

BOARD OF GOVERNORS

The material contained in this document is the Agenda for the next meeting of the Board of Governors.

Tuesday, March 19, 2019

**Alan A. Borger Sr. Executive Conference Room
E1-270 Engineering Information and Technology Complex
4:00 p.m.**

OPEN SESSION

Please call regrets to: 474-6165 no later than 9:00 a.m. the day of the meeting.

OFFICE OF THE UNIVERSITY SECRETARY



UNIVERSITY
OF MANITOBA

BOARD OF GOVERNORS OPEN SESSION

Alan A. Borger Sr. Executive Conference Room (E1-270 EITC)

Tuesday, March 19, 2019 at 4:00 p.m.

Page 1 of 2

	AGENDA	<u>Presenter</u>	<u>Page</u>	<u>Est. Time</u>
<u>FOR ACTION</u>				
1.	APPROVAL OF THE AGENDA	Chair	2	4:00 p.m.
2.	MINUTES (OPEN Session)			
2.1	Approval of the Minutes of the January 29, 2019 OPEN Session as circulated or amended	Chair	4	4:05 p.m.
2.2	Business Arising			
2.2.1	Submission from MRCC re Senate Motion	Chair	12	4:05 p.m.
3.	UNANIMOUS CONSENT AGENDA	Chair		4:15 p.m.
	<i>If any member of the Board wants to ask a question, discuss or oppose an item that is marked for the consent agenda, the member can have an item removed from the consent agenda by contacting the Secretary of the Board prior to the meeting or by asking that it be removed before the Chair calls for a mover and seconder for the motion to approve or receive, by unanimous consent, the items listed.</i>			
<u>3.1</u>	<u>From Executive for Information</u>			
3.1.1	Report from the Senate Committee on Awards A (December 18, 2018)	President	24	(consent)
3.1.2	Report from the Senate Committee on Awards B (December 18, 2018)	President	41	(consent)
<u>3.2</u>	<u>From Finance, Administration and Human Resources for Approval</u>			
3.2.1	Amendment 86/19/01 for the U of M GFT Pension Plan 1986 and Approval to make the Consolidated Plan Document for the U of M GFT Pension Plan (1986) the official Plan Document	K. Lee	46	(consent)
<u>3.3</u>	<u>From Senate for Approval</u>			
3.3.1	Report from the Senate Committee on Awards A (January 15, 2018)	President	87	(consent)
3.3.2	Report from the Senate Committee on Awards B (January 15, 2018)	President	99	(consent)
<u>3.4</u>	<u>From Senate for Information</u>			
3.4.1	Suspension of Admissions to Bachelor of Human Ecology in Family Social Sciences and Bachelor of Human Ecology in Family Social Sciences, After-Degree, Implementation	President	104	(consent)
3.4.2	Report of the University Discipline Committee	President	105	(consent)
<u>3.5</u>	<u>From Audit & Risk Management for Information</u>			
3.5.1	Office of the Auditor General Annual Audit Plan	K. Osiowy	285	(consent)

FOR RECOMMENDATION

4. FROM SENATE

BOARD OF GOVERNORS OPEN SESSION

Alan A. Borger Sr. Executive Conference Room (E1-270 EITC)

Tuesday, March 19, 2019 at 4:00 p.m.

Page 2 of 2

AGENDA

Presenter

Page

Est. Time

4.1 Closure of the Health, Leisure, and Human
Performance Institute

President

323

4:20 p.m.

5. FROM FINANCE, ADMINISTRATION AND HUMAN RESOURCES COMMITTEE

5.1 2019-2020 Residence Room and Meal-Plan Rates

K. Lee

327

4:25 p.m.

6. FROM AUDIT AND RISK MANAGEMENT

6.1 Audit Services Charter

K. Osiowy

341

4:30 p.m.

FOR INFORMATION

7. Report from the President

D. Barnard

345

4:35 p.m.

MOTION TO MOVE TO CLOSED AND CONFIDENTIAL SESSION



**Minutes of the
OPEN Session of the Board of Governors
January 29, 2019**

Present: J. Lieberman, Chair
J. Leclerc, Secretary

D. Barnard	J. Beddoes	S. Bonner-Proulx	S. Demmings
K. Kieloch	J. Knysh	K. Lee	C. Loewen
J. MacKenzie	R. Mohammed	M. Mollot	C. Neumann
K. Osiowy	J. Sanderson	H. Sector	M. Silicz
T. Taves	J. Taylor		

By Telephone: J. Anderson L. Hyde J. Linden M. Sharma

Assessors Present: S. Woloschuk M. Hudson

Officials Present: S. Foster D. Jayas J. Kearsey J. Ristock
L. Zapshala-Kelln

1. **ANNOUNCEMENTS**

The Chair announced that Dr. Digvir Jayas has been appointed to the Order of Canada. He noted that it is well-deserved recognition and offered his congratulations on behalf of the Board.

The Chair reminded Board members that the annual Board of Governors retreat would be taking place on Friday, February 8 at 6:00 p.m., and Saturday, February 9 at 8:30 a.m. in Marshall McLuhan Hall, second floor University Centre. He said the focus of the Friday evening will be an “annual check-up” on the University’s priorities, the progress made, and future direction, and the focus on Saturday will be the University’s needs for the 2020’s and the presidential search and transition.

The Chair stated that the process for the election of a representative to the Board from the Alumni Association would begin in February. He said he would put his name forward for re-election. He reported that nominations open on February 15 and close March 15, and the election period begins April 15 and ends May 15. He added that the successful candidate will be publicly announced on May 23 and will take office June 1.

PRESENTATION

2. Supporting the University's Vision: The Centre for Academic Teaching and Learning
Dr. Mark Torchia, Vice-Provost (Teaching & Learning)

Dr. Ristock introduced Dr. Torchia, the Vice-Provost (Teaching and Learning). She noted he is also the Executive Director of the Centre for the Advancement of Teaching and Learning and has been in that role since 2011, and previous to that, had a 30-year career as a clinical scientist in the Department of Surgery with St. Boniface General Hospital, the Winnipeg Regional Health Authority, and the Health Sciences Centre. She said Dr. Torchia was also the Director of the Medical Pre-clerkship Program for the Max Rady College of Medicine and continues as an associate professor of Surgery where his teaching activities relate to fetal development. She added that Dr. Torchia has founded three successful medical device companies, including Monteris Medical®, and holds many patents. She said he is the author of numerous academic papers, three medical textbooks, and is a winner of the prestigious Earnest C. Manning Principal Prize and the inaugural Governor General of Canada's Award for Innovation.

Dr. Torchia reviewed a number of slides, highlighting the following:

- The mission of the Centre is to provide leadership, expertise, and support in fulfilment of the teaching and learning vision and to advance the practice and scholarship of teaching in higher education.
- The Centre supports the University's priority of Inspiring Minds through innovative and quality teaching.
- There are five areas of practice in the Centre; (1) faculty development and consultation, (2) evaluation, scholarship of teaching and learning, and innovation, (3) flexible learning, (4) learning technology, and (5) strategic supports. The Centre also provides functional support.
- CATL has been running for over 30 years and is the oldest such unit in North America.
- There are different types of training provided for faculty development; one-on-one consultations, intensive workshops, brown bag seminars, and webinars. He noted that these offerings are in high demand.
- Scholarship of Teaching and Learning (SOTL) is taking what happens in the classroom to the level of research. There are a number of projects with faculty members in this area.
- Innovation involves new technology, using phones to learn on, facial recognition in the classroom, and more.
- Flexible learning is the provision of resources around the creation of flexible learning opportunities.

The Chair thanked Dr. Torchia for the presentation.

FOR ACTION

3. APPROVAL OF THE AGENDA

It was moved by Mr. Mohammed and seconded by Mr. Knysh:

THAT the agenda for the January 29, 2019 meeting be approved as circulated.

CARRIED

4. MINUTES (Open) Session

- 4.1 Approval of the Minutes of the November 20, 2018 Open Session as circulated or amended

It was moved by Ms. Lee and seconded by Dr. Taylor:

THAT the minutes of the November 20, 2018 Open session be approved as circulated.

CARRIED

- 4.2 Approval of the Minutes of the Special Meeting held on January 11, 2019

It was moved by Dr. Anderson and seconded by Ms. Lee:

THAT the minutes of the January 11, 2019 Special Open session meeting be approved as circulated.

CARRIED

- 4.3 Business Arising – none

5. UNANIMOUS CONSENT AGENDA

The Chair reminded members that this part of the agenda is used to approve routine matters that are not controversial and do not normally generate much discussion and said that if any member of the Board wants to ask a question, discuss, or oppose an item on the consent agenda, they can request that in advance through the Secretary's Office or ask that it be removed before the Chair calls for a mover and seconder for the motion.

It was moved by Dr. Taylor and seconded by Dr. Mollot:

THAT the Board of Governors approve or receive for information the following:

THAT the Board of Governors approve three new offers, five amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated October 25, 2018].

THAT the Board of Governors approve five new offers and three amended offers, as set out in Appendix A of the Report of the Senate Committee on Awards [dated November 15, 2018].

The Board of Governors received the following for information:

- *2019-20 Academic Schedule*

- *Implementation of the Bachelor of Music (Music Education)*
- *Implementation of the Master of Human Rights*

CARRIED

FOR RECOMMENDATION

6. FROM FINANCE, ADMINISTRATION, & HUMAN RESOURCES

6.1 Policy: Institutional Costs of Research Recovery and Distribution

Ms. Lee said this had been discussed at the Finance, Administration, and Human Resources Committee meeting on January 16. She said this change will better align the policy with the new budget model.

It was moved by Ms. Lee and seconded by Mr. Demmings:

THAT the Board of Governors approve the revision to the Institutional Costs of Research: Recovery and Distribution Policy.

CARRIED

7. FROM SENATE

7.1 Proposal to Establish a Bachelor of Midwifery Degree, College of Nursing

Dr. Barnard said this is a four-year degree program in the Rady Faculty of Health Science which will admit six students per year. He added that the program has dedicated spots for Indigenous students and will incorporate Indigenous teachings.

It was moved by Dr. Barnard and seconded by Mr. Osiowy:

THAT the Board of Governors approve a proposal to establish a Bachelor of Midwifery [as recommended by Senate, January 9, 2019].

CARRIED

7.2 Proposal to establish a Post-Baccalaureate Diploma Medical Physiology and Pathophysiology, Max Rady College of Medicine, Rady Faculty of Health Sciences

Dr. Barnard said this is a one-year program that provides a pathway for graduate study in the field.

It was moved by Dr. Barnard and seconded by Mr. Knysh:

THAT the Board of Governors approve a proposal to establish a Post-baccalaureate Diploma in Medical Physiology and Pathophysiology [as recommended by Senate, January 9, 2019].

CARRIED

8. FROM MANAGEMENT RESOURCES AND COMPENSATION COMMITTEE

8.1 Proposed response to a motion from Senate Regarding the Presidential Search Process

The Chair stated that the Senate has recommended that the Board modify the procedures to allow for an open presidential search. He said a formal motion from Senate was forwarded to the Management Resources and Compensation Committee to consider and make a recommendation to the Board on a response.

The MRCC recommends that the Board:

- Acknowledge receipt of Senate's recommendation;
- Confirm the Board's previous decision that the presidential search process be confidential;
- Respond to Senate outlining the reasons for this decision.

The Chair said that he believes that opening the search will eliminate a number of potential candidates who might otherwise have applied. He said he had consulted with the Management Resources and Compensation Committee (MRCC), who shared the same view. He noted that he asked for the thoughts of the search consultant and that response was included in the Board submission.

Dr. Barnard said Senate approved this recommendation at its January meeting and summarized the conversation at Senate before the vote was taken. He noted that members who supported the motion raised the following points in support of the recommendation:

- The names of shortlisted candidates for deans and department heads are made public and candidates make public presentations as part of the selection process. A similar practice should be used for the role of the president.
- It is common in American public universities to use open presidential search processes.
- Making the candidates known and holding public presentations would allow the community to better assess the fit of a potential candidate.
- An open process would be more collegial.

President Barnard reported that members of Senate who did not support the motion raised the following points against the recommendation:

- Most of the candidates will be drawn from the post-secondary sector in Canada and they will expect a confidential search as it is the standard process in Canada for presidential searches.
- An open search process would reduce the pool of candidates.
- There have recently been three presidential searches concluded in Canadian universities, all of which were confidential searches and all resulted in the hiring of presidents from other universities.
- Senate elected their representatives to the Search Committee and should have confidence in their ability to find the best candidate for the University.

Dr. Barnard said he had been asked what he would have done if the University of Manitoba Search had been an open search when he was a candidate. He said he was not a sitting president at the time of being hired, however, he commented that it would be compromising to a person's perceived leadership and commitment to their current role if they were known to be seeking another position.

The Chair said that the Management Resources and Compensation Committee recommends that the process for the presidential search remain confidential.

It was moved by Chancellor Sexter and seconded by Dr. Mollot:

THAT the Board of Governors:

- **Acknowledge receipt of Senate's recommendation;**
- **Confirm the Board's September, 2018 decision that the presidential search process be confidential.**
- **Request that the Chair of the Board of Governors respond to Senate outlining the reasons for this decision.**

Discussion ensued about the Board's response to Senate's recommendation. The question was of whether not following Senate's recommendation may result in some damage to collegial governance at Senate, given the strength of the recommendation. Mr. Leclerc observed that the Senate and the Board both have responsibilities in certain areas. He noted that hiring the president is within the Board's jurisdiction. He added that Senate has the responsibility and the power to make recommendations to the Board on anything it considers of interest to the University and the Board has the right to do what it thinks is in the best interests of the University. Each body has its own sphere, outlook, and perspective. He said in a bicameral governance system there will sometimes be differing views. Dr. Barnard agreed, noting that he did not think collegial governance would be compromised if the Board were not to follow Senate's recommendation.

Dr. Hudson responded, acknowledging that Dr. Barnard gave a good summary encapsulating the arguments that Senate put forward. He noted the strength of the recommendation from Senate and the importance of collegial input of the faculty at the University. The opportunity for the university community to be able to consider a short-list, as the recommendation put forward is that only shortlisted candidates would be made public. He said, under the recommendation, those candidates would be given an opportunity to present in front of the university community and the search committee could then consider the input provided from the university community following those presentations. He said that it is important for the community to have a chance to understand the candidate and for the candidate to meet members of the university community to allow a more balanced interview process.

Dr. Hudson said that an open process is common in the United States and observed that some colleagues in the United States have expressed surprise that presidential searches in Canada are not open. He emphasized that faculty and students want to be engaged in the search because the president's job is extraordinarily important and has a huge impact on faculty and

student lives as they go forward. Dr. Hudson stated that for this important search to be put in the hands of a small group looks like the short circuiting of the collegial process. He asked that the Board take into account the real depth of sentiment coming forward with this recommendation.

Board members expressed interest in the process used at other U15 institutions. Mr. Leclerc explained that there is broad consultation at beginning of the process to develop the position profile, and then the process is confidential to the Committee once candidates are being considered.

Discussion about the composition of the presidential search committee followed. Members of the Board noted that there are members from Senate on the search committee and the Senate should have confidence in those it elected to the search committee.

Board members voiced some concern that an open search process may not inspire the best candidates to put their name forward. T

A number of Board members noted their support for a confidential process in order to get the best candidate, which must be the first priority of the Committee, the Board, and the University.

Dr. Hudson said that Senate is not asking for or suggesting a veto, simply an opportunity to provide input into the collegial process.

THE MOTION WAS CARRIED.

FOR INFORMATION

9. Report from the President

The President reported that he and the Provost have begun visits to faculty council meetings and have attended four or five so far where they had very engaged and broad-ranging conversations. He said he was impressed by the commitment of individual people to the institutional mission and by their engagement in the processes of governance.

Dr. Barnard stated that his executive team had met with Indigenous students and Elders before the end of the year and will meet again in the coming weeks. He reported that the conversation had been fairly energetic, as they were pushing hard on a number of things, including hiring, teaching of traditional languages, and representation of Indigenous voices in decision making processes. He said it is easy to see there is substance to their arguments and this is common among peer institutions. The President said he intends to increase resource allocation in a number of ways with respect to these matters, however, students expressed that this is not enough. President Barnard acknowledged that their fundamental judgement is likely correct. He added that he hopes to continue to talk and to address what has been raised and Elders have been enlisted to provide assistance and guidance.

Dr. Ristock reported that he had struck a new committee, led by Dr. Catherine Cook, to review the position of Vice-Provost (Indigenous Engagement) and to look for recommendations to better define that role, the supports that are needed, and whether the University should consider other roles. She said the Committee will meet for the first time later in the week.

Dr. Barnard said the University had been paying a lot of attention to these issues, but there remains much to do.

FOR DISCUSSION

10. FROM SENATE

10.1 Request for Increase to Admission Targets, Bachelor of Health Sciences and Bachelor of Health Studies, Max Rady College of Medicine, Rady Faculty of Health Sciences

Dr. Barnard explained that unless Board members have concerns about this increase in admission targets, he intends to approve it. Board members asked how demand for programs is assessed. Dr. Barnard said it can be obvious at times when more students apply for a program than can be accepted. Dr. Ristock added that admissions to family social sciences were suspended with the knowledge that those students may want to move into this program.

MOTION TO MOVE TO CLOSED AND CONFIDENTIAL

It was moved by Mr. Knysh and seconded by Mr. Osiowy:
THAT the meeting move into Closed and Confidential Session.

CARRIED

Chair

University Secretary



AGENDA ITEM: *February 6, 2019 motion from Senate re: Presidential Search Process*

RECOMMENDED RESOLUTION:

For information

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

As members of the Board will remember, at the January 29, 2019 meeting, the Board of Governors approved the MRCC's recommendation regarding Senate's January 9, 2019 motion with respect to the Presidential Search process. The motion approved by the Board was:

That the Board of Governors:

- Acknowledge receipt of Senate's recommendation;
- Confirm the Board's September, 2018 decision that the presidential search process be confidential.
- Request that the Chair of the Board of Governors respond to Senate outlining the reasons for this decision.

The Chair of the Board communicated that decision to Senate in the attached letter, which was read at the February 6, 2019 Senate meeting and distributed to members of Senate.

At the same meeting, Senate approved another recommendation to the Board, which is transmitted to the Board of Governors for the March 19 meeting:

THAT Senate strongly recommends that the Board of Governors modify its procedures for the presidential search to stipulate that the names of the short-listed candidates be made known to Senate in Closed Session, that each short-listed candidate deliver a presentation of their vision of the University to a Closed Session of Senate, and that Senators be permitted to make submissions to the Search committee regarding their assessments of the short-listed candidates.

The Senate minutes of the discussion of this matter at the February 6, 2019 meeting are attached for the Board's reference.

On February 27, 2019, Dr. Mark Hudson, the University of Manitoba Faculty Association assessor to the Board of Governors, submitted a copy of a letter written by two faculty members at George

Mason University in the United States speaking to the issue of confidential search processes, as it related to the search at Michigan State University. He asked that it be included in Board meeting materials as he would like to speak to it. The letter is attached.

The Management Resources and Compensation Committee met on March 4, 2019 to consider Senate's most recent motion and all of the other materials referenced above. The Committee considered the points raised in the Senate discussion and in the letter shared by Dr. Hudson, as well as some of the other commentary made in the media regarding an open versus a confidential search. The Committee is of the view that the Board has twice confirmed that the search process should be confidential to the presidential search committee for the reasons articulated in the Chair's February 5, 2019 communication to Senate. A confidential search is consistent with the processes being used at other Canadian universities and the standard for public universities in Canada, and will, in the view of the Committee, generate the strongest candidate pool while ensuring that the views of the University community are represented through the broadly representative membership of the already established search committee and through an extensive community consultation process, which is currently underway.

For these reasons, the MRCC suggests that the Board receive Senate's February 6, 2019 recommendation for information, and that the search process, as previously approved, continue.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	February 6, 2019
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Management Resources and Compensation Committee	March 4, 2019
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by:

Jeff Leclerc, University Secretary

Submission approved by:

Attachments

1. February 5, 2019 letter to members of Senate from Mr. Jeff Lieberman, Chair, Board of Governors.
2. Recommendation from Senate made on February 6, 2019.
3. Excerpt from the February 6, 2019 Senate minutes.
4. Letter to "Reclaim MSU" by Professor Judith A. Wilde and Professor Emeritus James H. Finkelstein of George Mason University, submitted by Dr. Mark Hudson, UMFA Assessor to the Board.



UNIVERSITY
OF MANITOBA

Board of Governors

312 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Fax 204-474-7511

February 5, 2019

Members of the Senate
University of Manitoba
C/O Dr. David Barnard, Chair of Senate

Dear members of the Senate:

I am writing on behalf of the Board of Governors in response to Senate's recommendation regarding the presidential search process that was approved at your January 9, 2019 meeting. The Board considered your recommendation at its January 29, 2019 meeting. I wish to acknowledge your recommendation, and the depth of Senate's views regarding the presidential search process, which were fully conveyed to the Board by Dr. Barnard in his capacity as Chair of Senate. After careful consideration, the Board voted to confirm the confidential search process as approved by the Board in September of 2018. We believe that it is through this type of process that we will be able to attract the highest caliber of candidates for President. The Board also asked that I write to share the reasons for its decision.

Hearing the voices of members of the academy and the whole University community in the presidential search process is important and will be achieved both through the membership of the search committee and the extensive community consultation phase of the search.

The Board of Governors established a committee that is broadly representative of the university community. The Presidential Search Committee includes members from Senate and the Board of Governors, including students, faculty members, support staff and Board members. The Board also expanded the membership of the Committee to include two additional Indigenous voices and I am pleased to advise that Dr. Catherine Cook, of the Max Rady College of Medicine and Dr. Frank Deer of the Faculty of Education have agreed to join the Committee. Nine of the seventeen members of the committee hold academic appointments at the University. The Committee members represent a diversity of experiences and will work closely together throughout the search process to find the President who will best lead the University into the future.

The Search Committee will begin meeting later this week, and, as it begins its work, it will be engaging in a broad community consultation over the February-March period. The consultation phase will allow all members of the university and wider community to share their views on the challenges and opportunities facing the University and its next President and to identify the qualities that the committee should seek in candidates. The views of the community are essential and will inform the development of the position profile briefing documents which will be important tools in the search process and will be made available to the University community.

The consultation period will include open forums on the Fort Garry and Bannatyne Campuses, a number of meetings with stakeholders and members of the university community, and a consultation session with members of Senate following the March 6 Senate meeting. I hope

that you will participate and share your views. There is also an opportunity for individuals to provide their views in writing via the presidential search website. More information on these consultations will be distributed in the days to come. I would ask that you encourage the active participation of your colleagues in this process.

In considering Senate's recommendation, I consulted with Dr. Gordon Lobay, partner at Perrett Laver, the executive search consultant who is working with the University of Manitoba on the presidential search. He reinforced the rationale for a confidential search, indicating:

"The advantage of a confidential process is that candidates can put their names forward for consideration without fear that they will be made public and that their current institutions will find out they are exploring the position until such time that they wish to reveal it themselves (for instance, when the successful candidate accepts an offer). This allows a stronger pool of potential candidates for a position.

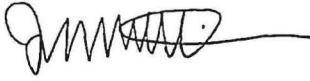
The reason for this approach is that the vast majority of relevant candidates will hold similarly high-level positions in other universities such as sitting Presidents, Vice-Presidents and Deans of major faculties. In these positions, individuals have significant responsibility handling tenure and promotion cases, working with donors on major gifts, running fundraising campaigns, leading on preparations for major research funding grants, finance, government engagement, making strategic hires across the faculty and administration, etc. This is all notwithstanding peoples' personal lives and everything that goes into moving families, children, and partner's and/or spouse's careers. Furthermore, given the history of confidential searches in the sector, potential candidates for Canadian university presidencies would expect a confidential process and would be particularly hesitant to come forward as candidates when compared to other countries. For these reasons, the pool of candidates for an open process would suffer considerably."

The Board of Governors approved the Presidential Search process recognizing that the process of searching for Presidents at Canadian universities is distinct from searches for positions such as deans and heads of departments. A confidential search is the nearly universal practice for presidential searches at Canadian universities – the primary pool from which the university will be both seeking candidates and competing for candidates. A review of the presidential search processes at the 13 English-speaking U-15 institutions in December, 2018 found that all 13 institutions used a confidential search at the Presidential level. Confidential processes been used for all previous presidential and vice-presidential searches at the University of Manitoba. Prospective candidates will expect a confidential process. Because of the risks for candidates at this level in their home institutions and communities, not having a confidential search will likely cause a reduction in the size and quality of the candidate pool as prospective candidates will not let their names stand in an open search. By way of examples, three recent presidential searches in Canada (Queen's, Western and Brandon) were all confidential searches and all resulted in sitting presidents from other institutions being recruited and appointed.

The Board considered the advantages of a confidential search, recognizing that the Board has a fiduciary duty to act in the best interests of the University. With respect to a presidential search, the best interests of the University lie in a process that enables the recruitment of the strongest and most diverse possible candidate pool. Professional advice, and the practice at most Canadian universities indicate that this will be best achieved by means of a confidential search combined with a robust community consultation process.

On behalf of the Board, I wish to thank Senate for expressing its views and for the essential role each of you play in the governance of the University. I look forward to hearing from you and your colleagues through the consultation phase, and commit to providing updates to Senate on the search process as it unfolds.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'Jeff Lieberman', with a long horizontal line extending to the right.


Jeff Lieberman, Chair,
Board of Governors



UNIVERSITY
OF MANITOBA

Office of the University Secretary

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

Date: February 15, 2019
To: Mr. Jeff Lieberman, Chair, Board of Governors
From: Mr. Jeff M. Leclerc, University Secretary 
Subject: Recommendation from Senate

I am writing to advise that, at its meeting on February 6, 2019, the Senate of the University of Manitoba approved the following motion:

THAT Senate strongly recommends that the Board of Governors modify its procedures for the presidential search to stipulate that the names of the short-listed candidates be made known to Senate in Closed Session, that each short-listed candidate deliver a presentation of their vision of the University to a Closed Session of Senate, and that Senators be permitted to make submissions to the Search committee regarding their assessments of the short-listed candidates.

/sc

copy: Dr. D. Barnard

VI 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 Friday preceding the meeting.

The following question was submitted by Professor Jim Hare, on behalf of the Faculty of Science Senators.

Senators from the Faculty of Science are disappointed that the Board of Governors, at their meeting of January 29, 2019, voted not to act upon the motion duly passed by Senate to restructure the Presidential search process to make it more open to the University community. We remain resolved that a more open process will ensure that we obtain the person best-suited to serve as the next President of The University of Manitoba. An open process will also build much-needed trust between senior administration and the rest of the campus community. We ask if there is any mechanism by which the Board of Governors could be compelled to reconsider their decision on the recommendation of Senate to engage in a more open search process?

Before he addressed Professor Hare's question, Mr. Leclerc read aloud a letter from Mr. Lieberman, Chair, Board of Governors, to Senate (dated February 5, 2019), which outlined the Board's response to Senate's recommendation to the Board regarding the presidential search process. A copy of the letter is appended to the minutes of the meeting. The letter was also circulated to Senators following the meeting.

Responding to Professor Hare's question, Mr. Leclerc said *The University of Manitoba Act* grants specific powers to Senate and the Board. The Board's powers include the power to appoint a president. *The Act* provides Senate certain authorities, including to make recommendations to the Board concerning any matter considered by Senate to be of interest to the University. Senate exercised this power in January, in making its recommendation to the Board, and the Board exercised its power to determine the presidential search process at its last meeting. Mr. Leclerc said there was no mechanism by which the Board could be compelled to reconsider its decision.

Professor Gabbert expressed his appreciation for the explanation of the Board's decision. He restated his view that the University community should know who the short-listed candidates are and that conducting a presidential search on the basis established by the Board was not satisfactory. He proposed, as a compromise, that the process might be amended to have short-listed candidates make a presentation in a closed session of Senate, where Senators could represent the University community.

Professor Gabbert MOVED, seconded by Mr. Prenovault, THAT Senate strongly recommends that the Board of Governors modify its procedures for the presidential search to stipulate that the names of the short-listed candidates be made known to Senate in Closed Session, that each short-listed candidate deliver a presentation of their vision of the University to a Closed Session of Senate, and that Senators be permitted to make submissions to the Search committee regarding their assessments of the short-listed candidates.

Professor Gabbert said that, if the presidential search procedures were modified as proposed in his motion, the search would, essentially, remain closed, as Senate would

not know the names of others who had applied and discussions at the Search committee would remain confidential. The proposed process would allow some members of the University committee to have meaningful input but the final decisions would still rest with Search committee and Board of Governors.

CARRIED

Professor Gabbert said he felt it was important for Senate to be persistent and thanked Senators for supporting his motion. He acknowledged that the Board has a fiduciary obligation and expressed appreciation for the tone of Mr. Liberman's letter to Senators.

January 30, 2019

Reclaim MSU
Michigan State University
East Lansing, MI 48825

Ladies and Gentlemen:

Please consider this letter as our response to questions we have received regarding the advisability of a so-called “closed,” “confidential,” or “secret” search process to identify a new president for Michigan State University. Such a search process focuses on the privacy of candidates for the position by not disclosing the names of any candidates, often leading to one final candidate announced to the community as their new leader.

As you are aware, our research for the past two decades has focused on three major aspects of the modern university presidency—their service as directors of publicly-traded corporations, the terms of their employment agreements, and, most recently, the use of executive search firms in their hiring. Our research on this last topic was first presented at the 2016 annual meeting of the American Association of University Professors; it continues to receive widespread attention as the first and only academic research on the topic. We published our findings in a series of articles published by *The Chronicle of Higher Education*; these are attached.

Last March, we wrote an op-ed for the *Detroit Free Press* titled, “How not to choose MSU's next president.” We cautioned that the trustees “would be well advised not to believe everything the search consultants say.” So, when the current board chair, Dianne Byrum, says that the search firm recommended a closed search in order to recruit the best candidates, she should have asked for empirical evidence to support that claim. If she had, the search firm would have been hard pressed to produce any such research. To our knowledge, there is no such research, although there are some articles and statements that make this claim—often based on an individual's perceptions of a particular search that was successful.

Ms. Byrum and the board also should take with a grain of salt the search firm's claim that, “You're not going to get a sitting college president to apply” if candidate names are made public or that sitting presidents “are arguably the most qualified kind of applicants you'll have in your pool. You're going to take that whole layer of candidates out of your pool if you have an open search.” While MSU may wish to hire a sitting president, the odds are not in their favor. According to the American Council on Education, only about 20-25 percent of sitting presidents report that their previous job was as a university president. In fact, while the stepping-stone to a presidency has been the provost position, we actually are seeing an increasing number of deans moving into the presidential suite.

January 29, 2019

1

Also, it is important to consider who benefits from a confidential search. Certainly, this is to the benefit of the search firms. By keeping the names of unsuccessful candidates from becoming public, their names remain “fresh” for future searches. After all, it is only human nature to be skeptical about hiring someone who has been rejected elsewhere.

Candidates also benefit when their names are not made public. Typically, once someone is in the job market it is unlikely that they are applying for only one position. Confidentiality prevents other institutions from learning if they’re involved in concurrent searches elsewhere, as well as from finding that they’ve been rejected at another institution.

As we’ve stated elsewhere, for every anecdote you will hear about candidates who would never allow themselves to be considered if their names were to become public, there are at least an equal number of stories about presidents who were appointed through a completely confidential process who turned out to be disappointments or even outright failures. But perhaps more importantly, conducting a secret search for a public executive is, in our view, against the public interest.

In the case of the next MSU president, it is quite likely that he or she will be one of the highest paid public executives in the state (if not *the* highest paid)—excluding football or basketball coaches, whom we think of as being more in the entertainment business. No other public executive is hired through such a process. Given the tragic Nassar controversy as well as those created by the interim president, the board of trustees must make a perfect appointment. That simply isn’t possible with a secret search.

As a corollary to Justice Brandeis’s statement that “Sunlight is said to be the best of disinfectants,” we have found that the faculty grapevine is perhaps the most thorough and effective form of due diligence—often more in-depth and comprehensive than a background check conducted by a search firm. Also, it is worth noting that based on our review of more than 60 search firm agreements (61 in our research study, plus many more that have been sent to us to review and comment upon), their contractual obligations to conduct due diligence are often quite limited. In fact, we found that only half of the search firm contracts stated that references would be checked, and fewer than one-quarter confirmed that candidates held the degrees that they claimed. And, some of those who did such checks, did not warrant (guarantee) their findings.

One example we cite frequently is a candidate for a senior academic administrative position who did not disclose an Inspector General’s investigation which led to findings of wrong-doing reported to Congress. Nevertheless, when the search committee asked the candidate if there were anything in his background that would be a source of embarrassment, he had simply stated “no.” It was only because a faculty member who was not on the search committee heard a vague comment from a colleague at another institution that this was explored and confirmed. It never would come to light in a media search, a Lexis-Nexis or Westlaw search, by Googling the individual, or any other form of due diligence that a search firm typically conducts.

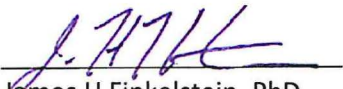
This is not to say that all confidentiality is necessarily bad. We can see merit to keeping the earliest portions of the search confidential; there is no reason to announce the names of all candidates who have applied. However, by the later rounds of the search, the public and the full university community should be aware of the candidates being considered and those candidates should make open visits to campus and meet their various potential constituencies. Indeed, the search for the next president of MSU is perhaps the most important action that the current board of trustees will undertake. They should put the public interest and transparency ahead of the financial interests of the search firm and the privacy of the final candidates.

We hope that this will answer your question; if not, please let us know.

Sincerely,



Judith A Wilde, PhD
COO and Professor
Schar School of Policy and Government
George Mason University



James H Finkelstein, PhD
Professor Emeritus
Schar School of Policy and Government
George Mason University



AGENDA ITEM: Report of the Senate Committee on Awards – Part A
[dated December 18, 2018]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve eleven new offers, nine amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated December 18, 2018].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on December 18, 2018, the Senate Committee on Awards approved eleven new offers, nine amended offers, and the withdrawal of four offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated December 18, 2018].

RESOURCE REQUIREMENTS:

The awards will be funded from the sources identified in the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

These award decisions meet the published guidelines for awards, as approved by Senate. They were reported to Senate for information on February 6, 2019.

REPORT OF THE SENATE COMMITTEE ON AWARDS – Part A

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 revised offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter revised by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and revised 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 December 18, 2018, the Senate Committee on Awards approved 11 new offers, 9 revised offers and the withdrawal of 4 awards, as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A (December 18, 2018)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 11 new offers, 9 revised offers and the withdrawal of 4 awards, as set out in Appendix A (December 18, 2018). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

December 18, 2018

1. NEW OFFERS

Archie McNicol Prize

In memory of Archie McNicol, friends and colleagues have established an endowment fund at the University of Manitoba in 2017 to support students in the Dr. Gerald Niznick College of Dentistry. The purpose of the fund is to award students pursuing studies in Pharmacology and Therapeutics. Beginning in 2018-2019, the available annual income from the fund will be used to offer one prize to an undergraduate student who:

- (1) was enrolled full-time (minimum 80% course load) in the Dr. Gerald Niznick College of Dentistry in the year in which the award was tenable; and
- (2) has achieved the highest standing in Pharmacology and Therapeutics course (currently numbered DDSS 3162).

In the event of a tie, the prize will be awarded to the student with the highest sessional grade point average. If a tie persists, the prize will be awarded to the student with the highest degree grade point average.

The selection committee will be the Awards Committee of the Dr. Gernad Niznick College of Dentistry. This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

Bison Football First and Ten Scholarship

In honour of the revival of the Bison Football team in 1962, Bison Football alumni from 1962-1972 have established an endowment fund at the University of Manitoba. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to recognize the achievements of players on the Bison Football team. Beginning in 2019–2020, the available annual income from the fund will be used to offer scholarships to undergraduate students who:

- (1) are Canadian citizens or Permanent Residents;
- (2) are eligible to compete in U Sports and are members of the Bison Football team;
- (3) are enrolled full-time, as defined by U Sports, in any faculty, college, or school at the University of Manitoba;
- (4) have achieved either:
 - (a) as entering students, a minimum average of 80% on those high school courses used for admission to the University; or
 - (b) a minimum degree grade point average of 3.0; and
- (5) in the opinion of the selection committee, have demonstrated team leadership, integrity, and exceptional athletic ability in football.

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

The Director of Athletics and Recreation (or designate) will name the selection committee for this award, which will include the Head Coach of the Bison Football team (or designate) and a Football alumnus from 1962-1972 (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

The terms of this award will be reviewed annually against the U Sports criteria governing “Athletic Financial Awards Policy” (also referred to as “Athletics Scholarships Policy”), currently numbered C50.10 in the U Sports Operations Manual.

Bruce Whittlesea Graduate Scholarship

In memory of Dr. Bruce W. A. Whittlesea, Beverley Delamere has generously established an endowment fund with the initial gift of \$500,000 at the University of Manitoba in 2018. The purpose of the fund is to reward the academic achievements of graduate students studying Psychology at the University of Manitoba. Beginning in 2020-2021, the available annual income from the fund will be used to offer one scholarship to a graduate student who:

- (1) is enrolled full-time in any year of study in the Faculty of Graduate Studies, in a Master’s or Ph.D. program delivered by the Department of Psychology at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study; and
- (3) in their application for admission to the Faculty of Graduate Studies, has demonstrated the intention to conduct basic experimental research into human cognitive processes.

Candidates will be selected based on the following order of preference (i) first year Ph.D. students; (ii) first year Master’s students, (iii) Ph.D. students, and (iv) Master’s students.

If in any given year there are no students that meet the criteria (3), the scholarship may be offered to a graduate student who meets criteria (1) and (2) above and who has applied for, and not received, the University of Manitoba Graduate Fellowship (UMGF). The student must, in the opinion of the selection committee, be an exceptional graduate student based on the strength of their UMGF application and must demonstrate their intention to conduct experimental research. In this instance, preference will be given to Ph.D. students.

A student may hold this award more than once but will be required to reapply. This award may not be held concurrently with the UMGF.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Psychology (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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. Reda Elgazzar IDDP Bursary

Dr. Reda Elgazzar has generously established an endowment fund with the initial gift of \$30,000 at the University of Manitoba in 2018. The purpose of the fund is to provide financial support to students entering their final year of the International Dentist Degree Program in the Dr. Gerald Niznick College of Dentistry at the Rady Faculty of Health Sciences. Beginning in 2019-2020, 80% of the available annual income from the fund will be used to offer one or more bursaries to students who:

- (1) are enrolled full-time (minimum 60% course load) in the Dr. Gerald Niznick College of Dentistry and are entering their final year of the International Dental Degree Program (IDDP);
- (2) have achieved a minimum degree grade point average of 2.5;
- (3) have demonstrated financial need on the standard University of Manitoba bursary application form.

In any year when there is no eligible candidate, the revenue from the fund will be re-capitalized as per the donor's wishes.

The Dean of the Dr. Gerald Niznick College of Dentistry (or designate) will ask the Director of the International Dental Degree Program (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

Eirikur and Thorbjorg Stephanson Scholarship

In honour of her parents, Eirikur and Thorbjorg Stephanson, Agnes Stephanson Cooke has established an endowment fund at the University of Manitoba with an initial gift of \$50,000 in 2014. The purpose of the fund is to support students who are undertaking research for the treatment or cure of Alzheimer's disease. Each year, beginning in 2019-2020, 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 any Ph.D. program at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study;
- (3) has an outstanding academic record and has demonstrated an aptitude for conducting research directly related to finding a treatment or cure for Alzheimer's disease; and
- (4) is conducting research within the Province of Manitoba in the year in which the award is tenable.

To demonstrate how they meet criterion (3), applicants will be required to submit an application to the Faculty of Graduate Studies Dean's Office which must include all of the following materials:

- i. a research proposal;

- ii. an official academic transcript; and
- iii. a *curriculum vitae*.

The selection committee will be named by the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

Janet Mackenzie Watson Travel Award

Through a generous gift of \$25,000 in her will, Janet Mackenzie Watson [Cert.Ed/72] has established an endowment fund at the University of Manitoba. The purpose of the fund is to provide travel awards to Bachelor of Education students in the Faculty of Education who will take their practicum course(s) in northern Manitoban schools and communities. Each year, the available annual interest from the fund will be used to offer travel awards to undergraduate students who:

- (1) are enrolled full-time or part-time in the Bachelor of Education program at the University of Manitoba;
- (2) have successfully completed at least one practicum course in the B.Ed. program;
- (3) have achieved a minimum grade point average of 2.5; and
- (4) have been placed in a practicum school in northern Manitoba.

For the purposes of this award, schools in northern Manitoba will be defined as schools north of the 53rd parallel.

In the event there are no students that meet criterion (4), the award may be offered to Bachelor of Education students who have been placed in practicum schools in rural Manitoba.

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

The selection committee will be named by the Dean of the Faculty of Education (or designate) and will include the Director of School Experience (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

Pamela Hardisty Graduate Fellowship

With a bequest of \$435,934.16 in 2015, Pamela Hardisty established an endowment fund at the University of Manitoba to recognize the achievements of graduate students. Each year, beginning in 2018-2019, the available annual income from the fund will be used to offer one fellowship to a graduate student who:

- (1) is enrolled full-time in the first year of any doctoral program in the Faculty of Graduate Studies;
- (2) has achieved a minimum grade point average of 3.75 based on the most recent 60 credit hours (or equivalent) of study;
- (3) has demonstrated research ability or potential; and
- (4) has demonstrated strong communication, interpersonal, and leadership abilities.

For the purpose of this entrance award, the academic year will be defined as beginning January 1 and ending December 31 (i.e. students admitted at any program entry point that falls within the 2018 calendar year will be considered for the scholarship for the 2018-2019 regular academic session).

Each faculty/school/college will be permitted to nominate one entering doctoral student for this award by an internal deadline set by the Faculty of Graduate Studies. The application shall include the nominee's academic transcripts, a copy of their curriculum vitae, a written statement (maximum 1000 words) of the nominee's proposed research, and two academic letters of reference.

This award is renewable for up to three years at the doctoral level based on submission of a satisfactory Faculty of Graduate Studies Progress Report (which must be submitted by August 31 of each year), and maintenance of a degree GPA of 3.5 in their current doctoral program. No new competition will be run in years that the renewal is given.

This award may be held concurrently with any other awards, consistent with policies in the Faculty of Graduate Studies.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate studies (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

Rose Kanee International Travel Award

In memory of Rose Kanee, MaryAnn Lippay Kanee has established an endowment fund with a gift of \$100,000 to the University of Manitoba in 2018. The Manitoba Scholarship and Bursary Initiative has made a contribution to the fund. The purpose of the fund is to support social work students with opportunities to advance their knowledge and theory of social work practice in countries with social, economic and political contexts that are different than Canada, while encouraging the sharing of ideas among social work students, schools, and practitioners around the world. Beginning in 2020–2021, the available annual income will be used to offer one scholarship to an undergraduate student who:

- (1) is enrolled in a minimum of 18 credit hours in the second year of study or higher in the Bachelor of Social Work Degree program in the Faculty of Social Work at the University of Manitoba;
- (2) has achieved a minimum degree grade point average of 3.5; and
- (3) has been selected to do an international field placement.

Candidates will be required to (1) submit a statement (maximum 250 words) outlining their travel intentions and any previous academic experience in cross-cultural settings; and (2) complete a Faculty of Social Work Travel Application, available in the Faculty of Social Work.

In any year that there is no eligible candidate, the scholarship may be awarded to the student who meets criteria (1) and (2), and who has been selected to do a field placement in a Canadian province or territory other than the one the student is currently residing in.

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

The Dean of the Faculty of Social Work (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

Science Leadership Scholarships

The Science Students' Association of the University of Manitoba has established an endowment fund at the University of Manitoba to create annual leadership-based scholarships. Scholarships are to be provided from this fund to support and encourage student involvement and leadership achievement by undergraduate students who also achieve academic success in the Faculty of Science. In 2018-2019 and 2019-2020, some of the fund's capital will be used to offer scholarships or to top up scholarship values, up to a maximum individual scholarship value of \$1,000 for a maximum of nine scholarships in each year. Each year, beginning in 2018-2019, the available annual income from this fund will be used to offer up to nine leadership-based scholarships of equal value in three distinct categories.

Each year, up to three community leadership scholarships will be offered to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in the second, third, or fourth year of study in any degree program in the Faculty of Science;
- (2) have achieved a minimum degree grade point average of 3.5;
- (3) contribute to the social, cultural, or economic well-being of communities off-campus through sustained leadership involvement in community outreach or volunteer programs; and
- (4) demonstrate strong interpersonal skills through successful teamwork and collaboration with others.

Each year, up to three academic leadership scholarships will be offered to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in the second, third, or fourth year of study in any degree program in the Faculty of Science;
- (2) have achieved a minimum degree grade point average of 3.5;
- (3) have demonstrated strong leadership on-campus at the University of Manitoba; and
- (4) provide significant contributions to the advancement of their field.

Each year, up to three campus leadership scholarships will be offered to undergraduate students who:

- (1) are enrolled full-time (minimum 80% course load) in the second, third, or fourth year of study in any degree program in the Faculty of Science;
- (2) have achieved a minimum degree grade point average of 3.5;
- (3) demonstrate superior leadership and capability in the role of a Teaching Assistant, Grader/Marker, or tutor; and

- (4) often go above and beyond the requirements of their role to positively impact the education of students.

Applicants will be required to submit a written statement (maximum 500 words) and two letters of reference to demonstrate how they meet the award criteria.

All elected and appointed past and present SSA Councillors are ineligible for these scholarships.

The selection committee will have the discretion to determine the number and value of the awards offered annually as outlined above.

The selection committee will be named by the Associate Dean of Undergraduate Studies, Student Experience in the Faculty of Science (or designate) and will include the President of the Science Students' Association (or designate), and the Vice President of the Science Students' Association (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

William Carlyle Jaquith Bursary in Interior Design

In memory of her brother, William Carlyle Jaquith (B.I.D. /51), Ms. Wenda Donoghue bequeathed \$50,000 to establish the William Carlyle Jaquith Bursary in Interior Design. The purpose of the fund is to provide financial support for students studying in the Faculty of Graduate Studies in the Faculty of Architecture's Department of Interior Design. Beginning in the 2019-2020 academic year, the available annual income from the fund will be used to offer one bursary to a student who:

- (1) is enrolled full-time in either:
 - (a) the Faculty of Graduate Studies in any year of study in the Master of Interior Design program offered by the Faculty of Architecture; or
 - (b) the pre-Master's Interior Design program offered by the Faculty of Graduate Studies through the Faculty of Architecture (minimum 80% course load);
- (2) has achieved a minimum grade point average of 3.0, based on the last 60 credit hours (or equivalent) of study; and
- (3) has demonstrated financial need on the University of Manitoba general bursary application form.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Head of the Department of Interior Design (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

Winnifred May Johnson Scholarship

In memory of his mother, Winnifred May Johnson, Brian Johnson (B.Comm./65) generously established an endowment fund at the University of Manitoba in 2018. The purpose of the fund is to provide scholarships for high-achieving students pursuing studies in Supply Chain Management and Logistics. Beginning in the 2019-2020 academic year, in academic years ending in an even number (e.g. the 2019-2020 academic year), the award will be offered to an undergraduate student. In academic years ending in an odd number (e.g. the 2020-2021 academic year), the award will be offered to a graduate student. Each year, the available annual income from the fund will be used to offer one scholarship to a student who:

- (1) is either:
 - (a) as an undergraduate student, enrolled full-time (minimum 80% course load) in the second year of study or higher in the Bachelor of Commerce program in the I.H. Asper School of Business and has declared a major in Logistics and Supply Chain Management, or
 - (b) as a graduate student, is enrolled full-time in the Faculty of Graduate Studies in the Master of Science program offered through the Asper School of Business, specializing in Supply Chain Management; and
- (2) has achieved either:
 - (a) if an undergraduate student, a minimum degree grade point average of 3.5, or
 - (b) if a graduate student, a minimum grade point average of 3.5 based on the last 60 credit hours of study (or equivalent).

If, in any academic year ending in an even number, there are no eligible undergraduate students, the award will be offered to a graduate student. In the next academic year, which will end in an odd number.

If, in any academic year ending in an odd number, there are no eligible graduate students, the award will be offered to an undergraduate student. In the next academic year, which will end in an even number, the award will first be offered to any eligible undergraduate students.

In academic years in which the award is offered to an undergraduate student, the selection committee will be named by the Dean of the I.H. Asper School of Business (or designate).

In academic years in which the award is offered to a graduate student, the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies will ask the Dean of the I.H. Asper School of Business (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

2. AMENDMENTS

APEGM – 125th Anniversary Award in Geological Sciences

The following amendments were made to the terms of reference for the **APEGM – 125th Anniversary Award in Geological Sciences**:

- The name of the award was changed to: *Engineers Geoscientists Manitoba Scholarship in Geological Sciences*
- The first paragraph was revised to:
Engineers Geoscientists Manitoba, formerly the Association of Professional Engineers and Geoscientists of the Province of Manitoba (APEGM), have established an annually-funded award at the University of Manitoba to recognize outstanding academic achievements of students in the Department of Geological Sciences. This award was established in the 125th anniversary year of the University of Manitoba. Each year, one scholarship of \$1,000 will be offered to an undergraduate student who:
- The numbered criteria were revised to:
(1) is enrolled full-time (minimum 80% course load) in the fourth year of their degree program in Geology or Geophysics in the Clayton H. Riddell Faculty of Environment, Earth, and Resources;
(2) has achieved a minimum degree grade point average of 3.0; and
(3) is a student member of Engineers Geoscientists Manitoba.
- The selection committee statement was revised to read:
The selection committee will be the Awards Committee of the Department of Geological Sciences and will include the Registrar of Engineers Geoscientists Manitoba (or designate).
- The standard Board of Governors statement was added.

Aikins, MacAulay & Thorvaldson Honourable Marshall Rothstein Prize

The following amendments were made to the terms of reference for the **Aikins, MacAulay & Thorvaldson Honourable Marshall Rothstein Prize**:

- The name of the award was changed to: *MLT Aikins Honourable Marshall Rothstein Prize*
- The value of the prize was increased from \$600 to \$900 annually
- The tie-breaker paragraph was revised to:
Ties are to be broken using the following criteria, in priority order: (i) the Degree Grade Point Average, calculated to the fourth decimal place; (ii) the higher proportion of A+ and A grades in a total program; (iii) the highest number of credit hours completed in the degree program; (iv) the greater proportion of senior- or advanced-level courses in the total program.
- The standard Board of Governors statement was added.

Back-To-The-Land Association Prizes

The following amendments were made to the terms of reference for the **Back-To-The-Land Association Prizes**:

- The opening paragraph was revised to:
The terms governing the use of this fund direct that an amount, up to the annual earnings, be used for awards to encourage students with high standing registered in the second year of the Diploma in Agriculture program to return to farming. The prize will be awarded as early as possible in the second term of the second year of study, beginning in 1981. The available annual interest will be used to offer one prize to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) *was enrolled full-time (minimum 80% course load) in the second year of the Diploma of Agriculture program in the Faculty of Agricultural and Food Sciences at the University of Manitoba;*
 - (2) *has achieved a minimum degree grade point average of 3.0; and*
 - (3) *has confirmed in writing their intent to return to farming after completing their Diploma in Agriculture or undergraduate degree.*
- The following sentence was removed:
These prizes are not tenable with the Manitoba Pool Elevator and Massey-Ferguson Awards.
- The standard Board of Governors Statement was added.

Keystone Agricultural Producers/Nesbitt Leadership and Communications Scholarship

The following amendments were made to the terms of reference for the **Keystone Agricultural Producers/Nesbitt Leadership and Communications Scholarship**:

- The second paragraph was revised to:
The available annual income from the fund will be used to offer one or more scholarships valued at a minimum of \$1,000 to a student who:
- The numbered criteria were revised to:
 - (1) *is enrolled full time (minimum 80% course load) 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 completed 18 credit hours;*
 - (3) *has achieved a minimum grade point average of 3.0;*
 - (4) *has achieved high standing in the course Skills for Agricultural Communication and Decision Making (currently numbered DAGR 0410);*
 - (5) *has demonstrated exceptional leadership ability, both in the School of Agriculture and prior to being admitted to the Diploma program; and*
 - (6) *enrolls full-time in the second term of the first year of the Diploma in Agriculture program in the School of Agriculture.*
- The paragraph after the numbered criteria was revised to:
Applicants for this award will be asked to submit a brief letter (maximum 250 words), outlining their leadership experiences. The award will be advertised by the School of Agriculture and the

School will set the deadline date each year. The applications will be collected by the general office of the School of Agriculture and reviewed by the instructor of the Skills for Agriculture Communications and Decision Making course.

- The selection committee paragraph was revised to:

The selection committee will be the Faculty of Agricultural and Food Sciences Awards Committee who will receive recommendations from the instructor of the Skills for Agriculture Communications and Decision Making course.

- The following paragraph was deleted:

** NOTE - This award is funded half by KAP (\$250 - annually billed) and half by the endowment fund supporting the family portion. When the fund does not make \$250 to cover the family portion, the family tops up the interest up to \$250 to allow for the \$500 award to be covered. Personal letters are written to both donors to let them know each year how much they owe each year.*

- The standard Board of Governors Statement was added.

Margaret Toal Scholarship in Voice

The following amendments were made to the terms of reference for the **Margaret Toal Scholarship in Voice**:

- The first paragraph was revised to:

Beginning in 2011, Mr. Robert Toal provided an annual contribution of \$1,000 to offer the Margaret Toal Scholarship in Voice for students in the Desautels Faculty of Music at the University of Manitoba. In 2018, an endowment fund was established with a bequest of \$20,000. Each year, beginning in 2020-21, the available annual income will be offered to one undergraduate student who:

- The numbered criteria were revised to:

(1) is enrolled full-time (minimum 80% course load) in the Marcel A. Desautels Faculty of Music, in a Bachelor of Music program;

(2) has achieved a minimum degree grade point average of 3.0; and

(3) in the opinion of the selection committee, is a talented contralto who has demonstrated strong potential as a vocalist.

- The selection committee statement was revised to read:

The selection committee will be named by the Dean of the Marcel A. Desautels Faculty of Music (or designate).

- The standard Board of Governors statement was added.

Sam and Esther Sair Scholarship

The following amendments were made to the terms of reference for the **Sam and Esther Sair Scholarship**:

- The preamble was revised to:

A scholarship has been established by Skills Unlimited at the Winnipeg Foundation to assist qualified individuals who wish to pursue special studies in the rehabilitation of persons with long term mental disorders as part of their training in Psychology or Occupational Therapy or who

have completed formal training and who show aptitude and willingness. The Winnipeg Foundation will confirm the value of these awards annually. In each year when the award is offered, one scholarship will be offered to a graduate student who:

- Criteria (1) and (2) was revised to:
 - (1) is enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba, in a Master's or Ph.D. program in the Psychology or Occupational Therapy departments.*
 - (2) have achieved a minimum grade point average of 3.5 in the last 60 credit hours (or equivalent); and*
- The selection committee paragraph was revised to:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies will ask the Vice-Provost (Health Studies) and Dean of the Rady Faculty of Health Sciences (or designate) to name the selection committee. The committee will include at least one representative from the Department of Psychology and the Department of Occupational Therapy.

Shirley Joy Hechter Memorial Award

The following amendments were made to the terms of reference for the **Shirley Joy Hechter Memorial Award**:

- The name of the award was changed to: *Shirley Joy Hechter Memorial Prize*
- The first paragraph was revised to:

Through the generosity of the family of Mrs. Shirley Joy Hechter, Home Economics graduate of 1938, an annual convocation prize has been established at the University of Manitoba. The Shirley Joy Hechter Memorial Prize was first awarded in the spring of 1971 to an outstanding graduating student in the former Faculty of Human Ecology. Each year, the available annual income from the fund will be used to offer one prize to a graduating undergraduate student who:
- The numbered criteria were revised to:
 - (1) has completed the requirements for the Human Nutritional Sciences degree in the Faculty of Agricultural and Food Sciences;*
 - (2) has achieved a minimum degree grade point average of 3.5; and*
 - (3) has participated actively in extra-curricular activities such as sports, student councils, or community service while working on their degree.*
- The following paragraph was added:

Candidates will be required to submit (i) a brief statement (maximum 250 words) describing how they have met criterion (3), and (ii) a minimum of one letter of reference that confirms their participation in one or more of the activities described in criterion (3).
- The selection committee statement was revised to read:

The selection committee for this award will be the Faculty of Agricultural and Food Sciences Awards Committee.
- The standard Board of Governors statement was added.

University of Manitoba Graduate Fellowships

The following amendments were made to the terms of reference for the **University of Manitoba Graduate Fellowships**:

- The numbered criterion (2) was revised to:
(2) have achieved a minimum admission GPA of 3.0 to the program in which they will hold the award;
- The first sentence of the second paragraph was revised to:
The UMGFs may be held in part or full, for the first two years of the Master's program (from the date of admission) and in part or full for the first four years of a Ph.D. program (from the date of admission).
- The standard Board of Governors statement was updated.

Western Grains Research Foundation Endowment Fund Graduate Scholarship

The following amendments were made to the terms of reference for the **Western Grains Research Foundation Endowment Fund Graduate Scholarship**:

- The numbered criteria were revised to:
 - (1) *are enrolled full-time in the Faculty of Graduate Studies in the first year of a Master's or Doctoral program delivered by the Department of Plant Science, the Department of Soil Science, or the Department of Entomology;*
 - (2) *have achieved a minimum grade point average of 3.5 based on the last 60 credit hours (or equivalent) of study; and*
 - (3) *have proposed to undertake thesis research in the area of crop research (major field crops including grains and oilseeds).*
- The renewal paragraph was revised to:
The Scholarship is renewable for either one subsequent year for Master's students or two subsequent years for Doctoral students, provided that they continue to meet criteria (1) and (2) above and have submitted a satisfactory progress report to their supervisory committee.
- The selection committee paragraph was revised to:
The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Awards Committee of the Faculty of Agricultural and Food Sciences to convene the selection committee for this award.
- The standard Board of Governors statement was updated.

3. WITHDRAWALS

American Institute of Architects Certificate of Merit

AIA no longer offers this certificate.

Centre for Aboriginal Health Education Student Support Fund

This award is being withdrawn at the donor's request.

Marc Hutlet Seeds Limited Scholarship– Diploma in Agriculture
This award is being withdrawn at the donor's request.

Standard Aero Award for Excellence in Aerospace Engineering
This award is no longer funded.



AGENDA ITEM: Report of the Senate Committee on Awards – Part B
[dated December 18, 2018]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve one new offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated December 18, 2018].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- At its meeting on December 18, 2018, the Senate Committee on Awards approved 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 – Part B [dated December 18, 2018].
- The Chloe Patricia Jean Bushie Memorial Scholarship would be offered to students, with First Nation Treaty status, enrolled in any undergraduate program at the University.
- Ms. Lastra, Director, Financial Aid and Awards, has provided a letter of support, including data that show the underrepresentation of undergraduate Indigenous students at the University.

RESOURCE REQUIREMENTS:

The award would be funded from the source identified in the Report.

IMPLICATIONS:

The award would support the recruitment and retention of undergraduate Indigenous students at the University.

CONSULTATION:

This award offer was approved by Senate at its meeting on February 6, 2019.

REPORT OF THE SENATE COMMITTEE ON AWARDS – Part B

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 revised offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter revised by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and revised 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 September 27, 2018, the Senate Committee on Awards reviewed 1 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 - Part B* (dated December 18, 2018).

Recommendations

The Senate Committee on Awards recommends that Senate and the Board of Governors approve 1 new offer, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated December 18, 2018).

Respectfully submitted,

Dr Jared Carlberg
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

December 18, 2018

1. NEW OFFER

Chloe Patricia Jean Bushie Memorial Scholarship

In memory of Chloe Patricia Jean Bushie, the Bushie family has established an endowment fund with an initial gift of \$10,000 at the University of Manitoba in 2017. The purpose of the fund is to recognize First Nation Treaty Status students who are connected to the Indigenous culture in their community. Beginning in 2019-2020, the available annual interest from the fund will be used to offer one scholarship to an undergraduate student who:

- (1) has First Nation Treaty status;
- (2) is enrolled full-time (minimum 80% course load) in any year of study in any faculty, college or school at the University of Manitoba;
- (3) has achieved a minimum degree grade point average of 2.5;
- (4) is involved with, or connected to, the Indigenous culture in their community.

Candidates will be required to submit an application which will include (a) proof of First Nation Treaty status, and (b) a statement, maximum 250 words, that describes how they meet criterion (4) (e.g. familiarity with language, participation in powwows, beading, volunteer work).

The Indigenous Student Awards Committee will act as the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

(Attachment I)



UNIVERSITY
OF MANITOBA
December 3, 2018

Enrolment Services

Financial Aid & Awards
422 University Centre
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 474-9531
Fax (204) 474-7543
awards@umanitoba.ca

Dr. Jared Carlberg
Chair, Senate Committee on Awards
c/o Mabelle Magsino, Awards Establishment Coordinator
420 University Centre
University of Manitoba

RE: Chloe Patricia Jean Bushie Memorial Scholarship

Dear Dr. Carlberg,

Financial Aid and Awards supports the establishment of the **Chloe Patricia Jean Bushie Memorial Scholarship**.

In the Fall Term of 2018, the University of Manitoba's Indigenous undergraduate student population was 8.5% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. Indigenous student enrolment data for the past five years at the University of Manitoba is provided for context in the table below.

Year (Fall Term)	Number of Indigenous Students	Total Students	% Indigenous Students
2018	2,516	29,620	8.5
2017	2,455	29,498	8.3
2016	2,400	29,987	8.0
2015	2,180	29,929	7.3
2014	2,168	29,657	7.3

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This scholarship will provide the opportunity to recruit, support and retain Indigenous students at the University of Manitoba and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Ms. Jane Lastra
Director, Financial Aid and Awards
University of Manitoba

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001, <http://www12.statcan.gc.ca/nhs-enm/2011/as-sa/99-011-x/2011001/tbl/tbl02-eng.cfm>.



AGENDA ITEM:

1. Amendment 86/19/01 for the University of Manitoba GFT Pension Plan (1986) and
2. Approval to make the Consolidated Plan Document for the University of Manitoba GFT Pension Plan (1986) ("Plan").

RECOMMENDED RESOLUTION:

THAT the Board of Governors:

- Approve Amendment 86/19/01 to the University of Manitoba GFT Pension Plan (1986) and,
- Approve the Consolidated Plan Document for the University of Manitoba GFT Pension Plan (1986) as the official Plan Document.

Action Requested:

Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

Eckler Ltd. the actuarial firm for the Plan drafted Amendment 86/19/01. It amends certain provisions of the Plan to accurately reflect past and current intentions with respect to; removing the requirement to name a spouse as the beneficiary; adding references to the Pension Committee that was established in 2011, and updates the determination of the Contribution Accounts for benefit calculation. The Amendment also corrects small typographical errors; removes the wording with respect to forfeitures which no longer applies; and makes reference to Articles, Sections and Paragraphs consistently; and to update the wording with respect to Trust, Trustees, and Trust Agreement.

This Amendment was reviewed by the Pension Committee of the University of Manitoba GFT Pension Plan (1986) ("Pension Committee") and is being recommended for approval by the Board of Governors.

Additionally, Eckler Ltd. created the Consolidated Plan Document which includes all of the amendments approved and filed since November 15, 2011.

The Consolidated Plan Document will be used for administrative purposes. An Application to Amend a Registered Pension Plan (T920) will be filed with the regulator to make the Consolidated Plan Document the official Plan document.

The Consolidated Plan Document was reviewed by the Pension Committee.

RESOURCE REQUIREMENTS:

None. There is no change to the funding of the Plan due to this Amendment.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Offering a competitive pension plan to employees is essential to meet the recruitment and retention objectives for the University.

IMPLICATIONS:

The Pension Benefits Act includes language to ensure that consolidated plan documents are kept up-to-date. If more than four amendments are made the Superintendent may require that a certified copy of the Plan text be completed.

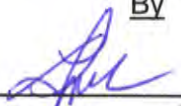

ALTERNATIVES:

None



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u></u>	<u>February 15, 2019</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u></u>	<u>Feb 15, 2019</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	FAHR	March 5, 2019
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Submission prepared by: Bernie Gold

Submission approved by: Lynn Zapshala-Kelln
This must be the President, a Vice-President, or the University Secretary.

Attachments

Amendment 86/19/01

Consolidated Plan Document

**RESOLUTION OF THE BOARD OF GOVERNORS OF
THE UNIVERSITY OF MANITOBA**

AMENDMENT 86/19/01

WHEREAS The University of Manitoba (hereinafter referred to as the "University") established a pension plan entitled "The University of Manitoba GFT Pension Plan (1986)" (hereinafter referred to as the "Plan") effective January 1, 1986,

AND WHEREAS it is desired to amend the Plan:

- to correct a small number of typographical errors including references that are no longer valid;
- to add references to the Pension Committee that was established in 2011 as the Pension Administrator for this Plan in accordance with Pension Benefits Act;
- to update wording with respect to the Trust, Trustees, and Trust Agreement required by the dissolution in 2011 of the Master Trust covering this Plan, the 1970 Plan and the 1993 Plan.
- to remove wording with respect to "forfeitures" which is no longer applicable since, as a result of the age and service of plan members, there are no members for whom the provisions would apply;
- to make references to Articles, Sections and Paragraphs of the Plan consistent throughout; and

AND WHEREAS Paragraph 14.1 permits the University to amend the Plan,

NOW THEREFORE BE IT AND IT IS HEREBY RESOLVED THAT EFFECTIVE IMMEDIATELY OR EARLIER AS REQUIRED BY THE CONTEXT:

1. The following is added to the Introduction:
"The Plan was amended to remove wording with respect to forfeitures which is no longer applicable due to amendments to the Pension Benefits Act effective May 31, 2010, and is now further amended given that the provisions no longer apply to any active members.

The Plan was amended to update wording with respect to the Trust, Trust Agreement and Trustees required by the dissolution in 2011 of the Master Trust covering this Plan, the 1970 Plan, and the 1993 Plan."

2. Article 1 is hereby deleted in its entirety and replaced with the following: *(In the following Article 1 definitions for, "Forfeiture", "Funding Agency" or "Custodian", "Investment Manager", "Supplementary Account" and "University Plans" were deleted. Definitions for "Employer", "Income Tax Act" "Pension Benefits Act", "Pension Fund" "Service", "Trust Agreement", and "Trustee or Trustees" are amended. Definitions for "Normal Form Pension", "Normal Retirement Date", "Pension Administrator", "Pension Commission of Manitoba" and "Pension Committee" are added. In addition, where appropriate, the term "Paragraph" was replaced with "Section" and definitions have been renumbered.*

“Article 1 Definitions

The following words or phrases shall be as defined herein unless the context clearly indicates otherwise:

- 1.1 **"Active Member"** - shall mean a Member for whom the University is making Regular Contributions and shall include a Member who is disabled and for whom contributions are being made in accordance with Section 5.1.
- 1.2 **"Additional Voluntary Contribution Account"** - shall mean that account established and maintained for each Member who has made additional voluntary contributions, or who has transferred funds in accordance with Section 4.2.
- 1.3 **"Additional Voluntary Contribution Predecessor Plan Account"** - shall mean for any Member of this Plan who was a member of the Predecessor Plan the amount transferred, if any, at December 31, 1985 from that plan to this Plan in respect of the Additional Voluntary Contribution Account of that plan.
- 1.4 **"Basic Salary"** - shall mean the salary paid to the Member by the University or, for a Member who is not working due to disability, the salary that would be paid to the Member by the University if the Member were not disabled.
- 1.5 **"Board of Governors"** - shall mean the Board of Governors of the University of Manitoba.
- 1.6 **"Common-law Relationship"** - shall mean the relationship between two persons who are Common-law Partners to each other.
- 1.7 **"Common-law Partner"** - shall mean a person who, not being married to that other person,
 - (a) registered a common-law relationship with the Member under section 13.1 of *The Vital Statistics Act*, or
 - (b) cohabited with him or her in a conjugal relationship
 - (i) for a period of at least three years, if either of them is married, or
 - (ii) for a period of at least one year, if neither of them is married.
- 1.8 **Contribution Accounts"** - shall mean the Employee Contribution Accounts, the University Contribution Accounts and the Additional Voluntary Contribution Accounts.
- 1.9 **"Effective Date"** - shall mean January 1, 1986.
- 1.10 **"Eligible Spouse"** - shall mean a Spouse other than one who
 - (i) at January 1, 1984 was living separate and apart from the Member pursuant to a court order or written separation agreement, or
 - (ii) after January 1, 1984 began living separate and apart from the Member and who has received or remains entitled to receive a payment in accordance with Article 11.unless they subsequently resume co-habitation.

- 1.11 **"Employee"** - shall mean an employee of the University who has signed a Geographic Full-Time Agreement with the University.
- 1.12 **"Employee Contribution Account"** - shall mean the account so designated, established and maintained pursuant to Article 7 for each Member.
- 1.13 **"Employee Predecessor Plan Account"** - shall mean, for any Member of this Plan who was a member of the Predecessor Plan, the amount transferred at December 31, 1985 from that plan to this Plan in respect of the Employee Contribution Account of that plan.
- 1.14 **"Employer"** - shall mean the University of Manitoba.
- 1.15 **"Geographic Full-Time Agreement"** - shall mean that Agreement between the University and Employees which describes terms and conditions of employment.
- 1.16 **"Inactive Member"** - shall mean a Member for whom the University is not making Regular Contributions and who is either on an approved leave of absence or suspension or who has terminated and has not received a final settlement under the Plan.
- 1.17 **"Income Tax Act"** shall mean the Income Tax Act (Canada), and regulations thereunder, as amended from time to time.
- 1.18 **"Insurer"** - shall mean a company licensed to transact life annuity business in Canada or in one of the Provinces of Canada.
- 1.19 **"Life Income Fund"** - shall mean an arrangement for the payment of pension benefits as defined under the Pension Benefits Act.
- 1.20 **"Locked-In Retirement Account"** - shall mean an arrangement for the transfer of pension benefits as defined under the Pension Benefits Act.
- 1.21 **"Member"** - shall mean a person on whose behalf contributions are being or have been made to this Plan and who is eligible to receive benefits under this Plan. A person who was a contributor to this Plan or the Predecessor Plan and whose funds have been totally withdrawn is not a Member of this Plan unless he or she subsequently re-joins in accordance with Article 3.
- 1.22 **"Money Purchase Maximum Contribution Limit"** - shall mean for the years

1991	\$12,500
1992	12,500
1993	13,500
1994	14,500
1995	15,500
1996 through 2002	13,500
2003	14,500
2004	15,500
2005	18,000

and for each year after 2005, the greater of

- (a) the product (rounded to the nearest multiple of \$10, or, if that product is equidistant from two such consecutive multiples, to the higher multiple) of
- (A) \$18,000, and

- (B) the quotient obtained when the average wage, as defined in subsection 147.1(1) of the Income Tax Act, for the year is divided by the average wage for 2005, and
- (b) the Money Purchase Maximum Contribution Limit for the preceding year.

Notwithstanding the foregoing, for each year after 2005, the Money Purchase Maximum Contribution Limit shall not exceed the money purchase limit as defined in subsection 147.1(1) of the Income Tax Act.

- 1.23 **"Normal Form Pension"** – shall have the meaning defined in Section 8.1
- 1.24 **"Normal Retirement Date"** - shall mean the date defined in Section 6.1.
- 1.25 **"Pension Administrator"** – shall mean the Pension Committee.
- 1.26 **"Pension Benefits Act"** means The Pension Benefits Act (Manitoba), Chapter P32 of the continuing consolidation of the Statutes of Manitoba, as amended from time to time, and including any regulations thereunder.
- 1.27 **"Pension Commission of Manitoba"** - shall mean the Pension Commission of Manitoba or The Office of the Superintendent - Pension Commission, as the context requires.
- 1.28 **"Pension Committee"** – shall mean the Pension Committee of The University of Manitoba GFT Pension Plan (1986), a committee formed pursuant to the laws of the Province of Manitoba.
- 1.29 **"Pension Fund"** - shall mean the fund established pursuant to Article 2 of this Plan and from which benefits to Members, Retired Members, beneficiaries and joint annuitants are provided.
- 1.30 **"Plan" or "this Plan"** - shall mean the pension plan established hereby as it may be from time to time properly amended which shall be named "The University of Manitoba GFT Pension Plan (1986).
- 1.31 **"Predecessor Plan"** - shall mean the University of Manitoba Pension Plan (1970).
- 1.32 **"Reciprocal Agreement"** - shall mean any Agreement entered into for the sole purpose of transferring pension credits on behalf of a Member to/from this Plan and another registered employer pension fund or plan in Canada.
- 1.33 **"Retired Member"** - shall mean a former Member of this Plan who has retired and who is receiving a Retirement Benefit.
- 1.34 **"Retirement Benefit"** - shall mean any payments provided under Article 8.
- 1.35 **"Service"** - shall mean employment with the University and shall include a Temporary Interruption in Employment.
- 1.36 **"Spouse"** - shall mean the person who is married to the Member or who is a Common-law Partner of the Member.
- 1.37 **"Temporary Interruption in Employment"** - of a Member means a period, including any leaves of absence authorized by the University or required by law to be granted, not exceeding 54 weeks,

- (a) immediately before and after which the Member was working or providing a service for the University, and
- (b) during which the Member was not working or providing a service for the University but there was a reasonable expectation that he or she would return to working or providing a service for the University.

1.38 **"Trust Agreement"** - shall mean an Agreement of Trust dated October 1, 2011 between CIBC Mellon and the Pension Committee, and as may be amended from time to time.

1.39 **"Trustee or Trustees"** - shall mean the trust company appointed pursuant to the Trust Agreement to hold the assets of the Pension Fund and includes the trust company, insurance company or any other funding agent permitted under Applicable Legislation appointed by the Pension Committee to have custody of the Pension Fund.

1.40 **"University"** - shall mean the University of Manitoba or the Board of Governors thereof, as the context requires.

1.41 **"University Contribution Account"** - shall mean the account so designated, established and maintained pursuant to Article 7 for each Member.

1.42 **"University Predecessor Plan Account"** - shall mean for any Member of this Plan who was a member of the Predecessor Plan, the amount transferred at December 31, 1985 from that plan to this Plan in respect of the University Contribution Account in that plan plus the additional amount as per Schedule A attached, calculated at December 31, 1985 which is required to provide the benefit accrued to that date under that plan.

1.43 **"Year's Maximum Pensionable Earnings"** - shall mean the amount from year to year defined as such under the Canada Pension Plan.

In this Plan whenever the singular is used, the same shall be construed as meaning the plural, the body politic or corporate, wherever the circumstances so require. Reference to a Paragraph, Section or Article shall mean a Paragraph, Section or Article in this Plan unless otherwise stated. The headings in the Plan are for convenience of reference only and are not to be construed as part of the Plan."

- 3. Section 2.1 is amended by replacing the phrase "the University Plans" with "this Plan".
- 4. Section 2.2 is amended by replacing the phrase "the University Plans" with "this Plan".
- 5. Section 2.3 is amended by deleting the phrase "of the University Plans".
- 6. The title Section 3.1 is amended by replacing the word "Prior" with "Predecessor"
- 7. Paragraph 3.2(e) is deleted in its entirety and replaced by the following:
 - "(e) A Member or former Member who had previously ceased to be employment with the University but who has subsequently returned to work for the University and again satisfies the definition of an Employee shall be required to become a Member of this Plan in accordance with the provisions of Paragraph 3.2(b)."

8. Section 6.4 is amended by replacing the "Paragraph 8.9" with "Section 8.9".
9. Paragraph 7.1(c)(ii) is amended by replacing "Paragraph 4.2" with "Section 4.2".
10. Paragraph 7.2(a) is amended by replacing the phrase "For the purpose of this Paragraph" with "For the purpose of this Section 7.2".
11. In Paragraph 7.2(a), "Net Monthly Expense" is amended:
 - a. by replacing "out of the fund on death" with "out of the Pension Fund on death"
 - b. by deleting the phrase "LESS Forfeitures of University contributions in the month".
 - c. by deleting the paragraph " The Net Monthly Expense in any month cannot be less than zero. In the event that the forfeitures in that month exceed the total expenses in that month, the excess shall be set off against expenses in the following month."
12. In Paragraph 7.2(a), "Net Monthly Investment Income" (i) is amended by replacing the phrase "received by the fund" with "received by the Pension Fund".
13. In Paragraph 7.2(a) "Adjusted Market Value" (i) is amended by replacing the phrase "Market Value of the Fund" with "Market Value of the Pension Fund".
14. In Paragraph 7.2(a) "Adjusted Market Value" (ii) is amended by replacing the phrase "Paragraphs 8.5, 8.6, 8.8, 8.10, 9.2, 10.1, or 10.4" with "Sections 8.5, 8.6, 8.8, 8.10, 9.2, 10.1, or 10.4".
15. In Paragraph 7.2(a) "Adjusted Market Value" (iii) is amended by replacing the phrase "Paragraphs 10.2, or 11.2" with "Sections 10.2, or 11.2".
16. Paragraph 7.2(b) is amended by replacing the phrase "Adjusted Market Value of the Fund" with "Adjusted Market Value of the Pension Fund".
17. Section 7.4 is deleted in its entirety and replaced by the following:

"7.4 Determination of Account Balance for Transfer out of the Plan

The value, as at any date in a month, of a Contribution Account for a transfer of the Contribution Account out of the Plan shall be determined as follows:

- (a) the value of the Account at the end of the previous month, MINUS
- (b) any payments from the Account in the month, PLUS
- (c) interest at the Interim Rate on [(a) MINUS (b)], PLUS
- (d) contributions to the Account in the month

where the Interim Rate is the weighted average return of the market indices based on the Pension Fund's benchmark asset mix from the last trading day of the most recently completed month to the last trading day of the week immediately prior to the week of the determination of the value for transfer."

18. Section 7.5 is amended by replacing the phrase "Paragraph 7.3" with "Section 7.3".
19. Section 8.2 is amended by replacing the phrase "Paragraph 8.3" with "Section 8.3".

20. Section 8.4 is amended by replacing the phrase "Paragraphs 8.2 and 8.3" with "Sections 8.2 and 8.3" and by replacing the phrase "Paragraph 8.4" with "Sections 8.4".
21. Section 8.8 is amended by replacing the phrase "Paragraph 1.22" with "Section 1.19", and by replacing the phrase "Paragraph 1.23" with "Section 1.20".
22. Section 8.9 is amended by replacing the phrase "Paragraph 6.3" with "Section 6.3", by replacing the phrase "Paragraph 8.5" with "Section 8.5", by replacing the phrase "Paragraph 8.8" with "Section 8.8" and by replacing the phrase "Paragraph 8.1" with "Section 8.1".
23. Section 8.10 is amended by replacing the phrase "Paragraph 8.1" with "Section 8.1".
24. Section 9.2 is amended by replacing the phrase "Paragraph 7.4" with "Section 7.4".
25. Section 9.3 is amended by replacing the phrase "Paragraph 6.4" with "Section 6.4".
26. Section 10.1 is amended by replacing the phrase "Paragraph 10.2" with "Section 10.2".
27. Section 10.2 is hereby deleted in its entirety and is replaced with the following:

"10.2 Exceptions to Full Locking-In

A Member may elect to receive in cash (or by transfer to an unrestricted Registered Retirement Savings Plan) 25% of that part of the Employee Contribution Account and 25% of that part of the University Contribution Account in respect of contributions made prior to January 1, 1985. In that circumstance, the balance of the Accounts shall remain locked-in."
28. Section 10.5 is amended by replacing the phrase "Paragraph 10.3" with "Section 10.3", and by replacing the phrase "Paragraphs 8.5 and 8.6" with "Sections 8.5 and 8.6".
29. Section 10.6 is hereby deleted in its entirety.
30. Section 11.1 is amended by replacing the phrase "Paragraphs 11.2, 11.4 and 11.5" with "Section 11.2, 11.4 and 11.5".
31. Section 11.2 is amended by replacing the phrase "Paragraph 11.1" with "Section 11.1", by replacing the phrase "Paragraph 11.4" with "Section 11.4", by replacing the phrase "Paragraph 11.2" with "Section 11.2" and by replacing the phrase "Paragraph 10.4" with "Section 10.4".
32. Section 11.4 is amended by replacing the phrase "Paragraph 11.2" with "Section 11.2" in the two instances where it occurs.
33. Section 11.5 is amended by replacing the phrase "Paragraph 11.1" with "Section 11.1", by replacing the phrase "Paragraph 11.2" with "Section 11.2" and by replacing the phrase "Paragraph 11.3" with "Section 11.3".

34. Section 12.4 is amended by replacing the phrase "Paragraph 11.2" with "Section 11.2".
35. Section 12.5 is amended by replacing the phrase "Paragraph 8.3" with "Section 8.3".
36. Paragraph 12.9 (iii) is deleted and Paragraph 12.9 (iv) is renumbered as 12.9(iii).
37. Section 13.1 is amended by replacing the phrase "the University Plans" with "this Plan".
38. Sections 14.1. and 14.2 are amended by replacing the phrase "Paragraph 14.3" with "Section 14.3".
39. Sections 14.3 is amended by replacing the phrase "Paragraphs 14.1 and 14.2" with "Sections 14.1 and 14.2".

I HEREBY CERTIFY that the above is a true copy of a resolution of the Board of Governors of the University of Manitoba passed at a meeting duly held and constituted at Winnipeg on the _____ day of _____ 2019.

Date

Signature

THE UNIVERSITY OF MANITOBA GFT PENSION PLAN (1986)

Consolidated Text
Includes amendments up to and including those approved by the Board on November 15, 2011
86/03/1
86/04/1
86/05/1
86/05/2
86/06/1
86/08/1
86/09/1
86/11/01
86/19/01

Office Consolidation Only

Jan 2019

INTRODUCTION

The University of Manitoba GFT Pension Plan (1986) approved in principle by the Board of Governors of the University of Manitoba at a meeting held on November 28, 1985 is hereby amended as of the implementation date January 1, 1986 by deleting all the provisions that formed a part thereof and substituting therefore the following.

Effective January 1, 1991 the plan was amended to comply with changes to the Income Tax Act (Canada) and the Regulations thereunder and the Manitoba Pension Benefits Act.

Effective July 1, 1996 the plan was amended by comply with subsequent changes in the Income Tax Act (Canada) and the Manitoba Pension Benefits Act.

Effective May 31, 2010, the Plan was amended to comply with the Manitoba Pension Benefits Act and Regulations. In accordance with the governance structure required, the University has created a Pension Committee to be the Plan Administrator. The Pension Committee created a Pension Plan Governance Document effective September 28, 2011 to assist it with discharging its legal obligations and duties as Administrator. Accordingly Article 12 (Pension Committee) was deleted.

The Plan was amended to remove wording with respect to forfeitures which is no longer applicable due to amendments to the Pension Benefits Act effective May 31, 2010 and is now further amended given that the provisions no longer apply to any active members.

The Plan was amended to update wording with respect to the Trust, Trust Agreement and Trustees required by the dissolution in 2011 of the Master Trust covering this Plan, the 1970 Plan, and the 1993 Plan."

CONTENTS

ARTICLE 1 -	DEFINITIONS.....	1
ARTICLE 2 -	PENSION FUND.....	5
ARTICLE 3 -	ELIGIBILITY FOR MEMBERSHIP.....	6
ARTICLE 4 -	MEMBER CONTRIBUTIONS.....	7
ARTICLE 5 -	UNIVERSITY CONTRIBUTIONS.....	9
ARTICLE 6 -	RETIREMENT DATES.....	11
ARTICLE 7 -	ACCOUNTS – ESTABLISHMENT DETERMINATION OF RATES OF RETURN AND MAINTENANCE.....	12
ARTICLE 8 -	RETIREMENT BENEFITS.....	15
ARTICLE 9 -	DEATH BENEFITS.....	17
ARTICLE 10 -	TERMINATION OF EMPLOYMENT BENEFITS.....	19
ARTICLE 11 -	NON-ASSIGNMENT OF BENEFITS AND MARITAL SHARING OF PENSION CREDITS.....	21
ARTICLE 12 -	MISCELLANEOUS.....	23
ARTICLE 13 -	AMENDMENT AND TERMINATION OF THE PLAN.....	25
ARTICLE 14 -	LEAVES OF ABSENCE, TEMPORARY REDUCTION IN DAYS WORKED AND LIMITS ON ADDITIONAL SERVICE.....	26
SCHEDULE A.....		27

ARTICLE 1 - DEFINITIONS

The following words or phrases shall be as defined herein unless the context clearly indicates otherwise:

- 1.1 **"Active Member"** - shall mean a Member for whom the University is making Regular Contributions and shall include a Member who is disabled and for whom contributions are being made in accordance with Section 5.1.
- 1.2 **"Additional Voluntary Contribution Account"** - shall mean that account established and maintained for each Member who has made additional voluntary contributions, or who has transferred funds in accordance with Section 4.2.
- 1.3 **"Additional Voluntary Contribution Predecessor Plan Account"** - shall mean for any Member of this Plan who was a member of the Predecessor Plan the amount transferred, if any, at December 31, 1985 from that plan to this Plan in respect of the Additional Voluntary Contribution Account of that plan.
- 1.4 **"Basic Salary"** - shall mean the salary paid to the Member by the University or, for a Member who is not working due to disability, the salary that would be paid to the Member by the University if the Member were not disabled.
- 1.5 **"Board of Governors"** - shall mean the Board of Governors of the University of Manitoba.
- 1.6 **"Common-law Relationship"** - shall mean the relationship between two persons who are Common-law Partners to each other.
- 1.7 **"Common-law Partner"** - shall mean a person who, not being married to that other person,
 - (a) registered a common-law relationship with the Member under section 13.1 of *The Vital Statistics Act*, or
 - (b) cohabited with him or her in a conjugal relationship
 - (i) for a period of at least three years, if either of them is married, or
 - (ii) for a period of at least one year, if neither of them is married.
- 1.8 **"Contribution Accounts"** - shall mean the Employee Contribution Accounts, the University Contribution Accounts and the Additional Voluntary Contribution Accounts.
- 1.9 **"Effective Date"** - shall mean January 1, 1986.
- 1.10 **"Eligible Spouse"** - shall mean a Spouse other than one who
 - (i) at January 1, 1984 was living separate and apart from the Member pursuant to a court order or written separation agreement, or
 - (ii) after January 1, 1984 began living separate and apart from the Member and who has received or remains entitled to receive a payment in accordance with Article 11.unless they subsequently resume co-habitation.
- 1.11 **"Employee"** - shall mean an employee of the University who has signed a Geographic Full-Time Agreement with the University.

- 1.12 **"Employee Contribution Account"** - shall mean the account so designated, established and maintained pursuant to Article 7 for each Member.
- 1.13 **"Employee Predecessor Plan Account"** - shall mean, for any Member of this Plan who was a member of the Predecessor Plan, the amount transferred at December 31, 1985 from that plan to this Plan in respect of the Employee Contribution Account of that plan.
- 1.14 **"Employer"** - shall mean the University of Manitoba.
- 1.15 **"Geographic Full-Time Agreement"** - shall mean that Agreement between the University and Employees which describes terms and conditions of employment.
- 1.16 **"Inactive Member"** - shall mean a Member for whom the University is not making Regular Contributions and who is either on an approved leave of absence or suspension or who has terminated and has not received a final settlement under the Plan.
- 1.17 **"Income Tax Act"** shall mean the Income Tax Act (Canada), and regulations thereunder, as amended from time to time.
- 1.18 **"Insurer"** - shall mean a company licensed to transact life annuity business in Canada or in one of the Provinces of Canada.
- 1.19 **"Life Income Fund"** - shall mean an arrangement for the payment of pension benefits as defined under the Pension Benefits Act.
- 1.20 **"Locked-In Retirement Account"** - shall mean an arrangement for the transfer of pension benefits as defined under the Pension Benefits Act.
- 1.21 **"Member"** - shall mean a person on whose behalf contributions are being or have been made to this Plan and who is eligible to receive benefits under this Plan. A person who was a contributor to this Plan or the Predecessor Plan and whose funds have been totally withdrawn is not a Member of this Plan unless he or she subsequently re-joins in accordance with Article 3.
- 1.22 **"Money Purchase Maximum Contribution Limit"** - shall mean for the years

1991	\$12,500
1992	12,500
1993	13,500
1994	14,500
1995	15,500
1996 through 2002	13,500
2003	14,500
2004	15,500
2005	18,000

and for each year after 2005, the greater of

- (a) the product (rounded to the nearest multiple of \$10, or, if that product is equidistant from two such consecutive multiples, to the higher multiple) of
- (A) \$18,000, and
- (B) the quotient obtained when the average wage, as defined in subsection 147.1(1) of the Income Tax Act, for the year is divided by the average

wage for 2005, and

(b) the Money Purchase Maximum Contribution Limit for the preceding year.

Notwithstanding the foregoing, for each year after 2005, the Money Purchase Maximum Contribution Limit shall not exceed the money purchase limit as defined in subsection 147.1(1) of the Income Tax Act.

- 1.23 **"Normal Form Pension"** – shall have the meaning defined in Section 8.1
- 1.24 **"Normal Retirement Date"** - shall mean the date defined in Section 6.1.
- 1.25 **"Pension Administrator"** – shall mean the Pension Committee.
- 1.26 **"Pension Benefits Act"** means The Pension Benefits Act (Manitoba), Chapter P32 of the continuing consolidation of the Statutes of Manitoba, as amended from time to time, and including any regulations thereunder.
- 1.27 **"Pension Commission of Manitoba"** - shall mean the Pension Commission of Manitoba or The Office of the Superintendent - Pension Commission, as the context requires.
- 1.28 **"Pension Committee"** – shall mean the Pension Committee of The University of Manitoba GFT Pension Plan (1986), a committee formed pursuant to the laws of the Province of Manitoba.
- 1.29 **"Pension Fund"** - shall mean the fund established pursuant to Article 2 of this Plan and from which benefits to Members, Retired Members, beneficiaries and joint annuitants are provided.
- 1.30 **"Plan" or "this Plan"** - shall mean the pension plan established hereby as it may be from time to time properly amended which shall be named "The University of Manitoba GFT Pension Plan (1986).
- 1.31 **"Predecessor Plan"** - shall mean the University of Manitoba Pension Plan (1970).
- 1.32 **"Reciprocal Agreement"** - shall mean any Agreement entered into for the sole purpose of transferring pension credits on behalf of a Member to/from this Plan and another registered employer pension fund or plan in Canada.
- 1.33 **"Retired Member"** - shall mean a former Member of this Plan who has retired and who is receiving a Retirement Benefit.
- 1.34 **"Retirement Benefit"** - shall mean any payments provided under Article 8.
- 1.35 **"Service"** - shall mean employment with the University and shall include a Temporary Interruption in Employment.
- 1.36 **"Spouse"** - shall mean the person who is married to the Member or who is a Common-law Partner of the Member.
- 1.37 **"Temporary Interruption in Employment"** - of a Member means a period, including any leaves of absence authorized by the University or required by law to be granted, not exceeding 54 weeks,
- (a) immediately before and after which the Member was working or providing a service for the University, and

- (b) during which the Member was not working or providing a service for the University but there was a reasonable expectation that he or she would return to working or providing a service for the University.

- 1.38 **"Trust Agreement"** - shall mean an Agreement of Trust dated October 1, 2011 between CIBC Mellon and the Pension Committee, and as may be amended from time to time.
- 1.39 **"Trustee or Trustees"** - shall mean the trust company appointed pursuant to the Trust Agreement to hold the assets of the Pension Fund and includes the trust company, insurance company or any other funding agent permitted under Applicable Legislation appointed by the Pension Committee to have custody of the Pension Fund.
- 1.40 **"University"** - shall mean the University of Manitoba or the Board of Governors thereof, as the context requires.
- 1.41 **"University Contribution Account"** - shall mean the account so designated, established and maintained pursuant to Article 7 for each Member.
- 1.42 **"University Predecessor Plan Account"** - shall mean for any Member of this Plan who was a member of the Predecessor Plan, the amount transferred at December 31, 1985 from that plan to this Plan in respect of the University Contribution Account in that plan plus the additional amount as per Schedule A attached, calculated at December 31, 1985 which is required to provide the benefit accrued to that date under that plan.
- 1.43 **"Year's Maximum Pensionable Earnings"** - shall mean the amount from year to year defined as such under the Canada Pension Plan.

In this Plan whenever the singular is used, the same shall be construed as meaning the plural, the body politic or corporate, wherever the circumstances so require. Reference to a Paragraph, Section or Article shall mean a Paragraph, Section or Article in this Plan unless otherwise stated. The headings in the Plan are for convenience of reference only and are not to be construed as part of the Plan."

ARTICLE 2 - PENSION FUND

2.1 Establishment and Maintenance

The Pension Fund shall be established and maintained pursuant to the provisions of this Plan for the purpose of providing retirement, death and termination benefits for the respective Members thereof and their beneficiaries and for no other purpose whatsoever save and except administration costs. The Pension Fund shall be held by the Trustee or Trustees pursuant to the terms of the Trust Agreement.

2.2 Timing of Contributions

All contributions made to or under the provisions of this Plan shall, in accordance with the Pension Benefits Act, be paid not later than 30 days of the date such amount or amounts were made or were due to the Trustee or Trustees for payment into the Pension Funds, and all disbursements with respect to the benefits to be paid or purchased under the provisions of this Plan shall be made by the Trustee or Trustees from the Pension Fund.

2.3 Investments

The assets of the Pension Fund of this Plan shall be invested and re-invested only in securities which will conform with the Pension Benefits Act and the Income Tax Act provided also that investments of the Pension Fund shall not be restricted to those authorized by the laws of any province of Canada for Trustees.

2.4 Attribution of Assets to Individual Plans

The part of the Pension Fund attributable to the Plan shall be established and maintained in accordance with generally accepted accounting principles.

2.5 Primary Purpose

The primary purpose of the Plan is to provide monthly payments to the Members after retirement and until death in respect of their Service as Employees.

ARTICLE 3 - ELIGIBILITY FOR MEMBERSHIP

3.1 Members of the Predecessor Plan

An Employee who was a member of the Predecessor Plan on December 31, 1985 and who furnishes the University with the prescribed Memorandum of Agreement and Release with respect to that plan shall become a Member of this Plan on the Effective Date.

3.2 Other Employees

- (a) An Employee appointed on or subsequent to the effective date but prior to January 1, 1991 shall become a Member of this Plan as of the date that the Geographical Full-Time Agreement is executed.
- (b) An Employee appointed on or after January 1, 1991 shall, as a condition of their employment, become a Member of this Plan within 30 days following two years' service. Such Employee may by completing an enrolment form and filing same with the University, elect to join the Plan as of the date the Geographical Full-Time Agreement is executed or on the first day of any month prior to the date that membership becomes a condition of their employment. Membership on a date other than the mandatory date will be effective on the first day of the pay period next following receipt of the enrolment form by the University.
- (c) An Employee whose salary is paid in whole or in part from research grants, trust funds or other special funds or sources of revenue, shall be eligible to become a Member of this Plan in accordance with the terms described above. Such research grants, trust, special funds or other accounts will be charged with the proportionate share of the University's required contributions to the Plan.
- (d) The University may from time to time make special arrangements for the suspension of participation in this Plan by Members on leave of absence without pay including any period of leave due to disability where the Member is not receiving benefits from the Long Term Disability Plan of the University, or on lay-off. Such suspension shall not however constitute termination of employment for purposes of Article 10.
- (e) A Member or former Member who had previously ceased to be employment with the University but who has subsequently returned to work for the University and again satisfies the definition of an Employee shall be required to become a Member of this Plan in accordance with the provisions of Paragraph 3.2(b).

ARTICLE 4 - MEMBER CONTRIBUTIONS

4.1 Additional Voluntary Contributions

- (a) For the year 1986 only, each Member shall have the right to make by means of regular payroll deductions, additional voluntary contributions to the Pension Fund which shall be credited to their Additional Voluntary Contributions Account. Such voluntary contributions in a taxation year may be in respect of
- (i) the year in which the contribution is made under Section 8(1)(m)(i) of the Income Tax Act, or
 - (ii) a year of past Service with the University (or with a previous employer from whom both Service and contributions were transferred under a reciprocal agreement) while the Member was not a contributor under this Plan or the Predecessor under Section 8(1)(m)(ii) of the Income Tax Act, or
 - (iii) a year of past Service with the University (or with a previous employer from whom both Service and contributions were transferred under a reciprocal agreement) while the Member was a contributor under this Plan or the Predecessor under Section 8(1)(m)(iii) of the Income Tax Act.
- or any combination thereof, provided, however, that the amount of such voluntary contributions shall not exceed the maximum allowed by the Department of National Revenue as a deduction from taxable income, as determined at the time such contributions are made.
- (b) At the retirement of a Member, the Additional Voluntary Contribution Account shall at the option of such Member be either:
- applied to provide an additional retirement benefit which shall be determined in accordance with the procedure described in Article 8, or
 - settled by a single payment.
- (c) In the event of the death prior to retirement of a Member who has made additional voluntary contributions, the death benefit with respect to such additional voluntary contributions shall at the option of the beneficiary or estate of such Member be settled either
- in accordance with Article 9,
 - by a single payment.
- (d) In the event of the termination of employment of a Member (for reasons other than death or retirement) who has made additional voluntary contributions, the Additional Voluntary Contribution Account shall at the option of such Member be settled either:
- in accordance with Article 10, or

- by a single payment.

4.2 **Lump Sum Transfers**

A Member who participated in the registered pension plan of another employer may transfer to this Plan any amount to which such Member has the unrestricted right to so transfer from such other plan, and such transfer shall vest immediately and be credited in total to the Additional Voluntary Contribution Account of such Member (and dealt with solely in accordance with the provisions of this Plan).

Provided, however, that where the transferor employer's pension plan was a defined benefit plan, the amount so transferred shall be limited according to Section 147.3(4) of the Income Tax Act.

Provided, however, that where the transferor employer so requires, as a condition for making such transfer of contributions, the Member may be required, upon subsequent termination of employment, to have such contributions applied for the purchase of a vested annuity benefit. Transferred contributions which are subject to such restriction shall be referred to as restricted additional voluntary contributions.

4.3 **Reciprocal Transfer Agreements**

A Reciprocal Transfer Agreement is an agreement between this Plan and another registered pension plan in Canada under which an employee who ceases accruing benefits under one of the plans and commences accruing benefits under the other, may transfer contributions under the original plan to the new plan and shall have his or her benefits in respect of part or all of his service under the original plan calculated in accordance with benefit provisions of the new plan.

Transfers to the Plan under a Reciprocal Transfer Agreement will be processed in accordance with the terms of that agreement but in the event that such a transaction results in a Past Service Pension Adjustment (P.S.P.A.) which must be certified in accordance with the Income Tax Regulations, the University shall delay completion of the transfer until the P.S.P.A. has been so certified.

ARTICLE 5 - UNIVERSITY CONTRIBUTIONS

5.1 Regular Contributions

The Regular Monthly Contributions by the University on behalf of each Member shall be equal to:

- (a) in 1986, \$265.06
- (b) in 1987, \$273.00
- (c) in 1988, \$278.41
- (d) in 1989, \$283.05
- (e) in 1990, \$291.01
- (f) in 1991, \$302.11
- (g) in 1992, \$317.04
- (h) in 1993, \$333.41
- (i) in 1994, \$332.06
- (j) in 1995, \$336.15
- (k) in 1996, \$335.55
- (l) in 1997, \$334.95.
- (m) in 1998 and thereafter, the sum of

- (i) six percent (6%) of the Salary Base up to the Y.B.E., and
- (ii) four and two-tenths percent (4.2%) of the Salary Base which is in excess of the Y.B.E. up to the Year's Maximum Pensionable Earnings (Y.M.P.E.), and
- (iii) six percent (6%) of the Salary Base which is in excess of the Y.M.P.E.

The Y.B.E. and the Y.M.P.E. for any pay period shall be the amount obtained by dividing the annual amount by twelve (12), twenty-four (24) or twenty-six (26) whichever is applicable.

For the purposes of this Section 5.1, the following definitions shall apply:

"Salary Base" - shall mean \$76,681 for the calendar year 1998 and for each subsequent calendar year this amount shall be adjusted by a percentage equal to the percentage increase in the floor range for a full professor in the immediately preceding year.

"Y.B.E." - shall mean the Year's Basic Exemption as determined from year to year in accordance with the Canada Pension Plan.

A Member who is not working due to disability shall have credited monthly to the University Contribution Account by the University of Manitoba Medical Group, in the manner described in Article 7,

- (a) in 1986, \$300.00
- (b) in 1987, \$308.10
- (c) in 1988, \$314.26
- (d) in 1989, \$320.55
- (e) in 1990, \$330.16
- (f) in 1991, \$343.36
- (g) in 1992, \$360.54
- (h) in 1993, \$378.56
- (i) in 1994, \$378.56

- (j) in 1995, \$383.40
- (k) in 1996, \$383.40
- (l) in 1997, \$383.40.
- (m) in 1998 and thereafter, a contribution equal to six percent (6%) of the Member's Salary Base.

In no event shall the contributions credited to the Member University Contribution Account in a year, whether as a Regular Monthly Contribution or as a credit to a disabled Member, exceed the lesser of 18% of the Member's Basic Salary and the Money Purchase Maximum Contribution Limit for that year. In no event shall the contribution made by the University be less than 1% of the total pensionable earnings of all active members participating under the provision.

5.2 Return of Contributions

Contributions made by the University which, if they remained in the Plan, would cause the revocation of registration under the Income Tax Act, shall, with the approval of the Pension Commission of Manitoba, be refunded to the University.

ARTICLE 6 - RETIREMENT DATES

6.1 Normal Retirement

The Normal Retirement Date of a Member shall be the first of the month next following the Member's 65th birthday.

6.2 Early Retirement

A Member who has attained at least age 55 may elect to retire early and commence to receive retirement benefits on the first day of the month coinciding with or following the Member's actual retirement date.

6.3 Deferred Retirement

A Member may remain in the full-time active Service of the University after his or her normal retirement date. Contributions by the University to such Member's University Contribution Account will continue, and the payment of Retirement Benefits shall commence on the first day of the month following the Member's actual retirement date, but no later than the end of the calendar year

- (i) in which his or her 71st birthday falls if the Member was born in 1926 or earlier,
- (ii) in which his or her 70th birthday falls if the Member was born in 1927, and
- (iii) in which his or her 69th birthday falls if the Member was born in 1928 or later.

6.4 Delayed Commencement of Pension

Notwithstanding the foregoing, a Member may, by written notice to the University prior to retirement date, elect to delay commencement of the Retirement Benefit for a period not exceeding 24 months from the date it would have commenced, but for this provision except that the commencement may not be delayed beyond the 31st of December of the year in which the Member attains age 71. If a Member makes such an election and wishes the Retirement Benefits to commence prior to the end of the 24 month period, he or she shall provide at least 3 months written notice to the University of the desired commencement date. The benefits of any Member who, by the earlier of the end of the 24 month period or the November 30 in the year in which Retirement Benefits must commence has made no direction to the University shall be dealt with in accordance with Section 8.9.

ARTICLE 7 - ACCOUNTS – ESTABLISHMENT DETERMINATION OF RATES OF RETURN AND MAINTENANCE

7.1 Establishment of Accounts

- (a) Employee Contribution Account
 - (i) For a Member who transfers to this Plan from the Predecessor Plan on the Effective Date, the initial Employee Contribution Account shall be equal to the Employee Predecessor Plan Account. For a Member who joins this Plan after the Effective Date no Employee Contribution Account shall be established.
- (b) University Contribution Account
 - (i) The University Contribution Account for each Member shall be established on the later of the Effective Date and the date the Member joins the Plan. For a Member who transfers from the Predecessor Plan to this Plan on the Effective Date, the initial University Contribution Account shall be equal to the amount in the Member's University Predecessor Plan Account on that date.
 - (ii) All regular contributions made by the University or, for a disabled Member by the University of Manitoba Medical Group, on behalf of a Member after the Effective Date, shall be credited to the University Contribution Account.
- (c) Additional Voluntary Contribution Account
 - (i) An Additional Voluntary Contribution Account shall be established on the Effective Date for each Member who has an additional voluntary contribution account under Predecessor Plan and the initial Additional Voluntary Contribution Account shall be equal to the Member's Additional Voluntary Contribution Predecessor Plan Account on the Effective Date.
 - (ii) An Additional Voluntary Contribution Account shall be established for any other Member on the date that he or she transfers a lump sum into this Plan in accordance with Section 4.2, or for a Member who first made Additional Voluntary Contributions in 1986, on the date of his or her first contribution.

7.2 Determination of Rates of Return

(a) Definitions

For the purpose of this Section 7.2

The "Net Monthly Expense" for a month shall mean the total expenses paid by the Pension Fund in the month, including both actual and accrued expenses, and interest in respect of that month which has been credited in that month to payments out of the Pension Fund on death, retirement or termination in accordance with Section 7.4.

The "Net Monthly Investment Income" for a month shall mean:

- (i) Interest payments and dividends received by the Pension Fund in the month including both actual and accrued income, PLUS

- (ii) Realized capital gains in the month, MINUS
- (iii) Realized capital losses in the month, PLUS
- (iv) The change, positive or negative, in unrealized gains in the month, MINUS
- (v) The Net Monthly Expense for the month.

The "Adjusted Market Value" for the month shall mean:

- (i) The Market Value of the Pension Fund at the beginning of the month
- (ii) LESS the balance of the Contribution Accounts at the beginning of the month in respect of those Members whose Contribution Accounts were fully disbursed in the month, pursuant to Sections 8.5, 8.6, 8.8, 8.10, 9.2, 10.1 or 10.4
- (iii) LESS the disbursed portion of the balance of the Contribution Accounts at the beginning of the month in respect of those Members whose Contribution Accounts were partially disbursed in the month, pursuant to Sections 10.2 or 11.2.

(b) Monthly Rate of Return

The Monthly Rate of Return shall be determined from the following formula:

$$\frac{I}{AMV}$$

where

I is the Net Monthly Investment Income

AMV is the Adjusted Market Value of the Pension Fund at the start of the month.

7.3 Maintenance of Accounts

The value of a Contribution Account at the end of a month shall be

- (a) the value at the start of the month, MINUS
- (b) any payments from the Account in the month, PLUS
- (c) interest at the Monthly Rate of Return on (a) MINUS (b), PLUS
- (d) contributions made to the Account in the month.

7.4 Determination of Account Balance for Transfer out of the Plan

The value, as at any date in a month, of a Contribution Account for a transfer of the Contribution Account out of the Plan shall be determined as follows:

- (a) the value of the Account at the end of the previous month, MINUS
- (b) any payments from the Account in the month, PLUS
- (c) interest at the Interim Rate on [(a) MINUS (b)], PLUS
- (d) contributions to the Account in the month

where the Interim Rate is the weighted average return of the market indices based on the Pension Fund's benchmark asset mix from the last trading day of the most recently completed month to the last trading day of the week immediately prior to the week of the determination of the value for transfer."

7.5 Determination of Benefit Calculations for Marriage Break-up Transfer Out

The value of the Eligible Spouse's share as determined in accordance with Paragraph 11.2(a) shall be adjusted from the value at the end of the previous month as determined in accordance with Section 7.3 using the Interim Rate for the period from the end of the previous month to the date of the payment of the transfer.

ARTICLE 8 - RETIREMENT BENEFITS

8.1 Normal Form of Pension

Retirement Benefits shall normally be payable monthly in a fixed amount for the lifetime of the Member, guaranteed 60 months certain. Each Member may, however, make an election, subject to the terms as hereinafter provided, as to the form, if any, of the continued annuity payable upon death after Retirement Benefits begin, and the amount of each retirement benefit payment shall be determined accordingly.

8.2 Mandatory Survivor Pension

The form of annuity for a Member who, at the time pension payments begin, has an Eligible Spouse, shall except as provided in Section 8.3, be a joint and last survivor annuity payable so long as either the Member or the Spouse survives and which may reduce on the death of either the Member or the Spouse, whichever shall first occur, to an amount not less than 60% of the amount payable during their joint lifetime.

8.3 Waiver of Mandatory Survivor Pension

A Member's Spouse may waive the right to the previously described joint and last survivor annuity. Such waiver must be a written waiver of the form prescribed by the Pension Benefits Act and must be signed in accordance with such Act.

8.4 Optional Forms of Pension

A Member may, subject to Sections 8.2 and 8.3 of this section, elect to have the pension paid in one of the following optional forms of annuity:

- (a) joint-life and last-survivor (survivor full), payable so long as either the Member or the named joint annuitant survives;
- (b) modified joint-life, payable so long as the Member survives, and continuing thereafter on a reduced basis to the named joint annuitant (provided such joint annuitant survives the Member) for the remaining lifetime of such joint annuitant; the reduced pension payable shall be 50%, 60%, 66 2/3% or 75% (according to the election of the Member) of the amount payable during their joint lifetime;
- (c) payments for life, guaranteed for 120 months certain;
- (d) any other form of annuity permissible under the Income Tax Act.

The joint annuitant referred to in subparagraph (i) and (ii) above shall be either the Member's spouse or a former spouse.

For the purpose of this Section 8.4, joint annuitant means the Member's spouse, former spouse or a dependent, as defined in Income Tax Regulation 8500(1). When the joint annuitant is a dependent, the benefit payable after the Member's death shall be limited to 66 2/3% of that payable to the Member and shall be payable only for the dependent's eligible survivor benefit period as defined in Regulation 8500(1).

8.5 Amount of Pension

The amount of each monthly payment of retirement benefit for a particular Member shall be

determined as the monthly annuity which can be purchased for the Member's benefit from an Insurer selected by the University with the accumulation in the Member's University Contribution Account and the Employee Contribution Account.

8.6 Additional Voluntary Contribution Account

If the Member so directs, the Additional Voluntary Contribution Account may be used to purchase a monthly annuity from an Insurer selected by the University.

8.7 Marriage Break-up

Benefits payable under this Article shall be subject to the Section of the Pension Benefits Act respecting division of pension benefits on marriage break-up.

8.8 Life Income Fund or Locked-In Retirement Account

A Member who retires on or after December 1, 1992 may, in lieu of an annuity purchase, elect to transfer the funds to a Life Income Fund as defined in Section 1.19 or a Locked-In Retirement Account as defined in Section 1.20.

8.9 Pension at December 31 Following Age of Mandatory Commencement

For a Member who, by November 30 in the year in which Retirement Benefits must commence in accordance with Section 6.3, has made no direction to the University either with regard to annuity purchase in accordance with Section 8.5 or to transfer funds out of the Plan in accordance with Section 8.8, the University shall purchase an annuity for the Member commencing on December 31 of that year. For a Member with an Eligible Spouse, the annuity shall be in a form which is payable for the joint lifetime of the Member and the Eligible Spouse and, on the death of either one, is payable to the survivor at 60% of the level that was payable prior to the death of the Member or Eligible Spouse. For a Member without an Eligible Spouse, the annuity shall be in the form described in Section 8.1.

8.10 Commutation of Small Pensions after May 31, 2010

A Member who retires on or after May 31, 2010 and whose annual pension starting on the Member's normal pension commencement date determined in accordance with Section 8.1 is less than 4% of the Y.M.P.E. in the year of retirement, or if the sum of the Employee Contribution Account and University Contribution Account is less than 20% of the Y.M.P.E. in the year of retirement, shall not be entitled to a pension from the Plan. Instead, the sum of the Employee Contribution Account and the University Contribution Account shall be paid to the Member in cash, unless the Member elects to transfer this amount to an RRSP.

8.11 One-time Transfer to Prescribed RRIF

Notwithstanding anything in the Plan to the contrary, any person entitled to a benefit whose pension has not commenced to be paid as a monthly pension, who is at least 55 years old and who is entitled to transfer money out of the Plan to a Life Income Fund or to purchase an annuity may once in his or her lifetime apply in a form approved by the University to transfer part of his or her pension benefit to a prescribed RRIF subject to the provisions of The Pension Benefits Act.

ARTICLE 9 - DEATH BENEFITS

9.1 Priority of Entitlements

The priority of entitlement to any benefit payable hereunder shall (except in respect of a Member who was a member of the Predecessor Plan where there existed on the Effective Date the right of a preferred beneficiary under the Insurance Act) be:

- (i) firstly, the Member's surviving Eligible Spouse, if any, unless the Eligible Spouse has waived his or her right to the pre-retirement death benefit;
- (ii) secondly, and only if there be no surviving Eligible Spouse, either
 - the person or persons or organizations or institutions designated by the Member as beneficiary or beneficiaries, or
 - the Estate of the Member.

A Member who has an Eligible Spouse shall, on the application for coverage, and/or by written direction on a form prescribed by the University and signed by the Member and filed with the University, name the Spouse. The designation of a beneficiary by any other Member shall be by like directive. The interest of an Eligible Spouse or any legally designated beneficiary who shall die during the lifetime of the Member shall, in the absence of any statutory provisions as to the disposition thereof at maturity and if there be no other legally designated beneficiary thereof, vest in the Member.

9.2 Benefits on Death before Retirement

- (a) In the event of the death of an Active Member, or the death of an Inactive Member, prior to retirement, there shall be payable an amount equal to:
 - (i) his or her Employee Contribution Account, plus
 - (ii) his or her University Contribution Account, plus
 - (iii) his or her Additional Voluntary Contribution Account, if any.
- (b) deleted by amendment 86/11/01.
- (c) The aforesaid amount shall be payable in a cash lump sum except that, if the recipient is the Member's surviving Eligible Spouse, the benefit shall at the option of said Spouse, be paid out either:
 - (i) by way of a lump sum transfer to either
 - (a) the Spouse's Locked-In Retirement Account or Life Income Fund provided that the lump sum transferred shall be administered in the same manner as pension benefit credits transferred as a deferred life annuity under The Pension Benefits Act;
 - (b) the Registered Pension Plan of which the Spouse is a member provided such a transfer is permitted by the terms of that plan, or
 - (ii) by way of an annuity payable to the Spouse. The Spouse may elect an immediate life annuity or a deferred annuity for life starting before the end of the

year in which the Spouse attains age 71. Such life annuity shall be provided by an Insurer selected by the University, or by the Spouse if he or she prefers, and may be guaranteed for any period up to 15 years.

Notwithstanding the foregoing, a cash payment to the surviving spouse may be required in accordance with Section 10.4.

- (d) Interest shall be calculated on the amount of the death benefit for the period from date of death to date of settlement at the rate then currently prescribed in accordance with Section 7.4.

9.3 **Benefits on Death after Retirement**

In the event of the death of a Member who has retired and who has made an election to defer commencement of pension in accordance with Section 6.4 and is in the deferral period, there shall be payable an amount equal to the sum of his or her

- (i) Employee Contribution Account, if any, plus
- (ii) University Contribution Account, plus
- (iii) Additional Voluntary Contribution Account, if any.

In the event of the death of any other Member who has retired, the amounts payable, if any, shall be in accordance with the form of the Retirement Benefit selected by such Member.

9.4 **Proof of Death**

Payment arising or conditional upon the death of any Member, Retired Member, beneficiary or joint annuitant or upon the continued life of a Member, Retired Member, beneficiary or joint annuitant or upon the happening of any other event or contingency upon which a payment becomes payable, shall be made only after receipt by the University of satisfactory proof of such death or from time to time of such continued life or the happening of such event or contingency, as the case may be.

ARTICLE 10 - TERMINATION OF EMPLOYMENT BENEFITS

10.1 Basic Benefit - Full Immediate Vesting and Locking-In

On termination of employment other than retirement pursuant to Article 6, a Member, unless an election is made in accordance with Section 10.2, shall be entitled to a benefit equal to the current value of his or her Employee Contribution Account, if any, University Contribution Account and Additional Voluntary Contribution Account, if any.

Benefits in respect of the Member's Employee Contribution Account, University Contribution Account and any part of the Additional Voluntary Contribution Account in respect of restricted additional voluntary contributions shall, at the direction of the Member, be either

- (a) transferred to
 - (i) the Member's Locked-In Retirement Account,
 - (ii) the registered pension plan of the Member's new employer on a defined contribution basis, to the extent that such plan permits,

provided that the administrator of the Locked-In Retirement Account or the pension plan, whichever is applicable, agrees to administer such amount in the same manner as pension benefit credits transferred as a deferred life annuity under the Pension Benefits Act, or

- (b) used to purchase a non-commutable immediate or deferred life annuity in the amount which can be provided under a contract issued by an Insurer.

Benefits in respect of that part of a Member's Additional Voluntary Contribution Account which is not in respect of restricted additional voluntary contributions shall, at the direction of the Member, be either paid to the Member in cash, used to purchase an immediate or deferred life annuity, or transferred to a Registered Retirement Savings Plan or the pension plan of the Member's new employer, to the extent that such plan allows.

10.2 Exceptions to Full Locking-In

A Member may elect to receive in cash (or by transfer to an unrestricted Registered Retirement Savings Plan) 25% of that part of the Employee Contribution Account and 25% of that part of the University Contribution Account in respect of contributions made prior to January 1, 1985. In that circumstance, the balance of the Accounts shall remain locked-in."

10.3 No Election

It is provided that, if the terminating Member makes no election under this Article within twelve (12) months after the date of termination of employment, the University has the right to purchase, on his or her behalf, a deferred life annuity in accordance with Paragraph 10.1(b). Any such purchase shall be in full settlement of all benefits under the Plan as if such Member had elected such settlement.

10.4 Commutation of Small Pensions

- (a) For a Member who terminated employment prior to 1998, if the locked-in part of the sum of the Employee Contribution Account and the University Contribution Account under Sections 10.1 or 10.2 is less than \$1,432 or if the deferred annuity benefit starting on the Member's normal pension commencement date which may be purchased by locked-in Accounts in Sections 10.1 or 10.2, provides an annual income which is less than \$1,432, the Member shall receive, in lieu of such annuity benefit, a lump sum payment of the value of the Contribution Accounts applicable to such benefit in cash or, if the Member so elects, by transfer to an RRSP.
- (b) For a Member who terminates employment after 1997 and before May 31, 2010, if the locked-in part of the sum of the Employee Contribution Account and the University Contribution Account under Sections 10.1 or 10.2 is less than 4% of the YMPE in the year of termination or if the deferred annuity benefit starting on the Member's normal pension commencement date which may be purchased by locked-in Accounts in Section 10.1 or 10.2, provides an annual income which is less than 4% of the YMPE in the year of termination, the Member shall receive, in lieu of such annuity benefit, a lump sum payment of the value of the Contribution Accounts applicable to such benefit in cash or, if the Member so elects, by transfer to an RRSP.
- (c) For a Member who terminates employment after May 30, 2010, if the locked-in part of the sum of the Employee Contribution Account and the University Contribution Account under Sections 10.1 or 10.2 is less than 20% of the Y.M.P.E. in the year of termination, a lump sum payment of the value of the Contribution Accounts in cash or, if the Member so elects, by transfer to an RRSP.

10.5 **Restrictions on Annuity Purchase**

Any annuity purchased under this Article pursuant to Paragraph 10.1(b) or Section 10.3 shall be subject to

- (a) Sections 8.5 and 8.6, and
- (b) the section of the Pension Benefits Act respecting division of pension benefits on marriage break-up.

ARTICLE 11 - NON-ASSIGNMENT OF BENEFITS AND MARITAL SHARING OF PENSION CREDITS

11.1 Prohibition of Assignment

Except as provided in Sections 11.2, 11.4 and 11.5, no right of a person under the Plan is capable of being assigned, charged, anticipated, given as security or surrendered, and is exempt from execution, seizure or attachment, and any transaction purporting to assign, charge, anticipate or give as security such moneys is void.

11.2 Exception for Marriage Break-up

Notwithstanding Section 11.1, but subject to Section 11.4 on a marriage break-up which occurs on or after January 1, 1984, and subject to an order of the Court of Queen's Bench made under the Family Property Act, written separation agreement, order of a court of competent jurisdiction in another province or territory, or an order of the Court of Queen's Bench made under Subsection 31(3.4) of The Pension Benefits Act, the value of the Eligible Spouse's share of the benefits as specified in The Pension Benefits Act shall be transferred out of the Pension Fund to an alternative investment vehicle in accordance with such Act.

Prior to the transfer-out, the University may, in its sole discretion, require a notarial copy of such order or agreement before dividing pension credits between the Member and his or her Spouse.

Where marriage break-up occurred prior to 1984, the parties may elect to divide their benefits in this manner or in any other manner which is consistent with the terms and conditions of the Plan and satisfies the requirements of the Income Tax Act and the Pension Benefits Act.

Notwithstanding the foregoing, any benefit payable to the Eligible Spouse under Section 11.2 is subject to the provisions of Section 10.4

11.3 Adjustment to Benefits after Marriage Break-up

Following such a transfer, an adjustment shall be made to the Contribution Accounts such that the value of the Accounts remaining after the transfer plus the amount transferred is equal to the value of the Accounts prior to the transfer.

11.4 Exception to Credit Splitting on Marriage Break-up

Section 11.2 does not apply where both spouses, after each has received

- (i) independent legal advice; and
- (ii) a statement from the administrator of the pension plan showing the value of the pension benefit credit in the pension plan, or the amount of the payments under the pension plan, to which each would be entitled in accordance with Section 11.2

enter into a written agreement with each other to the effect that the pension benefit credit or the pension payments, as the case may be, shall not be divided between them, and the agreement shall otherwise be in accordance with the Pension Benefits Act.

11.5 Exception for Garnishment for Purposes of Maintenance Enforcement

Notwithstanding Section 11.1, when the University is served with a garnishing order obtained under

Section 14.1 of the Garnishment Act against a Member, the Member is entitled, for the purposes of satisfying the garnishing order and associated costs and taxes, to receive the lesser of

- (a) the total of the Member's Accounts less any amount to which an Eligible Spouse remains entitled in accordance with Section 11.2, and
- (b) the amount specified in the garnishing order plus associated costs and taxes.

Following the payment of such an amount, the Member's benefits shall be adjusted in a manner consistent with that described in Section 11.3.

ARTICLE 12 - MISCELLANEOUS

12.1 Booklet

On or before the date that an Employee is eligible or required to become a Member of the Plan, such person shall be furnished by the University with a written explanation in booklet form explaining the status, rights and privileges of a Member under the Plan. In addition, each Member, his or her Spouse or authorized agent, shall be entitled to receive in the manner prescribed by the Pension Benefits Act the documents prescribed by the said Act.

12.2 Annual Statement

Each Member shall receive an annual statement, in the form prescribed by the Pension Benefits Act, of the status of his or her participation in the Fund.

12.3 Cash Refund

Each Member who is entitled to a cash refund in accordance with Article 10 shall receive such cash refund within 90 days after the later of

- (i) the Member's date of termination
- (ii) the completion and filing with the University of all necessary documentation.

12.4 Benefit Payments Subject to Restriction on Marriage Breakdown

Benefits payable under this Plan to a Member or in respect of a Member shall be subject to Article 11 herein. Further, the University reserves the right to defer payment to a Member or in respect of a Member if the University has been notified in writing that the documents required under Section 11.2 will be filed with the University.

12.5 Commutation with Short Life Expectancy

Notwithstanding any other provision of this Plan, a Member who furnishes the University at such Member's own expense, with such medical evidence which in the opinion of the University satisfies requirements of both the Income Tax Act and the Pension Benefits Act with respect to the commutation of benefits for those with short life expectancies, may with the consent of his or her Eligible Spouse, if any, receive on termination of employment or at retirement in lieu of any other benefit, a single payment of the sum of:

- (i) the Member's University Contribution Account and
- (ii) the Member's Employee Contribution Account if any, and
- (iii) the Member's Additional Voluntary Contribution Account, if any.

For the purpose of adjudging the medical evidence, the University shall seek such opinions as it deems advisable.

The consent of a Spouse shall be in that form described under Section 8.3.

12.6 Proof of Age

A Member entitled to an annuity benefit from this Plan shall submit to the University proof satisfactory of their age and where applicable, the age of any joint annuitant.

12.7 Legal Jurisdiction

This Plan shall be administered and construed in accordance with the laws of the Province of Manitoba and the Income Tax Act (Canada) and Regulations thereto.

12.8 Responsibility of University

The University shall be responsible for the overall operation and administration of the Plan, and shall ensure that audited financial statements of the Pension Fund are prepared annually.

12.9 Unlocking for Non-residents

Notwithstanding anything in the Plan to the contrary, any person entitled to a benefit whose pension has not commenced to be paid as a monthly pension and who is or becomes a non-resident of Canada is permitted to make a lump sum withdrawal of an amount equal to

- (i) his or her Employee Contribution Account, plus
- (ii) his or her University Contribution Account, plus
- (iii) his or her Additional Voluntary Contribution Account, if any,

subject to the provisions of The Pension Benefits Act.

ARTICLE 13 - AMENDMENT AND TERMINATION OF THE PLAN

13.1 Amendment

The University may at any time supplement, modify or amend this Plan, provided that no such supplementation, modification or amendment of the Plan or any part thereof shall permit any part of the assets of the Pension Fund applicable to this Plan to revert to or be recoverable by the University or be used or diverted to purposes other than for the exclusive benefit of Members, Retired Members or their beneficiaries and joint annuitants under this Plan and provided further that no such amendment shall adversely affect the entitlement of any Member accrued prior to the effective date of such amendment other than an amendment which has been approved by the Pension Commission of Manitoba and which is for the sole purpose of avoiding revocation of registration under the Income Tax Act. It is further provided that the University shall amend this Plan in any respect which may be required in order to meet the requirements of The Pension Benefits Act, and/or the Income Tax Act (Canada) in order to maintain the Plan as a registered pension plan under the provisions of such Acts or of any statute applicable to this Plan.

13.2 Termination

- (a) The University may terminate the Plan provided that no such termination shall permit any part of the assets of the Pension Fund applicable to this Plan to revert to or be recoverable by the University or to be used or diverted to purposes other than the exclusive benefit of Members, Retired Members or their beneficiaries or joint annuitants as such are defined under this Plan.
- (b) In the event of the termination of the Plan, the portion of the assets of the Pension Fund applicable to the Plan shall be allocated in such manner as is approved by the Pension Commission of Manitoba.

ARTICLE 14 - LEAVES OF ABSENCE, TEMPORARY REDUCTION IN DAYS WORKED AND LIMITS ON ADDITIONAL SERVICE

14.1 Leaves of Absence without Pay or with Reduced Pay

Where a Member is on a leave of absence without pay or with reduced pay, then, subject to Section 14.3, contributions may be continued so that the total contributions to the Plan on his or her behalf are the same as they would have been if the Member had been working in his or her regular position with regular pay, provided that, during this period of absence, the Member does not accrue benefits under the registered pension plan or deferred profit-sharing plan of another employer.

14.2 Temporary Reduction in Days Worked

Where the pay of all Members is reduced on a temporary basis because of a reduction in days worked during a year, for the purposes of the Plan but subject to Section 14.3, the contributions shall be determined on the basis that the Members had worked the regular number of days during that year.

14.3 Limits on Additional Service

The maximum period for which contributions can be continued in accordance with Sections 14.1 and 14.2 is 5 years plus an additional period of up to 3 years for periods of leave or reduced pay which are in the 12 month period following the birth of the Member's child or the adoption of a child by the Member. In the case of a leave of absence without pay, the period which counts toward the limit for the period during which contributions may continue is equal to the period of absence. In the case of a period of reduced pay, the period in a year which counts towards that limit is equal to

$$(A-B)/A$$

where,

A is the Basic Salary that the Member would have received in that year had he or she been working in his or her regular position during the year, and

B is the Basic Salary that the Member actually received in the year.

For clarification, a period of disability does not count towards the limit described above.

Notwithstanding the foregoing, the limits on the periods during which contributions may continue will be subject to Income Tax Regulation 8507.

SCHEDULE A

John Allen Moorhouse \$6,863.00



AGENDA ITEM: Report of the Senate Committee on Awards – Part A
[dated January 15, 2019]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve nine new offers and five amended offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated January 15, 2019].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

At its meeting on January 15, 2019, the Senate Committee on Awards approved nine new offers and five amended offers, as set out in Appendix A of the Report of the Senate Committee on Awards – Part A [dated January 15, 2019].

RESOURCE REQUIREMENTS:

The awards will be funded from the sources identified in the Report.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

These award decisions meet the published guidelines for awards, as approved by Senate. They were reported to Senate for information on March 6, 2019.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Committee on Awards</u>	<u>January 15, 2019</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Executive</u>	<u>February 13, 2019</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate</u>	<u>March 6, 2019</u>
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Report of the Senate Committee on Awards – Part A [dated January 15, 2019]

REPORT OF THE SENATE COMMITTEE ON AWARDS – Part A

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 revised offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter revised by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and revised 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 15, 2019, the Senate Committee on Awards approved 9 new offers and 5 revised offers, as set out in Appendix A of the *Report of the Senate Committee on Awards – Part A (January 15, 2019)*.

Recommendations

On behalf of Senate, the Senate Committee on Awards recommends that the Board of Governors approve 9 new offers and 5 revised offers, as set out in Appendix A (January 15, 2019). These award decisions comply with the published guidelines of November 3, 1999, and are reported to Senate for information.

Respectfully submitted,

Dr Jared Carlberg

Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

January 15, 2019

1. NEW OFFERS

Alexander Austin Worrell Bursary

Ms. Ruth Gongos has established a fund through The Winnipeg Foundation to honour her son, Alexander Austin Worrell, who was diagnosed with Down Syndrome and Autism. Ruth fought for rightful education and care, and was heavily involved in DASCH Foundation Inc. when it was founded. Ruth's hope was that such studies will benefit and enrich the lives of folks like Alexander in the future. The purpose of this fund is to support a graduate student from University of Manitoba who is studying neuro-psychology or brain-cognitive science and in financial need. The Winnipeg Foundation will confirm the value of these awards annually. Each year, one award valued at a minimum of \$2,000 will be offered to a graduate student who:

- (1) is enrolled full time in the Faculty of Graduate Studies in a Masters or Doctoral program delivered by the Department of Psychology;
- (2) has achieved a minimum grade point average of 3.0 based on the previous 60 credit hours (or equivalent) of study;
- (3) is conducting research which is focused on down syndrome and autism spectrum disorders or related disorders;
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

The Head of the Psychology Department (or designate) will name the selection committee for this award.

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. Any future modifications that may be necessary due to changed conditions will require complete consultation with the Winnipeg Foundation.

Barry Konzelman Graduate Scholarship in Physics

Through a bequest of \$25,000, Mr. Barry Konzelman generously established an endowment fund at the University of Manitoba in 2018. The purpose of the fund is to reward the academic achievements of graduate students pursuing studies in the Department of Physics and Astronomy. Beginning in 2020-2021, the available annual income 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 Ph.D. program in the Department of Physics and Astronomy;
- (2) has achieved a minimum grade point average of 3.75 based on the previous 60 credit hours (or equivalent) of study; and
- (3) has demonstrated superior academic accomplishment.

In order to demonstrate how they meet criterion (3), applicants will be required to submit a brief description of their research (maximum 500 words), a *curriculum vitae* and two academic letters of reference.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Chair of the Physics and Astronomy Graduate Studies Committee to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

Duha Family Graduate Scholarship in Business

The Duha Family has made a generous donation to establish an endowment fund at the University of Manitoba in 2017. The purpose of the fund is to reward the academic achievements of graduate students pursuing studies in the I.H. Asper School of Business. Beginning in 2019–2020, the available annual income will be used to offer scholarships to one or more graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies in a Master of Science (Management) or PhD (Management) program offered by the I. H. Asper School of Business at the University of Manitoba;
- (2) have achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study; and
- (3) are conducting research in any of the following areas: Finance, Leadership and Organizations, Marketing, Supply Chain Managements, International and Emerging Markets, Sustainability, Entrepreneurship and Innovation, Family Business, Sustainability, or Continuous Improvement in Technology Practices.

In the event that there are no eligible candidates that meet criteria (3), the award may go to the candidate who meets criteria (1) and (2).

This scholarship may not be awarded to the same student twice. However, in any year that there are no eligible candidates, the scholarship may be offered to a previous recipient of the scholarship.

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

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the I.H. Asper School of Business (or designate) to name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

Gloe Cormie Memorial Scholarship

In memory of Gloe Cormie (B.F.A. [Art History]/84), Jon Krockner (B.A. /83) will make an annual contribution of \$1,500 to the University of Manitoba to support students pursuing a Bachelor of Fine Arts Degree. The purpose of the scholarship is to reward the academic achievements of students who are focusing on photography. Beginning in 2019-2020, one scholarship of \$1,500 will be offered to an undergraduate student who:

- (1) is enrolled full time (minimum 80% course load) in the third year of study in the Bachelor of Fine Arts program offered through the School of Art at the University of Manitoba;
- (2) has completed Photography 1 (currently numbered STDO 2400);

- (3) has achieved a minimum degree grade point average of 3.5; and
- (4) has an intent to pursue photography.

In order to demonstrate how they meet criterion (4), candidates must submit a portfolio representing their interest in photography.

The selection committee will be named by the Director of the School of Art (or designate).

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

Hartley T. Richardson Bachelor of Commerce Bursary

In honour of Dr. Hartley T. Richardson, O.C., O.M., LL.D. receiving the 2019 International Distinguished Entrepreneurial Award, friends and family have set up an endowment fund in his name at the University of Manitoba with an initial gift of \$1 million. The purpose of the fund is to provide financial support to students in the I.H. Asper School of Business who are pursuing studies toward a Bachelor of Commerce degree. Beginning in 2020-2021, the available annual income from the fund will be used to offer one or more bursaries to undergraduate students who:

- (1) have been admitted to, and is enrolled full-time (minimum 60% course load) in their first year of study in the Bachelor of Commerce (Hons.) program in the I.H. Asper School of Business;
- (2) have achieved either:
 - (a) a minimum average of 85% on those courses considered for admission, if entering via the Direct Entry option, or
 - (b) a minimum adjusted grade point average of 3.0, if entering via the Advanced Entry option;
- (3) have demonstrated past and present community involvement, entrepreneurship and leadership as indicated on the supplemental bursary application form; and
- (4) out of those students who meet the above criteria, have demonstrated the highest 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 the awards based on the available annual income each year after any renewal values have been determined. The bursary will have a minimum value of \$5,000 and a maximum value equivalent to full tuition, fees, and books. The bursary is renewable for a period of up to three years, provided that the recipient:

- (1) is enrolled full-time (minimum 60% course load) in the B. Comm. (Hons.) program in the I.H. Asper School of Business;
- (2) has achieved a minimum degree grade point average of 3.0;
- (3) has demonstrated community involvement, entrepreneurship and leadership on the supplemental bursary application form; and
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

If a recipient does not continue to meet the above renewal criteria, a new recipient who meets the above renewal criteria, in the same year in which the previous recipient no longer qualifies, will be selected.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award which shall include the donor or donor delegate.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

Hartley T. Richardson International Travel Bursary

In honour of Dr. Hartley T. Richardson, O.C., O.M., LL.D., receiving the 2019 International Distinguished Entrepreneurial Award, friends and family have set up an endowment fund in his name at the University of Manitoba with an initial gift of \$1 million. The purpose of the fund is to provide financial support to students in the I.H. Asper School of Business who are pursuing studies towards a Bachelor of Commerce degree and are in the International Student Exchange Program. Beginning in 2020-2021, the available annual income from the fund will be used to offer bursaries to undergraduate students who:

- (1) are enrolled full-time (minimum 60% course load) in the Bachelor of Commerce degree program in the I.H. Asper School of Business;
- (2) have been accepted to the I.H. Asper School of Business International Student Exchange Program;
- (3) have a minimum degree grade point average of 3.0 at the time of application;
- (4) have demonstrated past and present community involvement, entrepreneurship and leadership as indicated on the supplemental bursary application form; and
- (5) out of those students who meet the above criteria, have demonstrated the highest 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 the awards offered each year, which will have a minimum value of \$3,500 and a maximum value of \$5,000. This bursary is non-renewable.

The Dean of the I.H. Asper School of Business (or designate) will name the selection committee for this award which shall include the donor or donor delegate.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

The Winnipeg Foundation Centenary Fellowship For Doctoral Studies In Canadian History

In celebration of its centenary in 2021, The Winnipeg Foundation has established a fellowship, valued at \$100,000 which will be distributed once every three years to one Doctoral student. This fellowship provides funding to attract students by supporting a Doctoral student at the University of Manitoba in the history program who demonstrate excellence in research in Canadian or Canadian Indigenous History. The University of Manitoba is home to the National Centre for Truth and Reconciliation. Every three years, beginning in 2021-2022, one fellowship will be offered to a graduate student who:

- (1) is enrolled full-time in the Faculty of Graduate Studies, in the first year of the Doctoral program in History at the University of Manitoba;
- (2) has achieved a minimum grade point average of 3.75 based on the previous 60 credit hours (or equivalent) of study;
- (3) has proposed coursework and doctoral research which focuses on Canadian or Canadian Indigenous history.

Students are required to submit an application (maximum 500 words) outlining how they meet criterion (3).

The award is renewable for two subsequent years provided the recipient continues into the next academic year, continues to be enrolled full-time in the Faculty of Graduate studies, and continues to meet criteria (2) and (3) above. The award will be financially distributed as follows: \$50,000 in year 1 (split between the fall and winter terms), and \$25,000 in each of year 2 and 3. This award can only be held by one student each year. If the student does not qualify for renewal, the award will not be given out until the next qualified funding year (once every three years).

The recipient cannot hold any major award valued at \$20,000 or greater in each of the years in which the fellowship is tenable.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Graduate Executive Committee of the Department of History to name the selection committee for this award.

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. Any future modifications that may be necessary due to changed conditions will require complete consultation with the Winnipeg Foundation.

The Winnipeg Foundation Fellowship For Master Studies In Canadian History

The Winnipeg Foundation has established a fellowship at the University of Manitoba to support Master students who are studying Canadian History or Canadian Indigenous History. Each year, starting in 2019-2020, three fellowships valued at \$17,500 each will be offered to graduate students who:

- (1) are enrolled full-time in the Faculty of Graduate Studies, in the first year of the Joint Master's Program in History at the University of Manitoba;
- (2) have achieved a minimum grade point average of 3.75 based on the previous 60 credit hours (or equivalent) of study;
- (3) have proposed Master's coursework or research focused on Canadian history or Canadian Indigenous history.

Students are required to submit an application (maximum 500 words) outlining how they meet criterion (3).

The recipient cannot hold any major award valued at \$10,000 or greater in the year in which the fellowship is tenable.

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Joint Discipline Committee of the Joint Master's Program Committee in History of the Universities of Manitoba and Winnipeg to name the selection committee for this award.

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. Any future modifications that may be necessary due to changed conditions will require complete consultation with the Winnipeg Foundation.

Whitmore-Becker Bursary in Medicine

Dr. Edna Becker has established an endowment fund at the University of Manitoba in the amount of \$25,000. The purpose of the fund is to offer bursaries for students who have been identified as belonging to a priority diversity group in the Max Rady College of Medicine. These backgrounds are areas recognized by the College of Medicine as areas of focus for its social accountability mission. Each year, beginning in 2020-2021, the available annual interest will be used to offer one bursary to an undergraduate student who:

- (1) is enrolled full-time in their first year of study in the undergraduate medical education (UGME) program in the Max Rady College of Medicine;
- (2) is in good standing in the program;
- (3) has self-declared on the supplementary bursary application form that:
 - (a) they have connections to and engagement with rural, remote, or northern communities; and/or
 - (b) is from a disadvantaged socioeconomic and culturally diverse background.
- (4) has demonstrated financial need on the standard University of Manitoba bursary application form.

The bursary is renewable for up to 3 years provided the recipient continues to be enrolled full-time in the undergraduate medical education (UGME) program, and meets criteria (2) through (4). If the recipient does not meet the renewal criteria, a new student will be selected. Only one recipient can hold the award each year.

The status of the funds will be reviewed from time-to-time. If the earnings on the fund permit, the number of bursaries offered may be increased, provided that the value of each award will make a significant impact towards the students' educational costs.

The Dean of the Max Rady College of Medicine (or designate) will name the selection committee for this award.

This agreement may be amended by the mutual consent of the donor (or designate) and the University of Manitoba. All such amendments shall be in writing. In the absence of the donor (or designate), and providing all reasonable efforts have been made to consult, 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.

2. AMENDMENTS

Class of 1963 Scholarship in Agriculture

The following amendments were made to the terms of reference for the **Class of 1963 Scholarship in Agriculture**:

- The first paragraph was revised to:

The Agriculture Class of 1963 established an endowment fund at the University of Manitoba to recognize the academic achievements of students in the Faculty of Agricultural and Food Sciences. Each year, the available annual income from this fund will be used to offer one scholarship to an undergraduate student who:
- The numbered criteria were revised to:
 - (1) *is enrolled full-time (minimum 80% course load) in the second year in any*

undergraduate degree program in the Faculty of Agricultural and Food Sciences;
(2) *has achieved a minimum degree grade point average of 3.5.*

- The standard Board of Governors statement was added.

EECOL Electric Inc. Scholarship

The following amendments were made to the terms of reference for the **EECOL Electric Inc. Scholarship** :

- The name of the award was changed to: *EECOL Electric Corp. Scholarship*
- The first paragraph was revised to:
EECOL Electric Corp. generously offers an annual scholarship at the University of Manitoba, to recognize the outstanding academic achievements of students in the Department of Electrical Engineering. Each year, two scholarships of \$1,000 each will be offered to undergraduate students who:
- The numbered criteria were revised to:
 - (1) *are enrolled full-time (minimum 80% course load) in the second year of study in the Department of Electrical Engineering in the Faculty of Engineering*
 - (2) *have achieved a minimum degree grade point average of 3.75;*
 - (3) *have achieved the highest and second-highest standing among all second-year students in the department of Electrical Engineering.*
- The tiebreaking paragraph was added as follows:
Ties are to be broken using the following criteria, in priority order: (i) the Degree Grade Point Average, calculated to the fourth decimal place; (ii) the higher proportion of A+ and A grades in a total program; (iii) the highest number of credit hours completed in the degree program; (iv) the greater proportion of senior- or advanced-level courses in the total program.
- The standard Board of Governors statement was added.

McCrorie-West Family Fellowship for Alzheimer Research

The following amendments were made to the terms of reference for the **McCrorie-West Family Fellowship for Alzheimer Research**:

- The final sentence of the first paragraph was revised to:
In 2015-2016 and 2017-2018 academic years, the fellowship was valued at \$3,500. In 2018-2019, two fellowships of \$5,000 were awarded.
- The second paragraph was added as follows:
Beginning in 2019-2020, the revenue from the fund will be used to offer two fellowships: one to a new recipient, valued at 50% of the available annual income rounded down to the nearest \$500 increment, and the second as a renewal to the previous year's recipient, valued at 50% of the available annual income rounded down to the nearest \$500 increment. The first fellowship will be offered to a graduate student who:
- Numbered criterion (2) was revised to read:
(2) has achieved a minimum grade point average of 3.5 based on the previous 60 credit hours (or equivalent) of study
- The fourth paragraph was revised to read:

The second fellowship will be offered to the previous year's recipient as a renewal, provided the recipient continues to meet the award criteria above. In order to be considered for the renewal, the previous year's recipient must submit a statement (maximum 500 words) to the Faculty of Graduate Studies Dean's office by May 15 indicating how they continue to meet the qualifying criteria for this award. In the event that the previous year's recipient is not eligible for renewal, then only one new award should be offered, provided an eligible candidate exists, while the portion of the income from the fund dedicated to the renewal of the award will be returned to the capital of the fund.

- The first sentence of the fifth paragraph was revised to read:

This fellowship is not available to students who have received other awards that, in total, accumulated to \$25,000 or more.

- The selection committee paragraph was revised to read:

The selection committee will be named by the Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate), and will include a representative from the Centre on Aging and a representative of the family of Mary McCrorie for as long as they wish to remain involved in the process.

- The standard Board of Governors statement was updated.

Petro-Canada Resources Graduate Fellowship in Environmental Issues in Engineering

The following amendments were made to the terms of reference for the **Petro-Canada Resources Graduate Fellowship in Environmental Issues in Engineering**:

- The first paragraph was revised to:

Petro-Canada Resources has established an endowment fund of \$125,000 at The University of Manitoba to fund a graduate fellowship for students working on environmental issues in engineering. The available annual interest earned on the fund will be used annually to offer two equal awards to graduate students who:

- The numbered criteria were revised to:

- (1) *are registered as full-time students in the Faculty of Graduate Studies in an M.Sc. or Ph.D. program offered by a department in the Faculty of Engineering; and*
- (2) *have entered a program of study and research both broadly related to the protection of the earth's surface, subsurface and water supply from environmental hazards and with a "problem-solving" content involving, at least to some extent, the development of cost-effective measures for treatment and abatement of undesirable environmental impacts.*

- The third paragraph was revised to read:

Applications for this fellowship, which are to be received by September 15 each year, shall contain a copy of the students' academic transcripts, a brief description of the research (including any progress to date), a list of relevant publications, and two references.

- The selection committee statement was revised to read:

The Vice-Provost (Graduate Education) and Dean of the Faculty of Graduate Studies (or designate) will ask the Dean of the Faculty of Engineering (or designate) to name the selection committee for this award.

- The standard Board of Governors statement was added.

Walter and Maria Schroeder Foundation Scholarship

The following amendments were made to the terms of reference for the **Walter and Maria Schroeder Foundation Scholarship**:

- The second paragraph was revised to:

Beginning in 2018-2019 and ending in 2021-2022 (or later with additional funding from the donor), scholarships will be distributed in the following manner: six scholarships valued up to \$7,500 each will be offered to students who have graduated from St. John's High School, two scholarships valued up to \$7,500 each will be offered to students who have graduated from Sisler High School, and two scholarships valued up to \$7,500 each will be offered to students who have graduated from Daniel McIntyre Collegiate Institute. Each student must:

- The paragraph after the numbered criteria was revised to:

All proceeds of the scholarship must be applied toward tuition, fees and related academic expenses as approved by the selection committee. Any outstanding balance remaining at the end of the year in any particular scholarship shall be retained within the fund.

- The following paragraph was revised to:

The scholarship is renewable in the second, third, and fourth year of study at the University of Manitoba provided that the recipients:

- The selection committee paragraph was revised to:

The selection committee will have the discretion to determine the value of the renewable scholarship, up to a maximum value of \$7,500. Renewals will not be less than the value of the initial scholarship offer. In the event that a recipient does not qualify for continuation of the Scholarship, the selection committee may select another student in the same year of study who has graduated from one of the qualifying high schools, and who meets the renewal qualifications.



AGENDA ITEM: Report of the Senate Committee on Awards – Part B
[dated January 15, 2019]

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve one amended offer, as set out in Appendix A of the Report of the Senate Committee on Awards – Part B [dated January 15, 2019].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- At its meeting on January 15, 2019, the Senate Committee on Awards approved one amended 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 – Part B [dated January 15, 2019].
- The Agrium Inc. Aboriginal Student Bursaries in Agriculture, to be renamed as the Nutrien Ltd. Indigenous Student Bursaries in Agriculture, are offered to Canadian Indigenous undergraduate students enrolled in a degree or diploma program in the Faculty of Agricultural and Food Sciences.
- Dean Wittenberg, has provided a letter of support, including data that show the underrepresentation of undergraduate Indigenous students in the Faculty.

RESOURCE REQUIREMENTS:

The award would be funded from the source identified in the Report.

IMPLICATIONS:

The award would support the recruitment and retention of undergraduate Indigenous students in the Faculty of Agricultural and Food Sciences.

CONSULTATION:

This award offer was approved by Senate at its meeting on March 6, 2019.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Committee on Awards</u>	<u>January 15, 2019</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate Executive</u>	<u>February 13, 2019</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Senate</u>	<u>March 6, 2019</u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>
<input type="checkbox"/>	<input type="checkbox"/>	<u></u>	<u></u>

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Report of the Senate Committee on Awards – Part B [dated January 15, 2019]

REPORT OF THE SENATE COMMITTEE ON AWARDS – Part B

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 revised offers of awards that meet the published guidelines presented to Senate on November 3, 1999, and as thereafter revised by Senate. Where, in the opinion of the Committee, acceptance is recommended for new offers and revised 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 15, 2019, the Senate Committee on Awards reviewed 1 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 - Part B* (dated January 15, 2019).

Recommendations

The Senate Committee on Awards recommends that Senate and the Board of Governors approve 1 new offer, as set out in Appendix A of the *Report of the Senate Committee on Awards - Part B* (dated January 15, 2019).

Respectfully submitted,

Dr Jared Carlberg
Chair, Senate Committee on Awards

SENATE COMMITTEE ON AWARDS

Appendix A

January 15, 2019

1. NEW OFFER

Agrium Inc. Aboriginal Student Bursaries in Agriculture

The following amendments were made to the terms of reference for the **Agrium Inc. Aboriginal Student Bursaries in Agriculture**:

- The name of the award was changed to: **Nutrien Ltd. Indigenous Student Bursaries in Agriculture**
- The preamble was revised to:

Nutrien Ltd. offers products and services that cross the entire agricultural value-chain. As part of their strategy to attract Indigenous students into the agri-business industry, Nutrien Ltd. will offer an annual contribution totaling \$4,000 to offer two bursaries of equal value every year beginning in 2012-2013. The aim of the bursaries is to encourage and support Indigenous students pursuing their studies in the field of agriculture. Each year, two bursaries, each valued at \$2,000, will be offered to undergraduate students who:
- The numbered criteria was revised to:
 - (1) *are Canadian Indigenous (First Nation, Métis, Inuit);*
 - (2) *are enrolled full-time (minimum 60% course load) in the Faculty of Agricultural and Food Sciences Degree or Diploma Programs at the University of Manitoba;*
 - (3) *have demonstrated financial need on the University of Manitoba general bursary application form.*
- The selection committee statement was revised to:

The bursary can be renewed for a maximum of three additional years after it is first awarded if a student continues to meet all of the criteria listed above. This award can only be held by a maximum of two students each year. If there is equal need demonstrated by the students, preference will be to award the bursary to one student from the diploma program and one student from the degree program equally.
- The standard Board of Governors statement was added.

(Attachment I)



UNIVERSITY
OF MANITOBA

Faculty of Agricultural and Food
Sciences

Office of the Dean
256 Agriculture Building
Winnipeg, Manitoba
Canada R3T 2N2
Phone (204) 474-6026
Fax (204) 474-7525

21 December 2018

Dr. Jared Carlberg
Chair, Senate Committee on Awards
c/o Pamela Gareau, Awards Establishment Coordinator
420 University Centre
University of Manitoba

RE: Nutrien Ltd. Indigenous Student Bursaries in Agriculture

Dear Dr. Carlberg,

The Faculty of Agricultural and Food Sciences supports the amendment of the renamed Nutrien Ltd. Indigenous Student Bursaries in Agriculture (formerly Agrium Inc. Aboriginal Student Bursaries in Agriculture).

In the Fall Term of 2017, the Faculty of Agricultural and Food Sciences self-declared Indigenous undergraduate student population was 5.7% of total enrolment, compared to Manitoba's Indigenous population of 16.7%¹. The Indigenous student enrolment data for the past five years in the Faculty of Agricultural and Food Sciences is provided for context in the table below.

Year (Fall Term)	Number of Indigenous students	Total Number of students	% Indigenous Students
2017	51	892	5.7
2016	44	940	4.7
2015	39	930	4.2
2014	39	888	4.4
2013	22	607	3.6

As an institution, our commitment is to increase the number of Indigenous students on our campuses. Increasing the number of bursaries, scholarships and awards for Indigenous students contributes to this commitment. This award will provide the opportunity to recruit, support and retain Indigenous students at the University of Manitoba in the Faculty of Agricultural and Food Sciences and, in doing so, will also contribute to the success of individual Indigenous students.

Sincerely,

Dr. Karin Wittenberg
Dean, Faculty of Agricultural and Food Sciences

¹ Statistics Canada. *Aboriginal Peoples in Canada: First Nations People, Metis and Inuit, National Household Survey, 2011*, Catalogue no. 99-011-X2011001 [cited July 18, 2013 on Employment and Social Development Canada website: <http://well-being.esdc.gc.ca/misme-jowb/.3ndic.1t.4r@-eng.jsp?iid=36>].



AGENDA ITEM: Suspension of Admissions to Bachelor of Human Ecology in Family Social Sciences and Bachelor of Human Ecology in Family Social Sciences, After-Degree, Implementation

RECOMMENDED RESOLUTION:

For information only.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Board policy on *Admission Targets* (section 2.6) specifies that the President may suspend admissions to a program for defined time periods at intervals of no more than 24 months following consultation and discussion with the applicable Unit's dean or director, with Senate and with the Board of Governors, subject to the provisions of the provincial Programs of Study Regulation.

The President consulted the Board of Governors on a request to temporarily suspend admissions to the Bachelor of Human Ecology in Family Social Sciences and the Bachelor of Human Ecology in Family Social Sciences, After-Degree programs, at its meeting on June 26, 2018.

On December 6, 2018, the University received notice that Manitoba Education and Training had approved the University's request to temporarily suspend admissions for a period of two years. The Vice-Provost (Integrated Planning and Academic Programs) has confirmed that admissions will be suspended effective Fall 2019, for the 2019/20 and 2020/2021 academic years.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

N/A



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate Executive	January 23, 2019
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Senate	February 6, 2019
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Correspondence from the Vice-Provost (Integrated Planning and Academic Programs) RE: Suspension of Admissions to the Bachelor of Human Ecology (Family Social Sciences) and the Family Social Sciences, After-Degree Programs [dated December 12, 2018]
- Correspondence from Assistant Deputy Minister, Manitoba Education and Training [dated December 6, 2018]



UNIVERSITY
OF MANITOBA

Office of the Provost & Vice-President (Academic)

208 Administration Building
Winnipeg, Manitoba
Canada R3T 2N2
Telephone (204) 480-1408
Fax (204) 275-1160

Date: December 12, 2018

To: Dr. Brian Postl, Dean, Max Rady College of Medicine

From: Dr. David Collins, Vice-Provost (Integrated Planning and Academic Programs)

Re: Suspension of Admissions to the Bachelor of Human Ecology (Family Social Sciences) and the Family Social Sciences, After-Degree Program

Please find attached Manitoba Education and Training's approval of the UM's proposal for the temporary suspension of admissions to the Bachelor of Human Ecology (Family Social Sciences) and the Family Social Sciences, After-Degree Program for two academic years. This follows Dr. Barnard's decision of July 11, 2018 to approve the request to suspend admissions, following consultation with Senate and the Board.

Accordingly, suspension of admissions to the programs will be effective beginning the Fall 2019 Term and will apply to the 2019/20 and 2020/21 academic years. The decision to continue this suspension should be raised for review no later than February 1, 2020.

Cc.: Dr. David Barnard, President and Vice-Chancellor
Dr. Janice Ristock, Provost and Vice-President (Academic)
Dr. Sharon Bruce, Acting Head, Department of Community Health Sciences
Mr. Jeff Leclerc, University Secretary
Mr. Jeff Adams, Director, Enrolment Services
Mr. Neil Marnoch, Registrar
Mr. Randy Roller, Executive Director, OIA
Ms. Cassandra Davidson, Academic Program Specialist



Education and Training

Assistant Deputy Minister
Post-Secondary Education and Workforce Development Division
405 – 800 Portage Avenue, Winnipeg, Manitoba, Canada R3G 0N4
T 204-945-3047 F 204-948-1557
www.manitoba.ca

December 6, 2018

Dr. David Barnard
President and Vice-Chancellor
University of Manitoba
Email: david.barnard@umanitoba.ca

Dear Dr. Barnard:

Manitoba Education and Training has approved the University of Manitoba's proposal to temporarily suspend new intakes to the Family Social Sciences program beginning in September 2019, as submitted.

As I understand from the proposal, during the temporary cessation, the University of Manitoba will pilot an integration of the program into the Family Health concentration of the Health Sciences program for enhanced program alignment. Please note that as per Section 9.7(1) of The Advanced Education Administration Act, any further change to the suspension of the program or permanent cessation of the program will need approval from Manitoba Education and Training.

Should you have any questions regarding this approval please contact Mr. Grant Prairie, Acting Director, Institutional Relations, Post-Secondary Education and Labour Market Outcomes at 204-945-8564 or at Grant.Prairie@gov.mb.ca.

Sincerely,

Colleen Kachulak

- c. Dr. David Collins, Vice-Provost, University of Manitoba
Mr. Grant Prairie, A/Director, Institutional Relations, Manitoba Education and Training



AGENDA ITEM: Report of the University Discipline Committee for the period of
September 1, 2017 to August 31, 2018

RECOMMENDED RESOLUTION:

For information only.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- The annual report of the University Discipline Committee for the period September 1, 2017 to August 31, 2018 is attached. It is divided into two sections. Part 1 concerns incidents of student academic misconduct and Part 2 describes disciplinary matters involving student non-academic misconduct. The Board of Governors has jurisdiction over the discipline of students.
- This is the second report submitted under the revised *Student Discipline Bylaw* and related procedures (Board of Governors, June 22, 2016), including an updated set of categories that came into effect September 1, 2016.
- The overall numbers of incidents in 2017-2018 (741) increased over the previous year (681) and involved 2.5 percent of the student body versus 2.3 percent the previous year.
- There were 626 reported incidents of academic misconduct involving 580 students and 115 reported incidents of non-academic misconduct involving 98 students.
- A notable increase in the overall number of incidents reported by one disciplinary authority was due to improved internal procedures and increased enrolment.
- A significant decrease in the overall number of incidents reported by another disciplinary authority was attributed to heightened awareness of academic integrity resulting from efforts to educate students.
- Two disciplinary authorities saw an increase to the number of reported incidents of plagiarism but could not provide a reason for the change.
- In the previous reporting year, a disciplinary authority noted a trend involving students submitting essays that were not their own, with the suspicion that the students hired someone to produce the academic work (contract cheating). There were 40 incidents involving four courses. In the current reporting year, there were 19 such incidents. The disciplinary authority could not provide a reason for the decrease.
- The report is shared broadly in order to provide information to assist disciplinary authorities in making decisions on disciplinary matters.

CONSULTATION:

Senate received the report for information on March 6, 2019.




UNIVERSITY
OF MANITOBA

Office of the President

202 Administration Building
Winnipeg, MB
Canada R3T 2N2
Telephone: 204-474-9345
Fax: 204-261-1318

December 7, 2018

To: Mr. Jeff Leclerc, University Secretary

From: Dr. David T. Barnard, President and Vice-Chancellor 

SUBJECT: Annual Report of the University Discipline Committee

Attached is a copy of the Report of the University Discipline Committee for the period September 1, 2017 to August 31, 2018, which was submitted by Dr. Brenda Hann, Chair.

I would appreciate your providing a copy of this report to members of the Board of Governors and Senate for information. You will note that Dr. Hann has offered to attend Senate to answer any questions. I would ask you to extend an invitation to Dr. Hann to attend the meeting at which the Report will be considered.

/hc



UNIVERSITY
OF MANITOBA

Office of the University Secretary

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

December 3, 2018

Dr. David T. Barnard
President and Vice-Chancellor
University of Manitoba
Room 200, Administration Building

Dear Dr. Barnard:

In accordance with the Student Discipline By-Law, I hereby submit the Annual Report of the University Discipline Committee (UDC) for the period September 1, 2017 to August 31, 2018.

The attached Report on University Discipline cases summarizes all offenses and dispositions reported to me by all disciplinary authorities. I wish to thank all those offices who responded quickly to my request for submissions.

The UDC has continued to produce its report in chart format, and we have maintained the two major divisions, the first dealing with varying forms of "Academic Misconduct" and the second addressing disciplinary matters which involve "Non-Academic Misconduct". Within each of the two major categories, like disciplinary matters have been grouped together for easier reference. Further, we have provided four graphs which offer a visual overview of disciplinary matters. The first set of graphs, graph 1 and graph 2, include the updated categories and include incidents from September 1, 2016 to August 31, 2018. The second set of graphs, graph 3 and graph 4, span the five-year period from September 2011 to August 2016 and include the categories used prior to September 1, 2016.

I would make the following observations concerning the report's contents:

- 1) The overall number of incidents increased this year in relation to last year, with the percentage increasing to 2.5% of the student body. There were a total of 741 incidents reported this year, an increase from 681 in 2016-2017.
- 2) There were 626 incidents of Academic Misconduct reported, involving a total of 580 students.
- 3) There were 115 incidents of Non-Academic Misconduct reported, involving a total of 98 students.

Disciplinary Authorities were contacted for more information where a significant change was observed, as noted below.

- A Disciplinary Authority saw a notable increase in the overall number of incidents, which was due to improved internal procedures and an increase in enrolment.
- A Disciplinary Authority saw an overall decrease in the number of incidents reported. The Disciplinary Authority suggested that this was due to heightened awareness of academic integrity resulting from efforts to educate students.
- A Disciplinary Authority saw an overall increase in the number of incidents reported. The Disciplinary Authority suggested that this may be due to increased vigilance, but could also be due to a random increase in incidents.
- Two Disciplinary Authorities saw increases to the number of incidents of plagiarism reported, but could provide no reason for the increase.
- In the 2016-2017 reporting year, a Disciplinary Authority noted a trend in their unit which involved students submitting academic work (essays) which was not their own, with the suspicion that the students hired someone to produce the academic work (contract cheating). The Disciplinary Authority noted several similarities in the incidents including a marked difference in the quality of writing in the essay when compared to other work in the course as well as unusual metadata attached to the essays in question. Incidents of this nature should be taken seriously and warrant further observation in future years. There were 40 incidents involving four courses. There were 19 such incidents in the current reporting year. The Disciplinary Authority could not provide a reason for the decrease.

Total Number of Recorded Discipline Incidents in Relation to Total Number of Students

Year	Total # of incidents reported	Total # of students at the University of Manitoba	Percentage
2013-2014	559	29,759	1.9%
2014-2015	785	29,657	2.6%
2015-2016	779	29,929	2.6%
2016-2017	681	29,987	2.3%
2017-2018	741	29,498	2.5%
Average	709	29,766	2.4%

I would respectfully request that this letter and the accompanying Annual Report be circulated to those individuals who have occasion to be concerned with disciplinary matters. The sharing of the information concerned in the report will enable continued improvement on consistency in disciplinary matters.

It has been your practice to provide a copy of the Report of the University Discipline Committee to members of Senate and the Board of Governors for their information. Should you choose to

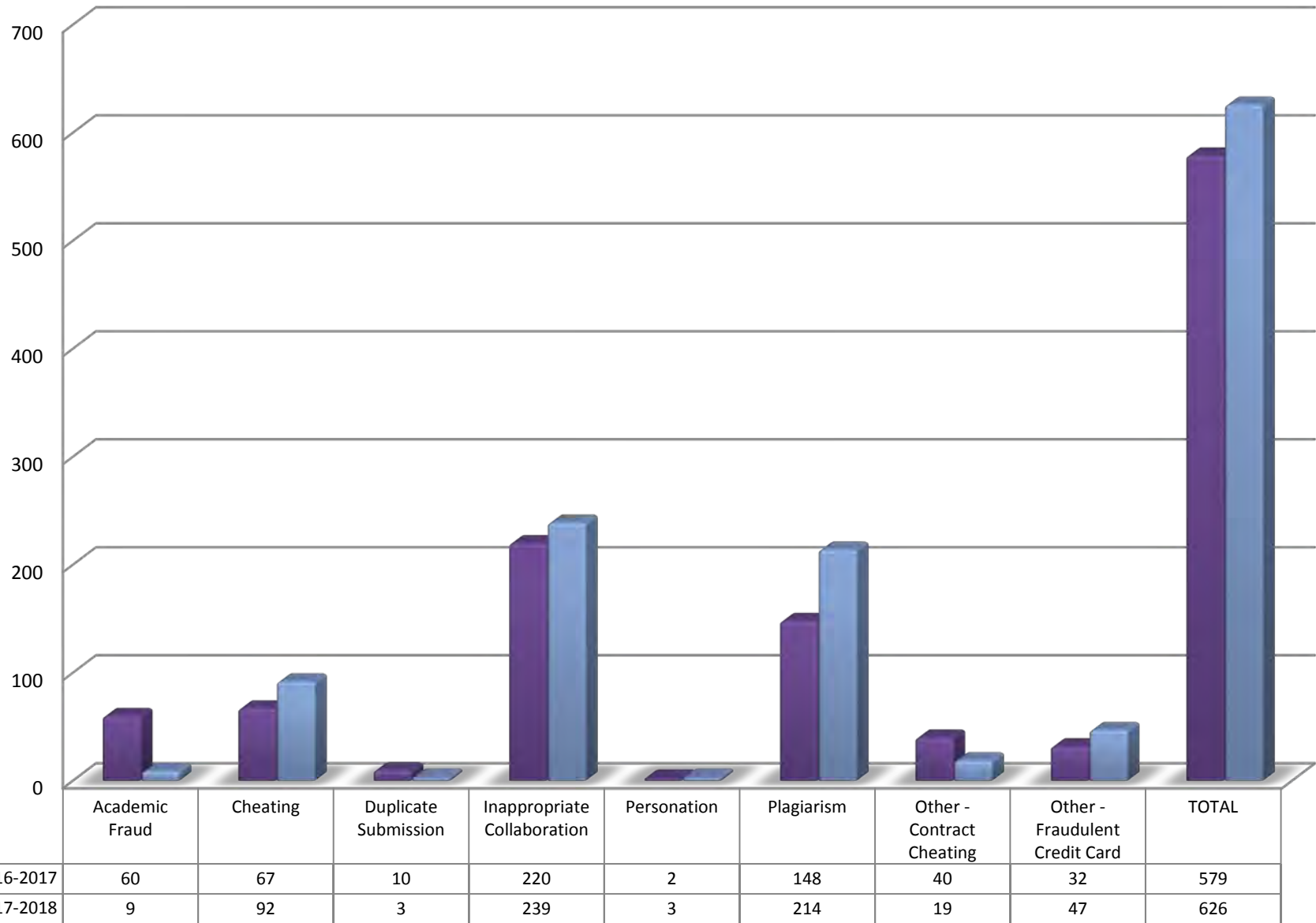
continue this practice, I would be prepared to attend the Senate meeting at the time this Report is presented and to speak to it, if called upon to do so.

Yours sincerely,

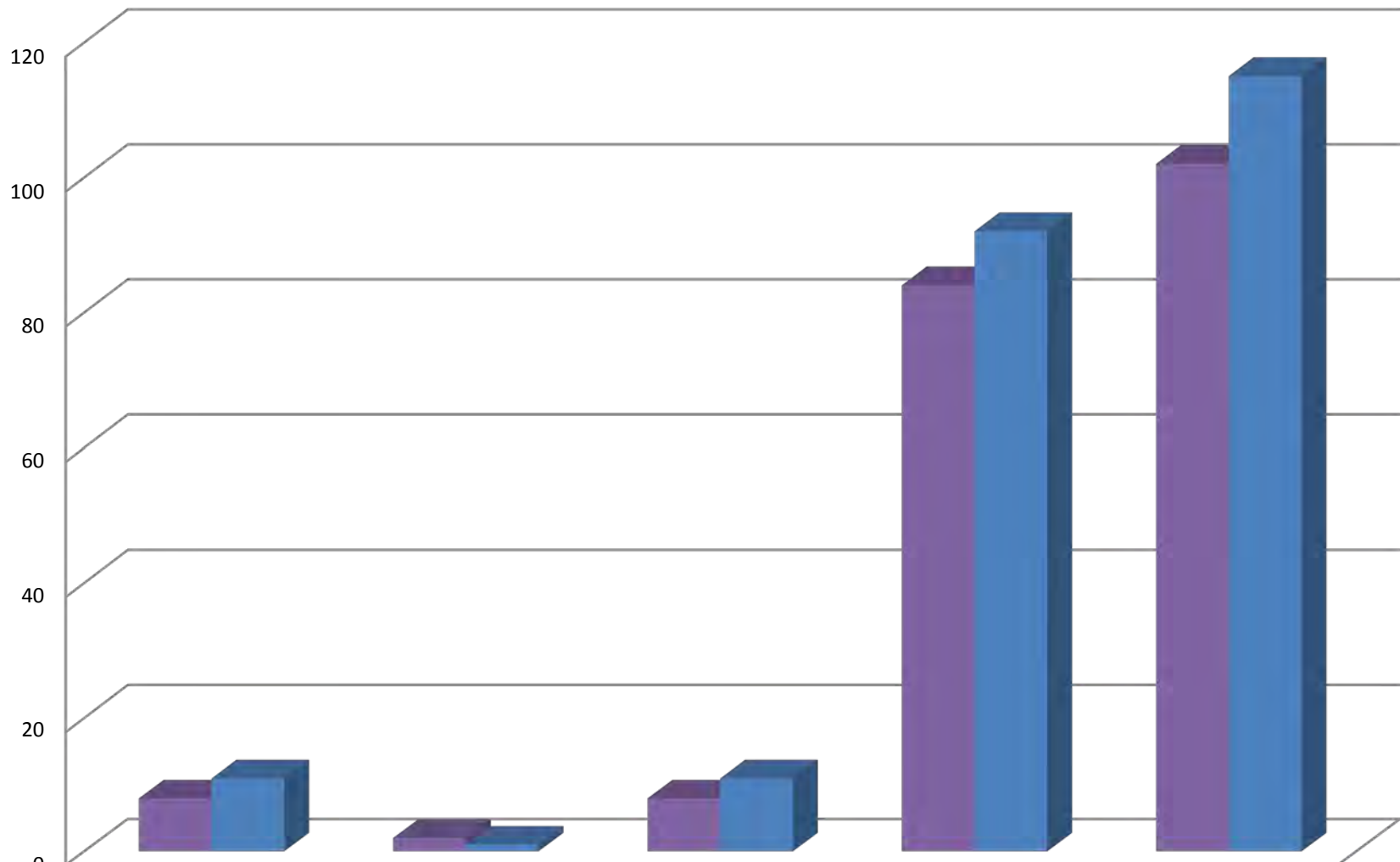
A handwritten signature in black ink, appearing to read 'B. Hann', with a long horizontal flourish extending to the right.

Dr. Brenda Hann, Chair
University Discipline Committee

Part 1 - Academic Misconduct

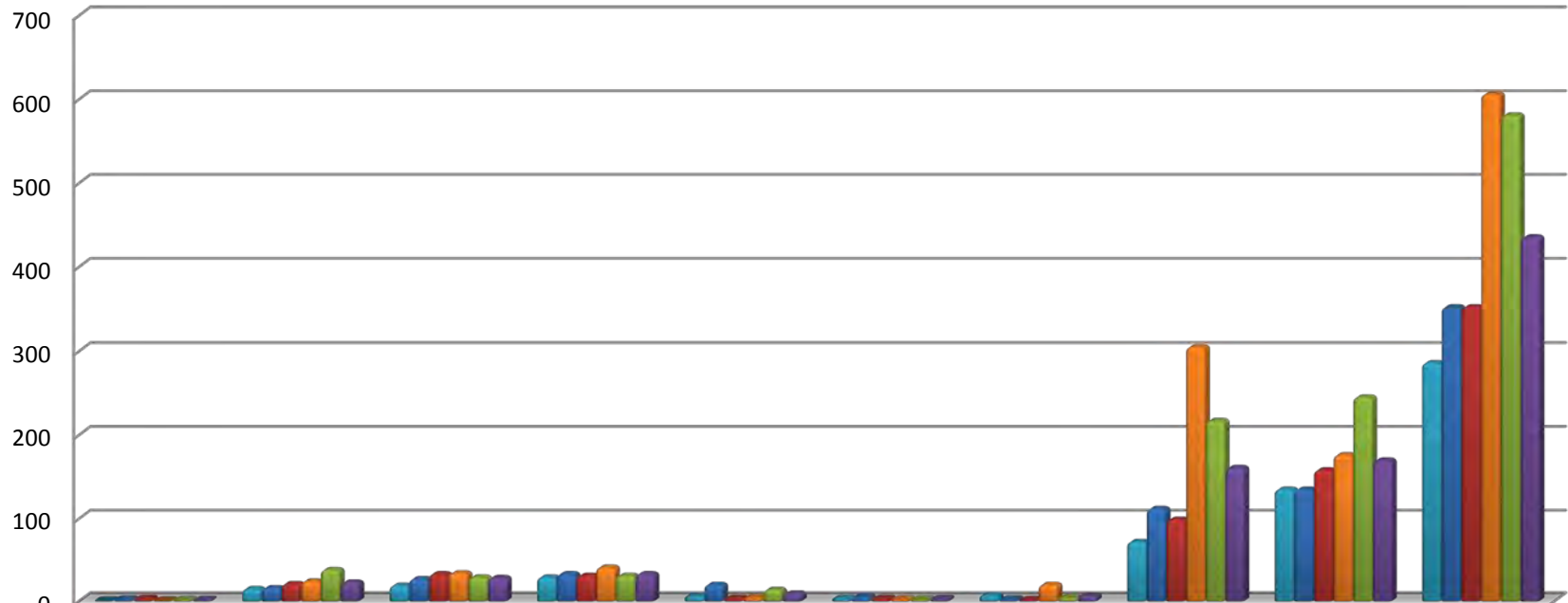


Part 2 - Non-Academic Misconduct



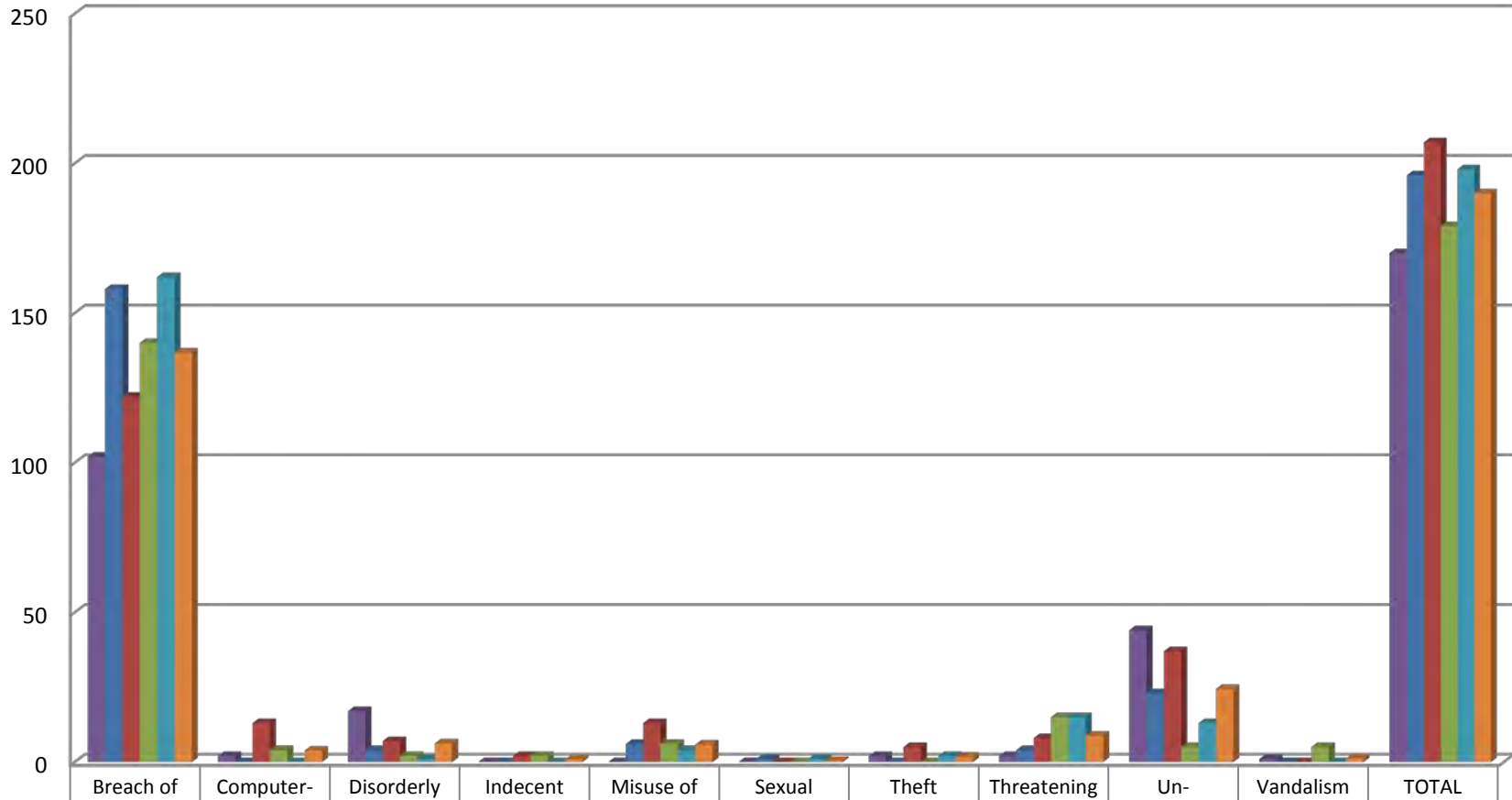
■ 2016-2017	8	2	8	84	102
■ 2017-2018	11	1	11	92	115

Part 1 - Academic Dishonesty



	Academic/Scientific Fraud	Application Fraud	Cheating on Mid-Term Tests	Contra-vention of Examination Regulations	Copying from Other Student's or Submitted Own Previous Work	Forged Documen-tation	Personation	Inappro-priate Collabo-ration	Plagiarism	TOTAL
■ 2011-2012	0	15	19	29	6	3	7	72	135	286
■ 2012-2013	2	16	27	33	20	5	2	112	135	352
■ 2013-2014	3	21	33	31	3	3	1	99	158	352
■ 2014-2015	0	24	34	41	4	2	20	305	176	606
■ 2015-2016	1	38	29	31	14	2	4	217	245	581
■ Average	1	23	28	33	9	3	7	161	170	435

Part 2- Inappropriate Behaviour



	Breach of Residence Hall Regulations	Computer-Related Incidents	Disorderly Conduct	Indecent Exposure	Misuse of University Services	Sexual Harassment	Theft	Threatening Conduct	Un-professional Conduct	Vandalism	TOTAL
■ 2011-2012	102	2	17	0	0	0	2	2	44	1	170
■ 2012-2013	158	0	4	0	6	1	0	4	23	0	196
■ 2013-2014	122	13	7	2	13	0	5	8	37	0	207
■ 2014-2015	140	4	2	2	6	0	0	15	5	5	179
■ 2015-2016	162	0	1	0	4	1	2	15	13	0	198
■ Average	137	4	6	1	6	0	2	9	24	1	190

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Academic Fraud	1	Submission of fraudulent transcript	Application withdrawn; three year suspension from applying; comment on academic record indicating cited for application irregularities; information shared with other institutions in Canada on Association of Registrars of the Universities and Colleges of Canada list	Director	Transcript was confirmed fraudulent by institution; student confessed to act	Not sought	None	Not sought	None
	1	Submission of fraudulent transcript	Comment on academic record noting admission irregularities for two years	Director	Student submitted a manipulated high school transcript for prerequisite purposes; document was manipulated by a teacher in the school	Not sought	None	Not sought	None
	1	Cited for non-disclosure of post-secondary attendance at another post-secondary institution	Comment on academic record noting admission irregularities for one year	Director	Student did not disclose attendance due to probationary standing; student came forward on their own after speaking with an advisor about disclosing post-secondary history	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Academic Fraud	1	Submission of fraudulent transcript	Application withdrawn; three year suspension from applying; information shared with Canada on Association of Registrars of the Universities and Colleges of Canada list	Director	Document was assessed as fraudulent	Not sought	None	Not sought	None
	1	Cited for non-disclosure of post-secondary attendance at another post-secondary institution	Application withdrawn	Director	Failed to disclose attendance at post secondary institution; denied attendance to expedite admission offer	Not sought	None	Not sought	None
	1	Submission of potential fraudulent English proficiency test score	Application withdrawn	Director	Questions about test score were not responded to by applicant; and the validity of the results could not be determined	Not sought	None	Not sought	None
	1	Student submitted fraudulent transcripts from a post-secondary education where they were supposed to be taking courses on a Letter of Permission	Courses on forged transcripts removed from record; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; not permitted to apply for Letter of Permission for three years; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Academic Fraud	1	Fraudulent doctor's note in support of request for time extension	Final grade of "F-DISC" in course; suspension from Faculty for eight months; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Admitted to creating forged document, took responsibility for their actions, and was remorseful; length of suspension shortened by one term	Not sought	None	Not sought	None
	1	Dishonesty identified on third assignment Candidacy Exam	Grade of "zero" on assignment and 10% deduction from final overall grade in course; six hours of tutoring through Academic Learning Centre; six-month transcript reprimand	Dean (delegated to Associate Dean)	Read and answered wrong assignment questions; instead of answering the current course, used old course package material, which students have access to	Not sought	None	Not sought	None
Cheating on Quizzes, Tests or Final Examinations	1	Reproduced verbatim phrases on final exam	Grade of "F-DISC" in the course; suspended from Faculty for one term (four months); comment on record outlining nature of infraction and length of suspension	Associate Dean	None	Local Discipline Committee	Appeal denied	Not sought	None
	1	Final exam	Grade of "F-DISC" in course; suspended from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Local Discipline Committee	Appeal denied	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Quiz	Grade of "F-DISC" in course; suspended from taking courses offered by Faculty for eight months; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Admitted to accessing unauthorized material during writing of final exam, took responsibility for actions and was remorseful; length of suspension reduced by one term as a result	Not sought	None	Not sought	None
	1	Midterm Exam	Grade of "F-DISC" in course; suspended from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Term Test	Grade of "F-DISC" in course; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Final Exam	Grade of "F-DISC" in course; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Local Discipline Committee	Appeal denied	Not sought	None
	1	Final Exam	Grade of "F-DISC" in course; suspension from the Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Final Exam	Grade of "F-DISC" in course; comment on record outlining nature of infraction; Academic Integrity Tutorials	Associate Dean	Associate Dean could not determine if device was used to access course material during exam, decided that a suspension would be too harsh a penalty	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Final Exam	Grade of "F-DISC" in course; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Local Discipline Committee	Appeal denied	Not sought	None
	1	Final Exam	Grade of "F-DISC" in course; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Final Exam	Grade of "F-DISC" in course; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Final Exam	Grade of "F-DISC" in course; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Quiz	Grade of "F-DISC" in course; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Final Exam	Grade of "F-DISC" in course; suspended from taking courses offered by Teaching Faculty and Faculty of Registration for one year; required to withdraw from Co-op program; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Final Exam	Grade of "F-DISC" in course; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	In-Class Test	Grade of "F-DISC" in course; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	In-Class Test	Grade of "F-DISC" in course; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	In-Class Test	Grade of "F-DISC" in course; suspension from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Term test	Grade of "F-DISC" in course; suspension from taking courses offered by Teaching Faculty and Faculty of Registration for eight months; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Student admitted to cheating and was remorseful; length of suspension reduced by one term	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Term test	Grade of "F-DISC" in course; suspension from taking courses offered by Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Term test	Grade of "F-DISC" in course; suspension from taking courses offered by Faculty for eight months; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Student admitted to cheating and was remorseful; length of suspension reduced by one term	Not sought	None	Not sought	None
	1	Term test	Grade of "F-DISC" in course; suspension from taking courses offered by Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Term test	Grade of "F-DISC" in course; suspension from taking courses offered by Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Term test	Grade of "F-DISC" in course; suspension from taking courses offered by Teaching Faculty and Faculty of Registration for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Term test	Grade of "F-DISC" in course; suspension from taking courses offered by Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Local Discipline Committee	Appeal denied	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Term test	Grade of "F-DISC" in course; suspension from taking courses offered by Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Local Discipline Committee	Appeal denied	Not sought	None
	1	Final Exam	Grade of "F-DISC" in course; comment on record outlining nature of infraction; Academic Integrity Tutorials	Associate Dean	Incident reported by student (self-reported)	Not sought	None	Not sought	None
	1	Final Exam	Grade of "F-DISC" in course; suspension from taking courses offered by Teaching Faculty and Faculty of Registration for six months; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Admitted to accessing unauthorized material during writing of final exam, took responsibility for actions and was remorseful; length of suspension reduced as a result	Not sought	None	Not sought	None
	1	Cheating on a midterm exam	One-on-one tutoring through Academic Learning Centre, hours determined by Professor	Dean (delegated to Associate Dean)	Instructor thought student might have looked at phone while writing midterm exam; phone was vibrating due to updates of sport event	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	During final exam student seen with writing on his/her hand by Invigilator; student requested a washroom break and instead of going to the washroom, was caught coming out of the computer room by Professor; student admitted to trying to look up answers on a cell phone	Complete academic integrity and student conduct tutorial and associated quiz; grade of "F" in course with a discipline comment to remain on record until graduation	Associate Dean (Undergraduate Programs)	Student was forthcoming and remorseful	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	During final exam Invigilator saw mobile light coming from between student's legs and observed student looking down at least three times; reported incident to Instructor; Instructor asked student to stand up and asked if student had a cell phone; student produced it from pocket; cell-phone screen showed information from an assignment almost identical to a question on the exam; Instructor indicated that students were told multiple times to put away cell phones and not have them on their person during exam; Invigilator confirmed that fact; student denied that announcement was made and was not aware of the policy	Academic Integrity and Student Conduct Tutorial and associated quiz; grade of "F" in course along with a discipline comment to remain on record until student graduates	Dean's Office	Student denied all allegations	Local Discipline Committee	Appeal denied	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Student was in possession of unauthorized material during a final examination; found with reduced copies of practice exams on the back of permitted material	Academic Integrity Tutorials; grade of "F" with a discipline comment to remain until May 2019 or the time of graduation barring any subsequent academic dishonesty charges; in the case of subsequent academic dishonesty, the "DISC" comment will remain permanently	Associate Dean (Undergraduate Programs)	Student wrote a letter of explanation indicating it was done in error	Not sought	None	Not sought	None
	1	Student was in possession of unauthorized material during a final examination writing; material was in the form of erased notes on permitted material	Academic Integrity and Student Conduct Tutorial and associated quiz	Associate Dean (Undergraduate Programs)	Not enough evidence to ascertain that the student used the material to their advantage; erased the notes before the exam and had no intention of cheating	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Student accessed unauthorized material during the closed book portion of a midterm exam	Grade of "zero" on section of midterm; transcript notation: "student charged with academic dishonesty in course and received a grade of "0" for part of the midterm exam"; comment may be removed from record upon written appeal to the Registrar upon graduation or after one year, whichever comes first; notations can only be removed if no further allegations of academic dishonesty are upheld	Department Head	Student acknowledged accessing book during the closed book portion of the midterm exam	Not sought	None	Not sought	None
	1	Student handed in a bubble sheet in a term exam only after the professor announced one exam sheet was missing and prior to handing in the sheet was reportedly seen filling in answers	Grade of "F" on term exam; notation on transcript; Academic Integrity Tutorials; comments may be removed after one year or confirmed graduation	Designate of the Dean of Teaching Faculty and Associate Dean of Faculty of Registration	Aggravating factors: claiming to be unaware of the exam procedures	Associate Dean	Grade of "F-DISC" in course; transcript notation; Academic Integrity Tutorials; comments may be removed after one year or confirmed graduation	Not sought	none

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Student was caught in possession of unauthorized materials; 27 pages of notes in midterm exam	Grade in midterm reduced by a full letter grade; Academic Integrity Tutorials	Designate of the Dean	Sincere statement and inspection of unauthorized materials proved papers were a mix of miscellaneous notes of subjects and contacts	Not sought	None	Not sought	None
	1	Using cellphone and headphones in final exam	Grade reduced by full letter grade; "DISC" after letter grade assigned; Academic Integrity Tutorials; comments may be applied for removal in one year or upon confirmed graduation	Designate of the Dean		Not sought	None	Not sought	None
	1	Using cellphone in final exam	Grade of "F-DISC" in course; barred from Teaching Faculty and Faculty of Registration courses for one year; notation of Academic Dishonesty on transcript; Academic Integrity Tutorials; comments may be applied for removal in two years or upon confirmed graduation	Designate of the Dean of Teaching Faculty and Associate Dean of Faculty of Registration		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Taking pictures of the midterm exam with cell-phone	Grade of "zero" on midterm exam; transcript comment; Academic Integrity Tutorials; transcript comment may be removed, upon request, after three years or confirmed graduation	Designate of the Dean of Teaching Faculty and Associate Dean of Faculty of Registration		Not sought	None	Not sought	None
	1	Possession of unauthorized cheat sheet and may have been observed using it in final exam	Grade comment of "DISC"; notation of academic dishonesty on transcript; Academic Integrity Tutorials; comments may be applied for removal in two years or confirmed graduation	Designate of the Dean of Teaching Faculty and Associate Dean of Faculty of Registration		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Possession and use of unauthorized cheat-sheets in final exam	Grade of "F-DISC" in course; barred from Faculty courses for four months; notation of Academic Dishonesty on transcript; Academic Integrity Tutorials; comments may be applied for removal in two years or upon confirmed graduation	Designate of the Dean		Not sought	None	Not sought	None
	1	Using cellphone to share and/or get answers as well as using hand signals with another student to possible share answers in a final exam	Grade of "F-DISC" in course; barred from Teaching Faculty for five years; suspended from Faculty of Registration for one year; notation on transcript for a period of five years from the date of the letter	Designate of the Dean of Teaching Faculty and Associate Dean of Faculty of Registration		Not sought	None	Not sought	None
	1	Cheating on the midterm exam	Grade of "F-DISC" in course; transcript notation: "Student found guilty of academic dishonesty (cheating on the midterm exam) in course"	Associate Dean (Academic)		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Use of unauthorized materials while writing the final examination	Grade of "zero" on final examination and statement placed on academic transcript for one year	Department Head	Admission of guilt	Not sought	None	Not sought	None
	1	During final examination of course student was observed by the instructor to be looking at a neighbouring student paper numerous times; Professor believes the student then erased and changed some of his/her answers	Letter of apology to instructor with a copy to Department Head; Academic Integrity and Student Conduct Tutorial and associated quiz with score of 100%; can reattempt quiz until required score is achieved; grade of "F-DISC" in course; notation "Student found guilty of academic dishonesty (examination cheating) in course" on student transcript for a period of one year, after which the student may request removal in writing to the Registrar; if either item above are not completed by May 10, 2018, the student will be suspended from the Faculty for period of one year; grade classification will be posted on transcript and will remain until graduation	Associate Department Head		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	The instructor alleges that the student used his/her mobile device or cellphone during the midterm exam to access information related to the exam	Grade of "zero" on midterm exam; Academic Integrity and Student Conduct Tutorial, with score of 100% on the associated quiz; if student does not successfully complete tutorial and quiz by specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to accessing phone during midterm exam to look for student number; based on exam guidelines the student was provided prior to the exam, the student knew that phones were not permitted during midterm exam	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	The instructor alleges that there was cheating during the final examination.	Grade of "zero" on exam; Academic Integrity and Student Conduct Tutorial with score of 100% on the associated quiz; if student does not successfully complete tutorial and quiz by the specified date, the following statement on student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request the removal of notation in writing to the Registrar's Office	Area Director	Student admitted to speaking to friend during an exam; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	The instructor alleges that there was cheating during the final examination	Grade of "zero" on exam; Academic Integrity and Student Conduct Tutorial and with a score of 100% on the associated quiz; if student does not successfully complete tutorial and quiz by the date specified, the following statement on student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, student may request the removal of notation in writing to the Registrar's Office	Area Director	Student admitted to speaking to a friend during an exam; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Instructor alleges that the student was talking during midterm exam and asking a fellow student for the answers to the exam.	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if student does not successfully complete tutorial and quiz by specified date, the following statement on student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of notation in writing to the Registrar's Office	Area Director	Student admitted to speaking to another student during exam to request a calculator even though student was told explicitly both before and during exam not to speak to another student during exam; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	The instructor alleges that the student was cheating during the exam by reading another student's exam and assisting another student in completing the exam.	Grade of "zero" on test; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if student does not successfully complete tutorial and quiz by the date specified, the following statement on student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to speaking to another student during a test; regret over actions; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Instructor alleges that there was cheating during the final examination	Grade of "zero" on exam; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if student does not successfully complete tutorial and quiz by date specified, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request the removal of the notation in writing to the Registrar's Office	Area Director	Both Instructor and Invigilator witnessed student checking writing on his/her hand during exam; student told instructor that the writing was from studying; this leads the Area Director to conclude that what was written on the student's hand pertained to the exam; first offence	Not sought	None	Not sought	None
	1	A report was received that student was caught cheating during a final exam	Grade of "zero" on final exam	Interim Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Instructor alleges that the student was cheating during the exam by obtaining answers from another student	Grade of "zero" on test; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if student does not successfully complete tutorial and quiz by date specified, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to speaking to another student during a test; regret over actions; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Instructor alleges that the student repeatedly looking at a fellow classmates paper for answers and changed his/her answers during a test	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to looking around at other students' test papers; first offence	Associate Dean	Changed to a warning; probation for the duration of current study period; grade of "zero" on the quiz will be changed to reflect the initial assessment; the student encouraged to meet with the Academic Integrity Coordinator		
	1	Viewing other materials online during an exam	Grade of "zero" on assignment	Area Director	Second allegation of academic misconduct therefore referred to Associate Dean; student never contacted Associate Dean's office to set up an appointment	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Changed answer on midterm	Grade of "zero" of lecture component of midterm and keep grade for lab component of midterm; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Cheated on test; student was given one version of the test and handed in solutions from another version of the test	Grade of "zero" for term test; "DISC" designation and notation will appear on academic transcript for one year or until graduation	Department Head		Not sought	None	Not sought	None
	1	Cheated on test; student was given one version of the test and handed in solutions from another version of the test	"DISC" designation will appear on academic transcript with a notation "Student charged with academic dishonesty(copying) for one year or until student graduates	Department Head		Not sought	None	Not sought	None
	1	Cheating on midterm	Grade of "zero" on midterm; "DISC" designation will appear on transcript, along with notation "Student charged with academic dishonesty (copying)"	Department Head		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Final exam; calculator case had formulae on it	Grade of "F-DISC" in course; suspended from taking courses offered by Faculty for eight months; "DISC" comment will remain on transcript for two years or until graduation; Academic Integrity and Student Conduct Tutorials	Associate Dean		Not sought	None	Not sought	None
	1	Final exam; pencil case had formulae on it	Grade of "F- DISC" in course; suspended from taking courses offered by Faculty for eight months; "DISC" comment will remain on transcript for two years or until graduation; Academic Integrity and Student Conduct Tutorials	Associate Dean		Not sought	None	Not sought	None
	1	Final exam; bubble sheet went missing and not handed in	Grade of "F-DISC" in course; suspended from taking courses offered by Faculty for eight months; "DISC" comment will remain on transcript for two years or until graduation; required to complete Academic Integrity and Student Conduct Tutorials	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Student found cheating from another student on final exam	Grade of "F-DISC" in course; suspended from taking courses in the Faculty for one year; Academic Integrity and Student Conduct Tutorials	Associate Dean		Local Discipline Committee	Disciplinary action reduced to "F-DISC" in course	Not sought	None
	1	Looking at another student's exam paper	Grade of "F-DISC" in course; suspension from taking courses in the Faculty for eight months; statement will appear on transcript for two years; Academic Integrity and Student Conduct Tutorials	Associate Dean		Not sought	None	Not sought	None
	1	Cheating on midterm with unauthorized material	Grade of "F-DISC" in course; notation will read "Student found guilty of academic dishonesty in course and is suspended from taking courses offered by the Faculty six months "; notation remain on academic transcript for two years or until graduation, whichever comes first; Academic Integrity and Student Conduct Tutorial	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Student found cheating on midterm	Grade of "zero" for midterm; "DISC" designation and notation will appear on academic transcript "Student charged with academic dishonesty (copying)" for one year	Associate Head		Not sought	None	Not sought	None
	2	Material submitted in term test similar to material submitted by another student	Grade of "zero" on term test; Academic Integrity and Student Conduct Tutorial	Associate Head and Associate Dean		Local Discipline Committee	Appeal granted	Not sought	None
	1	In possession of unauthorized material (formula sheet) in midterm exam	Grade of "zero" on midterm; "DISC" notation attached to final grade; statement on academic transcript for two years "Student charged with academic dishonesty (possession of unauthorized material on midterm examination) in course"; Academic Integrity and Student Conduct Tutorial	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	In possession of unauthorized material (formula sheet) in midterm exam	Grade of "zero" on midterm; "DISC" notation attached to final grade; statement on academic transcript for 2 years "Student charged with academic dishonesty (possession of unauthorized material on midterm examination) in course"; Academic Integrity and Student Conduct Tutorial	Associate Dean		Not sought	None	Not sought	None
	1	Student found cheating on midterm	Grade of "F-DISC" in course; suspension from taking Faculty courses for eight months; statement will appear on transcript for two years	Associate Dean	Second offence	Not sought	None	Not sought	None
	1	Copying answers from another student in a final exam	Grade of "F-DISC" in course; assist student with limited access restriction if wishes to retake course over the next three terms; statement on academic record for one year " Student found guilty of academic dishonesty (cheating during final exam) in course"	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Cheating on midterm exam	Grade of "zero" for midterm; "DISC" designation; notation on academic transcript "Student charged with academic dishonesty (inappropriate collaboration)" for one year	Associate Head		Not sought	None	Not sought	None
	2	Portions of solutions are remarkably similar to those of another student	Grade of "zero" for the written participation of March 21, 2018; "DISC" designation; notation on academic transcript "Student charged with academic dishonesty (inappropriate collaboration)" for one year	Associate Head		Not sought	None	Not sought	None
	1	Possession of an unauthorized material (cell phone) during final exam	Grade of "F-DISC" in course; suspended for eight months; notation on academic transcript stating "Student charged with academic dishonesty (violation of final examination regulations) in course and is suspended from taking courses by the Faculty for eight months"; Academic Integrity and Student Conduct Tutorial	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Cheating on midterm	Grade of "F-DISC" in course; "DISC" notation will remain on transcript for a period of one year	Associate Dean	Second offence	Not sought	None	Not sought	None
	2	Showing term test to another student two times	"DISC" notation will be added to grade earned; statement on transcript "Student found guilty of academic dishonesty on midterm test in course" will stay on transcript for two years or graduation	Associate Dean	Second offence	Not sought	None	Not sought	None
	1	Student did not submit full exam script for assessment	Grade of "F-DISC" in course; notation will read "Student charged with academic dishonesty (contravention of final exam regulation; partial submission of final exam script)"; will remain on academic transcript for one year or until graduation, whichever comes first; Academic Integrity and Student Conduct Tutorial	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Observed using calculator in a final exam	Grade of "F-DISC" in course; suspended from taking courses offered by Faculty for eight months; "DISC" notation will remain on transcript for two years or until graduation; Academic Integrity and Student Conduct Tutorials	Associate Dean		Not sought	None	Not sought	None
	1	Found to have unauthorized material (Crib notes and cell phone) in final exam	Grade of "F-DISC" in course; suspended from taking courses offered by Faculty for one year; withdrawn from Summer 2018 course as well as withdrawn from letter of permission course; statement on academic transcript for two years: "Student charged with academic dishonesty (contravention of exam regulations). Suspended from taking courses offered by Faculty for one year."; Academic Integrity and Student Conduct Tutorial	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Found with cell phones during final exam	Grade of "F-DISC"; suspended from taking courses offered by Faculty for one year; notation on transcript for two years: "Student found guilty of academic dishonesty in course, and is suspended from taking courses offered by the Faculty for one year"; Academic Integrity and Student Conduct Tutorial	Associate Dean		Local Discipline Committee	Appeal denied	Not sought	None
	1	Found with cell phones during exam	Grade of "F-DISC" in course; notation on academic transcript, for two years, "Student found guilty of academic dishonesty in course and is suspended from taking courses offered by the Faculty for eight months"; Academic Integrity and Student Conduct Tutorial	Associate Dean		Local Discipline Committee	Appeal denied	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	Found with cell phones during exam	Grade of "F-DISC" in course; notation on academic transcript, for two years, "Student found guilty of academic dishonesty in course and is suspended from taking courses offered by the Faculty for eight months"; Academic Integrity and Student Conduct Tutorial	Associate Dean		Not sought	None	Not sought	None
	1	Wrote final exam when not registered in class	Formal Reprimand in academic file in Faculty Office until graduation; Academic Integrity and Student Conduct Tutorial	Associate Dean		Not sought	None	Not sought	None
	1	Found using unauthorized material in final exam	Grade of "F-DISC" in course; suspended from Faculty for one year; notation will be on academic transcript stating "Student found guilty of academic dishonesty (contravention of exam regulations) in course and is suspended from taking Faculty courses for one year."; Academic Integrity and Student Conduct Tutorial	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Cheating on Quizzes, Tests or Final Examinations	1	In possession of unauthorized material (cell phone) during exam	Grade of "F-DISC" in course; notation will read "Student found guilty of academic dishonesty in course, and is suspended from Faculty for one year."; comment will remain on academic transcript for two years or until graduation, whichever comes first	Associate Dean	Second offence	Not sought	None	Not sought	None
	3	Inappropriate sharing of materials for an online midterm	Grade of "zero" on midterm; Academic Integrity and Student Conduct Tutorial	Acting Associate Head		Not sought	None	Not sought	None
	1	Inappropriate sharing of materials for an online midterm	Grade of "zero" on midterm; Academic Integrity and Student Conduct Tutorial	Acting Associate Head		Dean	Denied	Not sought	None
Duplicate Submission	1	Student submitted the identical assignment submitted for another course	Grade of "zero" on assignment; note on transcript; Academic Integrity Tutorial	Director	First offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Duplicate Submission	1	Instructor alleges that the student submitted a duplicate document that he/she submitted in a previous offering of the same course	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Admitted to submitting a duplicate document from a previous offering of the same course	Not sought	None	Not sought	None
	1	Duplicate document that he/she submitted in a previous offering of the same course	Grade of "zero" for this assignment	Area Director	Second allegation of academic misconduct therefore has been referred to Associate Dean; student did not contact Associate Dean's office to set up an appointment	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Student submitted near identical answers to questions for an Assignment as another student	Grade of "zero" on the assignment	Department Head	Student acknowledged that they worked with the another student and submitted the same material while knowing it was a mistake	Not sought	None	Not sought	None
	1	Student shared answers with two classmates on an Assignment which were then copied and submitted as their own work	Grade of "zero" on the assignment; after consultation with program of registration, required to complete the Academic Integrity and Student Conduct Tutorial and the associated quiz	Department Head	Student acknowledged that this was inappropriate and stated they would not allow this to happen in the future	Not sought	None	Not sought	None
	1	Submitted work completed by another student	Grade of "F" on assignment; "DISC" notation on transcript; Academic Integrity Tutorials required	Acting Associate Dean (Undergraduate)	First offence	Not sought	None	Not sought	None
	1	Submitted work completed by another student	Grade of "zero" on assignment; "F" in course; "DISC" notation on transcript; Academic Integrity Tutorials required	Associate Dean (Undergraduate)	Consultation with Director of program of Registration	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Inappropriate collaboration on a lab report	Grade of "zero" in lab report; reduction of 10.6% in overall course grade; note in transcript: "Student found guilty of academic dishonesty (inappropriate collaboration on a lab report) in course"	Associate Dean (Academic)	Student confessed sending report to other student	Not sought	None	Not sought	None
	1	Inappropriate collaboration on a lab report	Grade of "F-DISC" in course; note in transcript: "Student found guilty of academic dishonesty (inappropriate collaboration on a lab report) in course"	Associate Dean (Academic)	Student denied wrongdoing	Not sought	None	Not sought	None
	2	Students worked together (similar to exact wording and calculations) on one lab assignment	Grade of "zero" on assignment; note on transcript; Academic Integrity Tutorial	Director	First offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Inappropriate collaboration in an assignment	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorials with a score of 100%; if the tutorials are not completed, the following transcript notation will be applied: "Student found guilty of academic misconduct in course."; statement may be removed by request in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None
	1	Inappropriate collaboration in an assignment	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorials with a score of 100%; if the tutorials are not completed, the following transcript notation will be applied: "Student found guilty of academic misconduct in course."; statement may be removed by request in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if tutorial and quiz is not successfully completed by date specified, the following statement on the student's transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, student may request the removal of the notation in writing to the Registrar's Office	Area Director	First offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Inappropriate collaboration on an assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, student may request removal of the notation in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Inappropriate collaboration on an assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by specified date, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, student may request the removal of the notation in writing to the Registrar's Office	Area Director	Deep regret and remorse over actions; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	The instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if student does not successfully complete the tutorial and the quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, student may request removal of the notation in writing to the Registrar's Office	Area Director	Although student did not admit to the allegation of inappropriate collaboration, based on the information collected and a balance of probabilities, the evidence supports the allegation of inappropriate collaboration.	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	The instructor has brought forward an allegation of inappropriate collaboration on assignment	A stern warning was issued	Area Director	Admitted to providing a false confession to instructor so that friend would be found innocent of inappropriate collaboration on assignment; in the student's false confession, the student said they copied friend's assignment without the friends' knowledge; warning was issued based on the information Area Director received from student as well as the evidence which shows that student did not in fact copy friend's assignment	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	The instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	The instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor alleges that the student collaborated with another student to complete the individual assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Admitted to failing to cite references and by lying about training; evidence supports not only the initial allegation of inappropriate collaboration but also plagiarism	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor alleges that the student collaborated with another student to complete the individual assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Admitted to failing to cite references; the evidence supports not only the initial allegation of inappropriate collaboration but also plagiarism	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student did not respond to allegation letter; rendered decision without the benefit of the student's input; based on the evidence provided, the evidence supports plagiarism on assignment	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	The instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request the removal of the notation in writing to the Registrar's Office	Area Director	Student did not respond to allegation letter; rendered a decision without the benefit of the student's input; second offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if student does not successfully complete the tutorial and the quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course."; after August 31, 2018, student may request removal of the notation in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request the removal of the notation in writing to the Registrar's Office	Area Director	First offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor has brought forward an allegation of inappropriate collaboration on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Instructor alleges that the student collaborated with another student to complete the individual assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Admitted to failing to cite references; the evidence supports not only the initial allegation of inappropriate collaboration but also plagiarism	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	The instructor has brought forward an allegation of inappropriate collaboration on an assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request the removal of the notation in writing to the Registrar's Office	Area Director	Admitted that to inappropriately collaborating on the assignment with a friend; deep regret and remorse over actions; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	The instructor has brought forward an allegation of inappropriate collaboration on an assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request the removal of the notation in writing to the Registrar's Office	Area Director	Admitted to inappropriately collaborating on the assignment with friends; deep regret over actions; first offence	Not sought	None	Not sought	None
	1	Inappropriate collaboration on an assignment	Grade of "zero" for the assignment	Area Director	Second allegation of academic misconduct therefore has been referred to Associate Dean	Associate Dean	None	Not Sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Appeal of the decision related to receiving a mark of "zero" for unauthorized collaboration on assignment (do not have prior allegation/decision letters)	"Zero" on this assignment; final grade of "F" in the course	Area Director	Used a template provided by instructor; after a thorough investigation on the matter, the Area Director has made the decision to uphold the mark of "zero" on this assignment; no evidence to support the allegation of unauthorized collaboration, the student admitted to using the template provided by the instructor which constitutes plagiarism; second offence; final grade of "F" in this course	Associate Dean	Appeal denied; "zero" on the assignment; "DISC" notation on transcript for 6 months; Academic Integrity and Student Conduct Tutorials and achieve 100% on the associated quiz; failure to do so will result in a Disciplinary Hold being placed on the student's Academic record and may result in further disciplinary action	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Inappropriate collaboration on a term assignment	Grade of "zero" on assignment	Area Director		Associate Dean	Appeal denied; one year notation on academic transcript; Academic Integrity and Student Conduct Tutorials and achieve 100% on the associated quiz	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Inappropriate collaboration on a term assignment	Grade of "zero" on the assignment	Area Director		Associate Dean	Appeal denied; one year notation on academic transcript; Academic Integrity and Student Conduct Tutorials and achieve 100% on the associated quiz	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Inappropriate collaboration on a term assignment	Grade of "zero" on the assignment	Area Director		Associate Dean	Appeal denied; one year notation on academic transcript; Academic Integrity and Student Conduct Tutorials and achieve 100% on the associated quiz	Not sought	None
	1	Two Essays	Grade of "zero" on assignment; grade of "F-DISC" in the course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	2	Inappropriate collaboration	Required to repeat course	Associate Dean		Not sought	None	Not sought	None
	1	Student found cheating from another student on assignment	Grade of "F-DISC" in course; suspended from taking courses in Faculty for eight months; statement will be on transcript for two years or until graduation; "Student charged with academic dishonesty (inappropriate collaboration) in course, and is suspended from taking courses offered by the Faculty for eight months"	Associate Dean	Second offence	Not sought	None	Not sought	None
	1	Student found cheating from another student on assignment	Grade of "F-DISC" in course; statement will be on academic transcript for two years: "Student charged with Academic Dishonesty (inappropriate collaboration) in course, and is suspended from taking courses offered by Faculty for a period of eight months"; Academic Integrity and Student Conduct Tutorial	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	2	Portions of assignment similar to another student	Grade of "zero" for assignment; "DISC" designation will appear on transcript, for one year, along with notation "Student charged with academic dishonesty (copying)"	Department Head		Not sought	None	Not sought	None
	1	Similarities in phrases and sentences in assignment submitted by other student	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Acting Associate Head		Not sought	None	Not sought	None
	1	Shared responses to an assignment	Grade of "zero" on the assignment	Acting Associate Head		Not sought	None	Not sought	None
	2	Inappropriate collaboration on a lab experiment	Grade of "zero" on question in lab report	Associate Head		Not sought	None	Not sought	None
	1	Similarities in phrases and sentences in 2 assignments	Grade of "zero" for both assignments; Academic Integrity and Student Conduct Tutorial	Acting Associate Head		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	6	Submission of an assignment similar to that of other students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorials	Associate Head		Not sought	None	Not sought	None
	14	Material submitted in assignment similar to other students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorials	Associate Head		Not sought	None	Not sought	None
	16	Material submitted in assignment similar to other students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	4	Similar material submitted in assignments to other students	Grade of "zero" in assignments; Academic Integrity and Student Conduct Tutorials	Associate Head		Not sought	None	Not sought	None
	2	Material submitted in an assignment was similar to other students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorials	Associate Head		Not sought	None	Not sought	None
	1	Solution to one of the questions in an assignment virtually identical to a solution posted online	Grade of "zero" on assignment; "DISC" designation on transcript along with notation "Student charged with academic dishonesty (copying)"	Head		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	3	Portions of assignment solutions are very similar to those of another student	Grade of "zero" on assignment; "DISC" designation will appear on transcript for one year, along with notation "Student charged with academic dishonesty (plagiarism)"	Head		Not sought	None	Not sought	None
	7	Submitted material very similar to other students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Submitted answers identical to that of another student in an assignment	Grade of "F-DISC" in course; suspended from taking courses offered by Teaching Faculty and Faculty of Registration for eight months; "DISC" comment will remain on transcript for two years or until graduation; Academic Integrity and Student Conduct Tutorials	Associate Dean	Inappropriate collaboration with a fellow student due to poor time management	Not sought	None	Not sought	None
	2	Submitted identical incorrect answer to question as another student in an assignment	Grade "zero" for assignment; overall grade in the course will be readjusted; "DISC" comment on transcript for one year or until graduation; write a letter of apology to Professor by January 31, 2018; Academic Integrity and Student Conduct Tutorials	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	14	Submitted material in an assignment that was very similar to that of one or more students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head	All assignments contained too many similarities and odd mistakes to have occurred randomly	Not sought	None	Not sought	None
	57	Submitted material in an assignment that was very similar to that of one or more students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Submitted material in an assignment that was very similar to that of one or more students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Local Discipline Committee	Denied	Not sought	None
	24	Submitted material in an assignment that was very similar to that of one or more students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	5	Submitted material very similar to other students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Submitted material in an assignment that was very similar to that of one or more students	Grade of "F-DISC" in course; notation on academic transcript, for two years, "Student found guilty of academic dishonesty in course and is suspended from taking courses (one year) offered by the Faculty"; Academic Integrity and Student Conduct Tutorial	Associate Dean	Second offence	Not sought	None	Not sought	None
	2	Submitted material in an assignment that was very similar to that of one or more students	Grade of "zero" for assignment; "DISC" designation and notation will appear on academic transcript "Student charged with academic dishonesty (inappropriate collaboration)" for one year	Associate Head		Not sought	None	Not sought	None
	1	Assignment unusually similar to one handed in by another student	Grade of "F-DISC" in course; notation on academic transcript, for two years, "Student found guilty of academic dishonesty in course and is suspended from taking courses offered by the Faculty, for one year"; Academic Integrity and Student Conduct Tutorial	Associate Dean	Second offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Submitted material in an assignment that was very similar to that of one or more students	Grade of "F-DISC" in course; suspended for eight months; notation will be on academic transcript stating "Student found guilty of academic dishonesty(inappropriate Collaboration) in course and is suspended from taking courses offered by the Faculty for eight months."; Academic Integrity and Student Conduct Tutorial	Associate Dean	Second offence	Not sought	None	Not sought	None
	7	Submitted material in an assignment that was very similar to that of one or more students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Submitted material very similar to other students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head	Inappropriate collaboration in two assignments in same course	Associate Dean	Denied	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	2	Portions of solutions in an assignment are remarkably similar to those of another student	Grade of "zero" on assignment; . "DISC" comment will appear on transcript for one year "Student charged with academic dishonesty (inappropriate collaboration)"	Head		Not sought	None	Not sought	None
	2	Similarities in phrases and sentences between both students papers	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	4	Submitted material for an assignment very similar to other students	Grade "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Submitted material very similar to other students	Grade of "F-DISC" in course; comment will be added to academic record (for one year) "Student found guilty of academic dishonesty in course"	Associate Dean	Second offence	Not sought	None	Not sought	None
	1	Student found cheating from another student on 2 assignments	Grade of "zero" on both assignments; Academic Integrity and Student Conduct Tutorials	Associate Head		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate Collaboration	1	Material submitted is very similar to material submitted by one or more students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	5	Material submitted is very similar to material submitted by one or more students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Acting Associate Head		Not sought	None	Not sought	None
	2	Assignment included material similar to that of one or more students	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Acting Associate Head		Not sought	None	Not sought	None
	1	Submitted material in an assignment that was very similar to that of one or more students	Grade of "zero" in assignments; Academic Integrity and Student Conduct Tutorials	Associate Head	All assignments contained too many similarities and odd mistakes to have occurred randomly	Local Discipline Committee	Denied	Not sought	None
Other - Describe incident in Details column.	15	Used stolen/fraudulent credit card to pay application fee	Application withdrawn	Director	Card reported stolen	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Other - Describe incident in Details column.	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on essays; final grade of "F-DISC" in the course; suspension from the Faculty for one year; comment on student's record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Local Discipline Committee	Appeal denied	Not sought	None
	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on essays; final grade of "F-DISC" in the course; suspended from taking courses offered by the Teaching Faculty and Faculty of Registration for one year; comment on student's record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials.	Associate Dean	None	Local Discipline Committee	Appeal denied	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Other - Describe incident in Details column.	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on essays; grade of "F-DISC" in the course; suspended from taking courses offered by the Teaching Faculty and Faculty of Registration for one year; comment on student's record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	2	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on essay; grade of "F-DISC" in the course; suspended from the Faculty for one year; comment on student's record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on essay; grade of "F-DISC" in the course; suspended from the Faculty for one year; comment on student's record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Local Discipline Committee	Appeal denied	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Other - Describe incident in Details column.	1	Submission of academic work which is not one's own (oral presentation); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on presentation; grade of "F-DISC" in the course; suspended from the Faculty for one year; comment on student's record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Local Discipline Committee	Appeal denied	University Discipline Committee	Appeal denied
	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on both essays; grade of "F-DISC" in the course; comment on student's record outlining the nature of the infraction; Cite Rite Program; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "F-DISC" in the course; suspended from the Faculty for one year; comment on student's record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Other - Describe incident in Details column.	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on presentation; grade of "F-DISC" in course; suspended from Faculty for eight months; comment on student's record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Term of suspension reduced to eight months because student provided an honest account and took responsibility for actions	Not sought	None	Not sought	None
	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on essays; grade of "F-DISC" in course; suspended from taking courses offered by Teaching Faculty and Faculty of Registration for eight months; comment on student's record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Term of suspension reduced to eight months because student provided an honest account and took responsibility for actions	Not sought	None	Not sought	None
	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	"Zero" on essays; grade of "F-DISC" in the course; suspended from taking courses offered by Faculty for eight months; comment on student's record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Term of suspension reduced to eight months because student provided an honest account and took responsibility for their actions	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Other - Describe incident in Details column.	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade "F-DISC" in course; suspended from taking courses offered by Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Student admitted to having someone else write large portions of the assignment in question	Not sought	None	Not sought	None
	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on two essays; grade of "F-DISC" in the course; suspended from Faculty for eight months; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Student admitted to purchasing essays from an on-line essay mill and provided the Associate Dean with information on how the process worked; showed remorse and was apologetic for their actions; length of suspension reduced because of the above	Not sought	None	Not sought	None
	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on essay; grade of "F-DISC" in the course; suspended from Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Other - Describe incident in Details column.	1	Student admitted to having another individual write an essay on their behalf.	Grade of "zero" on essay; grade of "F-DISC" in course; suspended from Faculty for one year; comment on student's record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on paper; grade "F-DISC" in course; suspended from taking courses offered by Faculty for one year; comment on record outlining nature of infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	None	Not sought	None	Not sought	None
	1	Application fee paid with fraudulent credit card	Application nullified; future applications require approval of Dean	Dean		University Discipline Committee	Appeal denied		

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Other-Describe incident in Details column	1	Application fee paid with fraudulent credit card	Application nullified; future applications require approval of Dean	Dean		University Discipline Committee	Appeal denied; however; the Appellant was permitted to submit a new application for admission, along with the required application fee		
	30	Application fee paid with fraudulent credit card	Application nullified; future applications require approval of Dean	Dean		Not sought	None	Not sought	None
	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on assignment; "DISC" notation attached to final grade in course; comment on record outlining nature of infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Other - Describe incident in Details column.	1	Submission of academic work which is not one's own (essays); suspicion of hiring someone to produce the academic work (contract cheating)	Grade of "zero" on paper; grade of "F-DISC" in course; comment on record; suspension from taking courses in Faculty of Registration and Teaching Faculty for one year; Academic Integrity and Student Conduct Tutorial	Associate Dean	None	Not sought	None	Not sought	None
Personation	1	Student changed information on a form without obtaining required advisor approval; discovered that student re-submitted an appeal form that had the student advisor's electronic signature; changed the academic information on the form and submitted it as if the advisor had reviewed it	Academic Integrity Tutorials	Associate Dean (Undergraduate Programs)	Student was honest and forthcoming to the allegation	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Personation	1	In the midterm examination, the instructor alleges that another student logged in to the student's UM Learn account and attempted to complete the exam on the student's behalf	Grade of "zero" on midterm exam; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to asking another student to assist in committing personation by asking that student to log into the student's midterm exam and complete it for the student	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Personation	1	In the midterm exam, the instructor alleges that the student logged in to another student's UM Learn account and attempted to complete the exam on his/her behalf	Grade of "zero" on the midterm exam; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to committing personation; the student admitted that another student to assist in committing personation by asking the student to log into the midterm exam and completing it; although the student initially refused, in the end, the student agreed to assist the other student	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	<u>1st Incident:</u> Student plagiarized sections of responses on a take home midterm test; <u>2nd Incident:</u> Student plagiarized entire individual assignment	Grade of "F-DISC" in course; barred from Faculty for one year; transcript comment; Academic Integrity Tutorials; comments may be removed after one year or confirmed graduation	Designate of the Dean	Both cases reviewed in one hearing and the fact that feedback did not come between allegations was taken into account as a mitigating factor; aggravating factors: claiming to be unaware of citation rules despite being in year 4 of the program and having taken five "W" courses plus the academic integrity policy is attached to every course outline; statement was not credible	Associate Dean and then Local Discipline Committee	Both levels of appeal denied	University Discipline Committee	Appeal denied

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism or bought paper	Grade of "F-DISC" in course; barred from Teaching Faculty for 13 months with notation of second finding and suspension; notation of academic dishonesty on transcript; Academic Integrity Tutorials; comments can be applied for removal in two years or confirmed graduation	Designate of the Dean of Teaching Faculty and Director of Program of Registration	Student admitted to copying and pasting, not taking university or first offence seriously and not following the recommendations after the first finding; second offence	Not sought	None	Not sought	None
	1	Copied material from a source without proper reference and this material is identical to material from the assignments of other students	Grade of "zero" on the assignment	Department Head	None	Not sought	None	Not sought	None
	1	Copied material from a source without proper reference and this material is identical to material from the assignments of other students	Grade of "zero" on the assignment	Department Head	None	Associate Dean (Academic)	Appeal denied; additional penalty assigned: completion of Cite Right program	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	In the final term paper student copied verbatim significant portions of text from other sources	Grade of "zero" on the term paper; Cite Right program	Department Head	Student acknowledged copying material; had training in what constituted plagiarism and academic misconduct	Not sought	None	Not sought	None
	1	In the final term paper significant parts were copied verbatim from other works	Grade of "zero" on the term paper	Department Head	Student acknowledged copying the material; student did not realize this was an issue; had training in what constituted plagiarism	Not sought	None	Not sought	None
	1	Student copied and pasted from multiple sources without proper citation	Grade of "zero" on the assignment; Cite Right program	Department Head	Student acknowledged that this was a mistake and would not allow this to happen in the future	Not sought	None	Not sought	None
	1	Elements of assignment were copied verbatim from other sources without attribution	Grade of "zero" on the assignment	Department Head	Student acknowledged the error and are taking steps to avoid this situation in the future	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Student shared answers with two classmates on Assignment which were then copied and submitted as their own work	Grade of "zero" on the assignment; after consultation with program of registration required completion of Academic Integrity and Student Conduct Tutorial and the associated quiz	Department Head	Student acknowledged that this was inappropriate and would not allow this to happen in the future	Not sought	None	Not sought	None
	1	There was significant plagiarism/copying in Assignment, large portions of answers were either identical or so similar to other students' answers that it was likely that one or more of the students copied each other's work	Grade of "zero" on the assignment; after consultation with program of Registration, required to complete the Academic Integrity and Student Conduct Tutorial and the associated quiz	Department Head	Student did not respond to the request to meet to discuss the matter and/or explain their actions.	Not sought	None	Not sought	None
	1	Student submitted near identical answers to questions for Assignment as another student.	Grade of "zero" on the assignment	Department Head	Student acknowledged working with the other student; submitted the same material while knowing it was a mistake	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Student plagiarized in final examination and referred to their cell phone during the final examination for the answer.	Grade of "zero" on the final examination; after consultation with program of registration, required to complete the Academic Integrity and Student Conduct Tutorial and the associated quiz	Department Head	None	Not sought	None	Not sought	None
	1	Student submitted material that was copied and pasted from multiple online sources	Grade of "zero" for the assignment	Department Head	Student acknowledged copying from online sources; knew it was wrong	Not sought	None	Not sought	None
	1	Direct copying, no citation, patchwork plagiarism	Academic Integrity and Student Conduct tutorial/quiz; Academic Learning Centre one-on-one tutoring; submit new assignment; "DISC" comment on transcript	Associate Dean (Academic)	Very hard working; was stressed; family distress	Not sought	None	Not sought	None
	1	Direct copying, improper citing - 2nd offence	Redo Academic Integrity and Student Conduct tutorial/quiz; Academic Learning Centre one-on-one tutoring/proper citing; grade of "F" on assignment/no resubmission; "DISC" comment on transcript	Associate Dean (Academic)	Unintentional; upset/confused; very sorry; complete mistake; oversight	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Direct copying, improper citing	Academic Integrity and Student Conduct tutorial/quiz; Academic Learning Centre one-on-one tutoring; submit new assignment; "DISC" comment on transcript	Associate Dean (Academic)	Very shocked; upset; confused; overwhelmed	Not sought	None	Not sought	None
	1	Direct copying, sources not properly cited	Academic Integrity and Student Conduct tutorial/quiz, Academic Learning Centre one-on-one tutoring; time management; submit new assignment; "DISC" comment on transcript	Associate Dean (Academic)	Misunderstood; used online translator; lack of time management; very regretful	Not sought	None	Not sought	None
	1	Direct copying, improper citing	Academic Integrity and Student Conduct tutorial/quiz, Academic Learning Centre one-on-one tutoring; time management; submit new assignment; "DISC" comment on transcript	Associate Dean (Academic)	Misunderstood; poor time management; wrote citations with assistance of website; inexperience	Not sought	None	Not sought	None
	1	Direct copying, reference but improper citing	Academic Integrity and Student Conduct tutorial/quiz, Academic Learning Centre one-on-one tutoring; submit new assignment; "DISC" comment on transcript	Associate Dean (Academic)	Thankful for opportunity to make right; embarrassed; stressed; huge learning experience	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Direct copying, improper citing	Academic Integrity and Student Conduct tutorial/quiz, Academic Learning Centre one-on-one tutoring; time management; submit new assignment; "DISC" comment on transcript	Associate Dean (Academic)	English is not primary language; hardest paper written so far; academic tutors with Academic Learning Centre	Not sought	None	Not sought	None
	1	Direct copying; improper citing; no image citing	Academic Integrity and Student Conduct tutorial/quiz: Academic Learning Centre one-on-one tutoring; meet with Academic Integrity Coordinator; submit new assignment; "DISC" comment on transcript	Associate Dean (Academic)	Anxious to put in time/effort to fix mistake; remorseful; not deliberate; very sorry	Not sought	None	Not sought	None
	1	Improper citation, no attribution of photos, 2 sources missing	Academic Integrity and Student Conduct tutorial/quiz: Academic Learning Centre one-on-one tutoring; meet with Academic Integrity Coordinator; submit new assignment; "DISC" comment on transcript	Associate Dean (Academic)	Shocked; unhappy; remorseful; learning experience; grateful of opportunities	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Patchwork plagiarism, missing footnotes	Academic Integrity and Student Conduct tutorial/quiz; Academic Learning Centre one-on-one tutoring and Cite Right Program; meet with Academic Integrity Coordinator; submit new assignment; "DISC" comment on transcript	Associate Dean (Academic)	No previous writing experience; rushed; nervous; regretful; booked tutor appointment	Not sought	None	Not sought	None
	1	Allegations of academic misconduct - plagiarism	Student did not attend; grade of "F" assigned to paper in question; "DISC" comment on transcript	Associate Dean (Academic)		Not sought	None	Not sought	None
	1	Direct quotes not cited	Grade "zero" on assignment; Academic Integrity Tutorials required	Acting Associate Dean (Undergraduate) of Teaching Faculty	First offence; consultation with Associate Dean of Faculty of Registration	Not sought	None	Not sought	None
	1	Included web based quotes without referencing	Grade of "zero" on assignment	Acting Associate Dean (Undergraduate)	First offence; completed Academic Integrity tutorials prior to allegation meeting	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Direct quotes not cited	Grade of "zero" on assignment; Academic Integrity tutorials	Acting Associate Dean (Undergraduate)		Not sought	None	Not sought	None
	2	Student engaged in plagiarism (representing the work of another as their own) related to a term paper	Grade of "zero" on the paper; grade of "F" in course; "DISC" comment was added to the students academic transcript next to the final grade "Student found guilty of academic dishonesty (plagiarism) in course"; Academic Integrity and Student Conduct Tutorial and quiz; Cite Right Program	Professor	Student refused to meet or acknowledge e-mail; the other student provided evidence of significant research support from another student	Not sought	None	Not sought	None
	1	Student engaged in plagiarism (representing the work of another as their own) related to a term paper	Grade of "zero" on the paper; Academic Integrity and Student Conduct Tutorial and quiz; Cite Right Program	Professor	Confessed in a clear manner and there was less evidence of research support	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Lab instructor identified part of assignment to originate, word for word, from material previously posted/published on the web	Grade of "zero" on the assignment; letter of apology to the instructor with a copy to Department Head; Academic Integrity and Student Conduct Tutorial and quiz with a score of 100% on the quiz; permitted to reattempt the quiz until the required score is achieved; tutorial and quiz must be complete by March 26 2018; a "DISC" comment with the notation "Student found guilty of academic dishonesty (plagiarism) in course" on transcript for one year, after which removal may be requested in writing to the Registrar; if assignments not fulfilled by March 26, 2018, and Department Head not contacted by March 19, 2018 in case more time is required, the following disciplinary actions will be assigned - grade of "F" in course	Department Head		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Submitted plagiarized material in the use of uncited sources in an assignment	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorials with a score of 100%; if the tutorials are not completed, the following transcript notation will be applied: "Student found guilty of academic misconduct in course."; statement may be removed by request in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None
	1	Plagiarism in final exam	Grade of "zero" in final exam; Academic Integrity and Student Conduct Tutorials with a score of 100%; if the tutorials are not completed, the following transcript notation will be applied: "Student found guilty of academic misconduct in course."; statement may be removed by request in writing to the Registrar's Office	Area Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by specified date, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Second offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material as well as collaborated inappropriately on an assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted that he/she violated the University's policy on plagiarism by unbeknownst to another student accessing and using parts of his assignment in UM Learn to complete his/her own	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in the use of uncited sources in an in-class assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, student may request removal of the notation in writing to the Registrar's Office	Area Director	Area Director rendered decision without the benefit of student's input, as student did not respond letter regarding allegation	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in the use of uncited sources from the internet in assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarism; regret over actions; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	In the discussion forum, the instructor alleges that the student submitted plagiarised material	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarism; regret over actions; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	The instructor alleges that the student submitted plagiarized material in 2 assignments	Grade of "zero" on both of the assignments; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarism; feeling distressed due to the recent passing of family member so for one assignment the student used another student's assignment to complete own assignment; for the second assignment, although the student did not admit to plagiarising from the same student, based on a balance of probabilities, the evidence supports plagiarism in the assignment	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in an assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarism by forgetting to cite all of references; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	The instructor alleges that the student submitted plagiarized material in the use of uncited sources from three different websites	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and the quiz by the date specified, the following statement on the student's academic transcript until April 30, 2019: "Student found guilty of academic misconduct in course"; after April 30, 2019, the student may request the removal of the notation in writing to the Registrar's Office	Area Director	First offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in 2 assignments	Grade of "zero" on both of the assignments; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarism by accessing and using another student's assignment to complete own assignment	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor has brought forward an allegation of plagiarism on assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to failing to cite references which constitutes plagiarism; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	The instructor has brought forward an allegation of plagiarism on an assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarizing; regret over actions; in a group assignment, the student completed the section where plagiarism was identified; admitted to copying from the internet with the intent of editing the content but decided to skip the editing resulting in plagiarism; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in the use of uncited sources from the internet in assignment	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student tried to schedule an appointment after the allegation response deadline; rendered decision without the benefit of the student's input	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in the use of uncited sources in an in-class assignment	Grade of "zero" on the paragraph; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarizing	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in an assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarism by forgetting to cite all references; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in an online forum	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarism; regret over actions; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarised material in the use of uncited sources in an in-class assignment	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial with a score of 100% on the associated quiz; if student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Confirmation from the instructor that plagiarism, as well as proper use of quotations were covered in class; student successfully completed an assignment on proper use of quotations prior to the submission of the assignment	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in two assignments, including plagiarised material in the use of uncited sources from multiple websites	Grade of "zero" on both assignments; student must complete the Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarism; regret over actions; the student admitted that due to busy schedule, the student used another student's assignment as a guide for own assignment; for the second assignment was careless in citing all references	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	In the discussion group assignment (discussion forum), the instructor alleges that the student submitted plagiarized material	Grade of "zero" on the assignment; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarism by copying and pasting from a source and then failing to properly reference or cite the source; regret over actions; completed an online workshop on time management, as well as an academic integrity workshop; first offence; efforts to educate on time management skills and academic integrity	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in the final project	Grade of "zero" on the assignment; student must complete the Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request the removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to having a friend correct assignment; the assignment was edited or revised so much that it was not even comparable to previous assignments that the student had submitted; first offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in an assignment	Grade of "zero" on the assignment; student must complete the Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the specified date, the following statement on the student's academic transcript until December 31, 2018: "Student found guilty of academic misconduct in course"; after December 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Student admitted to plagiarism; used another student's assignment to complete own assignment; uploaded the incorrect draft of the assignment into UM Learn; responsible for work that is submitted	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Instructor alleges that the student submitted plagiarized material in the use of uncited sources in a discussion forum	Grade of "zero" on the unit of the discussion forum; Academic Integrity and Student Conduct Tutorial and receive a score of 100% on the associated quiz; if the student does not successfully complete the tutorial and quiz by the date specified, the following statement on the student's academic transcript until August 31, 2018: "Student found guilty of academic misconduct in course"; after August 31, 2018, the student may request removal of the notation in writing to the Registrar's Office	Area Director	Contacted the Area Director to schedule an appointment and the Area Director had advised the student to contact Student Advocacy for assistance with appeal; the student contacted the Area Director again to schedule an appointment but since more than 10 working days had passed since the student had first contacted the Area Director and the student did not contact Student Advocacy within those 10 days, the Area Director rendered decision without the benefit of the student's input	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Written assignment in which unsourced material was copied and paraphrased from the internet and a written group assignment in which material was copied directly from the internet	Grade of "zero" for the assignment	Area Director	Second allegation of academic misconduct therefore has been referred to Associate Dean	Associate Dean	Appeal denied; grade of "F-DISC"; statement on transcript: "Student found guilty of a second academic misconduct allegation in course"; meet with the Academic Integrity Coordinator by a specified date; failure to comply with this requirement will result in further disciplinary action	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment in which unsourced material was copied directly from the internet	Grade of "zero" for the assignment	Area Director	Two incidents academic misconduct in the same course therefore the matter has been referred to the Associate Dean	Associate Dean	Grade of "zero" on assignment; transcript notation: "Student found guilty of a second academic misconduct allegation in course"; Academic Integrity and Student Conduct Tutorial with score of 100% on the associated quiz; meet with the Academic Integrity Coordinator; failure to comply with requirements will result in further discipline	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment in which unsourced material was copied directly from the internet	Grade of "zero" on the assignment	Area Director		Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on the paper; final grade of "F-DISC" in the course; suspended from taking courses offered by the Faculty for one year; comment on record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Previously upheld allegation of academic misconduct	Not sought	None	Not sought	None
	1	Assignment	Grade "F-DISC" in the course; suspended from taking courses offered by the Teaching Faculty and Faculty of Registration for one year; comment on record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Previously upheld allegation of academic misconduct	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment	Grade "F-DISC" in the course; suspended from the Faculty for one year; comment on record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Previously upheld allegation of academic misconduct	Not sought	None	Not sought	None
	1	Assignment	Grade "F-DISC" in the course; suspended from the Faculty for one year; comment on record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Previously upheld allegation of academic misconduct	Not sought	None	Not sought	None
	1	Assignment	Grade of "F-DISC" in course; suspended from the Faculty for one year; comment on record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Previously upheld allegation of academic misconduct	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Essays (2)	Grade of "zero" on both essays; grade of "F-DISC" in course; suspended from taking courses offered by the Faculty for one year; comment on record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Previously upheld allegation of academic misconduct	Not sought	None	Not sought	None
	1	Essays (2)	Grade of "zero" on both essays; grade of "F-DISC" in course; comment on record outlining the nature of the infraction(s); Cite Rite program; Academic Integrity Tutorials	Associate Dean	Initial allegation of Contract Cheating was reduced to plagiarism after hearing student's explanation	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Associate Dean	Previously upheld allegation of academic misconduct	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Essay	Grade of "F-DISC" in course; suspended from taking courses offered by the Teaching Faculty and Faculty of Registration for one year; comment on record outlining the nature of the infraction and length of suspension; Academic Integrity Tutorials	Associate Dean	Third upheld allegation of academic misconduct	Local Discipline Committee	Appeal denied	University Discipline Committee	Pending
	1	Essay	Grade of "F-DISC" in the course; suspended from taking courses offered by the Faculty for eight months; comment on record outlining the nature of the infractions and length of suspension; Academic Integrity Tutorials	Associate Dean	Student admitted to copying and pasting information from websites into papers for two courses; student took responsibility for, and showed remorse related to, infractions; length of suspension reduced due to the above	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment	Grade of "F-DISC" in the course; suspended from taking courses offered by the Faculty for eight months; comment on record outlining the nature of the infractions and length of suspension; Academic Integrity Tutorials	Associate Dean	Student admitted to copying and pasting information from websites into his papers for two courses; student took responsibility for, and showed remorse related to, infractions; length of suspension reduced due to the above	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Associate Dean	Allegation of Personation upheld by Associate Dean	Local Discipline Committee	Disciplinary action reduced on appeal; LDC found infraction to be plagiarism	Not sought	None
	1	Essay	Grade of "zero" on assignment; final grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Associate Dean	Student was facing multiple allegations, varying in nature, across different courses; investigation referred to the Associate Dean	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment	Grade of "zero" on assignment; final grade of "F-DISC" in the course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Two assignments	Grade of "zero" on both assignments; "F-DISC" final grade in course; comment on record outlining the nature of the infraction; Cite Rite program; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Cite Rite program; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining nature of infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment	Grade of "zero" on assignment; "DISC" notation attached to final grade; comment on record outlining the nature of the infraction; Cite Rite program; Academic Integrity Tutorials	Department Head	None	Not Sought	None	Not Sought	None
	1	Assignment	Grade of "zero" on assignment; "DISC" notation attached to final grade; comment on record outlining the nature of the infraction; required to meet with the Academic Integrity Coordinator; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay; "DISC" notation attached to final grade	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; "DISC" notation attached to final grade; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	5	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Cite Rite program; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on the paper; grade "F-DISC" in the course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	5	Assignment	Grade of "zero" on assignment; "DISC" notation attached to final grade; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment	Department Head	None	Not sought	None	Not sought	None
	2	Assignment	Grade "F-DISC" in the course; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; "DISC" notation attached to final grade; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade "F-DISC" in the course; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on paper; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment	Grade of "zero" on paper; comment on record outlining the nature of the infraction; Academic Integrity Tutorials; Cite Rite program	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on paper; "DISC" notation attached to final grade in course; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; Cite Rite program; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Cite Rite program; Academic Integrity Tutorials	Department Head	None	Associate Dean	Appeal denied	Local Discipline Committee	Appeal denied
	1	Assignment	Grade of "zero" on essay	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay; required to meet with Academic Learning Centre staff	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Essay	Grade of "zero" on essay; required to meet with Academic Learning Centre staff	Department Head	None	Not sought	None	Not sought	None
	3	Assignment	Grade of "zero" on assignment; student required to meet with Academic Learning Centre staff	Department Head	None	Not sought	None	Not sought	None
	4	Essay	Grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Journal Entry	Grade of "zero" on assignment; grade of "F-DISC" in course	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay; "DISC" notation attached to final grade; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	"Zero" on assignment; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment	Grade of "zero" on assignment	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; Cite Right Program	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay; "DISC" notation attached to final grade; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "F-DISC" in course; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "F-DISC" in course; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment	Grade of "zero" on essay; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	False citation	Grade of "zero" on essay; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Required to meet with the Academic Learning Centre Staff; required to rewrite the essay	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "F-DISC" in course; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Essay	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials; Cite Rite program	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on assignments; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay; "DISC" notation attached to final grade; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Essay	Grade of "zero" on essay; grade of "F-DISC" in the course; Academic Integrity Tutorials; Cite Rite program	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay; grade of "F-DISC" in the course; Cite Rite program	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay; Cite Rite program	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignments; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment	Grade of "zero" on assignments; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Cite Rite program; required to resubmit assignment	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials; Cite Rite program	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	"Zero" on assignment; final grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "F-DISC" in course	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment	Grade of "zero" on assignment; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on essay; Academic Integrity Tutorials and quiz; Cite Rite Program	Department Head	None	Not sought	None	Not sought	None
	1	Take Home Exam	Grade of "zero" on paper; Academic Integrity and student Conduct Tutorial; meet with Academic Integrity Coordinator	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on assignment; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "zero" on assignment; comment on record outlining the nature of the infraction	Department Head	None	Not sought	None	Not sought	None
	1	Essay	Grade of "F-DISC" in course	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on both assignments; grade of "F-DISC" in the course; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Essays (2)	Grade of "zero" on Paper #1; grade of "F-DISC" in course; comment on record outlining the nature of the infraction; Cite Rite program; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Assignment	Grade of "zero" on assignment; comment on record outlining the nature of the infraction; Academic Integrity Tutorials	Department Head	None	Not sought	None	Not sought	None
	1	Plagiarism in Supplemental Exam	Grade of "zero" on supplemental exam resulted in a grade of "F"; One-on-one, in-person tutoring on the matter of proper citation and referencing through the Academic Learning Centre, and six-month transcript reprimand	Dean (delegated to Associate Dean)	Associate Dean able to prove assignment plagiarized; however student's felt very anxiety provoked due to the exam worth of 100%, student acknowledged grave mistake and expressed regret	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism in portions within written work for tutorials.	Grade of "zero" on the written work for the tutorial handouts; grade of "B+" in course; no remediation of grade permitted; six hours of one-on-one tutoring through Academic Learning Centre; 6-month transcript reprimand	Dean (delegated to Associate Dean)	Associate Dean able to prove plagiarism occurred in written work for the tutorials; student moved from another province, had no Doctor support for a serious health condition at the time and not aware of resources; once aware, started using the resources offered	Not sought	None	Not sought	None
	1	Plagiarism in 2 assignments	Grade of "zero" on two assignments; grade of "F" in course; two hours of one-on-one tutoring through Academic Learning Centre; 6-month transcript reprimand	Dean (delegated to Associate Dean)		Not sought	None	Not sought	None
	1	Plagiarism in final research paper assignment in course	Grade of "zero" on assignment; "F" in course; 4 hours of one-on-one tutoring through Academic Learning Centre; six month transcript reprimand	Dean (delegated to Associate Dean)	Claimed citation was correct, then after review of paper, recognized did not in-text citation; remorseful for the oversight	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism in assignment	Grade of "zero" on assignment paper; four hours of one-on-one tutoring through Academic Learning Centre; three-month transcript reprimand	Dean (delegated to Associate Dean)	Misunderstood the instructions of the paper	Not sought	None	Not sought	None
	1	Plagiarism in a Course Project	Grade of "zero" on project; "D" in course; four hours of one-on-one tutoring through Academic Learning Centre; one year transcript reprimand	Dean (delegated to Associate Dean)	Claimed a heavy course; realized after review of the paper, quote citations were incorrect; lack of proper referencing	Not sought	None	Not sought	None
	1	Plagiarism in an Essay	Grade of "zero" on the essay; two hours of one-on-one tutoring through Academic Learning Centre; three-month transcript reprimand	Dean (delegated to Associate Dean)	Very hectic time period for student; claimed other peoples work as own; took this situation seriously	Not sought	None	Not sought	None
	1	Plagiarism in portions of final paper.	Grade of "F DISC" in course; six-month "DISC" comment ; two hours of one-on-one tutoring through Academic Learning Centre; six month transcript reprimand	Dean (delegated to Associate Dean)	Underestimated time needed for paper; used copy and paste method for sourcing; recognised sloppy work and shared human error occurred	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism in portions of assignment	"Zero" on the assignment; resulted in "D" in course, one-on-one tutoring through Academic Learning Centre; six month transcript reprimand	Dean (delegated to Associate Dean)	Student did not respond nor attend a plagiarism meeting with Associate Dean; letter emailed to myumnaitoba.ca email address and a hardcopy letter was mailed to student	Not sought	None	Not sought	None
	1	Plagiarism in portions of the assignment	Grade of "zero" on the assignment; grade of "C+" in course; four hours of one-on-one tutoring through Academic Learning Centre; six-month transcript reprimand	Dean (delegated to Associate Dean)	Overwhelmed; did not realise they did not paraphrase notes from weeks prior when working on the assignment; student felt embarrassed by the mistake	Not sought	None	Not sought	None
	1	Plagiarism in portions of three assignments	Grade of "F DISC" in course; 12 month "DISC" comment; 24-month disciplinary transcript notation; four hours of one-on-one tutoring through Academic Learning Centre	Dean (delegated to Associate Dean)	Explained the process of copy and paste when sourcing; mistakenly sent wrong version of assignment to Instructor, that being students own words version; references were not in students own words, no citations were provided	Dean	Appeal denied; one year disciplinary transcript notation	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism in portions of Essay	Receive an automatic deduction of 4% off the total possible mark out of 20% on the Essay; two hours of one-on-one tutoring through Academic Learning Centre	Dean (delegated to Associate Dean)	Very remorseful; family passing, did communicate to instructor, two options given to student by instructor; no internet access when student flew home for funeral	Not sought	None	Not sought	None
	1	Plagiarism in assignments in two courses	Grade of "zero" on both weekly summaries; four hours of one-on-one tutoring through Academic Learning Centre; six-month transcript reprimand	Dean (delegated to Associate Dean)	Passing of a family member; not in right state of mind when writing summaries; and very remorseful	Not sought	None	Not sought	None
	1	Plagiarism in an assignment	one-on-one tutoring through Academic Learning Centre; 12 month transcript reprimand	Dean (delegated to Associate Dean)		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Student engaged in acts of plagiarism in an assignment and a term paper	Grade of "zero" in both the assignment and term paper; DISC comment for course; statement on transcript "Student found guilty of academic dishonesty (plagiarism) in course."; statement and "DISC" comment may be removed from transcript after 12 months; Cite Right program; suspended from registering from courses in program indefinitely	Program Director		Not sought	None	Not sought	None
	1	Student engaged in acts of plagiarism in an assignment and a term papers in two courses	Grade of "zero" in the assignment and term papers; "DISC" comment for courses; statement on transcript "Student found guilty of academic dishonesty (plagiarism) in two courses."; statement and "DISC" comment may be removed from transcript after 12 months; Cite Right program; suspended from registering in courses in program indefinitely	Program Director		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism in 2 assignments; submitted another student's assignment as own	Grade of "zero" in the two assignments; no opportunity to re-write the assignments; grade of "F" in course; "DISC" notation on record; letter placed in student file; Academic Integrity Tutorials; 500 word essay on plagiarism	Department Head		Local Discipline Committee	Pending		
	1	Identical phrases and sentences from internet in an assignment	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Identical information as other student in an experiment	Grade of "zero" on assignment; not permitted to obtain a lab exemption even if received 60% or better	Associate Head		Not sought	None	Not sought	None
	1	Experiment contained information copied from a previous academic year	Grade "zero" on part two of experiment	Associate Head		Not sought	None	Not sought	None
	1	Assignment contained similarities in phrases and sentences from the internet	Grade of "zero" for assignment; Academic Integrity and Student Conduct Tutorial	Acting Associate Head		Not sought	None	Not sought	None
	2	Plagiarism in lab report	Grade of "zero" for lab report	Associate Head		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Assignment included sentences similar to that from cited sources; some sections were not properly cited	Warning; Academic Integrity and Student Conduct Tutorial; Cite Right Program by February 16, 2018	Acting Associate Head		Not sought	None	Not sought	None
	1	Plagiarism in assignments in two courses	Grade of "zero" on both assignments; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Almost 40% of assignment copied from uncited sources verbatim, from internet	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Handed in a sample solution from a previous offering of the course	Grade of "F- DISC" course; suspended from taking courses offered by Faculty for eight months; "DISC" comment will remain on transcript for two years or until graduation; Academic Integrity and Student Conduct Tutorials	Associate Dean	Second offence	Not sought	None	Not sought	None
	1	Case study submitted appears to be at least partially fabricated	Grade of "zero" on case study assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Large portions of assignment copied directly from article as well as example assignment provided by Professor	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Assignment copied directly from article assignment provided by Professor	Warning; Academic Integrity and Student Conduct Tutorial; Cite Right Program	Associate Head		Not sought	None	Not sought	None
	1	Assignment copied directly from article assignment provided by Professor	Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Student submitted material plagiarized from online sources in an assignment	Grade of "zero" on the assignment; Academic Integrity Tutorials and Quiz	Associate Head		Not sought	None	Not sought	None
	1	Submitted material for an assignment very similar to other students	Grade "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Portions of assignment copied directly from example provided	Grade of "zero" (7% deduction) on first part of total value of assignment; Academic Integrity and Student Conduct Tutorial by April 24, 2018	Associate Head		Not sought	None	Not sought	None
	1	Portion of paper copied from another academic paper	Grade "zero" on paper; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	2	Large portions of paper copied directly from various sources	Grade of "zero" on paper; Academic Integrity and student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Handed in identical solution from previous offering	Grade of "F-DISC"; notation on academic transcript, for two years, "Student found guilty of academic dishonesty in course and is suspended from taking courses offered by the Faculty for eight months."; Academic Integrity and Student Conduct Tutorial	Associate Dean	Previous disciplinary action	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Paper submission included significant portions of inappropriate citations or were copied directly from other sources	Grade "zero" on paper; Cite Right Program; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None
	1	Assignment included solution very similar to that submitted by another student	Grade of "F-DISC" in course; suspended for one year; notation will be on academic transcript stating "Student charged with academic dishonesty (violation of final examination regulations) in course; suspended from taking courses by the Faculty for one year."; Academic Integrity and Student Conduct Tutorial	Associate Dean	Previous incident	Not sought	None	Not sought	None
	1	Assignment included solution very similar to that submitted by another student	Grade of "zero" on assignment; Academic Integrity and Student Conduct Tutorial	Associate Head		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Material in assignment very similar to material submitted by one or more students	Grade of "F-DISC" in course; suspended for one year; notation will be on academic transcript stating "Student found guilty of academic dishonesty in course and is suspended from taking courses by the Faculty for one year."; Academic Integrity and Student Conduct Tutorial	Associate Dean	Second offence	Not sought	None	Not sought	None
	1	Material in assignment very similar to material submitted by another student	Grade of "F-DISC" in course; notation will appear on academic transcript for two years; "Student found guilty of academic dishonesty in course and suspended from taking courses offered by the Faculty for one year"; Academic Integrity and Student Conduct Tutorial	Associate Dean	Second offence	Local Discipline Committee	Appeal denied	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Material in assignment very similar to material submitted by one or more students	Grade of "F-DISC" in course; suspension from taking courses offered by Faculty for a period of eight months; notation on academic transcript "Student found guilty of academic dishonesty in course and is suspended from taking courses offered by the Faculty for eight months."	Associate Dean	Second offence	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "F-DISC" in course; Academic Integrity and Student Conduct Tutorial	Director	Second offence	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "F-DISC" in course; Academic Integrity and Student Conduct Tutorial	Associate Director	First offence	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "F-DISC" in course; Academic Integrity and Student Conduct Tutorial	Associate Director	First offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 1: STUDENT ACADEMIC MISCONDUCT

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Academic Misconduct Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Plagiarism	1	Plagiarism in course	Grade of "F-DISC" in course; Academic Integrity and Student Conduct Tutorial	Associate Director	Second offence	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "F-DISC" in course; Academic Integrity and Student Conduct Tutorial	Associate Director	First offence	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "F-DISC" in course; Academic Integrity and Student Conduct Tutorial	Associate Director	Second offence	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "F-DISC" in course; Academic Integrity and Student Conduct Tutorial	Associate Director	First offence	Not sought	None	Not sought	None
	1	Plagiarism in course	Grade of "F-DISC" in course; Academic Integrity and Student Conduct Tutorial	Associate Director	First offence	Not sought	None	Not sought	None
	1	On an assignment	Grade of "zero" on assignment; grade of "F-DISC" in course; comment on record; Academic Integrity and Student Conduct Tutorial	Associate Dean	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Abuse of the Process of University Policies, Procedures or Regulations: Breach of Residence Hall Regulations	22	Noise complaint	Verbal warning	Student Residence	First warning	Not sought	None	Not sought	None
	3	Noise complaint	Written warning	Student Residence	Multiple warnings	Not sought	None	Not sought	None
	1	Noise complaint	Written warning; \$50 fine	Student Residence	Multiple warnings; argumentative	Not sought	None	Not sought	None
	1	Drinking games	Written warning	Student Residence	Suspected drinking games	Not sought	None	Not sought	None
	1	Drinking games	Written warning; alcohol probation; \$50 fine	Student Residence	Underage students in attendance	Not sought	None	Not sought	None
	1	Over-intoxication	Written warning; meeting with Addictions Foundation of Manitoba counsellor	Student Residence	Student request for addictions help	Not sought	None	Not sought	None
	1	Over-intoxication	Payment for damages; \$401.40	Student Residence	Student fell asleep in shower; caused damage	Not sought	None	Not sought	None
	1	Over-Intoxication, open alcohol and common source	Banned from Residence property	Student Residence	Previous resident with a long history of alcohol related issues	Not sought	None	Not sought	None
	1	Unauthorized occupancy	Verbal warning	Student Residence	First offence; student was unaware of guest policy	Not sought	None	Not sought	None
	1	Student in prohibited space	Written warning	Student Residence	First offence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Abuse of the Process of University Policies, Procedures or Regulations: Breach of Residence Hall Regulations	2	Suspected Marijuana use	Verbal warning	Student Residence	Suspected marijuana use; said it was flavoured tobacco	Not sought	None	Not sought	None
	1	Marijuana smell coming from room	Verbal warning	Student Residence	Medical use certificate; did not smoke in room	Not sought	None	Not sought	None
	2	Marijuana smell coming from room	Verbal warning	Student Residence	Marijuana was not smoked in room	Not sought	None	Not sought	None
	1	Marijuana smoking in room	Residence probation	Student Residence	Marijuana smoked inside room; first offence	Not sought	None	Not sought	None
	1	Marijuana smoking in room	Residence probation; written warning; 10 hours community service	Student Residence	Student could not pay fine; Residence Life Coordinator decided on community service	Not sought	None	Not sought	None
	4	Marijuana smoking in room	Written warning; residence probation; \$100 fine	Student Residence	Student admitted action	Not sought	None	Not sought	None
	1	Marijuana smoking in room	Residence probation; \$150 fine	Student Residence	Student admitted action, argumentative and did not take responsibility; room owner	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Abuse of the Process of University Policies, Procedures or Regulations: Breach of Residence Hall Regulations	1	Marijuana smoking in room	Eviction	Student Residence	Bong in room; smoke detector covered; student no longer enrolled	Not sought	None	Not sought	None
	1	Marijuana smoking in room	Eviction	Student Residence	Multiple infractions; evidence in room; resident already on probation; argumentative	Not sought	None	Not sought	None
	1	Marijuana smoking in room	Eviction	Student Residence	Multiple infractions; evidence in room; resident already on probation; argumentative and physically stopped staff from entering room to perform maintenance work	Not sought	None	Not sought	None
	2	Possession of illegal substance	Written warning; Residence probation; \$50 fine	Student Residence	Admitted actions	Not sought	None	Not sought	None
	1	Possession of illegal substance	Written warning; Residence probation; \$100 fine	Student Residence	Multiple infractions	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Abuse of the Process of University Policies, Procedures or Regulations: Breach of Residence Hall Regulations	1	Fighting; arguing	Conflict Mediation with Residence Life Coordinator	Student Residence	None	Not sought	None	Not sought	None
	2	Fighting; arguing	Meet with the Human Rights and Conflict Management Officer	Student Residence	Mediation for cultural sensitivity	Not sought	None	Not sought	None
	4	Vaping In Residence	Written warning; \$50 fine	Student Residence	Vaping in student lounge; previous verbal warning	Not sought	None	Not sought	None
	2	Access control; smoking in Residence	Written warning	Student Residence	Fire door propped open to smoke outside	Not sought	None	Not sought	None
	1	Smoking in Residence	Written warning	Student Residence	Found evidence of smoking (cigarette butts and ashtray) not actively smoking	Not sought	None	Not sought	None
	1	Smoking in Residence	Written warning; \$50 fine	Student Residence		Not sought	None	Not sought	None
	4	Smoking in Residence	Residence probation; \$50 fine	Student Residence	Multiple warnings; excess of smoke inside room	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Abuse of the Process of University Policies, Procedures or Regulations: Breach of Residence Hall Regulations	2	Smoking in Residence	Written warning; Residence probation; \$100 fine	Student Residence	Covered smoke detector	Not sought	None	Not sought	None
	1	Smoking in Residence	Residence probation; \$150 fine	Student Residence	Second incident in one week	Not sought	None	Not sought	None
	6	Smoking in Residence	Residence probation; \$150 fine	Student Residence	Multiple people smoking in one room; covered smoke detector; set off smoke detector in hallway	Not sought	None	Not sought	None
	1	Open Liquor & Common Source Alcohol	Verbal warning	Student Residence	Large number of alcoholic shooters	Not sought	None	Not sought	None
	2	Pets in Residence	Verbal warning	Student Residence	Pet re-homed immediately	Not sought	None	Not sought	None
	1	Fire safety violation	Verbal warning	Student Residence	Steam from cooking set off sensor	Not sought	None	Not sought	None
	1	False fire alarm pull	Eviction	Student Residence	Caught on camera	Not sought	None	Not sought	None
	1	Fire safety	Residence probation; \$50 fine; \$50 cleaning fee	Student Residence	Caught on camera participating in an open fire	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Abuse of the Process of University Policies, Procedures or Regulations: Breach of Residence Hall Regulations	2	Fire safety	Residence probation; \$100 fine; \$50 cleaning fee	Student Residence	Caught on camera starting an open fire; previous infractions; argumentative	Not sought	None	Not sought	None
	1	Failure to meet with Residence Life Coordinator	\$50 fine	Student Residence	Multiple notices to meet sent out; noise complaint	Not sought	None	Not sought	None
	1	Failure to meet with Residence Life Coordinator	\$50 fine	Student Residence	Three meeting requests; no response from student; smoking in room	Not sought	None	Not sought	None
	3	Vaping in room	Written warning	Student Residence	First offence	Not sought	None	Not sought	None
Abuse of the Process of University Policies, Procedures or Regulations: Abuse of Computer Privileges	4	Unauthorized Wi-Fi	Written warning	Student Residence	None	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate or Disruptive Behaviour: Disorderly Behaviour	1	Verbally aggressive towards staff member; slammed lid of equipment; left without settling balance	Provide formal letter of apology to staff member; review and understand Respectful Work and Learning Environment Policy	Associate Dean, Academic	Student came forward admitting their mistake	None Sought	None	None Sought	None
Inappropriate or Disruptive Behaviour: Disorderly Behaviour	1	Violent and threatening behaviour towards fellow students	Interim ban from studio space outside of regular hours; prohibited from communicating with students; one-on-one counseling with Student Support Case Worker	Dean	Student very remorseful; followed all suggestions/requests/rules	None Sought	None	None Sought	None
	1	Property damage	Payment for damages	Student Residence	Accidentally broke window playing a joke on friend	Not sought	None	Not sought	None
	1	Disrespectful Snap Chat of U of M professor	Meeting with Human Rights Conflict Management Officer	Student Residence	Racial content in Snapchat accidentally sent to Residence Life Student Staff	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate or Disruptive Behaviour: Unprofessional Conduct	1	Misogynist and pornographic posts on UM class site	Expulsion	Associate Dean	Previous conduct and supports provided	Local Discipline Committee	Appeal dismissed	University Discipline Committee	Appeal withdrawn
Inappropriate or Disruptive Behaviour: Unprofessional Conduct	1	Assignment with inappropriate content submitted	Meeting with student and follow-up Letter citing Respectful Work and Learning Environment and professional code of ethics	Dean	Student acknowledged actions were inappropriate	Not sought	None	Not sought	None
	1	Inappropriate social media posting	Unsuccessful in attempts to meet with the student who is currently not registered in any courses; noted in file, must have a meeting before being permitted to re-enter program	Director	Mental health and addiction issues; student withdrew from program	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate or Disruptive Behaviour: Unprofessional Conduct	1	After an incident of academic misconduct the Professor completed an incident report and had student sign it after the exam was over; student grabbed the incident report, which the Professor retrieved immediately; student then grabbed some exam booklets and ran from the room with the Professor in pursuit; the Professor caught up with the student and retrieved the papers; student then waited outside the Professor's office for him to come out and then made a plea for a non-failing grade in the course as well as apologizing for behaviour	Meet with UofM counselling services for stress and anxiety and provide proof of the meeting(s) before re-registration is allowed; submit a letter of apology to Professor reflecting on inappropriate behaviour during and after the exam period; provide a letter of fitness before returning to studies	Associate Dean (Undergraduate)	Student was forthcoming and remorseful	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Inappropriate or Disruptive Behaviour: Unprofessional Conduct	1	Student's absences and failure to meet with a Program Coordinator	Grade of "F" in the course	Associate Dean	Medical excuse related to absences; documentation provided	Local Discipline Committee	Appeal granted		
	2	Left program location without properly notifying program representatives	Repeat portion of program	Associate Dean		Not sought	None	Not sought	None
Property Related Misconduct: Theft	1	Credit card fraud	Eviction	Student Residence	Student caught using roommate's credit card; Campus Security involved	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Threats of Harm or Actual Harm: Harassment	1	Student was caught talking 3 times to other students during a quiz and was issued 2 verbal warnings; after the second warning, the student was asked to hand in his/her paper; student refused to comply with the instructor's request and proceeded to complete the quiz; upon submitting the quiz, the student insisted on talking with the instructor despite being asked to stop; after the quiz the student returned twice, the last time with 3 friends; Instructor perceived the students' conduct as harassment	Student was given a warning and put on probation for the remainder of their study period	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Threats of Harm or Actual Harm: Harassment	1	Inappropriate Behaviour	Required to write sincere letter of apology to two staff members; three month transcript reprimand	Dean	Sent three (3) offensive emails to two staff members	Not sought	None	Not sought	None
	1	Request to return to class	Denied	Vice-Provost (Students)	Did not meet conditions of the original disciplinary action as outlined in letter of March 23, 2017	Not sought	None	Not sought	None
	1	Inappropriate Tweets	Meet with the Office of Human Rights and Conflict Management; not permitted to contact subject of the Tweets	Vice-Provost (Students)	Inappropriate and threatening actions	Not sought	None	Not sought	None
	1	Inappropriate public religious rants	Meet with the Office of Human Rights and Conflict Management; work with Student Support Case Manager; compliance with medical recommendations	Vice-Provost (Students)	Others felt threatened and uncomfortable in the Student's presence	Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Threats of Harm or Actual Harm: Harassment	1	Disruptive behaviour; repetitious, inaccurate, and misdirected communications to staff	Reprimand; communicate through Student Advocate or Student Accessibility Services; respect university processes and respect staff's time	Vice-Provost (Students)	Student takes up an inordinate amount of staff time in many university offices	University Discipline Committee	Appeal denied; student must work with a UM single point of contact in all communications to UM staff		
	1	Misuse of UM email account	UM email account disabled	Vice-Provost (Students)	Mass emails sent to various parties including allegations and personal photos	University Discipline Committee	Appeal denied		
	1	Inappropriate communication with Lecturer of course	Must not contact lecturer in person or by phone, visit lecturer in their office, email, attend or be involved in any outreach activities coordinated by lecturer; must consult Human Rights and Conflict Management Officer to make a follow-up appointment	Associate Dean		Not sought	None	Not sought	None

ANNUAL REPORT OF THE UNIVERSITY DISCIPLINE COMMITTEE
September 1, 2017 to August 31, 2018

PART 2: STUDENT NON-ACADEMIC MISCONDUCT AND CONCERNING BEHAVIOUR

Notes: Where large numbers of students are noted, it is normally a result of combining similar disciplinary matters that resulted in similar disciplinary actions.
[Definitions are available in the Student Non-Academic Misconduct and Concerning Behaviour Procedure.](#)

Disciplinary Matter	# of Students Disciplined	Detail	Disciplinary Action	Disciplinary Authority	Factors Impacting Disciplinary Action	Next Level of Appeal	Disposition	Next Level of Appeal	Disposition
Threats of Harm or Actual Harm: Harassment	1	Inappropriate communication with Instructor	Formal reprimand letter for inappropriate behaviour in course will be kept in file for two years; required to write an apology letter to instructor	Associate Dean		Not sought	None	Not sought	None
Threats of Harm or Actual Harm: Threatening Conduct	1	Posting offensive, threatening letter	Written warning; meeting with Associate Director	Student Residence	First offence; student took responsibility for note	Not sought	None	Not sought	None
Threats of Harm or Actual Harm: Violence	1	Violent and threatening behaviour	Indefinite ban from campus	Vice-President Administration		Not sought	None	Not sought	None



AGENDA ITEM: Office of the Auditor General's Annual Audit Plan for the year ending March 31, 2019.

RECOMMENDED RESOLUTION:

The Board approves the Audit Plan.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

The Office of the Auditor General (OAG) of Manitoba is required to conduct an annual audit of the financial statements of the University of Manitoba in accordance with the requirement of Section 21 of The University of Manitoba Act.

Each year the OAG brings forward the Audit Plan to advise the Audit and Risk Management Committee and Board of Governors of: the responsibilities of the OAG, management and the Audit Committee; the planned audit approach; new standards or issues; and the timing of the audit.

Also included is a list of questions for the Audit and Risk Management Committee relating to the risk of fraud and error.

Representatives from the OAG will be on hand at the Audit and Risk Management Committee meeting to present the plan and answer any questions.

RESOURCE REQUIREMENTS:

Audit fees are estimated at \$103,000, consistent with the prior year.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

An external audit by the Office of the Auditor General supports our value of Accountability.

IMPLICATIONS:

N/A

ALTERNATIVES:

N/A

CONSULTATION:

Office of the Auditor General



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Tom Hay</u>	<u>Jan 30, 2019</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>February 7, 2019</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>Feb 15, 2018</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>ARMC</u>	<u>March 5, 2019</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Gord Pasioka, Associate Comptroller

Submission approved by:

Attachments OAG Annual Audit Plan 2019



Auditor General
MANITOBA

University of Manitoba

Report to the Audit and Risk Management Committee

Annual Audit Plan

For the year ending March 31, 2019



Auditor General
MANITOBA

January 25, 2019

To the Audit and Risk Management Committee of the University of Manitoba:

We are pleased to present our audit plan for the annual audit of the University of Manitoba (University) for the year ending March 31, 2019.

This report is intended for the use of management and the Audit and Risk Management Committee (the ARMC) of the University. It provides information on our audit mandate and objectives, our responsibilities as auditor in relation to the responsibilities of the Board of Governors and management, the significant audit areas identified and our plans to address them, a description of information we intend to report to you at the conclusion of the audit, and other relevant matters.

We look forward to working with management and the ARMC and are available for consultation at any time. During your upcoming meeting, we will be pleased to discuss any matters of interest and provide any additional information relating to the audit that you may require.

Sincerely,

Phil Torchia, CPA, CA
Principal

Table of Contents

What's changed from the previous year	1
Audit mandate	1
Audit scope	1
Objectives	1
Terms of the engagement.....	2
Our audit approach	2
Overview.....	2
Risk analysis.....	3
Materiality	5
Fraud and error	6
Reliance on internal control.....	7
Reliance on internal audit.....	7
Group audit.....	7
Component of group audit.....	8
Audit management.....	8
Audit team.....	8
Audit timetable	9
Audit costs	9
Appendix A — Understanding our audit	10
Appendix B — Responsibilities for financial reporting.....	15
Appendix C — Draft Engagement letter.....	16
Appendix D — Draft Auditor's Reports.....	23
Appendix E — Independence	28
Appendix F — Developments in accounting and auditing standards.....	29

What's changed from the previous year

Accounting and auditing standards

The Restructuring transactions standard (PS 3430) is effective for this year.

We will review management's assessment of the new accounting standard and conduct relevant audit procedures on the changes to the financial statements.

A summary of developments in accounting and auditing standards are outlined in Appendix F.

Audit mandate

The Auditor General of Manitoba is the auditor of the University in accordance with section 21 of the *University of Manitoba Act*.

Audit scope

Objectives

The objectives of the annual audit are to provide independent opinions on whether:

- The financial statements present fairly, in all material respects, the financial position of the University of Manitoba as at March 31, 2019, and the results of its operations, its remeasurement gains and losses, and its cash flows for the year then ended, in accordance with Canadian public sector accounting standards.
- The financial information in the schedule of public sector compensation of the University for the year ended December 31, 2018 is prepared, in all material respects in accordance with section 2 of the *Public Sector Compensation Disclosure Act*.

The financial statements are prepared by management with the oversight of those charged with governance (the ARMC). An audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

We will conduct our audit in accordance with Canadian generally accepted auditing standards (Canadian GAAS). Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable, but not absolute assurance, on whether the financial statements are free of material misstatement, including those misstatements caused by fraud or error.

In accordance with section 10(2) of *The Auditor General Act*, we will consider whether, during the course of our examination, we have become aware of any "other matters" that, in our opinion, should be brought to the attention of the Legislative Assembly.

Terms of the engagement

As required by our professional standards, we periodically obtain a written confirmation from management outlining our common understanding of, and our agreement on, the terms of the engagement for this audit. A copy of our most recent engagement letter is included in Appendix C. We will be pleased to discuss matters of interest relating to the terms of the engagement that you may require.

Our audit approach

Overview

Our audit approach is designed to allow us to execute a good quality and efficient audit. We do this by:

- (a) gaining an understanding of the organization and its environment by focusing on new developments and key business issues affecting the organization, as well as management's monitoring of controls and business processes.
- (b) identifying significant audit-related risks, sharing our perspectives, obtaining your feedback, and ensuring our audit is tailored to these risks.
- (c) using specialists as required, to assist in our audit.
- (d) using well-reasoned professional judgment, especially in areas that are subjective or that require estimates.
- (e) leveraging reliance where possible on the organization's internal control, information technology, and data systems; and
- (f) relying on the work of internal audit where practicable.

Our approach will include a mixture of reliance on relevant controls, substantive analytics, and detailed testing. Our understanding of the organization drives our assessment of materiality and the identification of audit-related risks.

Throughout the audit, we scale our work based on the size of an account balance, its complexity, and its impact on the financial statements.

Risk analysis

Our risk assessment process includes identifying risks of material misstatement for the audit which will determine how much audit evidence we required for each audit area. We have identified the following significant audit risks and other risks with a potential audit impact.

Your input on the following risks is requested, including whether there are any other areas of concern that you have identified.

Valuation of employee future benefits and pension

Background/risk

The determination of the provisions related to employee future benefits and pension requires significant judgements by the University, including the assumptions used by the actuary.

The key risks are the adequacy of the provisions, the reasonableness of the methodology and assumptions used, and the completeness and accuracy of the census data used to value the provisions.

Our planned response

- Conduct procedures in order to use the work of the actuary engaged by the University.
- Assess the reasonableness of any changes in actuarial assumptions and actuarial gains or losses.
- Test the census data provided to the actuary.

Valuation of the loan receivable from Triple B

Background/risk

The University has a loan agreement with Triple B related to the construction of Investors Group Field. This loan is consolidated in the Province's Summary Financial Statements. For the year ended March 31, 2018, the Province included a valuation allowance on the entire loan receivable.

The University will review the loan receivable to determine if a valuation allowance is necessary. As the valuation requires significant judgment by the University, we will consider this to be a significant estimate.

The key risks are the adequacy of the valuation allowance, and the reasonableness of the methodology and assumptions used.

Our planned response

- Assess the reasonableness of methodology and assumptions used.

Fraud risk in revenue recognition

Background/risk

Auditing standards assume a rebuttable presumption that there is a significant risk of fraud in revenue recognition in all business.

Our planned response

- Understand the potential risks of fraud and error related to revenue recognition.
- Understand and evaluate the internal controls over revenue recognition.
- Obtain a moderate or high level of substantive evidence related to the specific risk of fraud in revenue recognition.
- Perform testing of journal entries related to revenue recognition.

Management override of controls

Background/risk

There is an inherent risk of fraud resulting from management override of controls in all entities. As a result, senior management can potentially override controls over financial reporting. This is a required significant risk under auditing standards.

Our planned response

- Assess the risk of management override of controls through enquiry with management and the ARMC.
- Test the appropriateness of manual journal entries and other adjustments.
- Review accounting estimates for biases and maintain a level of professional skepticism.
- Perform unpredictability testing on certain balances; for example those that are immaterial or would not normally be included in our testing.

Materiality

We have set our preliminary materiality for the audit as follows:

	March 31, 2019	March 31, 2018
Overall materiality	\$ 20,000,000	\$ 16,000,000
Threshold for reporting unadjusted misstatements	\$ 1,000,000	\$ 800,000

Our overall materiality calculation is based on 2.5% of prior year expenditures. Our threshold for reporting unadjusted misstatements calculation is based on 5% of overall materiality. Should there be a significant change, we will communicate any changes at year-end.

Fraud and error

Canadian GAAS requires us to discuss fraud risk annually with those charged with governance. We understand that part of your governance role is also to consider the fraud risks facing the organization and the responses to those risks.

At our upcoming meeting, we plan to discuss the following questions in connection with your oversight of management's process for identifying and responding to the risks of fraud:

- What are your views about fraud risks in the organization?
- How do you provide effective oversight over management's process for identifying and responding to fraud risks, including programs and controls to prevent and detect fraud?
- Are you aware of any instances of actual, suspected, or alleged fraud, including misconduct or unethical behavior related to financial reporting or misappropriation of assets? If so, how have the allegations been addressed?
- Are you aware of tips or complaints regarding the organizations financial reporting (including those received through any internal whistleblower program) and, if so, what are the responses to such tips and complaints?

If you become aware of any actual, suspected, or alleged fraud affecting the organization, please disclose the matter to us as soon as practicable.

We will promptly inform you if, at any point throughout the audit, we become aware of suspected fraud involving management, employees who have significant roles in internal controls, or other cases where fraud results in a material misstatement in the financial statements. We will also communicate any other matters related to fraud that are, in our judgment, relevant to your responsibilities.

Reliance on internal control

We have assessed the overall control environment and the control activities relevant to the audit of the University and will, therefore, be adopting a controls-reliant approach.

We will be testing controls in the following business cycles:

- Ancillary Services.
- Grants, and Non-Government Grant revenue.
- Payroll.
- Purchases, payments and payables.
- Tuition and related fees.

We will not be testing controls in the remaining business cycles as a substantive approach is more efficient.

We will update this information as appropriate when we report back to you at the end of the audit.

Reliance on internal audit

We reviewed the organization's internal audit plan and reports issued by internal audit. Based on these reviews, we will not rely on internal audit's work for the audit.

Group audit

Our audit of the organization's financial statements is a group audit. Group audits often involve complex considerations regarding audit strategy, planning, execution, and communication. Effective and efficient audits are most likely to result when the group engagement team has a full understanding of the entire engagement, develops an audit approach that is responsive to the risks and changes in the entity's business as a whole, and manages the delivery of our services appropriately.

We have identified the following components:

- UM Properties GP Inc.
- UM Properties Holding Inc.
- Partners for Health and Development in Africa.
- TRIUMF.

Based on our review of the nature of involvement with the component entities we have concluded that none of them are significant to the University. We will conduct analytical procedures on the components at the group level.

As part of our communication of audit results to the ARMC, we will communicate the following as appropriate:

- concern about the quality of the component auditor's work.
- limitations on the group audit, for example, where the group engagement team's access to information may have been restricted; and
- fraud or suspected fraud involving group management, component management, employees who have significant roles in group-wide controls, or others where the fraud resulted in a material misstatement of the group financial statements.

Component of group audit

We are also appointed as the auditor of the consolidated financial statement of the Province of Manitoba, referred to as the group. We have identified the University as being a significant component of the group. As a result, in accordance with Canadian Auditing Standard 600, we will use work from this audit in our group audit and our audit results will be communicated to the group audit team. We may communicate any matter brought to our attention about the audit of the University that we judge to be significant to the group and Legislative Assembly.

Audit management

Audit team

The audit will be completed by a team composed of senior personnel from our Office who are involved in the planning, coordination, and direction of the audit and staff members who perform detailed procedures during our on-site visits. The Auditor General of Manitoba is consulted by the audit team on sensitive, complex, and/or difficult issues.

The Audit Principal is responsible for audit quality and ensures that audits are carried out in compliance with Office policies, professional standards, and the Office's system of quality control.

As part of our system of quality control, we have also assigned an engagement quality control reviewer to the audit who is independent of the audit team and whose responsibilities include ensuring that we deliver a good quality audit.

Senior staff involved in this year's audit includes:

- Norm Ricard, CPA, CA, Auditor General
- Tyson Shtykalo, CPA, CA, Deputy, Auditor General
- Greg MacBeth, CPA, CA, Assistant Auditor General, Professional Practice and Quality Assurance

- Brendan Thiessen, CPA, CA, Engagement Quality Control
- Phil Torchia, CPA, CA, Audit Principal
- Kelsey Wainwright, CPA, CA, Manager

Audit timetable

After consulting with management, we have established the following timetable that highlights the timing of the audit's major activities.

ARMC Meeting—presentation of audit plan	March 6, 2019
Interim audit	January/February 2019
Year-end audit	April to June 25, 2019
Clearance meeting with management	May 25, 2019
ARMC Meeting—presentation of audit results	June 18, 2019
Release audit reports	June 26, 2019

Audit costs

Costs incurred in completing an audit can be significant. These costs include the salaries and benefits of professional staff, travel and other direct costs, consultation with specialists, administrative support, as well as general overhead. Our costs are paid from an annual appropriation from the Province and any fees we collect are paid back to the Province.

As authorized by our Act, we charge a fee for the professional services that make up the audit of the University. For this year's audit, we estimate our audit fees will be \$103,000 (2018- \$103,000).

Our ability to complete the audit on time and on budget will be significantly affected by the quality and the level of support we receive from the organization's management.

Appendix A — Understanding our audit

Overview

In conducting an audit of financial statements, the overall objectives of the auditor are to:

- obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, thereby enabling the auditor to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with an applicable financial reporting framework; and
- report on the financial statements, and communicate as required by professional auditing standards, in accordance with the auditor's findings.

Background and additional information concerning our audit is set out below.

Risk analysis

Our audit is risk based, meaning:

- we identify and assess risks of material misstatement or non-compliance with significant authority instruments based on our understanding of the entity and its environment, including the entity's internal control.
- we design and implement audit procedures based on our risk assessment.

We identify and assess the risks of material misstatement at the

- (a) financial statement level; and
- (b) assertion level for classes of transactions, account balances, and disclosures.

Risk assessment procedures include the following:

- inquiries of management, of appropriate individuals within the internal audit function (if the function exists), and of others within the entity who in our judgment may have information that is likely to assist in identifying risks of material misstatement due to fraud or error.
- analytical procedures.
- observation and inspection.
- whether information obtained from our acceptance or continuance process is relevant to identifying risks of material misstatement.
- information obtained from other engagements we have performed regarding the organization.

Having completed a risk assessment, our objective is to obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement, through designing and implementing appropriate responses to those risks.

Materiality

We apply the concept of materiality when planning and performing our work. Materiality represents our judgment on the degree of significance of a misstatement(s) that could influence the decision of a knowledgeable user relying on the financial statements. In determining materiality, both quantitative and qualitative factors are considered.

The quantitative measure of materiality; however, is not the only factor we consider in evaluating misstatements. Relatively small misstatements may have material effect on the financial statements because of qualitative considerations. For example, misstatements that have the effect of altering performance trends, turning operating losses into operating income, or that increase management's compensation could be considered material, even though they might be less than our quantitative measure of materiality.

Auditor's responsibilities for detecting fraud

Our objectives regarding fraud are to:

- identify and assess the risks of material misstatement of the financial statements due to fraud.
- obtain sufficient appropriate audit evidence regarding the assessed risks of material misstatement due to fraud, through designing and implementing appropriate responses; and
- respond appropriately to fraud or suspected fraud identified during the audit.

When planning and conducting the audit, we consider the possibility that fraud or error, if sufficiently material, may affect our opinion on the financial statements. Accordingly, we maintain an attitude of professional skepticism throughout the audit, recognizing the possibility that a material misstatement due to fraud could exist.

In order to fulfill our responsibilities related to fraud, we perform the following procedures:

- Inquire of management, internal audit, those charged with governance, and others about knowledge of fraud or suspected fraud, the fraud risk assessment process, and how fraud risks are addressed.
- Inquire about matters raised from procedures for complaints regarding accounting, internal accounting controls, or auditing matters.
- Perform disaggregated analytical procedures, primarily over revenue, and consider unusual or unexpected relationships identified in planning the audit.
- Incorporate an element of unpredictability in the selection of the nature, timing, and extent of our audit procedures.
- Perform additional required procedures to address the risk of management's override of controls, including:
 - evaluating internal controls designed to prevent and detect fraud.
 - examining journal entries and other adjustments for evidence of possible material misstatement due to fraud.
 - reviewing accounting estimates for biases that could result in material misstatement due to fraud (including a retrospective review of significant prior years' estimates); and
 - evaluating the business rationale of significant unusual transactions.

Consideration of compliance with laws and regulations

Canadian GAAS requires that we obtain a general understanding of the legal and regulatory framework applicable to the entity and how the entity is complying with that framework. When provisions of the laws and regulations have a material effect on the financial statements, we need to obtain sufficient audit evidence regarding compliance with those laws and regulations.

In situations where the auditor identifies or suspects non-compliance with laws and regulations reporting to an appropriate authority outside the entity may be required. Material non-compliance with laws and regulations may also impact our auditor's report.

Reliance on internal control

Our professional standards require us to communicate in writing any significant deficiencies in internal control to management and those charged with governance on a timely basis. This includes deficiencies that may have been previously communicated to the ARMC, yet remain unresolved.

Internal audit

If using the work of the internal audit function, we must determine whether that work is adequate for purposes of the audit.

Management representations

As part of our audit process, we will require a letter of representation from management confirming representations made to us verbally or in writing during the audit, as well as representations that are implicit in the organization's financial statements and records. Management's representations are integral to the audit evidence gathered by us and they are required in writing so that we have appropriate documentation to support the content of our report.

Written representations inform us that management and, where appropriate, those charged with governance believe that they have fulfilled their responsibility for the preparation of the financial statements and for the completeness of the information provided to us. These representations support other audit evidence relevant to the financial statements or specific assertions in the financial statements.

Management's responsibility to provide written representations to the auditor is included in the engagement letter between the auditor and the entity.

Audit deliverables

At the conclusion of the audit, we will provide the following reports:

- **Independent Auditor's Reports.** Our draft auditor's reports are included in Appendix D.
- **Report to the ARMC—Audit Results.** This report is prepared to assist members in their review of the financial statements prior to recommending them for approval. The report provides disclosures required by professional standards and other information we believe will be useful to the Committee in its work.

In addition to our reports, we may provide the following additional information:

- **Management letter.** A derivative communication that identifies opportunities for changes in procedures that would improve systems of internal control, streamline operations, and/or enhance financial reporting practices.

Our responsibilities relating to other information in the annual report and similar documents

Other information is defined as financial or non-financial information (other than financial statements and the auditor's report) included in an entity's annual report. Canadian GAAS requires us to read the other information and, in doing so, to consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit. We are now also required to report on the other information.

Auditor involvement with offering documents and designated documents

If the organization intends to include audited financial statements and/or the auditor's report within offering documents or designated documents, the organization is required to obtain prior written consent from the Office to use the auditor's report.

Offering documents are documents that offer securities, whether in a primary or secondary offering, in exchange for cash, debt, other securities, or other assets. For example: preliminary prospectuses; prospectuses; private placement offering memoranda; statements of material facts; issuer bid circulars; and information circulars.

A designated document consists of one or more of the following continuous disclosure documents filed with securities regulatory authorities:

- (c) the entity's financial statements and the auditor's report thereon;
- (d) the entity's Management Discussion and Analysis (MD&A) filed in connection with the material in paragraph (a); and
- (e) any other continuous disclosure document of the entity containing, or incorporating by reference, financial statements, and the auditor's report thereon.

Appendix B — Responsibilities for financial reporting

Management

Management is responsible for the day-to-day activities of the organization. Activities may include, among other things, preparing the financial statements and the schedule in accordance with the applicable financial reporting framework, including responsibilities related to internal control, such as designing and maintaining accounting records, selecting and applying accounting policies, safeguarding assets, complying with legislative and other authorities, and preventing and detecting error and fraud.

It is management's responsibility to establish a control environment and maintain policies and procedures to assist in ensuring the orderly and efficient conduct of the organization's business. In determining which controls to implement to prevent and detect fraud, management should consider the risk that the financial statements may be materially misstated as a result of fraud.

Management is also responsible for the preparation, integrity, and objectivity of publicly reported information such as annual financial statements. In preparing financial statements, management is responsible for exercising sound judgment in selecting and applying accounting policies in accordance with the applicable accounting framework.

Board of Governors

The Board of Governors is responsible for oversight of the management of the businesses, activities, and other affairs of the organization. Among other things, this means that the Board has oversight responsibility for the financial reporting process. The Board must approve the financial statements of the organization. In doing so, it indicates that, through the ARMC, it has exercised its oversight responsibilities and is satisfied that the financial statements are appropriate.

The Board, through oversight of management, usually through the ARMC, is responsible for ensuring that the organization designs, implements, and maintains appropriate internal control with regard to reliability of financial reporting, effectiveness and efficiency of operations, and compliance with applicable legislation and other authorities. In exercising its oversight responsibility, the ARMC should consider the potential for management override of controls or other inappropriate influence over the financial reporting process.

Appendix C — Draft Engagement letter

October 29, 2018

Mr. Kimber Osiowy
Chair, Audit and Risk Management Committee
University of Manitoba
312 Administration Building
Winnipeg, Manitoba R3T 2N2

Ms. Lynn Zapshala-Kelln, CPA, CGA
Vice-President (Administration)
University of Manitoba
110 Administration Building
Winnipeg, Manitoba R3T 2N2

Dear Mr. Osiowy and Ms. Zapshala-Kelln:

The purpose of this letter is to confirm our common understanding of the terms of the audit engagement.

The Auditor General of Manitoba has been appointed auditor of the University of Manitoba (the University) in accordance with the requirements of Section 21 of the *University of Manitoba Act*.

Annual Audit

The audit of the University financial statements is designed to enable the Auditor General of Manitoba to issue a report indicating whether, in his opinion:

- the financial statements present fairly, in all material respects, the financial position of the University of Manitoba as at March 31, 2019, and the results of its operations, its remeasurement gains and losses, and its cash flows for the year then ended, in accordance with Canadian public sector accounting standards.

In accordance with the requirements of the *Public Sector Compensation Disclosure Act*, the audit of the University Schedule of Public Sector Compensation (the Schedule) is designed to enable the Auditor General of Manitoba to issue a report indicating whether, in our opinion:

- the financial information in the schedule of public sector compensation of the University of Manitoba for the year ended December 31, 2018 is prepared, in all material respects, in accordance with Section 2 of the *Public Sector Compensation Disclosure Act*.

The form and content of our audit reports will be in accordance with Canadian Auditing Standard 700 *Forming an opinion and reporting on financial statements* and Canadian Auditing Standard 805 – *Special Consideration – Audits of Single Financial Statements and Special Elements, Accounts or Items of a Financial Statement*.

There may be circumstances where our auditor's report will differ from the standard on form and content. In such cases, we will discuss with management in advance of finalizing our auditor's report and seek to resolve any difference of view that may exist. This will be communicated, if appropriate or necessary, to the Audit Committee.

According to CAS 701 *Communicating key audit matters in the independent auditor's report*, the communication of key audit matters is either required by law or regulation or is voluntary. If we decide to communicate key audit matters, we will discuss with management in advance of finalizing our auditor's report. At this time, we do not intend to communicate key audit matters in our auditor's report.

Under the *Auditor General Act*, we are required to call attention to any other matter resulting from our work that, in our opinion, should be brought to the attention of the Legislative Assembly.

Our responsibilities

Audit. We are responsible for conducting our audit in accordance with Canadian generally accepted auditing standards (GAAS). Those standards require that we comply with ethical and independence requirements, and that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also involves evaluating the appropriateness of the accounting policies used and the reasonableness of the accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

The scope of our audit will include obtaining, to the extent necessary to effectively carry out our work, an understanding of the University and its business environment, the business risks it faces, how the University manages those risks, and its overall control environment.

Risk assessment. In making our risk assessments, we will obtain an understanding of internal control relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances. The scope of our review of internal controls will not be sufficient to express an opinion on the effectiveness or efficiency of your internal controls. However, we will inform the management and the Audit Committee in writing of any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements in the financial statements may not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed in accordance with Canadian GAAS.

Fraud. In planning and conducting the audit, we consider the possibility that fraud or error, if sufficiently material, may affect our opinion on the financial statements. Accordingly, we maintain an attitude of professional skepticism throughout the audit, recognizing the possibility that a material misstatement due to fraud could exist. Because of the nature of fraud, which could include attempts at concealment through collusion and forgery, an audit designed and executed in accordance with Canadian GAAS may not detect a material fraud. Furthermore, while effective internal control reduces the likelihood that misstatements will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot guarantee that fraud, error, and illegal acts, if present, will be detected.

Communication of matters. We will inform management and, if appropriate or necessary, the Audit Committee of the following matters that we may have identified during our audit:

- misstatements, resulting from error (other than trivial errors), and the request to correct those misstatements.
- fraud or any information obtained that indicates that a fraud may exist.
- any evidence obtained that indicates non-compliance, or suspected non-compliance, with laws and regulations.
- significant deficiencies in the design or implementation of internal control to prevent and detect fraud or error.
- related party transactions identified by us that are significant and outside the normal course of operations.

However, audits do not usually identify all matters that may be of interest to management in carrying out its responsibilities. The type and significance of the matter to be communicated will determine the level of management to whom the communication is directed.

Confidentiality. All of our employees have a duty of confidentiality within the limits of the law. Accordingly, except for information that is in or enters the public domain, we will not provide any third party with confidential information concerning the affairs of the University without your prior consent—unless we are required to do so by the law.

Review of the annual report. Canadian GAAS require us to review the annual report or similar documents of the University, before its publication, to ensure that the financial statements and our auditor's report have been reproduced accurately. We are also required to read the other information (financial or non-financial) included in the annual report to identify material inconsistencies, if any, with the audited financial statements. We do not have a specific responsibility for determining whether or not other information is properly stated. However, if we become aware of an apparent material misstatement of fact, we will discuss the matter with management. We will also expand our review to include the Internet version of the annual report, should one exist. We ask that the annual report be available for our review, before its publication.

Offering documents and designated documents. Our audit responsibilities do not extend to offering documents and designated documents. Should you wish to include or incorporate our report by way of reference in a document that offers securities, whether in a primary or secondary offering, in exchange for cash, debt, other securities or other assets (an "offering document"), or a continuous disclosure document filed with securities regulatory authorities (a "designated document"), you must obtain our written consent in advance.

Management responsibilities

Our audit will be conducted on the premise that management and, where appropriate, the Audit Committee acknowledge and understand that they have the following responsibilities.

Responsibility for financial statements and internal control. Management is responsible for the preparation and fair presentation of the financial statements and information referred to above. You are also responsible for establishing and maintaining an effective system of internal control over financial reporting to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In this regard, you are responsible for establishing policies and procedures that ensure financial information is prepared in accordance with Canadian public sector accounting standards and for the schedule, *The Public Sector Compensation Disclosure Act*.

Correction of errors. We expect management will correct all known non-trivial errors. Management is responsible for adjusting the financial statements to correct material misstatements and for confirming to us that the total of all uncorrected misstatements identified by us during our audit are immaterial, both individually and in total, to the financial statements taken as a whole.

Prevention and detection of fraud. Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us:

- (a) of the risk that the financial statements may be materially misstated as a result of fraud.
- (b) about all known or suspected fraud involving (i) management, (ii) employees who have significant roles in internal control over financial reporting and (iii) others where the fraud could have a non-trivial effect on the financial statements.
- (c) of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, investors or others.

Related parties. Management is responsible for disclosing to us the identity of each related party as defined in:

- *CPA Canada Public Sector Accounting Handbook—Section PS 2200—Related Party Disclosures.*

and all the related party relationships and transactions of which you are aware and, for providing to us any updates that occur during this engagement.

Subsequent events. Management is responsible for informing us of subsequent events that may affect the financial statements of which you may become aware up to the date the financial statements are issued.

Laws, regulations, and other authorities. Management is responsible for identifying and ensuring that you comply with the laws, regulations and other authorities applicable to your organization and its activities. You will make available to us information relating to any illegal or possibly illegal acts, and all facts related thereto, and will provide information to us relating to any known or probable instances of non-compliance with legislative or regulatory requirements, including financial reporting requirements.

Providing information on a timely basis. Management is responsible for making available to us, on a timely basis, all of your original accounting records and related information relevant to the preparation of the financial statements, additional information that we may request from you for the purposes of our audit, and unrestricted access to your personnel who we may determine necessary to obtain evidence to support our audit of the financial statements. You are also responsible for making available to us, as soon as possible, the other information, whether financial or non-financial information, that will be included in the University's annual report.

Management representation letter. Management will provide us with written representations that encompass representations made to us during the audit covering the financial statements. Management's representations are integral to our audit evidence.

Group audit. With respect to this group financial statement audit, where reliance will be placed upon a component auditor's work, it is important that the communication between us and the component auditors be unrestricted, to the extent possible.

When necessary, we will discuss important matters, including significant deficiencies in internal controls of the component, with the component auditors, with those charged with governance of the component, and with management of the component.

- Where appropriate, we will discuss the communication between regulatory authorities and the components related to financial reporting matters with the component auditors.
- To the extent we consider necessary, we will require access to the component's information, those charged with governance of components, component management, and the component auditors (including relevant audit documentation sought by us); and the ability to perform work or request a component auditor to perform work on the financial information of the components.

Component of group audit. We are also appointed as the auditor of the consolidated financial statement of the Province of Manitoba, referred to as the group. We have identified the University as being a significant component of the group. As a result, in accordance with Canadian Auditing Standard 600, we will use work from this audit in our group audit and our audit results will be communicated to the group audit team. We may communicate any matter brought to our attention about the audit of the University to group management.

Other engagement matters

We estimate the audit fee at \$103,000 before taxes. Last year's audit fee was \$103,000, before taxes. If we need significant additional time, we will explain why and agree on a new fee estimate.

All working papers and files, other materials, reports, and work that we create, develop, or perform during the engagement will remain our property.

These terms of engagement will be effective from year to year until amended or terminated in writing.

To indicate that you agree with management's responsibilities and understand our role and responsibilities, please sign both copies of this letter, return one signed copy to us, and keep one copy for your records.

Sincerely,

Phil Torchia, CPA, CA
Principal

PT/tm

We agree with management's responsibilities and understand the role and responsibilities of the Office of the Auditor General of Manitoba as described in this letter.

By:

Mr. Kimber Osiowy
Chair, Audit and Risk Management Committee

Date

Ms. Lynn Zapshalla-Kelln
Vice-President (Administration)

Date

Appendix D — Draft Auditor's Reports

To the Lieutenant Governor-in-Council
To the Legislative Assembly of Manitoba
To the Board of Governors of the University of Manitoba

Opinion

We have audited the financial statements of the University of Manitoba (the University), which comprise the statement of financial position as at March 31, 2019, and the statements of operations and changes in fund balances, remeasurement gains and losses and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the University as at March 31, 2019, and its operations, its remeasurement gains and losses, and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the University in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Financial Report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the University's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless an intention exists to liquidate the University or to cease operations, or there is no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the University's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the University's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the University to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Group to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Norm Ricard, CPA, CA
Auditor General
Winnipeg, Manitoba
Date

To the Legislative Assembly of Manitoba
To the Board of Governors of the University of Manitoba

Opinion

We have audited the schedule of public sector compensation of the University of Manitoba (the University) for the year ended December 31, 2018 (the schedule).

In our opinion, the financial information in the schedule of the University for the year ended December 31, 2018 is prepared, in all material respects, in accordance with Section 2 of the *Public Sector Compensation Disclosure Act*.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Schedule* section of our report. We are independent of the University in accordance with the ethical requirements that are relevant to our audit of the schedule in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the schedule, which describes the basis of accounting. The schedule is prepared to assist the University to meet the requirements of Section 2 of the *Public Sector Compensation Disclosure Act*. As a result, the schedule may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Schedule

Management is responsible for the preparation of this schedule in accordance with Section 2 of the *Public Sector Compensation Disclosure Act* and for such internal control as management determines is necessary to enable the preparation of the schedule that is free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the University's financial reporting process.

Auditor's Responsibilities for the Audit of the Schedule

Our objectives are to obtain reasonable assurance about whether the schedule is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this schedule.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the schedule, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Office of the Auditor General
Winnipeg, Manitoba
Date

Appendix E — Independence

The Office's *Expectations regarding values, independence, objectivity & confidentiality*, and provincial codes of professional conduct require us to maintain independence from the organization. Canadian GAAS require that we communicate with those charged with governance regarding all relationships between the organization and us that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, we consider relevant rules and related interpretations and applicable legislation, covering such matters as

- holding a financial interest, either directly or indirectly, in the organization;
- personal or business relationships of immediate family and management or those charged with governance; and
- over familiarity with the organization due to a long-standing relationship.

Since we report directly to the legislative assembly, we inherently possess a significant degree of independence. To provide further assurance, our system of quality control requires us to ensure safeguards are applied to eliminate identified threats to independence, or reduce them to an acceptable level to ensure that we complied with relevant ethical requirements regarding independence. Our audit staff is required to annually declare any interests that could be perceived as placing them in a conflict of interest position. We also have policies designed to ensure that auditors do not remain on the same audit for excessive periods of time.

At this time, we are not aware of any relationships between the organization and our audit staff that, in our professional judgment, may reasonably be thought to bear on our independence.

Appendix F — Developments in accounting and auditing standards

Developments in accounting standards

1. Restructuring Transactions

In June 2015, PSAB issued the new section *Restructuring transactions*, PS 3430. This section applies to fiscal years beginning on or after April 1, 2018.

This new Section defines a restructuring transaction and establishes standards for recognizing and measuring assets and liabilities transferred in a restructuring transaction.

The main features are:

- A restructuring transaction is defined separately from an acquisition. The key distinction between the two is the absence of an exchange of consideration in a restructuring transaction.
- A restructuring transaction is defined as a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities that does not involve an exchange of consideration.
- Individual assets and liabilities transferred in a restructuring transaction are derecognized by the transferor at their carrying amount and recognized by the recipient at their carrying amount with applicable adjustments.
- The increase in net assets or net liabilities resulting from recognition and derecognition of individual assets and liabilities received from all transferors, and transferred to all recipients in a restructuring transaction, is recognized as revenue or as an expense.
- Restructuring-related costs are recognized as expenses when incurred.
- Individual assets and liabilities received in a restructuring transaction are initially classified based on the accounting policies and circumstances of the recipient at the restructuring date.
- The financial position and results of operations prior to the restructuring date are not restated.
- Disclosure of information about the transferred assets, liabilities and related operations prior to the restructuring date by the recipient is encouraged but not required.

2. Financial Instruments and Foreign Currency Translation

In September 2015, PSAB extended the effective date for governments to transition to *Financial instruments, Section PS 3450* and *Foreign currency translation, Section PS 2601* to fiscal years beginning on or after April 1, 2019.

In its meeting in June 2018, PSAB decided that they will issue an Exposure draft in December 2018 on certain narrow scope amendments to the financial instruments standards including the extending the adoption of the standards to April 1, 2021 for governments.

3. Asset Retirement Obligations

In August 2018, PSAB issued the new section *Asset retirement obligations, Section PS 3280*. This section applies to fiscal years beginning on or after April 1, 2021. Earlier adoption is permitted.

The main features are:

- An asset retirement obligation is a legal obligation associated with the retirement of a tangible capital asset.
- Asset retirement costs associated with a tangible capital asset controlled by the entity increase the carrying amount of the related tangible capital asset (or a component thereof) and are expensed in a rational and systematic manner.
- Asset retirement costs associated with an asset no longer in productive use are expensed.
- Subsequent measurement of the liability can result in either a change in the carrying amount of the related tangible capital asset (or a component thereof), or an expense, depending on the nature of the remeasurement and whether the asset remains in productive use.
- Asset retirement obligations include post-retirement operation, maintenance and monitoring.
- A present value technique is often the best method with which to estimate the liability.

The proposed standards impact entities with buildings containing asbestos.

A liability for an asset retirement obligation can be incurred due to the acquisition, construction or development of a tangible capital asset; or normal use of a tangible capital asset. Accordingly, when a public sector entity acquires a building that contains asbestos, a liability for asbestos removal is created because regulations require the entity to handle and dispose of it in a prescribed manner when the building undergoes renovations or is demolished. Although timing of the removal of the asbestos is conditional on the building undergoing renovations or being demolished, existing regulations create a legally enforceable obligation for the entity to remove and dispose of the asbestos. The obligating event occurs when the entity acquires the building. The

ability to defer settlement does not relieve the entity of the obligation as the asbestos will eventually need to be removed and disposed of.

As a consequence of issuing the new Section, PSAB withdraw *Solid waste landfill closure and post-closure liability, Section PS 3270*.

4. Revenue

In its June 2018 meeting, PSAB approved the final Handbook Section PS 3400, Revenue. This new Section will be effective for fiscal years beginning on or after April 1, 2022. Earlier adoption is permitted.

The new standard affects when revenue is recognized, how it is measured, as well as its presentation and disclosure. This section enhances the relevance, reliability and comparability of information reported in financial statements by establishing a framework and criteria for recognition and measurement of revenue.

The main features are:

- A framework for revenue is proposed describing two categories of revenue — exchange transactions or unilateral transactions.
- If the transaction gives rise to one or more performance obligations, it would be an exchange transaction.
- Performance obligations are enforceable promises to provide goods or services to a payor as a result of exchange transactions.
- Revenue from an exchange transaction is recognized when the public sector entity has satisfied the performance obligation(s).
- The performance obligation(s) may be satisfied at a point in time or over a period of time.
- If no performance obligations are present, it would be unilateral revenues.
- Unilateral revenues result in increases in the economic resources of a public sector entity without a direct transfer of goods or services to the payor.
- Unilateral revenues are recognized when a public sector entity has the authority to claim or retain an inflow of economic resources and a past event gives rise to a claim of economic resources.

5. Proposed Changes to Public Sector Accounting Standards

PSAB has issued the following documents for comment proposing changes to public sector accounting standards:

Employment Benefits

Identified as the top priority in PSAB's 2014 Project Priority Survey, the Board has approved a project to review *Section PS 3250, Retirement benefits, and Section PS 3255, Post-employment benefits, compensated absences and termination benefits.*

The first stage of this project will involve looking at issues such as deferral of experience gains and losses, discount rate, shared risk plans, multi-employer defined benefit plans and vested sick leave benefits. Other improvements to existing guidance will also be considered. The second stage will involve determining how to account for these new types of pension plans.

A new, comprehensive Handbook Section on employment benefits will replace the two existing Sections.

PSAB decided to undertake this project in phases to facilitate a thorough consideration of the key issues. PSAB will address the deferral provisions and discount rate guidance in the standards in Phase I, and the non-traditional plans and other issues in Phase II.

In November 2016, PSAB issued an Invitation to Comment (ITC) *Employment Benefits: Deferral Provisions in Sections PS 3250 and PS 3255* with responses to be submitted by March 3, 2017. PSAB approved a second ITC *Employment Benefits: Discount Rate Guidance in Section PS 3250* to be issued in November 2017. A key objective of issuing these ITCs is to seek stakeholder input prior to PSAB establishing its own preliminary views on the issues.

PSAB is analysing the comments received from the 2 ITCs.

In addition, PSAB plan to release an ITC on non-traditional plans.

Developments in Auditing Standards

Auditor Reporting

A new auditor reporting standards is effective for audits of financial statements for periods ending on or after 15 December 2018.

The major differences between our report today and our report under new auditor reporting standards are as follows:

- an opinion section must be presented first, followed by the Basis for Opinion section, unless laws or regulations prescribe otherwise.
- an affirmative statement about the auditor's independence and fulfillment of relevant ethical responsibilities, with disclosure of the jurisdiction of origin of those requirements (i.e. Canada).
- enhanced auditor reporting on going-concern, including:
 - a description of the respective responsibilities of management and the auditor for going concerns.
 - a separate section when a material uncertainty exists and is adequately disclosed under the heading "Material Uncertainty Related to Going Concern"; and
 - a new requirement to challenge the adequacy of disclosures for "close calls" in view of the applicable financial reporting framework when events or conditions are identified that may cast significant doubt on an entity's ability to continue as a going concern.
- a new statement describing the auditor's responsibilities with respect to other information included in a document that contains the audited financial statements.
- disclosure of the engagement partner's name for audits of financial statements of listed entities; and
- an enhanced description of the auditor's responsibilities and key features of an audit.

The AASB will continue to monitor developments in the U.S., International, and in Canada (by those who will voluntarily report key audit matters). Insights gained from these activities will guide the AASB in future deliberations on communication of key audit matters being made mandatory for particular entities.



AGENDA ITEM: Closure of the Health, Leisure and Human Performance
Research Institute

RECOMMENDED RESOLUTION:

THAT the Board of Governors approve the closure of the Health, Leisure and Human Performance Research Institute, effective March 31, 2019 [as recommended by Senate, March 6, 2019].

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

- The procedures on *Research Centres, Institutes, and Groups* specify that the authority to establish research centres /institutes resides with the Board of Governors, normally on the recommendation of the Senate of the University.
- At its meeting on January 24, 2019, the Senate Committee on University Research considered and endorsed a recommendation from the Faculty Council of the Faculty of Kinesiology and Recreation Management to close the Health, Leisure and Human Performance Research Institute [dated October 18, 2018]. The Faculty Council's recommendation was informed by a report of a task force established by the Faculty, to assess the impact and sustainability of the Institute. The task force had recommended that the Institute be dissolved.

RESOURCE REQUIREMENTS:

N/A

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

N/A

IMPLICATIONS:

The Faculty of Kinesiology and Recreation Management has indicated that some of the activities of the Institute and the funding that supported these will be moved under the portfolio of the Associate Dean (Research).

ALTERNATIVES:

N/A

CONSULTATION:

The proposal is forwarded to the Board of Governors by Senate following consideration by the Senate Committee on University Research and the Senate Executive.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Committee on University Research	January 24, 2019
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate Executive Committee	February 13, 2019
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Senate	March 6, 2019
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Senate

Submission approved by: University Secretary

Attachments

- Report of the Senate Committee on University Research on the Review of the Health, Leisure and Human Performance Research Institute [dated January 30, 2019]

THE SENATE COMMITTEE ON UNIVERSITY RESEARCH
REPORT ON THE REVIEW OF THE
HEALTH, LEISURE AND HUMAN PERFORMANCE RESEARCH INSTITUTE

Preamble:

1. The terms of reference for the Senate Committee on University Research (SCUR) can be found at:

http://umanitoba.ca/admin/governance/governing_documents/governance/sen_committees/510.html

2. The Policy for *Research Centres, Institutes and Groups*, stipulates that the authority to establish research centres/institutes resides with the Board of Governors, normally on the recommendation of the Senate of the University. Proposals are transmitted from SCUR to the Chair of the Senate Planning and Priorities Committee to determine if SPPC review is required, and to Senate through its Executive Committee. Prior to their transmittal to SCUR, proposals for the establishment of research centres/institutes are normally supported by departmental and faculty councils, as appropriate.

3. Research Centres, Institutes and Groups are to be reviewed by SCUR on a periodic basis but not less than once every 5 years.

4. SCUR shall determine whether a formal, independent review committee should be struck to conduct a full review of the research centre/institute. If a full review of the research centre/institute is not warranted, in that it is clear that the research centre/institute either qualifies for continuation or that it does not, SCUR will recommend to Senate that the research centre/institute continue for a period of three to five years, or that it be terminated, without further review.

Observations:

1. On November 26th, 2018, a memo was received by Dr. Digvir Jayas from Dr. Douglas Brown, Dean of the Faculty of Kinesiology and Recreation Management. The memo requested the dissolution of the ***Health, Leisure and Human Performance Research Institute (HLHPRI)***.
2. A faculty Task Force Committee was established in November 2017 to assess the impact and sustainability of the HLHPRI.
 - a) The Task Force Committee consulted broadly, including at a Faculty Retreat, interviews with former Directors of the HLHPRI, and a survey of HLHPRI Affiliates.
 - b) The Task Force Committee produced a formal report in May 2018. The report recommended to dissolve the HLHPRI.
 - c) Some of its current activities and funding will be transferred to the portfolio of the Associate Dean of Research in the Faculty of Kinesiology and Recreation Management.
3. On October 18, 2018, the Faculty Council of Kinesiology and Recreation Management approved the motion that “the Dean’s Office initiate the process to dissolve the HLHPRI.”

Recommendation:

On behalf of the Senate Committee on University Research, I am recommending:

THAT upon the recommendation of the Faculty Council of Kinesiology and Recreation Management (October 18, 2018), the *Health, Leisure and Human Performance Research Institute* be dissolved, effective March 31, 2019.

Respectfully submitted,

Dr. Digvir Jayas,
Vice-President, Research and International
And Chair of the Senate Committee on University Research



AGENDA ITEM: 2019–2020 Residence Room and Meal Plan Rates

RECOMMENDED RESOLUTION:

That the Board of Governors approves:

A) Residence room rates (per term) for 2019-20 of:

- Pembina Hall Residence - \$3,902
- Arthur Mauro Residence - \$4,173
- Mary Speechly Hall Residence - \$2,980 (single); \$1,904 (double)
- University College Residence - \$3,035 (single); \$1,939 (double)

B) Meal plan rates (per term) for 2019-20 of:

- 10 Meals per Week plus \$250 FoodBucks - \$2,588
- 15 Meals per Week plus \$250 FoodBucks - \$2,783
- 7-Day Unlimited plus \$100 FoodBucks - \$2,869
- UC FoodBucks Plan - \$1,650
- UC Flex Plan (\$750 FoodBucks plus 100 meals at Fresh Food Company) - \$2,065

C) Extended stay fee (holiday break) for 2019-20 of: \$115

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

There are four University-operated student residence facilities on campus offering a variety of room and meal plan options.

Pembina Hall Residence (PHR)

- Semi-suite style residence with private washroom
- Choice of three **mandatory** meal plan options¹
- 357 beds
- Year built: 2011

Arthur V. Mauro Residence (AVM)

- Two bedroom suite-style residence with shared kitchen area and washroom
- Upper years only
- Optional meal plans available
- 316 beds
- Year built: 2003

Mary Speechly Hall (MSH)

- Dormitory-style residence with double or single rooms; communal washrooms
- Choice of three **mandatory** meal plan options ¹
- 246 beds
- Year built: 1964

University College Residence (UCR)

- Dormitory-style residence with double or single rooms; communal washrooms
- Choice of two **mandatory** declining balance meal plan options ²
- 258 beds
- Year built: 1964

¹ Mandatory Meal Plan Options (2018-19):

- 10 meals per week plus \$250 FoodBucks (declining balance per term)
- 15 meals per week plus \$250 FoodBucks (declining balance per term)
- 7-day all-you-care-to-eat meals plus \$100 FoodBucks (declining balance per term).

² Mandatory Declining Balance Meal Plans (2018-19):

- UCR FoodBucks Plan - \$1,575 per term
- UCR Flex Plan - \$750 in FoodBucks plus 100 meals per term at Fresh Food Company

FoodBucks can be used at any University Dining Services outlet. Up to \$75 per term may be used at each of: Degrees, the Hub, and Pizza Pizza (2677 Pembina Hwy. location).

The current student demographic in residences is 65% international / 35% domestic, and 65% of all resident students are first year students. Last year the student demographics were largely the same. Average occupancy rates over the last year were 96%.

Other on-campus housing consists of St. John's College Residence (100 beds) and St. Andrew's College Residence (40 beds) with rates ranging from \$1,705 to \$1,897 per term for a single dorm room. St. Paul's College does not currently have a residence facility, but a Request for Proposal was issued in August 2016 seeking proponents to design, build, finance and operate a 300-bed, gender-split student residence using a P3 model. Negotiations with a selected developer/operator are ongoing.

Proposed 2019-20 Room Rates

Recommendation:

- The **Pembina Hall Residence** room rate would increase from \$3,716 to \$3,902 per term.
- The **Arthur V. Mauro Residence** room rate would increase from \$3,974 to \$4,173 per term.
- The **Mary Speechly Hall** single room rate would increase from \$2,838 to \$2,980; and the double room rate would increase from \$1,813 to \$1,904 per term.
- The **University College** single room rate would increase \$2,890 to \$3,035; and the double room rate would increase from \$1,847 to \$1,939 per term.
- **Extended stay fee** (holiday break) would increase from \$110 to \$115.

Rationale:

This proposal marks the final year of a five-year business plan first presented to the Board in 2015. The five-year plan called for a 5% annual increase to room rates in order for Student Residences to become self-sustaining, including necessary capital reinvestment. In this final year of the plan, some newly identified capital expenditures related to fire safety upgrades required in University College and Mary Speechly has impacted our ability to meet this goal completely, but overall, our financial position remains stable. The room rate increases over the past four years have allowed us to continually enhance the quality of the residence facilities by reinvesting in building infrastructure, renovating and creating new spaces, and refreshing furniture and equipment. Over the next two years, we plan on continuing this with a renovated community kitchen space, elevator upgrades, lobby/lounge renovations in University College, new furniture in Mary Speechly, and new window coverings in Pembina Hall Residence.

As we close out the five-year business plan, we are therefore proposing a 5% room rate increase in 2019-20. Table 7 provides an updated business plan and financial projection. We are also seeking Board approval for a \$115 extended stay fee for students staying over the 2019 twelve-day holiday break. Only students who declare their intent to stay (almost exclusively international students) are required to pay this fee. The fee does not include meals and is intended to cover the operating costs associated with this service, including 24-hour residence security, part-time office staff, and caretaking during this period.

As we have raised rates in each of the last four years, one of our continued concerns is that we run the risk of pricing ourselves out of the market, ultimately deterring students from living on campus. However, the demand for quality on-campus accommodations continues to be strong with long waitlists, steady occupancy rates throughout the year (averaging 96%) and off-campus housing rates in the surrounding area continue to rise at similar rates. In fact, we are seeing adjusted monthly rental costs (per person) as high as \$1,682/month in some of the newer purpose-built student housing developments in the surrounding University area. See Table 6 for a summary of local off-campus rate increases.

Tables 2, 3 & 4 compare our current room rates with other U15 Canadian university residence offerings and even with the proposed increases, our rates remain below the national average for single dorm rooms and well below the average for double dorm rooms.

Directly comparing on-campus and off-campus rates can be challenging especially because accommodation styles differ so greatly. However, Table 5 attempts to show both off and on-campus housing rates as comparably as possible, expressed in a monthly rent cost per student (including basic utilities, furniture, and excluding meals). The table shows that while the semi-suite style and dorm-style accommodations offered in Pembina Hall, Mary Speechly and University College are unique to on-campus living, the proposed rates in these categories still offer competitive overall monthly living costs for students. The suite-style rate proposed for Arthur Mauro, which is being compared to an off-campus two-bedroom apartment, is above the average local market rate but still remains at a median price point among competing and other U15 residences offering accommodations in this category.

We would also suggest that comparing overall student housing costs requires the consideration of value-added matters such as convenience/lack of transportation costs, all utilities, flexible lease terms, in-house residence security presence and a student support and development infrastructure. Providing students – especially first year students - an on-campus living experience is an important factor in their success and we would argue this is not something that off-campus purpose-built housing is able to successfully replicate.

Proposed 2019-20 Meal Plan Rate Increases:

Recommendation:

1. Mary Speechly Hall and Pembina Hall Residence Mandatory Meal Plan Options

- 10 Meals per Week plus \$250 FoodBucks increase from \$2,525 to \$2,588 per term
- 15 Meals per Week plus \$250 FoodBucks increase from \$2,715 to 2,783 per term
- 7-Day Unlimited plus \$100 FoodBucks increase from \$2,799 to 2,869 per term

2. University College Residence Declining Balance Meal Plan Options

- UCR Foodbucks Plan - \$1,650 Foodbucks per term. The cost of the plan would increase from \$1,575 per term to \$1,650 per term
- UCR Flex Plan – \$750 in Foodbucks plus 100 meals at the Fresh Food Company. The plan would increase from \$1,970 per term to \$2,065 per term.

3. Arthur V. Mauro Residence- Optional Meal Plans Available

Rationale:

For 2019-20, we are proposing a 2.5% increase to the MSH/PHR meal plans and a 5% increase to the UCR declining balance meal plans. The 2.5% increase to the MSH/PHR meal plans reflects balancing the 2.5% Consumer Price Index (CPI) increase seen in 2018 and a scheduled 0.75% wage increase for all Dining Services staff. The rationale for the 5% increase to the UCR meal plan, however, is more directly related to meeting Canada Revenue Agency requirements for non-taxable status. Should the meal plans only go up 2.5%, they no longer qualify for non-taxable status and then both GST and PST would apply to the base amount. Canada Revenue Agency considers a meal non-taxable if the amount paid for the plan is sufficient to provide a student with a minimum of 10 meals per week for the period of the plan (which must not be less than one month). The cost per meal is based on the average cost of a meal at qualifying locations. We recognize that the meal plan structure and offerings available to students living in University College are not ideal but we continue to focus on making the UCR meal plans as flexible and as affordable as possible.

By comparison, the University of Winnipeg (U of W) starts Mandatory Declining Balance Plans at a higher cost than comparable plans at the University of Manitoba. For reference purposes, the three non-taxable declining balance meal plans in 2018-19 that are available at the U of W carry per-term prices ranging from \$1,825 per term to \$2,875.

The Residence Dining Advisory Committee was consulted on the meal plan rate proposal.

Rate Summary

	Current Rate	Proposed Rate	Change
Room Rates			
PHR	\$3,716	\$3,902	5%
AVM	\$3,974	\$4,173	5%
MSH – Single	\$2,838	\$2,980	5%
MSH – Double	\$1,813	\$1,904	5%
UCR – Single	\$2,890	\$3,035	5%
UCR – Double	\$1,847	\$1,939	5%
Extended Stay Fee (holiday break)	\$110	\$115	5%
Meal Plan Rates			
MSH/PHR			
10 meals per week plus \$250 FoodBucks	\$2,525	\$2,588	2.5%
15 meals per week plus \$250 FoodBucks	\$2,715	\$2,783	2.5%
7-day unlimited plus \$100 FoodBucks	\$2,799	\$2,869	2.5%
UCR			
UCR FoodBucks Plan - \$1,650 Foodbucks only	\$1,575	\$1,650	5%
UCR Flex Plan - \$750 Foodbucks plus 100 meals at the Fresh Food Company	\$1,970	\$2,065	5%

RESOURCE REQUIREMENTS:

See appendix Table 7 for business plan.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

Student Residences continues to work towards Building Community and providing our students with improved accommodation facilities, dining services and support programs that will create an outstanding living and learning environment. This includes providing residence students with opportunities for engagement with community both internal and external to the University.

IMPLICATIONS:

Students Residences' mission is to provide quality on-campus accommodations in a safe, supportive, engaging and community-rich environment that promotes the personal, cultural, and social growth of our students, while enhancing the likelihood of their success.

Should these recommendations be approved, the full cost of room and board for a student on campus would start at \$3,589 per term (UCR Double with UCR FoodBucks Plan).

ALTERNATIVES:

1. Lower proposed increases- this option would not cover operating cost increases in 2019-20 and would not allow for adequate capital investment into the properties.
2. Higher proposed increases may risk vacancies dependent on student reaction.

CONSULTATION:

The following have been consulted on the contents of this submission: Residence Dining Advisory Committee; Director of Student Residences; Director of Ancillary Services; General Manager, Dining Services; and Director of Accounting, Ancillary Services.



Board of Governors Submission

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Tom Hay</u>	<u>Feb 1, 2019</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>February 14, 2019</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>[Signature]</u>	<u>Feb 15, 2019</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<u>FAHR</u>	<u>March 5, 2019</u>
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by:

Barry Stone, Director of Student Residences
Andrea Edmunds, Director of Ancillary Services

Submission approved by:

Attachments

- Table 1 - 2018/19 Winnipeg Rental Market Information
- Table 2 - 2018/19 Semi-Suite/Suite with Private Washroom Comparisons in Canada
- Table 3 - 2018/19 Single Room Comparisons in Canada
- Table 4 - 2018/19 Double Room Comparisons in Canada
- Table 5 - 2018/19 Off-Campus vs. Student Residences Cost of Living Comparison
- Table 6 - 2018/19 Local Off-Campus Housing Rates Increases
- Table 7 - Ancillary Services Business Plan for Student Residences

Table 1

2018 Winnipeg Rental Market Information

	October 2017 vacancy rate for Winnipeg (%)	October 2018 vacancy rate for Winnipeg (%)
Bachelor	2.7	2.6
1 bedroom	3.0	2.9
2 bedroom	2.6	2.9
3 bedroom	2.9	3.6

	October 2017 room rent rate for Winnipeg (\$)	October 2018 room rent rate for Winnipeg (\$)	% Change
Bachelor	655	692	5.6
1 bedroom	880	904	2.7
2 bedroom	1,107	1,134	2.4
3 bedroom	1,390	1,382	0.6

Table 2

**2018/19 Semi-Suite/Suite w/private
Washroom Comparisons in Canada
(University of Manitoba – Pembina Hall / Arthur Mauro)**

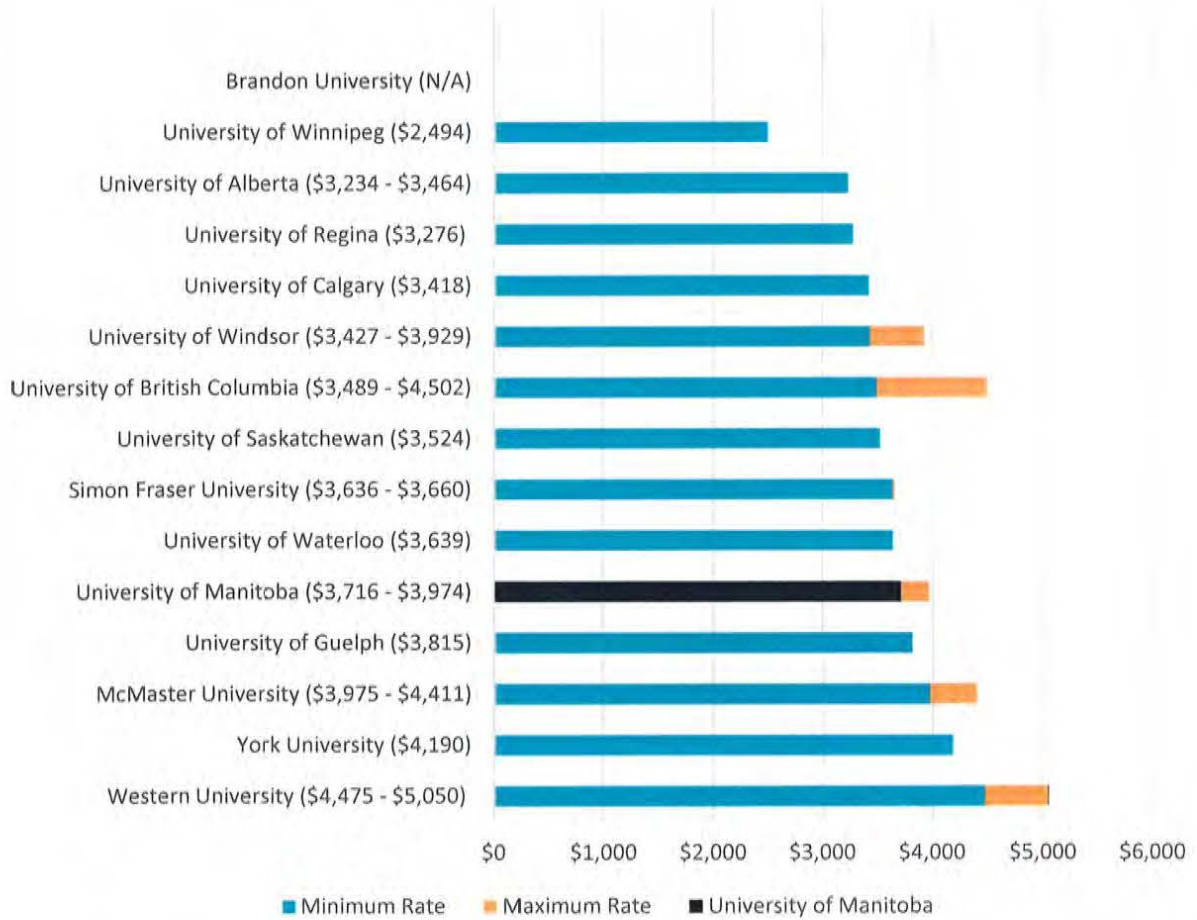


Table 3

2018/19 Single Room Comparisons in Canada

(University of Manitoba – Mary Speechly / University College)

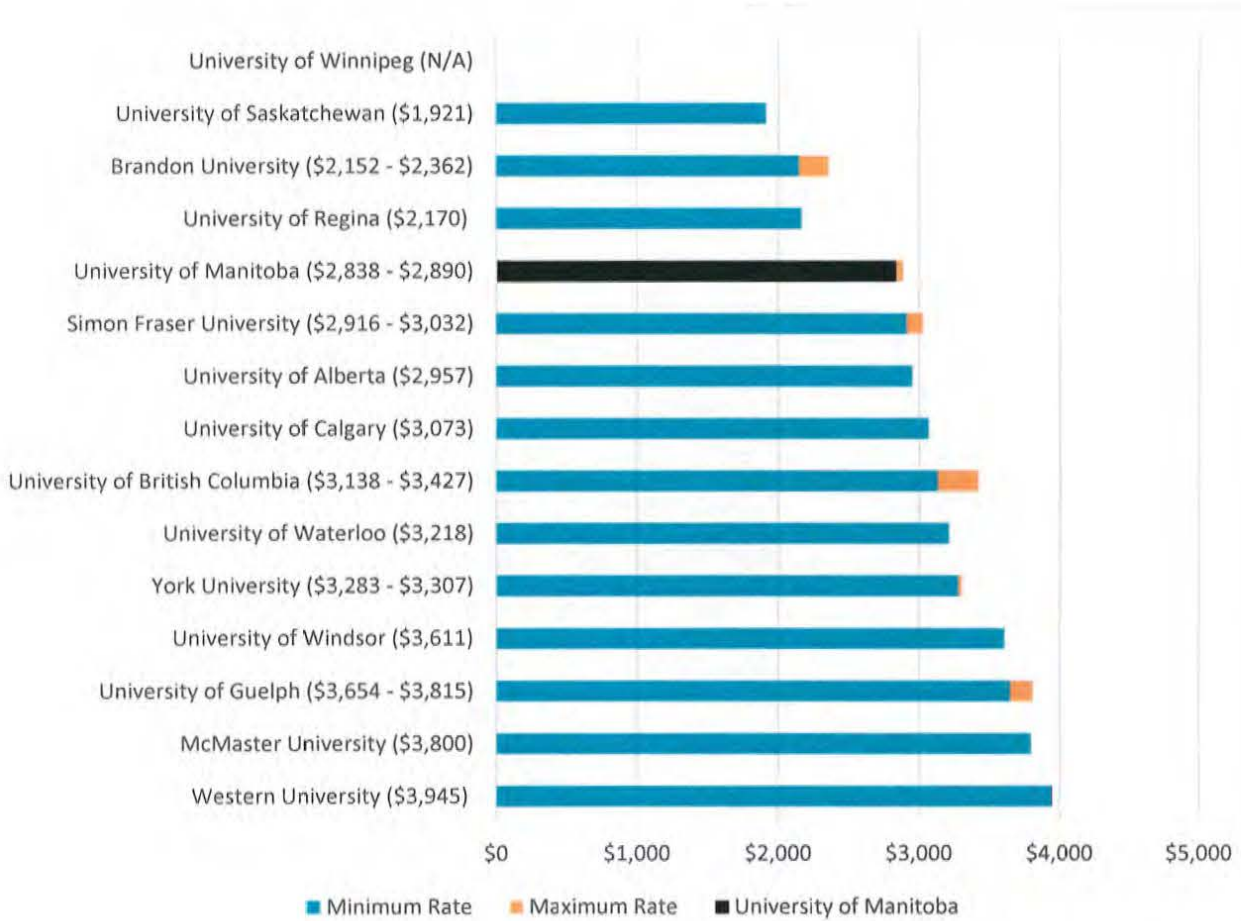


Table 4

2018/19 Double Room Comparisons in Canada (University of Manitoba – Mary Speechly / University College)

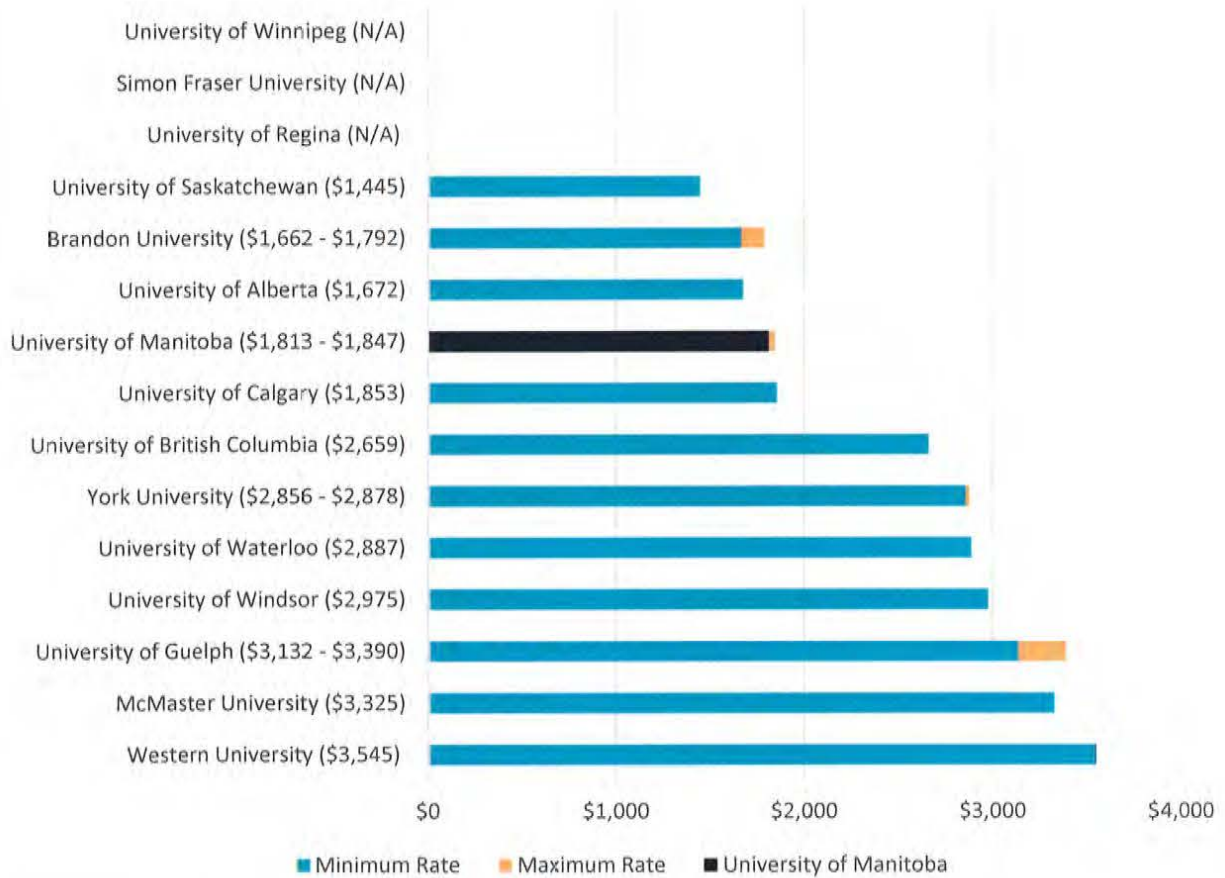


Table 5

**2018/19 Off-Campus vs. Student Residences
Cost of Living Comparison (per person)**

Off- campus unit type	On- campus comparable unit type	*Min monthly rate off campus (\$)	*Max monthly rate off campus (\$)	*Average monthly rates off campus (\$)	University residence monthly rates (\$)
Bachelor	Semi-suite (PHR)	773	1,049	911	929
1 bedroom apartment	N/A	861	1,682	1,266	N/A
2 bedroom apartment	Suite Style (AVM)	520	1,015	768	994
3 + bedroom apartment	Dormitory Style (UC/MSH)	389	634	490	453 - 723

*Based on a 12-month lease. Includes all utilities (Internet, cable, hydro) and furniture allowance. Off-campus rates are based on surveyed properties within an 8 km radius from campus.

Table 6

2018/19 Local Off-Campus Living Rate Increases (per person)

Unit Type	December 2017			December 2018			Average rate % change
	*Min monthly rate per person (\$)	*Max monthly rate per person (\$)	*Average adjusted monthly rate per person (\$)	*Min monthly rate per person (\$)	*Max Monthly rate per person (\$)	*Average adjusted monthly rate per person (\$)	
Bachelor	734	1,059	896	773	1,049	911	1.6
1 bedroom	836	1,580	1,209	861	1,682	1,266	4.7
2 bedroom	509	991	747	520	1,015	768	2.8
3 bedroom	378	597	474	389	634	490	3.5
4+ bedroom	338	366	352	340	368	354	.5

*Based on a 12-month lease. Includes all utilities (Internet, cable, hydro) and furniture allowance. Off-campus rates are based on surveyed properties within an 8 km radius from campus.

Table 7

Ancillary Services Business Plan for Student Residences

	Actual	Actual	Projected	Projected	Planned	Planned	Planned	Planned
	2017	2018	2019	2020	2021	2022	2023	2024
Regular room session revenues	7,198,490	7,560,868	7,834,361	8,080,000	8,322,400	8,572,072	8,829,234	9,094,111
Other income	1,743,990	1,360,183	1,656,040	1,756,500	1,800,065	1,818,066	1,836,246	1,854,609
	8,942,479	8,921,051	9,490,401	9,836,500	10,122,465	10,390,138	10,665,480	10,948,720
Salaries and benefits	1,435,859	1,431,839	1,543,168	1,546,250	1,581,128	1,596,940	1,612,909	1,645,167
Repairs and maintenance	319,152	306,757	307,500	324,000	330,480	337,090	343,831	350,708
Utilities	1,087,125	1,121,194	1,127,000	1,143,630	1,166,503	1,189,833	1,213,629	1,237,902
Other operating	2,055,811	1,202,420	1,928,195	1,830,381	1,835,756	1,858,926	1,882,976	1,920,547
Debt servicing	3,383,250	3,388,740	3,388,774	3,388,740	3,395,168	3,395,236	3,395,147	3,395,320
	8,281,197	7,450,950	8,294,637	8,233,001	8,309,035	8,378,024	8,448,493	8,549,644
Contribution (loss)	661,282	1,470,102	1,195,764	1,603,499	1,813,430	2,012,114	2,216,987	2,399,076
Capital requirements	511,047	1,049,556	2,759,500	1,931,000	1,556,000	1,249,000	1,290,000	1,339,000
Total	150,236	420,545	(1,563,736)	(327,501)	257,430	763,114	926,987	1,060,076
Annual room rate increase	5.0%	5.0%	4.0%	5.0%	3.0%	3.0%	3.0%	3.0%

Assumptions and Notes

Room rate increase 5% annually to 2020 and 3% thereafter.

Other income includes summer and conference room rentals, application fees, student life activity fees and laundry card vending.

Summer income increase 3% annually until 2021 and 1% thereafter.

Salary increase per collective agreements to 18/19 2% and 19-20 AESES 0%, EMAPS & UNIFOR 0.75% increase, 1% to 2023 and 2% thereafter.

All other expenses increase 2% annually.

Utilities increase 2% annually.

Other operating expenses were reduced in 2017 as funding from the facility agreement for the Canada Summer Games was used to offset expenses for the event.

Debt servicing - as per debt amortization: AVM to 2028; PH to 2040.

Capital requirements in 2019 are high due to the majority of the UCR window replacement work taking place in the second year of the two-year project.

Capital requirements in 2018 are slightly lower than usual due to the small percentage of completed window replacement in year one of the two year project.

Capital requirements in future years based on building condition assessments and planned projects.



AGENDA ITEM: Audit Services Charter - Review and Update

RECOMMENDED RESOLUTION:

That the Board of Governors approves the revised Audit Services Charter (Charter) as presented.

Action Requested: Approval Discussion/Advice Information

CONTEXT AND BACKGROUND:

Audit Services - Background

Audit Services is established by the University of Manitoba's Board of Governors. Audit Services' mission, authority and its responsibilities are outlined in the Charter, which is approved by the Board of Governors through the Audit and Risk Management Committee. The Audit Services Policy recognizes the Charter as the governing document for Audit Services.

The Charter is a formal document that defines Audit Services' purpose, authority, and responsibility. The Charter establishes Audit Services' position within the University, including the nature of reporting relationships; it authorizes access to records, personnel, and physical properties relevant to the performance of engagements; and defines the scope of audit activities.

The International Standards for the Professional Practice of Internal Auditing established by the Institute of Internal Auditors states that "*The purpose, authority and responsibility of the internal audit activity must be formally defined in an internal audit charter, consistent with the Mission of Internal Audit and the mandatory elements of the International Professional Practices Framework. The chief audit executive must periodically review the internal audit charter and present it to senior management and the board for approval.*"

Charter – Review and Update

The existing Charter was approved by the Board of Governors in November 2012, with subsequent reviews in November 2013 and March 2015; no substantive changes were made at those dates. Based on our current review of the Charter, some revisions have been made to update wording and the order of sections to maintain alignment with recently updated IIA guidance.

An updated Charter was reviewed by ARMC members at the November 6, 2018 ARMC meeting. A request was made to more clearly define "appropriate parties" in the Independence and Objectivity section of the Charter. Accordingly, revised wording has been proposed in the attached modified Charter.

RESOURCE REQUIREMENTS:

None.

CONNECTION TO THE UNIVERSITY PLANNING FRAMEWORK:

The purpose of the University of Manitoba's Audit Services office is to provide independent, objective assurance and consulting services designed to add value and improve University operations. The mission of internal audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice and insight. Audit Services assists the University accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

IMPLICATIONS:

Periodic review and update of the Charter is important to ensure that the services being provided by the office remain appropriate and consistent with the requirements of the University and the standards and guidance issued by the Institute of Internal Auditors.



ALTERNATIVES:

N/A – review and update of existing document only.

CONSULTATION:

N/A – review and update of existing document only.

Routing to the Board of Governors:

<u>Reviewed</u>	<u>Recommended</u>	<u>By</u>	<u>Date</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		November 15, 2018
<input type="checkbox"/>	<input type="checkbox"/>		November 20, 2018
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ARMC	March 5, 2019
<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	<input type="checkbox"/>		

Submission prepared by: Janice Martin, Director Audit Services
Submission approved by: _____

This must be the President, a Vice-President, or the University Secretary.

Attachments
University of Manitoba - Audit Services Charter – March 2019

UNIVERSITY OF MANITOBA

AUDIT SERVICES CHARTER

INTRODUCTION

The Audit Services office is established by the University of Manitoba's Board of Governors. Audit Services' mission, authority, accountability and its responsibilities are outlined in this Charter, which is approved by the Board of Governors through the Audit and Risk Management Committee (ARMC).

PURPOSE AND MISSION

The purpose of the University of Manitoba's Audit Services office is to provide independent, objective assurance and consulting services designed to add value and improve University operations. The mission of internal audit is to enhance and protect organizational value by providing risk-based and objective assurance, advice and insight. Audit Services assists the University accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

AUTHORITY

In accordance with the Terms of Reference for the ARMC, the Audit Services Director reports functionally to the ARMC, reporting directly to the ARMC at each meeting. The Director reports administratively to the Vice-President (Administration).

To support the organizational independence of Audit Services, the Director has full and free access to the Chair of the ARMC.

The ARMC authorizes the Audit Services Director and staff to:

- Have unrestricted access to all functions, records, property, and personnel of the University, relevant to the performance of audit engagements.
- Allocate resources, set frequencies, select subjects, determine the scope of work, and apply the professional techniques required to accomplish audit objectives.
- Obtain the necessary assistance of unit personnel where audits are performed, as well as other specialized services from within or outside the University.

STANDARDS OF AUDIT PRACTICE

Audit Services adheres to the mandatory elements of the Institute of Internal Auditors (IIA) International Professional Practices Framework, including the Core Principles for the Professional Practice of Internal Auditing, the Code of Ethics, the *International Standards for the Professional Practice of Internal Auditing* and the Definition of Internal Auditing.

SCOPE OF WORK

Audit Services' scope includes the entire University of Manitoba operation under the portfolios of the President and Vice-Presidents.

NATURE OF WORK

Audit Services undertakes objective examinations of evidence for the purpose of providing independent assessments to the ARMC and senior management on the adequacy and effectiveness of risk management, and control and governance processes. This includes evaluating whether:

- Risks to the University, including the potential for fraud, are appropriately identified and managed.
- The University's ethics and values objectives, programs and activities are appropriately promoted, designed, implemented and effective.
- Effective organizational performance management, policies, procedures and accountability processes are in place to ensure that strategic plans and objectives are achieved.
- Operations are being carried out effectively and efficiently.
- Financial, managerial and operating information is accurate, reliable and timely.
- Activities are in compliance with policies, procedures, standards, and applicable laws and regulations.
- Resources are acquired economically, used efficiently and adequately safeguarded.

RESPONSIBILITY

Audit Services Organization

The Audit Services Director is responsible to:

- Ensure the internal audit staff collectively possesses or obtains sufficient knowledge, skills and other competencies needed to meet the requirements of this Charter.
- Establish a quality assurance program over the operations of Audit Services to ensure work is conducted with due professional care and in accordance with professional standards.
- Establish and ensure adherence to policies and procedures that guide Audit Services.
- Periodically review and assess whether the purpose, authority and responsibilities of Audit Services as set out in this Charter, continue to be appropriate, update as required, and obtain ARMC approval for any changes made.

Annual Planning

The Audit Services Director is responsible to:

- Develop a flexible 3-year risk-based audit plan and to submit the plan annually to the ARMC for review and approval by the Board of Governors.
- In consultation with the Vice-President (Administration), approve any urgent consulting or assurance projects arising subsequent to the approval of the 3-year plan, and apprise the ARMC of all additional projects, why they were undertaken, and their impact on the approved 3-year audit plan.
- Coordinate audit work with the Office of the Auditor General and any other independent assurance providers as appropriate, to ensure that maximum audit coverage is achieved and duplication of audit effort is minimized.

Engagement Planning, Conducting, Reporting and Follow-Up

The Audit Services Director and staff are responsible to:

- Implement the approved audit plan, including, as appropriate, any special projects requested by senior management and/or the ARMC.
- Manage contracted resources, as necessary, to assist in the delivery of internal audit services.
- Issue audit reports at the conclusion of each engagement to operating management for review and implementation, with copies of such reports provided to the Vice-President (Administration) and other relevant senior management as appropriate.
- In cooperation with other University units (e.g. Human Resources, Financial Services, the Office of Fair Practices & Legal Affairs and Risk Management and Security) as appropriate, and with the approval of the Vice-President (Administration), participate in the investigation of suspected fraud and irregularities within the University and notify management and the ARMC of the results.
- Periodically follow-up on the status of recommendations previously issued.

Periodic Reporting to Senior Management and ARMC

The Audit Services Director is responsible to:

- Issue periodic reports to senior management and the ARMC summarizing results of audit activities, any significant risk exposures and control issues or any response to risk by management that may be unacceptable.
- Track progress with respect to the implementation of audit recommendations and report progress to the ARMC.
- Report results of the quality assurance program to the ARMC.
- Periodically confirm to the ARMC, the organizational independence of Audit Services and conformance to the IIA's Code of Ethics and Standards.
- Keep the ARMC informed of emerging trends and practices in internal auditing.
- Disclose to the ARMC instances of any difficulties encountered in the course of the work, including any restrictions on the scope of the audit work or access to required information.

INDEPENDENCE AND OBJECTIVITY

Audit Services has complete independence with respect to the University units and functions under audit and, consequently, is not subject to restriction in the scope of its work by senior management or operating unit staff and management. The Director will ensure that Audit Services remains free from all conditions that threaten the ability of internal auditors to carry out their responsibilities in an unbiased manner, including matters of audit selection, scope, procedures, frequency, timing and report content. If the Director determines that independence or objectivity may be impaired in fact or appearance, the details of the impairment will be disclosed to the Vice-President (Administration) and the ARMC.

Internal auditors will maintain an unbiased mental attitude that allows them to perform engagements objectively and in such a manner that they believe in their work product, that

no quality compromises are made, and that they do not subordinate their judgement on audit matters to others.

Internal auditors will:

- Disclose any impairment of independence or objectivity, in fact or appearance, to the Vice-President (Administration) and the ARMC.
- Exhibit professional objectivity in gathering, evaluating and communicating information about the activity or process being examined.
- Make balanced assessments of all available and relevant facts and circumstances.
- Take necessary precautions to avoid being unduly influenced by their own interests or others informing judgements.

Internal auditors are not authorized to:

- Perform any operational duties for the University that may place staff in a conflict of interest and impair their independence.
- Initiate or approve accounting transactions external to Audit Services.
- Direct the activities of any University employees outside of Audit Services, except to the extent such employees have been assigned to assist Audit Services.

Where the Director has or is expected to have roles and responsibilities that fall outside of internal auditing, safeguards will be established to limit impairments to independence or objectivity.

CONFIDENTIALITY OF ENGAGEMENT RECORDS

The Audit Services Director will control access to engagement records and consult with the Vice-President (Administration) and the Director and General Counsel of the Office of Fair Practices and Legal Affairs prior to releasing engagement records to external parties.

The Office of the Auditor General is provided copies of all internal audit plans and final audit reports on request.

RELATED DOCUMENTS

- Audit and Risk Management Committee Terms of Reference
- Audit Services Policy

Approval of the Audit Services Charter: November 24, 2012

Periodic ARMC review dates:

- November 5, 2013
- March 3, 2015
- March 5, 2019

PRESIDENT'S REPORT: March 19, 2019

GENERAL

The 2019 Three Minute Thesis (3MT®) research final competition takes place Monday, March 18 from 7-9 PM at the Robert B. Schultz Lecture Theatre at St. John's College. The 3MT® challenges students to consolidate their ideas and research discoveries so they can be presented concisely to a non-specialist audience. Seventy-three students applied, thirty-six competed in the heats, and fourteen students were selected by the judges to present their research at the event finals. The winner takes home the Dr. Archie McNicol Prize (\$2,500) and will advance to the regional finals.

Nominations for the Board of Governors alumni representative position opened on February 15 and will be open until March 15, 2019. University of Manitoba alumni elect three fellow graduates of the 23 University of Manitoba Board of Governors positions. The election period will be from April 15 to May 15, with the successful candidate announced the following week.

The University of Manitoba Bisons track and field teams hosted the 2019 U SPORTS Track and Field Championships March 7-9. Across 6 events, twenty-nine Bison athletes found the podium, the women's team secured a 9th place finish overall and the men's team earned a national bronze medal, its first national team medal since 1996.

Dr. Janice Ristock, Provost and Vice-President (Academic) has established an advisory committee chaired by Dr. Catherine Cook, vice-dean, Indigenous, Rady Faculty of Health Sciences to consider the current mandate of the vice-provost (Indigenous engagement) (VPIE) position at the University of Manitoba and the needs and supports required to move forward. The committee, which includes an Elder; Indigenous faculty, staff and students; and senior academic leadership, plans extensive consultation with the community and will provide recommendations on the role/mandate of Indigenous senior leadership, required supports and associated reporting structures/units, with a final report due summer 2019.

ACADEMIC MATTERS

- The University of Manitoba Space Applications and Technology Society (UMSATS) has won the 2017/18 Canadian Satellite Design Competition. It is a competition for teams of university students to design and build a fully-operation cube satellite – cubesat in engineering terms – a small, operational satellite that can conduct a space mission. (UMSATS) is one of University of Manitoba's largest interdisciplinary student groups consisting of undergraduate to graduate students, from many faculties including Engineering, Physics, Biology, Business, Education and Kinesiology.
- Two teams of students from the Asper School of Business recently finished first in two categories (finance and business policy) at the Inter-Collegiate Business Competition (ICBC). ICBC is the world's most academically rigorous case competition, and Canada's oldest, largest and most prestigious competition for undergraduates.

- The Asper MBA Case Competition team won the Haskayne Ivey East Meets West MBA Case Competition. East Meets West aims to be the premier leadership competition in Canada. The competition challenges team members to work through live business cases that challenge the fiscal demands of a good business with the ethical demands of good leadership and how they can be used together to further business goals.
- The ninth annual Teacher Recognition and Manitoba Medical Students' Association Awards Dinner was recently held at the Canadian Museum for Human Rights. The Teacher Recognition Awards, voted on by medical students, honour excellence in teaching at the Max Rady College of Medicine in categories such as innovation, inspiration, mentorship, patient advocacy and small-group teaching. Awards were also presented to medical students who have distinguished themselves in the categories of citizenship, global health, community service, leadership and professionalism.
- Ruthanne Dyck and Teresa Rogers, education, alumni were named at the 2019 list of "Canada's Outstanding Principals" by The Learning Partnership, a not-for-profit organization with a focus on "preparing students to thrive in a diverse, connected, and changing world."
- Örjan Sandred curated a GroundSwell concert at the Winnipeg art gallery where two of his compositions had their Winnipeg premieres.
- Paula Berry, student, music, is the only Canadian semi-finalists in the prestigious 2019 Lotte Lenya competition held annually in New York City. The Lotte Lenya Competition recognizes talented singer/actors of all nationalities, ages 19-32, who are dramatically and musically convincing in repertoire ranging from opera/opera to contemporary Broadway scores, including the works of Kurt Weill.
- The Winnipeg New Music Festival had a special kickoff with an outdoor concert on the Assiniboine River called Glacial Time. The University of Manitoba percussion ensemble performed the Canadian premiere of John Luther Adams' piece *Inuksuit* as part of the opening night festivities.
- The Desautels Faculty of Music hosted Conductor Emeritus Craig Kirchoff, University of Minnesota on campus for a three-day residency. Craig Kirchoff is one of the finest and most sought after wind conductors and teachers in the world.
- Two students from the college of nursing competed in the 8th annual Shanghai International Nursing Skills Competition, marking the first time the University of Manitoba has participated in the invitation-only event. There were 11 international teams, including three teams from Canada as well as teams from the United States of America, Netherlands, Great Britain, Finland and China.

RESEARCH MATTERS

- Distinguished Professor Digvir Jayas was recently awarded the Engineering Institute of Canada's (EIC's) K.Y. Lo Medal for significant engineering contributions at the international level. Jayas, who is currently the vice-president (research and international) at the University of Manitoba and interim president of the Natural Sciences and Engineering Research Council of Canada, held a Tier 1 Canada

Research Chair in Stored-Grain Ecosystems from 2002 to 2009. He pioneered the concept of drying grain by forcing air horizontally rather than vertically to reduce energy costs during the drying process, resulting in more uniformly dried grains. The K.Y. Lo Medal was established in 1997 to recognize and encourage Canadian contributions to the field of engineering on the world stage, and to honour K.Y. Lo, Professor Emeritus of the University of Western Ontario.

- On Jan. 28, the Canadian Institutes of Health Research awarded \$10,446,074 million in funding to support University of Manitoba researchers investigating health issues affecting the lives of Canadians. The fourteen investigators and their projects are:

PI	Project Title	Awarded
Albensi, Benedict (Pharmacology and Therapeutics/St. Boniface Albrechtsen Research Centre/Children's Hospital Research Institute of Manitoba)	Sex-based differences associated with mitochondrial dysfunction in Alzheimer's disease	\$725,985
Czubryt, Michael (Physiology and Pathophysiology/St. Boniface Albrechtsen Research Centre)	Targeting scleraxis to combat cardiac fibrosis	\$1,017,450
Dixon, Ian (Physiology and Pathophysiology/St. Boniface Albrechtsen Research Centre)	Ski is a negative regulator of cardiac fibrosis	\$684,675
Fernyhough, Paul (Pharmacology and Therapeutics/St. Boniface Albrechtsen Research Centre)	Muscarinic receptor antagonism as a novel mechanism for sensory nerve repair	\$1,090,125
Giesbrecht, Ed (Rehabilitation Sciences)	Evaluation of a peer-led eHealth wheelchair skills training program: Training to Enhance Adaptation and Management for Wheelchair users (TEAM Wheel)	\$566,099
Kauppinen, Tiina (Pharmacology and Therapeutics/Kleysen Institute for Advanced Medicine, Health Sciences Centre/Children's Hospital Research Institute of Manitoba)	Microglia and cognitive impairments in offspring exposed to gestational diabetes mellitus	\$1,051,875
Mahar, Alyson (Community Health Sciences, Manitoba Centre for Health Policy)	Understanding cancer burden and outcomes for Canadians living with intellectual and developmental disabilities	\$298,352
Mark, Brian (Microbiology)	Development of a therapeutic modality to treat GM2 gangliosidosis	\$547,740
Marshall, Aaron (Immunology)	Control of B cell metabolism by the PI3K pathway: applications for autoimmunity	\$956,250
Mcmanus, Kirk (Biochemistry and Medical Genetics/Research Institute of Oncology and Hematology)	Exploring and Exploiting Reduced USP22 Expression in Colorectal Cancer	\$807,075
Roos, Leslie L; Brownell, Marni (Community Health)	Health, Well-Being, and Disease-Birth to Adulthood in Manitoba	\$244,799

Sciences/Manitoba Centre for Health Policy)		
Schweizer, Frank (Chemistry; Medical Microbiology)	Preclinical studies on aminoglycoside-derived antibiotic adjuvants (AGDAAs)	\$646,425
Thiessen, Kellie (Nursing/Children's Hospital Research Institute of Manitoba); Whitecloud, Katherine (Assembly of Manitoba Chiefs)	Welcoming the 'Sacred Spirit' (child): Connecting Indigenous and Western 'ways of knowing' to inform future policy partnerships to optimize maternal child health service delivery initiatives in remote Canadian regions	\$810,901
Woodgate, Roberta (Nursing/Children's Hospital Research Institute of Manitoba/St. Boniface Albrechtsen Research Centre)	Non-suicidal self-injury among youth: Perspectives of youth who self-harm, their families and service providers	\$539,324
Woodgate, Roberta (Nursing/Children's Hospital Research Institute of Manitoba/St. Boniface Albrechtsen Research Centre)	Designing a Responsive and Integrative Model of Respite Care for Families of Children with Complex Care Needs and Conditions (CCNC) through Patient-Oriented Research	\$458,999

- On January 30, the Honourable Kirsty Duncan, Minister of Science and Sport, announced funding to Canada's most talented scholars, including early-career researchers. These awards are supported by the Social Sciences and Humanities Research Council through Insight Development Grants and Talent scholarships and fellowships. Eleven University of Manitoba researchers and thirty graduate students and one post-doctoral fellow, are among the recipients:

Insight Development Grants		
Recipient	Project Title	Awarded
Alexandrin, Elizabeth (religion)	Mystical Messianisms and the End of Religion	\$54,565
Buchanan, Sean (business administration)	Uber'ing away stigma: The impact of sharing technology on stigmatized occupations	\$66,786
Charron, Andrea (political studies)	Canada's Use of Economic Sanctions: Still Symbolic?	\$27,833
Fenton, Lara (kinesiology & recreation management)	The Gender Project: Using drag performance to explore gender identity with transgender youth	\$58,694
Hande, Mary Jean (community health sciences)	Migrant Care Work and the Geopolitics of "Aging in Place" in Canada	\$64,840
Li, Fabiana (anthropology)	Who Owns Quinoa? Extending Food Security and Intellectual Property Rights from Peru to the World	\$64,430
Mann, Janelle (economics)	Unintended consequences of fuel ethanol: market competitiveness and climate change	\$42,566
Perry, Adele (history)	Connecting the Fur-Trade and Transatlantic Slavery, 1821-1865	\$36,977
Peyton, Jonathan (environment & geography)	Energy Imaginaries: Legacies of Unbuilt Megaprojects in Canada's North	\$47,232

Tamtik, Merli (education)	Indigenous Youth Entrepreneurship in Winnipeg, Manitoba	\$38,701
Torrie, Virginia (law)	Farm Insolvency Law During the 1930s and 1940s: An Empirical Study of the Farmers' Creditors Arrangement Act in Manitoba and Ontario	\$43,765
SSHRC Postdoctoral Fellowships		
Charlton, Adar	Reading Belonging: Northwestern Ontario Anishinaabeg Readers and Literature	\$81,000
SSHRC Doctoral Awards		
Cameron, Barbara	Art as anodyne in the romantic drama of Tennessee Williams	\$60,000
Joseph Armand Bombardier Canada Graduate Scholarships – Doctoral		
El-Bialy, Rowan	The influence of message framing on attitudes towards policy change to address inequities	\$105,000
Petsnik, Corey D.	Does primed attachment security attenuate antisocial reactions to witnessing ostracism and prompt assistance of ostracized targets	\$105,000
Petty, Sarah K.	Friendship impairments and social anxiety: the impact of perceived responsiveness on self-disclosure and intimacy	\$105,000
Joseph Armand Bombardier Canada Graduate Scholarships – Masters		
Akhmetova, Roxana	Interaction and Collaboration between Indigenous Peoples and Newcomers in an Age of Reconciliation	\$17,500
Aske, Katherine	Changing farmland tenure in Alberta: social impact and environmental implications	\$17,500
Biihun, Hannah J.	'Land Grabs' on the Prairies: Changing farmland ownership in Manitoba	\$17,500
Brais, Nicolas	Self-compassion as a protective factor for perceived academic competence after a failure	\$17,500
Burns, Kleighton T.	Canada Graduate Scholarship Master's Program	\$17,500
Cadger Maclean, Chantal J.M.	Sustainability Learning in Faith-based Communities	\$17,500
Coutts, Jenna	Buddhist Moral Philosophy: The Challenge of Emptiness and Ethics in Svatantrika	\$17,500
Dilay, Ariane	Environmental Justice in India: A study on the use of environmental impact assessment in environmental courts	\$17,500
Dryden, Robert P.	Efficacy of a motivation treatment intervention for first-generation university students in an online learning environment	\$17,500
Duris, Jessica M.	A Behavioural Index of Mindful Care	\$17,500
Henderson, Emily D.C.	Non-Indigenous Involvement in Indigenous Performance Arts: A Starting Point for Engaging in Reconciliation?	\$17,500
Lehew, Kristine M.	Children in the Archives	\$17,500
Madziak, Rebecca E.	Canadian graduate scholarship-master's application	\$17,500
Morgan, Kasey R.	Constructing Literary Celebrity: The Paratexts of Aphra Behn and Delarivier Manley	\$17,500
Morrison, Catherine	Implicit Bully and Victim Stereotype Reinforcement by Others	\$17,500
Ndhlovu, Butho	Assessing Climate Change Adaptation Policies and Strategies: Planning in Canadian Prairie Capital Cities	\$17,500
Peebles, Ashley E.	Reimagining Micro-gravity Interiors	\$17,500

Piper, Jessica	Biological Architectures: Combining vernacular and biological strategies to facilitate a paradigmatic shift in sustainable architectural practice	\$17,500
Pongoski, Maria L.	An Evaluation of Rates of Skill Acquisition for Children with Autism in an Early Intensive Behavioural Intervention Program: Does the Difficulty Level of Training Tasks Influence Rates of Skill Acquisition?	\$17,500
Rempel, Zachary J.	Hunting, identity and provincial resource management: experiences of contemporary Wabaseemoong hunters in Northwestern Ontario	\$17,500
Silla, Francesca	An Exploration of the Nature of Visual Attention Deficits in Poor Elementary School Readers	\$17,500
Spearman, Claire E.	The Story, the Sacred, and the City: Constructing community through storytelling spaces	\$17,500
Star, Jared K.	Negotiating boundaries and navigating identities in Lesbian, Gay, Bisexual, Transgender, Two-Spirit and Queer social service provision	\$17,500
Struck, Shannon L.	The association between maternal participation in the healthy baby community support program and the school readiness of children at kindergarten: a Manitoba population-level retrospective longitudinal analysis	\$17,500
Vucic, Analucia	Water Deviations: Exploring the Socio-Environmental Effects of Aqueduct II in Cadereyta, Querétaro, México	\$17,500
Wall, Jason R.	Decolonization of Indigenous Architecture	\$17,500

- Fifty research projects led by thirty-one investigators received a total of \$5,154,672 in grant funding from multiple sponsors. Those projects receiving more than \$25,000 are:

PI	Sponsor	Title	Awarded
Aluko, Rotimi (Food and Human Nutritional Sciences)	Mitacs Inc.	Enzyme-assisted conversion of oat flour into protein isolate	\$ 360,000
Anderson, Hope (Pharmacy/St Boniface Albrechtsen Research Centre)	CIHR	Novel strategies to target HER2 positive breast cancer cells while circumventing anti-HER2 cardiotoxicity	\$ 105,000
Arora, Sandeep (Marketing)	Mitacs Inc.	Assessing the impact of customer service strategies on loyalty	\$ 30,000
Becker, Allan (Pediatrics and Child Health)	Winnipeg Rh Institute Foundation Inc	Development of collaborative strategies for prevention of allergy and asthma	\$ 25,000
Beddoes, Jonathan (Faculty of Engineering)	NSERC-PromoScience	Lasting STEM outreach to Indigenous youth in Manitoba	\$ 300,900
Bohm, Eric (Surgery)	Arthritis Society	Randomized controlled trial of simultaneous vs staged bilateral total knee replacement	\$ 358,060
Cha, Young Jin (Civil Engineering)	NSERC-Engage	Deep learning based on active noise control for airplane cockpit	\$ 25,000
Currie, Robert (Entomology)	Alberta Beekeepers Commission	Increased sustainability managing bee pests (Varroa Mites and Nosema)	\$ 25,884

Doupe, Malcolm (Community Health Sciences)	Manitoba Health	Western Regional Training Centre (WRTC)	\$ 155,000
El-Salakawy, Ehab (Civil Engineering)	NSERC-CRD	Assembly and connection of precast/prestressed concrete member - validation and optimization of two accelerated construction methods	\$ 111,738
Filizadeh, Shaahin (Electrical and Computer Engineering)	Mitacs Inc.	Control of modular multilevel converters for specialized functions	\$ 60,000
Hanson, Mark (Environment & Geography)	Mitacs Inc.	Freshwater oil spill remediation study at the IISD-Experimental Lakes Area: (The FOReST Project)	\$ 30,000
Jian, Fuji (Biosystems Engineering)	Mitacs Inc.	Drying, harvest, and storage conditions of buckwheat hay used for commercial production of rutin	\$ 60,000
Kazem Moussavi, Zahra (Electrical and Computer Engineering)	NSERC-Engage	Investigating the network connectivity requirements for an interactive high-resolution virtual training session	\$ 25,000
Kindrachuk, Kenneth (Medical Microbiology and Infectious Diseases)	Research Manitoba	Characterization of the molecular pathogenesis of severe influenza-bacterial co-infections at the alveolar-capillary barrier	\$ 130,000
Klonisch, Thomas (Human Anatomy and Cell Science)	CIHR	Highly selective targeting of c-Abl in human glioblastoma	\$ 60,000
Koksel Ustundag, Havva (Food and Human Nutritional Sciences)	NSERC-Engage	Effects of extrusion cooking and the use of oxidizing/reducing agents on the techno-functional properties of pulse flours	\$ 25,000
Larcombe, Linda (Internal Medicine)	SSHRC-Connection Grant	Sayisi Dene First Nation intergenerational engagement in land and resources use knowledge sharing for environmental repossession	\$ 49,985
Loewen, Laura (Faculty of Music)	SSHRC-Connection Grant	A New dawn for Art Song Performance Practice: The music of Ana Sokolovic as a vehicle for inter-University collaboration and innovation	\$ 26,031
McGavock, Jonathan (Pediatrics and Child Health/Children's Hospital Research Institute of Manitoba)	CIHR	Deepening the roots of living in a good way for Indigenous children: The Indigenous youth mentorship program	\$ 1,495,000
McGavock, Jonathan (Pediatrics and Child Health/Children's Hospital Research Institute of Manitoba)	Canadian Diabetes Association	Deepening the roots of living in a good way for Indigenous children: The Indigenous youth mentorship program	\$ 250,000
Mundy, Christopher (Centre for Earth Observation Science)	NSERC	De-icing of arctic coasts: Critical or new opportunities for marine biodiversity and ecosystem services? ACCES	\$ 203,490
Ominski, Kimberly (Animal Science)	Mitacs Inc.	Economic and environmental impacts associated with removal of productivity-enhancing technologies in the Canadian beef cattle industry	\$ 240,000

Rachul, Christen (Office of Educational and Faculty Development)	Royal College of Physicians & Surgeons of Canada	Realist evaluation of competence by design in postgraduate medical education	\$ 25,400
Roos, Noralou (Community Health Sciences)	Mitacs Inc.	Program evaluation - One child at a time, one family at a time	\$ 30,000
Siddiqui, Tabrez (Physiology & Pathophysiology)	Health Sciences Centre Foundation	Pathogenic mechanisms of aberrant plasticity and cognition in a genetic model of comorbid intellectual disability and autism	\$ 70,000
Stobart, Jill (Pharmacy)	Research Manitoba	Cerebrovascular effects of ensheathing pericyte voltage gated calcium channels	\$ 130,000
Strachan, Leisha (Kinesiology and Recreation Management)	Mitacs Inc.	The G.I.F.T (Girls Incredible Football Team) Project	\$ 90,000
West, Adrian (Physiology & Pathophysiology, Children's Hospital Research Institute of Manitoba)	Children's Hospital Research Institute of Manitoba	Development of a 3D bioprinted model of pulmonary artery smooth muscle to study persistent pulmonary hypertension of the newborn	\$ 59,540
Whyard, Steven (Biological Sciences)	Mitacs Inc.	Development of a novel <i>Saccharomyces</i> yeast RNAi production and delivery platform	\$ 345,000
Zahradka, Peter (Physiology & Pathophysiology/St Boniface Albrechtsen Research Centre)	Mitacs Inc.	Validation of a metabolite profile for diagnosis of peripheral arterial disease (PAD)	\$ 58,000

ADMINISTRATIVE MATTERS

- The Office of Sustainability, along with student groups across campus, have begun a small-scale organics collection pilot project. This student led initiative is growing (currently three student associations involved) and the Office of Sustainability continues to work with the groups to refine the process and increase the amount of waste diverted.
- Throughout the month of January, the Office of Sustainability hosted a variety of public engagement sessions at the Bannatyne and Fort Gary campuses, which focused on the proposed objectives and actions for the renewed Sustainability Strategy. Visitors were asked for comments and suggestions on how to refine the actions as well as to address any topics identified as missing or not highlighted enough within the draft plan. In addition to these public events, targeted engagement sessions took place to review the proposed strategy.
- The province-wide Jack Frost Challenge ran from February 3-9, encouraging teams of 1-5 people to log 130 km of outdoor activity during the week. The Office of Sustainability hosted a variety of outdoor events throughout the week to encourage the campus community to get out and enjoy winter, with a total of eight University of Manitoba teams officially registered for the event.
- The Indigenous Summer Student Internship Program has once again been launched and is being funded through the VP (Administration). Approval of internship opportunities has been completed and the recruitment process has begun.

- In January, 2019, Learning & Organizational Development (LOD) launched the Enhanced Orientation program for new employees, building upon the existing New Support Staff Orientation. This series of hosted events includes a complimentary group fitness class in the new Active Living Centre, campus tours, a nature walk guided by staff of the Sustainability Office, and a presentation and artifact viewing at the National Centre for Truth and Reconciliation. This program provides engagement opportunities for new staff and contributes to an enhanced onboarding experience and campus networking.
- In February 2019, Learning & Organizational Development (LOD) began offering the “Ethics in the Workplace” workshop designed to meet the new Continuing Professional Development 4-Hour Verifiable Ethics Requirement of the Certified Professional Accountants. Developed in-house by LOD Instructional Designers with support from Financial Services, the Access and Privacy Office, and Audit Services, the workshop is available to all staff, will meet the needs of our designation holders, and is recommended for all employees who have significant financial roles.
- In February, 2019, Learning & Organizational Development (LOD) partnered with the Manitoba Employment Equity Practitioners Association to host a leadership panel in honour of Black History Month celebrating the important history, people and experience of the African Canadian and African American communities. Panelists included: Alexa Potashnik, founder and president of Black Space Winnipeg; Maurice Alexander, treasury board analyst, Government of Manitoba; and graduate student Craig Brown. The panel was moderated by Patricia Kumbakisaka, western Canadian regional coordinator and political event manager at Equal Voice.
- A Federal Court of Appeal hearing has been scheduled for March 5 & 6, 2019 in Access Copyright v. York University. This appeal will consider whether the trial judge was correct in finding that York’s copyright guidelines do not comply with the Fair Dealing copyright exception. York’s guidelines follow the same industry standard as the University of Manitoba and other Canadian institutions. The decision is likely to be appealed to the Supreme Court of Canada regardless of its outcome, however, the Federal Court’s disposition will be informative in the interim.
- Staff from the Copyright Office attended the inaugural York University Accessibility Symposium on January 29, 2019 with staff from the UM Libraries and participated in a panel presentation on Canadian Perspectives on the Marrakesh Treaty: From Inception to Implementation.
- The Access and Privacy Office has been working with the Faculty of Education to provide their undergraduate students with training on the use of social media. An hour long session on social media and professionalism was presented by UM staff at the Bachelor of Education Program Day in January, 2019.
- Financial Services generated 12,774 T4 slips and 13,630 T4A slips for 2018 taxes. Of the T4 slips generated, 3,853 were printed, while 8,921 were issued electronically.
- New and refreshed dining concepts were opened at the Bannatyne campus, including a full-service Tim Hortons, Chop N Top, Healthy Kitchen, and a flex station currently featuring Bridge Drive-In (BDI). Initial customer volumes have been strong.

- A resident student feedback mechanism called “Napkin Talk” was introduced at the dining hall, encouraging student feedback and dining services management response. Students have embraced this process and we are working to improve based on their comments.
- The new e-transfer student refund process has been soft-launched and is becoming popular. Expected soon is a secure on-line fillable form for students and enhancement to administrative processes.
- February 5 was the first winter fee payment deadline with the newly extended dates. Student payment activity was steady in the weeks leading up to the deadline, with minimal line-ups on the final two days. The majority of questions fielded were related to personal bank card limits and deferral options for government loan delays. Université de Saint-Boniface thanked us for the positive impact this change had for their students and staff.

EXTERNAL MATTERS

- The University of Manitoba is on track to meet its 2018/2019 campaign benchmark of \$45,000,000. The last Front and Centre Campaign total, announced on May 29, 2018, was \$466,495,719.
- Gifts in the last reporting period include:
 - The late Stephen M. Dawyduk generously bequeathed more than \$352,000 to support medical or scientific research at the University of Manitoba.
 - The University of Manitoba officially opened the Campus Children’s Centre at a ceremony Tuesday, January 8. The newly expanded daycare centre offers 54 new spaces for children, all of which have been filled primarily with the children of students. The project’s funders include the Government of Manitoba, which provided capital funding of \$600,000, the University of Manitoba Graduate Students’ Association provided \$300,000, and the University of Manitoba Student Union gave \$2.4 million to this initiative. The funding will also support Campus Children’s Centre in its efforts to weave traditional teachings into the day care’s curriculum, preparing the next generation to continue the process of reconciliation.
- The Seniors Alumni Learning for Life Program winter session launched on February 13. This is the second year the University of Manitoba has held a winter session. Typically, the program is held only in the fall and spring, but based on feedback, a shortened winter session has been added. The spring session will begin on April 10 and will run until May 29.
- The second phase of the Branding Initiative is coming to a close with refinements and formalization to the brand strategy expected to be complete by end of February. The third phase, involving creative exploration and visual expression, will continue throughout March.
- The Next Generation Web Experience has moved forward to the design phase of the project with wireframes and visual design. Since the new year, a series of wireframe workshops have been held with 59 of our key stakeholders in an effort to ensure content needs and priorities are met on key landing pages. Discussions on the Initial Site Build, involving top level pages and user journeys, are underway. Balance of content to be addressed through phased site migrations following the launch of the Initial Build.

- The 2019 Faculty, Staff and Retirees Campaign will be taking place from March 1- 31, 2019. In addition to raising funds for the University's strategic priorities, the goal of the campaign is to promote the culture of philanthropy within our internal community.
- For the past 60 years, the University of Manitoba Distinguished Alumni Awards have honoured trailblazers, innovators and visionaries—graduates whose outstanding accomplishments have inspired people close to home and around the world. This year's recipients have made an impact in the fields of finance, social advocacy, community leadership, and university education. The 2019 Distinguished Alumni Awards Celebration of Excellence will be held the evening of Wednesday,

May 8 in the Manitoba Room in UMSU University Centre where we will be celebrating and recognizing the accomplishments of the following five alumni:

- Lifetime Achievement – Dr. Hersh Shefrin BSc (Hons)/70
- Professional Achievement – Marcia Nozick BA/75 MCP/88
- Community Service – Gemma Dalayoan BEd/83 MEd/90
- Service to the University of Manitoba – Romel Dhalla BA/99 BComm (Hons)/04
- Outstanding Young Alumni – Lindy Norris BA/07 BComm (Hons)/09

This inspiring evening of celebration will feature live performances and a gala reception as we honour the 2019 Distinguished Alumni Award recipients for their outstanding achievements and contributions to the University of Manitoba and global community.

- On Sunday, April 28 a special appreciation brunch will be held to celebrate the tremendous service Chancellor Harvey Sectar and Sandra Sectar have made to the University of Manitoba over the past nine years in the role of Chancellor of the University of Manitoba.

Index

- OPENCOVER** 1
- 1. OPEN AGENDA** 2
- 2.1 Minutes** 4
- 2.2.1 Submission from MRCC re Senate motion** 12
- 3.1.1 Senate submission to BOG_Awards_Part A (Dec 18)** 24
- 3.1.2 Senate submission to BOG_Awards Part B (Dec 18)** 41
- 3.2.1 Amendment and Consolidated Plan Document - GFT Pension Plan(1986)-REVISED_reduced ..** 46
- 3.3.1 Senate submission to BOG_Awards_Part A (Jan 15)** 87
- 3.3.2 Senate submission to BOG_Awards Part B (Jan 15)** 99
- 3.4.1 Senate submission_Suspension Admissions_B.H.Ecol. (FSS)_Implementation** 104
- 3.4.2 Senate submission to BOG_UDC report_reduced** 108
- 3.5.1 OAG Annual Audit Plan for YE Mar 31_2019reduced** 285
- 4.1 Closure_Health, Leisure & Human Performance Research Institute** 323
- 5.1 2019-2020 Residence Room and Meal-Plan Rates reduced** 327
- 6. Audit Services Charter** 341
- 7. President's Report** 347
- Index** 358