

AGENDA

I MATTERS TO BE CONSIDERED IN CLOSED SESSION

1. Report of the Senate Committee on Honorary Degrees

The report will be distributed to members of Senate at the meeting. Documentation will be available for examination by eligible members of Senate the day preceding the Senate meeting.

The Executive Committee recommends that the report be considered in closed session at the beginning of the Senate meeting.

II CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES - FEBRUARY 1999

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The report will be available at the Senate meeting.

III MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Report of the Senate Committee on Awards

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IV MATTERS FORWARDED FOR INFORMATION

1. An Update on Libraries Consolidation

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2. Statement of Intent: Ph.D. in Natural Resources and Environmental Management

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3. Report of the Faculty Council of Graduate Studies re the University of Manitoba Graduate Fellowship

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4. Annual Report of the University Discipline Committee: 1 September 1997 to 31 August 1998

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V REPORT OF THE PRESIDENT

1. Status of Recommendations Contained in the Task Force Report

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VI QUESTION PERIOD

Senators are reminded that questions shall normally be submitted in writing to the University Secretary not later than 10:00 a.m. of the day preceding the meeting.

VII CONSIDERATION OF THE MINUTES
OF THE MEETING OF 6 JANUARY 1999

VIII BUSINESS ARISING FROM THE MINUTES

IX REPORTS OF THE EXECUTIVE COMMITTEE OF SENATE
AND THE SENATE PLANNING AND PRIORITIES COMMITTEE

1. Report of the Executive
Committee of Senate

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2. Report of the Senate
Planning and Priorities Committee

The Chair will make an oral report on the Committee's activities.

X REPORTS OF OTHER COMMITTEES OF SENATE,
FACULTY AND SCHOOL COUNCILS

1. Report of the Senate
Committee on Appeals

The Chair will make an oral report on the Committee's activities.

XI ADDITIONAL BUSINESS

1. University 1 Honour List

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2. Report of the University Discipline Committee
re Revisions to the Student Discipline By-Law

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- a) Comments of the Executive Committee

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3. Environmental Design and
Interior Design Admission Bulletins: 1999

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- a) Comments of the Executive Committee

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XII ADJOURNMENT

/sgp

CANDIDATES FOR DEGREES, DIPLOMAS AND CERTIFICATES

1. Degrees Notwithstanding a Deficiency

A list of students to be considered for degrees notwithstanding a deficiency will be distributed at the meeting.

Deans and Directors should note that they may be asked to explain the circumstances leading to the recommendations from their respective faculties or schools.

At the conclusion of discussion on the Report, the Executive Committee Speaker will make the appropriate motion.

2. Report of the Committee on Appeals

An oral report will be presented to Senate by the Chair of the Committee only if the Committee has heard an appeal which will result in the recommendation of the award of a degree notwithstanding a deficiency.

3. List of Graduands

A list of graduands will be provided to the Secretary of Senate on the day of the meeting. The list will not be distributed to members of Senate but will be open for inspection by individual members of Senate.

The list to be provided to the Secretary of Senate will be a compilation of the lists of the graduands of each faculty and school.

The Executive Committee Speaker will make the appropriate motion approving the list of graduands, subject to the right of Deans and Directors to initiate late changes with the Director of Student Records up to **5 February 1999**.



THE UNIVERSITY OF MANITOBA

FINANCIAL AID & AWARDS

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January 21, 1999

REPORT OF THE SENATE COMMITTEE ON AWARDS**PREAMBLE**

1. The Senate Committee on Awards last reported to Senate on November 18, 1998. The Committee convened again on January 5, 1999.
2. The terms of reference for the Senate Committee on Awards are found in the Senate Handbook on pages 10.11 and 10.12.

OBSERVATION

1. Nineteen new offers of awards were reviewed by the Committee and all nineteen are forwarded to the Senate for approval. Twenty amendments were reviewed by the Committee, with all twenty amendments forwarded to Senate for approval. In addition, three withdrawals were formally noted by the Committee.
2. The Committee noted that the terms of reference for the Esther Seidl Scholarship contravene the policy on Non-Acceptance of Discriminatory Bursaries and Scholarships. The policy, however, includes a provision for exceptions to be granted with the consent of the unit concerned, the Senate Committee on Awards and the Senate. Support for this award on the grounds of positive discrimination was received from the Faculty of Social Work and from the Aboriginal Students Centre (see attached). The Committee concurs with the views expressed by the Faculty and the Centre.

RECOMMENDATION

That the nineteen offers, twenty amendments and three withdrawals be approved as submitted by the Senate Committee on Awards.

Respectfully submitted,

Ewa Murphy for

J. Butcher, Chair
Senate Committee on Awards

JB/em

Comments of the Executive Committee:

The Executive Committee endorses the report to Senate.



REPORT TO SENATE**FEBRUARY 3, 1999****OFFERS****SHOWCASE AWARD**

The Office of the Vice President (Research) at The University of Manitoba offers an annual award of \$200 to the graduate student who has presented the best exhibit at SHOWCASE, a University of Manitoba fair highlighting various areas of research at the University. This award is offered for the first time in 1998, the inaugural year of SHOWCASE, to recognize outstanding accomplishments in the display of research. The best exhibit will be selected by a committee named by the coordinator of SHOWCASE in consultation with the Vice President (Research).

J. CONRAD GRIMES MEMORIAL SCHOLARSHIP

The Grimes family has established a scholarship fund at The University of Manitoba to honour the memory of Professor J. Conrad Grimes, who taught at The University of Manitoba School of Music from 1963 to 1993. The available annual income from the fund will support, in perpetuity, one annual scholarship which will be offered to a student who:

- (1) has completed at least two years of study as a full-time student at the School of Music at The University of Manitoba;
- (2) has achieved good academic standing (a minimum cumulative grade point average of 3.0);
- (3) enrolls as a full-time student at the School of Music in the year in which the scholarship is tenable.

Preference, when all else is equal, will be given to a student who has declared a major in the music history concentration.

The selection committee shall be named by, and shall include, the Director of the School of Music.

**KAREN PALIDWOR MEMORIAL FELLOWSHIP IN FOREST AND
WILDLIFE MANAGEMENT**

Through donations from Manitoba Model Forest and Pine Falls Paper Company and other friends and colleagues, a fund has been established at The University of Manitoba in memory of Karen Palidwor, who died in an automobile accident in November, 1998. Karen graduated from the Natural Resources Institute at The University of Manitoba in 1990 with a Masters Degree in Natural Resources Management, specializing in forest and wildlife management. Karen's research at The

University of Manitoba focussed on the assessment of prescribed burning versus shear-blading for elk habitat manipulation in the Duck Mountains of Manitoba. After graduation, Karen worked for the Province of Manitoba as a policy analyst with the Sustainable Development Co-ordination Unit. She then worked as an environmental / wildlife consultant in the private sector, before she began her career with the Pine Falls Paper Company Ltd. as the company's Wildlife Biologist. At the time of her death she was employed with the Pine Falls Paper Company Ltd. Karen was also very involved with the Manitoba Model Forest and chaired various committees and working groups, as well as serving as a Director on the Board of Governors of the Manitoba Model Forest. This graduate fellowship, valued at the available annual income on the fund, shall be offered each year to a student who:

- (1) is enrolled as a full-time graduate student at the Natural Resources Institute at The University of Manitoba;
- (2) is conducting research addressing wildlife / forestry management interaction in Manitoba;
- (3) is working on a thesis project which will result in a practical application of sustainable forest management, as judged by the selection committee.

Applicants will be asked to submit a summary of their thesis research to the Natural Resources Institute by the annually designated deadline date.

The selection committee shall be named by the Director of the Natural Resources Institute and shall include one representative from Pine Falls Paper Company Ltd. and one from Manitoba Model Forest. The committee must be composed of at least fifty percent University of Manitoba representatives.

CARLA THORLAKSON AWARDS

To countless persons in Canada's Foreign Service and beyond, Carla Thorlakson was a beloved friend and colleague. She represented the professionalism, the competence and the dedication to which the service aspires. Carla Thorlakson obtained her Bachelor of Commerce (Honours) from The University of Manitoba in 1973 and went on to join the Immigration Foreign Service. She was posted in Rome, London, Singapore and Ottawa. As Chief of Refugee Policy, she was instrumental in setting up the administrative frame work for the admission of some 60,000 Vietnamese refugees to Canada. She was a member of the U.S. - Canada Trade Task Force which later became part of the Trade Negotiations Office that formulated the Canada - U.S. Free Trade Agreement. As Director of International Migration, in Ottawa, she dealt with such high-profile issues as the entry of Bosnian refugees to Canada. To honour the breadth of Carla Thorlakson's intellectual interests and her professionalism, Carla's family has established a memorial fund at The University of Manitoba following her death in December, 1995. Among many other causes, the fund will support, from time to time, student awards at the University, the value and number of which will be determined by

the fund's Advisory Committee. The Advisory Committee shall be chaired by the Dean of the Faculty of Arts (or a delegate), who will also appoint the University members of the Committee. The donors (or their delegates) shall serve on the Committee for as long as they wish to be involved. The Committee must comprise at least fifty percent University of Manitoba representatives. Three types of awards may be made available from the fund, namely bursaries, undergraduate scholarships and graduate fellowships.

The Carla Thorlakson Bursary will be offered, from time to time at the discretion of the Advisory Committee, to students who:

- (1) are enrolled as full-time students at The University of Manitoba;
- (2) have achieved a minimum cumulative grade point average of 2.5;
- (3) have demonstrated experience with or an interest in studying human migration, both in Canada and throughout the world, or have conducted research into the status of women in Canada and worldwide;
- (4) have demonstrated financial need on the standard University of Manitoba application form.

Applicants for the Carla Thorlakson Bursary will be required to submit a one to two page letter along with the application form, outlining their experience with or interests in the study of human migration or the status of women. Applications will be returned to the Financial Aid and Awards Office along with a completed bursary application form and the selection committee shall be the fund's Advisory Committee.

The Carla Thorlakson Undergraduate Scholarship will be offered, from time to time at the discretion of the Advisory Committee, to students who:

- (1) have completed at least one academic session as full-time students at The University of Manitoba;
- (2) have achieved a minimum cumulative grade point average of 3.5;
- (3) have demonstrated experience with or an interest in studying human migration, both in Canada and throughout the world, or have conducted research into the status of women in Canada and worldwide;
- (4) enroll as full-time students at The University of Manitoba in the academic session in which this scholarship is tenable.

Applicants for the Carla Thorlakson Undergraduate Scholarship will be required to submit a one to two page letter outlining their experience with or interests in the study of human migration or the status of women. Applications will be returned to the Financial Aid and Awards Office and the selection committee shall be the fund's Advisory

Committee.

The Carla Thorlakson Graduate Fellowship will be offered, from time to time at the discretion of the Advisory Committee, to students who:

- (1) have applied for and been accepted to the Faculty of Graduate Studies at The University of Manitoba, or who have already enrolled as full-time students in the Faculty of Graduate Studies for at least one academic session;
- (2) have achieved a minimum cumulative grade point average of 3.5 (or equivalent) on all courses completed as part of the undergraduate and graduate programs;
- (3) have demonstrated experience with or an interest in studying human migration, both in Canada and throughout the world, or have conducted research into the status of women in Canada and worldwide;
- (4) enroll as full-time graduate students at The University of Manitoba in the academic session in which this scholarship is tenable.

Applicants for the Carla Thorlakson Graduate Fellowship will be required to submit a one to two page summary outlining their research experience with or interests in the study of human migration or their research into the status of women. Preference will be given to students who are conducting thesis research in the above outlined areas of study. Applications will be returned the fund's Advisory Committee, who will also serve as the selection committee for these awards.

BUTCH NEPON MEMORIAL BURSARY

From a bequest to the Faculty of Law by Professor Butch Nepon, a bursary fund has been created. From the available annual income from the fund, bursaries will be allocated annually to students who are enrolled in any year of the LL.B. program and who have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee shall be named by the Dean of the Faculty of Law.

PAUL AND EMILIE HERTER BURSARY

The family of Paul and Emilie Herter has established a fund at The University of Manitoba in their memory. The Herter family record dates back to 1267 in Europe. Mr. and Mrs. Herter spoke and loved the German language and they believed that the knowledge of languages and education in general would lead to a better understanding and relations between people as individuals and as nations all over the world. The available annual income from the fund will support an annual bursary which will be

offered to a student who:

- (1) has completed at least one year of study as a full-time student at The University of Manitoba;
- (2) is enrolled as a full-time student in any faculty at the University;
- (3) has completed at least one course in German offered by the Department of German and Slavic Studies;
- (4) has achieved a minimum cumulative grade point average of 2.5;
- (5) has demonstrated financial need on the standard University of Manitoba application form.

The selection committee shall be named by the Director of Financial Aid and Awards.

GRADUATE AWARD FOR EXCELLENCE IN MATHEMATICS

In honour of the retirement of two of its members and in order to support a vibrant graduate program critical to research in mathematics, the Department of Mathematics at The University of Manitoba has established a fund to provide an award for graduate students in that Department. The available annual income from this fund will support an annual award (first award to be made in the year 2000), which will be offered to a graduate student who:

- (1) has been in the Ph.D. program in the Department of Mathematics for no fewer than nine months by May 31 of the year that the award is offered, or
has been in the M.Sc. program in the Department of Mathematics for no fewer than nine months by the above date, and has been accepted to the Ph.D. program in the Department of Mathematics for the next academic session;
- (2) has demonstrated potential for excellence in research at the Ph.D. level;
- (3) has achieved the highest cumulative grade point average on all course work completed in the graduate program among the candidates meeting criteria (1) and (2) in the Department of Mathematics at The University of Manitoba.

In the event that the recipient of this award does not register as a full-time graduate student in the Department of Mathematics in the year when this award is tenable, the award may be offered to an alternate suitable candidate.

The selection committee shall be the Graduate Studies Committee of the Department

of Mathematics.

WILLIAM E. SHEETS SCHOLARSHIP AND BURSARY IN ARCHITECTURE

In memory of her husband, Mr. William E. Sheets, Mrs. Patricia Sheets has established a fund of \$160,000 at The University of Manitoba to support undergraduate students in the Faculty of Architecture. Half of the available annual income will support two scholarships of equal value (one in the Interior Design program and one in the Environmental Design program) which will be offered each year to undergraduate students who:

- (1) have completed at least one year of studies in the Faculty of Architecture;
- (2) have achieved the highest standing among all students in the Interior Design and Environmental Design programs (a minimum cumulative grade point average of 3.5 on all courses completed in the Faculty of Architecture is required);
- (3) enroll as full-time students in the Faculty of Architecture in the year in which the scholarship is tenable.

In the event that a recipient does not register as required, the award will revert to the next best qualified candidate.

The remaining half of the available annual income will be offered as bursaries. The number and value of bursaries will be determined from year to year by the selection committee. The bursaries will be offered to undergraduate students who:

- (1) have completed at least one year of study in the Faculty of Architecture;
- (2) have achieved a minimum cumulative grade point average of 2.5 on all courses completed in the Faculty of Architecture;
- (3) are enrolled as full-time students in any year in the Faculty of Architecture;
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee shall be named by the Dean of the Faculty of Architecture and may include a representative of the Financial Aid and Awards Office in the consideration of bursary selection.

SUSAN WILLIAMS SCHOLARSHIP

In honour of Susan Williams at the time of her retirement (1998) from Counselling Services at The University of Manitoba, friends and colleagues have contributed to a scholarship fund in her name. Susan began her work with Counselling Services in 1974. During her tenure here, Susan developed group programs on topics such as Assertiveness, Communication Styles and Coping with Abuse. In recent years, Susan facilitated a Scholarship Students' Orientation Group to assist top achieving first year students in making a smooth transition to University. Susan was also active in research into the Myers-Briggs Type Indicator and the learning and exam preparation styles of students. One or two awards will be offered each year, each valued at \$200, to students who:

- (1) are enrolled as full-time students at The University of Manitoba;
- (2) have achieved a minimum cumulative grade point average of 3.0;
- (3) have volunteered their time to assist with the Scholarship Students' Orientation Program and have made exceptional contributions to the Program.

The selection committee shall be named by the Director of Counselling Services.

W.E. MUIR GRADUATE TRAVEL AWARDS

In 1992, the Department of Biosystems Engineering and the Cereal Research Centre, Agriculture and Agri-Food Canada, organized an International Symposium on Stored Grain Ecosystems in Winnipeg, Manitoba. The proceeds from the Symposium, at \$18,000, were designated to establish an award fund at The University of Manitoba. Through additional donations from alumni, staff, and students, the fund has grown to over \$25,000. With a match of \$25,000 from the University of Manitoba Graduate Fellowship Matching Fund, the fund currently stands at over \$50,000. Each year, the available annual income on the fund will be disbursed in the form of awards which will assist in defraying the costs associated with travelling to a conference. The value and number of awards will vary from year to year as decided upon by the selection committee and will be based on the available annual income and the costs of individual conferences. Awards will be offered to students who:

- (1) are enrolled as full-time graduate students in the Faculty of Graduate Studies, in the Department of Biosystems Engineering;
- (2) have achieved high academic standing in course work related to Biosystems Engineering;
- (3) have been accepted to present research findings at a conference related to Biosystems Engineering.

To be considered for this award, students will submit an application letter to the Head of Biosystems Engineering before the designated due date. This letter will outline how attendance at the specific conference will benefit the student in his/her personal and research development. They will also be required to briefly summarize the scope of the project they will be presenting and will be asked to comment on their involvement with the organization or society hosting the conference.

The selection committee shall be named by the Head of the Department of Biosystems Engineering, who shall serve as Chair.

DONALD McIVOR SCHOLARSHIP

Mr. Donald McIvor offers an annual scholarship, currently valued at \$1,500, to a University of Manitoba student specializing in the area of Geological Sciences. Don McIvor was born in Winnipeg, Manitoba in 1928 and he received an honours degree in Geological Sciences from The University of Manitoba in 1950. He began work after graduation as a labourer on a seismic crew in Alberta and ended a 43-year career as Director and Senior Vice President of Exxon Corporation. In that time, Mr. McIvor held most of the available positions in the exploration function of Exxon Corporation. He was Director of the Royal Bank of Canada from 1981 until 1987. Mr. McIvor graduated from Canada's National Defence College Class XXVI in 1972/73. Since his retirement from Exxon, he has been Executive-In-Residence at the Queen's University Business School in Kingston, Ontario, and Executive Vice President of the International Executive Service Corps in Stamford, Connecticut. Currently, in 1998, Don McIvor is a Director of the International Executive Service Corps, a Director of the Northwest Oil Company in Dallas, Texas, and a Director of the National Council on Economic Education in New York City. He serves as a volunteer in business education for the Stamford Hospital System in Stamford, Connecticut.

This award in Donald McIvor's name is offered to a student who:

- (1) has completed at least one year of full-time study at The University of Manitoba and has achieved high academic standing (minimum cumulative grade point average of 3.5);
- (2) has enrolled in year two of the Honours Program in Geological Sciences as a full-time student.

The selection committee shall be the Department of Geological Sciences awards committee.

PAUL GRANT BURSARY IN ARCHITECTURE

A fund has been established through a generous donation from Mr. Paul Grant (B.Arch. / 69). Mr. Grant has found great satisfaction in his profession as an architect and is

thankful for the educational opportunities that he received at The University of Manitoba. He wishes to support and encourage students who are pursuing a career in the same field. The available annual income from the fund shall be offered as a bursary to a student who:

- (1) is enrolled as a full-time student in the third or fourth year of studies in the Faculty of Architecture, specifically in the Architecture Option;
- (2) has achieved a minimum cumulative grade point average of 2.5;
- (3) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee shall be named by the Dean of the Faculty of Architecture.

DAVE CURTIS AWARD

In honour of Dave Curtis, up to \$450 is offered each year in awards at The University of Manitoba. Dave worked as a career counsellor in Counselling Services at The University of Manitoba from 1976, when he began as a sessional appointment, until 1996. During that time, Dave helped countless students make the best of their education and training by assisting them to find the right career paths. He conducted an active research program into the issue of career indecision and he helped to establish the Career Resource Centre, under Counselling Services, which began as a small operation and now stands as a state-of-the-art facility for the benefit of all students. In the event of a tie, this award may be offered as two \$200 awards or three \$150 awards. In years when only one candidate meets all of the award criteria, one award valued at \$200 will be offered. These awards will be offered to students who:

- (1) are enrolled as part- or full-time students at The University of Manitoba;
- (2) have achieved a minimum cumulative grade point average of 2.5;
- (3) have volunteered at the Career Resource Centre at The University of Manitoba and have made exceptional contributions to the Centre.

NOTE: The primary criterion for selection of recipients for this award will be the quality of the contributions made by the volunteer to the Career Resource Centre.

The selection committee shall be named by the Director of Counselling Services.

ESTHER SEIDL SCHOLARSHIP

From the testamentary gift of Esther Seidl and through gifts in her memory, a fund has been established for the purpose of providing assistance to First Nations graduate students in the Faculty of Social Work. Ms. Seidl was a graduate student in Social

Work, having completed her Master of Social Work degree in February of 1997. She died on May 22, 1997. The available annual income from the fund will support scholarships, the value and number of which will be determined annually by the selection committee, for students who:

- (1) are First Nations students;
- (2) are enrolled as full-time students in the Master of Social Work or Ph.D. program in Social Work;
- (3) have completed all courses required for the degree and have achieved a minimum cumulative grade point average of 3.0 on these courses;
- (4) are working on the thesis or practicum portion of their degree requirements.

Applicants will submit a letter of application for this scholarship along with supporting letters from two individuals currently employed in a First Nations' Health and Social Service Agency.

The selection committee shall be named annually by the Dean of the Faculty of Social Work. It shall include a graduate student, a faculty member who is familiar with First Nations child welfare issues, and a representative of a First Nations Social Service Community.

FREDA AND REGINALD HARDISTY ENTRANCE SCHOLARSHIP

A fund has been established at The University of Manitoba by Pamela Hardisty to honour her parents, Freda and Reginald Hardisty. Mr. and Mrs. Hardisty lived in the Interlake Region, near Mulvihill, from 1919 until 1940. During the first four years, they were homesteading after Reginald's release from the Canadian Army. Between 1923 and 1940, Reginald was employed as a book keeper and clerk at a general store while his daughter, Pamela, grew up in Mulvihill. The available annual income on this fund will support an entrance scholarship which will be offered annually to a student who:

- (1) is a resident of the Interlake Region of Manitoba and has graduated from a high school in that area (School Divisions of Evergreen - Arbor, Gimli, Riverton; Interlake - Stonewall, Warren, Teulon; Lakeshore - Ashern, Eriksdale, Lundar, Fisher Branch; or Whitehorse Plain - St. Laurent, St. Paul's [Elie])
- (2) has achieved the highest average on courses used for admission to the University of Manitoba among the students from that area of the province, with a minimum average of 85 percent;
- (3) has enrolled in any program of study leading to a degree at The University

of Manitoba as a full-time student.

In a year when the recipient of this scholarship does not register as required, the scholarship will be offered to the next eligible candidate.

The selection committee shall be named by the Director of Financial Aid and Awards.

MURPHY SCHOLARSHIP IN GRADUATE RESEARCH IN ONCOLOGY NURSING

Through a gift from The Murphy Foundation Incorporated and matching funds from the University of Manitoba Graduate Fellowship Matching Fund Program and the Manitoba Scholarship and Bursary Initiative, a fund has been established at The University of Manitoba to support graduate research in the area of Oncology Nursing. Each year, two scholarships, each valued at half of the available annual income on the fund, will be offered to students who:

- (1) are enrolled as full-time graduate students in the Faculty of Graduate Studies (Masters or Ph.D. program), either in Nursing or in an interdisciplinary Ph.D. program with a focus on Nursing;
- (2) have achieved a minimum cumulative grade point average of 3.0 (or equivalent) on all courses completed both in the graduate and undergraduate program;
- (3) are conducting or are planning to conduct research in the area of Oncology Nursing.

The recipients of this award may hold it with any other award. Eligible students will be required to submit a letter of application to the Faculty of Nursing. The application letter will provide a summary of the research that the student is conducting or plans to conduct and will outline the relevance of the research to the study of Oncology. The Faculty of Nursing will set the deadline date for applications each year.

This fund will be administered according to the investment policies and practices currently employed by The University of Manitoba for all other endowment funds.

The selection committee shall be named by the Dean of the Faculty of Nursing and shall include Ms. Elizabeth Ann Curry, the Director of the Murphy Foundation (or a delegate, who does not necessarily have to be a representative of the Foundation). In the future, when Ms. Curry is no longer the Director of the Foundation, other Directors (or delegates who do not necessarily have to be representatives of the Foundation) shall serve on the selection committee. The selection committee must always comprise at least fifty percent University of Manitoba representatives.

R.H. BETTS UNDERGRADUATE BURSARY IN SCIENCE

Dr. Robert Holladay Betts has established a fund at The University of Manitoba to support undergraduate students in the Faculty of Science. Dr. Betts was formerly Head of the Department of Chemistry at The University of Manitoba and a member of the Board of Governors. Dr. Betts retired from The University of Manitoba in 1980. The available annual income from this fund will provide bursaries, the number and values of which will be determined from year to year, to students who:

- (1) are enrolled as full-time students in any year in the Faculty of Science;
- (2) have achieved a minimum cumulative grade point average of 2.5 (or equivalent);
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee shall be named by the Dean of the Faculty of Science, and may include the Dean (or delegate).

IRENE AND HARRY WALSH, Q.C., BURSARY

Harry Walsh and his family have established a fund at The University of Manitoba to provide bursary assistance to students in the Faculty of Law. Bursaries, of varied value and number, will be offered to students who are enrolled in the third year of the LL.B. program, who have achieved high academic standing in the course Criminal Law (currently numbered 45.114) and who have demonstrated financial need on the standard University of Manitoba bursary application form. The selection committee shall be named by the Dean of the Faculty of Law.

EXPERIMENTAL LAKES AREA UNDERGRADUATE AWARD

Through a generous donation from Michael Paterson and his wife, Gail Asper, a fund has been established at The University of Manitoba to encourage undergraduate interest in research at the Experimental Lakes Area (ELA) in northwestern Ontario and to foster connections between The University of Manitoba and ELA. Each year, the annual available income from the fund will be used to provide an award to a student who:

- (1) has completed at least one year of study as a full-time student at The University of Manitoba and has achieved a minimum cumulative grade point average of 3.5;
- (2) has applied for a summer research placement at ELA and has been accepted;

- (3) enrolls as a full-time student in the academic session following the summer in which the research placement is completed.

This award may be held with any other award. Each year, a portion of the award value will be disbursed to the student upon the commencement of the summer research placement and the remaining amount will be disbursed upon registration at The University of Manitoba the following fall. The proportion will be decided by the selection committee from year to year.

Applicants will be judged on the academic standing of the student, as well as on the relevance of the field of study the student is pursuing for his / her undergraduate degree to research carried out at ELA. Applications will comprise a curriculum vitae, a transcript, a short letter outlining the experience that the student has in areas related to ELA research, and the relevance of the student's field of study at the undergraduate level to the research at ELA. Applications for renewal are encouraged, and repeat applicants must provide a brief summary of the benefits they received from holding the ELA Undergraduate Award in the past.

The selection committee shall be named by the Manager of the ELA research unit.

In the event that the ELA research unit closes, funds in the ELA Undergraduate Award fund will be used to support scholarships in an area of environmental science at The University of Manitoba. The Board of Governors of the University of Manitoba has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so.

AMENDMENTS

G. SYDNEY HALTER, O.C., Q.C., MEMORIAL BURSARY

Upon request from the donor of this bursary, the value of the bursary is to increase from \$200 to \$300 for the 1999-2000 academic session.

AARON CARDINELL SCHOLARSHIP

With permission of the donor of this award, an addition is to be made to the terms of this award. In the future, if two or more candidates are tied for this award, the award may be equally split between the tied candidates.

D'ARCY McCAFFREY, Q.C. MEMORIAL AWARD

The terms of reference for this award are to be amended slightly to state that at least 50 percent of the available annual income will be used to provide bursary assistance to students in the Faculty of Law, rather than saying that at least \$2,000 of the income will be used for bursaries.

APOTEX INCORPORATED BURSARY / SCHOLARSHIP

The names of these awards will be amended to Apotex Inc. / PACE Bursary and Apotex Inc. / PACE Scholarship.

HILDA ELIZABETH JAMES BURSARY

There are currently two awards under this name in the Faculty of Science. One of the bursaries in Science is for students entering the Faculty directly from high school. As this no longer occurs due to University 1, the entrance bursary is to be withdrawn and, instead, two bursaries will now be offered to students who are either continuing in the Faculty of Science or who have entered the Faculty from University 1. Thus, the number of awards remains the same.

INTERPROVINCIAL PIPE LINE COMPANY BURSARIES

As the name of the donor company for these bursaries has changed, so will the name of these bursaries change. The bursaries will now be called the Enbridge Pipelines Inc. Bursaries.

UNIVERSITY OF MANITOBA FACULTY ASSOCIATION BURSARIES

As per instructions from the University of Manitoba Faculty Association, three bursaries valued at \$1000 each will be offered from time to time starting in the 1998-99 academic session. In the past, six bursaries of \$1,000 were offered by UMFA. These bursaries have not been funded for several years and are now being reinstated.

AGRONOMY AWARD

As per the donors of this award, the Canadian Association of Agri-Retailers, the value of this award is to increase from \$500 to \$1,000, tenable in the spring of 1999.

GORDON P. OSLER FUND

As the available annual income from this fund has reached levels high enough to support several annual awards, the terms of reference for this award will be amended to state that the selection committee for this award has the discretion to decide the number of awards and values of each award offered each year, based on the available annual income.

RICHARD NOONAN PRIZE

With the approval of the donor of this prize, the terms of the prize shall be amended to state that the prize will be valued at the available annual income rather than at \$500.

LIFE UNDERWRITERS ASSOCIATION OF CANADA
PRIZE FOR INSURANCE LAW

As the name of the Association has changed, the name of this prize is also changing to The Canadian Association of Insurance and Financial Advisors Prize for Insurance Law.

WALTER E. KROEKER SCHOLARSHIP IN EIGHTEENTH-CENTURY
LITERATURE and the WALTER E. KROEKER PRIZE IN
SAMUEL JOHNSON STUDIES

Due to additional funding, the financial commitment to these two awards will be extended from three years (1997-2000) to five years (1997-2002). The terms of reference will remain unchanged at this time.

ISBISTER UNDERGRADUATE SCHOLARSHIPS

As the following Faculties and Schools are not currently included on the list of Schools and Faculties which award the Isbister Undergraduate Scholarships, they are to be added to the list:

Faculty of Education (2 awards)
 School of Dental Hygiene
 Faculty of Social Work
 School of Medical Rehabilitation (2 awards - one for each program)

In addition, the Environmental Design program in the Faculty of Architecture will now receive two awards instead of three.

IRVING L. HECHTER MEMORIAL BURSARY

With the permission of the donors of this bursary, the terms of this bursary will be amended to allow more than one student to benefit from the available annual income from this fund. As the levels of the income are sufficient to support more than one bursary, the terms will now state that the numbers and value of bursaries will be decided by the selection committee each year, dependent on available funding and the needs of the applicants.

W.J. CHRISTIE MEMORIAL BURSARY

Due to the current financial status of this bursary fund, the number of awards and their values will be increased. The terms will state that the number and value of bursaries will be determined from year to year by the selection committee and these decisions will be made dependent on available annual income from the fund. In addition, since this bursary fund was established in 1966, the academic units in the Faculty of Engineering have expanded their areas of focus and the terms of this award should reflect the current designations of the Departments. Thus, these bursaries will be available to

students in the Departments of Civil and Geological Engineering, Electrical and Computer Engineering and Mechanical and Industrial Engineering. A paragraph will also be added to the terms to acknowledge the recent contribution to this fund. Finally, reference to a deadline date for application will be eliminated from the terms, as this date is subject to change in future years.

PATRICIA CARD MEMORIAL BURSARY

The donors of this award have instructed The University of Manitoba to disburse the remaining monies in this endowment account, after which time the bursary will be formally withdrawn. Thus, in the 1999-2000 academic session, the remaining monies in this account will be disbursed as two bursaries of equal value.

A.S.M. AWARD

The recipients of this award in 1998 and 1999 are to receive a cash award of \$500 each along with the prize of an American Society for Metals Handbook. After these two recipients receive the \$500 awards, future award winners will receive the Handbook only.

CARSWELL COMPANY LIMITED PRIZES IN LAW

In order to clarify the nature of these prizes, an addition will be made to the terms of reference stating that these prizes are in fact book prizes. The book gift certificates that are presented to the first and second year recipients are valued at \$250 each and the book gift certificate presented to the third year recipient is valued at \$500. There is no cash prize include with any of these book prizes. The name of each award will also be amended to reflect that these prizes are in fact book prizes.

HELGA NIELSON WESTDAL MEMORIAL BURSARY

With the permission of the donor contact for this bursary, the terms of reference will be amended to state that this bursary will be open to students in the third or fourth year of the program in the Faculty of Agricultural and Food Sciences. Preference shall still be given to a student with an interest in Horticulture.

WITHDRAWALS**WINNIPEG JETS SCHOLARSHIP**

After this scholarship is awarded this year (1998-99) for the last time, the award is to be withdrawn, upon a request from the donors of the award.

UPJOHN ACHIEVEMENT AWARD

Upon request from the donor of this award, Pharmacia & Upjohn, this award in the Faculty of Medicine is to be withdrawn.

HARRY WALSH, Q.C., PRIZE

Upon instruction from the donor, this prize is to be withdrawn in favour of establishing the IRENE AND HARRY WALSH, Q.C., BURSARY.

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THE UNIVERSITY OF MANITOBA

FACULTY OF SOCIAL WORK

Winnipeg, Manitoba
Canada R3T 2N2Tel: (204) 474-7050
Fax: (204) 474-7594
E-Mail: Social_Work@UManitoba.CA

January 6, 1999

TO: Ewa Morphy
Awards Establishment Coordinator

FROM: Don M. Fuchs, Dean
Faculty of Social Work *DF*

SUBJECT: Esther Seidl Scholarship

I am forwarding for review by the Senate Committee on awards the attached signed Terms of Reference for the above named Scholarship. In addition, this memo shall serve as my statement of strong support for the establishment of this award.

In the Faculty of Social Work we have worked very consciously and deliberately at increasing the number of aboriginal students in programs. Our strategies have been quite successful at the BSW level. However, we have not been as successful in attracting aboriginal and First Nations people to our MSW program.

Esther Seidl was one of our MSW students who for many years worked for First Nations Social Service agencies. She was acutely aware of the shortage of aboriginal people with MSW degrees and the great need for aboriginal peoples with advanced knowledge of social work practice to practice in the rapidly growing First Nations Health and Social Services agencies. The movement to self government in First Nations communities has created a rapidly growing health and social service sector in First Nations Communities. There is a great need for First Nations peoples with advanced social work practice skills for practice in these agencies. The 1996 Census data indicates that Aboriginal people constitute about 12- 15% of the population of the Province of Manitoba. We only have approximately 3% of our MSW student body who are Aboriginal people. This Scholarship will help us work towards rectifying this imbalance and will provide an important resource to assist in increasing the number of First Nations people with the professional preparation to assume the role of administrators, supervisors and senior practitioners in these agencies.

I trust these comments provide some indication of the intent of this award. If you require any clarification of the above comments or any further information please do not hesitate to contact me at 9869.

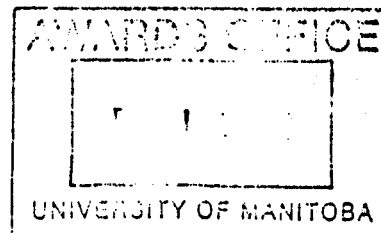




THE UNIVERSITY OF MANITOBA

December 2, 1998

STUDENT AFFAIRS
Aboriginal Student Centre



537 University Centre
Winnipeg Manitoba
Canada R3T 2N2

Tel: (204) 474-8850
Fax: (204) 275-3142
E-Mail: asc@umanitoba.ca

Chair, Senate Committee of Awards
c/o Ms. Ewa Morphy
Financial Aid & Awards
4th fl-University Centre

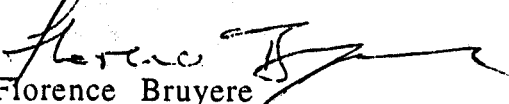
Dear Senate Committee:

Please accept this letter as formal support for the need of more scholarships and bursaries specific to Aboriginal students. As the Director of the Aboriginal Student Centre I can speak confidently that the Aboriginal students at the University of Manitoba have very different needs than the general population. True equity, a value often voiced at this university, must account for these differing needs. I need not repeat the reasons for our situation but refer you to previous letters of support should it be required.

Let it suffice to be known that the reasons for our underrepresentation and lower retention rates are rarely academic, students leave because of financial problems and lack of cultural supports (see Royal Commission on Aboriginal Peoples, Volume 3). This fact alone warrants the need for the development of many scholarships and bursaries, and specifically supports the need for the proposed Esther Seidl Scholarship.

Please note that many First Nations students cannot obtain funding for education due to the cap on government funding. It is even more difficult to get any support from First Nation communities to obtain a second degree (whether that be a professional or graduate degree). I trust that Ms. Esther Seidl understood the difficulties inherent for Aboriginal peoples in education and wishes to support, in a very pragmatic way, the chances of Aboriginal graduate students in Social Work. Given that the University of Manitoba also outlines this awareness and commitment to the recruitment and retention of Aboriginal students in the President's Task Force I can foresee no reason to denounce an opportunity to provide such valuable assistance to a deserving student.

In education, mee-gwetch/thank you


Florence Bruyere
Director, Aboriginal Student Centre



THE UNIVERSITY OF MANITOBA

THE LIBRARIES

COPY

Room 156
Elizabeth Dafoe Library
Winnipeg, Manitoba
Canada R3T 2N2

Tel: (204) 474-9881
Fax: (204) 474-7583

DATE: December 3, 1998

TO: James S. Gardner, Vice-President (Academic) and Provost

FROM: Carolynne Presser, Director of Libraries *Carolynne Presser*

RE: Libraries Consolidation, An Update

Under the program of consolidation of the Libraries recommended by Senate and approved by the Board the following activities have been undertaken to date. I have also included work yet to be done. Given the timing of the Pan Am Games and the Nursing Faculty's temporary location in the Dafoe Library, I anticipate that the Consolidation program will not now be completed until 2000/2001.

PHASE I

1. During the summer of 1996, construction, renovation and collection consolidation was undertaken in the Engineering Library. The monograph collection and all but the most recent 3 years of bound periodicals were move to the Science Library. The study space in the Engineering Library was converted to reference and stack space, one new office, a meeting room and two group study rooms were constructed. The circulation area and existing staff offices were renovated. The old reference and bound periodicals areas were converted to study space and a computer classroom was built.
2. In the Science Library, shelving was moved and additional shelving added. At the same time, 20 year old carpeting on floors 3, 4, and 5, which was crumbling and torn was replaced. A massive, two week long shift of the collection was carried out, with 13 temporary staff hired to measure the collection, pack up the volumes being moved from Engineering and unpack and integrate the materials into the existing collection in the Science Library. At the end of the summer, the Science Library was renamed the Sciences & Technology Library, and the D. W. Craik Engineering Library became a section of that Library.

PHASE II

1. This stage involved the re-orientation of sections within the Elizabeth Dafoe Library located on the first and second floors and began in the spring of 1998. The Reference Collection was shifted around, including the microform collection of machines and equipment, demolition of walls and rooms and the construction of offices and two

computer classrooms were completed. The highlight of the Spring was the move of the Government Publications Collection from the second to the first floor, accomplished by packing the collection into blue bins and sending them over the second floor balcony using a pair of scissor lifts.

2. Over the summer, staff were relocated, carpet laid and an "Information Commons" area was created by centralizing much of the computing workstations on the first floor close to the information desk.

3. The final plank in the Phase II program consisted of the move of the Education collection into the Dafoe Library. Located temporarily on the mezzanine of the second floor, the collection will remain there until the Nursing Faculty vacates the Dafoe Library. Then the collection will be integrated into the rest of the Dafoe stacks.

4. Completing Phase II involved the creation of the "Knowledge Information Centre" in the old Education Library space. Construction of a computer classroom, creation of an information desk, rewiring the circulation desk area, painting, and carpeting have created an innovative space for the students and faculty in Education and Physical Education & Recreation Studies.

PHASE III

Projects to be completed during 1999/2000 include: additional work in the Dafoe Library, replace 3M security gates in the Education library and create a computer classroom in the Sciences & Technology Library. In addition, the construction of the Remote Site Storage Facility will also be undertaken during this period.

PHASE IV

Projects to be completed during 2000/2001 include: completion of Dafoe Library by shifting the entire collection to integrate the Education Library and the Management Library Collection and create one continuous flow of material; create appropriate spaces in the Management Library (computer classroom) to transform that Library into a Management Information Centre.

PHASE V

The remaining piece of the Libraries Consolidation Program is the construction of a new facility: an Architecture/Fine Art & Music Library. The timing of this project depends on the success of the University's capital campaign.



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THE UNIVERSITY OF MANITOBA

OFFICE OF THE PRESIDENT

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2

Fax: (204) 275-1160

14 December 1998

Dr. Leo LeTourneau
Executive Director
Council on Post-Secondary Education
418-155 Carlton Street
Winnipeg, Manitoba
R3C 3H8

Dear Dr. LeTourneau,

Statement of Intent: Ph.D. in Natural Resources and Environmental Management

On behalf of The University of Manitoba, I am pleased to attach a Statement of Intent with respect to a new Ph.D. program in Natural Resources and Environmental Management.

For many years, our Natural Resources Institute has offered a widely-regarded Masters degree in Natural Resources Management. In addition, our Faculty of Graduate Studies has organized for several individuals studies leading to an interdisciplinary Ph.D. in natural resources management; currently, we have four students pursuing such degrees. Based on our experience and making use of our existing academic staff and research infrastructure, The University is keenly interested in developing a formal Ph.D. program in this area, with particular specializations as noted in the attached statement of intent.

We believe this new program will greatly expand the opportunities available to our students, and will help meet growing demands for persons qualified in this rapidly expanding area of specialization. Moreover, a new Ph.D. program in this field has been identified as a high priority by the University's Task Force on Strategic Planning.

...2

If any additional information is required during your Council's consideration of this request, please do not hesitate to contact us directly.

Sincerely yours,



Richard Lobdell
Acting Vice-Provost (Programs)

Encl.

cc Emőke J.E. Szathmáry, President
 James S. Gardner, Vice-President (Academic) & Provost
 Karen C. Ogden, Vice-Provost (Academic)
 Slobodan Simonovic, Director, Natural Resources Institute
 Fernando de Toro, Dean, Faculty of Graduate Studies
 E.O. Anderson, Secretary of Senate

Institution

- ## Program Overview

- What articulation, block transfer or credit transfer arrangements will you be looking at developing for this program?
We will be following rules and regulations established by the Faculty of Graduate Studies.

Specific Program Information

1. Program Description

- Describe the program and its objectives:

The proposed Ph. D. program in natural resources and environmental management will be unique at the University of Manitoba in its overall concept and design. Objectives of the proposed program, described as considering the 'complete' picture in environmental matters from the perspective of several disciplines at the same time, require that the traditional walls among University departments be lowered for the benefit of the research and the student. The main goal will be to improve the quality of graduate student research and associated activities in natural resources and environmental management through enhanced collaboration among University Departments.

The program will make a unique contribution to the academic and general community because it will be the only Ph. D. program at the University of Manitoba (and central Canada) with the focus upon preparing graduates for interdisciplinary research and teaching in natural resources and environmental management. The program will emphasise areas of research relevant to Manitoba and western Canada. An example is the delivery of indigenously-controlled and culturally relevant services to Aboriginal peoples.

- Provide an overview of the content to be taught in this program:

The proposed program will focus on research in three areas of natural resources and environmental management:

- Sustainable management of water resources. Natural resource and environmental systems modeling (simulation, optimization and multi-criteria analysis). Decision support for water and environmental systems management.
- Community-based resource management. Natural resource conservation. Natural resources policy and decision-making.
- Management of wildlife and their habitats. Conservation of biodiversity. Ecosystem-based approaches to natural resources and environmental management

2. Enrollment

- What is the program's initial projected enrollment? Minimum of 4 students (transfer from the current Interdisciplinary Program). Maximum 6 students.

- What is the projected enrollment for the 2nd and 3rd years? Our expectation is 5 students per year.

- Describe the expected student profile? Students interested in inter-disciplinary studies related to (a) water resources management; (b) community-based resource management; and (c) management of wildlife and their habitats.

3. Labour Market Information

- What labour market need is the program expected to meet?

Academia; Government; NGO (like Ducks Unlimited); and some larger consulting companies.

- Are there currently jobs in Manitoba in this field?

☒ YES

☐ NO

Academia; Government (Department of Natural resources and department of Environment).

- What is the future job forecast for individuals with this education/training/credential?

Our prediction is that 4 to 5 positions will be available within the Province and about 50 within Canada per year.

- How does this program fit with Manitoba's stated economic, social and other priorities?

This proposal addresses a need which has existed at the University of Manitoba for several years respecting a Ph. D. degree program in the area of natural resources and environmental management. This area of interest has evolved in the North American context over the past century, and has become an essential component of many Universities across the continent. Guided by the wants and aspirations of society and the demands from industry and government, natural resources and environmental management has developed into a field of expertise that is sought out by students and deemed important to public and private sector policy and decision-makers. The field is diverse and interdisciplinary in extent, and by definition involves collaborative efforts among various academic components of the University.

- What agencies, groups, institutions will be consulted regarding development of the program?

University of Manitoba Faculties of Science, Agriculture and Engineering; Manitoba Department of Natural Resources; Ducks Unlimited; Manitoba Hydro; University of Winnipeg; and other institutions.

- Is there any other information relevant to this program ?
No.

Financial Information

- Projected Program Costs: Salary \$25,000 (o.5 FTE)
 Operating
 Capital
 Total cost \$25,000
- Projected Program Revenue: Tuition \$18,000 per year with current Fees
 Other_
 Total revenue \$18,000 per year

Submitted by:

R.A. LOBDELL

Name (print)

Acting Vice-Provost (Programs)

Position

R.A. Lobdell

Signature

14 Dec 98

Date



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University of Manitoba

FACULTY OF GRADUATE STUDIES
Professor Fernando de Toro, Ph.D.
Dean

500 University Centre
Winnipeg, Manitoba
CANADA, R3T 2N2
Phone: (204) 474-9887
Fax: (204) 474-7553
E-Mail: FdeToro@ms.Umanitoba.ca

MEMORANDUM

Date: December 17, 1998

To: Ed Anderson, Senate Secretariat, Engineering Bldg.
From: Dr. Fernando de Toro, Dean, Faculty of Graduate Studies *FdT*
Subject: MOTION – FROM FACULTY COUNCIL OF GRAD. STUDIES – RE AWARDS

On December 4, 1998, Faculty Council of Graduate Studies passed the following motion:

THAT, the U. of M. Graduate Fellowship (UMGF) be increased to \$16,000/year for Ph.D. students and \$10,000/year for Masters students.

Reasoning: Please see attached details and statistics.

Could you please bring this to the attention of Senate for information at their next meeting?

Thank you very much.

FdT/jc

Atts.



Faculty of Graduate Studies

The University of Manitoba

Re-Structuring the University of Manitoba Graduate Fellowship

Prepared by

Dr. Fernando de Toro, Dean

November 15, 1998

The situation is even more critical regarding our inability to attract new students to our university. Last year we failed to recruit approximately 100 Ph.D. students despite the fact that they preferred our programs to those of other institutions in Canada.

By increasing the current value of the Ph.D. fellowship we will become competitive in more than one way:

- By having a larger amount of money to offer to students, we will be in a better position to attract and retain outstanding students to our programs.
- Due to the number of strong students coming to our programs, several of them should be successful in obtaining either SSHRC and NSERC Fellowships, which in turn will free up several UMGFs per year.
- Due to the increase in both Fellowships, research funds currently being used to top up the UMGF could be used for other research purposes.
- We will be also increasing the number of funded students since \$100,000 of new money is being allocated to the UMGF for the next 7 years.

The proposed increase in the value of the UMGF will initially reduce the number of new Masters and Ph.D. UMGFs awarded. In the academic year of 1998-1999 we awarded 79 Masters and 59 Ph.Ds. UMGFs for a total of 138 new students. Under the new allocation a gradual increase of graduate students will occur during the next three years, as follows.

1999-2000: 69 new awards

2000-2001: 72 new awards

2001-2002: 76 new awards

Each year, \$100,000 of new money will be added to the UMGF until it reaches \$1,000,000.00.

B) Increase the number of highly qualified Ph.D. students

Currently we have approximately 1,300 Full Time Master students and 500 Full Time Ph.D. students enrolled in our graduate programs (and 65 PT MAs and 583 PT Ph.Ds). It is widely felt that a concerted effort should be made to attract better and more Ph.D. students in our Doctoral Programs. It is in the recruitment of Ph.D. students where we are not performing as well as we should and can.

We are proposing that next year's funding be allocated so as to enable us to recruit more Ph.D. students, because it is here where we have serious problems. This academic year alone we were unable to recruit/retain approximately 200 Ph.D. students.

**REQUESTED STATISTICS FOR THE BOARD OF GRADUATE STUDIES
REGARDING RECOMMENDATION TO INCREASE U OF M FELLOWSHIPS**

HISTORY

If the value of UMGFs had been at \$16,000/yr. and \$10,000/yr., the following numbers of new students would have received funding:

1996/97

Actual number of new students funded for this year was 127.

Monies available for disbursement (including the Duff Roblin and the carryover) \$1,848,858

Total renewals	76
	54 PhDs
	22 Masters

If funding had been increased to \$16,000 and \$10,000

Required for renewals	\$1,404,000
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Remaining for new	444,858
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Assuming that equal numbers of PhDs and Masters students were funded that year, a total number of 35 new awards would have been made that year.

1997/98

Actual number of new students funded for this year was 115.

Monies available for disbursement \$1,891,192

Total renewals	94
	68 PhDs
	26 Masters

If funding had been increased to \$16,000 and \$10,000

Required for renewals	\$1,348,000
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Available for new	\$ 543,192
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Assuming that equal numbers of PhDs and Masters students were funded that year, a total number of 42 new awards could have been made.

PROJECTIONS USING FOR THE NEXT THREE YEARS

Total number of students funded in 1998/99 - 217

Using an average carryover of \$34,000 and annual increase of \$100,000.

Based on last year's budget if increases had been at \$16,000 and \$10,000:

43% of budget was spent on new awards

57% spent on renewals.

1999/2000

Total available for disbursement \$2,091,807

For UMGFs at \$16,000 and \$10,000

Available for new awards \$ 899,477

Funding equal nos. of PhDs and Masters would give us 69 new awards.

Total no. of renewals - 92

Total number of students funded that year - 161

2000/2001

Total available for disbursement \$2,191,807

@ \$16,000 & \$10,000

72 new awards (96 renewals) = 168

2001/2002

Total available for disbursement \$2,291,807

@ \$16,000 & \$10,000

76 new awards (100 renewals) = 176

Please note that the above projections for new awards will increase, because by decreasing new awards every year, the renewals will also decrease, leaving more funds for new awards.

FUNDING AT OTHER INSTITUTIONS

University of Saskatchewan

A portion of their budget is allocated to departments to use at their own discretion for top-ups etc.

They do not automatically offer TAs or RAs along with the Fellowships.

Current values are:

PhD \$15,600.00/yr.

Mst. \$12,000.00/yr.

University of Toronto

90% of the U of T Fellowship budget is allocated to departments for scholarships with the recommendation that no scholarship offered be less than \$1,000.00/yr.

Average value offered:

PhD \$10,000.00/yr plus TA or RA

Mst No figure given. Masters students may receive small scholarships along with RA and TA, but preference is given to PhD students. Masters students with good funding, normally obtain these scholarships externally.

Normally departments are able to promise students a total stipend consisting of scholarship, TA and RA (normally to PhDs). These can range anywhere from \$10,000.00 to \$20,000.00/yr. Maximum number of years for PhD funding is 5 years.

Departments may also use these funds for top-ups to national awards.

University of British Columbia

The general scholarship budget funds PhDs and Masters at the same level: \$15,000.00/yr. renewable for one year only.

From the general competition, the exceptional student are selected to receive the large award such as the Killam valued at \$20,000.00/yr.

Students cannot hold 2 major awards (\$10,000 or more) simultaneously.

TAs and RAs are at departmental discretion. Are allowed to earn another \$5,000.00 if they hold a scholarship.

National awards are not topped up by Graduate Studies.

NEW UMGFs AWARDED IN THE LAST THREE YEARS**BY FACULTY/DEPARTMENT****Faculty of Agricultural and Food Sciences**

	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
Agr.Economics & Farm Managemnt	0	0	0
Animal Science	4	0	2
Entomology	1	0	1
Food Science	3	1	1
Plant Science	3	0	3
Soil Science	2	4	0
TOTAL	13	5	7

Faculty of Architecture

	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
Architecture	4	5	2
City Planning	1	0	1
Interior Design	0	0	0
Landscape Architecture	1	3	1
TOTAL	6	8	4

Faculty of Arts

	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
Anthropology	2	2	2
Classics	0	1	0
Economics	2	5	2
English	6	4	3
Fr., Sp., & Italian	2	1	2
Geography	3	4	5
German & Slavic Studies	0	0	0
History	0	3	8
Icelandic	1	0	0
Linguistics	4	1	2
Philosophy	0	1	2
Political Studies	1	2	1
Public Admin.	1	2	2
Psychology	8	8	8
Religion	1	4	4
Sociology	1	3	2
TOTAL	32	41	43

Faculty of Dentistry

	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
Dent.Diagn.& Surg.Sc.	0	1	2
Oral Biology	0	1	1
Restorative Dentistry	0	0	0
TOTAL	0	2	3

Education

	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
Curr: HSS	1	0	0
Curr: MNS	1	1	0
Ed.Admin./Psychology	3	2	0
Education PhD	3	0	1
TOTAL	8	3	1

Engineering

	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
Biosystems Eng.	1	1	2
Civ.& Geol.Eng.	2	3	6
El.& Comp.Eng.	12	10	3
Mech.& Ind.Eng.	6	3	3
TOTAL	21	17	14

Human Ecology

	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
Clothing & Text.	0	1	0
Family Studies.	1	2	2
Foods & Nutr.	1	1	0
TOTAL	2	4	2

Interdepartmental & Interdisciplinary Programs

	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
Interdept.PhD in Fds.& Nutr.Sc.	1	2	2
I.D.P.	4	2	7
Native Studies IDP	0	0	2
TOTAL	5	4	11

LAW

	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
	0	0	0

MANAGEMENT

	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
Faculty based M.B.A.	0	0	1
Faculty based PhD	3	0	1
Accounting & Finance	0	0	0
Warren Ctr.Actuarial	0	0	5
Business Administration	0	0	0
TOTAL	3	0	7

<u>MEDICINE</u>	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
Bioch. & Mol. Biol.	2	1	1
Comm. Hlth. Sc.	0	1	4
Human Anatomy & Cell Sc.	0	1	1
Human Genetics	1	0	1
Immunology	1	1	0
Medical Microbiology	2	0	1
Medical Rehab.	1	0	1
Pathology	0	0	0
Pharm. & Ther.	0	1	3
Physiology	2	3	5
TOTAL	9	8	17
	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
<u>NATURAL RESOURCES INSTITUTE</u>	4	1	5
	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
<u>NURSING</u>	2	2	2
	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
<u>PHARMACY</u>	2	1	1
	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
<u>PHYSICAL ED. & RECR. STUD.</u>	1	0	0
<u>SCIENCE</u>	<u>1996/97</u>	<u>1997/98</u>	<u>1998/99</u>
Applied Mathematics	1	1	0
Botany	0	2	1
Chemistry	3	3	1
Computer Sc.	3	1	3
Geol. Sc.	0	0	3
Mathematics	2	0	1
Microbiology	2	0	3
Physics & Astr.	2	6	3
Statistics	3	3	1
Zoology	3	2	4
TOTAL	19	18	20

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SOCIAL WORK1996/971997/981998/99

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THE UNIVERSITY OF MANITOBA

OFFICE OF THE SECRETARY OF SENATE

244 Engineering Building
15 Gillson Street
Winnipeg, Manitoba
Canada R3T 5V6

December 1, 1998

Tel: (204) 474-9593
Fax: (204) 474-7511Dr. E.J.E. Szathmáry
President
University of Manitoba
Room 200, Administration Building

Dear Dr. Szathmáry:

In accordance with the Student Discipline By-Law, I hereby submit the Annual Report of the University Discipline Committee (UDC) for the period September 1, 1997 to August 31, 1998. The attached Report on University Discipline Cases summarizes all offenses and dispositions reported to me.

As in the previous four years, the Report shows that academic dishonesty was the most commonly reported violation of University regulations. During the reporting period, some 37 cases involving 57 students were reported, both increases over the previous year. It should be noted, however, that in 10 of the situations, students' appeals were upheld, or upon investigation, the original charges could not be sustained. The academic dishonesty cases principally involved students cheating on tests/exams, copying other students' assignments and committing other acts of plagiarism. Submitting altered medical certificates to obtain deferred exams/tests was a form of academic dishonesty that increased during this past year.

After two consecutive years in which no violations of sexual harassment policy were reported, this year I must report two separate violations. In both instances, the students were expelled.

I understand that it has been the practice to provide a copy of this Report to members of Senate and the Board of Governors for their information. Should you wish to continue this practice, I would be prepared to attend the Senate meeting at the time this Report is presented and to speak to it, if called upon to do so.

I would request that this letter and the accompanying summary of Offenses and Dispositions be circulated to those persons who have occasion to be concerned with disciplinary matters. The publicity provided to disciplinary actions is an important vehicle for contributing to greater uniformity in the treatment of disciplinary matters across the University. It is the wish of the Committee that this very desirable effect should continue.

Should you wish to discuss this letter, the attached Summary or other issues associated with the Committee's activities, I would be pleased to meet with you.

Yours sincerely,

David H. Jenkinson, Chair
University Discipline Committee

18 November 1998

UNIVERSITY DISCIPLINE CASES

SEPTEMBER 1, 1997 TO AUGUST 31, 1998

1. **Disciplinary Matter:** Three students were found on the building roof in violation of a residence policy regarding dangerous actions.

Disciplinary Action: Each student was fined \$500.00. The penalty was appealed to the Local Discipline Committee (LDC). The appeal was denied.

Disposition by the UDC The penalty only was appealed to the University Discipline Committee (UDC). It was determined that the students more appropriately should have been found to have breached the policy on being in prohibited places which carries a \$50.00 fine. The appeal was upheld and the fine for each student reduced accordingly.
2. **Disciplinary Matter:** Student was alleged to have committed an act of academic dishonesty - cheating during an examination.

Disciplinary Action: Student was given a grade of F for the course and a notation regarding a breach of academic integrity was recorded on the student's transcript. The notation was to be removed in one year if no further instances took place. In addition, the student was suspended from the Faculty for a period of six months. The penalty and the finding of fault were appealed to the LDC. The appeal was denied.

Disposition by the UDC: Both penalty and finding that there had been an act of academic dishonesty were appealed. Before a hearing could be arranged, however, the Faculty reconsidered both the disciplinary action and the penalty and withdrew the charge. As a result, the student was reinstated, the suspension comment and notation were removed from the transcript and the grade in the course was calculated on the basis of marks received in other components of the course. No action was taken by the UDC.
3. **Disciplinary Matter:** Student was found to have breached the Sexual Harassment Policy using e-mail to harass a female student. In addition, e-mail under another name was sent to members of an e-mail list that was damaging to a female student's reputation.

Disciplinary Action: Student was expelled from the University effective immediately.

Disposition by the UDC: Penalty appealed. Following a hearing, the appeal was denied. In addition, the UDC added a further condition that it would not consider any application for lifting the expulsion for a minimum of three years.

4. **Disciplinary Matter:** Student was found to be using unauthorized notes while taking a deferred examination.
- Disciplinary Action:** A mark of zero was assigned for the examination which resulted in a failure for the course. The Dean of the Faculty of registration was notified and the student was ultimately suspended from the Faculty for a period of one year. These actions were not appealed.
5. **Disciplinary Matter:** Two students were identified as the persons responsible for destruction of property in a studio classroom while drunk. One student also was not cooperative with Campus Police and both students became aggressive resulting in it being necessary to have them escorted to the Campus Police office.
- Disciplinary Action:** Both students were fined \$25.00 to compensate for value of property destroyed, required to replace some of the items destroyed, required to write letters of apology to their fellow students, the attending officers and the Dean of the Faculty, had a reprimand comment placed on their student transcript for a period of one year and required to perform four hours of community service cleaning up the studio. These actions were not appealed.
6. **Disciplinary Matter:** Student given permission to write a make-up test which was based on the in-class test with some questions changed. Student's responses to questions were more as if responding to the in-class test rather than the make-up test. There was significant evidence of cheating on the make-up term test.
- Disciplinary Action:** Student given a grade of F-NP in the course as the final examination was not written.
- Aggravating Factor:** Student did not respond to two letters regarding the evidence of cheating on the make-up test.
7. **Disciplinary Matter:** Dean's Office received an anonymous letter suggesting that a student who had already graduated had been given a grade of B+ for an essay that was substantially based on a published article. The instructor was asked to review the essay and the published article. It was concluded that the evidence, though suggestive, was not conclusive of plagiarism.
- Disciplinary Action:** After consultation with the Dean's Office, the Head of the Department requested that the instructor speak with the student, cautioning that this was a potentially serious matter that could affect future academic work. The student offered assurance that there was no conscious or deliberate attempt to plagiarize. No further action was taken.

8. **Disciplinary Matter:** Two students arranged for a make-up closed book test. The students were placed at opposite ends of a long table. When the instructor returned to the room, the students were found sitting across from each other, discussing the test and using notes that one of the students had brought into the room. Both students admitted they were involved in cheating.
- Disciplinary Action:** A grade of F was assigned in the course.
- Mitigating Factor:** Instructor should have supervised the test continuously if more than one student was writing or should have scheduled the make-up test for different times.
9. **Disciplinary Matter:** Student suspected of plagiarism in an essay.
- Disciplinary Action:** Assigned a grade of F for the course. No appeal was filed.
10. **Disciplinary Matter:** Three students took more than the approved amount of material into the final examination. The amount of permitted materials which can be brought into term tests and the final examination is specified in the course outline and on the examination instructions.
- Disciplinary Action:** Students' final examination grade pro-rated resulting in a course grade of F for one student and a grade of D for the other two students. It was noted that it was not likely that a passing grade would have been earned by any of the students even without any disciplinary action.
11. **Disciplinary Matter:** Student plagiarized passages from a thesis in answer to a question on the comprehensive examination.
- Disciplinary Action:** Student was suspended from the Faculty for one year with the right to reapply for admission and given a failure on the comprehensive examination.
12. **Disciplinary Matter:** Student plagiarized sections of a course essay from other papers and the Web, all of which were not referenced.
- Disciplinary Action:** Student assigned a grade of F for the course.
13. **Disciplinary Matter:** Student plagiarized a research paper from another article. Claimed a lack of understanding of the North American definition of plagiarism and that there had not been sufficient time to complete the assignment.

- Disciplinary Action:** Student given a grade of F for the course and required nevertheless to re-write the plagiarized course assignment following guidelines to avoid plagiarism. Course failure resulted in a requirement to take at least three credit hours of additional course work and attain a grade of B or higher. Student also required to write a 10 page essay describing (a) the meaning of plagiarism, with examples, and (b) the proper means of avoiding plagiarism.
14. **Disciplinary Matter:** Two students submitted identical class assignments. Although students were permitted to collaborate, they were expected to submit independent assignments.
- Disciplinary Action:** The grade originally awarded for the assignment was divided in two, with each student receiving half of the credit on the assignment.
15. **Disciplinary Matter:** Four students copied verbatim the work of another student notwithstanding both verbal and written instructions they were to produce an assignment through their individual efforts. The work of the other student was copied without that student's consent or knowledge.
- Disciplinary Action:** Each student received a grade of F(I) in the course and required to complete all remaining assignments. All assignments in the course must be successfully completed in the following academic year. The grade of F(I) was to be changed to P upon successful completion of the course. There was to be no mention on the transcript that the F(I) was a result of a disciplinary matter. In addition, the students were assigned to assist the Office of Student Advocacy in the Academic Integrity Week activities in the next academic year.
16. **Disciplinary Matter:** Two students from the Faculty were stopped by a visitor from writing graffiti on the wall of a tunnel. The students were verbally abusive and continued the verbal abuse later in the Library where all three were working. One student challenged the visitor to "step outside".
- Disciplinary Action:** Acting on the President's authority, the Dean of the Faculty took the following action with the consent of the students: Individual letters of apology to the Faculty, a joint letter of apology to the visitor, joint letters of apology to the University, and a joint letter of apology to be published in the local student publication. The letters of apology are to remain on file until graduation after which they will be removed if no further disciplinary action has been necessitated.
- Mitigating Factor:** Both students were genuinely contrite regarding their actions.

17. Disciplinary Matter: Two students were given the opportunity to write a mid-term examination in a course offered by another faculty two days prior to the scheduled examination. There were allegations that copies of the examination were made available to other students prior to the scheduled examination.
- Disciplinary Action: A joint investigation was conducted by the two Faculties. The investigation was suspended for lack of evidence. No further action was taken.
18. Disciplinary Matter: Date on a medical certificate submitted with a request for a deferred examination appeared altered to cover the date of the examination. The physician verified that the date had been changed.
- Disciplinary Action: Student given an F in the course and suspended for one term. A notation was placed on the student's transcript indicating that the student had been involved in a breach of academic integrity. The notation is to be removed after one year if there are no further incidents of academic dishonesty.
19. Disciplinary Matter: A student was ill on the date of a scheduled examination and also ill on the date of a subsequent deferred examination. A friend, a student from another faculty, brought in medical certificates to request deferrals in both instances. The dates on the medical certificates appeared to have been changed which was verified by the physician. The student's friend admitted to altering the dates without the other's knowledge.
- Disciplinary Action: The student who had requested the deferrals was issued a letter of warning. The action of the student who altered the dates was reported to the student's faculty of registration along with a comment on the what action would have been taken for a student in the initial faculty. No further action was taken.
- Mitigating Factors: The student's friend admitted changing the dates without the other student's knowledge. The medical certificates were originally used for work purposes and then submitted for the deferred examinations. Both students claimed that it was common practice in their home country that all medical certificates automatically cover a seven day period. The dates were changed to correspond with the examination which was within that seven day period.
20. Disciplinary Matter: Two students submitted duplicate assignments for an optional assignment that was to be done on an individual basis - a breach of academic integrity from inappropriate collaboration.
- Disciplinary Action: Both students assigned a grade of F in the course. A notation was placed on their transcript indicating involvement in a breach of academic integrity which is to be removed upon written request six

six months prior to graduation provided no further incidents of academic dishonesty have occurred. Action appealed to the LDC.

Disposition by the LDC:

A grade of zero assigned on the optional assignment and both students required to complete a second optional assignment for no credit. Ten marks were subtracted from final percentage grade. The notation on the transcript with conditions for removal was upheld.

21. Disciplinary Matter:

Student who had requested an extension on an assignment for medical reasons borrowed a computer disc from another student to see how that student had approached the assignment. The student borrowing the disc subsequently copied large portions of the other student's work.

Disciplinary Action:

The student who plagiarized the other's work was assigned a grade of F in the course. A notation was placed on the transcript which is to be removed six months prior to graduation provided there are no further incidents of academic dishonesty. In addition, the student was suspended from the Faculty for six months. The student who loaned the computer disc was issued a letter of warning although he was not aware the assignment had been copied.

22. Disciplinary Matter:

Student (Student A) was observed reading and copying from another student's examination paper during a mid-term. The second student (Student B) was observed positioning the paper so it could be seen and at one point holding the paper up for the first student to see. Both students seemed nervous and watching the location of the invigilators.

Disciplinary Action:

Student A was suspended from the Faculty for six months, given a grade of F in the course and had a notation placed on the transcript indicating involvement in academic dishonesty. The notation is to be removed in one year provided there are no further acts of academic dishonesty.

Student B was suspended from the Faculty for three months, given a grade of F in the course and had a notation placed on the transcript regarding academic dishonesty. The notation is to be removed in one year provided there are no further acts of academic dishonesty.

Disposition of LDC:

Student A appealed both the finding of academic dishonesty and the penalty. The appeal was denied. Appealed to the UDC, but the disciplinary action was withdrawn by the Dean prior to any hearing and no further action taken.

Student B appealed both the finding of academic dishonesty and the penalty. The LDC overturned the Dean's disciplinary action.

23. **Disciplinary Matter:** Student plagiarized material from another source for a term paper without citing original authorship. Student claimed lack of knowledge regarding plagiarism having never written a term paper before and that English was not a first language. Instructor explained that proper citations must be used in all written work. Student, however, committed similar acts in an open book examination based on library materials on reserve at the end of term.
- Disciplinary Action:** Student required to take the course, "Researching and Writing a Term Paper", offered by the Learning Assistance Centre. A notation was placed in the student's file that any further incidents of plagiarism would result in disciplinary action.
- Mitigating Factors:** Student's difficulty with English was noted. Since the last incident involved an examination and assigned readings, the student thought the same rules on plagiarism didn't apply. It was the Dean's opinion that the student genuinely did not understand what constitutes plagiarism.
24. **Disciplinary Matter:** Academic dishonesty during an examination. Student was seen copying from a neighbor.
- Disciplinary Action:** Following an investigation by the Dean, the student was expelled from the Faculty for a period of one year.
25. **Disciplinary Matter:** An assignment submitted by five students was found to be identical. Four of the assignments were photocopies of the fifth one.
- Disciplinary Action:** All five students were assigned a mark of zero for that assignment.
26. **Disciplinary Matter:** Following a report of an incident during an examination, a student was alleged to be copying from another student.
- Disciplinary Action:** The incident as investigated by the Dean and the student was found not to have committed any act of academic dishonesty during the examination.
27. **Disciplinary Matter:** Academic dishonesty during an examination. A student was seen to be accompanied by an unauthorized person during a final examination.
- Disciplinary Action:** Matter initially referred to the President. A letter regarding the incident was placed in the student's file. No further action was taken.

28. Disciplinary Matter: Plagiarism in a submitted term paper. The paper was found to have a significant amount of material taken verbatim from an unacknowledged source.
- Disciplinary Action: Student assigned a mark of zero for the paper.
29. Disciplinary Matter: Following a report of an incident during an examination, a student was alleged to be copying from another student.
- Disciplinary Action: The incident was investigated by the Dean and the student was found not to have committed any act of academic dishonesty. No further action was taken.
30. Disciplinary Matter: Student was found to be copying from another student during an examination.
- Disciplinary Action: Student was assigned an F for the course and expelled from the Faculty of a period of one year.
31. Disciplinary Matter: Student observed to have possession of unauthorized material in an examination. Referred to the Dean for action by the Department Head.
- Disciplinary Action: Following an investigation by the Dean, the student was issued a reprimand for possession of unauthorized material during an examination.
32. Disciplinary Matter: The incident involved inappropriate collaboration on assignments. Two students were found to have submitted assignments that were identical.
- Disciplinary Action: Both students were assigned a mark of zero for the assignment.
33. Disciplinary Matter: It was noted in six separate incidents that preparatory work by the students could not have produced the reported results. All six students committed an act of academic dishonesty by using falsified numbers.
- Disciplinary Action: All six students assigned a mark of zero for the assignment.
34. Disciplinary Matter: Preparatory work by a student could not produce reported results. The student was found to have falsified results.
- Disciplinary Action: Assigned a mark of zero for the assignment and suspended from departmental courses for a period of five years due to a second offense.
- Appeal: Disciplinary matter and the penalty appealed to the Office of the Dean and investigated by the Associate Dean. The student's explanation was credible and supported by the evidence presented. The appeal was upheld.

35. **Disciplinary Matter:** Preparatory work could not support the reported results. The student was alleged to have falsified the results.
- Disciplinary Action:** Assigned a mark of zero for the assignment and suspended from departmental courses for a period of five years due to a second offense.
- Appeal:** Disciplinary matter and the penalty appealed to the Office of the Dean and investigated by the Associate Dean. The appeal was upheld and the student's Faculty of registration notified of the results of the appeal.
36. **Disciplinary Matter:** Part of an assignment was found to be identical to a "sample assignment" from a previous year. Student was found to have plagiarized from the assignment.
- Disciplinary Action:** Student was given only 50% of the marks for that assignment.
37. **Disciplinary Matter:** Three separate incidents in which one student was found to have copied material from another without the other student's knowledge.
- Disciplinary Action:** In each incident, the student who copied the other student's work was assigned a mark of zero for the assignment.
38. **Disciplinary Matter:** Alleged act of academic dishonesty in a term examination. A non-registered student was observed looking at some written material by a student properly registered in the course.
- Disciplinary Action:** The registered student assigned a grade of zero for the examination.
- Appeal of Dean:** Investigation by the Associate Dean found that the registered student was not a participant in the incident. The appeal was upheld.
39. **Disciplinary Matter:** Two students were found to have very, very similar answers on a mid-term examination.
- Disciplinary Action:** One student was found to have copied from the other student. Both students were assigned a grade of zero for the test.
- Appeal:** The student who had been copied from appealed the disciplinary finding and penalty to the Office of the Dean. The appeal was upheld and an appropriate grade change was processed.
- Mitigating Factor:** The student who had done the copying admitted guilt and exonerated the other student.

40. **Disciplinary Matter:** Student found to have used unauthorized notes during an examination.
- Disciplinary Action:** Grade of F assigned for the course and suspended from the Faculty for a period from May 1, 1998 to August 31, 1998 resulting in the student having to withdraw from a concentrated program.
- Mitigating Factor:** Student demonstrated genuine regret for the action and seemed to accept responsibility for the error.
41. **Disciplinary Matter:** Allegations of a student's acts of professional unsuitability on two separate occasions including destruction of property and alleged physical violence against a faculty member.
- Disciplinary Action:** Required to withdraw from the Faculty for 30 days following the first incident. Required to withdraw from the Faculty for a period of one year following the second incident. The student was also required to complete an anger management program, attend counseling on the ethics of the profession and mediate with the injured party.
42. **Disciplinary Matter:** Student falsified dates on a medical certificate to allow a friend in another faculty to have an examination deferred.
- Disciplinary Action:** Student was given an official reprimand.
- Mitigating Factor:** Student admitted falsifying the certificate.
43. **Disciplinary Matter:** Investigation of a complaint led to a finding that the policy on Sexual Harassment had been breached. In addition, the student endangered the lives of other students by setting fire to a poster on a residence room door.
- Disciplinary Action:** Expelled from the University for an indefinite period of time.
44. **Disciplinary Matter:** Three students were caught stealing parts from other students' vehicles in a University parking lot.
- Disciplinary Action:** As the disciplinary matter involved theft under \$5,000 it was referred to the Winnipeg City Police. The students admitted the theft and participated in the Salvation Army Positive Lifestyle Diversion Program. A letter was sent to each student advising them that any further involvement in criminal activity would result in immediate expulsion from the University.
45. **Disciplinary Matter:** Student used Internet account to send threats of bodily harm to two University Professors.
- Disciplinary Action:** Student was permanently expelled from the University.

46. Disciplinary Matter: During the reporting period, 10 students were found to have violated a policy regarding excessive noise.
Disciplinary Action: Each of the 10 students was issued suspended fines of \$35.00.
47. Disciplinary Matter: Student charged with defacing a poster.
Disciplinary Action: Issued a suspended fine of \$35.00.
48. Disciplinary Matter: Student refused to remove offensive sign from a residence room door.
Disciplinary Action: Issued a suspended \$35.00 fine.
49. Disciplinary Matter: Two students were found throwing litter from residence windows.
Disciplinary Action: Each student was issued a suspended fine of \$35.00.
- Note:** A suspended fine is a fine that is levied but not considered payable unless there are subsequent violations of residence rules. If subsequent violations occur, both the original fine and any new fines become payable. This new approach has led to fewer repeat disciplinary matters and less animosity toward residence staff.
50. Disciplinary Matter: Female student was found using the men's washroom.
Disciplinary Action: Fined \$35.00.
51. Disciplinary Matter: Four students were found to be drunk and disorderly.
Disciplinary Action: Each student was fined \$35.00.
52. Disciplinary Matter: Two students were found destroying posters.
Disciplinary Action: Each student was fined \$35.00.
53. Disciplinary Matter: Two students were found on the residence roof.
Disciplinary Action: Each student was fined \$35.00.
54. Disciplinary Matter: Student charged with repeated noise violations.
Disciplinary Action: Student was fined \$70.00.
55. Disciplinary Matter: Student was charged with repeated destruction of posters.
Disciplinary Action: Student was fined \$70.00.
56. Disciplinary Matter: Vandalizing residence door.
Disciplinary Action: Student was fined \$75.00 plus repair costs and placed on probation.

57. Disciplinary Matter: Vandalizing fire extinguisher case in the residence.
- Disciplinary Action: Student was fined \$75.00 plus repair costs and placed on probation.
58. Disciplinary Matter: Furniture stolen from residence.
- Disciplinary Action: Student was fined \$400.00, prohibited from living in residence and required to return stolen furniture.
59. Disciplinary Matter: Violation of safety rule against use of a hot plate in a residence room.
- Disciplinary Action: Student was fined \$50.00.
60. Disciplinary Matter: Violation of safety rule regarding the use of open flame burner in residence room.
- Disciplinary Action: Student was fined \$50.00.
61. Disciplinary Matter: Inappropriate and abusive comments to residence students by another student.
- Disciplinary Action: Student was banned for the period October 22, 1997 through April 30, 1998 and required to apologize to residence students.
62. Disciplinary Matter: Three students in violation of rules on excessive noise.
- Disciplinary Action: Resident student and a guest each fined \$20.00 and another resident student fined \$10.00.
63. Disciplinary Matter: Two students charged with vandalism and damage to residence property including writing on walls, destruction of a ping pong table and damage to a pool table.
- Disciplinary Action: The students were required to clean the pool room including washing the writing off the walls, clean the dining hall floor, repair the ping pong table and were fined a total \$200.00. The penalty was shared equally by the two students.
64. Disciplinary Matter: Student charged with consuming alcohol in a restricted area (lobby of residence).
- Disciplinary Action: Student was fined \$20.00.
65. Disciplinary Matter: Nine students were charged with creating a sauna out of a residence washroom.
- Disciplinary Action: Students were fined from \$10.00 to \$40.00. The fines varied depending on the position of authority of the student within residence governance.

75. Disciplinary Matter: Nine students were found to have breached computer use policy by pirating software.
- Disciplinary Action: Eight students were issued a warning regarding software piracy and the computer account of one student was suspended.
76. Disciplinary Matter: Displaying of pornography in a public area.
- Disciplinary Action: Four students were issued letter of warning.
77. Disciplinary Matter: Issuing Not Sufficient Funds (NSF) cheques
- Disciplinary Action: Four students were issued a warning and the computer use accounts of an additional two students were suspended.
78. Disciplinary Matter: Two students were found to have breached policy regarding use of Internet Relay Chat (IRC) groups and newsgroup behavior.
- Disciplinary Action: Both students were issued a warning.

Note: Accounts may be suspended for periods of one day to one week. Suspensions usually occur where there have been repeated breaches of policy or where the breach is considered serious such as the cases involving misuse of another student's account, abusive e-mail, chain letters and forged e-mail. Depending on the severity of the policy breach, an account may be permanently suspended. Of the suspensions noted above, seven students were required to pay a \$25.00 re-activation fee.

**STATUS OF RECOMMENDATIONS
CONTAINED IN THE TASK FORCE REPORT
BUILDING ON STRENGTHS
as at January 1, 1999**

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
1	Develop a plan for training of academic administrators (Provost, Deans, Directors)			x		
2	Continue bridge funding for new academic staff (President's Office)	x				
3	a. Continue fostering academic excellence; b. Support establishment of programs for this purpose (Provost, Deans, Directors, Heads)			a. x b. x		
4	a. Support linkages and support for research; b. Allocate additional support to expand services (President)	b. x		a. x		

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Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
5	a. Provide new full-time academic staff with two year period to develop teaching and research skills through UTS programs; b. Consider participation in these programs as part of assigned duties; c. Exempt new faculty members who held academic appointments elsewhere; d. Reduce course assignments for new faculty members during the first two years. (Deans, Directors, Heads)			a. x b. x c. x d. x		
6	Develop teacher training for part-time and sessional academic staff (Provost)			x		

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
7	Develop advising of graduate students (Provost)				x	
8	Review systems of annual performance of academic staff considering: a. The primary duties of faculty members are teaching and research; b. Assign teaching and research a greater weight than service; c. outstanding performance in either teaching or research cannot compensate for unacceptable performance in the other; d. criteria for assessing quality and quantity of output is discipline-based. (Provost)			a. x b. x c. x d. x		
9	a. Retain merit pay; b. Develop salary structure. (Vice-President Administration)	a. x b. x				
10	Review group merit approaches (Provost)				x	
11	Continue resources for workshops/courses for sup-port staff (Vice-President Administration)	x				

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
12	Review Human Resources courses for support staff (Vice-President Administration)	x				
13	Develop orientation for support staff (Vice-President Administration and Provost)		x			
14	Develop policies for notice period and recruitment of Professional and Confidential group members (Vice-President Administration)		x			

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Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
15	Review performance appraisal mechanism for Managerial and Professional and Confidential group (Vice-President Administration)				x	
16	Develop annual performance review for all full-time support staff (Vice-President Administration)				x	
17	Review: student recruitment (Provost)			x		
18	Develop a plan for recruitment of Aboriginal students (Provost)				x	
19	Continue enhancing undergraduate scholarships (President's Office)		x			
20	Develop a plan: scholarships for top graduate for each high school in Manitoba (Provost)			x		
21	Review upper year scholarships (Provost)		x			
22	Continue recruitment of graduate students (Provost)				x	

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
23	Continue enhancement of UM Fellowship Fund (President's Office)		x			
24	Develop graduate research assistantships (Provost)				x	
25	Assign responsibility for international student recruitment (Provost)		x			
26	Consider policy on Visa student differential fee (President's Office)			x		
27	Review recruitment of international grad. students (Provost, Dean Graduate Studies)				x	
28	Request review of communication between students and President's Office (President)		x			
29	Review student orientation considering: a. Mandatory orientation; b. An academic values component; c. Emphasis on inclusivity. (Provost)		a. x b. x c. x			
30	Encourage student advising by faculty (Provost)				x	
31	Request UMSU to develop more activities that appeal to students (Provost)				x	

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Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
32	Develop a "buddy" system for students (Provost)				x	
33	Review opportunities for on-campus student employment (Associate Vice-President Ancillary and Physical Resources)				x	
34	Refine academic review process (Provost)				x	
35	Continue evaluation of teaching (Provost)	x				
36	Encourage graduate teaching assistant workshops (Deans/Dean of Graduate Studies)		x			
37	Propose a plan: University of first choice for Aboriginal students (Provost)				x	
38	Develop combined Honors and General BA/BSc (Deans, Arts, Science) a. Undergraduate program (Hons.) b. General BA/BSc.				a. x b. x	

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
39	Review academic penalty and appeals processes (Provost)	x				
40	Develop a proposal for generalized course credit				x	
41	Review course scheduling system (Provost and Vice-President Administration)		x			
42	Develop a mechanism for review of graduate programs (Dean of Graduate Studies)		x			
43	Take initiative in forming an inter-jurisdictional body to review graduate programs (Provost)				x	
44	Review departmental criteria for determining eligibility for graduate supervision (Provost)	x				
45	Create an operating budget reserve for research start-up costs, emergency and bridge funding (President's Office)	x				
46	Identify and prioritize research strengths (President)		x			

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Not Done
47	Create a program development fund to support reorganization and realignment (Provost and Vice-President Administration)			x		
48	Consider amalgamations between/among academic units (Deans, Directors)				x	
49	Consider the amalgamation of Architecture, Art, Music (Dean/Directors, Architecture, Art, Music) a. Architecture restructuring b. Policies and procedures relating to curriculum, course content, staff to meet accreditation requirements c. Interdisciplinary program in Graphic Communication (Art/Architecture) d. Interdisciplinary program Industrial Design (Architecture/Engineering) e. Interdisciplinary program computer music (Music/Computer Science)	a. x b. x	c. x d. x		e. x	

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
49 Cont.	f. Interdisciplinary program in Art History g. Joint programming in drama and film studies with cross academic appointments				f. x g. x	
50	Consider the transfer of Foods and Nutrition to the Faculty of Agricultural and Food Sciences (Deans, Human Ecology/Agricultural and Food Sciences)				x	
51	Consider an amalgamation of the Faculty of Human Ecology with the Faculty of Social Work (Deans, Human Ecology/Social Work)				x	
52	Develop a new Bachelor of Education program in the Faculty of Education (Dean of Education)	x				
53	Establish a Health Sciences Council (Provost)	x				

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
54	Continue restructuring of undergraduate programs and formation of research groups, Faculty of Medicine (Dean of Medicine) a. Undergraduate Program and Research b. Amalgamation Biochemistry and Molecular Biology and Human Genetics c. Amalgamation of Anatomy and Pathology d. Collaboration between Pharmacy and Pharmacology	d. x	b. x		a. x	c. x
55	Create a Shuttle Bus Service (Vice-President Administration)	x				
56	Continue to harmonize regulations of Arts and Science (Deans, Arts/Science)				x	
57	Continue strategic Planning in Faculty of Arts (Dean of Arts) a. Centre for Interdisciplinary Studies & Centre for Cultural Studies b. Amalgamate French, Spanish, Italian, and German and Slavic Studies; c. Retain separate Political Studies and Economics; d. B.Sc. In Geography and Psychology; e. Social science Research Centre.				a. x b. x c. x d. x e. x	

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
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58	Consider amalgamations within the Faculty of Science (Dean of Science) a. Botany, Zoology and Microbiology b. Mathematics and Applied Mathematics c. Free-standing Department of Statistics d. Rename Department of Geological Sciences e. Review Environmental Science program	b. x c. x			d. x e. x	a. x
59	Continue to review the structure of Natural Resources Institute (Director Natural Resources Institute)		x			
60	Review and submit a report on course Duplication (Vice-Provost Programs)				x	
61	Create incentives for joint- and/or cross- appointments (Provost)			x		

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
62	Administrative Reorganization a. Administrative support units (Vice- President Administration) b. Review of services in Student Affairs (Provost)	a. x			b. x	
63	Create a "Registrar's Office" (Provost)	x				
64	Establish an Office of International Liaison a. Appoint Director b. Assign responsibilities (President's Office)	a. x				b. x
65	Establish a University Secretariat (President)	x				
66	Appoint a Ombudsman (President)		x			

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
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67	Review participation of support staff in the governance of the organization (President a. Support staff on Senate b. Support staff on Board of Governors)	b. x			a. x	
68	Improve internal and external communication (Executive Director, University Relations)	x				
69	Maximize University's opportunities to communicate with all graduates (President)	x				
70	Implement a major capital campaign for the University (President)		x			
71	Coordinate of Public Affairs, Alumni and Private Funding (President)	x				
72	Revise General Calendar (Provost)		x			

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
73	Review of Committees (President) a. All University committees b. Senate and Board to review their Committees				a. x b. x	
74	Review balance between centralization and decentralization of budget process (President's Office)	x				
75	Develop a fund for strategic reallocation (President's Office)	x				
76	Create a Budget Advisory Committee (President)	x				
77	Encourage Deans and administrative heads to share budget information with staff (President's Office)	x				
78	Develop a process whereby comments of Senate and SPPC about the budget are shared with Board of Governors (President's Office)	x				

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
79	Develop incentives for initiatives which support units' approved purposes (Vice-President Administration and Budget Heads)				x	
80	Support the Industry Liaison Office (President's Office)	x				
81	Continue the Libraries Consolidation (President's Office)				x	
82	Continue to consider Library acquisitions (President's Office)	x				
83	Plan to increase access to information resources over next five years (Director of Libraries)		x			
84	Investigate extension of Library open hours (Director of Libraries)			x		
85	Plan to ensure orderly transition of major record systems to new platform (Vice-President Administration)				x	

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
86	Establish funding priorities to ensure Year 2000 compliance (Vice-President Administration)	x				
87	Ensure access to Information Services and Technology (Vice-President Administration)	x				
88	Increase computer technical support (Vice-President Administration)	x				
89	Plan to promote open communication between IST and members of the University (Executive Director, Information Services and Technology)				x	
90	Plan for regular replacement of computers and printers (Provost and Vice-President Administration)				x	
91	Assign a high priority to technology and equipment used in teaching (Vice-President Administration)	x				

Rec. #	Descriptor (Action by)	STATUS OF RECOMMENDATION				
		Completed & Implemented	Completed & Next Step Underway	Completed, Report Rec'd but no Action as yet	In Progress	Alternate Proposal/ Not Done
92	Assign a high priority to operating budget of Physical Plant (Vice-President Administration)	x				
93	Plan for dealing with deferred maintenance (Vice-President Administration)				x	
94	Determine five most urgent capital projects (Vice-President Administration)				x	
95	Make regular reports to Senate and Board of Governors on progress of Task Force Recommendations (President)	x				

20 January 1999

Report of the Executive Committee of Senate

Preamble

The Executive Committee of Senate held its regular monthly meeting on the above date.

Observations

1. **Speaker for the Executive Committee of Senate**

Dean J. I. Elliot will be the Speaker for the Executive Committee for the February meeting of Senate.

2. **Comments of the Executive Committee**

Other comments of the Executive Committee accompany the report on which they are made.

Respectfully submitted,

Dr. E. J. E. Szathmáry, Chair
Executive Committee of Senate

Terms of Reference: *Senate Handbook* (Revised 1992), Section 9.

/sgp

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**MEMO**

January 21, 1999

TO: Senate Secretariat
FROM: Dr. Beverly Cameron
Neil Mamoch, University 1
RE: University 1 Honour List

It is important that superior performance be recognized and rewarded. The common practice in most faculties and schools is to place such students on a Dean's or Director's Honour List. University 1 would like to see that practice begin in the first year of university studies. We propose to introduce a University 1 Honours List according to the criteria below:

University 1 Honour List

Students enrolled in 24 credit hours or more who achieve a sessional grade point average of 3.50 (B+) or higher during a Regular Session will be placed on the University 1 Honour List. The University 1 Honour List designation will appear on the student's transcript of marks.

Students who are granted incomplete status in a course may be eligible for the University 1 Honour List if the grade reported at the end of the Regular Session examination period results in a sessional grade point average of at least 3.50.

If approved, University 1 requests permission to implement the University 1 Honour List for the inaugural class of 1998-1999.

Comments of the Executive Committee:

The Executive Committee endorses the report to Senate.

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9 December 1998

Report of the University Discipline Committee

Preamble

Among the terms of reference for the University Discipline Committee (UDC) is a periodic review of the Student Discipline By-Law and, if necessary, to recommend changes to it. The By-Law was last reviewed and changes approved by the Board of Governors at their meeting on 19 November 1992. Since that time, changes in policies such as Sexual Harassment (Policy 233) and Human Rights (Policy 236) require revisions regarding the process for student appeals to the UDC. In addition other changes have been suggested to make the By-Law more easily understood by both students and disciplinary authorities and fairly applied to disciplinary cases across the University.

The UDC met on Monday, 1 December 1998 to consider proposed revisions and elect a new Chair.

The complete terms of reference for the UDC are outlined in the Student Discipline By-Law, Section 3.4, 19 November 1992.

Observations

1. Professor David Jenkinson, Associate Dean, Faculty of Education was elected Chair. He had been previously serving as interim Chair following the retirement from the University of Professor C. Bigelow in 1997.
2. Following an initial review of the By-Law at a previous meeting, the UDC requested that Ms. B. M. M. Sawicki, University Legal Counsel, and Professor E.O. Anderson, Secretary of Senate undertake a thorough review incorporating suggestions and concerns that had been received about the By-Law and the discussion of the UDC.
3. Members of the UDC received a copy of the revised By-Law and, following deliberations, approved the revised draft for consideration by Senate and the Board of Governors. A copy is attached with deletions highlighted by strike-outs and shaded text as new wording. A summary of the recommended changes follows:
 - a) The wording has been changed to eliminate the criminal tone of the By-Law. For example, reference to violation has been replaced by "disciplinary matter" and penalty by "disciplinary action". Other wording changes were incorporated to clarify and reduce the redundancy found throughout the document.
 - b) Section 1.1.1.3 has been added to clarify the relationship between the UDC By-Law and Policies 233, Sexual Harassment, and 236, Human Rights.
 - c) The right to place a temporary hold on issuing academic transcripts to a student during the investigation of a disciplinary matter has been added (Section 1.1.5.a). This is in response to several instances in the past where academic transcripts had been requested and issued prior to any disciplinary action being implemented.
 - d) Section 1.1.7.1 outlines who may represent a student at a disciplinary hearing. The UDC wishes to note that reference to an advocate from the Office of Student Advocacy does not preclude the right of student advocates from the University of Manitoba Students' Union and

the Graduate Students Association to be a representative if the student so chooses.

- e) Sections relating to the Director of Admissions to clarify the meaning of "Student" for the purposes of disciplinary action where false and misleading information has been supplied in connection with applications for admission by undergraduate students (Section 1.2.5). A similar definition has been included in Section 1.2.3.4. for the Faculty of Graduate Studies.
- f) A footnote on page 6 clarifies that references to Dean or Director shall also include the Director of University 1 for students registered in that program.
- g) Titles of disciplinary authorities have been changed to reflect the current practice (see for example sections 1.2.6 and 1.2.8). The reference to College administrators (Section 1.2.7) has been limited to the Provost of University College. St. Andrew's, St. Paul's and St. John's College residences are separate entities and disciplinary action in those instances does not fall under the UDC By-Law, but is the sole responsibility of the College. Changes to reflect this are taken in other sections of the By-Law as well.
- h) Section 1.3 dealing with matters affecting more than one Faculty or School is a major change. Formerly, if students were disciplined in a Faculty or School not of registration, but where they were taking a course, the Faculty or School offering the course would take disciplinary action and report to the Dean of the Faculty or School of registration who could implement a second disciplinary action. This has created situations where students were faced with widely differing disciplinary actions. Section 1.3 has been rewritten to propose that the Dean of the Faculty or School offering the course consult with the Dean of the Faculty or School of registration and that the disciplinary action to be implemented be agreed upon. If not, the matter shall be referred to the President for resolution. The Committee believes that this change will result in increased fairness in the range of disciplinary actions to be implemented.
- i) The Vice-President (Administration) has been included among the disciplinary authorities since disciplinary action under the Policies on Sexual Harassment and Human Rights is the responsibility of this officer (Section 1.5.8).
- j) Section 1.6.1.1 has been added to clarify suspension by the Director of Admissions or the Dean of the Faculty of Graduate Studies for supplying false or misleading information on an application for admission (Section 1.4.11)).
- k) Section 2 (Appeals) has been rewritten in a simplified form for expressing general rules, appeals routes and the role of the Local Discipline Committee. There are, however, no substantive changes in this section.

Recommendation:

That Senate recommend to the Board of Governors the adoption of the Student Discipline By-Law, as revised.

Respectfully submitted,

David Jenkinson, Chair
University Discipline Committee

STUDENT DISCIPLINE BY-LAW

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UDC APPROVED
December 1, 1998

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STUDENT DISCIPLINE BY-LAW

PREAMBLE

A primary responsibility of the University of Manitoba (the "University") is to provide its students with the opportunity for inquiry and the freedom to discuss and express one's views openly and freely without fear of retaliation, or abuse of person or property. These attributes are the foundation of good citizenship.

To this end, students have an obligation to act in a fair and reasonable manner toward their peers, the faculty, staff, administration and the physical property of the University. Academic integrity and personal conduct, both on-campus and off-campus, are critical elements in achieving these goals.

Students will be subject to disciplinary action for the following matters:

- A. a breach of University by-laws, regulations, policies and procedures (including, but not limited to, plagiarism, cheating, examination impersonation and academic fraud); and
- B. inappropriate behaviour (including, but not limited to, sexual harassment, violation of human rights, vandalism and substance abuse) regardless of whether such behaviour is covered by University by-laws, regulations, policies or procedures.

The Student Discipline By-Law provides guidance to those individuals charged with administering disciplinary action while, at the same time, outlining the protection to be afforded students through their right of appeal. Disciplinary authorities are encouraged, whenever possible and appropriate, to resolve informally student disciplinary matters.

1.0 DISCIPLINARY PROCEDURES AND ACTIONS

1.1 General

- 1.1.1 Student disciplinary matters (except matters involving academic dishonesty, academic fraud, sexual harassment and human rights) shall be dealt with informally in the first instance by the disciplinary authority having the closest connection with the particular alleged disciplinary matter as outlined in this By-law.

1.1.1.1 Student disciplinary matters involving academic dishonesty or academic fraud of an undergraduate student shall be investigated by the person(s) having the closest connection with the alleged breach and, if satisfied a breach has been committed, shall be referred as follows:

- (a) if the alleged academic dishonesty or academic fraud relates to course work, it shall be referred to the Head of the Department offering the course, or if there is no head, to the corresponding Dean or Director;
- (b) if the alleged academic dishonesty or academic fraud does not relate to course work, it shall be referred to the Head of the Department in which the student is registered, or if there is no Head, to the Dean or Director of the Faculty or School in which the student is registered.

1.1.1.2 Student disciplinary matters involving academic dishonesty or academic fraud of a graduate student shall be referred directly to the Dean of the Faculty of Graduate Studies, who shall in turn, inform the budget Dean or Director prior to imposing any disciplinary action.

1.1.1.3 Student disciplinary matters involving a breach of Policy 233, *Sexual Harassment*, and Policy 236, *Human Rights*, shall be referred to:

(a) the Dean or Director of the Faculty or School of registration, for undergraduate students; or

(b) the Dean, Faculty of Graduate Studies, for graduate students.

The Dean or Director shall, in turn, inform the Investigation Officer under the respective policies. Investigation and discipline shall be in accordance with the respective policies. Students who have been disciplined by the Vice-President (Administration), under either of these policies, may appeal the decision directly to the University Discipline Committee, in which case the provisions of 3.0 of this By-law apply.

The Equity Services Office is available to provide information to students in connection with the policies on sexual harassment and human rights.

1.1.2 If a question arises as to which disciplinary authority should hear a particular case, the question shall be referred to the President for resolution.

1.1.3 A student who is the subject of a disciplinary matter (the "Student") should be informed as early as possible by the disciplinary authority dealing with the matter in the first instance that:

(a) an investigation is proceeding, the nature of the matter being investigated, and that the Student may be subject to disciplinary action;

(b) the Student may obtain a copy of the Student Discipline By-law setting out the appeal procedures to be followed from the Office of the University Secretary or the Office of Student Advocacy;

(c) the Office of Student Advocacy is available to provide information to the Student in connection with the matter; and

(d) if an appeal is possible from any disciplinary action that the disciplinary authority might impose, that the Student has a right to appeal.

1.1.4 The failure of the disciplinary authority to comply with any or all of the requirements in 1.1.3 shall not affect the validity of further proceedings in connection with the disciplinary matter provided, however, such failure may be considered in further proceedings.

1.1.5 No disciplinary action shall be implemented unless the Student has been allowed a reasonable opportunity to ask questions and offer an explanation. However, during the investigation of the disciplinary matter:

(a) a temporary hold may be placed on the issuing of academic transcripts; and

(b) the President may restrict or prohibit access to any University property under 1.5.9.2.

- 1.1.6 Once a disciplinary action has been implemented, no further disciplinary action may be imposed except as a result of an appeal by the Student or an action taken under 1.3 of this By-law.
- 1.1.7 A representative designated in writing by the Student, subject to 1.1.7.1 and 1.1.7.2 may:
- (a) attend any disciplinary hearing; and
 - (b) participate in any disciplinary hearing to the extent of asking questions of anyone in attendance and making submissions to any disciplinary authority, including the Local Discipline Committee (the "LDC") or the University Discipline Committee (the "UDC").
- 1.1.7.1 The representative may only be the Student Advocate an advocate from the Office of Student Advocacy, or another student or other full-time a member of the university community not receiving payment for appearing, or working for Legal Aid, provided that none of these are members of the Student's immediate family or a lawyer as described in 1.1.7.2. If the Student wishes, one member of the Student's immediate family may be present, but as an observer who may not participate.
- 1.1.7.2 If the Student designates a lawyer as a representative, the lawyer may only be a non-participating observer at hearings of the LDC under section 2.4.6.3, but may represent the Student at hearings of the UDC under 3.7.5.
- 1.1.8 The designated representative of the Student shall have the same right to receive notices of hearings held by a LDC and the UDC, as the Student. concerned.
- 1.1.9 No disciplinary action of a disciplinary authority shall be implemented until the time for appeal has elapsed or until the Student has waived in writing the right to appeal, whichever event occurs first. The only exceptions to this rule shall be:
- (a) where the penalty disciplinary action would be entered on the academic records of the Student, the Director of Student Records shall be notified and shall not issue any academic transcript until the appeal has been disposed of;
 - (b) where the disciplinary action relating to academic dishonesty or academic fraud may result in a change to the Student's transcript, the Director of Student Records shall not issue any transcript until the appeal has been disposed of;
 - (c) changes in the Student's courses and/or program directly related to the matter under disciplinary consideration shall not be permitted; and
 - (d) action taken by the President under 1.5.9.2.
- 1.1.10 A permanent record of disciplinary actions taken under this By-law shall be maintained in the Office of the University Secretary who may, at the request of an appropriate disciplinary authority, release the information to that authority for consideration in determining penalty after a finding of a violation. when making a disciplinary decision.

~~1.1.11 Members of the University community, including students, shall be kept informed of the nature and disposition of cases dealt with under this by-law but the names of the violators shall not generally be made public.~~

1.2 Jurisdiction of Disciplinary Authorities

N.B. MATTERS INVOLVING SEXUAL HARASSMENT OR HUMAN RIGHTS SHALL BE REFERRED TO THE APPROPRIATE ADMINISTRATIVE OFFICER. WHEN THE RESPONDENT IS A STUDENT, THIS SHALL BE THE DEAN OR DIRECTOR OF THE FACULTY OR SCHOOL OF REGISTRATION AS OUTLINED IN 1.1.1.3.

1.2.1 Members of the Academic Staff

1.2.1.1 Academic Staff shall have jurisdiction with respect to classroom order and academic preparation with respect to their classes or courses except matters involving academic dishonesty or academic fraud; ~~sexual harassment or human rights~~.

1.2.1.2 Student disciplinary matters which appear to involve academic dishonesty or academic fraud of undergraduate students shall be investigated by the academic staff member involved and, if satisfied a violation has been committed that disciplinary action is warranted, shall be referred as set out in 1.1.1.1 and 1.1.1.2 to the Head of the Department offering the course or, if there is no Head, to the Dean or Director. Matters pertaining to the academic dishonesty or academic fraud of graduate students shall be referred directly to the Dean of the Faculty of Graduate Studies.

~~1.2.1.3 Matters involving sexual harassment shall be referred directly to the Dean/Director of the Faculty or School or the Dean of the Faculty of Graduate Studies in a case involving a graduate student.~~

1.2.2 Department Heads

1.2.2.1 Department heads shall have jurisdiction over a breach of departmental by-laws or regulations and over all other disciplinary matters uniquely affecting the department which do not affect the Faculty or the University generally, including matters involving academic dishonesty or academic fraud of undergraduate students ~~except matters involving the academic dishonesty or academic fraud of graduate students or matters involving sexual harassment or human rights~~.

1.2.2.2 Where a matter involving academic dishonesty or academic fraud of an undergraduate student has been referred to a Head by a member of the academic staff, the Head:

- (a) may dispose of the matter after considering the information available and giving the student a reasonable opportunity to ask questions and offer an explanation; or
- (b) may refer the matter to the Dean or Director. ~~or, if there is no Dean or Director, to the President.~~

1.2.2.3 Matters involving the academic dishonesty or academic fraud of a graduate student shall be referred to the Dean of Graduate Studies.

~~1.2.7.4 Matters involving sexual harassment shall be referred to the Dean of the Faculty in the case of undergraduate students or to the Dean of the Faculty of Graduate Studies if it involves graduate students.~~

1.2.3 Deans and Directors¹

1.2.3.1 Deans/Directors shall have jurisdiction over a ~~matters arising a breach of~~ Faculty/ School by-laws or regulations and over all ~~violations other disciplinary matters~~ uniquely affecting the Faculty/School which do not affect the University generally, including matters involving academic dishonesty and ~~academic fraud; sexual harassment. Deans and Directors shall refer disciplinary matters to the President if they are such as to affect the University generally or if it appears that the violation may warrant a penalty that is not available to the Dean or Director.~~

1.2.3.2 Where a matter involving academic dishonesty or ~~academic fraud~~ has been referred to a Dean/ Director by a member of the academic staff, or by a Department Head, the Dean/ Director:

- (a) may dispose of the matter after considering the information available and giving the Student a reasonable opportunity to ask questions and offer an explanation, or
- (b) ~~shall refer the matter to the President if the disciplinary matter affects the University generally or if it appears that the matter may warrant a disciplinary action which is not available to the Dean/ Director.~~

~~1.2.3.3 Where a matter involving sexual harassment or human rights has been referred to a Dean/Director, the Dean/ Director shall refer the matter to the appropriate Investigation Officer as set out in 1.1 1.3.~~

1.2.3.4 ~~In addition to the matters in 1.2.3.2, The Dean of the Faculty of Graduate Studies shall have jurisdiction over all disciplinary matters involving false or misleading information supplied in connection with applications for admission to the Faculty of Graduate Studies. In such cases, the term "Student" shall include any person applying to be admitted to the Faculty of Graduate Studies of the University.~~

1.2.4 Director of Libraries

1.2.4.1 The Director of Libraries shall have jurisdiction over a ~~violations breach of~~ library regulations and ~~violations all other disciplinary matters~~ occurring in and uniquely affecting a library which do not affect the University generally. ~~except matters involving sexual harassment and human rights.~~ The Director of Libraries may delegate jurisdiction in whole or in part, absolutely or conditionally, to a library administrative officer in any library within the University and/or establish an *ad hoc* committee to hear and determine any ~~violation disciplinary matter~~ within the Director's jurisdiction or the jurisdiction of such administrative officer.

¹ All references to "Dean or Director" in this By-law shall be deemed to include the Director of University 1 in the case of students registered in University 1.

~~1.2.4.2~~ In situations involving mutilation or theft of library materials, the Director of Libraries may refer the case to the President. If the President concludes that the matter is of sufficient seriousness, the President may request the Director of Libraries to act in the name of the President and with the President's authority. Appeals against ~~decisions~~ **disciplinary action taken implemented** by the Director of Libraries, on behalf of the President, are to be directed to the Library Appeals Committee in the first instance. The provisions of Section 1.4 shall apply to the Library Appeals Committee. ~~the UDC in accordance with 2.3.5.~~

~~1.2.2.2. Matters involving sexual harassment shall be referred directly to the Dean/Director of the Faculty or School of registration.~~

1.2.5 Director of Admissions

The Director of Admissions shall have jurisdiction over all ~~violations~~ **disciplinary matters** involving false or misleading information supplied in connection with applications for admission to Faculties and Schools. ~~other than the Faculty of Graduate Studies (see 1.2.3.4). (For graduate admissions see 1.2.3.4)~~ The Director of Admissions may delegate jurisdiction in whole or in part, absolutely or conditionally, to an *ad hoc* committee to hear and determine any **disciplinary matter** within the Director's jurisdiction.

~~Note: For the purpose of action by the Director of Admissions in cases of alleged admission fraud or misconduct, the term "Student" shall include any person applying to be admitted to undergraduate programs of the University.~~

1.2.6 Director of Ancillary Services Manager of University Centre Services

The ~~Director of Ancillary Services~~ **Manager of University Centre Services** shall have jurisdiction over all ~~violations~~ **disciplinary matters** occurring in and uniquely affecting the University Centre Building, which do not affect the University generally. ~~except matters involving sexual harassment and human rights.~~ If The Director **Manager** may delegate jurisdiction in whole or in part, absolutely or conditionally, to an *ad hoc* committee to hear and determine any **violation disciplinary matter** within the ~~Director's~~ **Manager's** jurisdiction.

~~1.2.4.2. Matters involving sexual harassment shall be referred directly to the Dean/Director of the Faculty or School of registration.~~

1.2.7 Administrators of Provost of University College

~~Administrators of colleges~~ The Provost of University College shall have jurisdiction over a **breach** of college rules committed by members as well as any ~~violations~~ **disciplinary matters** committed by a member which uniquely affect the college, and which do not affect the University generally, and all **disciplinary matters** occurring in and uniquely affecting the College which do not affect the University generally. ~~except matters involving sexual harassment or human rights.~~

~~1.2.5.2 Matters involving sexual harassment shall be referred directly to the Dean/Director of the Faculty or School of registration.~~

1.2.8 Halls of Residence Administrators of University Residences

Administrators of **University residences** shall have jurisdiction over a **breach** of residence rules and all **other disciplinary matters** which uniquely affect the proper

administration of a hall of residence whether committed by residents, visitors, or others, and which do not affect the University generally, except for matters involving sexual harassment or human rights. The Administrator may delegate jurisdiction, in whole or in part, absolutely or conditionally, to an *ad hoc* committee to hear and determine any disciplinary matter within the Administrator's jurisdiction.

~~1.2.6.2 Matters involving sexual harassment shall be referred directly to the Dean/Director of the Faculty or School of registration.~~

1.2.9 Vice-President (Administration)²

The Vice-President (Administration) shall have jurisdiction over all disciplinary matters relating to a breach of Policy 223, *Sexual Harassment*, and Policy 236, *Human Rights*.

1.2.10 President

~~This official~~ The President shall have jurisdiction over all disciplinary matters not specifically subject to the control of another disciplinary authority, including all disciplinary matters which affect the University generally, all disciplinary matters referred to the President under 1.2.7, 1.2.8 or 1.3.2 1.2.3.2 a, 1.2.4.2 or 1.3.1.3 and all matters under 1.5.8.2 1.5.9.2, or any other clause in this by-law. The President may from time to time delegate jurisdiction in whole or in part, absolutely or conditionally, to whichever a person or body deemed appropriate by the President.

1.3 Matters Affecting More Than One Faculty/School

1.3.1 If the student misconduct occurs in a course other than a course offered by the faculty or school of registration of the student then the appropriate Dean, Director, Department Head or member of the academic staff of the Faculty or School offering the course shall have jurisdiction over the matter.

1.3.2 If the student misconduct affects the University generally or if the violation is seen to be one, that might warrant a penalty which is not available to the Dean/Director, then the matter should be referred to the President for action. The President may appoint a delegate to deal with this but when two or more faculties/schools are involved the delegate should not be directly connected with the faculty of registration or the faculty in which the alleged violation occurred. Once Presidential jurisdiction is taken, further action under this section of the By-law is precluded.

1.3.3 Where a penalty on a disciplinary matter under paragraph 1.3.1 has been assessed, and where a violation has been found on the part of the student, the Dean or Director of the Faculty or School of registration of the Student shall immediately be informed of the proceedings and, at the same time, The student should be informed of this notification, and further, that the Student may be subject to additional disciplinary proceedings within the Faculty or School of registration. The failure to so inform the Student shall not affect the validity of additional proceeding in connection with the disciplinary matter, but such failure may be considered in further proceedings.

² In certain circumstances set out in Policy 223, *Sexual Harassment* and Policy 236, *Human Rights*, the disciplinary authority may be the President or the Chair of the Board of Governors.

- 1.3.4 ~~Where the Local Discipline Committee has found a Student to be in violation of University regulations or the time for appeal to that Committee has elapsed, a statement containing a general description of the circumstances that are considered to have given rise to the disciplinary matter, together with particulars of the penalty, shall be sent within seven (7) working days of the expiration of the appeal period by the official or body assessing the final penalty to the Dean or Director of the Faculty or School of registration if such a document has not already been received.~~
- 1.3.5 ~~The Dean or Director of the Faculty or School of registration may, within seven (7) working days of the receipt of the statement in paragraph 1.3.4 initiate further disciplinary action against the Student pursuant to the procedures set out in this By-law.~~
- 1.3.6 ~~Notwithstanding the foregoing, where the Student appeals to the UDC, the Dean or Director of the Faculty or School of registration shall be invited to attend the UDC hearing and to advise the UDC of what is considered to be an appropriate penalty for the violation involved.~~

1.3 Matters Affecting More than One Faculty/School

1.3.1 In the case of undergraduate students:

- 1.3.1.1 If the disciplinary matter relates to a course other than a course offered by the Faculty/School in which the Student is registered, the matter shall be referred directly to the Dean/Director of the Faculty/School offering the course.
- 1.3.1.2 Where disciplinary action is found to be warranted, the appropriate disciplinary action shall be determined in consultation with the Dean/Director of the Faculty/School in which the Student is registered. No further disciplinary action may be imposed, except as a result of an appeal by the Student. An appeal by a Student under 1.3 of the By-law shall be referred directly to the UDC.
- 1.3.1.3 Where the Deans/Directors fail to agree on an appropriate disciplinary action, or if the disciplinary matter affects the University generally or if the matter may warrant a disciplinary action which is not available to the Deans/Directors, the matter shall be referred to the President for action. Where the President delegates jurisdiction, the delegate(s) shall not be directly connected with the Faculty/School of registration or the Faculty/School in which the disciplinary matter arose. Once a disciplinary action has been imposed, no further disciplinary action may be imposed except as a result of an appeal by the Student.

1.3.2 In the case of graduate students see 1.1.1.2.

1.4 Range of Possible Penalties Disciplinary Actions

Subject to 1.5 the following are various penalties disciplinary actions that can may be imposed implemented by a disciplinary authority after finding that a violation has been committed that disciplinary action is warranted:

- 1.4.1 Suspension from attendance for the balance of one meeting of class.

- 1.4.2 Suspension from further attendance at classes in a particular course.
- 1.4.3 Suspension from attendance at all or certain classes in a particular department.
- 1.4.4 Suspension from attendance at all or certain classes in a particular Faculty or School.
- 1.4.5 Suspension from attendance at all or certain classes in the University.
- 1.4.6 Suspension or expulsion from a particular course.
- 1.4.7 Suspension or expulsion from all or certain courses in a particular department.
- 1.4.8 Suspension or expulsion from a Faculty/School or from all or certain courses therein.
- 1.4.9 Suspension or expulsion from the University.
- 1.4.10 Suspension of the processing of an application for admission in the year of application
- 1.4.11 Suspension of the right to submit a future application for admission for a definite or indefinite period.
- 1.4.12 Suspension or expulsion from University College.
- 1.4.13 Suspension or expulsion from a University residence.
- 1.4.14 Levying a fine.
- 1.4.15 Ordering restitution to be made.
- 1.4.16 Requiring that a written apology and/or retraction be made. ~~This penalty may be applied by itself or simultaneously with any other penalty(ies).~~
- 1.4.17 Issuing a reprimand.
- 1.4.18 Ordering that a reprimand be recorded on the Student's academic history/ transcript ~~of the student~~ for a period of up to 5 years.
- 1.4.19 Suspension or withdrawal of privileges in whole or in part.
- 1.4.20 Restricting or prohibiting access to any University property.
- 1.4.21 Giving a particular grade on a course, paper, test, examination or other evaluative process because of academic dishonesty/academic fraud
- 1.4.22 Suspending the assessment or enforcement of a ~~penalty disciplinary action~~ subject to conditions.
- 1.4.23 Attaching conditions to any of the above prescribing future conduct.

1.5 Penalties Disciplinary Actions That Can Be Assessed by Disciplinary Authorities³

1.5.1 Members of the Academic Staff

Academic Staff may, after finding a violation of University regulations on matters not involving disciplinary action is warranted on matters involving classroom order and academic preparation except academic dishonesty or academic fraud, assess penalties implement disciplinary action as set out in 1.4.1, 1.4.2, 1.4.16, 1.4.17, 1.4.22, or 1.4.23 or any one or more of them. Such actions shall be reported to the Head or Dean/Director, as appropriate, within five working days.

1.5.2 Department Heads

Department Heads may, after finding a violation of University regulations, assess penalties that disciplinary action is warranted, implement disciplinary action as set out in 1.4.2, 1.4.3, 1.4.6, 1.4.7, 1.4.16, 1.4.17, 1.4.21, 1.4.22 or 1.4.23 or any one or more of them.

1.5.3 Deans, Directors or LDC

Deans, Directors and LDCs, other than an LDC of University College or a University residence, may, after finding a violation of University regulations, assess penalties that disciplinary action is warranted, implement disciplinary action as set out in 1.4.2, 1.4.3, 1.4.4, 1.4.6, 1.4.7, 1.4.8, 1.4.14, 1.4.15, 1.4.16, 1.4.17, 1.4.18, 1.4.19, 1.4.21, 1.4.22 or 1.4.23 or any one or more of them. Deans/Directors may assess a penalty implement disciplinary action as set out in 1.4.20 with respect to facilities under their jurisdiction. In addition to the above, the Dean of the Faculty of Graduate Studies may assess penalties implement disciplinary action as set out in 1.4.10 and 1.4.11 after a finding of admission fraud or misconduct.

1.5.4 Director of Libraries and the Library Appeals Committee

The Director or the Library Appeals Committee may, after finding a violation of University regulations, assess penalties that disciplinary action is warranted, implement disciplinary action as set out in 1.4.14 (as to overdue books only in accordance with a pre-published scale of fines), 1.4.15, 1.4.16, 1.4.17, 1.4.19, 1.4.20 (as to libraries only), 1.4.22 or 1.4.23 or any one or more of them.

1.5.5 Director of Admissions

The Director may, after finding a violation of University regulations, assess penalties that disciplinary action is warranted, implement disciplinary action as set out in 1.4.8, 1.4.9, 1.4.10, 1.4.11, 1.4.16, 1.4.17, 1.4.18, 1.4.19, 1.4.22, 1.4.23 or any one or more of them.

1.5.6 Director of Ancillary Services Manager of University Centre Services

The Manager may, after finding a violation of University regulations, assess penalties that disciplinary action is warranted, implement disciplinary action as set out in 1.4.15, 1.4.16, 1.4.17, or 1.4.19 (as to privileges in connection with the

³ Disciplinary action for sexual harassment or human rights matters may only be imposed by the Vice-President (Academic) or in some circumstances by the President or Chair of the Board of Governors as set out in those respective policies.

University Centre only), 1.4.20 (as to the University Centre only), 1.4.22 or 1.4.23 or any one or more of them.

1.5.7 Administrators or LDC's of University College and University Residences

The appropriate Administrator or LDC or may, after finding a violation of University regulations, ~~assess penalties~~ that disciplinary action is warranted, implement disciplinary action, as set out in 1.4.12, 1.4.13, or 1.4.14 (as to violation a breach of University College or University residence rules only), 1.4.15, 1.4.16, 1.4.17, or 1.4.19 (as to University College or University residence privileges only), 1.4.20 (as to access to University College or University residence property only), 1.4.22 or 1.4.23 or any one or more of them.

1.5.8 Vice-President (Administration)

The Vice-President (Administration) may, after finding a breach of the policies 223, *Sexual Harassment*, or 236, *Human Rights*, implement any one or more of the disciplinary actions as set out in 1.4. In certain circumstances, this power may be exercised by the President or by the Chair of the Board of Governors as set out in those policies.

1.5.9 President

~~1.5.9.1 The President may, after finding an infraction of University regulations, assess penalties as set out in 1.4.2 - 1.4.9, 1.4.10, 1.4.12 - 1.4.20 inclusive or any one or more of them.~~

1.5.9.1 The President may, after finding that disciplinary action is warranted, implement any one or more of the disciplinary actions as set out in 1.4.

1.5.9.2 If the President is satisfied that it is in the best interests of the University, the President may at any time make an order, subject to final disposition of a disciplinary matter by the appropriate disciplinary authority, restricting or prohibiting access by a student to any University property, including University College or University residences. Where the President exercises powers under this article this power, the disciplinary matter shall forthwith be referred for adjudication to the disciplinary authority having jurisdiction.

1.5.10 University Discipline Committee

The UDC may, after a finding of violation of University regulations finding that disciplinary action is warranted, implement any one or more of the disciplinary actions as set out in 1.4.

1.6. Suspensions and Expulsions

1.6.1 Suspension means any withdrawal of rights or privileges for a definite period of time. Upon expiration of that period of time, the rights or privileges so suspended shall be automatically reinstated.

1.6.1.1 Notwithstanding the above, a suspension under 1.4.11 may be for a definite period of time or an indefinite period of time. In the case of suspension for an indefinite period of time by the Director of Admissions, the suspension may be lifted by the Director of Admissions after consultation

with the Vice-President (Academic) and Provost and the Dean/Director of the Faculty or School concerned. In the case of a suspension by the Dean of the Faculty of Graduate Studies for an indefinite period of time, the suspension may be lifted by the Dean.

- 1.6.2 Expulsion means a withdrawal of rights or privileges for either a definite or indefinite period of time. In the case of an expulsion for a definite period of time, upon expiration of such time, the Student, to be readmitted, must reapply for admission to the appropriate authority having jurisdiction over admission. A Student who has been expelled for an indefinite period of time may apply to the disciplinary authority that imposed the final penalty for a lifting of the expulsion. If the expulsion is lifted, the Student, in order to be readmitted, must reapply for admission to the authority having jurisdiction over admission.
- 1.6.3 Where a disciplinary authority has suspended or expelled the Student from a particular course, courses, department, or Faculty/ School, then any academic credits earned by the Student at The University of Manitoba or at another academic institution in an equivalent or related area of study during the period of suspension or expulsion shall not be counted as credit toward any degree or program offered by a department, or Faculty/ School, from which Faculty/School, or from whose courses, the Student has been suspended or expelled unless at the time of the imposition of the suspension or expulsion, the disciplinary authority stipulates otherwise.
- 1.6.4 Where a disciplinary authority has suspended or expelled the Student from the University, then any academic credits earned by the Student at any academic institution during the period of suspension or expulsion shall not be counted as credit toward any degree or program offered by The University of Manitoba, unless at the time of the imposition of the suspension or expulsion, the disciplinary authority stipulates otherwise.
- 1.6.5 Where the Student has been suspended or expelled from a Faculty/ School of the University, any other Faculty/School may refuse to register the Student for any course or courses or to accept the Student as a transfer student, provided that prior to such refusal, the other Faculty/School has:
 - (a) obtained a written report from the disciplinary authority that imposed the suspension or expulsion, outlining the circumstances surrounding the disciplinary action,
 - (b) given the Student a copy of the report, and
 - (c) given the Student an opportunity to respond to the report.

1.7 Student Academic Records History/Transcript

- 1.7.1 Disciplinary actions assessed implemented shall not ordinarily be recorded in on the Student's academic records history/transcript. however, if the Student is suspended or expelled under 1.4.6 - 1.4.9 inclusive or a reprimand has been ordered recorded on a Student's academic history/transcript under 1.4.18, the Director of Student Records shall be notified.
- 1.7.2 A suspension shall appear on the Student's academic records history/transcript until such time as the suspension period has elapsed, when it shall be removed upon the written request by the Student to the Director of Student Records.

- 1.7.3 In the case of suspension for supplying false or misleading information in connection with an application for admission (see 1.4.10 and 1.4.11), any notation on the Student's academic record history/transcript may only be removed by the Director of Student Records upon the written order of the disciplinary authority that implemented the disciplinary action (see 1.6.1.1) or by the UDC.
- 1.7.4 An expulsion shall appear on the Student's academic record history/transcript and may only be removed by the Director of Student Records upon the written order of the disciplinary authority that imposed the final penalty implemented the disciplinary action or by the UDC.
- 1.7.5 Where a reprimand has been ordered to be recorded on the Student's academic history/transcript (see 1.4.18), the reprimand shall be removed, following the elapse of the specified period of time, upon the written request of the Student to the Director of Student Records or earlier upon a written order from the disciplinary authority that implemented the disciplinary action or by the UDC.

2.0 APPEALS

2.1 General

- 2.1.1 A Student has the right to appeal all disciplinary decisions actions except those made implemented by the University Discipline Committee or a hearing panel thereof.
- 2.1.2 A disciplinary authority to whom an appeal has been made, upon finding an infraction of University regulations, may dispose of the matter in any way authorized to it under paragraph 1.5, notwithstanding that such disposition the disciplinary action may be one that was unavailable to the disciplinary authority from whom the appeal has been made. The resulting disposition should the finding of an infraction be confirmed, may, therefore, be the same, more severe or less severe than the original disciplinary action and the Student shall be so informed prior to the commencement of an appeal hearing.
- 2.1.3 Prior to the commencement of the appeal hearing the Student shall be informed that a finding of a violation of University regulations or the determination of the appropriate disposition by the appellate body might result in a more severe penalty than that made or that which could have been made by the disciplinary authority from whom the appeal has been taken.
- 2.1.3 Only the party Student who has been the subject of disciplinary action has the right to appeal.
- 2.1.5 When an appeal is heard, a finding of violation of University regulations or the assignment of a penalty that disciplinary action is warranted shall not be undertaken implemented unless the appellant Student has been invited to attend the hearing and, if in attendance, be is permitted to ask questions and offer an explanation. A reasonable attempt should be made to schedule the hearing at a time and place that permits the appellant's Student's participation.

2.2 Notices of Appeal

- 2.2.1 If the Student wishes to appeal a disciplinary action, the Student must deliver the following documents (the "Notice of Appeal") to the appropriate persons or bodies

as identified in 2.3 within five (5) working days of the Student being notified of the disciplinary action:

- (a) a complete notice of appeal application in a form prescribed by the University Secretary from time to time, and
- (b) copies of such written materials which the Student wishes considered in connection with the appeal.

2.2.2 The Student shall clearly indicate in the notice of appeal whether the appeal is from a finding that the disciplinary action is warranted and/or the actual disciplinary action.

2.2.3 The time for delivery of a Notice of Appeal may be extended by the person or body to whom the appeal is to be made, or by the Chair of UDC where the appeal is to the UDC.

2.3 Appeal Routes

2.3.1 If the Student wishes to appeal the disciplinary decision of a member of the academic staff (except for suspension from attendance for the balance of the meeting of one class), the Notice of Appeal shall be delivered to the appropriate Department Head or to the Dean/Director in Faculties/ Schools without Departments, with a copy to the member of the academic staff.

2.3.2 If the Student wishes to appeal the disciplinary decision of a Department Head, the Notice of Appeal shall be delivered to the appropriate Dean/Director, with a copy to the Department Head.

2.3.3 If the Student wishes to appeal the disciplinary decision of a Dean/Director, or an Administrator of University College or the University Residences, the Notice of Appeal shall be delivered to the appropriate LDC in care of the respective Dean/Director or Administrator.

2.3.4 If the Student wishes to appeal the disciplinary decision of the Director of Libraries (other than as a delegate of the President), a delegate of the Director, or an *ad hoc* committee appointed by the Director, the Notice of Appeal shall be delivered to the Chair of Senate Library Committee, with a copy to the person or *ad hoc* committee which made the initial disciplinary decision. Within seven (7) working days of receipt of the Notice of Appeal, the Chair of the Senate Library Committee will appoint a Library Appeals Committee to hear the appeal.

2.3.5 If the Student wishes to appeal the disciplinary decision of any of the following disciplinary authorities, the Notice of Appeal shall be delivered to the UDC in care of the Secretary of the UDC (University Secretary), with a copy to the disciplinary authority whose decision is being appealed:

- (a) the decision of the Director of University 1;
- (b) the decision of an LDC or the Library Appeals Committee;
- (c) the decision of the Director of Admissions or the Manager of University Centre or an *ad hoc* committee appointed by either the Director or the Manager;
- (d) the decision of the Vice-President (Administration), President or the Chair of the Board of Governors in disciplinary matters involving sexual harassment or human rights, and

(e) the decision of the President or of a delegate

2.2. Appeal Routes

2.2.1 A Student who is dissatisfied with a decision of a member of the academic staff (except for suspension from attendance for the balance of one meeting of class) may appeal the matter to the Department Head concerned. In Faculties or Schools without departments the appeal shall be to the Dean or Director concerned.

2.2.2 A Student who is dissatisfied with the decision of a Department Head has the right to appeal the matter to the Dean of the Faculty or the Director of the School concerned.

2.2.3 A Student who is dissatisfied with the decision of the Director of Libraries, a delegate of the Director, or of an *ad hoc* committee appointed by the Director, has the right to appeal the matter to the Library Appeals Committee. The Library Appeals Committee shall be appointed by the Chair of the Senate Library Committee within seven working days after receipt by the Chair of a written notice of the intention to appeal.

2.2.4 A Student who is dissatisfied with the decision of the Director of Admissions or the Manager of University Centre Services or an *ad hoc* committee appointed by either Director, has the right to appeal the matter to the UDC.

2.2.5 A Student who is dissatisfied with the decision of a Dean or Director, or of an Administrator of a College or University Residences, has the right to appeal the matter to the LDC.

2.2.5.1 Following a decision of a Dean/Director involving matters relating to sexual harassment, a student has the right to appeal the matter to the U.D.C.

2.2.6 A Student who is dissatisfied with the decision of an LDC or the Library Appeals Committee has the right to appeal the matter to the UDC.

2.2.7 A Student who is dissatisfied with the decision of the Vice President (Administration), President or the Chair of the Board of Governors in disciplinary matters involving sexual harassment or human rights, has the right to appeal the matter to the UDC.

2.2.8 A Student who is dissatisfied with the decision of the President or of a delegate has the right to appeal the matter to the UDC.

2.3 Procedures on Appeals

2.3.1 If a Student wishes to appeal a decision to any group or body, the notice of appeal must be delivered in writing to the appropriate person(s) within five working days of the student being notified of the decision from which the student intends to appeal.

2.3.2 All notices of appeal shall clearly indicate whether the appeal is from the finding of an infraction of University regulations, on the one hand, or from the penalty on the other, or from the disciplinary action, or from both.

- ~~2.3.3 Where the appeal is from a decision of a member of the academic staff, the notice shall be delivered to the appropriate Department Head or Dean/Director as the case may be, with a copy to the member of the academic staff.~~
- ~~2.3.4 Where the appeal is from a decision of a Department Head, the notice shall be delivered to the appropriate Dean or Director with a copy to the Department Head.~~
- ~~2.3.5 If the appeal is from a decision of a Dean or Director or an Administrator of a College or University Residence to an LDC, the statement notice shall be delivered to the Dean, Director, concerned, or the Administrator of a College or University Residence.~~
- ~~2.3.6 If the appeal is from a decision of the Director of Libraries, a delegate of the Director, or an *ad hoc* committee appointed by the Director, the notice shall be delivered to the Chair of the Senate Library Committee.~~
- ~~2.3.7 If the appeal is to the UDC, the statement notice shall be delivered to the Secretary of the U.D.C. with a copy to the administrative official or body, Dean or Director concerned.~~
- ~~2.3.8 The time for delivering the notice of intention to appeal may be extended by either the person or body to whom the appeal is to be taken or by the Chair of the UDC.~~

2.4 Local Discipline Committee (LDC)

- 2.4.1 University College and each Faculty, School, College or the University Residences shall establish a standing or, from time to time, an *ad hoc* committee to hear and determine disciplinary matters appealed to it by the Student from a decision of the Dean/Director of a Faculty/ School, or the Administrator of University College or University Residences.
- 2.4.2 In Faculties/Schools and University College, the committees LDC shall be composed of an equal number of academic staff and students with a minimum of eight members. In the case of University Residences, the committee LDC shall be composed of an equal number of residence staff and students with a minimum of eight members. Members shall be appointed by the Administrator of University Residences with the advice of the Residence Students' Advisory Committee.
- 2.4.3 The Chair shall be selected by and from the membership.
- 2.4.4 A *quorum* shall be half the members with no requirement as to distribution.
- 2.4.5 A Dean, Director, or Administrator of University College or University Residences whose decision is the subject of the appeal or any person who is a principal in the case shall be excluded from the committee membership for the case.
- 2.4.6 The hearing procedures of the LDC shall be as follows:
 - 2.4.6.1 The Student shall be presumed to be innocent of any alleged ~~infraction of University regulations~~, until the evidence presented indicates that on the balance of probabilities a violation ~~an infraction has taken place~~. disciplinary action is warranted. The LDC, in weighing the balance of probabilities, shall consider the severity of the alleged incident.

- 2.4.6.2 The hearing shall be by way of a trial *de novo* when the appeal is from a finding of infraction of University regulations, unless the appeal has been made only in relation to the severity of the disciplinary action imposed.
- 2.4.6.3 The Student concerned may appear in person and may be represented by another person in accordance with the provisions of Section 1.1.7. Legal counsel The Student's lawyer, if any, may be present as an observer.
- 2.4.6.4 Hearings shall be closed unless the Student concerned requests in writing at least 48 hours before the hearing that a hearing be open. If the hearing is open, reasonable seating for spectators observers shall be provided, but spectators observers may not participate in the proceedings.
- 2.4.6.5 The Student concerned and the Student's designated representative, of the Student if any, shall be entitled to receive in writing, at least five working days before the date set for the hearing, a general description of the circumstances that are considered to have given rise to the disciplinary matter. A formal "charge" is not necessary.
- 2.4.6.6 The Student concerned or the Student's designated representative, if any, shall have the right to cross-examine witnesses.
- 2.4.6.7 Subject to paragraph 2.4.6.15 ~~14~~ herein, The Student concerned normally shall have the right to receive a copy of any university document that the LDC considers to be relevant, provided, however, that the Student may be required to pay the cost of reproduction thereof.
- 2.4.6.8 Requests for adjournment shall be honoured within reason.
- 2.4.6.9 The Student concerned shall have the right to challenge for cause any member of the LDC, the validity of the challenge to be judged by the remainder of the LDC. Such cause may include current teacher-student relationship, evident or published bias, or any factor likely to prejudice a fair hearing.
- 2.4.6.10 The Chair of the LDC shall vote only to break a tie.
- 2.4.6.11 ~~For a finding of violation of University regulations, a two-thirds majority of LDC members hearing the matter is required. For assessment of penalty, a simple majority of LDC members hearing the matter is required.~~
- 2.4.6.11 The Student concerned shall not be required to give evidence, but if the Student elects to do so, then the Student is liable to cross-examination.
- 2.4.6.12 The Student concerned has a right to call witnesses and to submit other evidence.

2.4.6.13 The LDC may consider confidential information from the University Health Service, Counselling Service, University Chaplains and other similar services which are submitted by these services to the LDC at the request of the Student. Such confidential information submitted to the LDC may only be used for the purpose of the appeal.

~~2.4.6.14~~ ~~Disciplinary authorities and members thereof shall not divulge any confidential information received from Health Services, Counselling Service, University Chaplains and other similar services. (Such information can only be divulged by the services at the request of the Student.)~~

2.3.6.14 A decision to uphold or deny an appeal, in whole or in part, and a decision to take different disciplinary action, in whole or in part, requires a simple majority.

2.4.6.15 The results of the hearing shall be conveyed in writing by the Chair of the LDC to the Student concerned and to the Dean/Director of the Faculty/School involved, or to the Administrator of University College or University Residence involved, as the case may be, and to the designated representative of the student, if any.

~~2.4.6.16~~ ~~If, after hearing all the evidence, the LDC is satisfied on the evidence presented that the Student concerned has violated committed an infraction of University regulations or policies through an act of commission or omission for which the Student ought to be disciplined, even though the description of the circumstances of the disciplinary matter does not precisely describe the proven conduct, the LDC may nevertheless dispose of the matter as in 1.5.7. If, after hearing all the evidence, the LDC considers the disciplinary matter may be of a more serious nature than that described in the "description of the circumstances" given to the Student concerned, the LDC shall so inform the student in order to give the Student the opportunity to present evidence to it on the more serious charge.~~

2.4.6.16 If, after hearing all the evidence, the LDC is satisfied on the evidence presented that the description of the circumstance of the disciplinary matter does not precisely describe the proven conduct, the LDC may nevertheless dispose of the matter as in 1.5.3 or 1.5.7 as the case may be (provided that if the LDC considers the disciplinary matter to be of a more serious nature than described in the "description of circumstances" given to the Student, the LDC shall so inform the Student in order to give the Student the opportunity to present evidence to it on the more serious charge).

3.0 UNIVERSITY DISCIPLINE COMMITTEE (UDC)

3.1. General

3.1.1 The UDC shall be composed of 14 persons (seven academic staff, seven students) appointed by the Board of Governors upon the recommendation of the UDC

Nominating Committee, plus the President of the University or designate and the President of the University of Manitoba Students' Union or designate as *ex-officio* members.

- 3.1.2 The terms of office shall be two years for academic staff-members, and one year for students members, from October 1 to September 30. A member whose term of office has expired on September 30 in any year shall continue in office until a successor has been appointed and shall be eligible for reappointment.
- 3.1.3 A *quorum* shall be half the members, with no requirements as to distribution except that it shall include at least two students and two academic staff members.
- 3.1.4 The Chair shall be elected by the Committee from amongst its members.

3.2 UDC Nominating Committee

- 3.2.1 The Nominating Committee shall consist of three members of the academic staff, three students, and the Chair of the Senate Committee on Appeals as Chair with power to vote only to break a tie. In the event of the inability of the Chair of the Senate Committee on Appeals to act, the Executive Committee of Senate shall appoint a Chair of the University Discipline Nominating Committee on a *pro tem* basis.
- 3.2.2 The terms of office shall be one year, from September 1st to August 31st.
- 3.2.3 A *quorum* shall be half the members with no requirement as to distribution.
- 3.2.4 Members of the academic staff shall be elected by Senate.
- 3.2.5 Student members shall be selected by the Student Senate Caucus or, if that body fails to act by September 10th in any year, by the Senate Committee on Nominations.
- 3.2.6 Prior to calling a meeting, the University Discipline Nominating Committee shall poll the student members of the University Discipline Committee UDC to determine whether they wish to stand for renomination.

3.3 Jurisdiction

The UDC and the hearing panels thereof shall exercise disciplinary authority on behalf of the Board of Governors on all student disciplinary appeals.

3.4 Terms of Reference

- 3.4.1 To meet at least once annually as soon as convenient after appointment for the purpose of electing a Chair.
- 3.4.2 To report annually to the President.
- 3.4.3 To establish procedures, not inconsistent with this by-law, for hearing panels.
- 3.4.4 To hear appeals, either as a committee of the whole or through a hearing panel from decisions of disciplinary authorities.
- 3.4.5 To review this by-law periodically and, if necessary, to recommend changes to it.

3.5 Hearing Panels

- 3.5.1 When a matter has been appealed to the UDC, the Chair shall either convene the UDC or convene a hearing panel thereof to hear the appeal.
- 3.5.2 Where the only decision from which an appeal is taken is the amount levied by way of fine or the amount ordered to be paid by way of restitution, then, if such fine or restitution does not exceed \$250.00 the Chair may, at the Chair's discretion, personally decide the matter, or may convene a hearing panel to hear the appeal.
- 3.5.3 A hearing panel shall be chosen from amongst the members of the UDC and shall be composed of two ~~academic staff members~~, two students ~~members~~ and the Chair of the UDC, ~~with the Chair of the UDC as Chair of the hearing panel~~.
- 3.5.4 Members of each hearing panel shall be chosen from an alphabetical list of ~~the committee UDC members~~, beginning at the top, until the right proportions are obtained. Persons who serve on a ~~hearing~~ panel shall have their name added to the bottom of the list.
- 3.5.5 ~~UDC members of the committee~~ who have a conflict of interest in a particular case, or have a temporary work conflict, or are otherwise unable to sit, may disqualify themselves from hearing an appeal. If, as a result a hearing panel cannot be properly formed, the ~~UDC~~ Nominating Committee ~~which originally recommended membership~~ shall recommend to the Board of Governors replacements to ~~handle a hearing panel for~~ the appeal in question.
- 3.5.6 Notwithstanding the foregoing, the Chair of the UDC may, in a particular case, require that a larger hearing panel be convened to consider the matter provided that such larger hearing panel maintains the proportion of students and staff as hereinbefore provided.

3.6 UDC Hearing Procedures

- 3.6.1 The Student shall be presumed to be innocent ~~of any alleged infraction of University regulations~~ until the evidence presented indicates that on the balance of probabilities ~~discipline is warranted~~ ~~an infraction has taken place~~. The UDC, in weighing the balance of probabilities, shall consider the severity of the alleged ~~incident~~.
- 3.6.2 After an appeal hearing has commenced, the appeal may be withdrawn by the appellant only with leave of the UDC or the hearing panel.
- 3.6.3 The hearing before the UDC or hearing panel shall be by way of a trial *de novo*. ~~when the appeal is from a finding of violation of University regulations except that Any transcript or minutes of an LDC may be considered by the UDC or hearing panel. If such evidence is considered, it shall be made available to the Student, concerned provided, however, that the Student may be required to pay the cost of reproduction thereof.~~
- 3.6.4 Hearings shall be closed unless the Student ~~concerned~~ requests in writing at least 48 hours before the hearing that a hearing be open. If the hearing is open, reasonable seating for ~~spectators~~ ~~observers~~ shall be provided, but the ~~spectators~~ ~~observers~~ may not participate in the proceedings.

- 3.6.5 The Student concerned may appear in person and may be represented by legal counsel a lawyer or by any other person in accordance with the provisions of 1.1.7.1. 1.1.7 If the student intends to have legal counsel a lawyer present at the hearing, the Student shall notify the Chair of the UDC at least seven working days prior to the hearing. In that event, the UDC or hearing panel may obtain request the services of a legal counsel for its own use.
- 3.6.6 The Student concerned and the Student's designated representative, of the Student if any, shall be entitled to receive in writing, at least five working days before the date set for the hearing, a general description of the circumstances that are considered to have given rise to the disciplinary matter. A formal "charge" is not necessary.
- 3.6.7 The Student concerned or the Student's counsel designated representative, if any, shall have the right to cross-examine witnesses.
- 3.6.8 Subject to paragraph 3.6.13 and 3.6.17, the Student concerned normally shall have the right to receive a copy of any university document that the UDC or hearing panel considers to be relevant. provided, however, that the Student may be required by the U.D.C. or hearing panel to pay the cost of reproduction thereof.
- 3.6.9 Requests for adjournment shall be honoured within reason.
- 3.6.10 The Student concerned shall have the right to challenge for cause any member of the hearing panel or members of the UDC hearing the matter, the validity of the challenge to be judged by the remainder of the panel or UDC members. Such cause may include current teacher-student relationship, evident or published bias, or any other factor likely to prejudice a fair hearing.
- 3.6.11 A *quorum* for a hearing panel shall be three members and the Chair.
- 3.6.12 The Chair of the UDC or of a hearing panel shall vote only to break a tie.
- ~~3.7.16 Disciplinary authorities or members thereof shall not divulge any confidential information received from Health Services, Counselling Service, University Chaplains and other similar services. (Such information can only be divulged by the services at the request of the Student.)~~
- 3.6.13 The UDC may consider confidential information from the University Health Service, Counselling Service, University Chaplains and other similar services which are submitted by these services to the UDC at the request of the Student. Such confidential information submitted to the UDC may only be used for the purpose of the appeal.
- 3.6.14 The Student concerned shall not be required to give evidence; but if the Student elects to do so, the Student is liable to cross-examination.
- 3.6.15 The Student concerned has the right to call witnesses and to submit other evidence.
- ~~3.7.13 For a finding of an infraction of University regulations, a two-thirds majority of the hearing panel or members of the UDC required hearing the matter is. For assessment of penalties determining disciplinary action, a simple majority of the hearing panel or members of the U.D.C. hearing the matter is required.~~

3.6.16 A decision to uphold or deny an appeal, in whole or in part, and a decision to take different disciplinary action, in whole or in part, requires a simple majority.

3.6.17 Where the Student appeals the disposition of a sexual harassment or human rights complaint and upon the written request of the Chair of the UDC, the appropriate disciplinary authority shall forward to the UDC the report of the Investigation Officer for consideration in the disposition of the appeal. Such confidential information submitted to the UDC may only be used for the purpose of the appeal.

~~3.7.18 The Chair of the UDC or hearing panel shall, after a decision has been made, report the results of that decision to the Student concerned, the Dean or the Director of the Faculty or School involved, and to the designated representative of the Student, if any, as well as, in the appropriate case, to the disciplinary authority from whose decision the appeal is taken and to the Director of Student Records.~~

3.6.18 The Chair of the UDC or hearing panel shall, after a decision has been made, report the results of that decision to:

- (a) the Student and the designated representative of the Student, if any;
- (b) the disciplinary authority from whose decision the appeal has been heard;
- (c) the Dean/Director of the Faculty/School involved, or the appropriate administrator as the case may be; and
- (d) the Director of Student Records.

~~3.7.19 If, after hearing all the evidence, the UDC or hearing panel is satisfied on the evidence presented that the Student concerned has committed an infraction of a University regulation through an act of commission or omission for which the Student ought to be disciplined, even though the description of the circumstances of the disciplinary matter does not precisely describe the proven conduct, the UDC or hearing panel may, nevertheless, dispose of the matter as in 1.5.9. If, after hearing all the evidence, the UDC or hearing panel considers that the student concerned may be guilty of a more serious disciplinary matter than that described in the "description of the circumstances" given to the Student, then the UDC or hearing panel shall so inform the Student in order to give the Student the opportunity to present evidence to it on the more serious charge.~~

3.6.19 If, after hearing all the evidence, the UDC or hearing panel is satisfied on the evidence presented that the description of the circumstance of the disciplinary matter does not precisely describe the proven conduct, the UDC or hearing panel may nevertheless dispose of the matter as in 1.5.10 (provided that if the UDC or hearing panel considers the disciplinary matter to be of a more serious nature than described in the "description of circumstances" given to the Student, the UDC or hearing panel shall so inform the Student in order to give the Student the opportunity to present evidence to it on the more serious charge).

3.7 Records

The UDC shall be the sole custodian of its files, which shall be maintained for its exclusive use.

4.0 ANNUAL REPORTS

- 4.1. Members of the academic staff and Department Heads, who have dealt with a disciplinary matter, shall report to the Dean / Director of the Faculty/ School to which each belongs setting out the nature of the offence and particulars of the penalty.
- 4.2. Disciplinary authorities (Senior Administrators, Deans, Directors and Heads of Administrative Units), except members of the academic staff and department heads shall report all disciplinary matters considered by or reported to them to the Chair of the UDC by October 1 of each year. The report shall contain the number of disciplinary matters referred to such person or body, the nature of the offenses and particulars of the dispositions, and such further matters as may be required by the UDC.
- 4.3. The Chair of the UDC shall prepare and submit a report to the University President by December 1 in each year setting out both a summary of the reports submitted to the Chair of the UDC as well as particulars of the number, nature and disposition of cases appealed to the UDC.
- 4.4. Members of the University community, including students, shall be kept informed of the nature and disposition of cases dealt with under this By-law. The names of students disciplined shall not normally be made public.

ADOPTED BY THE BOARD OF GOVERNORS: February 23, 1978

REVISED: October 22, 1986

REVISED: November 19, 1992

REVISED: 2

STUDENT DISCIPLINE BY-LAW

Appendix 1

Date:

Chart¹ of Disciplinary Actions and Disciplinary Authorities²

Disciplinary Authorities and Disciplinary Actions		Academic Staff	Department Heads	Deans, Directors or LDC	Director of Libraries/Library Appeals Committee	Director of Admissions	Manager of University Centre Services	Administrator/ LDC University College / University Residences
1.4.1	Suspension from attendance for the balance of one meeting of class.	X						
1.4.2	Suspension from further attendance at classes in a particular course.	X	X	X				
1.4.3	Suspension from attendance at all or certain classes in a particular department.		X	X				
1.4.4	Suspension from attendance at all or certain classes in a particular faculty or school.			X				
1.4.5	Suspension from attendance at all or certain classes in the University.							
1.4.6	Suspension or expulsion from a particular course.		X	X				
1.4.7	Suspension or expulsion from all or certain courses in a particular department.		X	X				
1.4.8	Suspension or expulsion from a faculty or school or from all or certain courses therein.			X		X		
1.4.9	Suspension or expulsion from the University.					X		
1.4.10	Suspension of the processing of an application for admission in the year of application.			X ³		X		
1.4.11	Suspension of the right to submit a future application for admission for a definite or indefinite period.			X ³		X		
1.4.12	Suspension/Expulsion from University College							X

Disciplinary Authorities and Disciplinary Action - continued		Academic Staff	Department Heads	Deans, Directors or LDC	Director of Libraries/Library Appeals Committee	Director of Admissions	Manager of University Centre Services	Administrator/ LDC University College/ University Residences
1.4.13	Suspension or expulsion from a University Residence							X
1.4.14	Levying a fine.			X	x ⁵			x ⁶
1.4.15	Ordering restitution to be made.			X	X		X	x ⁶
1.4.16	Requiring that a written apology and/or retraction be made.	X	X	X	X	X	X	X
1.4.17	Issuing a reprimand.	X	X	X	X	X	X	X
1.4.18	Ordering that a reprimand be recorded on the Student's academic history/transcript for a period of up to 5 years.			X		X		
1.4.19	Suspension or withdrawal of privileges in whole or in part.			X	X	X	x ⁷	x ⁸
1.4.20	Restricting or prohibiting access to University property.			x ⁴	x ⁶		x ⁷	x ⁸
1.4.21	Giving a particular grade on a course, paper, test, examination or other evaluative process because of academic dishonesty/academic fraud		X	X				
1.4.22	Suspending the assessment or enforcement of a penalty subject to conditions.	X	X	X	X	X	X	X
1.4.23	Attaching conditions to any of the above prescribing future conduct.	X	X	X	X	X	X	X

1. Chart is intended as a summary only; where questions may arise, the wording of the By-Law shall prevail

2. President, Vice-President (Administration) and the UDC may, after finding that disciplinary action is warranted, implement any one or more disciplinary actions as set out in 1.4

3. The Dean of the Faculty of Graduate Studies with respect to admission fraud or misconduct of a graduate student application for admission

4. Only with respect to facilities under their jurisdiction

5. Only as to overdue books in accordance with a pre-published scale of fines

6. Only with respect to the Libraries

7. Only with respect to University Centre

8. Only with respect to University College or the University Residences

**Comments of the Executive Committee on the Report of the University Discipline Committee re
Revisions to the Student Discipline By-Law**

The Executive Committee recommends that Senate approve and recommend to the Board of Governors the adoption of the Student Discipline By-Law as revised.

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THE UNIVERSITY OF MANITOBA

Winnipeg, Manitoba, Canada

FACULTY OF ARCHITECTURE

Department of Environmental Design
Ph.: (204) 474-9386
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20 December 1998

TO: Mr. Peter Dueck, Acting Director
Enrollment Management
421 University Centre

FROM: Prof. Charlie Thomsen, Associate Dean, and
Acting Head, Department of Environmental Design
Faculty of Architecture

A handwritten signature in black ink, appearing to be 'C. Thomsen', written over the 'FROM:' line.

RE.: **ENVIRONMENTAL DESIGN AND INTERIOR DESIGN**
ADMISSION BULLETINS, 1999

Further to our recent discussion the Departments of Environmental Design and Interior Design requests the following changes be made to the 1999 Admission Bulletins. We believe these changes will allow our entry requirements to be more consistent with the entry requirements of other Faculty's on campus, and will not decrease the opportunity for interested students to enter our programs of study.

- 1) Change in the number of allowable credit hours required of all applicants to Environmental Design and Interior Design in the Qualifying year from 30 to 24. The total required number of credit hours in the Qualifying year remains at 30 hours, and students must understand they must complete the additional 6 credit hours before graduation to fulfill the 30 credit hour Qualifying year requirement. The same written English and Math requirement remains in effect for all applicants.
- 2) Change the categories for the selection of required courses in Part A to 6 credit hours in Arts, 6 credit hours in Sciences, and 6 credit hours in either Arts or Sciences together with 12 credit hours of open electives. This change in categories was approved at the December meeting of Senate.
- 3) The number of credit hours used in the calculation of gpa for the selection of applicants to Environmental Design and Interior Design will be changed from 30 hours to 24 hours.
- 4) Change the passing grade of D for Interior Design applicants to a minimum grade of C.

Students currently enrolled in the Qualifying year will be applying for admissions to our programs of study based upon existing application requirements. In order to implement these proposed changes for this year we are recommending a transition year model to deal with a potentially reduced number of applicants. Students in the 24 credit hour category (Second Priority Group B) will be considered on a "space available" basis for this year only. Students completing 30 credit hours in the Qualifying year will be considered First Priority Group A, and therefore should not be disadvantaged during this transition year.

We hope our request for changes is clear and thank you for your attention to this matter.

**Comments of the Executive Committee on the Environmental Design and Interior Design Admission
Bulletins: 1999**

The Executive Committee recommends that the admission guidelines as stated in the 20 December 1998 memorandum from Professor Thomsen be approved by Senate.