

Senate
Senate Chamber
Room E3-262 Engineering Building
WEDNESDAY, March 6, 2013
1:30 p.m.

A G E N D A

I MATTERS TO BE CONSIDERED IN CLOSED SESSION - none

II MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Report of the Executive Committee of the Faculty Graduate Studies on Course and Curriculum Changes
RE: Department of Community Health Sciences
[\[January 28, 2013\]](#) Page 3

III MATTERS FORWARDED FOR INFORMATION

1. Report of the Senate Committee on Awards
[\[January 17, 2013\]](#) Page 5
2. Correspondence from Vice-President (Research)
[RE: Report on Research Contract Funds Received](#) Page 16
3. [Student Advocacy Annual Report \(2011 – 2012\)](#) Page 20
4. Items Approved by the Board of Governors,
[on January 29, 2013](#) Page 25

IV REPORT OF THE PRESIDENT

V QUESTION PERIOD

Senators are reminded that questions shall normally be submitted in writing to the University Secretary no later than 10:00 a.m. of the day preceding the meeting.

VI CONSIDERATION OF THE MINUTES OF THE MEETING OF FEBRUARY 6, 2013

VII BUSINESS ARISING FROM THE MINUTES - none

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

1. [Report of the Senate Executive Committee](#) Page 26

2. **Report of the Senate
Planning and Priorities Committee** Page 27
[RE: Undergraduate Enrolment Targets](#) *(for discussion)*

**IX 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 of the Committee=s activities.

2. **Report of the Senate Committee on Awards** Page 33
[\[January 29, 2013\]](#)
3. **Report of the Senate Committee on Instruction and
Evaluation RE: Revised Policy on Examination** Page 39
[Regulations \[January 17, 2013\]](#)

X ADDITIONAL BUSINESS

1. [Election of the Chancellor](#) Page 80

XI ADJOURNMENT

Please call regrets to 474-6892 or send to shannon_coyston@umanitoba.ca.

Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes

Preamble

1. The Faculty of Graduate Studies has responsibility for all matters relating to the submission of graduate course, curriculum and program changes. Recommendations for new programs or changes are submitted by the Faculty Council of Graduate Studies for the approval of Senate.
2. In October 2007, the Faculty of Graduate Studies approved a process of *Streamlining Course Introductions, Modifications, & Deletions* which allows the Executive Committee to approve these changes in lieu of Faculty Council when the courses are not associated with a new program or program changes.
3. The Registrar's Office now permits a course modification where there is a proposed change to the long course title (short course title changes still require the deletion and addition of the course under a new course number and name).
4. The Faculty of Graduate Studies Executive Committee met on January 28th to consider course change proposals from the Dept. of Community Health Sciences, Faculty of Medicine.

Observations

1. The **Dept. of Community Health Sciences** proposes the modification of two courses, **CHSC 7200 Current Concepts in Global Health: Populations, Policies and Programs (3)** (previously titled Health and Health Care in Developing Countries) and **CHSC 7220 Health and Health Services of First Nations, Métis and Inuit Peoples (3)** (previously titled Health and Health Services of Native Peoples) to update the language in the course titles and course descriptions to reflect a) newer paradigms, approaches and practices in what was once referred to as "international health," and b) the University's policy of moving away from the use of the term "Native."

Dept. of Community Health Sciences

Course Modifications

CHSC 7200 Current Concepts in Global Health: Populations, Policies and Program 3

The course will focus on global patterns of mortality and morbidity, and the organization of health care services. Social, cultural, and economic issues will be related to health and health services.

CHSC 7220 Health and Health Services of First Nations, Métis and Inuit Peoples 3

Seminar-based course critically examines First Nations, Métis and Inuit health status, health care services, historical assumptions about indigenous populations, and 'pre-Canada' world events influencing European colonization of this land with resultant marginalization of original indigenous Peoples.

NET CREDIT HOUR CHANGE

0

Recommendations

The Executive Committee recommends THAT: the course changes from the unit listed below be approved by Senate:

Dept. of Community Health Sciences

Respectfully submitted,

Dean J. Doering, Chair
Graduate Studies Executive Committee

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

REPORT OF THE SENATE COMMITTEE ON AWARDS

Preamble

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observations

At its meeting of January 17, 2013 the Senate Committee on Awards approved eighteen new offers and three amended offers as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated January 17, 2013).

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve eighteen new offers and three amended offers as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated January 17, 2013). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr. David Kuhn
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A January 17, 2013

1. NEW OFFERS

Dianne Grant Memorial Scholarship

In memory of Dianne Grant, family, friends, and the Department of Anthropology have established an endowment fund at the University of Manitoba, with an initial gift totalling more than \$15,000 in August 2010. In order to remember Dianne and her dedication to the pursuit of graduate work in anthropology, especially in the areas of gender and sexuality, exploitation, homelessness, poverty, and action-oriented research, the available annual interest from the fund will be used to offer one scholarship to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies, in the Master's or Doctoral program delivered by the Department of Anthropology;
- (2) has achieved a minimum degree grade point average of 3.5 based on the last 60 credit hours;
- (3) is planning to or has carried out thesis research in one of the following broad thematic areas: gender, race, class, or sexuality; Aboriginal issues; women's issues; gay, lesbian, queer, or transgendered persons' issues; exploitation or discrimination; homelessness; poverty; social inequity; human rights; or action-oriented research aimed at social justice;
- (4) has completed their research proposal or has largely completed the research or is writing their thesis.

Preference will be given to a single custodial parent.

Candidates will be required to submit an application that will consist of a description of their proposed research or completed research (maximum 500 words), a timeline for the completion of their thesis, and a letter of support from his or her graduate supervisor.

The Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Anthropology (or designate) to name the selection committee, which will include the Chair of the Graduate Programs Committee of the Department of Anthropology.

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. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Dr. John M. Embil Publication Prize for B.Sc.(Med.) Program

Dr. John M. Embil has established an endowment fund at the University of Manitoba with a gift of \$30,000 in 2012 to offer a prize to students in the B.Sc.(Med.) Program. The purpose of this prize is to encourage and acknowledge timely completion and publication of data arising from B.Sc.(Med.) projects. Recipients will receive a plaque and a monetary award. The first prize will be offered in the 2014-2015 academic year. The available annual income from the fund will be used to offer one prize to a student who:

- (1) has successfully completed the B.Sc.(Med.) Program;
- (2) has a peer reviewed research publication arising from his/her B.Sc.(Med.) research project with the applicant as the first or second author of the manuscript;
- (3) has a manuscript published or in press no later than September 30 of the third year of the student's undergraduate medical training.

The recipient must deliver the following to the office of the B.Sc.(Med.) Program by the deadline of September 30 of the year following completion of the B.Sc.(Med.) program:

- (1) three copies of the manuscript (as published or submitted);
- (2) if applicable, a copy of the letter of acceptance;
- (3) a letter from the supervisor, indicating the role of the student in the publication and research work, as well as the importance of the research findings and the impact factor and rank of the journal in the field of study.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate) and will be overseen by the B.Sc.(Med.) Awards Committee, and will include a member of the Embil family (or designate).

In the event that the B.Sc.(Med.) Program ceases to exist, the funds from the Dr. John M. Embil Publication Prize for B.Sc.(Med.) Program, shall be transferred to the Dr. John M. Embil Award for Excellence in Clinical Infectious Diseases

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. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

George Robert Donald Campbell Bursary

In memory of Donald Campbell, family and friends will offer a one-time bursary in the 2013-2014 academic year to support a student who is a University of Manitoba Bison Basketball athlete. One bursary, valued at \$2,000 will be offered to an undergraduate student who:

- (1) has completed a minimum of 18 credit hours in the previous academic year at the University of Manitoba, in any faculty or school;
- (2) has completed a minimum of one year as a Bison student athlete on the Bison women's or men's basketball team;
- (3) has achieved a minimum degree grade point average of 2.0;
- (4) demonstrates financial need on the standard University of Manitoba bursary application form.

The selection committee shall be named by the Dean of the Faculty of Kinesiology and Recreation Management (or designate) and shall include the Athletic Director and the coaches of the Bison men's and women's basketball teams.

Lukasz Czarnecki Scholarship

The family and friends of Lukasz (Luke) Czarnecki have established an endowment fund at the University of Manitoba to support a memorial award in Luke's memory. Luke was a medical student in the Faculty of Medicine when he died in a tragic accident in 2003. The purpose of the fund is to honour Luke and his commitment to the service of others. He was an inspiring physician who brought compassion, integrity and an understanding towards the needs of others.

Each year the available annual income from the fund will be used to offer one convocation prize to a student who:

- (1) has completed the requirements for the Doctor of Medicine (M.D.) degree, in the Faculty of Medicine at the University of Manitoba;
- (2) has been ranked highly in the selection process for admission to the postgraduate program in Internal Medicine; *
- (3) enrolls full-time, in the next academic session, in the Postgraduate Medical Education Program, in the Faculty of Medicine, in Internal Medicine.

*The ranking shall be based on the advice of the Postgraduate Program Directors of the Department of Internal Medicine.

Nominations will be accepted from faculty and students and will include a statement explaining their choice (max. 250 words). Candidates may self-nominate and must submit an application that includes (i) a statement (maximum 400 words) describing their service to others and examples of their leadership; (ii) two letters of reference from faculty members who are familiar with their accomplishments; and (iii) a current *Curriculum vitae*.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate) and will include a Chief Resident from the Department of Internal Medicine and the Senior Stick.

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. Such modification shall conform as closely as possible to the expressed intention of the donor in establishing the award.

Marc Hutlet Seeds Bursary – Diploma in Agriculture

Dupont Pioneer offers a one-time bursary in the 2012-2013 academic year valued at \$1,000.00 in honour of Marc Hutlet Seeds Ltd. Mr. Hutlet was recognized by the company for his dedication and focus on his customers. The purpose of the bursary is to provide financial support to a first year student in the Faculty of Agricultural and Food Sciences Diploma in Agriculture Program. One bursary, valued at \$1,000, will be provided to an undergraduate student who:

- (1) is enrolled full-time in the Faculty of Agricultural and Food Sciences in the first year of the Diploma in Agriculture program at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 2.5;
- (3) is a resident of South-East Manitoba (defined as east of Highway 75 to the Ontario border and south of Highway 44 to the U.S. border);
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be the Faculty of Agricultural and Food Sciences Awards Committee.

Margaret Ogrodnick Memorial Prize

The Undergraduate Political Studies Students' Association (UPSSA) established the Margaret Ogrodnick Memorial Award to honour the contribution made by Dr. Ogrodnick to the academic careers of her students. The purpose of this award is to encourage students to pursue the intellectual rewards offered by political theory in the Great Political Thinkers course. The Undergraduate Political Studies Students' Association will contribute \$150 annually to offer one prize to an undergraduate student who:

- (1) is enrolled full-time as an undergraduate student in the Political Studies Honours, Advanced, or Major program in the Faculty of Arts at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has achieved the highest mark in Great Political Thinkers (POLS 2510).

The selection committee will be named by the Head of the Department of Politics (or designate).

MMCF – Anna Widiner B.Sc.(Med.) Scholarship

Through a bequest made by Anna Widiner, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Anna Widiner B.Sc.(Med.) Scholarship at The Winnipeg Foundation. The fund will be used to support undergraduate students conducting research projects in the general field of cerebral-vascular disease. Each year The Winnipeg Foundation will report the available earnings from the

fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled in the Faculty of Medicine at the University of Manitoba in the Undergraduate Medical Education program and is in good standing;
- (2) is enrolled full-time in the Bachelor of Science (Medicine) program;
- (3) is conducting research in the general field of cerebral-vascular disease.*

*For the purposes of this award, the definition of cerebral-vascular disease shall be research related to the normal and abnormal functioning (e.g., trauma, stroke, dementia) of the cerebral circulation.

This scholarship may be renewed and held by the previous years' recipient provided s/he continues to meet the selection criteria listed above.

The Associate Dean of Research in the Faculty of Medicine (or designate) will have the responsibility and the authority to establish application procedures and deadlines for this award.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – B.Sc.(Med.) Student Scholarship

The MMCF – B.Sc.(Med.) Student Scholarship has been established by the Manitoba Medical College Foundation at The Winnipeg Foundation. The fund was created at the time of the dissolution of the board in 2011 with the aim of supporting undergraduate medical students participating in research projects while enrolled in the Bachelor of Science (Medicine) program in the Faculty of Medicine at the University of Manitoba. Each year The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available annual earnings from the fund will be used to offer one or more scholarships to undergraduate students who:

- (1) are enrolled in the Faculty of Medicine at the University of Manitoba in the Undergraduate Medical Education Program and are in good standing;
- (2) are enrolled full-time in the Bachelor of Science (Medicine) program.

The Associate Dean of Research in the Faculty of Medicine (or designate) will have the responsibility and authority to establish application procedures and deadlines for this award.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Deer Lodge Hospital Staff Association Memorial Fund Travel Awards

Originally established by the Deer Lodge Hospital Staff Association in 1980, the MMCF – Deer Lodge Hospital Staff Association Memorial Fund Travel Awards has been established at The Winnipeg Foundation. The fund was created to support and enable continuing development for graduate students in the fields of the medical health sciences. The purpose of this travel award is to provide funding to graduate students seeking to cover the costs of attending national and/or international scientific meetings to present the results of their research. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one or more travel awards to one or more student(s) who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in a Master's or Doctoral program delivered by a department in the Faculty of Medicine at the University of Manitoba;
- (2) have a minimum degree grade point average of 3.5;
- (3) will attend a professional meeting or conference in order to present the results of his/her research (poster or oral presentation).

Evidence documenting the acceptance of a paper or poster presentation should be included with the request for funding.

Applicants cannot receive the Deer Lodge Hospital Staff Association Memorial Fund Travel Award in consecutive years. The maximum value of an award to a successful applicant will not exceed \$1,000. The number of awards available is determined on an annual basis and is subject to variability.

The Dean of the Faculty of Medicine (or designate) and the Dean of the Faculty of Graduate Studies (or designate) will jointly name the selection committee and any graduate student recipients named to receive the scholarship will be reported through the Dean of the Faculty of Graduate Studies.

MMCF – Dr. Lloyd William Jacobsen Memorial Scholarship

Through a bequest from Gerda Tove Jacobsen in memory of her son, Dr. Lloyd William Jacobsen, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Dr. Lloyd William Jacobsen Memorial Scholarship at The Winnipeg Foundation. The fund will be used to support undergraduate students conducting research of heart and lung disease in the Faculty of Medicine. Each year The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled in the Faculty of Medicine at the University of Manitoba in the Undergraduate Medical Education program and is in good standing;
- (2) has been accepted to the Bachelor of Science (Medicine) program to conduct a research project on heart and lung disease.

The Associate Dean of Research in the Faculty of Medicine (or designate) will have the responsibility and the authority to establish application procedures and deadlines for this award.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Dr. Walter Nakielny Research Scholarship

Originally established by Dr. Nakielny in 1998, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Dr. Walter Nakielny Research Award at The Winnipeg Foundation. The fund will be used to support undergraduate students undertaking a B.Sc.(Med.) research project in Cystic Fibrosis in the Faculty of Medicine. Each year The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled in the Faculty of Medicine at the University of Manitoba in the Undergraduate Medical Education program and is in good standing;
- (2) has been accepted to the Bachelor of Science (Medicine) program to conduct a research project in Cystic Fibrosis under the direction of a member of the Faculty of Medicine at the University of Manitoba.

The Associate Dean of Research in the Faculty of Medicine (or designate) will have the responsibility and the authority to establish the application procedures and deadlines for this award.

The selection committee will have the discretion to award this scholarship to the same student for up to two consecutive years as required.

The selection committee will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Dr. E.S. Bryngelson Memorial Bursary

Through gifts received from family, friends, patients, and colleagues of Dr. Earl S. Bryngelson (M.D./51) in 1983, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Dr. E.S. Bryngelson Memorial Fund at The Winnipeg Foundation. Dr. Bryngelson was an outstanding and beloved family physician who practiced in Kenora, Ontario for thirty-two years following his graduation

from the Faculty of Medicine at the University of Manitoba in 1951. The fund will be used to provide bursaries for undergraduate medical students in the Faculty of Medicine at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one or more bursaries to students who:

- (1) are enrolled full-time in any year of study in the Undergraduate Medical Education Program in the Faculty of Medicine at the University of Manitoba and are in good standing;
- (2) have demonstrated financial need on the standard University of Manitoba bursary application form.

Preference will be given to students who have demonstrated an interest in rural family practice through pursuit of rural family medicine electives experiences.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

MMCF – Graduate Student Travel Awards

The MMCF – Graduate Student Travel Awards has been established by the Manitoba Medical College Foundation at The Winnipeg Foundation. The fund was created at the time of the dissolution of the board in 2011 with the aim of supporting graduate student education in the Faculty of Medicine at the University of Manitoba. The purpose of this travel award is to provide funding to graduate students to present the results of their research at scientific conferences. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer up to ten travel awards, valued at \$500 each, to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in a Master's or Doctoral program delivered by a department in the Faculty of Medicine at the University of Manitoba;
- (2) have a minimum degree grade point average of 3.5;
- (3) have a poster that is judged to be among the top ten posters in the annual Manitoba Health Research Poster Competition;
- (4) will attend a professional meeting or conference in order to present the results of his/her research (poster or oral presentation).

Evidence documenting the acceptance of a paper or poster presentation should be included with the request for funding. The intention of this award is to reimburse travel expenses for conference travel up to the available annual income generated by this fund.

The Dean of the Faculty of Medicine (or designate) and the Dean of the Faculty of Graduate Studies (or designate) will ask the Poster Judging Committee to select recipients from the pool of applicants presenting at the Manitoba Student Health Research Poster Competition. Any graduate student recipients named to receive the scholarship will be reported through the Dean of the Faculty of Graduate Studies.

MMCF – Medicine Class of 1949 B.Sc.(Med.) Travel Bursary

Through a gift received from members of the Medicine Class of 1949, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Class of 1949 B.Sc.(Med.) Travel Fund at The Winnipeg Foundation. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The fund will be used to provide travel awards for students in the Bachelor of Science in Medicine program at the University of Manitoba for travel to conferences or professional meetings to present the results of their research. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one or more bursaries to students who:

- (1) are enrolled in the Faculty of Medicine, in the Undergraduate Medical Education program and are in good standing;
- (2) have successfully completed the requirements for the Bachelor of Science in Medicine;
- (3) will be attending a conference or professional meeting to present the results of their research;
- (4) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee will have the discretion to determine the number and value of awards offered each year based on the available funding.

Candidates will be required to submit an application that includes the abstract of their presentation and a copy of their paid registration, with details of the meeting including the date and location.

Recipients must submit receipts for travel, registration, hotel and/or food expenses (based on current UM *per diem* rates). Expenses will be reimbursed up to the maximum value of the recipient's award. Travel must be completed prior to graduation from the Undergraduate Medical Education program.

The selection committee will be named by the Dean, Faculty of Medicine (or designate).

MMCF – Paul Nehra Convocation Prize in Family Medicine

Through gifts received from Dr. Paul Nehra, the Manitoba Medical College Foundation (MMCF) has established the MMCF – Paul Nehra Convocation Prize in Family Medicine at The Winnipeg Foundation. The fund will be used to provide a prize to a student who has demonstrated excellence in his or her performance during the Family Medicine/Community Medicine Clerkship rotation and who has been accepted to post-graduate resident training in Family Medicine. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. In addition, the annual available earnings from the Parkland Family Medicine Trust, also held at The Winnipeg Foundation, will be used to augment the MMCF – Paul Nehra Convocation Prize in Family Medicine every year. The available earnings from the two funds will be used to offer one prize to a student who:

- (1) is enrolled full-time in their final year of study in the Undergraduate Medical Education Program in the Faculty of Medicine at the University of Manitoba and is in good standing;
- (2) has demonstrated a high degree of involvement in the practice of family medicine;
- (3) has demonstrated a good understanding and use of psychosocial skills.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate) and consist of a Family Medicine Resident, a part-time preceptor, and the Director of the Undergraduate Program, Department of Family Medicine (or designate).

MMCF – Robin Krause Human Values Convocation Prize

The Manitoba Medical College Foundation (MMCF) has established the MMCF – Robin Krause Human Values Convocation Prize at The Winnipeg Foundation. The purpose of the fund is to support the work of the Human Values Program of the Faculty of Medicine at the University of Manitoba. The aim of this program is to promote the attitudes and skills necessary for the practice of total patient care including the promotion of health and well-being to undergraduate, graduate and practicing physicians in Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. In addition, the annual available earnings from the Family Physician Wives Memorial Fund, also held at The Winnipeg Foundation, will be used to augment the MMCF – Robin Krause Human Values Convocation Prize every year. The available earnings from the two funds will be used to offer one prize to a student who:

- (1) is enrolled full-time in their final year of study in the Undergraduate Medical Education (UGME)

- Program in the Faculty of Medicine at the University of Manitoba and is in good standing;
- (2) is graduating from the UGME Program in the year the prize is tenable;
 - (3) demonstrates an understanding of, and leadership in, total patient well-being including:
 - (a) the doctor-patient relationship and, through that, a physician's responsibility to society as a whole;
 - (b) the ethical and legal aspects of practicing good clinical medicine;
 - (c) the non-biomedical issues that affect the quality of patient care;
 - (d) that the physician is a member of a team relieving illness and promoting health;
 - (e) the broader organizational, economic, cultural and political issues which influence individual ethical decisions;
 - (4) has demonstrated a good understanding and use of psychosocial skills.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate) and consist of a Family Medicine Resident, a part-time preceptor, and the Director of the Undergraduate Program, Department of Family Medicine (or designate).

MMCF – W & F & D Waite Memorial Bursary

Through a gift received from Miss Doris Maud Waite, the Manitoba Medical College Foundation (MMCF) has established the MMCF – W & F & D Waite Memorial Bursary fund at The Winnipeg Foundation. The fund will be used to provide bursaries to assist students in their final year of undergraduate medical studies at the University of Manitoba. Each year, The Winnipeg Foundation will report the available earnings from the fund to Financial Aid and Awards at the University of Manitoba. The available earnings from the fund will be used to offer one or more bursaries to students who:

- (1) are enrolled full-time in the final year of study in the Undergraduate Medical Education Program in the Faculty of Medicine at the University of Manitoba and are in good standing;
- (2) have demonstrated financial need on the standard University of Manitoba bursary application form.

The selection committee for this award will be named by the Dean of the Faculty of Medicine (or designate).

Mr. Perry Ross Bursaries

A new general bursary has been established through a bequest of approximately \$1,000,000 received from Mr. Perry Ross in 2013. The available annual income from the fund will support students in any faculty or school at the University of Manitoba. Each year, bursaries will be offered to students who:

- (1) are enrolled as part-time or full-time students in any degree or diploma program at the University of Manitoba;
- (2) have a record of satisfactory academic achievement which is defined as;
 - a. for first year students, a minimum entering average of 70 percent on those courses used for admission into the University of Manitoba;
 - b. for continuing students, a minimum degree grade point average of 2.0;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

The number and value of the bursaries will be determined by the selection committee.

The selection committee shall be named by the Director of Financial Aid and Awards (or designate).

2. AMENDMENTS

Leslie F. Bugey Graduate Scholarship in Pharmacy

The following amendments have been made to the terms of reference for the Leslie F. Bugey Graduate Scholarship in Pharmacy:

- The preamble was amended to indicate that an endowment fund was established. The purpose of the fund was also added to the preamble.
- The paragraph describing the eligibility criteria was deleted and it now reads:
 - (1) is enrolled as a full-time Master's or Ph.D. student in any year of study in the Faculty of Graduate Studies and whose research project is conducted exclusively in the Faculty of Pharmacy at the University of Manitoba;
 - (2) has achieved a minimum cumulative grade point average of 3.5 (or equivalent) in the last 60 credit hours of courses.
- The sentence that limits the tenability of this award to be held in conjunction with other awards of \$15,000 or more is now in a separate standalone sentence after the numbered order of preference section.
- Two sentences after the numbered order of preference section is a standalone sentence that prohibits students from receiving this award more than once unless the donor provides consent.
- The following sentence has been added just before the selection committee paragraph: "The Faculty of Pharmacy will offer a commemorative medallion for this scholarship which will be presented to the recipient at the annual Faculty of Pharmacy Graduate Ceremony."
- The description of the selection committee has been changed to read: "The Dean of the Faculty of Graduate Studies (or designate) will ask the Graduate Studies Chair of the Faculty of Pharmacy to name the selection committee for this award."
- The standard Board of Governors paragraph has been added.
- Many editorial changes have been made.

Manitoba Law School Foundation Entrance Scholarship

The following amendments have been made to the terms of reference for the Manitoba Law School Foundation Entrance Scholarship:

- The deadline date listed in criterion (2) was removed and it now reads: "has accepted the offer of early admission;"
- The description of the selection committee has been changed to read: "The selection committee will be named by Dean of the Faculty of Law (or designate)."
- The standard Board of Governors paragraph has been added.

Mary Hamilton Johnston Memorial Bursary

The following amendments have been made to the terms of reference for the Mary Hamilton Johnston Memorial Bursary:

- The fund type was added to the preamble as was a sentence describing the purpose of the fund.
- The bursary is now supported by a trust fund and each year the available annual income from the fund will be used to offer a bursary to an undergraduate student.
- The eligibility criteria have been amended to now read:

- (1) has completed a minimum of 30 credit hours in the Faculty of Social Work;
 - (2) enrolls full-time (minimum of 80 percent course load) in the next academic year in the Faculty of Social Work;
 - (3) has a record of community service;
 - (4) has demonstrated financial need on the standard University of Manitoba bursary application form.
- The sentence that states that the status of the fund will be reviewed from time to time has been removed.
 - The description of the selection committee has been changed to read: “The selection committee will be the Faculty of Social Work Awards Committee.”
 - The standard Board of Governors paragraph has been added.
 - Several editorial changes have been made.

3. WITHDRAWALS

None.



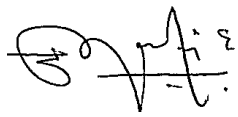
UNIVERSITY
OF MANITOBA

OFFICE OF THE
VICE-PRESIDENT (RESEARCH
AND INTERNATIONAL)

207 Administration Building
Winnipeg, MB R3T 2N2
Telephone: (204) 474-6915
Fax: (204) 474-7568
www.umanitoba.ca/research

MEMORANDUM

TO: Mr. Jeff Leclerc, University Secretary

FROM: Digvir Jayas, Vice-President (Research and International) 

DATE: January 18, 2013

SUBJECT: Report on Research Contract Funds Received

COPIES: Dr. Gary Glavin, Associate Vice-President (Research) Dr James Blatz, Associate Vice President (Partnerships)

Attached is the Report on Research Contracts Received for the period July 1, 2012 to December 31, 2012. Please include the report for information on the next Senate agenda.

Thank you.

DSJ/nis

Attach.

Research Contract Funds Awarded (Over \$20,000)
ORS Processed Date: July 1, 2012 to December 31, 2012

Faculty	PI Name	Dept	Sponsor	Awarded Amount	Project Title
Faculty of Agricultural and Food Sciences	Ayele, Belay	Plant Science	Manitoba Association of Agricultural Societies/ARDI	56,650	Seed treatment for enhancing the performance of pulse crops under excessive moisture stress
	Boyd, Milton	Agribusiness & Agricultural Economics	Agriculture and Agri-Food Canada	25,000	Agricultural insurance and risk management research: Areas of importance, opportunity, and innovation
	Cattani, Douglas	Plant Science	Manitoba Association of Agricultural Societies/ARDI	24,000	Enhancing establishment and grain yield in intermediate wheatgrass (<i>Thinopyrum intermedium</i>)
	Lobb, David	Soil Science	Manitoba Conservation and Water Stewardship	50,000	Feasibility of innovative water and crop management practices to reduce nutrient loading from agricultural watersheds
	Mattos, Fabio	Agribusiness & Agricultural Economics	Laval University	20,125	Formation and adaptation of reference prices in grain marketing: An experimental study
	Nyachoti, Charles	Animal Science	Danisco (UK) Ltd.	78,000	New carbohydrase optimization trials with poultry
	Ominski, Kimberly	Animal Science	Beef Cattle Research Council	20,000	Effect of transport conditions on indicators of animal welfare for fat cattle and market cows in Canada
	Ominski, Kimberly	Animal Science	Environment Canada	78,000	Understanding production strategy influences on CH ₄ and N ₂ O emissions from livestock
	Zvomuya, Francis	Soil Science	Imperial Oil Resources Limited	249,720	Alternative organic amendments for enhancing oil sands land reclamation using long-term stockpiled two-lift vs. one-lift salvaged soil: Laboratory and growth room bioassay experiments
Faculty Total:				601,495	
Faculty of Architecture	Milgrom, Richard	City Planning	Brokenhead Ojibway Nation	22,000	Land use planning pilot initiative
	Faculty Total:			22,000	
Faculty of Arts	Jakobson, Lorna	Psychology	Manitoba Lotteries Corporation	60,000	A longitudinal investigation of the problem gambling pathways model with an undergraduate student population
	Faculty Total:			60,000	

Research Contract Funds Awarded (Over \$20,000)
ORS Processed Date: July 1, 2012 to December 31, 2012

Faculty	PI Name	Dept	Sponsor	Awarded Amount	Project Title
Faculty of Engineering	Alfaro, Marolo	Civil Engineering	Province of Manitoba	49,589	Evaluating the performance of highway embankments on degraded or degrading permafrost
	Alfaro, Marolo	Civil Engineering	Transport Canada	148,831	Evaluating the performance of highway embankments on degraded or degrading permafrost
	Bassim, M.	Mechanical and Manufacturing Engineering	National Defence and the Canadian Forces (DND)	21,600	High strain rate testing of steel and aluminum alloys
	Ojo, Olanrewaju	Mechanical and Manufacturing Engineering	GKN Aerospace	55,000	Evaluation of the microstructure and high temperature properties of Haynes 282
	Ruth, Douglas	Mechanical and Manufacturing Engineering	Canadian Environmental Test Research & Education Center (EnviroTREC)	30,000	A framework for collaboration (A memorandum of understanding (MOU) between West Canitest Research & Development Inc (WestCaRD), Canadian Environmental Test Research & Education Center (EnviroTREC) and The University of Manitoba)
	Ruth, Douglas	Mechanical and Manufacturing Engineering	West Canitest R & D Inc. (WestCaRD)	30,000	A framework for collaboration (A memorandum of understanding (MOU) between West Canitest Research & Development Inc (WestCaRD), Canadian Environmental Test Research & Education Center (EnviroTREC) and The University of Manitoba)
Faculty Total:				335,020	
Faculty of Environment, Earth and Resources	Campbell, Michael	Natural Resources Institute	Parks and Protected Areas Research Forum of Manitoba	75,000	A decade of parks research: Looking back and planning for the future
	Stern, Gary	Centre for Earth Observation Science	Aboriginal Affairs and Northern Development Canada	20,000	Impacts of climate change on contaminants in consumed fish
Faculty Total:				95,000	

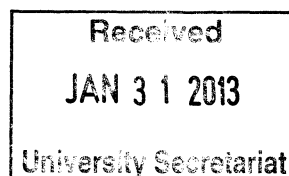
Research Contract Funds Awarded (Over \$20,000)
ORS Processed Date: July 1, 2012 to December 31, 2012

Faculty	PI Name	Dept	Sponsor	Awarded Amount	Project Title
Faculty of Human Ecology	Aliani, Michel	Human Nutritional Sciences	University of Alberta	125,310	Substantiating a health claim for pulses (Beans and peas) and cholesterol lowering
	Faculty Total:			125,310	
Faculty of Medicine	Funk, Duane	Anaesthesia	Edwards Lifesciences	56,500	Goal directed fluid therapy in patients undergoing major vascular surgery
	Katz, Alan	Community Health Sciences	University of Toronto	60,000	Paying for primary care: Relationship b/w incentive and patient/provider characteristics
	Kraut, Allen	Internal Medicine	Workers Compensation Board of Manitoba	83,854	A comparison of usage of opioid medications by Workers' Compensation Board claimants and other Manitobans
	Moses, Stephen	Centre for Global Public Health (CGPH)	World Bank, The	160,000	Improving the quality of lives of vulnerable adolescent girls in North Karnataka, India
	Shen, Garry	Internal Medicine	Lawson Health Research Institute	63,176	FDD: Families defeating diabetes: Canadian intervention for family-centered diabetes prevention following gestational diabetes (GDM)
Faculty Total:			423,530		
Faculty of Science	Anderson, W. Gary	Biological Sciences	Aboriginal Affairs and Northern Development Canada	23,650	Evaluation of hydro-climatic drivers of contaminant transfer in aquatic food webs in the Husky Lakes Watershed
	Faculty Total:			23,650	
Vice-President's Office (Research & International)	Jayas, Digvir	Vice-President's Office (Research & International)	Canadian Bureau for International Education	120,000	2012/2013 funding for DFAIT student exchange programs (Emerging Leaders in Americas Program - ELAP & Canadian Commonwealth Scholarships Program)
	Faculty Total:			120,000	
Total New Contracts over 20 K Awarded				\$ 1,806,005	



UNIVERSITY
OF MANITOBA

Student Advocacy and Accessibility
Student Services



Student Advocacy and
Accessibility
519 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Tel: (204) 474-7423
in Manitoba 1-800-432-1960
Fax: (204) 474-7567

DATE: January 30, 2013
TO: Jeff Leclerc, University Secretary, Office of the University Secretary
FROM: Brandy Usick, Director, Student Advocacy and Accessibility *Usick*
RE: Student Advocacy Annual Report (2011-2012)

I am submitting the Student Advocacy's annual report for the period of September 1, 2011 to August 31, 2012, as per the Terms of Reference of the Student Advocacy office.

Dr. Lynn Smith has provided me with her approval to forward this document to you. It is my hope that it will be added to the agenda for the February meeting of the Senate Executive.

Ms Heather Morris (Student Advocate) and I co-authored the report. I will be available to attend the Senate Executive meeting to present the report and to respond to questions.

Encl. (1)

- c. Lynn Smith, Executive Director, Student Services
Susan Gottheil, Vice-Provost (Students)

Student Advocacy Mission Statement

The mission of the Student Advocacy office is to ensure that students are treated fairly in their dealings with the University. The Student Advocacy office is dedicated to educating the University community concerning student rights and responsibilities and assisting students in the resolution of conflicts arising from actions or decisions taken by the University. While serving the University, Student Advocates maintain a student focus by providing information; investigating complaints; resolving conflict through alternative and formal systems; representing students at hearings; and reviewing policies and recommending change.

This report provides selected data and highlights of the Student Advocacy office activities for the reporting period from September 1, 2011 to August 31, 2012.

Staff

Full time staff during 2011-2012 were Brandy Usick (Director), Brian Barth and Ali Wood-Warren (Student Advocates) and Angel Therrien (Assistant to the Director). Heather Morris (Student Advocate) was on leave June 2011 – June 2012. Elana Gellar was hired August 2011 in a term position as a Student Advocate and left at the beginning of January 2012. Student employees were Diana Nguyen and Michelle Lagunay. Jena Colpitts completed her Social Work Field Placement as a Junior Advocate, and worked as a student office assistant, part-time. Student Advocacy maintains office hours at the Fort Garry and Bannatyne campuses and provides services to current, former, and prospective University of Manitoba students.

Contacts

In 2011-2012, the Student Advocacy office received a total of 1893 requests for assistance by students, staff, and faculty. Student contacts lead to the creation of an 'individual student case' file or are categorized as 'general student contacts' (inquiries, potential cases, online chat, cancellations/no shows). Individual student cases that continue past the end of the last reporting year are carried forward into the next. 'Issue cases' are matters brought to the attention of the office that might affect a group of students but may not result in individual files being created. Faculty and staff who contact the office for assistance are identified as 'faculty/staff consults'. Table 1 provides a comparison of office contacts between the current and the last reporting years. There was an increase in the number of individual student cases opened, but a slight decrease in the number of general student contacts as well as in the number of faculty/staff consults.

Table 1: Office Contacts	2011-2012	2010-2011
Individual Student Case	1053	960
Carried Forward	20	11
General Student Contacts	726	831
Total Student Contacts	1799	1802
Faculty/Staff Consults	94	127
Issue Cases	0	2
Total Office Contacts	1893	1931

Demographics

Of the 1053 students for whom an individual student case file was opened, 53% were female and 47% were male, and approximately 21% self-identified as international students. Most students were enrolled in Science (19%), followed by University 1 (17%), Arts (13%), and Graduate Studies (12%). These four faculties, which have the largest number of enrolled students overall, have traditionally comprised the largest proportion of students who contact our office. Students completing undergraduate programs at the Bannatyne campus comprised approximately 4% of the caseload. The office currently does not distinguish between graduate programs offered at the Fort Garry and Bannatyne campuses. Although this number is small, the presenting

issues tend to be complicated in nature and require significant amount of an advocate's time. The office continues to receive a high number of referrals; 55% of the students indicated they were referred to Student Advocacy for assistance (either by another office on campus, or through our website or other outreach activities).

Categorization of Issues

In 2011-2012, the advocates assisted students with a total of 1285 issues. Note, students may bring forward more than one issue within a reporting year, thus the numbers of individual student files and issues differ. These issues are categorized as Academic (65%), Discipline (20%), Administrative (11%), Equity (3%), and Admission (1%). This distribution is similar to last year, with a slight decrease of Administrative issues, and slight increase in Equity issues.

Academic issues are further sub-categorized: **special requests** (66%) e.g., authorized withdrawals, deferred examinations, term work extensions, or leaves of absences; **complaints** (18%) e.g., grade appeals, conflict with instructor or graduate advisor; **academic deficiency** (16%) i.e., not meeting minimum academic performance requirements; and **professional misconduct** (< 1%) i.e., professional unsuitability or debarment. There was an increase in the sub-category of academic deficiency in 2011-2012.

Discipline issues are divided into two categories: academic discipline, which refers to issues of academic dishonesty (see table 2) and non-academic discipline, which refers to issues of student misconduct (see table 3). There was an increase in both types of discipline issues. Of note is the increase in the number of plagiarism and inappropriate collaboration cases. These are two forms of academic dishonesty about which Student Advocacy emphasizes awareness and caution in the promotion of academic integrity. Please refer to the subsequent section, Educational Activities for more information.

Table 2:
Academic Discipline¹

	2011-2012	2010-2011
Cheating	49	55
Plagiarism	123	87
Inappropriate collaboration	43	28
Unauthorized materials	24	16
False admission information	1	4
False documentation	1	1
Academic fraud	1	2
Total	242	193

Table 3:
Non-Academic Discipline

	2011-2012	2010-2011
Inappropriate/disruptive behaviour	14	9
Inappropriate computer use	0	1
Residence discipline	1	0
Other	4	2
Total	19	12

The remaining issue categories are Administrative (11%), Admission (1%) and Equity (3%). *Administrative* are matters that involve an administrative office (e.g. tuition fee appeals through the Registrar's Office); *Admission* involves requesting reconsideration or appealing a denied entry to a prospective faculty or program; and *Equity* issues involve referral to or coordination with the Human Rights and Advisory Services (HRAS) office. In

¹ For ease of comparison between the Student Advocacy annual report and the University Discipline Committee (UDC) report, the categorization of Academic Discipline issues match up in the following way, where it is not readily evident. The UDC categories of cheating on test and quizzes; copying from other students; and impersonation is captured by the Student Advocacy category cheating. [Use of] unauthorized materials (Student Advocacy) is a type of behaviour that falls under the UDC's category contravention of exam regulations. Student Advocacy will consider renaming the categorization of academic discipline issues in future reports for ease of comparison.

the reporting year, there were 29 situations where the advocate assisted with a complaint (informal or formal) or helped a student who was identified as the respondent. Four cases were referred directly to HRAS.

Resolution of Issues

In 2011-2012, the majority of the issues were resolved informally, the office's preferred avenue of resolution (see Table 4). Of the issues resolved within a "Formal" process (submission of a request or appeal and appearance before an appeals or standings committee), 50% were granted in favour of the student; 8% were modified outcomes; 26% were denied; 1% of appeals were not heard by a committee; and 15% had decisions pending as of August 31, 2012. Issues closed as "Other" are situations wherein a student retains a lawyer, a student withdraws his/her appeal, or the advocate withdraws services (the latter being a rare occurrence).

Table 4: Resolution of Issues 2011-2012

Informal Resolution	69%
Formal Resolution	30%
Other	1%
Total	100%

Although the majority of the issues tend to be resolved through informal means, during this reporting period there was an increase in the number of issues that were handled through a formal process. Changes to the policies and procedures of the Senate Committee on Appeals (discussed below under Recommendations) have resulted in an increase in the number of appeals to that committee that were considered but not heard due to insufficient grounds. Student Advocacy also had an increase in the number of cases closed as "pending" or carried over to the next reporting year. The increase is reflective of the earlier date by which the office closed files, for this reporting year. As well, several cases were closed as 'pending' due to the complex and lengthy nature of the issues that span over the reporting year, or because appeals and decisions from August committee meetings were not yet available.

Table 5 provides a summary of meetings and hearings attended by the advocates. There was a significant increase in the number of meetings (251) that Advocates attended compared to the previous reporting year (195). Mainly this is attributed to the increase in academic discipline issues that involve a preliminary investigation meeting with a student.

Table 5: Meetings and Hearings 2011-2012

Meetings	Academic	59
	Discipline	192
Total	251	
Hearings	Academic	101
	Discipline	27
Total	128	

Educational Activities

An important mandate of the office is education and outreach. In 2011-2012 the staff prepared and delivered a total of 63 sessions. Staff were invited to speak at student orientations and were asked, throughout the year, to present in classes or to groups of students on student rights and responsibilities, avoiding academic dishonesty or student conduct. In addition to presenting at orientation sessions for new faculty and administrators, staff also offered workshops on the student discipline process, disruptive students, and academic integrity. One highlight was a full day workshop on 'Conducting a Fair Hearing' that was held at the Fort Garry and Bannatyne campuses and co-facilitated by Greg Juliano (Office of Fair Practices and Legal

Affairs), Lynn Smith (Student Services) and Brandy Usick. Two other sessions of note were a half-day workshop presented by Brandy Usick for University Teaching Services on the topic of 'Plagiarism within an Online Environment' and a two day graduate student seminar entitled 'From Learning to Teaching in the Classroom/Lab' hosted by University Teaching Services, Academic Learning Centre, Student Advocacy and the Libraries.

Academic integrity promotion

Each year, Student Advocacy hosts a full week of activities dedicated to academic integrity awareness and promotion. Academic Integrity Week was held from November 21-25, 2011. The event included information booths, prize draws, as well as an Academic Integrity Quiz Show. Brian Barth took the lead in completing a suite of online tutorials on Academic Integrity and Student Conduct.

Academic Integrity Ambassadors (AIA) program – this was the second year for this leadership opportunity for students interested in promoting academic integrity on campus. Ali Wood-Warren oversaw five ambassadors who volunteered during the 2011-2012 academic year (2 new, 3 returning). The students assisted with Academic Integrity Week and other educational initiatives. In addition, the AIAs participated in the filming of a documentary on the topic of academic dishonesty in post-secondary education, which later aired on CBC.

Committee Work

Brandy Usick was a member on several committees on behalf of Student Advocacy and Accessibility, examples of note: the U1 Advisory Committee and the New Student Orientation Committee. She co-chairs the Orienting towards Integrity Working Group. Ali Wood-Warren participated on the Steering Committee for Peers: Students Helping Students as the Student Affairs Representative.

Student Conduct and Academic Integrity Association (SCAIA)- Brandy Usick stepped in part way through the year as the central representative for SCAIA, a division of our national organization, CACUSS.

Scholarly Activities and Professional Development

Brandy Usick and Brian Barth co-taught the *Role of the Student*, a three-week online course through CHERD. Brian was a reviewer for the University's Joint Faculty Research Ethics Board. Brandy attended the International Center for Academic Integrity held in Markham, Ontario. Brian and Brandy attended CACUSS hosted by Brock University, St Catharines, Ontario.

Recommendations

In July 2012, the Senate Committee on Academic Appeals updated their terms of reference. In particular, the grounds on which a student could appeal to that committee were revised. These updated grounds focus primarily on process and procedural issues at the faculty level, rather than on the substantive details or circumstances of a student's case (e.g., medical or compassionate grounds).

As a result of this, Student Advocacy recommends that all faculties and schools review their appeal committee's terms of reference and procedures to ensure that students are provided an opportunity to have a full review of their appeal by the respective faculty or school appeals committee. This is important from a fairness perspective, as a faculty/school level appeal committee is now the final level of appeal at the University wherein substantive grounds of a student's appeal will be considered.

The office also recommends that committee members (academic and student) and, in particular, chairs participate in initial training or attend a 'refresher' workshop on conducting fair hearings, which is available through Student Advocacy and Office of Fair Practices and Legal Affairs.



UNIVERSITY
OF MANITOBA

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Tel. (204) 474-9593
Fax (204) 474-7511

MEMORANDUM

DATE: January 30, 2013
TO: David Barnard, Chair of Senate
FROM: Jeff M. Leclerc, University Secretary
SUBJECT: ***APPROVAL OF MOTION, BOARD OF GOVERNORS MEETING –
January 29, 2013***

At its meeting on January 29, 2013 the Board of Governors approved the following motions:

THAT the Board of Governors approve three new offers and two amended offers as set out in Appendix A of the Report of the Senate Committee on Awards [dated October 25, 2012].

THAT the Board of Governors approve two new offers, two amended offers, and the withdrawal of seven offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated November 19, 2012].

THAT the Board of Governors approve a proposal for the Bachelor of Arts (Honours) in Criminology [as recommended by Senate, December 5, 2012].

THAT the Board of Governors approve a proposal for the Bachelor of Arts (Honours) in Anthropology [as recommended by Senate, January 9, 2013].

Copy: Shannon Coyston

JML/sf

Report of the Senate Executive Committee

Preamble

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

Observations

1. Speaker for the Executive Committee of Senate

Professor Diana McMillan will be the Speaker for the Executive Committee for the March meeting of Senate.

2. Comments of the Executive Committee of Senate

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

Respectfully submitted,

Dr. David Barnard, Chair
Senate Executive Committee

Terms of Reference:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/477.htm

Report of the Senate Planning and Priorities Committee on Undergraduate Enrolment Targets *(for information and discussion)*

Preamble:

1. The terms of reference of the Senate Planning and Priorities Committee (SPPC) are found on the website at http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/510.html wherein SPPC is charged with advising and making recommendations to the President on any matter which the President may refer to the Committee.
2. The Board policy on Enrolment Limitation specifies that, "...it is the President who approves changes to, or the introduction of, enrolment limits following consultation and discussion with the dean or director and with Senate. Prior to approving any changes, the President reviews the proposed changes with the Board." http://umanitoba.ca/admin/governance/governing_documents/academic/354.html
3. The Committee met on the date noted above to consider proposed undergraduate enrolment targets.

Observations:

1. The Committee received an update on plans to establish a Strategic Enrolment Management (SEM) Planning Framework, as presented to Senate at its meeting on January 9, 2013. The Committee had previously received a presentation on SEM planning at its meeting on April 30, 2012.
2. The Committee considered undergraduate enrolment targets, as set out in the attachment to this report. The proposed targets have been established in consultation with the Deans and Directors of each Faculty and School and reflect current enrolment levels in undergraduate programs over the past five years.
3. The proposed undergraduate enrolment targets would replace existing enrolment quotas (i.e. targets), which may have been established as early as 1970 for some units, as well as admission targets currently used by Enrolment Services and/or the Office of Institutional Analysis (OIA). It was noted that existing targets: are outdated; sometimes differ between the Faculties/Schools, Enrolment Services, and the OIA; in some cases, are unclear with respect to whether they apply to a Faculty/School or to a particular program.
4. The proposal anticipates the development and approval of a Strategic Enrolment Management Planning Framework at the University. The purpose of establishing up-to-date and clear undergraduate enrolment targets that reflect the current enrolment situation in each Faculty and School, is to establish a baseline that subsequently can be used in SEM Planning.

5. It was noted that the proposed targets are currently being used by Deans and Directors in strategic resource planning for the coming year. Moving forward, undergraduate enrolment targets would be reviewed on an annual basis, as a normal aspect of SEM Planning activities.
6. The proposed undergraduate enrolment targets are to be forwarded to the Senate and the Board of Governors for consultation and discussion prior to approval by the President.

Respectfully submitted,

Ada Ducas, Chair
Senate Planning and Priorities Committee

Summary of admission targets

Program	OIA target	Admissions target	New target (subject to change)
Faculty of Agricultural & Food Sciences			
Agricultural & Food Science (Degree) - Direct entry	n/a	165*	20
Agricultural & Food Science (Degree) - Advanced entry	200		145
Agriculture (Diploma)	80	80	85
Internationally Educated Agrologists	10	n/a	15
Faculty of Architecture			
Environmental Design	100	100	100
Faculty of Arts			
Arts - Direct entry	n/a	n/a	open
Arts - Advanced entry	n/a	n/a	open
Asper School of Business			
Asper School of Business - Direct entry	420	420*	200
Asper School of Business - Advanced Entry			243***
Asper-Bridge to Professional Accounting	15	n/a	n/a
Asper - College Diploma entrants	50	n/a	35
Canadian Aboriginal Ancestry	n/a	n/a	10
Faculty of Dentistry			
Dentistry	29	29	29
Dentistry - International Dentist Degree	7	n/a	6
School of Dental Hygiene			
Dental Hygiene - Direct entry	26	26*	5
Dental Hygiene - Advanced entry			21
Dental Hygiene - Degree Completion	10	n/a	3
Faculty of Education			
Education After Degree (Early)	70	70	70
Education After Degree (Middle)	70	70	70
Education After Degree (Senior)	140	140	140
Education After Degree (Weekend)	n/a	35	35 (one intake every 3 years)
Education - Internationally Educated Teachers	15	n/a	n/a
Faculty of Engineering			
Engineering - Direct entry	400	400*	336 (includes direct & advanced)
Engineering - Advanced entry			-
Engineering - Internationally Educated Engineers	40	n/a	25

CHRFEEER			
CHR Environ, Earth & Resources - Direct entry	n/a	195*	120 (includes direct & advanced)
CHR Environ, Earth & Resources - Advanced entry	n/a		-
School of Art			
School of Art: Diploma	25	25	15
School of Art: Degree - Direct entry	100	100*	100 (includes direct & advanced)
School of Art: Degree - Advanced entry	n/a		-
School of Art: Art History	15	15	15
Faculty of Human Ecology			
Human Ecology - Direct entry	200	400*	260 (includes direct & advanced)
Human Ecology - Advanced entry			-
Faculty of Kinesiology & Rec Management			
B Kin (AT)	24	24*	24
B Kin	60	100*	65
B P E	40		35
B RM & CD	40	40*	40
Kinesiology & Rec Management - Direct entry	n/a	144*	Up to 35 of above (Bkin, BPE, BRM&CD)
Faculty of Law	96	103	104
School of Med Rehab: Respiratory Therapy	16	16	16
Faculty of Medicine	110	110	110
Marcel Desautels Faculty of Music			
Music - Direct entry	75	75*	60 (includes direct & advanced)
Music- Advanced entry			-
Music - Jazz Studies			15 (includes direct & advanced)
Music - Jazz Studies			-
Faculty of Nursing	240	200-240	240
Faculty of Pharmacy	50	55	60
Faculty of Science			
Science - Direct entry	n/a**	n/a**	-
Science - Advanced entry	n/a**	n/a**	-
Faculty of Social Work			
Social Work (on campus)	75	75	75
Social Work - Distance Delivery	100	n/a	100
Social Work - Inner City	50	n/a	60
Social Work - Northern External	6	n/a	10
Social Work - Northern Program	26	n/a	35

* These programs have an overall second year (first year if advanced entry) target only, targets for direct and advanced entry should be clearly identified

** Science does have a cap of between 1200 & 1500

***Note there are 177 DE this year this year which leaves 243 spaces for 2013/14

Summary of admission targets

Program	OIA target	Admissions target	New target (subject to change)
Faculty of Agricultural & Food Sciences			
Agricultural & Food Science (Degree) - Direct entry	n/a	165*	20
Agricultural & Food Science (Degree) - Advanced entry	200		145
Agriculture (Diploma)	80	80	85
Internationally Educated Agrologists	10	n/a	15
Faculty of Architecture			
Environmental Design	100	100	100
Faculty of Arts			
Arts - Direct entry	n/a	n/a	open
Arts - Advanced entry	n/a	n/a	open
Asper School of Business			
Asper School of Business - Direct entry	420	420*	200
Asper School of Business - Advanced Entry			243***
Asper-Bridge to Professional Accounting	15	n/a	n/a
Asper - College Diploma entrants	50	n/a	35
Canadian Aboriginal Ancestry	n/a	n/a	10
Faculty of Dentistry			
Dentistry	29	29	29
Dentistry - International Dentist Degree	7	n/a	6
School of Dental Hygiene			
Dental Hygiene - Direct entry	26	26*	5
Dental Hygiene - Advanced entry			21
Dental Hygiene - Degree Completion	10	n/a	3
Faculty of Education			
Education After Degree (Early)	70	70	70
Education After Degree (Middle)	70	70	70
Education After Degree (Senior)	140	140	140
Education After Degree (Weekend)	n/a	35	35 (one intake every 3 years)
Education - Internationally Educated Teachers	15	n/a	n/a
Faculty of Engineering			
Engineering - Direct entry	400	400*	336 (includes direct & advanced)
Engineering - Advanced entry			-
Engineering - Internationally Educated Engineers	40	n/a	25

CHRFEEER			
CHR Environ, Earth & Resources - Direct entry	n/a	195*	120 (includes direct & advanced)
CHR Environ, Earth & Resources - Advanced entry	n/a		-
School of Art			
School of Art: Diploma	25	25	tbd
School of Art: Degree - Direct entry	100	100*	tbd
School of Art: Degree - Advanced entry	n/a		tbd
School of Art: Art History	15	15	tbd
Faculty of Human Ecology			
Human Ecology - Direct entry	200	400*	260 (includes direct & advanced)
Human Ecology - Advanced entry			-
Faculty of Kinesiology & Rec Management			
B Kin (AT)	24	24*	24
B Kin	60	100*	65
B P E	40		35
B RM & CD	40	40*	40
Kinesiology & Rec Management - Direct entry	n/a	144*	Up to 35 of above (Bkin, BPE,BRM&CD)
Faculty of Law	96	103	104
School of Med Rehab: Respiratory Therapy	16	16	16
Faculty of Medicine	110	110	110
Marcel Desautels Faculty of Music			
Music - Direct entry	75	75*	60 (includes direct & advanced)
Music- Advanced entry			-
Music - Jazz Studies			15 (includes direct & advanced)
Music - Jazz Studies			-
Faculty of Nursing	240	200-240	240
Faculty of Pharmacy	50	55	60
Faculty of Science			
Science - Direct entry	n/a**	n/a**	-
Science - Advanced entry	n/a**	n/a**	-
Faculty of Social Work			
Social Work (on campus)	75	75	75
Social Work - Distance Delivery	100	n/a	100
Social Work - Inner City	50	n/a	60
Social Work - Northern External	6	n/a	10
Social Work - Northern Program	26	n/a	35

* These programs have an overall second year (first year if advanced entry) target only, targets for direct and advanced entry should be clearly identified

** Science does have a cap of between 1200 & 1500

***Note there are 177 DE this year this year which leaves 243 spaces for 2013/14

REPORT OF THE SENATE COMMITTEE ON AWARDS

Terms of reference for the Senate Committee on Awards include the following responsibility:

On behalf of Senate, to approve and inform Senate of all new offers and amended offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter amended by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and amended offers which do not meet the published guidelines or which otherwise appear to be discriminatory under the policy on the *Non-Acceptance of Discriminatory Awards*, such offers shall be submitted to Senate for approval. (Senate, October 7, 2009)

Observation

In an electronic poll conducted on January 29, 2013, the Senate Committee on Awards reviewed one new offer that appears to be discriminatory according to the policy on the *Non-Acceptance of Discriminatory Awards*, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated January 29, 2013).

Recommendation

The Senate Committee on Awards recommends that Senate and the Board of Governors approve one new offer, as set out in Appendix A of the *Report of the Senate Committee on Awards* (dated January 29, 2013).

Respectfully submitted,

Dr. David Kuhn
Chair, Senate Committee on Awards

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.

MEETING OF THE SENATE COMMITTEE ON AWARDS

Appendix A

January 29, 2013

1. NEW OFFERS

James C.H. Anderson Memorial Actuarial Aboriginal Scholarship

In memory of James C.H. Anderson, The Actuarial Foundation (US) has established a trust fund at the University of Manitoba with a gift of \$100,000 USD. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. Beginning in the 2013-2014 academic year, one renewable scholarship, valued at \$8,400, will be offered every year to an undergraduate student who:

- (1) is Aboriginal (Status, Non-Status, Métis, Inuit);
- (2) is enrolled full-time (minimum 24 credit hours) in any year of study in the I.H. Asper School of Business, the Faculty of Science, or University 1;
- (3) has indicated his/her intent to pursue undergraduate studies in actuarial mathematics.

Preference will be given to an Aboriginal student entering the University of Manitoba who has achieved a minimum average of 70% on those courses considered for admission.

Candidates will be required to submit an application that includes a statement of intent to pursue undergraduate studies in actuarial mathematics and a brief description of their career goals.

In years when there are no students who meet the above eligibility criteria, that year's award (valued at \$8,400) will be re-directed to the James C.H. Anderson Bursary (award # 25084), as per the donor's wish.

The scholarship is renewable, at the same value, for up to four additional years of study provided that the recipient:

- (1) remained registered in at least 24 credit hours in the previous academic year;
- (2) is enrolled full-time (minimum 24 credit hours) in the I.H. Asper School of Business or the Faculty of Science, in either a Bachelor of Commerce (Honours) or a Bachelor of Science (Honours) program, with a declared major in Actuarial Mathematics or Statistics - Actuarial Mathematics;
- (3) has achieved a degree grade point average of 3.0.

Only one recipient may hold the scholarship at any one time.

In the event that a recipient does not qualify for renewal of the scholarship, the University will offer it to an Aboriginal student who meets the first set of selection criteria.

In years when a recipient does not qualify for renewal of the scholarship and there are no students who meet the first set of selection criteria, that year's award (valued at \$8,400) will be re-directed to the James C.H. Anderson Bursary (award # 25084), as per the donor's wish.

An annual update on the status of the scholarship award will be provided to The Actuarial Foundation.

The selection committee will be named by the Dean of the I.H. Asper School of Business (or designate) and will include the Director of the Warren Centre for Actuarial Studies and Research.

The Board of Governors of the University of Manitoba (in consultation with the Actuarial Foundation (US)) has the right to modify the terms of this award if, because of changed conditions, it becomes necessary to do so, but keeping in line with the original intent of the scholarship. Should this award be discontinued for any reason, all remaining funds should be transferred to support the James C.H. Anderson Bursary.

(Attachments I, II and III)



UNIVERSITY
OF MANITOBA

Asper School of Business

Michael Benarroch, PhD
Dean and CA Manitoba Chair in Business Leadership
314 Drake Centre
181 Freedman Crescent
Winnipeg, Manitoba
Canada R3T 5V4
Telephone 204-474-9712
Fax 204-474-7928
Email: Dean_AasperSchool@UManitoba.ca

January 21, 2013

Dr. David Kuhn
Chair, Senate Committee on Awards
c/o Candace Préjet
Awards Establishment Officer
417 University Centre



Dear Dr. Kuhn:

The Warren Centre for Actuarial Studies and Research and the I.H. Asper School of Business strongly supports the establishment of the James C.H. Anderson Memorial Actuarial Aboriginal Scholarship. In the Fall Term 2012, our School's self-declared Aboriginal student population was 3.4% of total enrolment, 2.9% in Actuarial Mathematics, compared to the University average of about 7.7%. Hence, we are clearly under-represented compared to the University average and the general Manitoba population.

To provide further context, please see enrollment data for the 2007-2012 period:

Asper School of Business
Registered in B Comm (Honours) Program:

Year	Number of Aboriginal Students	Total Student Population	% Aboriginal
2012	59	1742	3.4%
2011	62	1698	3.7%
2010	62	1604	3.9%
2009	59	1637	3.6%
2008	51	1601	3.2%
2007	39	1530	2.5%

Asper School of Business
Registered in Actuarial Math + Co-op

Year	Number of Aboriginal Students	Total Student Population	% Aboriginal
2012	2	68	2.9%
2011	2	61	3.3%
2010	1	47	2.1%
2009	1	36	2.8%
2008	0	38	0.0%
2007	0	54	0.0%

/continued



Letter to Dr. David Kuhn
Chair, Senate Committee on Awards
January 21, 2013
Page Two

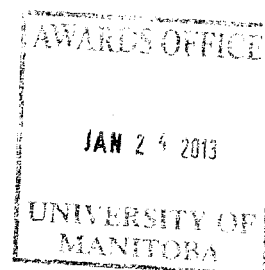
The Asper School is committed to increasing the number of Aboriginal students in our school. To this end, we have put in place a number of measures to raise the proportion of Aboriginal students in our faculty. Increasing the number of bursaries, scholarships, and awards directed at Aboriginal students is a critical part of this strategy. This scholarship will provide our school with the opportunity to recruit and retain Aboriginal students for the Actuarial program at the University of Manitoba. As such, it will contribute to helping us meet our goal of raising the proportion of Aboriginal students in our faculty.

We are confident that these scholarships will provide an incentive to attract and retain Aboriginal students into the field of Actuarial studies. We therefore believe that the nature of this scholarship is justifiable.

Sincerely



Michael Benarroch





UNIVERSITY
OF MANITOBA
January 28, 2013

Faculty of Science

Office of the Dean
239 Machray Hall
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9348
Fax (204) 474-7618

Dr. David Kuhn,
Chair, Senate Committee on Awards
c/o Candace Prejet
Awards Establishment Officer
417 University Centre

Dear Dr. Kuhn:

Re: James C.H. Anderson Memorial Actuarial Aboriginal Scholarship

The Faculty of Science is delighted to support the establishment of the James C. H. Anderson Memorial Actuarial Aboriginal Scholarship.

Actuarial Mathematics programs are joint offerings of the Faculty of Science and the I. H. Asper School of Business. As noted in the letter from Dean Benarroch, only 2.9% of Actuarial Mathematics students self-declare as Aboriginal; within the Faculty of Science as a whole, only 4.4% of our students self-identify this way. These numbers are significantly below those for the general population in Manitoba. It is a priority of the Faculty of Science to attract more Aboriginal students and to provide them with the supports to be successful, and we welcome this scholarship as a very significant contribution towards this end.

To provide further context, please see enrollment data for the 2007-2012 period.

Faculty of Science Faculty of Science Actuarial Math &
Actuarial Stats Joint

Year	% Aboriginal		Year	% Aboriginal
2012	4.4%		2012	1.3%
2011	4.3%		2011	0.0%
2010	4.4%		2010	0.0%
2009	4.4%		2009	0.0%
2008	4.2%		2008	4.2%
2007	3.8%		2007	0.0%

Sincerely,

For

Mark Whitmore
Dean
Faculty of Science





ABORIGINAL STUDENT CENTRE

January 25, 2013

Dr. David Kuhn
Chair of the Senate Committee on Awards
c/o Ms. Candace Prejet
Awards Establishment Coordinator
422 University Centre

Dear Dr. Kuhn & Senate Committee:

Please accept this letter as formal support for the proposed James C.H. Anderson Memorial Actuarial Aboriginal Scholarship designated for Aboriginal students pursuing Actuarial studies in the Asper School of Business or in the Faculty of Science.

The number of Aboriginal students attending the University of Manitoba continues to increase and I believe it is partially due to the financial assistance made available through initiatives such as this. The James C.H. Anderson Memorial Actuarial Aboriginal Scholarship is an example of how individuals can support the University of Manitoba and the Aboriginal community, by contributing to areas they feel are important and/or show significant underrepresentation. The number of Aboriginal students pursuing a degree in the area of Actuarial studies at the University of Manitoba is well documented in Dr. Benarroch's accompanying support letter and I offer my support to the establishment of this award based on the high financial need of Aboriginal students and the clear underrepresentation of our community in this area of study.

I trust that the Senate committee will approve this award and others like it, in the hopes of increasing the recruitment and retention of Aboriginal students pursuing Actuarial studies through the Asper School of Business or through the Faculty of Science.

In education, miigwetch!

Kali Storm, Director
Aboriginal Student Centre

Aboriginal Student Centre
45 Clapperton
University of Manitoba
Winnipeg, MB, R3T 5N6

Phone: 204-474-8800
Fax: 204-275-3142
Email: info@abstc.mb.ca

**STUDENT
AFFAIRS**

creating opportunities for student success



UNIVERSITY
OF MANITOBA

**Report of the Senate Committee on Instruction and Evaluation RE: Revised Policy:
Examination Regulations**

Preamble:

1. The terms of reference for the Senate Committee on Instruction and Evaluation (SCIE) are found on the web at:
http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/502.htm
2. At its meeting of January 17, 2013, the Committee endorsed revisions to the Policy on Examination Regulations, including the revised title, Final Examinations and Final Grades, and the creation of separate documents setting out procedures concerning final examinations and final grades.

Observations:

1. Senate previously considered revisions to the Policy on Examination Regulations at its meeting on June 20, 2012, when it referred the Policy and related Procedures back to SCIE for further consideration in order to (a) address questions and concerns raised by the Faculties of Arts and Science regarding the definition of special examinations and (b) clarify who is eligible to invigilate final examinations. In particular, Senate sought clarification on whether (i) student invigilators would include only teaching assistants or also graders, markers, and research assistants and (ii) support staff can invigilate final examinations.
2. At the June 2012 Senate meeting, the Chair of SCIE made a commitment to consult broadly before bringing the revised Policy and Procedures back to Senate. Subsequently, the documents were shared with the Associate Deans Undergraduate / University Liaison Officers for feedback. Also, the Chair and the Registrar met with representatives of Arts and Science to resolve the matter of special examinations. The documents attached to this Report incorporate input provided by Senate as well as the feedback received subsequent to the June 2012 meeting.¹
3. The current Policy on Examinations Regulations is to be replaced by the following documents:
 - Policy: Final Examinations and Final Grades
 - Procedures: Final Examinations
 - Procedures: Deferred and Supplemental Examinations
 - Procedures: Final Grades
4. The revised documents include a significant number of important changes of which faculty, staff, and students should be aware. Please note that the current Report describes changes

¹ Revisions that reflect changes between the current Policy on Examination Regulations and the revised Policy and Procedures are indicated with strike-outs (deletions) and grey highlighting (additions). Changes made to the revised documents subsequent to the June 2012 Senate meeting are indicated in bold font (blue).

made to the documents since the June 2012 Senate meeting. Additional changes are identified in the Report of the Committee dated April 19, 2012 and circulated with the June 2012 Senate agenda (http://umanitoba.ca/admin/governance/media/Senate_Agenda_-_June_20_2012.pdf). Members of the University Community are encouraged to also review the revised Policy and Procedures attached to this Report.

A. Policy: Final Examinations and Final Grades

- i. The title of the document has been changed to make explicit that the Policy and related Procedures are concerned only with final examinations and not mid-term and in-course examinations.
- ii. The definition for “special examinations” has been deleted from section 1.1 Use of Terms. The circumstances under which a special examination would have been permitted (participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; medical condition; religious obligations) have been subsumed under deferred examinations (1.1 b. II).
- iii. Article 2.4 has been added under section 2.0 Policy Statement to clarify that: (a) faculties and schools are responsible for establishing policies on the appeal of grades for term work and (b) those policies are to be reviewed by SCIE before being forwarded to Senate for information. This provision is set out in the Report of the Senate Committee on Academic Evaluation of Students RE: Policy Regarding the Appeal of a Grade Given to Term Work [January 19, 1993], which was approved by Senate March 3, 1993.

B. Procedures: Final Examinations

- i. In section 2.6 Invigilation of Examination, article 2.6.2 has been revised to indicate that university employees appointed as invigilators by a faculty, school, or academic unit may assist in the invigilation of final examinations. University employees may include graduate students who are teaching assistants, graders, markers, or research assistants, as well as support staff, and staff in Student Accessibility Services.
- ii. In section 2.7 Responsibilities of Students and Invigilators, article 2.7.2 h) vii) has been amended as feedback that was received made it apparent that the previous wording, which referred to examinations that were to be “cancelled,” was not clear to all readers.

C. Procedures: Deferred and Supplemental Examinations

- i. References to “special examinations” have been removed.
- ii. Article 2.1.6 has been amended so it is consistent with article 2.7.2 h) vii) of the Procedures on Final Examinations.

D. Procedures: Final Grades

- i. Article 2.1 d) has been revised to make it clear that posting lists of grades (electronically or in hard copy) is not permitted and that marks may only be shared with students on an individual basis.
- ii. Wording for article 2.1 d) was developed in consultation with staff in the Access and Privacy Office.

Recommendations

The Senate Committee on Instruction and Evaluation recommends:

THAT Senate approve the revised Policy on Final Examinations and Final Grades and the related Procedures on Final Examinations, Procedures on Deferred and Supplemental Examinations, and Procedures on Final Grades, effective September 1, 2013.

Respectfully submitted,

Dr. Janice Ristock, Chair
Senate Committee on Instruction and Evaluation

Comments of the Senate Executive Committee:
The Senate Executive Committee endorses the report to Senate.



Title: **FINAL EXAMINATIONS AND FINAL GRADES**

Effective Date: _____ Review Date: _____

Approving Body: ☐ Board of Governors ☒ Senate
☐ Administration (specify): _____

Authority ☒ *University of Manitoba Act* Section # 34 1(h)
☐ Other Legislation [name and section #] _____
☐ Bylaw [name and section #] _____
☐ Regulation _____

Implementation: **Vice-President (Academic) and Provost**
Contact: _____

Applies to: ☐ Board of Governors members ☐ Senate members
☒ Faculty/School Councils ☒ Students
☐ External Parties _____
[specify applicable external parties]
☒ Employees Academic staff, support staff
[specify applicable employee organizations and employment group]

1.0 **Reason for Policy**

To establish the University of Manitoba's policy relating to final examinations and grades and to oversee the procedures related to final examinations, deferred and supplemental examinations, and final grades.

1.1 **Use of Terms**

a) Final Examination: A final examination is a test scheduled within an examination period which serves as the final evaluation of student performance in a course.¹

b) Deferred Examination: A deferred examination is a privilege that may be granted to a student:

I) who is unexpectedly unable to write a final examination as scheduled;

or

II) who knows in advance that he or she is unable to write an examination at the scheduled time. Students may request a deferred examination(s) on the grounds that they are unable to write said examination(s) due to:

¹ University of Western Ontario, Academic Handbook, Issued 2009 03

- i. a medical condition; or
- ii. participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; or
- iii. religious obligations.

Making a false or misleading claim regarding a deferred examination may be considered an offence under the Student Discipline Bylaw. Penalties may range from a failed grade in the course to suspension or expulsion.

c) Supplemental Examination: A supplemental examination is the rewriting of a final examination and is a privilege offered by some faculties, schools, and academic units to students who have not achieved the minimum result in required courses. Within the conditions established by the student's faculty, a student who is granted a supplemental examination is given the opportunity to rewrite a final examination. The impact of a supplemental examination on the final grade is to be determined by regulations within the faculty.

2.0 Policy Statement

- 2.1** The Senate has determined that each faculty or school or academic unit shall be responsible for establishing regulations governing evaluation procedures for students enrolled in its courses.
- 2.2** Those relevant items listed under procedures for final examinations, deferred and supplemental examinations, and final grades shall be incorporated into the regulations established by faculties, schools or academic units.
- 2.3** Faculties, schools, and academic units shall submit regulations and amendments to evaluation procedures to Senate for its approval via the Senate Committee on Instruction and Evaluation.
- 2.4** The Senate has determined that each faculty or school or academic unit shall adopt a formal policy for the appeal of grades given for term work, in that faculty or school or academic unit, that has been returned or made available to students before the last day of classes. Policies adopted by a faculty or school or academic unit, after review by the Senate Committee on Instruction and Evaluation, shall be forwarded to Senate for information.

3.0 Accountability

- 3.1** The University Secretary is responsible for advising the President that a formal review of the Policy is required.
- 3.2** The Vice-President (Academic) and Provost is responsible for the communication, administration and interpretation of this policy.

4.0 Secondary Documents

- 4.1** The Approving Body may approve Procedures which are secondary to and comply with this Policy.
- 4.2** Administration may approve Procedures which are secondary to and comply with this Policy.

5.0 Review

- 5.1** Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____.
- 5.2** In the interim, this Policy may be revised or rescinded if:
- (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 5.3** If this Policy is revised or rescinded, all secondary documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn rescinded.

6.0 Effect on Previous Statements

- 6.1** This Policy supersedes Examination Regulations/January 1, 2008
[Previous Governing Document no./title/effective date]

7.0 Cross References

Policy: Responsibilities of Academic Staff with Regard to Students

Procedures: Deferred and Supplemental Examinations

Procedures: Final Grades

Procedures: Final Examinations



Title: ~~EXAMINATION REGULATIONS~~ **FINAL EXAMINATIONS AND FINAL GRADES**

Effective Date: _____ Review Date: _____

Approving Body: ☐ Board of Governors ☒ Senate
☐ Administration (specify): _____

Authority ☒ University of Manitoba Act Section # 34 1(h)
☐ Other Legislation [name and section #] _____
☐ Bylaw [name and section #] _____
☐ Regulation _____

Implementation: Vice-President (Academic) and Provost
Contact: _____

Applies to: ☐ Board of Governors members ☐ Senate members
☒ Faculty/School Councils ☒ Students
☐ External Parties _____
[specify applicable external parties]
☒ Employees Academic staff, support staff
[specify applicable employee organizations and employment group]

1.0 Reason for Policy

To establish the University of Manitoba's policy relating to final examinations and grades and to oversee the procedures related to final examinations, deferred and supplemental examinations, and final grades.

1.1 Use of Terms

a) Final Examination: A final examination is a test scheduled within an examination period which serves as the final evaluation of student performance in a course.¹

b) Deferred Examination: A deferred examination is a privilege that may be granted to a student:

1) who is unexpectedly unable to write **a final** examination as scheduled;
Students may only be considered for a deferred examination after the scheduled examination has been missed.
or

¹ University of Western Ontario, Academic Handbook, Issued 2009 03

- II) who knows in advance that he or she is unable to write an examination at the scheduled time. Students may request a **special deferred** examination(s) on the grounds that they are unable to write said examination(s) due to:
- i. a medical condition; or
 - ii. participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event; or
 - iii. religious obligations.

Making a false or misleading claim regarding a deferred examination may be considered an offence under the Student Discipline Bylaw. Penalties may range from a failed grade in the course to suspension or expulsion.

c) Supplemental Examination: **A supplemental examination is the rewriting of a final examination and is a privilege offered by some faculties, schools, and academic units to students** who have not achieved the minimum result in required courses. Within the conditions established by the student's faculty, a student who is granted a supplemental examination is given the opportunity to rewrite a final examination. The impact of a supplemental examination on the final grade is to be determined by regulations within the faculty.

2.0 Policy Statement

- 2.1** The Senate has determined that each faculty or school or academic unit shall be responsible for establishing regulations governing evaluation procedures for students enrolled in its courses.
- 2.2** Those relevant items listed under University Regulations procedures for final examinations, deferred and supplemental examinations, and final grades shall be incorporated, but not necessarily verbatim, into the regulations established by faculties, schools or **departments academic units**. ~~Matters shown as Guidelines should be seriously considered for inclusion.~~
- 2.3** Faculties, schools, and academic units shall submit regulations and amendments to evaluation procedures to Senate for its approval. ~~Such requests should be submitted, in the first instance to the~~ via the Senate Committee on Instruction and Evaluation of Students through the Senate Secretariat.

2.4 The Senate has determined that each faculty or school or academic unit shall adopt a formal policy for the appeal of grades given for term work, in that faculty or school or academic unit, that has been returned or made available to students before the last day of classes. Policies adopted by a faculty or school or academic unit, after review by the Senate Committee on Instruction and Evaluation, shall be forwarded to Senate for information.

3.0 Accountability

- 3.1** The University Secretary is responsible for advising the President that a formal review of the Policy is required.

- 3.2 The Vice-President (Academic) and Provost ~~will be~~ **is** responsible for the communication, administration and interpretation of this policy.

4.0 **Secondary Documents**

- 4.1 The Approving Body may approve Procedures which are secondary to and comply with this Policy.
- 4.2 Administration may approve Procedures which are secondary to and comply with this Policy.

5.0 **Review**

- 5.1 Formal Policy reviews will be conducted every ten (10) years. The next scheduled review date for this Policy is _____.
- 5.2 In the interim, this Policy may be revised or rescinded if:
- (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulations or Policy is revised or rescinded.
- 5.3 If this Policy is revised or rescinded, all secondary documents will be reviewed as soon as reasonably possible in order to ensure that they:
- (a) comply with the revised Policy; or
 - (b) are in turn rescinded.

6.0 **Effect on Previous Statements**

- 6.1 This Policy supersedes Examination Regulations/January 1, 2008
[Previous Governing Document no./title/effective date]
- ~~(a) all previous Board/Senate Policies, Procedures, and resolutions on the subject matter herein;~~
~~(b) all previous Administration Policies, Procedures, and directives on the subject matter contained herein;~~
~~(c) Policy 1305: Examination Regulations (last revised May, 2005)~~

7.0 **Cross References**

Policy: Responsibilities of Academic Staff with Regard to Students

Procedures: Deferred and Supplemental Examinations

Procedures: Final Grades

Procedures: Final Examinations



Title: FINAL EXAMINATIONS

Effective Date: _____ Review Date: _____

Approving Body: ☐ Board of Governors ☒ Senate
☐ Administration (specify): _____

Authority ☒ Policy [name and section #] Final Examinations and Final Grades
☐ Bylaw [name and section #] _____
☐ Regulation [name and section #] _____

Implementation: Vice-President (Academic) and Provost

Contact: _____

Applies to: ☐ Board of Governors members ☐ Senate members
☒ Faculty/School Councils ☒ Students
☒ Department Councils
☐ External Parties _____
[specify applicable external parties]
☒ Employees Academic staff, support staff
[specify applicable employee organizations and employment group]

1.0 Reason for Procedure(s)

To set out Procedures secondary to the Policy entitled "Final Examinations and Final Grades" in connection with the method of conducting final examinations. A final examination is a test scheduled within an examination period which serves as the final evaluation of student performance in a course.¹

2.0 Procedure(s)

2.1 Information Provided to Students

Within the first week of the academic term, students shall be informed of the method of evaluation to be used in each course, as specified in the policy Responsibilities of Academic Staff with Regard to Students.

¹ University of Western Ontario, Academic Handbook, Issued 2009 03

2.2 Examination General Regulations

- 2.2.1 Any test or tests, which have an aggregate value of more than 20% of the total value of the course may not be scheduled to take place during the fourteen (14) calendar days ending with the last day of classes in the term during the regular session as defined in the University General Calendar, or during the last two (2) classes of Summer Evening and the last three (3) classes for Summer Sessions (see Policy on Responsibilities of Academic Staff with regard to Students).
- 2.2.2 No project or assignment may be announced during the periods outlined in 2.2.1 unless contained in the course outline or syllabus required to be provided to all students in the course during the first week of classes (Policy "Responsibilities of Academic Staff with Regard to Students").

2.3 Final Examinations

- 2.3.1 No final examinations or the submission of take-home final examinations shall be scheduled to occur prior to the examination periods as described in the General Calendar except with the expressed joint consent of the Deans and Directors involved.
- 2.3.2 The weight of each question shall be clearly indicated on the examination paper.
- 2.3.3 The name of the instructor or course coordinator shall be clearly indicated on the examination paper.
- 2.3.4 Faculties, schools or academic units electing to use the services of the Registrar's Office shall adhere to the regulations outlined in section 2.4 below.

2.4 Regulations for Examinations Administered by the Registrar's Office

If a faculty, school, or academic unit elects to use the services of the Registrar's Office to schedule and administer examinations, the following regulations shall apply:

- a) Requests for examination scheduling must be submitted five (5) working days prior to the Revision Deadline for the term in which the course is offered.
- b) Examinations shall be of one, two or three hours duration.
- c) The faculty, school, or academic unit shall be responsible for supplying the number of examination invigilators as deemed necessary by the Registrar's Office.
- d) Examination question papers must be submitted to the Registrar's Office ten (10) calendar days in advance of the examination.
- e) The Registrar's Office shall make a record of any issues arising during the conduct of examinations and bring any matters to Senate that it deems to be significant.
- f) The responsibilities of invigilators (see section 2.7) shall apply for examinations administered by the Registrar's Office.

2.5 Regulations for Examinations administered by Student Accessibility Services

Examinations administered by Student Accessibility Services are additionally regulated by the Policy: Accessibility for Students with Disabilities.

2.6 Invigilation of Examination

- 2.6.1 The faculty, school, or academic unit shall supply such number of examination invigilators as is necessary. At a minimum, there shall normally be one invigilator

for the first sixty (60) students and one additional invigilator for each fifty (50) students thereafter.

- 2.6.2 Invigilation of examinations shall normally be carried out by the instructor of record. In addition, university employees appointed as invigilators by a faculty, school, or academic unit may assist.
- 2.6.3 An instructor must be available during the whole of his or her examination even though he or she is not invigilating that examination.
- 2.6.4 In view of the responsibilities with which a Chief Invigilator has been charged, selection of Chief Invigilators for large examination halls shall ensure that they are persons at a more senior rank than that of teaching assistants.

2.7 Responsibilities of Invigilators and Students

2.7.1 Prior to an Examination

- a) Invigilators are required to report to the Registrar's Office for examinations administered by the Registrar's Office for supervisory duties not later than thirty minutes (one half hour) prior to the scheduled time for each examination. Examination material, supervisory lists, and the name of the invigilator in charge will be distributed.
- b) At each seat in the examination room, the invigilator should place the appropriate material required for the examination.
- c) The time of commencement of the examination shall be announced.
- d) Each student shall display his or her student card and photo identification and shall sign an attendance form.

2.7.2 Conduct During Examination

- a) Any student departing from accepted procedure during an examination must be reported immediately to the Chief Invigilator.
- b) The Chief Invigilator shall allow the student to continue writing the examination except as noted in 2.7.2 (g).
- c) The Chief Invigilator shall record the nature of the alleged infraction on the form provided by the Registrar's Office.
- d) The Chief Invigilator shall complete the introductory section of the form immediately and shall ask the student to sign at that point in order that the student provides positive identification.
- e) The Chief Invigilator shall advise the student, when the identification portion of the form has been signed, of his or her right to submit a separate report on the circumstances of the incident to the Dean or Director of his or her faculty, school, or academic unit.
- f) The Chief Invigilator shall ask that the student read the form containing full details of the incident by or at the close of the examination. The form, thus completed, shall be

sent to the Registrar's Office for distribution to the Dean or Director, to the student and to the invigilators involved in the incident.

- g) Notwithstanding the above, in those cases in which the behaviour of a student is disruptive to others writing the examination, or to the conduct of that examination, the Chief Invigilator may, after due warning, require that student to cease writing the examination and leave the examination hall. For such cases the form provided by the Registrar's Office must be completed, to the extent possible, in the manner outlined in the above paragraph.
- h) The Chief Invigilator shall ensure that no student leaves the room without signing the roll and submitting a script. In addition:
 - i) No student shall be permitted to leave the examination room during the first thirty (30) minutes of an examination.
 - ii) No student shall be permitted to enter the examination room after at least one other student who is writing the same examination has left the examination room.
 - iii) A student who arrives to write an examination more than thirty (30) minutes after the start of the examination will not be permitted to write the examination.
 - iv) Any student who, due to late arrival, is not permitted to write an examination will be asked to complete the appropriate form and will then be advised to contact the Office of his or her Dean or Director not later than the next business day to discuss possible alternatives.
 - v) No student scheduled to write an examination in a centrally administered location who arrives late for the examination shall be permitted to write longer than the scheduled end-time for that examination. For those examinations not centrally scheduled, flexibility may be allowed at the discretion of the unit administering the examinations, but all students in a given course with commonly examined sections should have equal opportunities to take advantage of whatever flexibility is afforded.
 - vi) Should a technical irregularity occur in an examination, such as misprinted information or wrong instruction, invigilators supervising the same examination in other locations must be informed. The Registrar's Office should be contacted immediately should this or other similar problems arise in an examination room.
 - vii) If a student becomes ill or receives word of a family emergency during the course of an examination and is unable to continue, the student must report at once to the Chief Invigilator, hand in the examination, and indicate either that they wish to submit their examination paper as: (1) completed; or (2) not completed and with the right to request a deferred examination. The Chief Invigilator must record all notifications. Students leaving an examination early in compliance with this section are eligible to apply for a deferred examination under the provisions of outlined in Procedures for Deferred and Supplemental Examinations – Section 2.1.2. Only students who do not complete the examination and who notify the Chief Invigilator of the reason they cannot complete the examination shall be eligible to apply for a deferred examination.
Note: Documentation verifying the illness may be required.

2.7.3 At the Close of the Examination

- a) The time of conclusion of the examination should be announced.
- b) Every candidate must turn in an examination script before leaving the room to the invigilator located at the exit of the room.
- c) A count must be made of the scripts by course number and balanced against the

total for each course examination indicated on the nominal roll.

- d) No student may be permitted to re-enter an examination room until all examination scripts have been collected.
- e) The nominal roll must be returned to the Registrar's Office at the conclusion of the examination session. Examination scripts may be either received by the instructor(s) concerned or be delivered to the Registrar's Office.

2.8 Audio Visual Supports

The use of audio visual supports to display examination or test questions shall be prohibited with either of the following two exceptions:

- a) Audio visual supports may be used to display examination questions where arrangements have been made to display all questions simultaneously for the entire examination period.
or
- b) In courses where time limited identification is a legitimate and specified part of the examination process, the use of overhead or slide projectors, or other audio visual supports for display purposes shall be permitted.

Examinations using audio visual supports should not be scheduled with other examinations.

2.9 Unauthorized Materials in Examinations

Students are not permitted to access any unauthorized materials during an examination. This includes but is not limited to calculators, books, notes, pencil cases, or any electronic device capable of wireless communication and/or storing information (e.g. computer, dictionary, translator, cell phone, pager, PDA, mp3 units, etc.). However, students may bring in such materials or devices when permission has been given by the instructor.

2.10 Security

Students may store valuables and personal items under the desk or chair of the examination room but may not have access to these items during the examination. Items stowed under the desk or chair must not obstruct the aisles of the examination room. Students must ensure that all items required for the examination are placed on top of the desk prior to the start of the examination.

2.11 Posting Examination Answers

Answers to examination questions shall not be posted prior to the conclusion of the examination.

2.12 Student Access to Final Examinations

- 2.12.1 In order to allow proper feedback, students shall have an opportunity to read their own final examination script and any comments written on it prior to the deadline for a formal grade appeal, but only in the presence of the instructor or a staff member appointed by a faculty, school, or academic unit.

2.12.2 Notwithstanding 2.12.1 above, there is no obligation upon the faculty, school, or academic unit to make machine-scored examination answer sheets available for consultation by students. It is expected that faculties, schools, and academic units will provide appropriate means of feedback to students in such circumstances and, where practicable, will encourage instructors to discuss selected questions and answers.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.

3.2 The Vice-President (Academic) and Provost is responsible for the communication, administration and interpretation of this policy.

4.0 Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this/these Procedure(s) is/are _____.

4.2 In the interim, this/these Procedure(s) may be revised or rescinded if:
(a) the Approving Body deems necessary; or
(b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

5.1 This/these Procedure(s) supersede(s) the following:
(a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
(b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
(c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein.

6.0 Cross References

Cross References:

[Indicate other specific Governing Documents which should be cross referenced to this Governing Document.]

Policy: Responsibilities of Academic Staff with Regard to Students

Policy: Final Examinations and Final Grades

Policy: Accessibility for Students with Disabilities

Procedures: Deferred and Supplemental Examinations

Procedures: Final Grades



Title: FINAL EXAMINATIONS

Effective Date: _____ Review Date: _____

Approving Body: ☐ Board of Governors ☒ Senate
☐ Administration (specify): _____

Authority ☒ Policy [name and section #] Final Examinations and Final Grades
☐ Bylaw [name and section #] _____
☐ Regulation [name and section #] _____

Implementation: Vice-President (Academic) and Provost

Contact: _____

Applies to: ☐ Board of Governors members ☐ Senate members
☒ Faculty/School Councils ☒ Students
☒ Department Councils
☐ External Parties _____
[specify applicable external parties]
☒ Employees Academic staff, support staff
[specify applicable employee organizations and employment group]

1.0 Reason for Procedure(s)

To set out Procedures secondary to the Policy entitled "**Final** Examinations and Final Grades" in connection with the method of conducting final examinations. A final examination is a test scheduled within an examination period which serves as the final evaluation of student performance in a course.¹

2.0 Procedure(s)

2.1 Information Provided to Students

Within the first week of ~~lectures~~ the academic term, students shall be informed of the method of evaluation to be used in each course, as specified in the policy Responsibilities of Academic Staff with Regard to Students.

¹ University of Western Ontario, Academic Handbook, Issued 2009 03

2.2 Examination General Regulations

- 2.2.1 Any test or tests, which have an aggregate value of more than 20% of the total value of the course may not be scheduled to take place during the fourteen (14) calendar days ending with the last day of classes in the term during the regular session as defined in the University General Calendar, or during the last two (2) classes of Summer Evening and the last three (3) classes for Intercession and Summer Day Sessions (see Policy on Responsibilities of Academic Staff with regard to Students).
- 2.2.2 No project or assignment may be announced during the periods outlined in 2.2.4(a) above 2.2.1 unless contained in the course outline or syllabus information required to be provided to all students in the course during the first week of classes (Policy "Responsibilities of Academic Staff with Regard to Students", 2.4.1.4).

2.3 Final Examinations

- 2.3.1 No final examinations or the return submission of take-home final examinations shall be scheduled to occur prior to the examination periods as described in the General Calendar except with the expressed joint consent of the Deans and Directors involved.
- 2.3.2 The weight of each question shall be clearly indicated on the examination paper.
- 2.3.3 The name of the instructor of the Examination Committee or course coordinator shall be clearly indicated on the examination paper.
- 2.3.4 Faculties, schools or departments academic units electing to use the services of the Registrar's Office shall adhere to the regulations contained in 2.3 outlined in section 2.4 below.

2.4 Regulations for Examinations Administered by the Registrar's Office

If a faculty, school, or department academic unit elects to use the services of the Registrar's Office to schedule and administer examinations, the following regulations shall apply:

- Requests for examination scheduling must be submitted prior to the following dates: December exams – October 15th, April exams – January 15th five (5) working days prior to the Revision Deadline for the term in which the course is offered.
- Examinations shall be of one, two or three hours duration.
- The department, faculty or school, or academic unit shall be responsible for supplying the number of examination invigilators as deemed necessary by the Student Records Registrar's Office.
- Examination question papers must be submitted to the Registrar's Office ten (10) calendar days in advance of the examination.
- The Registrar's Office shall make a report to the Senate Committee on Academic Evaluation of Students on record of any issues arising during the conduct of each series of exams. The Committee on the Academic Evaluation of Students will bring to the Senate's attention any matters arising therefrom which are considered significant examinations and bring any matters to Senate that it deems to be significant.
- The Instructions to Invigilators responsibilities of invigilators (see section 2.7) shall apply for examinations administered by the Registrar's Office.

2.5 Regulations for Examinations administered by Student Accessibility Services

Examinations administered by Student Accessibility Services ~~shall be~~ **are additionally** regulated by the Policy: Accessibility for Students with Disabilities.

2.6 Invigilation of Examination

2.6.1 ~~The department, faculty or school~~ faculty, school, or academic unit shall supply such number of examination invigilators as is necessary. At a minimum, there shall normally be one invigilator for the first sixty (60) students and one additional invigilator for each fifty (50) students thereafter.

2.6.2 Invigilation of examinations shall normally be carried out by the instructor of record. **In addition, university employees appointed as invigilators by a faculty, school, or academic unit may assist.**

~~An instructor is required to invigilate as requested by department, faculty or school concerned. (formerly 2.2.8 c) in the Policy: Examination Regulations)~~

2.6.3 An instructor must be available during the whole of his or her examination even though he or she is not invigilating that examination.

2.6.4 In view of the responsibilities with which a Chief Invigilator has been charged, selection of Chief Invigilators for large examination halls shall ensure that they are persons at a more senior rank than that of teaching assistants.

2.7 ~~Instructions to~~ Responsibilities of Invigilators and Students

2.7.1 Prior to an Examination

a) Invigilators are required to report to the ~~Student Records Registrar's Office~~ for examinations administered by the ~~Student Records Registrar's Office~~ for supervisory duties not later than thirty minutes (one half hour) prior to the scheduled time for each examination. Examination material, supervisory lists, and the name of the invigilator in charge will be distributed.

b) At each seat in the examination room, the invigilator should place the appropriate material required for the examination.

c) The time of commencement of the examination shall be announced.

d) Each student shall display his or her student card and photo identification and shall sign an attendance form.

2.7.2 Conduct During Examination

a) Any student departing from accepted procedure during an examination must be reported immediately to the Chief Invigilator.

b) The Chief Invigilator shall allow the student to continue writing the examination except as noted ~~below~~ **in 2.7.2 (g).**

c) The Chief Invigilator shall record the nature of the alleged infraction on the form

provided by the Registrar's Office.

- d) The Chief Invigilator shall complete the introductory section of the form immediately and shall ask the student to sign at that point in order that the student provides positive identification.
- e) The Chief Invigilator shall advise the student, when the identification portion of the form has been signed, of his or her right to submit a separate report on the circumstances of the incident to the Dean or Director of his or her ~~Faculty or School~~ faculty, school, or academic unit.
- f) The Chief Invigilator shall ask that the student read the form containing full details of the incident by or at the close of the examination. The form, thus completed, shall be sent to the Registrar's Office for distribution to the Dean or Director, to the student and to the invigilators involved in the incident.
- g) Notwithstanding the above, in those cases in which the behaviour of a student is disruptive to others writing the examination, or to the conduct of that examination, the Chief Invigilator may, after due warning, require that student to cease writing the examination and leave the examination hall. For such cases the form provided by the ~~Student Records~~ Registrar's Office must be completed **to the extent possible**, in the manner outlined in the above paragraph.
- h) The Chief Invigilator shall ensure that no student leaves the room without signing the roll and submitting a script. In addition:
 - i) No student shall be permitted to leave the examination room during the first **thirty (30)** minutes of an examination.
 - ii) ~~A student will be considered a late arrival if he or she arrives to write an examination~~ No student shall be permitted to enter the examination room after at least one other student who is writing the same examination has left the examination room.
 - iii) A student who arrives to write an examination more than thirty (30) minutes after the start of the examination will not be permitted to write the examination.
 - iv) Any student who, due to late arrival, is not permitted to write an examination will be asked to complete the appropriate form and will then be advised to contact the Office of his or her Dean or Director not later than the next business day to discuss possible alternatives.
 - v) No student scheduled to write an examination in a centrally administered location who arrives late for the examination shall be permitted to write longer than the scheduled end-time for that examination. For those examinations not centrally scheduled, flexibility may be allowed at the discretion of the unit administering the examinations, but all students in a given course with commonly examined sections should have equal opportunities to take advantage of whatever flexibility is afforded.
 - vi) Should a technical irregularity occur in an examination, such as misprinted information or wrong instruction, invigilators supervising the same examination in other locations must be informed. The Registrar's Office should be contacted immediately should this or other similar problems arise in an examination room.
 - vii) If a student becomes ill or receives word of a family emergency during the course of an examination and is unable to continue, the student must report at once to the Chief Invigilator, hand in the **unfinished paper examination**, and indicate **if they wish the examination to be cancelled either that they wish to submit their examination paper as: (1) completed; or (2) not completed and with the right to request a deferred examination**. The Chief Invigilator

must record all such notifications. Students leaving an examination early in compliance with this section are eligible to apply for a deferred examination under the provisions of outlined in Procedures for Deferred and Supplemental Examinations – Section 2.1.2. Only students who do not complete the examination and who notify the Chief Invigilator of the reason they cannot complete the examination shall be eligible to apply for a deferred examination. Note: Documentation verifying the illness may be required.

2.7.3 At the Close of the Examination

- a) The time of conclusion of the examination should be announced.
- b) Every candidate must turn in an examination script before leaving the room to the invigilator located at the exit of the room.
- c) A count must be made of the scripts by course number and balanced against the total for each course examination indicated on the nominal roll.
- d) No student may be permitted to re-enter an examination room until all examination scripts have been collected.
- e) The nominal roll must be returned to the Registrar's Office at the conclusion of the examination session. Examination scripts may be either received by the instructor(s) concerned or be delivered to the Registrar's Office.

2.8 Audio Visual Supports

The use of audio visual supports (~~audio visual supports include, but are not limited to: overhead or slide projectors, and audio/video tape players~~) to display examination or test questions shall be prohibited with either of the following two exceptions:

- a) Audio visual supports may be used to display examination questions where arrangements have been made to display all questions simultaneously for the entire examination period.
- or
- b) In courses where time limited identification is a legitimate and specified part of the examination/test process, the use of overhead or slide projectors, or other audio visual supports for display purposes shall be permitted.

Examinations using audio visual supports should not be scheduled with other examinations.

2.9 ~~Use of Electronic Calculators~~ Unauthorized Materials in Examinations

Students are not permitted to bring in ~~have access to~~ any unauthorized materials ~~on their desk~~ during ~~to~~ an examination. This includes but is not limited to calculators, books, notes, pencil cases, or any electronic device capable of wireless communication and/or storing information (e.g. computer, dictionary, translator, cell phone, pager, PDA, mp3 units, etc.). However, students may bring in such materials or devices when permission has been given by the instructor ~~and/or the department or faculty~~.

2.10 Security

Students may store valuables and personal items under the desk or chair of the examination room but may not have access to these items during the examination. **Items stowed under the desk or chair must not obstruct the aisles of the examination room.** Students must ensure that all items required for the examination are placed on top of the desk prior to the start of the examination.

2.11 Posting Examination Answers

Answers to examination questions shall not be posted prior to the conclusion of the examination.

2.12 Student Access to Final Examinations

2.12.1 In order to allow proper feedback, students shall have an opportunity to read their own final examination script and any comments written on it prior to the deadline for a formal grade appeal, but only in the presence of the instructor or a ~~department-appointed~~ staff member **appointed by a faculty, school, or academic unit.**

2.12.2 Notwithstanding 4 2.12.1 above, there is no obligation upon the ~~department~~ **faculty, school, or academic unit** to make machine-scored examination answer sheets available for consultation by students. It is expected that ~~departments~~ **faculties, schools, and academic units** will provide appropriate means of feedback to students in such circumstances and, where practicable, will encourage instructors to discuss selected questions and answers.

~~Regulations regarding access to answer scripts of external examinations are governed by the regulations of the institution whose examination has been written.~~ (NB formerly 2.6.3 c in the Policy: Examination Regulations)

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.

3.2 The Vice-President (Academic) and Provost is responsible for the communication, administration and interpretation of this policy.

4.0 Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this/these Procedure(s) is/are _____.

4.2 In the interim, this/these Procedure(s) may be revised or rescinded if:
(a) the Approving Body deems necessary; or
(b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

5.1 This/these Procedure(s) supersede(s) the following:

- (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
- (b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
- (c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein.

6.0 Cross References

Cross References:

[Indicate other specific Governing Documents which should be cross referenced to this Governing Document.]

Policy: Responsibilities of Academic Staff with Regard to Students

Policy: **Final** Examinations and Final Grades

Policy: Accessibility for Students with Disabilities

Procedures: Deferred and Supplemental Examinations

Procedures: Final Grades



Title: DEFERRED AND SUPPLEMENTAL EXAMINATIONS

Effective Date: _____ Review Date: _____

Approving Body: ☐ Board of Governors ☒ Senate
☐ Administration (specify): _____

Authority ☒ Policy [name and section #] Final Examinations and Final Grades
☐ Bylaw [name and section #] _____
☐ Regulation [name and section #] _____

Implementation: Vice-President (Academic) and Provost

Contact: _____

Applies to: ☐ Board of Governors members ☐ Senate members
☒ Faculty/School Councils ☒ Students
☒ Department Councils
☐ External Parties _____
[specify applicable external parties]
☒ Employees Academic staff, support staff
[specify applicable employee organizations and employment group]

1.0 Reason for Procedure(s)

To set out procedures secondary to the Policy entitled "Final Examinations and Final Grades", in connection with deferred examinations and supplemental examinations.

2.0 Procedure(s)

2.1 **Deferred Examinations**

2.1.1 A deferred examination is a privilege that may be granted to a student who is unexpectedly unable to write an examination as scheduled or a student who knows in advance that he or she is unable to write an examination at the scheduled time. Making a false or misleading claim may be considered an offence under the Student Discipline Bylaw. Penalties may range from a failed grade in the course to suspension or expulsion.

2.1.2 Students who are unable to write an examination due to an unexpected illness must file an application for a deferred examination with the advising office of the faculty, school, or academic unit (including University 1 or Extended Education)

in which they are registered, setting out the reasons for the deferral. The application must normally be filed within 48 hours of the scheduled date of the missed examination or, in a case where more than one examination was missed, within 48 hours of the scheduled date of the last examination missed. The application must be accompanied by a medical certificate or otherwise appropriate documentation certifying the reason for the deferral, the inability of the student to write the examination at the regular scheduled time and, where possible, an indication of the period of incapacity. Based on the evidence, the Dean or Director shall decide whether the application is approved. Based on the student's ongoing incapacity or other exceptional circumstances a deferral may be granted to a student who files an application after the 48 hour period has lapsed.

- 2.1.3 Students may request a deferred examination(s) on the grounds that they are unable to write said examination(s) due to:
- a) participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event;
 - b) religious obligations; or
 - c) a medical condition

Students requesting a deferred examination due to a known condition as listed above must file an application normally twenty (20) working days prior to the day of the scheduled examination with the advising office of the faculty, school, or academic unit (including University 1 or Extended Education) in which they are registered.

- 2.1.4 Initial approval of all deferred examinations by the student's faculty, school, or academic unit shall be conditional upon verification that the student has completed all required components of the course and that it is mathematically possible for the student to pass the course by writing the final examination. Approval will be rescinded if these conditions are not met.
- 2.1.5 Any students requesting a deferred examination(s) on the grounds that said examination(s) conflict(s) with vacation or holiday plans shall not normally be granted a deferral.
- 2.1.6 If a student becomes ill or receives word of a family emergency during the course of an examination and is unable to continue, the student must report at once to the Chief Invigilator, hand in the examination, and indicate either that they wish to submit their examination paper as: (1) completed; or (2) not completed and with the right to request a deferred examination. The Chief Invigilator must record all notifications. Students leaving an examination early in compliance with this section are eligible to apply for a deferred examination under the provisions of 2.1.2. Only students who do not complete the examination and who notify the Chief Invigilator of the reason they cannot complete the examination shall be eligible to apply for a deferred examination.
- 2.1.7 No faculty, school, or academic unit shall have regulations that compel students to accept deferrals for any or all examinations or examination series.
- 2.1.8 When an application for a deferred examination is approved by the faculty, school, or academic unit, the head of the unit in which the course is offered, in consultation with the instructor concerned, shall schedule the deferred examination to take place normally within thirty (30) working days from the end of

the examination series from which the examination was deferred, taking into account the following:

- a) If a deferred final examination is granted for a course that is a pre-requisite to another course or courses, students may be permitted to remain registered in those affected courses. However, if the examination is written after the revision deadline and the pre-requisite course is not satisfied, the student will be withdrawn from all courses requiring it. Faculties, schools, and academic units are encouraged to schedule deferred examinations in pre-requisite courses early in a term to ensure that results are available prior to the course revision deadline.
- b) Faculties, schools, and academic units are requested to schedule deferred examinations as soon as possible for potential graduands so that final grades may be available in sufficient time to meet planned graduation deadlines.

2.1.9 In the event students are unable to write the examination as outlined in 2.1.8 the following may take place:

- a) the deferred examination shall be written at the next scheduled examination series in which the course is offered (unless the faculty, school, or academic unit chooses to make other arrangements); subsequent requests for re-deferral may result in the student being denied registration in the current or a future term until all outstanding examination obligations have been completed;
- b) the head of the academic unit in which the course is offered, in consultation with the instructor concerned, may assign a grade without examination. In such cases, the grades shall be assigned on the basis of the term work and assignments. Faculty or School Councils shall establish the procedure by which such a decision will be implemented.
- c) the deferred examination must be written within a time frame that enables the examination to be written and graded, and, if necessary, a supplemental examination to be written and graded, before the start of the next academic term in such cases in which the progression rules of the student's program require the successful completion of an entire academic year before a student is eligible to proceed in the next academic year.

2.1.10 A student who accepts standing in a course without examination may not, at a later date, request permission to write a deferred examination in the course.

2.1.11 Students who, for medical reasons, withdraw from a program or receive deferred examination privileges for all final examination series, or who fail to write deferred examinations as scheduled, may be prevented by the faculty, school or academic unit from reregistration until they have established, through appropriate medical consultation, their fitness to resume studies.

2.2 Supplemental Examinations

2.2.1 Supplemental Examinations are offered by some faculties to students who have not achieved the minimum result in required courses. Within the conditions established by the student's faculty, a student who is granted a Supplemental Examination is given the opportunity to rewrite a final examination. The impact of a supplemental examination on the final grade is to be determined by regulations within the faculty.

2.2.2 The results of supplemental examinations must be reported to the faculty or school council.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.

3.2 The Vice-President (Academic) and Provost is responsible for the communication, administration and interpretation of this policy.

4.0 Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this/these Procedure(s) is/are _____.

4.2 In the interim, this/these Procedure(s) may be revised or rescinded if:
(a) the Approving Body deems necessary; or
(b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

5.1 These Procedures supersede the following:
(a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
(b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
(c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations

6.0 Cross References

Cross References:

[Indicate other specific Governing Documents which should be cross referenced to this Governing Document.]

Bylaw: Student Discipline

Policy: Final Examinations and Final Grades

Procedures: Final Examinations

Procedures: Final Grades



Title: DEFERRED AND SUPPLEMENTAL EXAMINATIONS

Effective Date: _____ Review Date: _____

Approving Body: ☐ Board of Governors ☒ Senate
☐ Administration (specify): _____

Authority ☒ Policy [name and section #] Final Examinations and Final Grades
☐ Bylaw [name and section #] _____
☐ Regulation [name and section #] _____

Implementation: Vice-President (Academic) and Provost

Contact: _____

Applies to: ☐ Board of Governors members ☐ Senate members
☒ Faculty/School Councils ☒ Students
☒ Department Councils
☐ External Parties _____
[specify applicable external parties]
☒ Employees Academic staff, support staff
[specify applicable employee organizations and employment group]

1.0 Reason for Procedure(s)

To set out procedures secondary to the Policy entitled "**Final** Examinations and Final Grades", in connection with:

- a) deferred examinations;
- b) supplemental examinations. ~~and~~
- c) ~~mid-term examinations scheduled during an official examination period which are worth 20% or more of total course work.~~

2.0 Procedure(s)

2.1 Deferred Examinations

2.1.1 A deferred examination is a privilege that may be granted to a student who is unexpectedly unable to write an examination as scheduled or a student who knows in advance that he or she is unable to write an examination at the scheduled time. Making a false or misleading claim may be considered an offence under the Student Discipline Bylaw. Penalties may range from a failed grade in the course to suspension or expulsion.

2.1.2 Students may who are unable to write an examination due to an unexpected illness must file an application for a deferred examination with the Dean of the Faculty or the Director of the School in which they are registered, for reasons of illness or other disability or compassionate reasons with the advising office of the faculty, school, or academic unit (including University 1 or Extended Education) in which they are registered for their programme, for reasons of illness or other disability, or for compassionate reasons, setting out the reasons for the deferral. The application must normally be filed within seven working days of the end of the examination series in which the examination was scheduled to be written, and **normally be filed within 48 hours of the scheduled date of the missed examination or, in a case where more than one examination was missed, within 48 hours of the scheduled date of the last examination missed.** The application must be accompanied by a medical certificate or otherwise appropriate documentation certifying the reason for the deferral, the inability of the student to write the examination at the regular scheduled time and, where possible, an indication of the period of disability incapacity. Based on the evidence, the Dean or Director shall decide whether the application is approved. **Based on the student's ongoing incapacity or other exceptional circumstances a deferral may be granted to a student who files an application after the 48 hour period has lapsed.**

2.1.3 Students may request a deferred examination(s) on the grounds that they are unable to write said examination(s) due to:

- a) participation in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event;
- b) religious obligations; or
- c) a medical condition

Students requesting a deferred examination due to a known condition as listed above must file an application normally twenty (20) working days prior to the day of the scheduled examination with the advising office of the faculty, school, or academic unit (including University 1 or Extended Education) in which they are registered.

2.1.4 Initial approval of all deferred examinations by the student's faculty, school, or academic unit shall be conditional upon verification that the student has completed all required components of the course and that it is mathematically possible for the student to pass the course by writing the final examination. Approval will be rescinded if these conditions are not met.

~~Any students requesting a deferred examination(s) on the grounds that they are unable to write said examination(s) because they are participating in an inter-university, provincial, inter-provincial, national or international scholastic or athletic event shall be granted said deferral provided:~~

- ~~i) students file an application with the Dean of the Faculty or the Director of the School in which they are registered well in advance (normally 20 working days) of the scheduled examination(s); and~~
- ~~ii) the aforementioned application is submitted with appropriate documentation; and~~
- ~~iii) that the Dean or the Director is satisfied, based on the evidence, that the application should be approved. (formerly 2.2.6 b) in the Policy: Examination Regulations.~~

- 2.1.5 Any students requesting a deferred examination(s) on the grounds that said examination(s) conflict(s) with vacation or holiday plans shall not normally be granted a deferral.
- 2.1.6 If a student becomes ill or receives word of a family emergency during the course of an examination and is unable to continue, the student must report at once to the Chief Invigilator, hand in the ~~unfinished paper~~ **examination**, and indicate ~~if they wish the examination to be cancelled~~ **either that they wish to submit their examination paper as: (1) completed; or (2) not completed and with the right to request a deferred examination**. The Chief Invigilator must record all ~~such~~ notifications. Students leaving an examination early in compliance with this section are eligible to apply for a deferred examination under the provisions of 2.1.2. Only students who do not complete the examination and who notify the Chief Invigilator of the reason they cannot complete the examination shall be eligible to apply for a deferred examination.
- 2.1.7 No faculty, school, or academic unit shall have regulations that compel students to accept deferrals for any or all examinations or examination series.
- 2.1.8 When an application for a deferred examination is approved by the faculty, school, ~~or academic unit~~, the head of the ~~department~~ **unit** in which the course is offered, in consultation with the instructor concerned, shall schedule the deferred examination to take place normally within ~~thirty (30)~~ working days from the end of the examination series from which the examination was deferred. ~~The foregoing does not limit the ability for heads of departments, instructors and students from reaching mutually satisfactory arrangements for the scheduling of a deferred examination, taking into account the following:~~
- a) If a deferred final examination is granted for a course that is a pre-requisite to another course or courses, students may be permitted to remain registered in those affected courses. However, if the examination is written after the revision deadline and the pre-requisite course is not satisfied, the student will be withdrawn from all courses requiring it. **Departments Faculties, schools, and academic units** are encouraged to schedule deferred examinations in pre-requisite courses early in a term to ensure that results are available prior to the course revision deadline.
 - b) **Departments Faculties, schools, and academic units** are requested to schedule deferred examinations as soon as possible for potential graduands so that final grades may be available in sufficient time to meet planned graduation deadlines.
- 2.1.9 In the event students are unable to write the examination as outlined in 2.2.6 (f) 2.1.8 the following may take place:
- a) the deferred examination shall be written at the next scheduled examination series in which the course is offered (unless the ~~department~~ **faculty, school, or academic unit** chooses to make other arrangements); subsequent requests for re-deferral may result in the student being denied registration in the current or a future term until all outstanding examination obligations have been completed;
 - b) ~~unless~~ the head of the ~~department~~ **academic unit** in which the course is offered, in consultation with the instructor concerned, ~~chooses to~~ **may** assign a grade without examination. In such cases, the grades shall be assigned on the basis of the term work and assignments. Faculty or School Councils shall

establish the procedure by which such a decision will be ~~executed~~
~~implemented~~.

- c) ~~If the progression rules of a faculty or school require the successful completion of an entire academic year, the deferred examination must be written and graded, and, if necessary, a supplemental examination to be written and graded, before the start of the next academic year. the deferred examination must be written within a time frame that enables the examination to be written and graded, and, if necessary, a supplemental examination to be written and graded, before the start of the next academic term in such cases in which the progression rules of the student's program require the successful completion of an entire academic year before a student is eligible to proceed in the next academic year.~~

2.1.10 ~~Candidates~~ A student who accepts standing in a course without examination may not, at a later date, request permission to write a deferred examination in the course.

2.1.11 Students who, for medical reasons, withdraw from a program or receive deferred examination privileges for all final examination series, or who fail to write deferred examinations as scheduled, may ~~shall be~~ **informed prevented** by the faculty, school or academic unit ~~that they may not re-register~~ **from reregistration** until they have established, through ~~proper~~ appropriate medical consultation, their fitness to resume studies.

2.2 Supplemental Examinations

2.2.1 Supplemental Examinations are offered by some faculties to students who have not achieved the minimum result in required courses. Within the conditions established by the student's faculty, a student who is granted a Supplemental Examination is given the opportunity to rewrite a final examination. The impact of a supplemental examination on the final grade is to be determined by regulations within the faculty.

2.2.2 The results of supplemental examinations must be reported to the faculty or school council.

3.0 Accountability

3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.

3.2 The Vice-President (Academic) and Provost is responsible for the communication, administration and interpretation of this policy.

4.0 Review

4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this/these Procedure(s) is/are _____.

4.2 In the interim, this/these Procedure(s) may be revised or rescinded if:

- (a) the Approving Body deems necessary; or
- (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

5.1 These Procedures supersede the following:

- (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
- (b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
- (c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations

6.0 Cross References

Cross References:

[Indicate other specific Governing Documents which should be cross referenced to this Governing Document.]

Bylaw: Student Discipline

Policy: **Final** Examinations and Final Grades

Procedures: Final Examinations

Procedures: Final Grades



UNIVERSITY OF MANITOBA PROCEDURE(S)

Title: FINAL GRADES

Effective Date: _____ Review Date: _____

Approving Body: ☐ Board of Governors ☒ Senate
☐ Administration (specify): _____

Authority ☒ Policy [name and section #] Final Examinations and Final Grades
☐ Bylaw [name and section #] _____
☐ Regulation [name and section #] _____

Implementation: Vice-President (Academic) and Provost

Contact: _____

Applies to: ☐ Board of Governors members ☐ Senate members
☒ Faculty/School Councils ☒ Students
☒ Department Councils
☐ External Parties _____
[specify applicable external parties]
☒ Employees Academic staff and support staff
[specify applicable employee organizations and employment group]

1.0 Reason for Procedure(s)

To set out procedures secondary to the Policy entitled "Final Examinations and Final Grades", in connection with:

- a) Final grades;
- b) Incomplete grades;
- c) Continuing grades;
- d) Appeal of final grades; and
- e) Grading systems.

2.0 Procedure(s)

2.1 Final Grades

- a) Departments are required, subject to faculty and school regulations, to establish a procedure for the review and approval of final grades prior to submission to the Registrar.

- b) All final grades must be submitted in accordance with the instructions received from the Registrar.
- c) Final grades will be released to students by the Registrar's Office as they are submitted by faculties and schools, except where alternate arrangements have been made between the Dean or Director and the Registrar.
- d) To protect the confidentiality of students' personal and private information, neither faculties, schools, academic units, nor instructors may post or publicly release grades.

2.2 Incompletes Courses

- a) A student who is unable to complete the term work prescribed in a course may apply to the instructor, on or before the End Date for the term in which the course is offered (as set out in the Academic Schedule), for consideration of a grade classification of Incomplete.
- b) The student is expected to write the final examination if one is scheduled for the course. It is possible to request a deferred examination based upon the conditions stated in the procedures for Deferred and Supplemental Examinations.
- c) Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work. The grade code reported will consist of the appropriate letter grade following by a space followed by the letter "I".
- d) In addition to the grade, the recommendation should indicate the reason(s) for consideration being given, a description of the outstanding work to be completed, and the date by which the work must be submitted. The following maximum extensions are allowed:
 - for courses terminated in April – August 1st
 - for courses terminated in August – December 1st
 - for courses terminated in December – April 1st
- e) If the final grade is not reported within one month of the extension deadline, the letter "I" will be dropped and the grade remains as awarded. The student's opportunity to improve the grade will have lapsed.
- f) In no case will the satisfaction of the Incomplete requirements cause a grade to be lowered.
- g) When specific circumstances warrant, Deans or Directors may extend the date by which an Incomplete must be cleared. Instructors must formally request such an extension prior to the elapse of the maximum deadline date. In addition, the Registrar's Office must be notified of the extension.

2.3 Continuing Courses

For those graduate level courses which continue beyond the normal academic term, which are being taken by students enrolled in the Faculty of Graduate Studies, the instructor shall recommend that a grade of "CO" be used until such time as a final grade can be established.

2.4 Appeal of Term Work

The appeal of term work returned or made available to students before the last day of classes shall be subject to policies and procedures established by Faculty/School Councils.

2.5 Appeal of Final Grades

2.5.1 A student may enter an appeal, through the Registrar's Office, for assessment of one or more grades. A student wishing to make a final grade appeal must do so by the deadlines set for the following terms and sessions:

- a) On a Fall Term course grade the deadline is fifteen (15) working days following the first day in January which the University is open.
- b) On a Winter Term course grade the deadline is fifteen (15) working days after Victoria Day.
- c) For Summer Session course grades the deadline is thirty (30) working days following the end of the examination period.
- d) For all other programs the deadline is twenty (20) working days following the end of the examination period.

Applications must be made on a prescribed form obtainable from the Registrar's Office. On payment of the prescribed fee, such appeals shall be forwarded to the Head of the academic unit in which the course is offered.

2.5.2 Examination scripts are to be held by the teaching unit responsible for the course until six months after the expiration of the appeal period. In individual cases where appeals have been initiated, the holding period will be extended accordingly.

- a) Each faculty, school, or academic unit is responsible for arranging the proper processing of the appeals, and shall report the results of appeals to the Registrar's Office.
- b) Normally the re-evaluation of a grade shall be undertaken by the instructor(s) responsible for the particular course (section) in consultation with at least one other instructor – in the same or related subject area – who shall independently assess the script and/or other relevant material.
- c)
 - i) In the event that an appealed grade has been awarded on the basis of an examination only, the entire script will be re-read.
 - ii) Except as noted below, where the grade has been awarded on the basis of an examination in combination with term work, the examination script will be re-read and term mark calculation reviewed.
 - iii) In the case of grades awarded solely on the basis of term work, only the calculation will be reviewed.
 - iv) In instances where term work has not been returned to students before the last day of classes, that term work shall also be re-read.
- d) Grades subject to appeal may not be lowered.
- e) In cases where appeals have resulted in a change of grade, the application fee will be refunded to the student.
- f) Teaching units shall be responsible for arranging to destroy examination scripts held by them in accordance with this section, ensuring in the process, the confidentiality of the document.
- g) The result of an appeal must be submitted to the Registrar's Office within thirty (30) days of the deadline for a student to submit the appeal being considered. In the event this deadline cannot be met, the academic unit must

notify the Registrar's Office with reasons for the delay. In no case shall an appeal be delayed longer than sixty (60) days.

- h) Students who wish to appeal the results of a grade appeal based on procedural grounds must file an appeal with the office the Dean/Director of the teaching unit. A request for a review of appeal procedures must be filed within ten (10) working days of receipt of notification of the result of a Grade Appeal.

2.6 Grading Systems

Faculties and schools may investigate various grading systems in order that a better understanding is reached regarding the relationship between grading systems, evaluation processes, student performance and program objectives. Prior to taking action based on such investigation, the faculty or school must submit its proposal to the Senate Committee on Instruction and Evaluation for its approval.

3.0 Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.
- 3.2 The Vice-President (Academic) and Provost will be responsible for the communication, administration and interpretation of this policy.

4.0 Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this/these Procedure(s) is/are _____.
- 4.2 In the interim, this/these Procedure(s) may be revised or rescinded if:
 - (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

- 5.1 This/these Procedure(s) supersede(s) the following:
 - (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
 - (b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
 - (c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein.

6.0 Cross References

Cross References:

[Indicate other specific Governing Documents which should be cross referenced to this Governing Document.]

Policy: Responsibilities of Academic Staff with regard to Students

Policy: Final Examinations and Final Grades

Procedures: Deferred and Supplemental Examinations

Procedures: Final Examinations



UNIVERSITY OF MANITOBA PROCEDURE(S)

Title: FINAL GRADES

Effective Date: _____ Review Date: _____

Approving Body: ☐ Board of Governors ☒ Senate
☐ Administration (specify): _____

Authority ☒ Policy [name and section #] Final Examinations and Final Grades
☐ Bylaw [name and section #] _____
☐ Regulation [name and section #] _____

Implementation: Vice-President (Academic) and Provost

Contact: _____

Applies to: ☐ Board of Governors members ☐ Senate members
☒ Faculty/School Councils ☒ Students
☒ Department Councils
☐ External Parties _____
[specify applicable external parties]
☒ Employees Academic staff and support staff
[specify applicable employee organizations and employment group]

1.0 Reason for Procedure(s)

To set out procedures secondary to the Policy entitled "**Final** Examinations and Final Grades", in connection with:

- a) Final grades;
- b) Incomplete grades;
- c) Continuing grades;
- d) Appeal of final grades; and
- e) Grading systems.

2.0 Procedure(s)

2.1 Final Grades

- a) Departments are required, subject to faculty and school regulations, to establish a procedure for the review and approval of final grades prior to submission to the Registrar.

- b) All final grades must be submitted in accordance with the instructions received from the Registrar.
- c) Final grades will be released to students by the Registrar's Office as they are submitted by faculties and schools, except where alternate arrangements have been made between the Dean or Director and the Registrar.
- d) To protect **the** confidentiality **of students' personal and private information**, ~~instructors may post grades in student number sequence.~~ **neither faculties, schools, academic units, nor instructors may share or post lists of student grades electronically, nor may paper lists of grades be physically posted in any location. Marks may only be shared with students on an individual basis.**

2.2 Incomplete Courses

- a) A student who is unable to complete the term work prescribed in a course may apply to the instructor ~~prior to the end of lectures~~ **, on or before the End Date for the term in which the course is offered (as set out in the Academic Schedule)**, for consideration of a grade classification of Incomplete.
- b) The student is expected to write the final examination if one is scheduled for the course. It is possible to request a deferred examination based upon the conditions stated in ~~Section 2.26~~ **the procedures for Deferred and Supplemental Examinations**.
- c) Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work. ~~This grade, preceded by the letter "I", e.g. "IF", "IC", "IB", etc. shall be recorded on the appropriate form and forwarded as part of a recommendation to the Department Head, Dean or Director for approval.~~ The grade code reported will consist of the **temporary** letter grade **followed** by a space followed by the letter "I".
- d) In addition to the grade, the recommendation should indicate the reason(s) for consideration being given, a description of the outstanding work to be completed, and the date by which the work must be submitted. The following maximum extensions are allowed:
 - for courses terminated in April – August 1st
 - for courses terminated in August – December 1st
 - for courses terminated in December – April 1st
- e) ~~If a~~ **the** final grade is not reported within one month of the extension deadline, the letter "I" will be dropped and the grade remains as awarded. The student's opportunity to improve the grade will have lapsed.
- f) In no case will the satisfaction of the Incomplete requirements cause a grade to be lowered.
- g) When specific circumstances warrant, Deans or Directors may extend the date by which an Incomplete must be cleared. Instructors must formally request such an extension prior to the elapse of the maximum deadline date. In addition, the ~~Student Records Office~~ Registrar's Office must be notified of the extension.

2.3 Continuing Courses

For ~~those~~ graduate level courses which continue beyond the normal academic term as prescribed in the General Calendar, which are being taken by students enrolled in the Faculty of Graduate Studies, the instructor shall recommend that a mark-classification grade of "CO" be used until such time ~~that~~ **as** a final grades can be established.

2.4 Appeal of Term Work

The appeal of term work returned or made available to students before the last day of classes shall be subject to policies and procedures established by Faculty/School Councils.

2.5 Appeal of Final Grades

2.5.1 A student may enter an appeal, through the Registrar's Office, for assessment of one or more grades. A student wishing to make a final grade appeal must do so by the deadlines set for the following terms and sessions:

- a) On a ~~first term~~ **Fall Term** course grade ~~(Fall)~~ the deadline is fifteen (15) working days following the first day in January which the University is open.
- b) On a ~~second term~~ **Winter Term** course grade ~~(Winter)~~ the deadline is fifteen (15) working days after Victoria Day.
- c) For Summer Session course grades the deadline is thirty (30) working days following the end of the examination period.
- d) For all other programs the deadline is twenty (20) working days following the end of the examination period.

Applications must be made on a prescribed form obtainable from the Registrar's Office. On payment of the prescribed fee, such appeals shall be forwarded to the Head of the ~~Department~~ **academic unit** in which the course is offered.

2.5.2 Examination scripts are to be held by the teaching unit responsible for the course until six months after the expiration of the appeal period. In individual cases where appeals have been initiated, the holding period will be extended accordingly.

- a) Each ~~department, school or faculty~~ **faculty, school, or academic unit** is responsible for arranging the proper processing of the appeals, and shall report the results of appeals to the Registrar's Office.
- b) Normally the re-evaluation of a grade shall be undertaken by the instructor(s) responsible for the particular course (section) in consultation with at least one other instructor – in the same or related subject area – who shall independently assess the script and/or other relevant materials.
- c)
 - i) In the event that an appealed grade has been awarded on the basis of an examination only, the entire script will be re-read.
 - ii) Except as noted below, where the grade has been awarded on the basis of an examination in combination with term work, the examination script will be re-read and term mark calculation reviewed.
 - iii) In the case of grades awarded solely on the basis of term work, **only** the calculation will be reviewed.
 - iv) In instances where term work has not been returned to students before the last day of classes, that term work shall also be re-read.
- d) Grades subject to appeal may not be lowered.
- e) In cases where appeals have resulted in a change of grade, the application fee will be refunded to the student.
- f) Teaching units shall be responsible for arranging to destroy examination scripts held by them in accordance with **this** section ~~(b) above~~, ensuring in the process, the confidentiality of the document.
- g) The result of an appeal must be submitted to the Registrar's Office within **thirty (30)** days of the deadline for a student to submit the appeal being considered. In the event this deadline cannot be met, the ~~department~~

academic unit must notify the Registrar's Office with reasons for the delay. In no case shall an appeal be delayed longer than sixty (60) days.

- h) Students who wish to appeal the results of a grade appeal based on procedural grounds must file an appeal with the office the Dean/Director of the teaching unit. A request for a review of appeal procedures must be filed within ten (10) working days of receipt of notification of the result of a Grade Appeal.

2.6 Grading Systems

Faculties and schools may investigate various grading systems in order that a better understanding is reached regarding the relationship between grading systems, evaluation processes, student performance and program objectives. Prior to taking action based on such investigation, the faculty or school must submit its proposal to the Senate Committee on ~~Academic Evaluation of Students~~ **Instruction and Evaluation** for its approval.

3.0 Accountability

- 3.1 The University Secretary is responsible for advising the President that a formal review of the Procedure is required.
- 3.2 The Vice-President (Academic) and Provost will be responsible for the communication, administration and interpretation of this policy.

4.0 Review

- 4.1 Formal Procedure reviews will be conducted every ten (10) years. The next scheduled review date for this/these Procedure(s) is/are _____.
- 4.2 In the interim, this/these Procedure(s) may be revised or rescinded if:
 - (a) the Approving Body deems necessary; or
 - (b) the relevant Bylaw, Regulation(s) or Policy is revised or rescinded.

5.0 Effect on Previous Statements

- 5.1 This/these Procedure(s) supersede(s) the following:
 - (a) all previous Board/Senate Procedures, and resolutions on the subject matter contained herein; and
 - (b) all previous Administration Procedures, and resolutions on the subject matter contained herein; and
 - (c) all previous Faculty/School Council Procedures stemming from the Faculty/School Council Bylaw and academic and admission Regulations and any resolutions on the subject matter contained herein.

6.0 Cross References

Cross References:

[Indicate other specific Governing Documents which should be cross referenced to this Governing Document.]

Policy: Responsibilities of Academic Staff with regard to Students

Policy: **Final** Examinations and Final Grades

Procedures: Deferred and Supplemental Examinations

Procedures: Final Examinations



UNIVERSITY
OF MANITOBA

Office of the University Secretary

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Tel. (204) 474-9593
Fax (204) 474-7511

MEMORANDUM

DATE: January 31, 2013
TO: Members of Senate
FROM: Jeff M. Leclerc, University Secretary
SUBJECT: Election of the Chancellor

Every three years, the Chancellor of the University is elected by the Committee of Election. Chancellor Harvey Sector's current term as Chancellor of the University of Manitoba ends on May 31, 2013. Chancellor Sector is eligible for re-election.

In accordance with *The University of Manitoba Act*, the Committee of Election consists of the members of the Board of Governors and the members of the Senate meeting in joint session. The Chair of the Board of Governors is the Chair of the Committee of Election, while the University Secretary, as Secretary of Senate, is designated as Secretary of the Committee of Election.

To facilitate the election of a Chancellor, the Board of Governors and the Senate approved a Policy on the Election of the Chancellor in 2011. This Policy provides for a Chancellor Search Committee to solicit and review nominations and recommend a candidate for Chancellor to the Committee of Election for approval. The Chancellor Search Committee is comprised of:

- The Chair of the Board of Governors (as Chair);
- The President
- Three members of Senate who are not students, elected by Senate;
- Two students, one undergraduate and one graduate, elected by Senate;
- Two members of the University of Manitoba Alumni Association, nominated by the Alumni Association; and
- The University Secretary, as secretary (non-voting).

The Committee of Election will meet on May 21, 2013 at 3:30 p.m.

I write to request that Senate elect its members to the Chancellor Search Committee at its March meeting. Nominations will be received from the floor of Senate in the same manner as nominees are presented for Senate members on the Executive Committee and the Board of Governors.

/jml