta complies with the *Tri-Council Policy Statement: Integrity in Research and Scholarship*; *Memorandum of Understanding (MOU) on the Roles and Responsibilities in the Management of Federal Grants and Awards* and, where applicable, the regulations and guidelines of any other funding agencies (e.g. The U. S. Department of Health and Human Services – Office of Research Integrity).

This policy and its related procedures are to be read as consistent with, and complementary to, University of Alberta collective agreements and other University of Alberta policies and procedures.

Purpose

To promote the highest standards of practice and behaviour in research and scholarship.

To establish the nature of these expected standards, and to identify instances when these standards have been violated.

POLICY

1. GENERAL PRINCIPLE

The University of Alberta is dedicated to promoting the highest standards of research and scholarship integrity and accepts its responsibility to investigate all allegations of misconduct in research and scholarship and to impose discipline where warranted.

2. RESPONSIBILITIES OF RESEARCHERS AND SCHOLARS

U of A Policies and Procedures On-Line (UAPPOL)

a. University of Alberta **researchers and scholars** are responsible for the integrity of their work and for upholding the principles of this policy.

b. Instances where students do not follow the requirements set out in this policy and its related procedure and appendices shall be addressed through the Code of Student Behaviour.

3. RESPONSIBILITY OF THE PRINCIPAL INVESTIGATOR

a. Principal Investigators shall be involved both with the research design and with the supervision of research work, such as data acquisition, recording, analysis, interpretation, and storage.

b. Principal investigators have the further responsibility for the research activities conducted by their students, research staff, and collaborators.

c. Principal Investigators shall retain original data for a minimum of 5 years after the work is published, or such period as required by funding agencies, or by University of Alberta policies respecting information and records management.

4. THE FUNDAMENTAL PRINCIPLES of research and scholarly integrity include the obligation on the part of researchers

a. To apply standards of honesty and of scholarly and scientific practice in the collection, recording and analysis of data, whether quantitative or qualitative, and other information and in the dissemination of information, findings, and discoveries.

b. To observe ethical standards for the treatment of human and animal research participants and to obtain approval from the appropriate ethics review committee before research commences.

c. To include as authors all persons and only those persons who made substantive scholarly or scientific contributions and who share responsibility for the final work intended for **publication**.

d. To ensure that all co-authors of a work are aware of their responsibilities as co-authors, and to obtain the approval of all co-authors of the **final content** of the work intended for publication. Where the work arises from the thesis of a graduate student, the additional policies of the Faculty of Graduate Studies and Research shall apply.

e. To recognize and acknowledge the contribution of all other collaborators.

f. To acknowledge the prior art, intellectual property of others (including copyrights and patents); to cite appropriately the work of others; to use their writings, discoveries, findings, conceptual developments, unique methods and data with proper attribution.

g. To obtain the permission of others to use their unpublished findings and works, and to acknowledge such sources in an appropriate manner.

h. To obtain the permission of others before using information, concepts or data originally obtained through confidential exchanges or through access to confidential manuscripts or funding applications.

i. To comply with the regulations governing source when gaining access to use private or confidential materials and information.

j. To avoid conflicts of interest and commitment and the real or perceived bias that may arise from such conflicts; and to reveal to sponsors, universities, journals and funding agencies, any material conflicts of interest and commitment that might influence decisions on whether the individual should be asked to review manuscripts or applications, to test products, or to be permitted to undertake work sponsored from outside sources.

U of A Policies and Procedures On-Line (UAPPOL)

k. To manage appropriately all funds in accordance with University policy and within the context of accurate accounting and administrative systems developed by the University for the administration of research funds.

l. To abide by any other principles adopted under the Discipline Specific Research and Scholarship Integrity Procedure, or other university policy.

5. MISCONDUCT IN RESEARCH SCHOLARSHIP

a. Failure to adhere to the responsibilities and principles contained in this Policy constitutes misconduct.

b. Any person who takes action to the detriment of, or retaliates in any manner against, a person who reports research or scholarship misconduct except in accordance with the procedures published with this policy, commits misconduct.

c. Any person who reports research or scholarship misconduct who did not have reasonable and probable grounds to believe that misconduct occurred, or did not believe misconduct had occurred, commits misconduct.

d. Any failure to maintain the principles of confidentiality and document management contained in the Research and Scholarship Integrity Enforcement Procedure constitutes misconduct.

DEFINITIONS

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

Researchers and Scholars	Includes all members of the University who are involved, directly or indirectly, to any extent whatsoever, in research and other scholarly and creative activities.
Principal Investigator	The person on a research proposal, application, agreement, contract or award responsible for the conduct of the research project.
Publication	All means of dissemination of research and other scholarly information, and includes all means of transmitting research and other scholarly information.
Final Content	The copy accepted for publication

RELATED LINKS

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[Animal Ethics Policy](#) (UAPPOL)

[Code of Student Behaviour](#) (University of Alberta)

[Conflict Policy - Conflict of Interest and Commitment, and Institutional Conflict](#) (UAPPOL)

[Ethical Conduct and Safe Disclosure Policy](#) (UAPPOL)

[Fraud and Irregularity Policy](#) (UAPPOL)

[Human Research Ethics GFC Policy Manual Section 66](#) (University of Alberta)

[Memorandum of Understanding \(MOU\) on the Roles and Responsibilities in the Management of Federal Grants and Awards](#) (Natural Sciences and Engineering Research Council of Canada, NSERC)



U of A Policies and Procedures On-Line (UAPPOL)

[Office of Research Integrity](#) (US Department of Health and Human Services)

[Research Ethics Office](#) (University of Alberta)

[Tri-Council Policy Statement: Integrity in Research and Scholarship](#) (Natural Sciences and Engineering Research Council of Canada, NSERC)

PUBLISHED PROCEDURES OF THIS POLICY

[Discipline Specific Research and Scholarship Integrity Procedure](#)

[Research and Scholarship Integrity Enforcement Procedure](#)

[Research and Scholarship Integrity Policy Schedule A - Adjudicator and Associate Adjudicator Table](#)

Approval Date: June 26, 2009

Most Recent Editorial Date: April 30, 2013

Parent Policy: [Research and Scholarship Integrity Policy](#)

Research and Scholarship Integrity Policy Appendix A – Adjudicator and Associate Adjudicator Table

Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	Provost and Vice-President (Academic) and Vice-President (Research)

Note: This table identifies the Adjudicator and Associate Adjudicator that a complaint must be lodged with under the *Research and Scholarship Integrity Policy* and *Research and Scholarship Integrity Enforcement Procedure*. For complete definitions of the various categories of staff, individuals should consult the relevant agreement.

<u>A1.0 Academic Staff in Continuing Appointments funded through Operating or External Funds</u>		
<u>Category of Person</u>	<u>Adjudicator</u>	<u>Associate Adjudicator</u>
A1.1 Faculty	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
A1.2 Administrative and Professional Officer (APO)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
A1.3 Faculty Service Officer (FSO)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
A1.4 Librarian	Provost & Vice-President (Academic)	Chief Librarian
A1.5 Staff in categories A1.1 – A1.4 with a part-time appointment	Provost & Vice-President (Academic)	As above depending on the category
A1.6 Staff in categories A1.1 – A1.4 where the continuing nature of the appointment is explicitly contingent on the receipt of funds from an external source	Provost & Vice-President (Academic)	As above depending on the category
A1.7 Staff in category A1.6 with a part-time appointment	Provost & Vice-President (Academic)	As above depending on the category
<u>A2.0 Academic Staff in Temporary Funded Appointments Through Operating Funds</u>		
<u>Category of Person</u>	<u>Adjudicator</u>	<u>Associate Adjudicator</u>
A2.1 Contract Academic Staff: Teaching (full-time instructional appointment)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
A2.2 Contract Academic Staff: Teaching (part-	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a

time instructional appointment)		Faculty.
A2.3 Sessionals and Other Temporary Staff (full-time appointment as either an APO or Librarian)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
A2.4 Sessionals and Other Temporary Staff (part-time appointment as either an APO or Librarian)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.

A3.0 Academic Staff in Temporary Appointments Funded Through Restricted Funds

<u>Category of Person</u>	<u>Adjudicator</u>	<u>Associate Adjudicator</u>
A3.1 Teaching and Research Academic (full-time or part-time academic who teaches and/or has other related activities such as clinical duties or externally funded independent research)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
A3.2 Research Academic (full-time or part-time academic who carries out or supports complex research projects with faculty members or other researchers.	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
A3.3 Trust Administrator (full-time or part-time staff with administrative professional duties)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
A3.4 Library/Information Professional (full-time or part-time staff member with a degree from an accredited library or information studies program who holds a position outside the Librarians Agreement)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.

B Categories of Excluded Academic Staff

<u>Category of Person</u>	<u>Adjudicator</u>	<u>Associate Adjudicator</u>
B1.0 Staff in categories A2.1 - A2.4 who are excluded from the relevant agreement (See Appendix A of each agreement)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
B1.1 Staff in categories A3.1 – A3.4 who are	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a

excluded from the relevant agreement (See Appendix A of each agreement)		Faculty.
B1.2 Casual staff (Individuals not employed under a Collective Agreement)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
<u>C Categories of Academic Colleagues</u> – Defined by Administration but not designated by the Board		
<u>Category of Person</u>	<u>Adjudicator</u>	<u>Associate Adjudicator</u>
C1.1 Special “Continuing” (individuals in the Faculty of Medicine and Dentistry who do not receive compensation from the University but who have the same duties as Faculty and are evaluated by a Faculty Evaluation Committee)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
C1.2 Clinical Staff (primarily healthcare professionals who participate in the teaching and/or research activities of a department within the University without remuneration)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
C1.3 Adjunct Staff (individuals with substantial professional experience who participate in the teaching and/or research activities of a department within the University without remuneration)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
C1.4 Academic Affiliates (temporary secondments from an external organization to work at the University on a full-time or part-time basis who have the same duties as Faculty. The terms and conditions of the secondment are contained in the secondment agreement)	Provost & Vice-President (Academic)	Dean of the Faculty, or the responsible administrator in a unit not housed within a Faculty.
<u>Other Researchers Paid Through Operating or Restricted Funds</u>		
<u>Category of Person</u>	<u>Adjudicator</u>	<u>Associate Adjudicator</u>

Postdoctoral Fellows	Vice-President (Research) (or delegate)	Graduate Chair of the department in which the offense allegedly occurred
<u>Undergraduate and Graduate Students</u>		
<u>Category of Person</u>	<u>Adjudicator</u>	<u>Associate Adjudicator</u>
Undergraduate Student (allegation occurred in a course)	See the Code of Student Behaviour. Dean (or delegate) of the Faculty that offers the course in which the Student is alleged to have committed an Inappropriate Academic Behaviour offence.	Discipline Officer
Graduate Student (allegation occurred in a course, <u>including capping exercises</u>)	See the Code of Student Behaviour. Dean (or delegate) of the Faculty that offers the course in which the Student is alleged to have committed an Inappropriate Academic Behaviour offence.	Graduate Chair of the Department in which the offense allegedly occurred and/or the Discipline Officer
Undergraduate Student (allegation occurred not in a course but in all other cases, including but not limited to offences related to programs of study, graduation, or capping exercises)	See the Code of Student Behaviour. Dean (or delegate) of the Faculty in which the Student is enrolled. In cases where the Student is not currently enrolled, the Associate Provost and Dean of Students shall appoint a Dean to deal with the case.	Discipline Officer
Graduate Students (allegation occurred not in a course but in all other cases, including but not limited to offences related to programs of study, graduation, graduate student thesis or capping exercises)	See the Code of Student Behaviour. Dean (or delegate) of the Faculty in which the Student is enrolled. In cases where the Student is not currently enrolled, the Associate Provost and Dean of Students shall appoint a Dean to deal with the case.	Graduate Chair of the Department in which the offense allegedly occurred and/or the Discipline Officer
<u>S.1 Support Staff included in the Non-Academic Staff Association (NASA) Agreement</u>		
<u>Category of Person</u>	<u>Adjudicator</u>	<u>Associate Adjudicator</u>
S1.1 General Support Operating Employee	Department Head of the unit in which the accused person is employed	Vice-President (Finance & Administration)
S1.2 General Support Trust Employee	Department Head of the unit in which the accused person is employed	Vice-President (Finance & Administration)
S1.3 English as a Second Language Instructors	Department Head of the unit in which the accused person is employed	Vice-President (Finance & Administration)
<u>S.2 Support Staff Excluded from the Non-Academic Staff Association (NASA) Agreement</u>		
<u>Category of Person</u>	<u>Adjudicator</u>	<u>Associate Adjudicator</u>
S2.0 Support staff who have been excluded from the bargaining unit	Department Head of the unit in which the accused person is employed	Vice-President (Finance & Administration)

under the provisions of Section 21 of the <i>Public Service Employee Relations Act</i>		
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DEFINITIONS

There are no definitions for this Appendix. ▲Top
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RELATED LINKS

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There are no related links for this Appendix.

Approval Date: April 6, 2011

Parent Policy: [Research and Scholarship Integrity Policy](#)

Research and Scholarship Integrity Enforcement Procedure

Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	Provost and Vice-President (Academic) and Vice-President (Research)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The University of Alberta is responsible for promoting high standards of research and scholarship integrity, for receiving and investigating allegations of misconduct, and for discipline where appropriate. Whenever a person believes misconduct has occurred, he or she is expected to report it promptly according to these procedures. The University of Alberta's response to alleged misconduct is characterized by impartiality of process and judgment, respect for due process and principles of natural justice, and the protection of both accused and accuser from undue privacy violation and from undeserved harm to reputation. When misconduct is shown to have occurred the University of Alberta is committed to the imposition of appropriate sanctions, and when possible, to rehabilitation of the offender.

Purpose

- Identify the procedures to be followed in the event of an allegation that a violation of the Research and Scholarship Integrity Policy has occurred.

PROCEDURE

ALLEGATIONS OF MISCONDUCT

1. INITIATION OF COMPLAINT

a. Anyone who believes that misconduct under the Research and Scholarship Integrity Policy has been committed may lodge a complaint by submitting a written account of the alleged offense to the responsible **adjudicator** indicated in Schedule A of this procedure.

b. The complaint must identify the respondent and must contain enough information to permit an evaluation to determine whether the alleged conduct plausibly constitutes an offense and to permit further information gathering about the alleged misconduct. This must include:

i. sufficient detail about the nature of the alleged misconduct;

ii. location and time of its occurrence; and

iii. name, signature and contact information of the **complainant**.

c. Any person who receives a complaint or anonymous allegation but who is not the specified adjudicator will forward such complaint or allegation without action to the Vice-President (Research). The Vice-President (Research) will then redirect the complaint or anonymous allegation to the appropriate adjudicator.

d. The adjudicator for allegations concerning **special category persons** will be the Vice-President (Research).

[e. Allegations concerning students will be addressed through the Code of Student Behaviour. See also Appendix A.](#)

2. TIME LIMITS FOR COMPLAINTS

a. Complaints must be made within 6 months of the date the alleged misconduct became known or ought to have become known. This includes complaints made against special category persons or against persons covered by a relevant agreement that does not provide for a time limit for disclosing such incidents.

b. Complaints received after the expiration of the imposed time limit will be dismissed and not be proceeded upon unless the adjudicator determines that:

i. exceptional circumstances delayed the making of the complaint; and

ii. acting on the complaint would not prejudice the ability of the respondent to make full answer and defense against the allegations.

3. ANONYMOUS ALLEGATIONS

a. Allegations made by persons wishing to remain anonymous will be considered and may become complaints when justified by special circumstances, and when sufficient information is provided to permit the collection of independent corroborative evidence. Special circumstances may include situations when complainant identification would place the complainant in plausible jeopardy of retaliation or other harm that could not be averted through means other than anonymity.

b. The requirements of due process may require, however, that a complainant whose identity initially is held in confidence eventually will be identified if the complainant's personal knowledge or evidence constitutes the substance of the complaint. Persons who wish to make anonymous allegations or complaints, in which their identities are kept confidential, should contact the Office of Safe Disclosure and Human Rights for advice before doing so.

c. When an anonymous allegation is made the adjudicator will consult with the Vice-President (Research), and then will determine whether the allegation should be given the status of a complaint. The factors that will be considered may include:

i. whether the allegation contains sufficient information to permit independent evidence gathering and verification;

ii. whether complainant anonymity is likely to result in substantial unfairness to the respondent; and

iii. whether special circumstances, as described in paragraph 3(a), exist.

d. In the event an anonymous allegation is given the status of a complaint, a **surrogate complainant** will be appointed by the Vice-President (Research).

e. In the event an anonymous allegation is not given the status of complaint no action will be taken, the complainant will be so informed, where possible, and all copies of the allegation will be destroyed.

f. Confidentiality is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (Alberta), other legislation, and the University's policies.

INITIATION OF PROCESS

4. APPLICATION OF PROCEDURES

a. These procedures are to be implemented in conjunction with other **relevant agreements**, and will not be interpreted as abrogating any of the rights, responsibilities, procedures or duties contained in the relevant agreements.

- b. Should no procedures exist within a relevant agreement to manage the complaint the decision on a course of action will be made by the **Integrity Policy Monitor**.
- c. Allegations against special category persons will be dealt with under these procedures.
- d. These procedures are also to be applied in a manner that is consistent with relevant external policies, such as Tri-Council Policy, and where appropriate with U.S. Department of Health and Human Services regulations.

5. THIRD-PARTY REPRESENTATION

Any person who alleges misconduct, who is respondent to allegations of misconduct, or who administers the current policy may consult with an adviser during all stages of the proceedings. The advisors may attend meetings providing notice is given to the other parties to the complaint one full **working day** prior to the meeting.

6. PRESERVATION OF EVIDENCE AND CONFIDENTIALITY OF RECORDS

- a. The adjudicator shall take whatever steps are necessary to sequester, secure and maintain information of evidentiary value.
- b. Where the allegation of misconduct involves falsification, fabrication or plagiarism the adjudicator must, on or before the date the **respondent** is notified or the inquiry begins, whichever is earlier, promptly take all reasonable and practical steps to obtain custody of all the research records and evidence, and sequester them in a secure manner. Where, however, the research records or evidence are located on scientific instruments shared by a number of users, custody may be limited to copies of the data or evidence on such instruments, so long as those copies are substantially equivalent to the evidentiary value of the information stored on the instruments.
- c. The adjudicator shall instruct the complainant and respondent to secure and maintain all evidence relevant to the investigation. Such measures will take into account the ongoing research needs of the persons involved in the misconduct proceedings.
- d. The adjudicator will ensure the complainant, the respondent and any other third-party recipients of documents are informed of their responsibility to maintain strict confidentiality of all records, to honour the privacy of individuals and to protect the reputation of the parties involved in the application of the Research and Scholarship Integrity Policy.

7. COMMUNICATIONS

- a. All notices and other communications to respondent persons and complainants shall be marked confidential and delivered in the manner specified by the relevant agreements.
- b. When those agreements are silent as to delivery method for respondent persons and complainants, or do not apply to the case, communications will be marked confidential and hand-delivered, sent by courier, sent by regular or registered mail or by agreed upon electronic communication.
- c. At the respondent's request, the respondent may pick up the material, decision or notice at an arranged place.
- d. When sent by mail, the material, decision or notice will be sent to the last address provided by the respondent to the University.
- e. Delivery is deemed to have been effected on the date of the pick-up, personal receipt of hand or courier delivery or 5 working days following regular or registered mailing.

8. APPREHENSION OF BIAS

If the complainant or respondent, apprehends that any person in an investigative or decision-making role is biased, s/he may request a review by the Integrity Policy Monitor. The Integrity Policy Monitor will review and decide whether

an alleged **apprehension of bias** has merit, or not, and recommend accordingly. The decision of the Integrity Policy Monitor is final.

ADJUDICATION, INITIAL ASSESSMENT

9. INITIAL ASSESEMENT

- a. On receipt of a complaint, the adjudicator and the **associate adjudicator** must determine: i) the applicability of the Research and Scholarship Integrity Policy to the complaint; ii) if the allegation(s) were true, if the complaint would constitute misconduct; and iii) if the complaint is frivolous, vexatious or unsubstantiated. Given the diversity of research and scholarship covered by the Policy, establishing special circumstances and other facts may be of essential relevance when making an initial assessment; hence, prior to reaching this decision the adjudicators may request additional information, may consult with the Vice-President (Research), with persons in the relevant unit of the University and with others who can provide context for reaching the decision.
- b. Unintentional mistakes and different scholarly interpretations of data or research design do not normally constitute misconduct in research.
- c. Complaints that are deemed frivolous, vexatious or unsubstantiated may be dismissed.
- d. If the Research and Scholarship Integrity Policy is not found to be applicable, or if the allegation, if found to be true, would not constitute misconduct, the adjudicator may dismiss the complaint or, if applicable, may proceed solely according to other relevant agreements for which the adjudicator has authority.
- e. If the adjudicator finds that the Research and Scholarship Integrity Policy is applicable to the complaint and the allegations, if found to be true, would constitute misconduct, then the provisions of this procedure will guide the adjudicator in his or her handling of the case in concert with other relevant agreements.

10. INITIAL DECISION

- a. Where a determination is made that the Research and Scholarship Integrity Policy and these procedures apply to the complaint, the adjudicator will, in writing:
 - i. provide a copy of the complaint to the respondent;
 - ii. inform the respondent of his or her right to submit a written response to the complaint within 10 working days of the date of the adjudicator's letter (a copy is to be sent to the complainant);
 - iii. inform the respondent of the opportunity to request a meeting with the adjudicator and associate adjudicator. This request must be made within 10 working days of the date of the adjudicator's letter;
 - iv. instruct the respondent and the complainant to preserve all evidence;
 - v. instruct the respondent and the complainant not to communicate with each other about the alleged misconduct until further notice;
- b. Once the 10-day deadline has passed the adjudicator, in consultation with the associate adjudicator, will determine whether to:
 - i. dismiss the complaint when the adjudicator is satisfied that the complaint is frivolous, vexatious or unsubstantiated;
or
 - ii. authorize an investigation; or

iii. advise the authorized disciplinary authority under a relevant agreement that they are satisfied the allegation has been substantiated, and recommend that disciplinary action should be taken.

c. In the event the complainant is unsatisfied with the decision made above, the individual has the right to contest the decision by means of grievance, arbitration or appeal, where applicable under the relevant agreement.

11. AGREED STATEMENTS OF FACT OR ACKNOWLEDGEMENT OF MISCONDUCT

The respondent may agree to the statement of facts alleged in the complaint, in which case the adjudicator may proceed without referring the file for investigation. The adjudicator must, nevertheless, ensure that the evidence supporting the allegation is sufficient to warrant any actions in accordance with the procedures of the relevant agreement. The adjudicator must, in this conclusion, obtain a written statement from the respondent and forward the material to the university official responsible for discipline under the relevant agreement. The respondent must be informed of their right to seek advice from a third party prior to agreeing to the written statement.

The respondent may agree that the statement of facts alleged in the complaint is accurate but is the product of simple error or omission. If the adjudicator agrees that this response is sufficient, the adjudicator may issue a letter of expectation for correction of the error and omissions (copied to the complainant) and close the file.

INVESTIGATION

12. INVESTIGATION

a. When an investigation is authorized, the adjudicator and associate adjudicator shall appoint an investigative committee, that may include one, two or three persons, (hereinafter referred to as the **investigator**) to investigate the complaint. The members of the committee shall be selected so that the investigative committee has appropriate expertise.

b. The investigator will issue a "Notice of Investigation" to the respondent normally within 10-working days of the investigation authorization. The Notice will include information about:

i. maintaining evidence to the complaint;

ii. the confidentiality of the proceedings and participants;

iii. the privacy and reputation protections;

iv. the proscription against improper acts of retaliation;

v. the respondent and the complainant's right to submit a written reply, including suggestions regarding sources of exculpatory information (e.g. persons to interview documentary evidence to examine), within 20 days of the deemed receipt of Notice; and

vi. the right of both the complainant and respondent to meet with the investigator within 20 days of the deemed receipt of Notice.

c. Once the investigator has considered the submissions and met with the complainant and respondent as necessary, the investigator may:

i. seek further evidence by meeting with witnesses or

ii. pursue other relevant avenues of investigation as necessary.

This phase of the investigation will normally take no more than 40 working days. With written notice to the adjudicator, the investigator can request this timeframe be extended in order to consider evidence and to ensure the integrity of the process.

d. Once all the evidence is compiled, the investigator will offer in writing to review the evidence with the respondent and the complainant.

13. REPORT

The investigator shall write a report summarizing the complaint, the investigation process followed, sources of evidence consulted, meetings held, and a conclusion as to whether or not the respondent committed the act(s) of alleged misconduct. The report will be submitted to the adjudicator immediately upon its completion.

ADJUDICATION AND DECISION

14. ADJUDICATION

- a. On receipt of the report written by the investigator, the adjudicator will:
- i. distribute the report to the respondent and the complainant with invitations to respond in writing within 10 working days of the deemed receipt of the report: and
 - ii. after receiving any further response the adjudicator will offer to meet with the respondent and complainant to discuss the report.

15. DECISION

- a. Following a review of the report and further responses and information received at meetings, the adjudicator shall either dismiss the complaint or initiate disciplinary procedures.
- b. Once a decision has been made, the adjudicator will prepare a report summarizing the decision made and the appropriate course of action. This report is sent to the complainant, the respondent and any others that have a need to know about the case, as determined by the adjudicator. A copy is maintained in the adjudicator's file.

16. DISMISSAL OF COMPLAINT

- a. In the case of dismissed complaints, the adjudicator will advise the respondent and the complainant, and the Vice-President (Research) in writing.
- b. If the complaint was dismissed any time after the completion of the investigation the adjudicator will provide the Vice-President (Research) with a copy of the Investigation report.
- c. The adjudicator will instruct all parties to deliver all copies of documents related to the case within five (5) working days to the adjudicator. All copies except for the original will be destroyed.
- d. The adjudicator will maintain one file copy of all materials for a period of two years from the date on which the Complaint is dismissed. After two years the file copy may be destroyed.

17. RETALIATION AND RECONCILIATION

- a. The respondent may pursue a complaint against the original complainant under the Research and Scholarship Integrity Policy for a complaint that is frivolous or vexatious. Such a complaint must be submitted within one year from the date the original complaint was dismissed. Otherwise a respondent may take no action under any University processes to the detriment of the complainant (or others involved in the proceedings) as a result of the complaint.
- b. No other person will take action against a complainant (or others involved in the proceedings) as a result of a complaint, except as provided for in the Research and Scholarship Integrity Policy. Such improper acts are themselves misconduct and offenses.

c. When a complaint is dismissed, there may be significant discord or misunderstanding between complainant and respondent. In such cases, the adjudicator may recommend and facilitate an alternate form of dispute resolution such as mediation to deal with the discord or misunderstanding.

18. DISCIPLINARY PROCEDURES AND PENALTIES

a. If the adjudicator initiates disciplinary procedures, the adjudicator will follow the disciplinary procedures from the relevant agreement and will impose the appropriate penalty.

b. For special category persons the adjudicator will impose an appropriate penalty.

c. In all cases, the adjudicator (jointly with others mandated to do so under other University of Alberta policies and agreements) will notify the respondent in writing of the penalty decision and the date on which the penalty takes effect. The adjudicator also will inform the complainant of the action taken. The adjudicator will inform the Vice-President (Research), in writing, of the disciplinary action taken and provide the Vice-President (Research) with a copy of the Investigation report. The adjudicator may also inform others, on a need to know basis (as determined by the adjudicator) of the action taken.

19. REPORT TO FUNDING AGENCY

If disciplinary action has been taken and the respondent's work was externally funded, the Vice-President (Research) shall prepare a synopsis of the complaint, the investigative report and the disciplinary action taken. This synopsis shall be sent to the funding agency (or oversight agency as appropriate), to the adjudicator and to the disciplined person.

The Vice-President (Research) is responsible for meeting any other funding agency reporting requirements.

20. CONTESTED DISCIPLINE DECISIONS

a. Rights to contest discipline decisions by means of grievance, arbitration, or appeal will be followed, where available, under the relevant agreement. The person(s) responsible for conducting such proceedings will upon a decision being reached, send notice of the outcome in writing to the complainant, respondent, the adjudicator, and the Vice-President (Research).

b. Special category persons, or persons who do not have access to the procedures described in the preceding paragraph may elect to contest the adjudicator's decision through arbitration. The arbitrator in such cases will be selected by the adjudicator and the associate adjudicator after consultation with the complainant and respondent. The arbitrator must be in a position outside the discipline(s) of the complainant and respondent. The arbitrator will establish the rules for the hearing, and the rules must be agreed upon in advance and in writing by complainant and respondent. The decision of the arbitrator will be final and binding. Upon a decision being reached, the arbitrator will send notice of the outcome in writing to the complainant, respondent, the adjudicator, and the Vice-President (Research). Arbitrators are encouraged to provide their services pro bono.

c. If the result of the procedures described in the preceding paragraphs alters the decision of the adjudicator and/or associate adjudicator, and notice of discipline previously has been sent to a funding agency or oversight agency, the Vice-President (Research) will so notify the funding agency or oversight agency.

21. POLICY DISSEMINATION AND EDUCATION

The Research and Scholarship Integrity Policy will be made known to all members of the University community by:

a. Including a reference to the Research and Scholarship Integrity Policy in the University of Alberta Calendar;

b. Requiring instructors and supervisors to advise all students who conduct research under their direction about the Research and Scholarship Integrity Policy and procedures; and

c. By promoting awareness and appreciation of the principles of research and scholarly integrity prescribed by the Research and Scholarship Integrity Policy through information sessions or other suitable means.

22. PROCEDURAL MATTERS OR QUESTIONS

If procedural matters or questions arise which are not covered in the *Research and Scholarship Integrity Policy*, the Provost and Vice-President (Academic) may decide on such matters and may consult as necessary in making a decision which will be final and binding.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top]	
Adjudicator	The person identified in the relevant agreement, policies of the Office of the Provost and Vice-President (Academic) or the <i>Code of Student Behaviour</i> as being primarily or solely responsible for investigating alleged wrongdoing and for dispensing most or all forms of discipline (see Schedule A).
Complainant	A person alleging a violation of the Research and Scholarship Integrity Policy under the Research and Scholarship Integrity Enforcement Procedure.
Special Category Persons	Persons not covered by a category listed in Schedule A attached to the Research and Scholarship Integrity Policy and related procedures.
Surrogate complainant	A person appointed to serve as complainant of record in order to meet formal requirements of this and other policies. The only evidence they will present will be the original written allegations of the anonymous complainants.
Relevant agreement	The Agreement, policy or code governing the discipline of particular category of University member (see Schedule A).
Integrity Policy Monitor	A person appointed by the Vice-President (Research) to act as Integrity Policy Monitor for a three-year term.
Working Day	Monday through Friday, but does not include a day when the University buildings are closed.
Respondent	A person alleged to have violated the Research and Scholarship Integrity Policy under the Research and Scholarship Integrity Enforcement Procedure.
Apprehension of Bias	Exists when the Integrity Policy Monitor is satisfied that a person who is informed of all the facts would reasonably conclude that there is an appearance of bias. For example, a reasonable apprehension of bias may exist where an individual in a decision making or investigatory position has a personal or financial interest in the case.
Associate Adjudicator	The person identified in the Research and Scholarship Integrity Policy Schedule A – Adjudicator Table.
Investigator	A person or persons appointed by the adjudicator to investigate allegations under the Research and Scholarship Integrity Enforcement Procedure.

FORMS

There are no forms for this Procedure. [\[▲Top\]](#)

RELATED LINKS

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

[Code of Student Behaviour](#) (University of Alberta)

[Conflict Policy – Conflict of Interest and Commitment, and Institutional Conflict](#) (UAPPOL)

[Ethical Conduct and Safe Disclosure Policy](#) (UAPPOL)

[Fraud and Irregularity Policy](#) (UAPPOL)

[Office of Research Integrity](#) (US Department of Health and Human Services)

[Memorandum of Understanding on the Roles and Responsibilities in the Management of Federal Grants and Awards](#) (NSERC)

[Research Ethics Office](#) (University of Alberta)

[Tri-Council Policy Statement: Integrity in Research and Scholarship](#) (NSERC)

OUTLINE OF ISSUE

Agenda Title: **2015-2016 Academic Schedule**

Motion: THAT the GFC Executive Committee approve, under delegated authority from General Faculties Council, the Academic Schedule for 2015-2016, as submitted by the Vice-Provost and University Registrar and as set forth in Attachment 5 (as amended), 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 upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Lisa Collins, Vice-Provost and University Registrar
Presenter	Ada Ness, Associate Registrar (Enrolment Services), Office of the Registrar
Subject	2015-2016 Academic Schedule

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To provide deadline dates for the 2015-2016 Academic Year.
The Impact of the Proposal is	Establishment of deadline dates for the 2015-2016 Academic Year.
Replaces/Revises (e.g., policies, resolutions)	Section 11 of the <i>University Calendar</i> .
Timeline/Implementation Date	For publication in the 2015-2016 <i>University Calendar</i> (the dates of the Academic Schedule run from July 1, 2015 – June 30, 2016).
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/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...</p>



(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*."

For more on the Procedure (including reference now to a Fall Term Reading Week), see:

<https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Academic-Schedule-Procedure.pdf>

Routing (Include meeting dates)

Consultative Route

Distribution List:



(parties who have seen the proposal and in what capacity)	Academic Schedule – First draft sent to the wider University community for review on July 11, 2014; Final version sent for review on August 28, 2014
Approval Route (Governance) (including meeting dates)	GFC Executive Committee (November 12, 2014) – for final approval
Final Approver	GFC Executive Committee

Attachments (each to be numbered 1 - <>):

1. Attachment 1 (pages 1 – 3): Major Deadlines from the 2015-2016 Academic Schedule
2. Attachment 2 (page 1): Important Notes Accompanying Academic Schedule
3. Attachment 3 (page 1): 2015-2016 Academic Schedule Hours of Instruction Summary
4. Attachment 4 (page 1): 2015-2016 Monthly Calendar Outlining Important Dates
5. Attachment 5 (pages 1 – 14): Proposed Academic Schedule for 2015 - 2016

Prepared by: Anna Vocioni, Assistant Registrar (Examinations and Timetabling), anna.vocioni@ualberta.ca; Claire Burke, Calendar Production Specialist, Office of the Registrar, claire.burke@ualberta.ca; and Craig Soars, Policy and Transfer Credit Specialist, Office of the Registrar, craig.soars@ualberta.ca

11 Major Deadlines from the 2015-2016 Academic Schedule

Spring/Summer Term							
IMPORTANT							
(1) Not all courses follow the dates listed below; check www.registrarsoffice.ualberta.ca for Spring/Summer nonstandard deadline dates.							
(2) 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 4, 2015	May 4, 2015	May 25, 2015	July 6, 2015	July 6, 2015	July 27, 2015	May 4, 2015
Registration: Add/Delete (No academic record)	May 7, 2015	May 7, 2015	May 28, 2015 (delete only)	July 9, 2015	July 9, 2015	July 30, 2015 (delete only)	May 7, 2015
Credit to Audit	May 4-7, 2015			July 6-9, 2015			May 4-7, 2015
Audit Registration	May 4-7, 2015			July 6-9, 2015			May 4-7, 2015
Fee Payment (see Note 1)	May 7, 2015			July 9, 2015			May 7, 2015
Fee Refund (50%) (see Note 2)	May 19, 2015	May 11, 2015	June 1, 2015	July 20, 2015	July 13, 2015	Aug 4, 2015	See Note 3
Withdrawal (Grade of W)	June 3, 2015	May 19, 2015	June 5, 2015	Aug 5, 2015	July 21, 2015	Aug 7, 2015	July 9, 2015
Classes End	June 10, 2015	May 22, 2015	June 10, 2015	Aug 12, 2015	July 24, 2015	Aug 12, 2015	Aug 12, 2015
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)
Convocate: Application to							
Undergraduate	Sept 1, 2015			Feb 1, 2016			
Graduate Studies	Sept 30, 2015			Apr 1, 2016			
Classes Begin							
Undergraduate and Graduate	Sept 1, 2015	Sept 1, 2015	Oct 19, 2015	Jan 4, 2016	Jan 4, 2016	Feb 29, 2016	Sept 1, 2015
Exceptions listed below							
Augustana	Sept 2, 2015	Sept 2, 2015				Feb 24, 2016	
Medicine and Dentistry	Aug 24, 2015						Aug 24, 2015
Registration: Add/Delete (No academic record)	Sept 15, 2015	Sept 15, 2015	Oct 30, 2015 (delete only)	Jan 15, 2016	Jan 15, 2016	Mar 11, 2016 (delete only)	Sept 15, 2015
Credit to Audit							
Undergraduate	Sept 16-22, 2015			Jan 18-22, 2016			Sept 16-22, 2015
Graduate Studies	Oct 1, 2015			Feb 1, 2016			Jan 15, 2016
Audit Registration	Sept 16-22, 2015			Jan 18-22, 2016			Sept 16-22, 2015
Fee Payment (see Note 1)	Sept 30, 2015			Jan 30, 2016			Sept 30, 2015
Fee Refund (50%) (see Note 2)	Oct 2, 2015	Sept 25, 2015	Nov 18, 2015	Feb 3, 2016	Jan 22, 2016	Mar 18, 2016	See Note 4
Withdrawal (Grade of W)	Nov 30, 2015	Oct 8, 2015	Nov 30, 2015	Apr 1, 2016	Feb 4, 2016	Apr 1, 2016	Jan 15, 2016
Classes End							
Undergraduate and Graduate	Dec 7, 2015	Oct 16, 2015	Dec 7, 2015	Apr 8, 2016	Feb 12, 2016	Apr 8, 2016	Apr 8, 2016
Exceptions listed below							
Augustana					Feb 23, 2016		
Dentistry and Dental Hygiene	Dec 11, 2015 (DDS Yrs 3 & 4) (DH Yr 3)			Apr 12, 2016 (DH Yr 3)			Apr 22, 2016 (DDS Yrs 3 & 4)
	Dec 18, 2015 (DDS Yrs 1 & 2)			Apr 22, 2016 (DDS Yrs 3 & 4)			Apr 22, 2016 (DDS Yrs 3 & 4)
				Apr 29, 2016 (DDS Yrs 1 & 2)			May 1, 2016 (DDS Yrs 1 & 2)

Major Deadlines from the 2015-2016 Academic Schedule (cont'd)

Classes End (cont'd)							
Undergraduate and Graduate	Dec 7, 2015	Oct 16, 2015	Dec 7, 2015	Apr 8, 2016	Feb 12, 2016	Apr 8, 2016	Apr 8, 2016
Exceptions listed below							
Medicine	Dec 18, 2015			Apr 29, 2016 (MD Yr 1)			
				May 22, 2016 (MD Yr 2)			
				May 27, 2016 (MD Yr 4)			
Nursing Clinical	Dec 7, 2015	Oct 23, 2015	Dec 11, 2015	Apr 11, 2016	Feb 26, 2016	Apr 15, 2016	
Examinations							
Undergraduate							
Reappraisal Requests	Feb 1, 2016			June 24, 2016			June 24, 2016
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, 2016			May 31, 2016			May 31, 2016
Reexamination Applications	May 31, 2016			May 31, 2016			May 31, 2016

Notes

- (1) 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.
- (2) Students withdrawing after this date will be assessed full fees.
- (3) If you withdraw from a two-term course from May 19 to July 9, 2015, you will be assessed full fees for the Spring Term. If your Faculty determines that you may have special permission to withdraw from July 10 to 13, 2015, you will be assessed Spring Term fees and 50% of Summer Term fees. After July 13, 2015, you will be assessed full fees for both terms.
- (4) If you withdraw from a two-term course from October 2, 2015 to January 15, 2016, 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 3, 2016, you will be assessed Fall Term fees and 50% of Winter Term fees. After February 3, 2016, you will be assessed full fees for both terms.

Important notes to accompany the Academic Schedule for 2015-2016

Fall Term Reading Week:

Fall Term Reading Week was approved for implementation in Fall 2015. This week long break has been scheduled to coincide with Remembrance Day in November. Term start and end dates have been extended to accommodate the break dates. UAPPOL Academic Schedule Procedure has been updated to include information on approved exceptions.



July - 2015

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 - 2015

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
Exams

September - 2015

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

October - 2015

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 - 2015

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					

Fall Term Break
Statutory Holiday University Buildings Closed
Convocation

December - 2015

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
Exams
Statutory Holiday University Buildings Closed

January - 2016

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 - 2016

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					

Statutory Holiday University Buildings Closed
Winter Term Break

March - 2016

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

April - 2016

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
Exams

May - 2016

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 - 2016

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
Exams

2014		2015	
July		July	
1	One hundred and eight University year begins.	1	One hundred and <u>ninth</u> University year begins.
	Canada Day. University buildings closed.		Canada Day. University buildings closed.
2	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.
7	Summer Term courses begin.	<u>6</u>	Summer Term courses begin.
	Students attending Faculty of Nursing courses should consult with their Faculty regarding start/end, add/drop and withdrawal deadline dates.		
7-10	Auditor registrations for Summer Term courses will be accepted only on these days.	<u>6-9</u>	Auditor registrations for Summer Term courses will be accepted only on these days.
10	ⁿ 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>9</u>	ⁿ 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.
10	ⁿ 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.	<u>9</u>	ⁿ 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.
10	ⁿ 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.	<u>9</u>	ⁿ 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.
10	ⁿ 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>9</u>	ⁿ 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	Summer program ends for first, second and third year DDS students.	<u>10</u>	Summer program ends for first, second and third year DDS students.
14	ⁿ Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three weeks of Summer Term will be assessed full fees after this date.	<u>13</u>	ⁿ Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three weeks of Summer Term will be assessed full fees after this date.
21	ⁿ Summer Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.	<u>20</u>	ⁿ Summer Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.
22	ⁿ Last day for withdrawal from courses taught in the first three weeks of Summer Term.	<u>21</u>	ⁿ Last day for withdrawal from courses taught in the first three weeks of Summer Term.
25	Last day of classes for courses taught	<u>24</u>	Last day of classes for courses taught in the

	in the first three weeks of Summer Term.		first three weeks of Summer Term.
28	Classes begin for courses taught in the last three weeks of Summer Term.	<u>27</u>	Classes begin for courses taught in the last three weeks of Summer Term.
34	ⁿ 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>30</u>	ⁿ 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.
31	ⁿ 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	ⁿ 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	
4	Heritage Day. University buildings closed.	<u>3</u>	Heritage Day. University buildings closed.
4	Summer Term classes begin for students in year one of the course-based MScPT program.	<u>4</u>	Summer Term classes begin for students in year one of the course-based MScPT program.
5	ⁿ Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Summer Term will be assessed full fees after this date.	<u>4</u>	ⁿ Summer Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Summer Term will be assessed full fees after this date.
6	ⁿ Last day for withdrawal from six-week courses in Summer Term.	<u>5</u>	ⁿ Last day for withdrawal from six-week courses in Summer Term.
8	ⁿ Last day for withdrawal from courses taught in the last three weeks of Summer Term.	<u>7</u>	ⁿ Last day for withdrawal from courses taught in the last three weeks of Summer Term.
14	Orientation and classes begin for students in third year of the MD program.	<u>10</u>	Orientation and classes begin for students in third year of the MD program.
18-22	Executive MBA one-week intensive.	<u>10-15</u>	Executive MBA one-week intensive.
11-22	FastTrack MBA two-week intensive.	<u>10-21</u>	FastTrack MBA two-week intensive.
14-15	Final examinations for Summer Term courses. No classes held.	<u>13-14</u>	Final examinations for Summer Term courses. No classes held.
14-26	U of A Plus International Undergraduate Academic Success program.	<u>13-25</u>	U of A International Undergraduate Academic Success program.
18	Registration opens for Open Studies students in courses designated for delayed registration.	<u>17</u>	Registration opens for Open Studies students in courses designated for delayed registration.
14	Classes begin for students in fourth year of the MD program.	<u>17</u>	Classes begin for students in fourth year of the MD program.
25	Orientation and classes begin for all Dentistry program, year two and three of the Dental Hygiene program, year one and two MD program and phase I Medical Laboratory Science students.	<u>24</u>	Orientation and classes begin for all Dentistry program, year two of the Dental Hygiene program, year one and two MD program, year 2 of the Radiation Therapy program and phase I Medical Laboratory Science students.
25	Classes begin for fourth year Pharmacy students registered in PHARM 425 (Fall Term only).	<u>24</u>	Classes begin for fourth year Pharmacy students registered in PHARM 425 (Fall Term only).
25-29	Orientation for MBA students.	<u>24-28</u>	Orientation for MBA students.
27-30	Orientation for International Students.	<u>26-28</u>	Orientation for International Students.
28	Orientation for new Graduate students	<u>28</u>	Orientation for new Graduate students held

	held by the Graduate Student Association.		by the Graduate Student Association.
29	Summer Term classes end for students in year one of the course-based MScPT program.	29	Summer Term classes end for students in year one of the course-based MScPT program.
		<u>31</u>	Fall Term classes begin for students in year three of the course-based MScPT program
		<u>31</u>	Orientation for new Undergraduate students.
		<u>31</u>	<u>Orientation and classes begin for year three of the Dental Hygiene program.</u>
		<u>Aug 31 – Sept 1</u>	Orientation for first year Pharmacy students, Faculty of Law students and new students in the School of Public Health.
September		September	
1	ⁿ Last day for Undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.	1	ⁿ Last day for Undergraduate students to apply through Bear Tracks for permission to graduate at Fall Convocation.
3	Fall Term and Fall/Winter Term classes begin, except for students in Dentistry, year two and three Dental Hygiene, Pharmacy, MD program and year three of the course-based MScPT program.	<u>1</u>	Fall Term and Fall/Winter Term classes begin, except for students in <u>Augustana Faculty, Law</u> , Dentistry, year two and three Dental Hygiene, Pharmacy, MD program and year three of the course-based MScPT program.
4-2	Orientation for new Undergraduate students.		
2	Fall Term classes begin for students in year three of the course-based MScPT program.		
2-3	Orientation for undergraduate students new to the Faculty of Nursing and students in year two of the Bilingual Nursing program.	<u>1</u>	Orientation for <u>Faculty of Nursing</u> undergraduate students <u>in year one of the After Degree program</u> and in year two of the Bilingual Nursing program.
2	Orientation for students in the course-based MScOT program and first year Law students.		
		<u>2</u>	<u>Fall Term classes begin for students in Augustana Faculty and Faculty of Law.</u>
2-3	Orientation for first year Pharmacy students.		
2-3	Orientation for new students in the School of Public Health.		
4	Labour Day. University buildings closed.	<u>7</u>	Labour Day. University buildings closed.
46	ⁿ 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.	<u>15</u>	ⁿ 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 2 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.
46	ⁿ SU Health and Dental Plan Change of Coverage Deadline. Students wishing to opt-out of this service or change their coverage must do so	<u>15</u>	ⁿ 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

	through www.ihaveaplan.ca .		www.ihaveaplan.ca .
29	Last day for graduate students to submit thesis to be eligible for Fall Convocation, and to receive reduced fees under Thesis 910 for September 4-29, 2014.	<u>15</u>	Last day for graduate students to submit thesis to be eligible for Fall Convocation.
30	ⁿ 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.	<u>15</u>	ⁿ 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.
30	Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.	<u>15</u>	Last day for graduate students to apply through Bear Tracks to ensure graduation at Fall Convocation.
17-23	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.	<u>16-22</u>	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.
17-23	Registrations by students in the Faculty of Graduate Studies and Research auditing Fall Term and Fall/Winter Term courses will be accepted only during this period.	<u>16-22</u>	Registrations by students in the Faculty of Graduate Studies and Research auditing Fall Term and Fall/Winter Term courses will be accepted only during this period.
18-24	Alumni weekend.	<u>17-20</u>	Alumni weekend.
26	ⁿ Fall Term Refund Deadline (for six-week courses): Students withdrawing from courses offered in the first six weeks of Fall Term will be assessed full fees after this date.	<u>25</u>	ⁿ Fall Term Refund Deadline (for six-week courses): Students withdrawing from courses offered in the first six weeks of Fall Term will be assessed full fees after this date.
	ⁿ 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>25</u>	ⁿ 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.
30	ⁿ 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 penalty charges. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall Term Fee Deadline (see Â§22.2.6).	30	ⁿ 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 penalty charges. To avoid instalment charges, all Fall/Winter fees must be paid by the Fall Term Fee Deadline (see Â§22.2.6).
October		October	
1	ⁿ Last day for changing from 'credit' to 'audit' in Fall Term courses by students in the Faculty of Graduate Studies and Research.	1	ⁿ Last day for changing from 'credit' to 'audit' in Fall Term courses by students in the Faculty of Graduate Studies and Research.
3	ⁿ 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.	<u>2</u>	ⁿ 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.
10	ⁿ Last day for withdrawal from six-week courses offered in the first half of the	<u>8</u>	ⁿ Last day for withdrawal from six-week courses offered in the first half of the Fall

	Fall Term.		Term.
13	Thanksgiving Day. University buildings closed.	<u>12</u>	Thanksgiving Day. University buildings closed.
17	Last day of classes for six-week courses offered in the first half of Fall Term.	<u>16</u>	Last day of classes for six-week courses offered in the first half of Fall Term.
18	University of Alberta Open House.	<u>17</u>	University of Alberta Open House.
20	First day of second half of Fall Term AUPAC classes in Augustana Faculty.	<u>19</u>	First day of second half of Fall Term AUPAC classes in Augustana Faculty.
		<u>19</u>	Classes begin for six-week courses offered in the second half of the Fall Term.
20-24	Final exam week for undergraduate Nursing theory courses offered in the first half of Fall Term.	<u>19-23</u>	Final exam week for undergraduate Nursing theory courses offered in the first half of Fall Term.
23-24	Augustana Faculty Fall Term break.	<u>22-23</u>	Augustana Faculty Fall Term break.
24	Last day of classes for undergraduate Nursing clinical courses offered in the first half of Fall Term.	<u>23</u>	Last day of classes for undergraduate Nursing clinical courses offered in the first half of Fall Term.
25	Fall Term classes end for students in year three of the course-based MScPT program.	25	Fall Term classes end for students in year three of the course-based MScPT program.
		<u>26</u>	Classes begin for undergraduate Nursing courses offered in the second half of Fall Term.
27	Classes begin for six-week courses offered in the second half of the Fall Term.		
		<u>30</u>	ⁿ Last day to drop six-week courses offered in the second half of the Fall Term.
November		November	
7	ⁿ Last day to drop six-week courses offered in the second half of the Fall Term.		
10	Fall Term class break. Classes withdrawn except for students in Augustana Faculty.	<u>9-13</u>	<u>Fall Term Reading week. Classes withdrawn for a full week, except for students in Augustana Faculty, Faculty of Law, Faculty of Medicine and Dentistry, Faculty of Rehabilitation Medicine, Faculty of Nursing undergraduate programs, and students in Cooperative Education, Experiential Learning placement and Work Placement terms.</u>
11	Remembrance Day. University buildings closed.	11	Remembrance Day. University buildings closed.
		<u>12</u>	<u>Fall Term break for students in year two and three Dental Hygiene.</u>
18	Fall Convocation, Part I.	<u>17</u>	Fall Convocation, Part I.
19	Fall Convocation, Parts II and III.	<u>18</u>	Fall Convocation, Parts II and III.
14	ⁿ 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.	<u>18</u>	ⁿ 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.
26	ⁿ Last day for withdrawal from six-week courses offered in the second half of Fall Term.	<u>30</u>	ⁿ Last day for withdrawal from six-week courses offered in the second half of Fall Term.
26	ⁿ Last day for withdrawal from Fall Term courses. Students in Education should consult their Faculty section of the Calendar for information on	<u>30</u>	ⁿ Last day for withdrawal from Fall Term courses. Students in Education should consult their Faculty section of the Calendar for information on professional term

	professional term withdrawal deadlines.		withdrawal deadlines.
December		December	
<u>3</u>	Last day of Fall Term classes except for students in Augustana Faculty, Dentistry, years two and three Dental Hygiene, MD Program, Pharmacy, the course based MScPT program, the course based MScOT program and Nursing.	<u>7</u>	Last day of Fall Term classes except for students in Dentistry, year three Dental Hygiene, MD program, <u>Radiation Therapy program</u> Pharmacy, the course based MScPT program, the course based MScOT program and Nursing <u>clinical courses offered in the second half of Fall Term.</u>
4	Last day of classes at Augustana Faculty.		
5	Last day of Fall Term classes for students in year one of the course-based MScOT program.	<u>9</u>	Last day of Fall Term classes for students in year one of the course-based MScOT program.
	Last day of classes for Nursing theory courses offered in the second half of Fall Term and for all 13-week undergraduate Nursing courses offered in the Fall Term.		
6-19	Fall Term examinations (including consolidated examinations) for all students except those in Dentistry, year two and 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 8-17 (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).	<u>10-22</u>	Fall Term examinations (including consolidated examinations) for all students except those in Dentistry, year two and 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 <u>11-22</u> (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).
8	Last day of classes for year two and three Dental Hygiene students.		
8-17	Augustana Faculty final examinations in Fall Term courses and mid-year examinations in two-term courses. Extracurricular activities sponsored by Augustana Faculty will normally not be allowed during this period.	<u>10-19</u>	Augustana Faculty final examinations in Fall Term courses and mid-year examinations in two-term courses. Extracurricular activities sponsored by Augustana Faculty will normally not be allowed during this period.
8-17	Final exam period for students in the Faculty of Law.	<u>14-22</u>	Final exam period for students in the Faculty of Law.
9-19	Final exam period for year two and three Dental Hygiene students.	<u>9-22</u>	Final exam period for year two Dental Hygiene students.
42	Last day of PHARM 425 for fourth year Pharmacy students.	<u>11</u>	Last day of PHARM 425 for fourth year Pharmacy students.
42	Last day of Fall Term classes for students in year one and two of the course based MScPT program.	<u>11</u>	Last day of Fall Term classes for students in year one and two of the course based MScPT program.
		<u>11</u>	<u>Last day of Fall Term classes for students in year three and four of the DDS program and students in year three Dental Hygiene.</u>
42	Last day of classes offered in the	<u>11</u>	Last day of classes offered in the second

	second half of Fall Term for undergraduate Nursing clinical courses.		half of Fall Term for undergraduate Nursing clinical courses.
15-19	Final exam period for year three and four Dentistry students.	14-18	Final exam period for year three and four Dentistry students and year three Dental Hygiene students.
12	Last day of Fall Term classes for students in the DDS program and students in year one and two of the MD program.	18	Last day of Fall Term classes for students in year one and two of the DDS program and students in year one and two of the MD program.
15-17	Clinical evaluations and required clinical replacement shifts for undergraduate Nursing clinical courses offered in the last half of Fall Term.	18-22	Clinical evaluations and required clinical replacement shifts for undergraduate Nursing clinical courses offered in the last half of Fall Term.
25-31	Christmas holiday period. University buildings closed.	25-31	Christmas holiday period. University buildings closed.
2015		2016	
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.		
2	Winter Term classes begin for years one and two of the Dentistry programs, year two and three of the Dental Hygiene program and year one and two of the MD program.	4	Winter Term classes begin, including students in the Dentistry program, year two and three of the Dental Hygiene program, students in the MD program, students in year one and two of the course based MScPT program and students in the Radiation Therapy program.
5	Orientation for new International students.	4	Orientation for new International students.
5	Winter Term classes begin. Including year three and four of the Dentistry program. and year one and two of the course based MScPT program.		
8	Orientation for new Graduate students held by the Graduate Students' Association.		
16	ⁿ 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.	15	ⁿ 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.
16	ⁿ Last day to withdraw from Fall/Winter two-term courses.	15	ⁿ Last day to withdraw from Fall/Winter two-term courses.
16	ⁿ Winter Term Registration Deadline: Last day to add or drop Winter Term courses. (Bear Tracks web registration system available to midnight.) 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.	15	ⁿ Winter Term Registration Deadline: Last day to add or drop Winter Term courses. (Bear Tracks online student system available to midnight.) Students withdrawing after this date through February 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.
16	ⁿ 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.)		
19-23	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>18-22</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.
19-23	Registrations by students in the Faculty of Graduate Studies and Research to audit Winter Term courses will be accepted only during this period.	<u>18-22</u>	Registrations by students in the Faculty of Graduate Studies and Research to audit Winter Term courses will be accepted only during this period.
23	ⁿ 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>22</u>	ⁿ 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.
30	ⁿ 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>29</u>	ⁿ 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.
30	ⁿ 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.	<u>29</u>	ⁿ 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.
30	ⁿ 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.)		
February		February	
1	ⁿ Last day for Undergraduate students to apply through Bear Tracks for permission to graduate at Spring Convocation.	1	ⁿ Last day for Undergraduate students to apply through Bear Tracks for permission to graduate at Spring Convocation.
	ⁿ Last day for application for reappraisal of final examinations for Fall Term courses.	1	ⁿ Last day for application for reappraisal of final examinations for Fall Term courses.
2	ⁿ Last day for changing from 'credit' to 'audit' in Winter Term courses by students in the Faculty of Graduate Studies and Research.	<u>1</u>	ⁿ Last day for changing from 'credit' to 'audit' in Winter Term courses by students in the Faculty of Graduate Studies and Research.
		<u>2</u>	Study abroad application deadline for certain University of Alberta International administered Exchange and Summer programs.
4	ⁿ 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.	<u>3</u>	ⁿ 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.
6	ⁿ Last day for withdrawal from six-week courses offered in the first half of	<u>4</u>	ⁿ Last day for withdrawal from six-week courses offered in the first half of Winter

	Winter Term.		Term.
43	Registration system opens for Spring/Summer 2015.	12	Registration system opens for Spring/Summer 2016.
	Last day of classes for six-week courses offered in the first half of Winter Term.		Last day of classes for six-week courses offered in the first half of Winter Term.
46	Statutory Provincial holiday. University buildings closed.	15	Statutory Provincial holiday. University buildings closed.
47-20	Winter Term Reading Week. Classes withdrawn for a full week, except for students in NURS 495, SC INF 495, PHARM 425, third and fourth years of the MD program. Education students registered in practicum courses should consult their Faculty section of the Calendar for information on alternate Reading Week dates.	16-19	Winter Term Reading Week. Classes withdrawn for a full week, except for students in NURS 495, SC INF 495, PHARM 425, Experiential Learning placement , third and fourth year of the MD program, and students in the clinical component of the Radiation Therapy program . Education students registered in practicum courses should consult their Faculty section of the Calendar for information on alternate Reading Week dates.
23-27	Final examinations for Undergraduate Nursing theory courses offered in the first half of Winter Term.	22-26	Final examinations for Undergraduate Nursing theory courses offered in the first half of Winter Term.
24	Last day for first half of Winter Term AUPAC courses in Augustana Faculty.	23	Last day for first half of Winter Term AUPAC courses in Augustana Faculty.
25	First day of second half of Winter Term AUPAC classes in Augustana Faculty.	24	First day of second half of Winter Term AUPAC classes in Augustana Faculty.
27	Last day of classes offered in the first half of Winter Term for Undergraduate Nursing clinical courses.	26	Last day of classes offered in the first half of Winter Term for Undergraduate Nursing clinical courses.
		29	Classes begin for six-week courses offered in the second half of the Winter Term.
		29	1200 to 1300 hours. Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.
March		March	
1	ⁿ Last day to apply for admission or readmission to Spring/Summer 2015 (except for Open Studies and Faculty of Graduate Studies and Research students).	1	ⁿ Last day to apply for admission or readmission to Spring/Summer 2016 (except for Open Studies and Faculty of Graduate Studies and Research students).
2	1200 to 1300 hours. Students' Union Election Forum in the Myer Horowitz Theatre (SUB). Classes withdrawn for this time period.		
2	Classes begin for six-week courses offered in the second half of the Winter Term.		
2	ⁿ 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.)		
23	ⁿ Study abroad application deadline for certain University of Alberta International administered Summer programs. You must meet an advisor to apply. (Subject to change; see	9	ⁿ Study abroad application deadline for certain University of Alberta International administered Summer programs.

	Education Abroad Program for information.)		
13	ⁿ Last day to drop from six-week courses offered in the second half of Winter Term.	<u>11</u>	ⁿ Last day to drop from six-week courses offered in the second half of Winter Term.
18	ⁿ 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.	18	ⁿ 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.
		<u>25</u>	Good Friday. University buildings closed.
		<u>28</u>	Easter Monday. University buildings closed.
27	ⁿ Deadline for receipt of documents from students seeking admission or readmission to Spring/Summer 2015 (except for Open Studies and Faculty of Graduate Studies and Research students).	<u>29</u>	ⁿ Deadline for receipt of documents from students seeking admission or readmission to Spring/Summer 2016 (except for Open Studies and Faculty of Graduate Studies and Research students).
April		April	
1	ⁿ 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.	1	ⁿ 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.
1	Last day for Graduate students to apply through Bear Tracks to ensure graduation at Spring Convocation.	1	Last day for Graduate students to apply through Bear Tracks to ensure graduation at Spring Convocation.
4	ⁿ Last day for withdrawal from six-week courses offered in the second half of Winter Term.	<u>1</u>	ⁿ Last day for withdrawal from six-week courses offered in the second half of Winter Term.
4	ⁿ 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.	<u>1</u>	ⁿ 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.
3	Good Friday. University buildings closed.		
6	Easter Monday. University buildings closed.		
7	Comprehensive examination period begins for students in year four of the MD program.	<u>4</u>	Comprehensive examination period begins for students in year four of the MD program.
10	Last day of Winter Term classes except for students in Dentistry, Pharmacy, Nursing, the MD program and the course-based MScPT program.	<u>8</u>	Last day of Winter Term classes except for students in Dentistry, year three Dental Hygiene , Pharmacy, Nursing, the MD program and the course-based MScPT program.
	Last day of classes for Nursing theory courses offered in the second half of the Winter Term and for all 13 week undergraduate Nursing courses offered in Winter Term.	<u>11</u>	Last day of classes for Nursing theory courses offered in the second half of the Winter Term and for all 13 week undergraduate Nursing courses offered in Winter Term.
		<u>12</u>	Last day of Winter Term classes for

			<u>student in year three Dental Hygiene.</u>
13-25	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 and Augustana Faculty. Examinations other than Consolidated Examinations are held within the period April 15-24 (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>13-26</u>	Winter Term and Fall/Winter final examinations (including Consolidated Examinations) except for students in Dentistry, <u>year three Dental Hygiene,</u> Pharmacy, the MD program, and the course-based MScPT program and Augustana Faculty. Examinations other than Consolidated Examinations are held within the period April <u>14-25</u> (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).
15-24	Augustana Faculty final examinations period. Extracurricular activities sponsored by the Augustana Faculty will normally not be allowed during this period.	<u>14-23</u>	Augustana Faculty final examinations period. Extracurricular activities sponsored by the Augustana Faculty will normally not be allowed during this period.
17	Last day of Winter Term classes for students in year one of the course-based MScPT program.	<u>15</u>	Last day of Winter Term classes for students in year one of the course-based MScPT program.
	Last day of classes for undergraduate Nursing clinical courses offered in second half of Winter Term.		Last day of classes for undergraduate Nursing clinical courses offered in second half of Winter Term.
15-24	Final exam period for students in the Faculty of Law.	<u>15-26</u>	Final exam period for students in the Faculty of Law.
20-24	Clinical evaluations and required clinical replacement shifts for Undergraduate Nursing clinical courses offered in the second half of Winter Term.	<u>18-22</u>	Clinical evaluations and required clinical replacement shifts for Undergraduate Nursing clinical courses offered in the second half of Winter Term.
13-24	Clinical evaluations and required clinical replacement shifts for 13-week Undergraduate Nursing clinical courses offered in Winter Term.	<u>18-27</u>	Clinical evaluations and required clinical replacement shifts for 13-week Undergraduate Nursing clinical courses offered in Winter Term.
		<u>18-28</u>	<u>Final exam period for students in year three Dental Hygiene.</u>
24	Last day of classes and clinics for students in the third and fourth years of the DDS program.	<u>22</u>	Last day of classes and clinics for students in the third and fourth years of the DDS program.
24	Last day of classes in Winter Term for year two students in the course-based MScPT program.	<u>22</u>	Last day of classes in Winter Term for year two students in the course-based MScPT program.
27	Spring Term classes begin for students in year one and two of the course-based MScPT program.	<u>25</u>	Spring Term classes begin for students in year one and two of the course-based MScPT program.
27-May 1	Fall/Winter Term final examination period begins for year three and four Dentistry students .	<u>25-29</u>	Fall/Winter Term final examination period for <u>students in</u> year three and four Dentistry.
		<u>29</u>	Last day of classes and examinations for students in year one of the MD program <u>and students in year one and two of the DDS program.</u>
30	ⁿ Last day to apply for admission or readmission to Spring Term 201 5 for Open Studies.	<u>31</u>	ⁿ Last day to apply for admission or readmission to Spring Term 201 6 for Open Studies.

May		May	
4	Last day of classes and examinations for students in first and second year of the DDS program.		
3	Orientation for Master of Arts in Communications and Technology (MACT) students.	<u>8</u>	Orientation for Master of Arts in Communications and Technology (MACT) students.
4	Spring Term classes begin.	<u>9</u>	Spring Term classes begin.
4	MACT Spring Institute begins (three weeks).	<u>9</u>	MACT Spring Institute begins (three weeks).
4	Students attending Faculty of Nursing courses should consult with their Faculty regarding start/end, add/drop and withdrawal deadline dates.	<u>9</u>	Students attending Faculty of Nursing courses should consult with their Faculty regarding start/end, add/drop and withdrawal deadline dates.
9	Charter Day.	9	Charter Day.
11	Summer program begins for first, second and third year DDS students.	<u>9</u>	Summer program begins for students in year one, two and three of the DDS program.
4-7	Auditor registrations for Spring Term courses will be accepted only on these days.	<u>9-12</u>	Auditor registrations for Spring Term courses will be accepted only on these days.
5	Last day of classes and examinations for students in first year of the MD program.		
7	ⁿ 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.	<u>12</u>	ⁿ 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.
7	ⁿ 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>12</u>	ⁿ 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.
7	ⁿ 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>12</u>	ⁿ 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.
7	ⁿ 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>12</u>	ⁿ 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	ⁿ Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three weeks of Spring Term will be assessed full fees after this date.	<u>16</u>	ⁿ Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the first three weeks of Spring Term will be assessed full fees after this date.
15	ⁿ Spring Term Registration Deadline (for 13-week courses): Students	<u>20</u>	ⁿ Spring Term Registration Deadline (for 13-week courses): Students should seek

	should seek assistance at department offices.		assistance at department offices.
		<u>20</u>	Last day of classes and examinations for students in the second year of the MD program.
48	Victoria Day. University buildings closed.	<u>23</u>	Victoria Day. University buildings closed.
49	ⁿ Spring Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.	<u>24</u>	ⁿ Spring Term Refund Deadline (for six-week courses): Students withdrawing after this date will be assessed full fees.
49	ⁿ Last day for withdrawal from courses taught in the first three weeks of Spring Term.	<u>24</u>	ⁿ Last day for withdrawal from courses taught in the first three weeks of Spring Term.
49	Last day of classes for courses taught in the first three weeks of Spring Term.	<u>27</u>	Last day of classes for courses taught in the first three weeks of Spring Term.
22	Last day of classes and examinations for students in the second year of the MD program.		
22	Last day of classes in the MACT Spring Institute.	<u>27</u>	Last day of classes in the MACT Spring Institute.
24	Last day of program for students in fourth year of the MD program.	<u>27</u>	Last day of program for students in fourth year of the MD program.
25	Classes begin for courses taught in the last three weeks of Spring Term.	<u>30</u>	Classes begin for courses taught in the last three weeks of Spring Term.
28	ⁿ 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.		
30	ⁿ Last day for students in Law to apply for reappraisal and reexaminations of final examinations for Fall/Winter and Winter Term courses.	30	ⁿ Last day for students in Law to apply for reappraisal and reexaminations of final examinations for Fall/Winter and Winter Term courses.
31	Augustana Faculty convocation.		
June		June	
		<u>2</u>	ⁿ 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.
		<u>5</u>	Augustana Faculty convocation.
4	ⁿ Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Spring Term will be assessed full fees after this date.	<u>6</u>	ⁿ Spring Term Refund Deadline (for three-week courses): Students withdrawing from courses taught in the last three weeks of Spring Term will be assessed full fees after this date.
8	Block three and six classes begin for students in year one and two of the course-based MScPT program.	<u>6</u>	Block three and six classes begin for students in year one and two of the course-based MScPT program.
2-5	Spring Convocation, Parts I to VI.	<u>7-10</u>	Spring Convocation, Parts I to VI.
3	ⁿ Last day for withdrawal from six-week courses in Spring Term.	<u>8</u>	ⁿ Last day for withdrawal from six-week courses in Spring Term.
5	ⁿ Last day for withdrawal from courses taught in the last three weeks of Spring Term.	<u>10</u>	ⁿ Last day for withdrawal from courses taught in the last three weeks of Spring Term.
13	ⁿ Last day for Law students to file Notice of Appeal with the Vice- Dean	<u>12</u>	ⁿ Last day for Law students to file Notice of Appeal with the Vice- Dean of Law.

	of Law.		
8-11	Spring Convocation, Parts VII to XI.	<u>13-16</u>	Spring Convocation, Parts VII to XI.
11-12	Final examinations for Spring Term courses. No classes held except for students in the course-based MScPT program.	<u>16-17</u>	Final examinations for Spring Term courses. No classes held except for students in the course-based MScPT program.
15-19	Faculty of Law Appeal Hearings.	<u>18-19</u>	Faculty of Law Appeal Hearings.
15-19	Deferred examinations and reexaminations for Law courses.	<u>20-24</u>	Deferred examinations and reexaminations for Law courses.
22	ⁿ Last day for application for reappraisal of final examinations for Winter Term and Fall/Winter courses except for students in the Faculty of Law.	22	ⁿ 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	ⁿ Last day to apply for admission or readmission to Summer Term 2015 for Open Studies.	30	ⁿ Last day to apply for admission or readmission to Summer Term 2016 for Open Studies.
30	One Hundred and Eighth University year ends.	30	One Hundred and <u>Ninth</u> University year ends.

OUTLINE OF ISSUE

Agenda Title: **Proposed Changes to the Composition of the Selection/Review Committees for the Dean of the Faculty of Arts**

Motion: THAT the GFC Executive Committee approve, under delegated authority from the Board of Governors and General Faculties Council, proposed changes to the composition of the Selection and Review Committees for the Dean of the Faculty of Arts, as submitted by the Office of the Provost and Vice-President (Academic) and as set forth in Attachment 1, to take effect upon final approval.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Carl Amrhein, Provost and Vice-President (Academic)
Presenters	Carl Amrhein, Provost and Vice-President (Academic); Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic)
Subject	Composition of the Dean Selection and Review Committees for Individual Faculties, Faculty of Arts

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To amend UAPPOL Composition of Dean Selection and Review Committees for Individual Faculties (Appendix A), Faculty of Arts, of the UAPPOL Faculty Deans Selection Procedure, updating categories as follows: <ul style="list-style-type: none"> Updating the name of the student association in the Faculty of Arts. Removing reference to the Arts Administrators Council as the mechanism by which the Administrative Professional Officer (APO) is chosen for the Committee. Not all APOs in the Faculty now sit on the Council.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	UAPPOL Composition of Dean Selection and Review Committees for Individual Faculties (Appendix A), Faculty of Arts
Timeline/Implementation Date	Upon final approval.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	The UAPPOL Faculty Deans Selection and Review Procedures direct that, in matters of a routine or editorial nature, the Board of Governors and GFC delegate their authority to the GFC Executive Committee, specifying that what is of a routine/editorial nature or of a substantive nature will be determined by the Provost and Vice-President (Academic). <u>Please note:</u> Provost and Vice-President (Academic) Carl Amrhein has determined these proposed amendments to be of a <u>routine/editorial</u> nature.

Alignment/Compliance

Alignment with Guiding Documents	<i>Dare to Discover</i> and Academic Plan (<i>Dare to Deliver</i>)
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and	1. Post-Secondary Learning Act (PSLA): The PSLA gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, "over academic affairs" (Section 26(1)).

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include identifying section numbers)	<p>The <i>Act</i> provides that “[a] person shall not be appointed to, promoted to or dismissed from any position on the academic staff at a university except on the recommendation of the president made in accordance with procedures approved by the general faculties council (Section 22(2)). In addition, GFC may recommend to the Board of Governors on procedures in respect of appointments, promotions, salaries, tenure and dismissals of academic staff” (Section 26(1)(o)).</p> <p>2. Post-Secondary Learning Act (PSLA): The Board of Governors has authority to employ “officers, employees or other persons and academic staff members” (Sections 83 and 84 of the <i>Act</i>) and to appoint the President, Vice-Presidents, Deans and Registrar (Sections 81, 82, 21(1) and 20(1) of the <i>Act</i>). The Board has delegated certain of these powers.</p> <p>3. UAPPOL: The Faculty Deans Selection Procedure states: “With respect to the procedures for the selection [review] of Faculty Deans, the Board and GFC delegate their approval authority to the GFC Executive Committee for all matters of a routine editorial nature. For matters of a substantive nature, the GFC Executive Committee shall recommend to the Board Human Resources and Compensation Committee (BHRCC). The Provost and Vice-President (Academic) will determine what is of a routine/editorial or substantive nature.” (This is restated in the Faculty Deans Review Procedure.)</p> <p><u>Note:</u> As stated above (‘Notes’), the Provost and Vice-President (Academic) has determined these proposed amendments to be of a <u>routine/editorial nature</u>.</p>
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Routing (Include meeting dates)

Consultative Route	Faculty of Arts Council; Provost and Vice-President (Academic)
Approval Route	GFC Executive Committee (November 12, 2014) – for final approval
Final Approver	GFC Executive Committee

Attachments:

- Attachment 1 (page 1): Comparative Table of Proposed Changes to the Composition of the Selection/Review Committees for the Dean of the Faculty of Arts

Prepared by: Kathleen Brough, Portfolio Initiatives Manager, Office of the Provost and Vice-President (Academic), kathleen.brough@ualberta.ca

Faculty Deans Selection Procedure
Appendix A: Dean Selection Committees for Individual Faculties
Proposed Changes

Current	Proposed
<p>3) ARTS</p> <p>[...]</p> <p>g) Two (2) full-time undergraduate students. The undergraduate student representatives will be selected by the Collective Body for Arts Students using whatever method it deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the Collective Body for Arts Students to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate Representatives. The students shall come from different Departments and Programs.</p> <p>[...]</p> <p>l) One (1) full-time continuing academic staff member (Category A1.2) elected by APOs in the Faculty through Arts Administrators Council.</p> <p>[...]</p> <p>(Total members: 16)</p>	<p>3) ARTS</p> <p><i>No change until...</i></p> <p>g) Two (2) full-time undergraduate students. The undergraduate student representatives will be selected by the <u>Arts Faculty Students Association</u> using whatever method it deems suitable. Once selected, the names and contact information of these student representatives must be forwarded by the <u>Arts Faculty Students Association</u> to the Faculty Office, and the Students' Union. If the Association is unable to fill the required number of undergraduate students, then the Students' Union will be responsible for the selection of the undergraduate Representatives. The students shall come from different Departments and Programs.</p> <p><i>No change until...</i></p> <p>l) One (1) full-time continuing academic staff member (Category A1.2) elected by APOs in the Faculty.</p> <p><i>No further changes.</i></p> <p>(Total members: 16)</p>