

Agenda

1. Approval of the Agenda
2. Approval of the Minutes
 - (a) April 11, 2011
3. Presentations and Announcements
 - (a) Presentations by Guests
 - i. Update on Assessment and Grading Subcommittee (Dr Robert Luth) (30 minutes)
 - ii. GSA 101 (Steve Melenchuk) (30 minutes)
 - (b) Councillor Announcements
4. Reports
 - (a) Executive Reports
 - i. President (see attachment)
 - ii. VP Academic (see attachment)
 - iii. VP Labour (see attachment)
 - iv. VP Student Life (see attachment)
 - v. VP Student Services (see attachment)
 - (b) Officer Reports
 - i. Speaker
 - ii. Chief Returning Officer
 - iii. Senator
 - (c) Standing Committee Reports
 - i. GSA Board (see attachment)
 - ii. Governance Committee
 - iii. Budget and Finance Committee
 - iv. Grant Selection Committee
 - v. Health and Dental Plan Committee
 - vi. Student Affairs Committee
 - vii. Awards Selection Committee
 - viii. Negotiation Committee
 - ix. Labour Relations Committee
 - x. Elections and Referenda Committee
 - xi. Nominating Committee (see attachment)
 - (d) Ad-Hoc Committee Reports

- (e) Recommendations from GSA Management
 - i. Executive Director (see attachment)
 - ii. Director of Finance and Operations (to be distributed)
- 5. Question Period
 - (a) Written Questions
 - (b) Oral Questions
- 6. Elections and Appointments
 - (a) GSA Standing Committees
 - (b) Other Committees
- 7. Special Orders
- 8. Unfinished Business and General Orders
 - (a) Unfinished Business
 - (b) General Orders
- 9. New Business
 - (a) Scheduled Business
 - (b) Unscheduled Business
- 10. Committee of the Whole
- 11. Adjournment

The meeting was called to order by the Speaker at 6:00 pm.

1. Approval of the Agenda

Speaker: R20110411.2 has been withdrawn.

Agenda approved by unanimous consent.

2. Approval of the Minutes

(a) March 14, 2011

Minutes approved by unanimous consent.

(b) March 28, 2011 (Annual General Meeting)

Minutes approved by unanimous consent.

3. Presentations and Announcements

(a) Presentations by Guests

i. Health and Dental Plan 2011-2012 (Studentcare.net/works) (30 minutes)

Kristen Foster: I am the regional coordinator for the Health and Dental, and Helen [Surgenor] is the prairie coordinator. We're here today to give you some background and to talk about the coming year. The GSA was one of the first to introduce a dental plan: third in the country. Plan is designed to cover all of the extras that aren't covered through provincial health care or by your employers. By delaying employment, graduate students need an alternative way to get coverage while in class.

Helen Surgenor: The service element of the health plan is an important aspect: we generally come from a student political background, so we understand your processes. Studentcare covers more graduate organizations than any other group in the country. Two hats: broker (benefits and negotiations) and complete plan administration, including managing opt-outs and enrollments, and answer daily questions. The GSA has 85% of students enrolled in the plan, and 326 student dependants

Kristen Foster: Health and Dental Plan Committee does the lion's share of the work. The benefit plan committee is to evaluate and monitor StudentCare's performance, and to make policy recommendations to bring to Council.

StudentCare takes a different approach than normal insurance management:

“Peter Pan effect” ensures all students are around the same age, which is a good bargaining chip for the plan. In 2008 or 2009, did a full market re-evaluation to ensure that GSA’s plan is most competitive in the country. StudentCare has a flat fee that is non-commission based to ensure that all employees work only for the GSA, with no kickbacks. Pooled expense claims are the “absolute” insurance claims, such as death. These claims are pooled across the country and don’t have a trend analysis component, as they can’t be anticipated.

Helen Surgenor: Claims have gone up 12% from last year: these claims are largely pay direct drug usage. Dental claims are also up 5% from last year. There is diverse and steady usage from students enrolled in the plan. Members’ preference has been to maintain benefits even at the cost of increased fees. There’s also an opportunity to use the reserve fund to offset the costs. Today’s motion is only about setting the final fee: the committee will determine the formula for how to offset the cost increases.

President: Health and Dental committee discussed this at some length; the motion before Council today is to increase the fee by 5%. After a couple more months of data, we will be in a position to tell Council what the plan for offsetting the rest of the fees will be. The options presented by Kristen are on the table; the committee’s preference would currently be to use the fund to offset the costs. We hope the claims will decrease over the next month or so with summer.

Vice President Student Services: The last ratio shows that the claims are increasing, and that’s the reason the fee is up. That’s a good thing, as it means students are aware of and using the services. The original projection was 9%, and Kristen has given the committee a variety of options for bridging. We have investigated various scenarios, and the committee’s choice was to go for the 5% increase. The current plan is to bridge the 3% from the reserve fund, which is our money that we have deposited in past for such situations. In the future, we would like to produce a policy around when and how to use this.

President: We are not unique: the SU is using a 17% increase this year and will be using their bridging fund. GSA Calgary’s GSA is paying \$445.50 for a plan that is not as good as the U of A plan.

Shalene Jobin, Political Science: If the plan is used less than anticipated, what happens?

Kristen Foster: The insurer absorbs all losses, but also eats all surpluses. So,

the brokerage for the following year will flow from the net loss or gain at the end of the year.

Jessica Enright, Guest: Does our plan cover natural homeopathic medicine? If so, why?

Kristen Foster: The only requirement the industry has mandated is that the industry is a self-regulating body. Homeopaths currently meet this standard, and thus are allowed.

JE Guest: Could we just get rid of homeopathic medicine from this package?

Kristen Foster: No: but, since they are not used, it does not save any money for students.

(b) Councillor Announcements

Ashley Radomski, Psychiatry: Tenth annual Psychiatry Research Day on May 24th: keynote speaker will be from the McGill group on suicide studies, and a variety of other speakers from Psychiatry will also be present. Starts at 8:45 – 5:00 pm, including refreshments. Can also submit an abstract if you have a related field – feel free to talk to me about this.

4. Reports

(a) Executive Reports

i. President

President: Would like to take a moment to thank StudentCare for their constant and ongoing support. The report I've submitted also went to the AGM, so it will not be new. The GSA has also hired a new Associate Executive Director, who was the Associate Dean of FGSR before joining us. We are very pleased to have her join us.

ii. VP Academic

VPA: Thank you to Vicky and Cory Dawson and Andy Rathbone for their support over the past couple of months. This is my last Council meeting. The Graduate Student Supervision taskforce is an important upcoming process for us; please use this opportunity.

iii. VP Labour

President: TK could not be here, but she is currently dealing with a number of student complaints that are moving forward through a variety of systems. LRC is still moving forward with the Labour Liaison program. We should have this for several departments in September.

iv. VP Student Life

VPSL: This is also my last meeting, and I look forward to seeing Hillary in the portfolio next year.

v. VP Student Services

VPSS: Echoing Andrea, we can never fully thank our volunteers. I would like to thank Vicky for her dedication to GSA subcommittees, as well as the committee members in Health and Dental Committee. Further, the Health and Dental Committee Report will be discussed later.

(b) Officer Reports

i. Speaker

Speaker: Please ensure your name is on the attendance list; if you are not listed, get your forms to me.

ii. Chief Returning Officer

CRO: We have had a busy year, including a by-election and an executive election, all contested. We have also re-written our policies. Major plan for the rest of term will be a training and transition package.

iii. Senator

President: CS is at another event. Want to remind Council of the April 14th event at 4:30 in Triffo Hall. Forty members of the Senate will come to Triffo Hall to meet with Councillors. Please come for free food and good company.

(c) Standing Committee Reports

i. GSA Board

President: The old board and new board met just over a week ago for a retreat and transition meeting, including the new strategic plan for next year. We will be fully functional for May 1st, and we will be communicating with the University for the full year. A big thank you in particular to Andrea and Cecilia

for their hard work – it will be sad to see them go next year.

ii. Governance Committee

Speaker: This committee has lacked quorum; recent bylaw changes have changed quorum, so GC can meet again. Probably not meeting Thursday due to Tea at Triffo.

iii. Budget and Finance Committee

President: Committee recommended the Health and Dental Fee increase that was brought to Council. However, we are still waiting on some information on financials to get you the information for the end of the year.

iv. Grant Selection Committee

VPSS: There were 450 applications, and nearly all our money has been used.

v. Health and Dental Plan Committee (refer to VP Student Services report)

As submitted.

vi. Student Affairs Committee

VPSL: This committee has not been meeting.

vii. Awards Selection Committee (refer to VP Student Life report)

VPSL: There will be a debrief meeting before the end of this month.

viii. Negotiation Committee

President: We don't anticipate meeting until we go back into negotiations.

ix. Labour Relations Committee

Covered in VPL report.

x. Elections and Referenda Committee

Covered in CRO report.

xi. Nominating Committee

ED: There is a good machine going; this committee on CLRC will be a larger commitment than anticipated. All appeal regulations are being reviewed through this subcommittee, so keep an eye open for this.

(d) Ad-Hoc Committee Reports

None.

(e) Recommendations from GSA Management

i. Executive Director

ED: An incredible change over the past nine months. Sherrie and I are thrilled to have Heather on board, who will be a tremendous asset.

ii. Director of Finance and Operations

As submitted.

5. Question Period

(a) Written Questions

N/A

(b) Oral Questions

Vijay Kandalam, Councillor-at-Large: Regarding Health and Dental plan, I understand increased claims equal increased money – how does increased enrolment factor in? Wouldn't that replenish the fees, not charge more?

President: Essentially, enrolment is not a problem. The problem (if we want to call it that) is that each enrolled member is using the plan more often. The reserve fund was created in part as a result of the fact that Council had set the fee at a certain level, and Kristen had negotiated a cost-per-student rate lower than we collected. This is the only time this amount goes to the fund.

VK CAL: So, more students paying the additional money doesn't offset the cost?

President: The percentage cost remains the same.

Kristen Foster: This adjustment was all made on a per-capita basis – so, this was already factored in. In fact, the larger the institution, the lower the risk.

Lucy Nolan, Chemical and Materials Engineering: What is the President's opinion on the surplus fund? Is the ratio about right to use, seeing that students have been paying into it in previous years?

President: We are not sure how to pay the additional offset; if we do use the reserve fund, we have already locked ourselves into a 3% increase next year. This is why we can't use the full reserve fund: we would be locking next year into an untenable situation. I would not want to exceed our current level, as we will need to sustain the inflationary trend next year. We are in the right ballpark for bridging at 2% -- 3% would be possible, but not ideal.

6. Elections and Appointments

(a) GSA Standing Committees

None.

(b) Other Committees

i. Representative to School of Business Dean Selection Committee election

ED: On Friday, received an urgent request from Business to appoint a member. The MBA and PhD associations each choose a student's name to put forward to this council, and we vote to choose one of them.

Speaker: University governance committees are elected by placard per the Standing Orders, but on the request of give voting members this can change to written ballot.

Five members indicated their interest in written ballot, and it was so adopted.

Vote: Council elected Lisa Yeo as the representative for the Dean Selection Committee by ballot.

7. Special Orders

None.

8. Unfinished Business and General Orders

(a) Unfinished Business

None.

(b) General Orders

i. R20110411.1: Health and Dental Plan Fees 2011-2012

VP Student Services **moved** that Council, upon the recommendation of the Health and Dental Plan Committee as reviewed by the Budget and Finance Committee, approve the 2011-2012 Health and Dental Plan Fees of \$162.75 per student per year for Dental and \$215.25 per student per year for Health for a total of \$378 per student per year; and further that Council, upon the recommendation of the Health and Dental Plan Committee as reviewed by the Budget and Finance Committee, approve the use of the Health and Dental Plan Reserve Fund to cover Health and Dental Plan costs not covered by these fees. Seconded by Chief Returning Officer.

VPSS: Based on the recommendation of the committee, I would like to amend the motion by striking the second clause in its entirety.

Speaker: No objections; thus, the clause is struck.

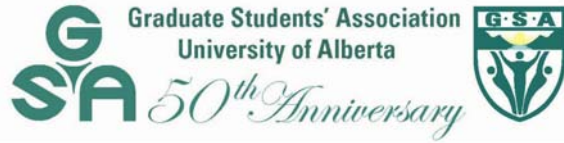
Motion now reads: *"BIRT* Council, upon the recommendation of the Health and Dental Plan Committee as reviewed by the Budget and Finance Committee, approve the 2011-2012 Health and Dental Plan Fees of \$162.75 per student per year for Dental and \$215.25 per student per year for Health for a total of \$378 per student per year."

VPSS: Committee had four meetings and went through various options. Since going through negotiations, the 5% increase was already factored in and will not have a net impact on students. At this level, the increase will be sustainable.

SJ PS: Speaking in favour. Also, will the second paragraph come to Council again, and will it give Council enough time?

VPSS: Initially, the plan was to bridge the 2% from the reserve. If we are experiencing an increase in that amount, we will need the committee to make another recommendation to bring before Council.

President: To provide some context: in an ideal world, we would set fees as late as possible to give us the best data sets; however, the university's Board of Governors has to approve fee increases, and this approval has to be brought to the Board in April for collections purposes.



Vote: Carried unanimously.

ii. R20110411.2: Powers of Delegation Proposal (first reading)

Withdrawn.

9. New Business

(a) Scheduled Business

None.

(b) Unscheduled Business

None.

10. Committee of the Whole

None.

11. Adjournment

Speaker: Please sign attendance sheet. The next meeting of Council is May 16th at 6:00 pm.

Meeting adjourned at 7:15 pm.



OUTLINE OF ISSUE

Agenda Title: **Draft Assessment and Grading University of Alberta Policies and Procedures (UAPPOL)**

Motion: N/A

Item

Action Requested	<input type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input checked="" type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	N/A
Presenter	Bob Luth, Professor, Faculty of Science and GFC CLE Member Cross-Appointed from the GFC Academic Planning Committee (APC) and Provost's Fellow, Office of the Provost and Vice-President (Academic)
Subject	

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	For discussion/information
The Impact of the Proposal is	N/A
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<p><i>Dare to Discover Values (1-4):</i> 1. Excellence in teaching that promotes learning, outstanding research and creative activity that fuel discovery and advance knowledge, and enlightened service that builds citizenship; 2. The centrality of our students and our responsibility to provide an intellectually superior educational environment; 3. Integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth; 4. A diverse, yet inclusive, dynamic collegial community that welcomes change and seizes opportunity with passion and creativity.</p> <p><i>Dare To Deliver Areas of Commitment:</i> Discovery learning, incubating scholarship, community engagement near and far, and building the transformative organization.</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. The <i>Post-Secondary Learning Act (PSLA) (Section 26(1))</i>, gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs." GFC has thus established a Committee on the Learning Environment (CLE).</p> <p>2. CLE Terms of Reference (Section 3 (Mandate)): "The Committee on the Learning Environment is a standing committee of the General Faculties Council that promotes an optimal learning environment in alignment with guiding documents of the University of Alberta.</p>



The Committee on the Learning Environment is responsible for making recommendations concerning policy matters and action matters with respect to the following:

...

b) To review and, as necessary, recommend to the GFC Academic Planning Committee and GFC Executive Committee as relates to the development and implementation of policies on teaching, learning, teaching evaluation, and recognition for teaching that promote the University Academic Plan.

...

d) To nurture the development of innovative and creative teaching practices.

e) To encourage the sharing and discussion of evidence about effective teaching and learning.

f) To promote critical reflection on the impact of broad societal changes in teaching and learning.

g) To promote projects with relevant internal and external bodies that offer unique teaching and learning opportunities that would benefit the university community.

h) To consider any matter deemed by the GFC Committee on the Learning Environment to be within the purview of its general responsibility.

Notwithstanding anything to the contrary in the terms of reference above, the General Faculties Council has delegated to the Committee on the Learning Environment the following powers and authority:

To recommend to the GFC Academic Planning Committee and to the GFC Executive Committee broad policy directions for excellence in teaching and learning.”

3. GFC Academic Planning Committee Terms of Reference/3.

Mandate of the Committee: “The Academic Planning Committee (APC) is GFC's senior committee dealing with academic, financial and planning issues. [...] [T]he President, Provost and Vice-President (Academic) or other Vice-Presidents may refer any matter to APC for consideration or recommendation to GFC. APC is also responsible to GFC for promoting an optimal learning environment for students and excellence in teaching, research, and graduate studies.”

4. GFC Executive Committee (Section 3 (16) Mandate - Institutional Marking and Grading Policies and/or Procedures) – To consider advice or recommendations from the GFC ASC on institutional marking and grading policies and/or procedures.”

5. GFC Executive Committee Terms of Reference (Section 3/Mandate of the Committee):

“5. Agendas of General Faculties Council

GFC has delegated to the Executive Committee the authority to



	<p>decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”</p> <p>6. Board Learning and Discovery Committee (3. Mandate): “Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the <i>PSLA</i>, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing the Committee shall: a. review and approve initiatives related to the overall academic mission and related plans and policies of the University; b. review, provide feedback and approve teaching and research policies; c. review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters; [...] d. monitor all matters related to intellectual property and technology transfer of research at the University[.] [...]”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	GFC Committee on the Learning Environment (January 6, February 3, March 3, April 7, May 5, June 2, October 10, December 2, 2010, January 13, February 3, March 3, April 7, 2011) – for discussion/information; GFC Academic Standards Committee (February 18, June 17, November 18, 2010, January 20, February 17, 2011) – for discussion/information; GFC Academic Planning Committee (April 27, 2011 – for discussion/information) <i>Additional consultation by Dr B Luth to be incorporated into a later iteration of this Outline of Issue.</i>
Approval Route (Governance) (including meeting dates)	TBD
Final Approver	TBD



Attachments

1. to be distributed

Prepared by: Marlene Lewis, University Governance, marlene.lewis@ualberta.ca

Go to:	[Overview]	[Purpose]	[POLICY]	[DEFINITIONS]	[RELATED LINKS]
This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.					

Assessment Policy

Office of Accountability:	Provost and Vice-President (Academic)
Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	General Faculties Council
Scope:	Compliance with University policy extends to all members of the University community.

Overview

The *Post-Secondary Learning Act* of Alberta (*PSLA*) gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (section 26(1)). The *PSLA* also gives GFC responsibility over “timetables for examinations and for lectures and other instruction” (section 26(1)(d)) and to “consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties” (section 26(1)(e)). The *PSLA* gives faculty councils the authority to “appoint the examiners for examinations in the faculty, conduct the examinations and determine the results for them,” “...subject to any conditions or restrictions that are imposed by GFC” (section 29(1)).

Purpose

To articulate common principles and purposes for assessment of students across Faculties of the University of Alberta.

POLICY

The teaching and learning mission of the University of Alberta is core to the institution. The instructional experience is defined by a recursive cycle of three interacting processes: teaching, learning, and assessment. The mechanism that drives the cycle, binding these processes together are the course objectives, goals, and/or learning outcomes. While all three processes are equal in importance, assessment is the component that provides evaluative feedback about the effectiveness of the cycle. Assessment has three basic components:

- observation
- evaluation
- reporting

Observation is the data-gathering step in the assessment process. Observation is varied, and it may take the form of an examination, project, essay, observational checklist, interview or any other evidence of student performance. This step may be qualitative or quantitative but regardless provides information as to how much learning has occurred. Evaluation is a process of judgement in which the question of the quality or the extent of the learning is answered. Grading is a consequence of evaluation. The final

component, reporting, is the process in which information about learning is presented to the learner and other stakeholders in a clear, useful and meaningful manner.

The purposes of assessment are:

1. to observe student achievement.
2. to evaluate the student's level of achievement.
3. to report the level of the student's achievement to stakeholders.

Reporting is used:

- to motivate student learning.
- to select students for scholarships and/or advancement.
- to provide feedback to the student about their learning.
- to provide feedback to the instructor about their students' learning.

Assessment at the University of Alberta is guided by the following principles:

1. Assessment is integrated into and aligned with the learning experiences and stated goals/outcomes of a course and program.
2. General assessment methods and grading standards are communicated clearly to students at the beginning of the course.
3. Clear and transparent criteria for assessments are provided throughout the course.
4. Assessment measures expected learning outcomes in a manner that is reliable, valid, and fair.
5. Varied assessment strategies, consistent with the learning goals/outcomes of the course, are used.
6. Assessment is guided and overseen by policy at the department and/or faculty level that is consistent with the university policy and is communicated clearly to students.

It is the responsibility of Faculties to define how these principles are implemented in their disciplinary contexts. Any Faculty-specific procedures must be approved by GFC. These procedures, once approved by GFC, must be communicated to students in the University Calendar.

DEFINITIONS

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

RELATED LINKS

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PUBLISHED PROCEDURES OF THIS POLICY

- Access to Evaluative Course Material Procedure

Item 5 Attachment 1

DRAFT

DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.07 DRAFT DATE: 2011/04/27

NOTE: This header will be removed for UAPPOL publication

- Consolidated Final Examinations Procedure
- Grading Procedure

DRAFT - FOR DISCUSSION

DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.04 DRAFT DATE: 2011/03/29

PARENT POLICY: Assessment Policy

NOTE: This header will be removed for UAPPOL publication

Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

Access to Evaluative Course Material Procedure

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

Overview

University regulations regarding the conduct of examinations are contained in the University Calendar, with the exception of this procedure concerning access to past evaluative material and the procedure concerning Consolidated Final Examinations.

Purpose

To define University-wide procedures with respect to access to past or representative evaluative material.

PROCEDURE

1. EVALUATIVE COURSE MATERIAL

- a. The provision of student access to past or representative evaluative course material as outlined herein is intended to (a) ensure equal access to such material by all students and (b) provide students with a potentially useful aid to their studying.

Access must be provided to any past or representative evaluative course material, listed below, used in any undergraduate course during any University term:

- Final examinations;
- Any evaluative course material that accounts for 30% or greater of a student's course grade;
- Past evaluative course material that is made available by the Faculty, department or professor to students directly or via students' associations;
- Past evaluative course material that is permitted to leave the classroom;
- Representative evaluative course material where actual examinations are not provided.

- b. Access requirements

Evaluative material will be made available in at least one of the following ways:

- By submission to the Students' Union Exam Registry by a representative of the teaching unit, such as a department or, in the case of non-departmentalized Faculties, the Faculty.

DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.04 DRAFT DATE: 2011/03/29

PARENT POLICY: Assessment Policy

NOTE: This header will be removed for UAPPOL publication

- By electronic publication on a website maintained by an instructor, a department or a Faculty where every student registered in a course will have equal access to the material.
- Answer keys are not required to be made available. No keys or answers to evaluative material will be made available unless the instructor has made these keys or answers available to students.
- Evaluative course material submitted by students or student associations must be approved by the Faculty, Department, or instructor.
- For the purposes of administering the Exam Registry, the Registrar’s Office shall provide a list of all course changes to the Students’ Union Exam Registry.

c. Exemptions

Particular courses or entire departments can be exempted from this policy at the discretion of each Faculty Council, provided that the Faculty has a policy that ensures the evaluative material to be exempted is not permitted to leave the classroom nor made available to students in any manner outside the classroom.

Faculty Councils shall refer these exemptions, together with the minutes of that meeting, to the Director of InfoLink in the Students’ Union for information.

Where a Faculty Council has approved the withholding of evaluative material, it is encouraged to provide access to representative course material, where possible.

DEFINITIONS

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

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FORMS

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RELATED LINKS

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DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.05 DRAFT DATE: 2011/04/27

PARENT POLICY: Assessment Policy

NOTE: This header will be *removed* for UAPPOL publication

Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

Consolidated Final Examinations Procedure

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

Overview

University regulations regarding the conduct of examinations are contained in the University Calendar, with the exception of this procedure concerning consolidated final examinations and the Access to Evaluative Course Material Procedure.

Purpose

To define University-wide procedures with respect to consolidated final examinations.

PROCEDURE

1. COMMON (CONSOLIDATED) FINAL EXAMINATIONS IN MULTI-SECTIONED COURSES

a. Approval of consolidated examinations

Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis, and request approval by the GFC Executive Committee. Approval must be obtained from the GFC Executive Committee prior to scheduling or conducting a consolidated final examination.

b. Time of consolidated examinations

Consolidated examinations will be scheduled as follows:

- The day immediately following the official end of classes for the term will not be used to schedule consolidated final examinations;
- Other days, excluding Sundays and holidays, prior to the official start of final examinations may be used;
- The Saturday during the official examination period may be used if it is not used for normally scheduled examinations;
- Days after the official examination period may be used providing they are prior to December 22nd in the Fall Term and allow a minimum of 23 working days between the last day of Winter Term examinations and the first day of Spring convocation.

c. Coordination of examinations

DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.05 DRAFT DATE: 2011/04/27

PARENT POLICY: Assessment Policy

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The examinations are coordinated by the Faculty in which the courses are taught. Faculties and departments are responsible for providing instructional and support staff on exam day. There is no guarantee that gymnasium seating will be available.

- d. The Examinations and Timetabling division of the Registrar's Office will consult with Faculties regarding the dates and time of the consolidated examinations. Every attempt will be made to construct a conflict-free schedule. However, should a student have conflicting consolidated examinations scheduled, the Faculties involved will make an accommodation for the student. Courses for which consolidated examinations are given will be identified as such in the course listings and the times of writing presented on the website of the Registrar's Office (www.registrar.ualberta.ca).
- e. The Office of the Registrar will keep a list of courses that have used, or currently use, consolidated examinations.

DEFINITIONS

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

Consolidated Final Examination	A final examination for a multiple-section course that is held at a single time.
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FORMS

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DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta)

VERSION 1.06 DRAFT DATE: 2011/04/27

PARENT POLICY: Assessment Policy

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Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

Grading Procedure

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

Overview

University procedures regarding grading are guided by the principles set out in the University of Alberta Assessment Policy.

Purpose

- To define acceptable methods of grading.
- To define the roles and responsibilities of instructors, Chairs, and Faculty Councils in matters concerning the assignment and approval of grades in courses.

PROCEDURE

1. GRADING

There will be no pre-determined quota of letter grades in a course; such quotas are antithetical to the first principle of fair assessment in the University of Alberta Assessment Policy.

A student's level of achievement of the goals/outcomes of a course, their grade, and the descriptor of that grade (i.e., A and "excellent", B and "good", C and "satisfactory", etc., as defined in the University Calendar section on Academic Regulations) must be aligned. Faculties may provide more elaborate descriptors of the different grades in their Faculty-specific Grading Procedures.

2. COMMUNICATION WITH STUDENTS

Course expectations regarding assignments, grading, and other course-related matters must be communicated clearly to students at the beginning of a course. Regulations concerning matters related to the conduct of courses are contained in the University Calendar section on Academic Regulations.

3. AUTHORITY TO ASSIGN GRADES

The assignment of final grades in a course will be the initial responsibility of the instructor(s). Under the *Post-Secondary Learning Act* of Alberta, the Faculty Council under whose auspices a course is offered has the ultimate authority to determine the examination grades and final grades

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VERSION 1.06 DRAFT DATE: 2011/04/27

PARENT POLICY: Assessment Policy

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in a course, “subject to any conditions or restrictions imposed by GFC” (section 29(1)). Faculty Councils may delegate this final authority over grades to Deans or Chairs of Departments. Final grades must be approved by Faculty Council or delegate before they are submitted to the Office of the Registrar and Student Awards.

4. GRADING DISAGREEMENTS

Where a disagreement arises between an instructor of the course and the Faculty Council or delegate who approves the grades, the disagreement will be resolved by a process defined by the Faculty Council.

5. DATA DISSEMINATION

The historical distribution of grades at the University-wide level is included in Appendix A. The Office of the Registrar and Student Awards will provide temporal grade distribution data to Faculties and Departments annually. These data will allow monitoring of consistency in grading over time and between sections of multiple-section courses, and provide insight into comparative grading across the institution.

6. RECORDS RETENTION

Each instructor will keep a record of either the raw scores or numerical grades achieved by students in each test, examination, or other assignment that will count towards the final grade and of the percentage weight assigned to each. The details contained in this documentation must enable the instructor (or the Department on the instructor’s behalf) to reconstruct the student’s final grade where the necessity arises, as it may if the student applies to have a final examination reappraised, or if the student is reexamined or writes a deferred final examination.

Departments shall keep this documentation with the detailed record of the component marks for at least one year after the final examination.

Students answers to final examination questions are to be shredded six months after the deadline for reappraisal appeals.

DEFINITIONS

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

FORMS

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PARENT POLICY: Assessment Policy (Grading Procedure)

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This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

Grading Procedure (Appendix A) Historical Distribution of Grades

Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	General Faculties Council (Executive Committee)

These distributions of grades are based on University-wide data from 2003 to 2010. They are provided for information and reference for instructors and students. They are inappropriate to use for small classes, and must not be applied rigidly even in large classes. Grades must reflect the level of student achievement of the goals/outcomes of the course.

It is the responsibility of the Registrar's Office, as custodian of the official grade records, to provide relevant grade distribution data annually to Faculties and Departments to allow monitoring of consistency in grading over time and between sections of multiple-section courses, and provide insight into comparative grading across the institution.

Historical Distribution of Grades in Undergraduate Courses (shown in percentages)				
Letter grade	1 st year courses	2 nd year courses	3 rd year courses	4 th year courses
A	22	26	29	38
B	41	45	50	47
C	24	22	17	12
D	7	4	3	2
F	6	3	1	1
Mean	2.7	2.9	3.0	3.2
Historical Distribution of Grades in Graduate Courses				
Letter grade	500	600		
A	58	66		
B	37	30		
C+	3	2		
Fail (C – F)	2	2		

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PARENT POLICY: Assessment Policy (Grading Procedure)

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Mean	3.5	3.6
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RELATED LINKS

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Do not delete RELATED LINKS heading or above message. A link to the parent Policy and a list of all of its Procedures and Appendices will be generated below automatically at publication.

Further RELATED LINKS are not recommended for APPENDIX documents.

DRAFT - FOR DISCUSSION

Draft: 27 April 2011
Subcommittee on Assessment and Grading

University Calendar: Sections 23.3 – 23.5

23.3 Attendance

Since presence at lectures, participation in classroom discussions and projects, and the completion of assignments are important components of most courses, students will serve their interests best by regular attendance. Those who choose not to attend must assume whatever risks are involved. In connection to this students should review the following sections.

The University recognizes that occasionally life events occur that require a student to miss term work, term examinations, or final examinations. However, excused absences are not granted automatically and will be considered only for acceptable reasons such as incapacitating illness, severe domestic affliction, or religious convictions.

Unacceptable reasons include, but are not limited to personal events such as vacations, weddings, or travel arrangements. When a student is absent without acceptable excuse, a final grade will be computed using a raw score of zero for the work missed. Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour. Students should consult their Faculty for detailed information and requirements.

(1) Absence from Term Work ~~or Term Examinations~~
Approval for an excused absence from term work (e.g., classes, labs, assignments, quizzes, term papers, reports, ~~or term examinations etc.) or term exams~~ is at the discretion of the instructor. To apply for an excused absence, a student must present supporting documentation pertaining to the absence to the instructor within two working days following the scheduled date of the term work or term exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

Comment [RWL1]: SAG is proposing that we expand the terminology "Term Work" to be inclusive of what are referred to here and elsewhere as "Term Examinations"

a. Where the cause is incapacitating illness:
i. a medical note cannot be required.

ii. if a student chooses to provide a medical note, the University of Alberta *Medical Statement Form* may be downloaded from the Online Services section of www.registrar.ualberta.ca

iii. Instructors may request other adequate documentation at their discretion such as a form from the student's Faculty or a statutory declaration.

b. In other cases, including domestic affliction or religious conviction, adequate documentation must be provided to substantiate the reason for an absence. Instructors may either waive the term work or term exam, or require the student to make up the term work or term exam.

For a waiver, the percentage weight allotted to the term work or term exam missed may be distributed to other term work, term exams, and/or the final exam as decided by the instructor.

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For make-ups, the student is required to complete equivalent term work or term exam as decided by the instructor. If the student does not complete the make-up as prescribed by the instructor, a raw score of zero will be assigned for the missed term work or term exam.

(2) Absence from Final Exams: A student who has missed a final exam because of incapacitating illness, severe domestic affliction or other compelling reason (including religious conviction) may apply for a deferred exam.

To apply for a deferred exam, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

a. Where the cause is incapacitating illness:

i. a medical note cannot be required.

ii. if a student chooses to provide a medical note, the University of Alberta *Medical Statement* Form may be downloaded from the Online Services section of www.registrar.ualberta.ca

iii. Faculties may request other adequate documentation such as a Faculty specific form or a statutory declaration.

b. In other cases, including domestic affliction or religious conviction, adequate documentation must be provided to substantiate the reason for an absence.

c. A deferred exam will not be approved if a student

i. has not been in regular attendance where attendance and/or participation are required, and/or,

ii. excluding the final exam, has completed less than half of the assigned work.

d. Students with two or more deferred exams outstanding from a previous term may be required to reduce the number of courses in which they are registered.

e. The student must seek the approval of the dean or designate of the student's Faculty on the application for a deferred final exam, If approved, students should refer to §23.5.6 for details on writing deferred exams;

f. In the case of an approved application for deferred final exam, the student's Faculty will inform the Department responsible for the course of the approved deferred exam. The Department will then notify the instructor;

g. Payment of the required fee will normally be made at the time of approval of the application for deferral but must be made no later than two weeks after approval. Refer to §22.2.8 for details on where to pay fees and to §22.2.12 for fees for special services.

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[h. A deferred final examination may be granted at the Dean's discretion when a student has missed the final examination because of negligence \(e.g. misreading timetable\).](#)

23.4 Evaluation Procedures and Grading System

Important Notification: Effective September 1, 2003, the University of Alberta implemented a letter grading system with a four-point scale of numerical equivalents for calculating grade point averages. Letter grading scales are more commonly applied throughout North America.

(1) Weighting of Term Work and Final Examinations: In each course in which a final examination is held, a weight of not less than 30 percent and not more than 70 percent will be assigned to the final examination, except where a departure from this arrangement has been authorized by the council of the Faculty in which the department offering the course is situated. The remaining weight for the course will be assigned to term work.

Comment [RWL2]: Are these limits useful or meaningful? Need background from RO – and discuss during consultations

(2) Course Requirements, Evaluation Procedures and Grading: The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline, as set out in §23.4(2)a., made sense to all concerned. Such changes shall only occur with fair warning or general class consent.

Students concerned about the application of these guidelines should consult, in turn, the instructor, the chair of the department by which the course is offered, and the dean of the faculty in which the course is offered.

a. At the beginning of each course, instructors are required by GFC to provide a course outline which must include the following:

- i. a statement of the course objectives, [goals, and/or learning outcomes](#) and general content
- ii. a list of the required textbooks and other major course materials
- iii. a list of any other course fees as described in the 'Student Instructional Support Fees Policy' and their associated costs
- iv. an indication of how and when students have access to the instructor
- v. the distribution of weight between term work and final examination
- vi. identification of all course activities ~~worth 10% or more of the overall~~ [that contribute to the](#) course mark
- vii. whether marks are given for class participation and other in-class activities as well as the weight of such participation

Comment [RWL3]: Need background from RO – why 10% - if we eliminate here, is it okay to keep in viii?

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viii. dates of any examination and course assignments with a weight of 10% or more of the overall course mark

Comment [RWL4]: RO question – logic behind 10% cutoff?

ix. the manner in which the official University grading system is to be implemented in that particular course or section, i.e., whether a particular distribution is to be used to determine grades, or whether there are absolute measures or marks which will determine them, or whether a combination of the two will be used. Instructors should refer to the University of Alberta Marking and Grading Guidelines, process by which the various term work and examinations are aggregated and transformed into a letter grade for the course. The process must be consistent with the University of Alberta Assessment Policy and accompanying Grading Procedure, found in UAPPOL. If a Faculty has a Faculty-specific Grading Procedure, the details of that Procedure are contained in the appropriate Faculty section of the Calendar

x. an indication of how students will be given access to past or representative evaluative course material:

xi. the statement: “Policy about course outlines can be found in §23.4(2) of the University Calendar”

xii. the statement: “The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”

~~b. Every course outline should contain the following statement: “Policy about course outlines can be found in §23.4(2) of the University Calendar.”~~

~~e. Every course outline should contain the following statement: “The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”~~

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~~db.~~ Nothing in any course outline, syllabus or course web-site ~~may can~~ override or contravene any Calendar regulation or ~~GFC-University~~ policy. In resolving any discrepancy, ~~GFC University~~ policy and Calendar regulations ~~will~~ take precedence.

~~ec.~~ Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See §23.5.6.

~~fd.~~ At the beginning of a course, if instructors ~~should will~~ discuss with the class their expectations with respect to academic honesty issues and outline both permitted and prohibited behaviour. The instructor should review with the class the definitions of plagiarism that appear in the Code of Student Behaviour (Section 30.3.2). A sheet summarizing the appropriate sections of the Code is made available to all instructors at the beginning of each term. Instructors are also requested to inform students that when cheating and/or plagiarism occurs, a number of penalties can be imposed, such as lowering a grade or expulsion from the University (as outlined in Section 30.4.2 of the Code).

~~g. Instructors must follow copyright regulations as established by the University from time to time in the duplication of course material.~~

Comment [RWL5]: Delete – covered by UAPPOL Copyright Policy

~~h. Instructors should allow students a reasonable time in which to complete an assignment, bearing in mind its weight.~~

~~e.~~ Instructors will provide early opportunities for students to align their understanding of expectations regarding assignments with those of the instructor.

Comment [RWL6]: Pending further discussion and more specific/concrete wording, SAG is not happy about the inclusion of this clause – have we now covered the important issues in the Grading Procedure under communication. Key concern is the language here is vague and may lead to problems for both students and instructors. Dustin to discuss with SU.

~~f.~~ Students will be provided the criteria for assignments when the assignment is given.

~~g.~~ Each assignment and assessment is linked to the stated outcomes or goals of the course.

~~h.~~ Instructors will allow students a reasonable time in which to complete an assignment, bearing in mind its weight.

Comment [RWL7]: From Purposes and Principles document.

~~i.~~ Instructors ~~will should~~ mark, provide appropriate feedback, and return to students all term work in a timely manner. ~~with reasonable dispatch all term examinations and, provided the students submit them by the due date, all course projects, assignments, essays, etc.~~

~~j.~~ All term work ~~projects, assignments, essays, etc., should will~~ be returned on or by the last day of classes in the course, with the exception of a final major assignment (which may be due on the last day of classes), which ~~should will~~ be returned by the date of the scheduled final examination or, in non-examination courses, by the last day of the examination period.

~~k.~~ Upon request, instructors are required to provide the process used to generate the final grade. ~~method which was used to translate final and, where appropriate, term marks into grades.~~

(3) Procedures for Registering Complaints about Marking, Grading, and Related Issues:

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a. Where the above guidelines have not been followed or where students have concerns about the instructor's teaching, the student should make the concern known to the appropriate individual in the following sequence:

i. Instructor

ii. Chair of the ~~department~~ Department in which the course is taught

iii. Dean of the Faculty in which the course is taught (some Faculties have delegated this authority to departments)

b. A student needing advice on these matters should see the student advisors in the Office of the Dean of Students.

c. These procedures do not constitute a mechanism for appeals and grievances regarding the academic standing or individual grades of a student. Appeals and grievances of that nature are dealt with in §23.8 of the Calendar.

(4) Assigning Grades: Grades represent the judgments of student achievements by instructors and must correspond to the associated descriptor. Faculties are responsible for defining acceptable grading practices in their disciplines, subject to the approval of General Faculties Council. Such grading practices must align with the University of Alberta Assessment Policy and its procedures, which are available on-line in UAPPOL (<http://www.uofaweb.ualberta.ca/policies/>). Documentation of these acceptable grading practices must be made available to students by the Faculty or Department responsible for the course.
~~Grades reflect judgements of student achievement made by instructors. These judgements are based on a combination of absolute achievement and relative performance in a class. The instructor should mark in terms of raw scores, rank the assignments in order of merit, and, with due attention to the verbal descriptions of the various grades, assign an appropriate letter grade to each assignment.~~

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Course Grades Obtained by Undergraduate Students:

Descriptor	Letter Grade	Grade Point Value
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Poor	D+	1.3
Minimal Pass	D	1.0
Failure	F or F40.0	

Note: F4 denotes eligibility of a student to apply for a reexamination of a course.

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Course Grades Obtained by Graduate Students:

Descriptor	Letter Grade	Grade Point Value
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Failure	D+	1.3
	D	1.0
	F	0.0

(5) In addition to the grades described above, the University of Alberta currently records the following grades and remarks:

Final Grades

AE	aegrotat standing
AU	registered as an auditor
AW	registered as an auditor and withdrew
CR	completed requirements, no grade point value assigned
EX	exempt
IN	incomplete
IP	course in progress
IP*	withdrew from or failed course in progress
NC	failure, no grade point value assigned
W	withdrew with permission

Remarks

- 1 grade includes a mark of '0' for final examination missed, or for term work missed, or both
- 2 grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted
- 3 credit withheld
- 4 reexamination granted
- 5 failure (assigned to failing Graduate Student grades only)
- 6 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both (assigned to failing Graduate Student grades only)
- 7 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted (assigned to failing Graduate Student grades only)
- 8 disciplinary sanction for serious instances of inappropriate academic behavior
- 9 failure, disciplinary sanction for serious instances of inappropriate academic behavior (assigned in the same circumstances as the remark of 8 but to failing Graduate Student grades only)

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[\(6\) Courses may be graded on a pass/fail or credit/no credit basis upon specific approval of the appropriate Faculty Council.](#)

~~(6)~~ Grade Point Average (GPA): All courses have been assigned an appropriate weighting factor, which along with a student's grade point values, enables the Registrar's Office or the Dean's office to compute the Grade Point Average.

The Grade Point Average (GPA) is a measure of a student's weighted average, obtained by dividing the total number of grade points earned by the total units of course weight attempted.

Rules for Computing the GPA

- a. The GPA for any period is based on the final grades, including failing grades in all courses taken during a specified period.
- b. GPAs are calculated according to the following formula:
$$\text{GPA} = \frac{\text{sum of [grade point value} \times \text{units of course weight]}}{\text{sum of units of course weight}}$$
$$\text{GPA} = \frac{\text{sum of [grade point value} \times \text{units of course weight]}}{\text{sum of units of course weight}}$$
- c. A reexamination mark or a deferred examination mark replaces the original final examination mark. The revised final grade is included in the computation of the GPA.
- d. When a student has a deferred, incomplete or a missing grade, the GPA is not computed until a final grade is reported.
- e. Grades of IN5 are counted as numeric grades of 0.00 in the computation of any GPA.
- f. Grades of W (withdrew) are excluded from the computation of the GPA.
- g. Grades of CR and NC are not included in the computation of any GPA.
- h. Any GPA is rounded to the nearest decimal place using standard rounding rules – that is it is rounded up with a value of 5 or greater in the first nonsignificant place and rounded down with a value of 4 or less in the first nonsignificant place

Types of Grade Point Averages: Faculties may use different averages for various decisions regarding academic standing, promotions, and graduation, as long as these have been approved by General Faculties Council. Such averages are descriptively labelled.

- a. Admission Grade Point Averages (AGPA) see §14.2.1.
- b. Fall/Winter and/or Spring/Summer Grade Point Averages are reported on transcripts and is used by most Faculties to determine academic standing.

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c. Term Grade Point Average may be calculated at the end of Fall, Winter, Spring or Summer, and used to determine eligibility for reexamination (see §23.5.5).

d. Promotion and Graduation Grade Point Averages are Faculty specific and are defined in the Faculty sections of the Calendar.

e. Faculty Grade Point Average (FGPA): The Faculty Grade Point Average (FGPA) is a cumulative measure of a student's grade points obtained while registered in a Faculty in all years and terms, including Spring/Summer. FGPA is a weighted average obtained by dividing the total grade points earned by the total units of course weight attempted. The FGPA is currently used by the Faculty of Arts.

Rules for Computing the FGPA

i. The rules related to calculation of GPA [see §23.4(6)] also apply to the calculation of FGPA.

ii. The initial assessment and any subsequent reassessment of academic standing using FGPA is based on a student's performance in a minimum of nine units of course weight (CE9). If, at the time of review, the student has attempted less than CE9 since the last assessment while registered in the Faculty, the assessment will be deferred until the next assessment period.

iii. Assessments are performed at the end of a student's registration in Fall/Winter (or at the end of a student's program) and are based upon the final grades in all courses taken in that and prior periods while registered in the Faculty. At the discretion of the faculty an assessment may also be performed at the end of a student's registration in Spring/Summer.

iv. If a student is required to withdraw and subsequently allowed to continue (after a successful appeal or after successfully completing required work at another institution) the FGPA will be calculated from the term in which readmission or continuation is granted, not from the time of first admission into the Faculty. Such a restart of FGPA will be allowed only once for any student in a Faculty.

v. Students continuing in a Faculty following a restarted FGPA as described above must thereafter maintain a minimum FGPA of 2.0.

(78) Aegrotat Standing: Aegrotat standing may be granted, in special circumstances, on the grounds of illness to deserving students who have completed at least one year at the University of Alberta in the Faculty in which they are currently registered. Any student wishing to take advantage of this privilege should apply without delay to the dean of the Faculty concerned. Any other student absent from a final examination because of illness may apply for permission to write the regular deferred examination.

(89) Competence in Written Work: General Faculties Council urges all instructors of University undergraduate courses to provide that suitable portions of course testing or other course work should be in the form of written essay responses and to emphasize to students that competence in written work is integral to competence in a subject and will constitute part of the basis on which the student's course grade is determined.

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All instructors should make clear at the outset of each course their expectations in regard to the standard and importance of writing in assignments and examinations. Refer to §24.16 for information on Effective Writing Resources.

(9.10) Official Grades: Student grades are unofficial until they have been approved by the appropriate Faculty Council at the end of Fall/Winter or Spring/Summer. Prior to approval by Faculty Council, unofficial grades are reported on transcripts and so noted. Students can generally expect that official grades will be available in early June for Fall/Winter, and early September for Spring/Summer. Students obtain their Statement of Results on Bear Tracks (<https://www.beartracks.ualberta.ca>) following the approval of grades.

23.5 Examinations (Exams)

23.5.1 Conduct of Exams

Note: Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour, Appendix A of the University of Alberta Calendar.

In this section, “term exam” is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.

(1) Student Identification: Students writing exams are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable photo identification. Students who are unable to present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams.

(2) Permitted References and Aids: Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.

(3) Registration: Students may not be present in an exam or write an exam in a course section in which they are not registered.

(4) Arriving and Leaving: Students may not enter the exam area after the first half-hour has elapsed, and they may not leave the exam area until one half-hour has elapsed.

(5) Communications: During the exam, all communications should be addressed to a supervisor. Students should not, under any circumstances, speak to or communicate with other candidates or leave their answer papers exposed to view.

(6) Brief Absence from an Exam: Students who need to visit the washroom during an exam must leave their papers in the custody of a supervisor and retrieve it upon return.

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(7) Cancellation of Paper During Exam: If a student becomes incapacitated because of illness or receives word of domestic affliction during the course of an exam, he or she should report at once to the Supervisor, hand in the unfinished paper, and request that it be cancelled. Thereafter, if illness is the cause, the student may go directly to the University Health Centre or other medical practitioner so that any subsequent application for a deferred exam may be supported by a medical note. If a student chooses to provide a medical note, the University of Alberta *Medical Statement* Form may be downloaded from the Online Services section of www.registrar.ualberta.ca. Medical notes cannot be required. Alternatively, students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration. In cases other than illness, adequate documentation must be provided.

a. For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see § 23.3(2) for details.

b. For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

Should a student write an exam, hand in the paper for marking, and later report extenuating circumstances to support a request for cancellation of the paper and for another exam, such request will not be entertained. Any student who requests a cancellation of their paper and subsequently applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.

(8) End of Exam: When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

23.5.2 Term Examinations

(1) Term Examinations Optional: The holding of term examinations is optional within each department.

(2) Instructors may schedule term examinations during any regularly scheduled class period. In certain cases an instructor may schedule a term examination outside or beyond the regularly scheduled class period. Instructors should be aware that by doing so, conflicts may result for some students that have another class at the time of the scheduled term examinations. Students have the right to attend regularly scheduled class activities. Therefore, if a student has a conflict between a regularly scheduled class and a scheduled term examination, the instructor of the class in which there was a scheduled term examination will be required to make an accommodation for the student.

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23.5.3 Final Examinations

There is no requirement by General Faculties Council that the final examination must be written in order to obtain credit: Faculties are permitted to make their own regulations in this regard.

(1) Final Examinations: A final examination is held in each course except where departure from this arrangement has been authorized by the Faculty council governing the department offering the course. Final examinations for Fall courses shall be held in December. Final examinations for Winter or two-term Fall/Winter courses shall be held in April. Final examinations for Spring courses shall be held in June. Final examinations for Summer or two-term Spring/Summer courses shall be held in August. Examinations for evening credit program and late afternoon and evening courses are to be held during the last regular class period, excluding Augustana Faculty. Final examinations in Augustana Faculty evening courses are to be held in the evening during the regular examination period.

(2) Examination Schedule: The schedule of Fall and Winter Terms final examinations (and mid-term examinations in two-term courses) shall be related directly to the basic University timetable.

Where possible, the final examination schedule for Augustana Faculty courses shall be related directly to the basic University timetable. Some dates may vary. Students should also see §54.4.

In the Faculty of Education, for those Faculty courses which form part of a professional term and hence do not conform to the standard timetable, the scheduling of the final examinations shall become the responsibility of the Faculty.

In the MBA program final examinations in all evening courses shall be scheduled into the week immediately following the last week of classes in each term in order to allow for equal instructional hours in the full- and part-time programs.

Final examinations or mid-term examinations in two-term courses shall not exceed three hours in length.

The Examination Schedule shall be adhered to and no attempt made to adjust examination schedules to accommodate students who have failed a course and are repeating without attendance.

Normally there shall be no departure from the official Final Examination Schedule. Instructors and students may, however, petition the Faculty Council concerned for permission to depart from the Schedule if justified reasons can be established. No departures shall be considered for approval unless the instructor of the class concerned and every student registered for credit in the class have given their written consent. Such consent shall take the form of either written letters or signed and dated forms made available from the Dean's office. These notices of consent shall be conveyed to the Dean of the Faculty offering the course on an individual basis at least one month prior to the new dates being requested. If and when unanimous consent is received from the class, this fact shall be communicated to both the instructor involved and the Faculty Council. All such notices of consent shall be received by the Dean, in confidence, and it will not be the Dean's responsibility to insure that all members of the class have been informed of the

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need to submit such written consents. This will be the responsibility of the Instructor or of those members of the class who have initiated the request for a change in the examination date.

Note: Permission to depart from the Final Examination Schedule may be authorized by the Dean in Faculties where the Faculty Council has delegated this responsibility to the Dean.

The requirement that notices of consent for departures from the official Final Examination Schedule shall be conveyed to the Dean at least one month prior to the new date being requested, shall be rigidly enforced.

The rescheduling of examinations or tests in the final week of classes is not permitted.

(3) Where a final examination has been scheduled, students registered in the course may not be ~~de~~barred from writing that final examination.

(4) Marking of ~~Papers~~examinations: Departments and instructors shall be informed that the marking of examinations be given first priority in order to expedite the submission of *Grade Report Forms* to the Registrar.

No member of a Department shall be permitted to go away taking the original examinations papers with him or her for marking without permission of the unit head. In a case where a member of a Department applies for leave before the end of term, this will only be granted on condition that the head of the Department arranges for the papers to be ~~read~~-marked here in the usual way.

All examinations and assignments shall be marked only by the instructor(s) or by persons expressly authorized by the Department Chair (or by the Dean in non-departmentalized Faculties) to mark them.

In the case where the student has missed the final examination, the instructor shall compute and record the course grade for that student with a score of zero for the final examination. The instructor must enter the remark "1" in the "Final Grade/Remarks" column of the Grade Report Form to indicate that the student was absent from the final examination.

(5) The following discretionary policy on student access to final examination papers was affirmed by General Faculties Council:

Departments subscribing to the belief that there is educational value in permitting students to see their final examination papers after they have been marked are not only at liberty, but are encouraged, to make the papers available on request, and to allow for discussion where possible; that the objective here is an educational end: i.e., it is NOT a substitute for existing reappraisal procedures for the reconciliation of grades; that where the department is prepared to grant outright release of the paper it must not do so until the deadline for applications for reappraisal has passed, since an appeal cannot be entertained after the custody of the paper has been relinquished to the student.

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(6) Grades of Incomplete: The grade of “incomplete” (IN) is normally awarded when an undergraduate student is prevented by illness, domestic affliction, or other extreme circumstance from submitting an assignment by the end of term. When a grade of IN is awarded, the student is required to submit the assignment within 10 days after the end of the final examination period of the term for the course. At the request of the Department Chair concerned, the student’s Dean may grant an extension of time to a maximum of four months after the end of the term. If the assignment is not submitted by the prescribed deadline, the Registrar will record a grade of “NC” or a grade of “F” plus a remark of “1”, as appropriate. Before finalizing the student’s grade the Office of the Registrar and Student Awards will give 30 days written notice to the student’s Faculty and to the Department in which the course is offered.

23.5.4 Notification of Results

(1) Release of Grades: Only the Registrar’s Office is authorized to issue official statements of results or transcripts. An official statement of final grades in courses for each Fall/Winter and Spring/Summer period is available on Bear Tracks (<https://www.beartracks.ualberta.ca>). Official statements are provided at the following times:

Students registered in	statement available
Fall Term only	early February
Fall/Winter Terms	late May
Spring Term only	early July
Spring/Summer Terms	late August/early September

Departments shall forward grades to the Office of the Registrar and Student Awards within five working days of the final exam, or (for courses with no final exam) within five working days of the due date for the final assignment. For courses with consolidated examinations, Departments shall forward grades to the Registrar’s Office within ten working days of the final exam. (For the Faculty of Law grades should be reported to the Registrar no later than the third day of classes in the Winter Term for Fall Term courses, or May 31 for Winter Term or Fall/Winter courses.) Allowing for processing time in the Registrar’s Office, grades should be available to students within eight working days. For courses with consolidated examinations, grades should be available to students within twelve working days. For the Faculty of Medicine and Dentistry’s DDS, Dental Hygiene and MD programs, grades will be released within 10 working days of the end of the exam period for the program.

Unofficial final course grades are available to students on *Bear Tracks* (<https://www.beartracks.ualberta.ca>) after the approved *Grade Report Form* is received by the Office of the Registrar and Student Awards. Grades for courses that are completed in the first half of the term are available mid-term.

Students should consult the Registrar’s website at www.registrar.ualberta.ca for information on how to obtain their grades on *Bear Tracks*.

Departments may, but are not required to, post unofficial results in alternate formats, provided the confidentiality of the students’ records is preserved in accordance with the *Freedom of*

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Information and Protection of Privacy Act. This precludes incorporating names or, potentially, information such as Faculty, degree, or year in program if the identity of the student can be deduced from this information. Because it is very difficult to protect student confidentiality in small classes (less than 25 students), departments should refrain from posting grades for these courses.

(2) Reappraisals: Since great care is taken in marking final examination papers, a student should apply for reappraisal of a paper only if he or she has good reason to believe that a mistake has been made. Reappraisals are dealt with by the Chair of the department in consultation with members of the staff. A request for reappraisal must be made in writing to the Faculty or Department Office responsible for the course by February 1 in the case of Fall courses, by June 22 for other Fall/Winter courses, and within thirty days of the publication of results for courses offered in Spring/Summer. The request must include a statement of whether the intent of the appeal is to raise or lower the grade. If a student fails to include such a statement it will be assumed that the intent is to have the grade raised. Refer to §22.2.8 for details on where to pay fees and to §22.2.12 for fees for special services. Payment of the required fee will normally be made at the time of the request but must be made no later than two weeks after submission of the request; the fee will be refunded if the appeal is successful.

The privilege of having papers reappraised applies only to final examinations. A student may apply for reappraisal of no more than two final examination papers in each term of the Fall/Winter. A student enrolled in the Spring/Summer will be limited to two reappraisals.

It should be understood that if the grade is changed, the new grade, whether higher or lower than the original, replaces it as the student's official grade in the course.

23.5.5 Reexaminations

(1) Undergraduate students who have written and submitted a final examination may be considered for a reexamination provided the following conditions are met. Students in Medicine and Dentistry should consult §113.2 and the Faculty Office for these regulations. Students in Business should consult §63.5(7). Students in Science should consult §192.5.9. Reexaminations are not permitted for graduate students.

- a. The course was failed.
- b. The final examination is 40 percent or greater, as originally scheduled for the class as a whole.
- c. For a Fall-Term course, the student achieved a Term Grade Point Average of 2.0 inclusive of the failed course. For Winter-Term and Fall/Winter courses, a Fall/Winter GPA of 2.0 inclusive of the failed course.
- d. Students are advised that it may not be possible to make a ruling until all grades for a term or two-term period are recorded. Students for whom a term GPA cannot be computed at the end of the Fall Term will have to wait for the computation of a GPA following the Winter Term. In this case, the Application for Reexamination form should be left with the Faculty office for a later

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ruling. Faculty of Law students in the first and second year and all Faculty of Pharmacy and Pharmaceutical Sciences students will be considered for a reexamination on the basis of the computation of their Fall/Winter GPA.

(2) Reexaminations are Not Permitted:

a. For students who were granted a deferred final examination in accordance with §23.3(2) but did not write.

b. Dentistry and Dental Hygiene students: In clinical and laboratory courses and for students repeating a year.

c. Faculty of Nursing: For students who have failed the clinical/laboratory component of a Nursing course and for students repeating a year.

d. Faculty of Rehabilitation Medicine: In clinical courses and for students repeating a year.

e. Faculty of Graduate Studies and Research.

f. Medical Students: For students repeating a year.

g. Faculty of Pharmacy and Pharmaceutical Sciences: A student on probation is not allowed reexamination privileges.

(3) Reexamination Mark: The mark received for the reexamination replaces the original final examination mark and is used in computing the final grade in the course.

(4) Weight of Reexamination: The percentage of the final grade allotted to the reexamination shall be the same as the percentage of the final grade allotted to the student's final examination in the course.

(5) Number of Reexaminations that May be Granted: Reexamination may be granted in one course only, regardless of the units of course weight, in a Fall/Winter or Spring/Summer period. Reexaminations may be granted in courses to a total of €12 while the student is enrolled in a Faculty (Dentistry and Dental Hygiene students see Note 2).

(6) Reexamination Deadlines:

a. Fall Term Courses:

Apply: Within 10 days of the posting of the results.

Exam to be held by: End of Reading Week (see §11)

b. Winter Term and Fall/Winter Courses:

Apply: Within 10 days of the posting of the results.

Exam to be held by: June 30 (see §11)

c. Spring/Summer Courses:

Apply: Within 10 days of the posting of the results.

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Exam to be held by: August 31*

*Exam to be held by October 20 for students taking 13-week classes in Engineering programs.

d. Special Faculty Provisions:

Faculty of Law: See Note (3) below

Dentistry and Dental Hygiene: See Note (2) below and consult the Department.

Medicine: Consult the Faculty Office.

Pharmacy and Pharmaceutical Sciences: See §143.3.1(2)e.

(7) Procedures to Apply for a Reexamination: Students who wish to apply for a reexamination should:

a. ensure that they meet the eligibility criteria for application noted above.

b. complete an application form (available at the Faculty or Department responsible for the course).

c. have the application for reexamination approved by the Faculty or Department offering the course.

d. the Dean or delegate of the student's Faculty must also give final approval of the application.

Refer §22.2.8 for details on where to pay fees and to §22.2.12 for fees for special services.

Payment of the required fee will normally be made at the time of approval of the application but must be made no later than two weeks after approval. Once approval has been granted reexaminations are to be written at a time and place agreed upon by the instructor and the students concerned. Dentistry students write in July. Normally, students in the Faculty of Law write in June. Refer to the Academic Schedule (§11) for the applicable dates.

Notes

(1) Science Students: Registrants in the BSc degree programs or Special Certificate programs in the Faculty of Science who fail to meet the graduation GPA may be granted a reexamination in a passed or failed Science course taken in the final Fall/Winter or Spring/Summer (last €30 or less) provided the maximum number of reexaminations (€12) has not been previously taken.

(2) Dentistry Students: Students in the Dentistry program should consult §§113.2.1(6) and 113.2.2(6) or the Office of the Associate Dean, 3036 Dentistry Pharmacy Centre, for regulations concerning reexaminations.

Dental Hygiene Students: Students in the Dental Hygiene program should consult §113.2.3(7) or the Office of the Associate Dean, 3036 Dentistry Pharmacy Centre, for regulations concerning reexaminations.

(3) Law Students:

a. Reexaminations shall be taken only in June except under the circumstances as described in b. below. The deadline for application is May 30.

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b. Where a student fails one course in the Fall Term of their final year, the student may write one reexamination at a time before June, provided that the student attains a GPA of no less than 2.0, calculated on the basis of final grades obtained in Fall Term. The deadline for application is February 2. The rules governing the times for setting of deferred examinations in §23.5.6(1) shall apply to reexaminations written in accordance with this section.

23.5.6 Deferred Final Exams

The following information is for students who have received approval for deferred final examination(s) in accordance with §23.3(2).

(1) Fall/Winter Deferred Final Exams: Within the timelines described below, the time and place of the deferred final exam will be determined by the instructor. Instructors are encouraged to include the date, time and place of a deferred exam in the course outline should one be required.

a. Fall Term Deferred Final Exams: Fall Term deferred final exams must be held by the end of Reading Week in accordance with the following provisions:

i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to the end of Reading Week.

ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for the deferred exam if it is to be held prior to January 19.

iii. In the absence of either of the above two arrangements the instructor will submit the time and place of the exam to the department office as early as possible and no later than January 12. It is important that students come to the department to obtain this information on January 15 or as soon as possible thereafter. The exam must be scheduled between January 19 and the end of Reading Week.

b. Winter Term and Fall/Winter Deferred Final Exams: Winter Term and Fall/Winter deferred final exams must be held by June 30 in accordance with the following provisions:

i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to June 29.

ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for deferred exam if it is to be held prior to May 18.

iii. In the absence of either of the above two arrangements, the instructor will submit the time and place of the exam to the department office as early as possible and no later than May 8 (exception: students in the MD program should consult the undergraduate office for information on deadlines). It is important that students come to the department to obtain this information May 15 or as soon as possible thereafter. The exam must be scheduled between May 20 and June 30.

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Students who have not been previously informed must check with the department office on the specified date to obtain the time and place of the deferred final exam.

(2) Spring/Summer Deferred Final Exams: The time and place of the deferred final exam will be determined by the instructor who will make this information available to all students in the course.

The exam must be held within two weeks of the date of the final examination missed and not later than August 31. In the case of 13-week classes in Engineering programs, the exam must be scheduled by September 14 and held prior to October 21.

(3) Exams Scheduled at the Same Time: If a student discovers that he or she has two (or more) deferred exams scheduled at the same time, the student shall inform both instructors as quickly as possible and at least five days before the exam date. The instructors will consult with one another and make appropriate arrangements for the student.

(4) Fall/Winter Deferred Exams Not Written: Students who have applied for a deferred final exam in accordance with §23.3(2), but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the second deferred final exam and will notify the student. The date scheduled must be no later than the end of July. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.

Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.

Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.

If the student receiving the privilege of writing a deferred exam does not write the exam by the scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar and Student Awards according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student's grade, the Office of the Registrar and Student Awards will give 30 days written notice to the student's Faculty.



GSA 101

The Organisation, Delegations, and Accountability

Steve Melenchuk

GSA Speaker 2010-2011

16 May 2011

Outline

- The *Post-secondary Learning Act*
- Council and Bylaws
- GSA Board and Directors
- Other Governing Documents
- Committees and Caucuses
- Conclusions

The *Post-secondary Learning Act*

- **94(1)** If a university offers a program of graduate studies, the Lieutenant Governor in Council may by order establish a graduate students association for the university and shall give the graduate students association a name consisting of the words “The Graduate Students Association of” followed by the name of the university.
- **(2)** Each graduate students association is a corporation and consists of the graduate students of the university.

- *Post-secondary Learning Act*, 2003 cP-19.5 s94;2007 c7 s6

The *Post-secondary Learning Act*

- **(3)** The graduate students association of a university shall provide for the administration of graduate student affairs at the university, including the development and management of graduate student committees, the development and enforcement of rules relating to graduate student affairs and the promotion of the general welfare of the graduate students consistent with the purposes of the university.

- *Post-secondary Learning Act*, 2003 cP-19.5 s94;2007 c7 s6

The *Post-secondary Learning Act*

- **96(1)** The graduate students association of a university has the exclusive authority, on behalf of the graduate students, to negotiate and enter into an agreement with respect to the employment of graduate students with the board of the university.
- **(2)** The board and the graduate students association of a university shall enter into negotiations for the purpose of concluding or renewing an agreement with respect to the employment of graduate students by the board.

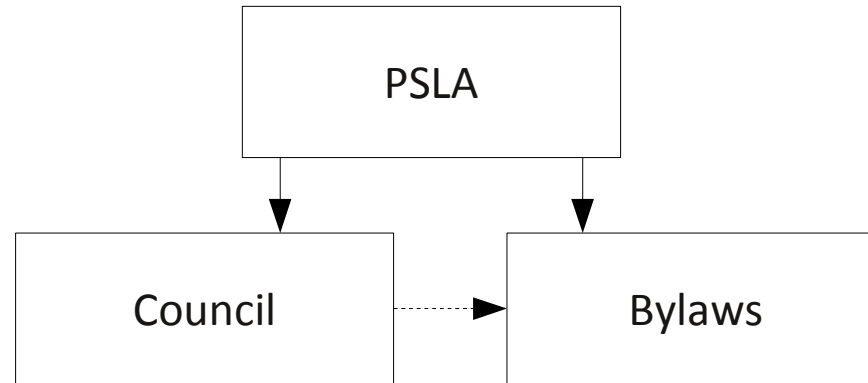
- *Post-secondary Learning Act*, 2003 cP-19.5 s96

Council and Bylaws

- **95(1)** The business and affairs of a student organization of a public post-secondary institution must be managed by a council, the members of which are
 - (a) to be elected by and from the members of the student organization as provided in the bylaws made by the council under subsection (2)[...]
- **(2)** The council of a student organization may make bylaws governing[...]

- *Post-secondary Learning Act*, 2003 cP-19.5 s95;2005 c44 s8

Council and Bylaws



Council and Bylaws

- **(2)** The council of a student organization may make bylaws governing
 - (a) the requirements for membership in the student organization;
 - (b) the qualifications for election as a member of the council and the time and manner of conducting the elections;
 - (c) the number of persons and the officers that the council is to consist of;
 - (d) the calling of meetings of the council and the quorum and conduct of business at those meetings;
 - (e) in the case of a students association, the maintenance of the association by the levy of membership fees on its members;
 - (f) in the case of a graduate students association, the maintenance of the association by the levy of membership fees on its members;
 - (g) the acquisition, management and disposition of property by the student organization;
 - (h) any other matter pertaining to the management and affairs of the student organization.

- *Post-secondary Learning Act, 2003 cP-19.5 s95;2005 c44 s8*

Council and Bylaws

- PART I AUTHORITY
- PART II MEMBERS
- PART III COUNCIL
- PART IV OFFICERS
- PART V GSA BOARD
- PART VI JUDICIAL COMMITTEE
- PART VII STANDING COMMITTEES
- PART VIII CAUCUSES
- PART IX CONDUCT OF REPRESENTATIVES
- PART X ELECTIONS
- PART XI REFERENDA
- PART XII FINANCES
- PART XIII STUDENT GROUPS
- PART XIV HEALTH AND DENTAL PLAN

- GSA Bylaws, revised March 28, 2011

Council and Bylaws

- 1 General

[...]

- 1.2 These Bylaws constitute bylaws for the purpose of Section 95(2) of the *Post-secondary Learning Act*, and may be amended by two two-thirds majority votes of Council held on seven calendar days' notice of motion and no less than one week apart.

- GSA Bylaws, revised March 28, 2011

Council and Bylaws

- **2 Membership**
- 2.1 Council is comprised of:
 - 2.1.1 All Officers (Part IV);
 - 2.1.2 One Councillor from each department at the University that offers a graduate program;
 - 2.1.3 Ten Councillors-at-Large; and
 - 2.1.4 The GSA Directors as non-voting members.

- GSA Bylaws, PART III COUNCIL, revised March 28, 2011

Council and Bylaws

- **1 General**
- 1.1 The Officers of the GSA comprise:
 - 1.1.1 Directly-elected Officers (1.2), and
 - 1.1.2 Council-elected Officers (1.3).
- 1.2 The GSA has the following directly-elected Officers:
 - 1.2.1 The President;
 - 1.2.2 The Vice President Academic;
 - 1.2.3 The Vice President Labour;
 - 1.2.4 The Vice President Student Life; and
 - 1.2.5 The Vice President Student Services.
- 1.3 The GSA has the following Council-elected Officers:
 - 1.3.1 The Speaker;
 - 1.3.2 The Chief Returning Officer; and
 - 1.3.3 The Senator.

- GSA Bylaws, PART IV OFFICERS, revised March 28, 2011

Council and Bylaws

- **3 Meetings**

- 3.1 Regular meetings of Council shall be held on a monthly basis, with a schedule for the following year from May 1 to the following April 30 to be set by Council no later than the April regular meeting of Council of any given year.
- 3.2 Special meetings of Council shall be called by any of the following, subject to at least one week's notice:
 - 3.2.1 A motion of Council at any Council meeting;
 - 3.2.2 A motion of the GSA Board;
 - 3.2.3 A petition signed by ten or more members of Council, to be received by the GSA Board; or
 - 3.2.4 A petition signed by at least 100 members of the GSA.
- 3.3 Any request for a special meeting of Council as denoted in 3.2 shall specify the intended purpose of that meeting, and all business at the meeting must, unless otherwise mandated by Bylaw, be restricted to the specified purpose of the meeting.
- 3.4 Quorum for any Council meeting shall consist of fourteen Councillors.
- 3.5 Council meetings shall be conducted according to the Standing Orders of Council.
 - 3.5.1 Council has the authority to make alterations to the Standing Orders of Council by a simple majority vote at one meeting of Council.

- GSA Bylaws, PART III COUNCIL, revised March 28, 2011

Council and Bylaws

- **2 Membership**

[...]

- **2.2 Councillors**

- 2.2.1 Departmental Councillors and their alternates shall be elected (or, in the case of alternates, appointed) annually for a one-year term by graduate students from their department ('constituents') according to their own procedures.

- 2.2.2 Councillor-at-Large shall be elected annually (Part X), with their terms to run from May 1 until April 30 of the following year.

- _ 2.2.2.1 In the case of Councillors-at-Large, 'constituents' shall refer to all members of the GSA.

- 2.2.3 The duties of all Councillors shall be:

- _ 2.2.3.1 To act as the primary liaison between the GSA and their constituents, including soliciting feedback and opinions and, for departmental Councillors, presenting on behalf of the GSA to departmental Orientations;

- _ 2.2.3.2 To attend all meetings of Council or, if they are unable to attend, to ensure their alternate can attend in their place;

- _ 2.2.3.3 To serve on the Judicial Committee if selected to do so; and

- _ 2.2.3.4 To ensure that the Speaker and GSA Office are kept up to date with their names, departmental addresses, and contact information.

2.2.4 Councillors shall be eligible to receive a portion of the Councillor Remuneration budget as specified in the Councillor Remuneration procedure in the Internal Procedure Manual.

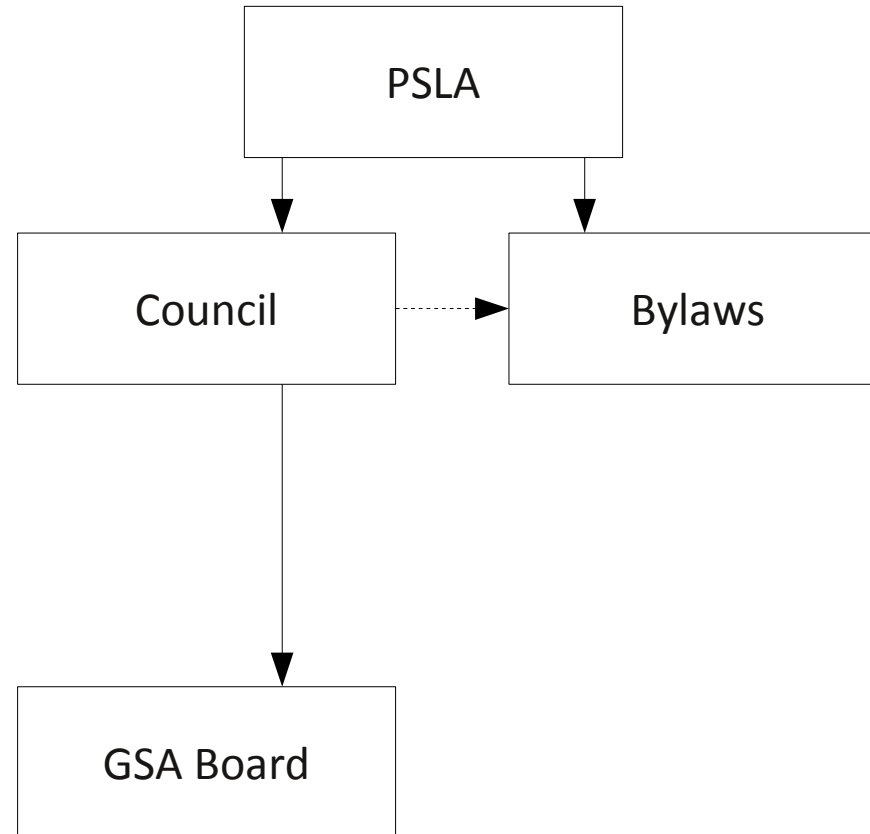
- GSA Bylaws, PART III COUNCIL, revised March 28, 2011

GSA Board and Directors

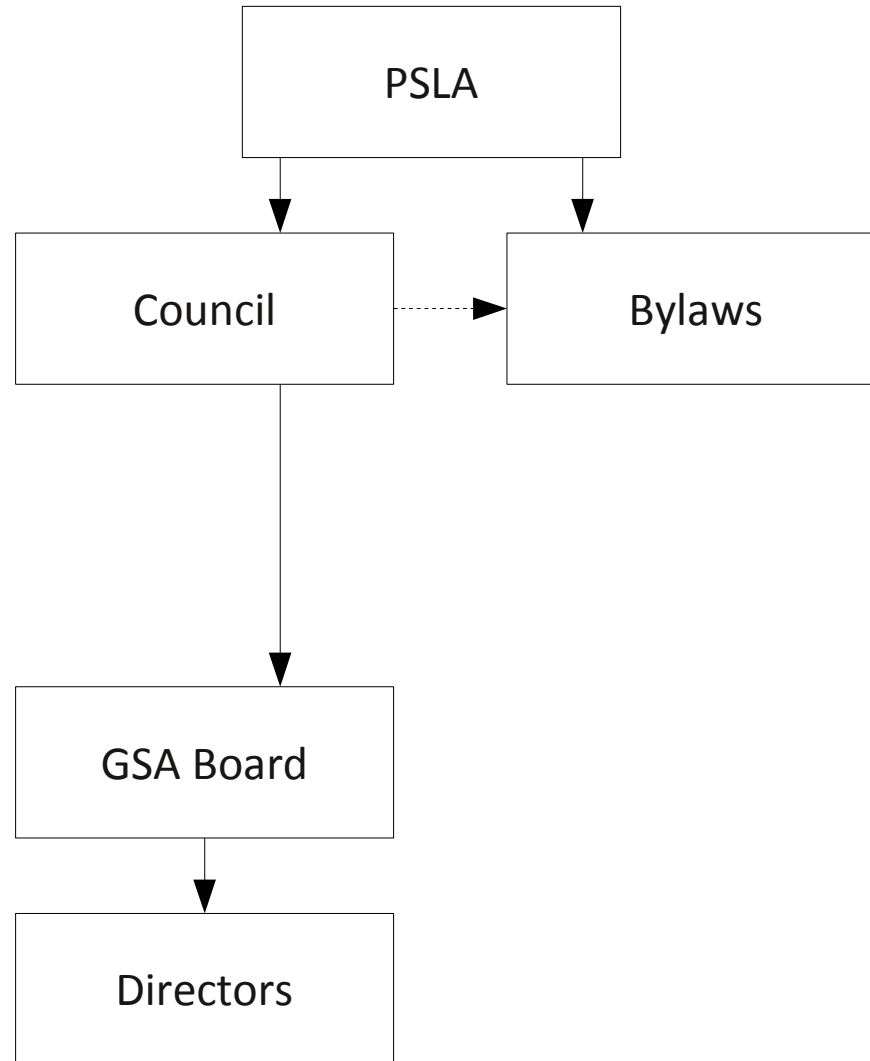
- **3 Mandate**
- 3.1 The GSAB is the senior administrative authority of the GSA as delegated to it by Council.
- 3.2 The GSAB is the discussion forum for the GSA Officers and Directors.

- GSA Bylaws, PART V GSA BOARD, revised March 28, 2011

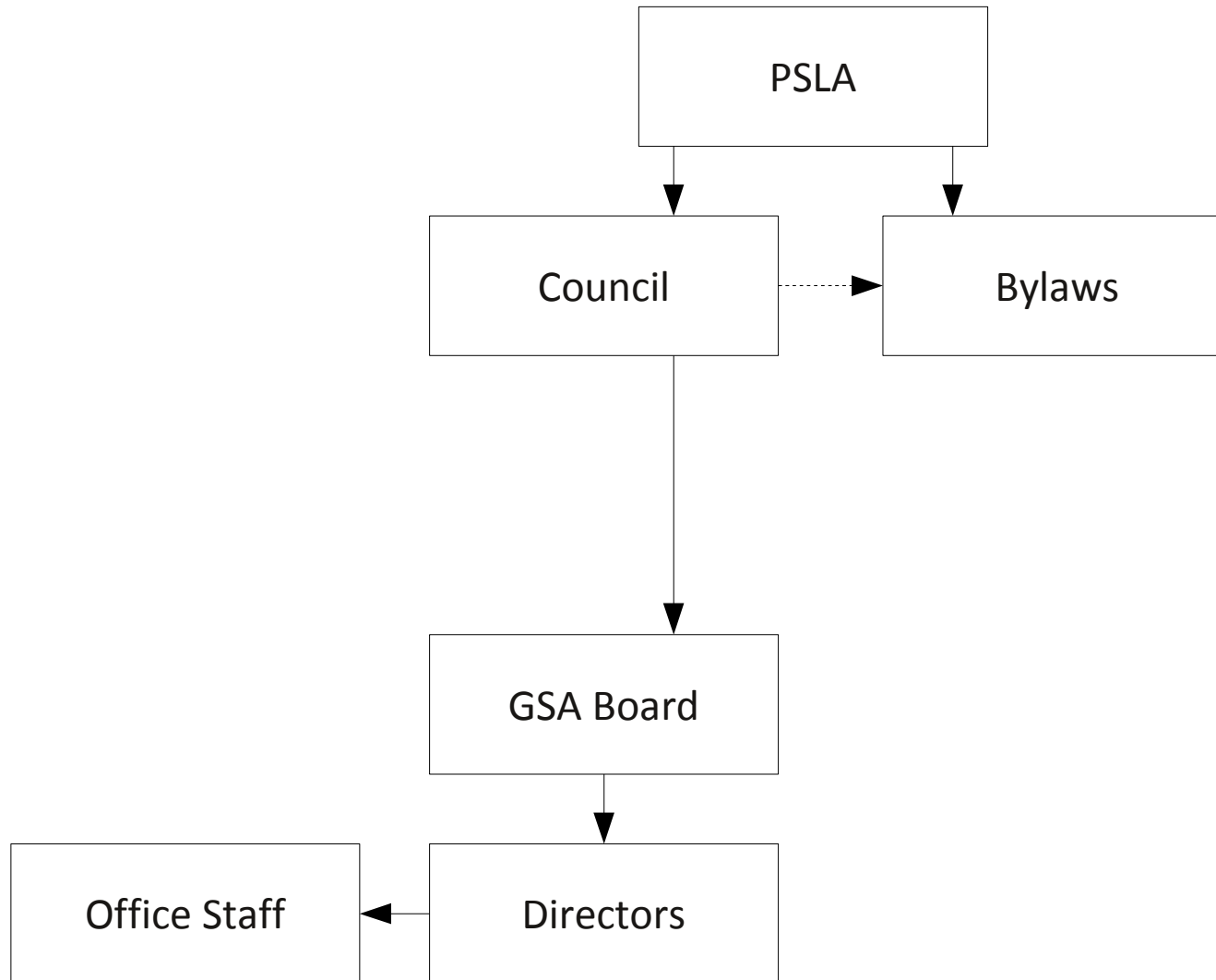
GSA Board and Directors



GSA Board and Directors



GSA Board and Directors



GSA Board and Directors

- **1 Membership**
- 1.1 The President is the chair of the GSA Board (GSAB).
- 1.2 All directly-elected Officers are members of the GSAB.
- 1.3 All Directors are non-voting members of the GSAB.
- 1.4 All Council-elected Officers (IV.1.3) are non-voting members of the GSAB.
- 1.5 Council (Part III) may appoint up to three members of Council as non-voting members of the GSAB.

- GSA Bylaws, PART V GSA BOARD, revised March 28, 2011

Other Governing Documents

- 1 General

[...]

- 1.3 The GSA maintains the following additional governing documents:

- 1.3.1 The Policy Manual;
- 1.3.2 The Board Policy Manual; and
- 1.3.3 The Office Operations Manual.

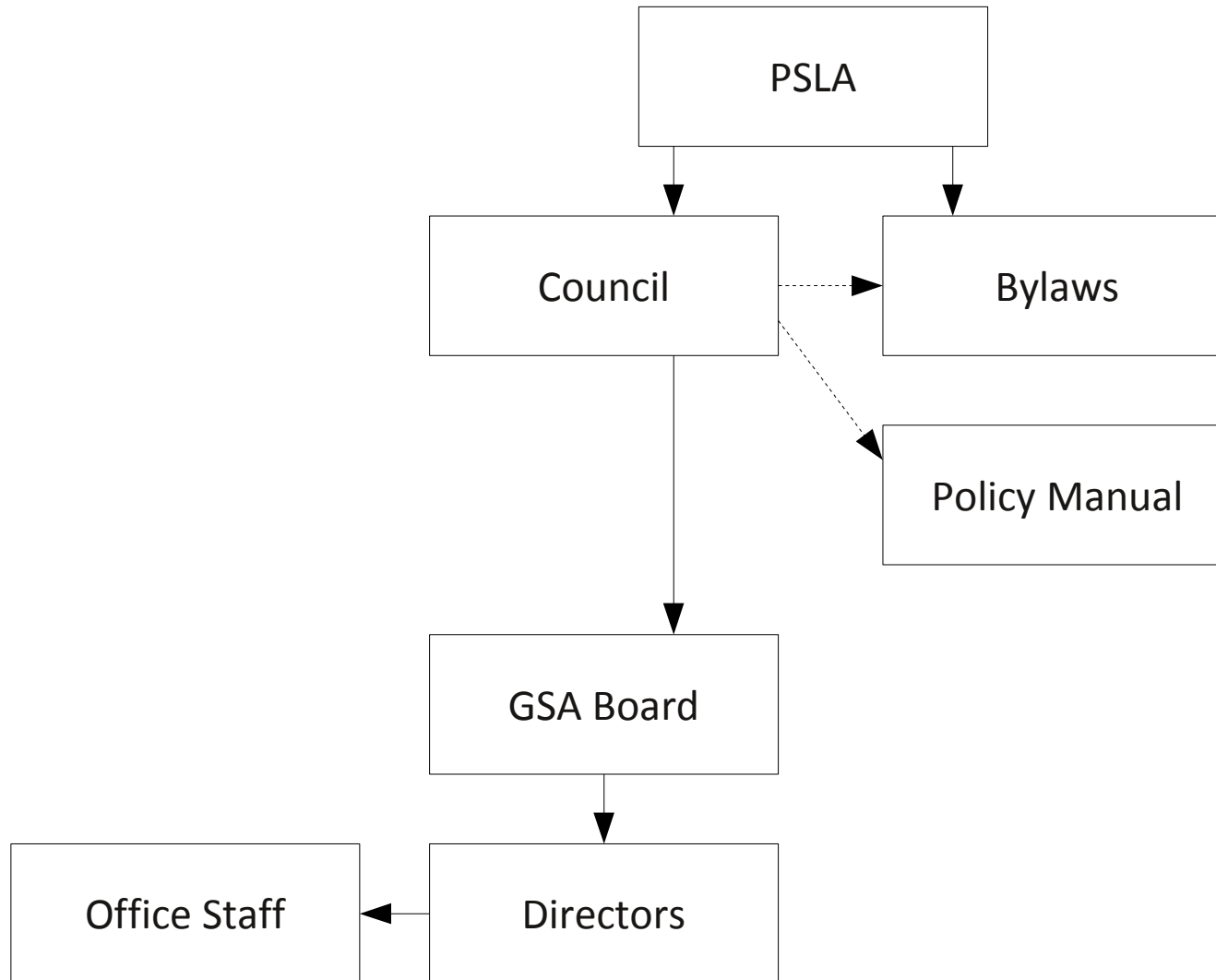
- GSA Bylaws, PART I AUTHORITY, revised March 28, 2011

Other Governing Documents

- **2 Policy Manual**
- 2.1 The Policy Manual shall contain all policies and procedures passed by Council except as contained in any other governing document.
- 2.2 The Policy Manual is under the jurisdiction of Council (Part III) and may be amended by a simple majority vote of Council at any meeting of Council.

- GSA Bylaws, PART I AUTHORITY, revised March 28, 2011

Other Governing Documents

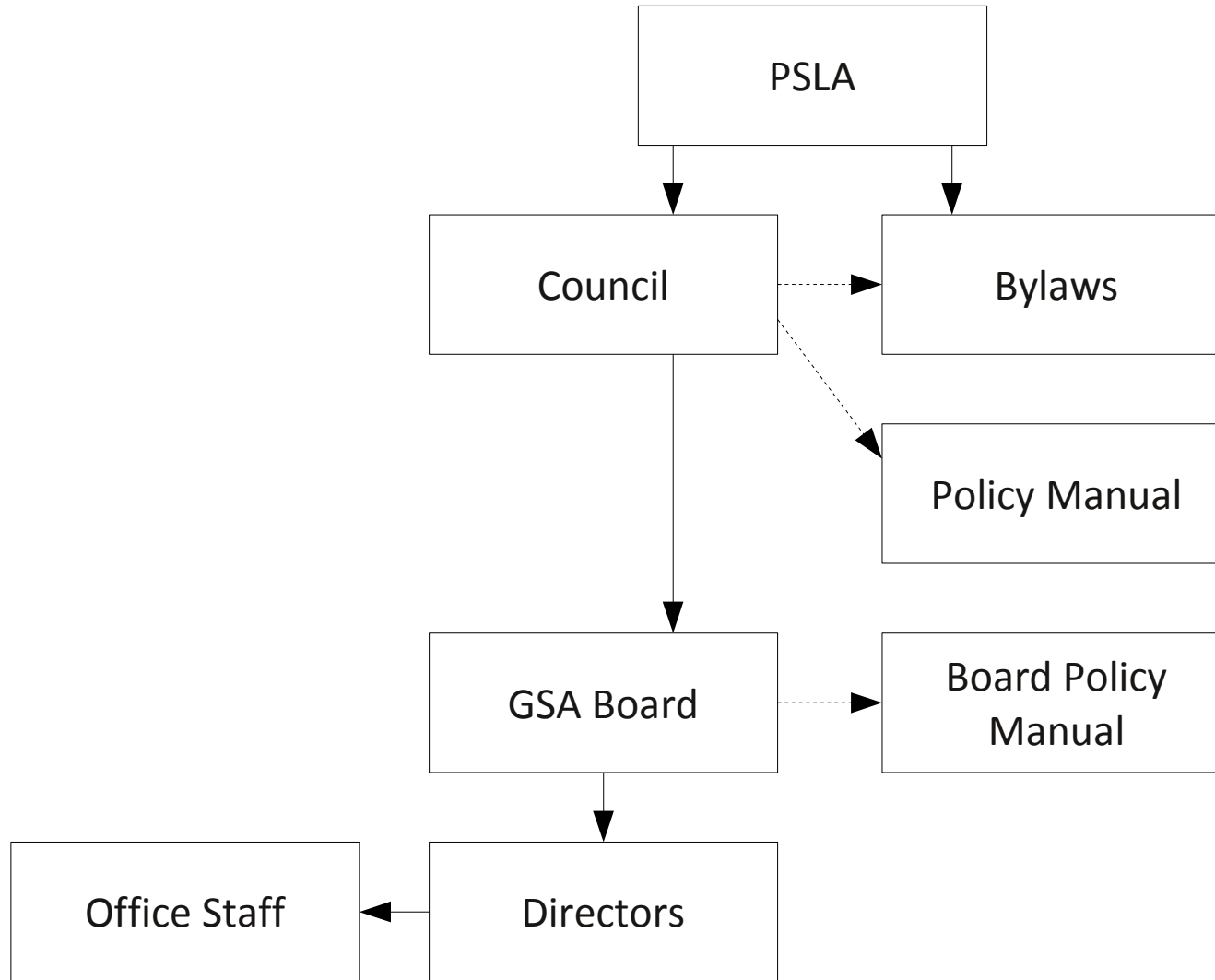


Other Governing Documents

- **3 Board Policy Manual**
- 3.1 The Board Policy Manual details high-level operational policies of the GSA, including human resources policies.
- 3.2 The Board Policy Manual is under the jurisdiction of the GSA Board (Part V) and may be amended by a simple majority vote of the GSA Board at any meeting of the GSA Board, with changes to be reported to Council.

- GSA Bylaws, PART I AUTHORITY, revised March 28, 2011

Other Governing Documents

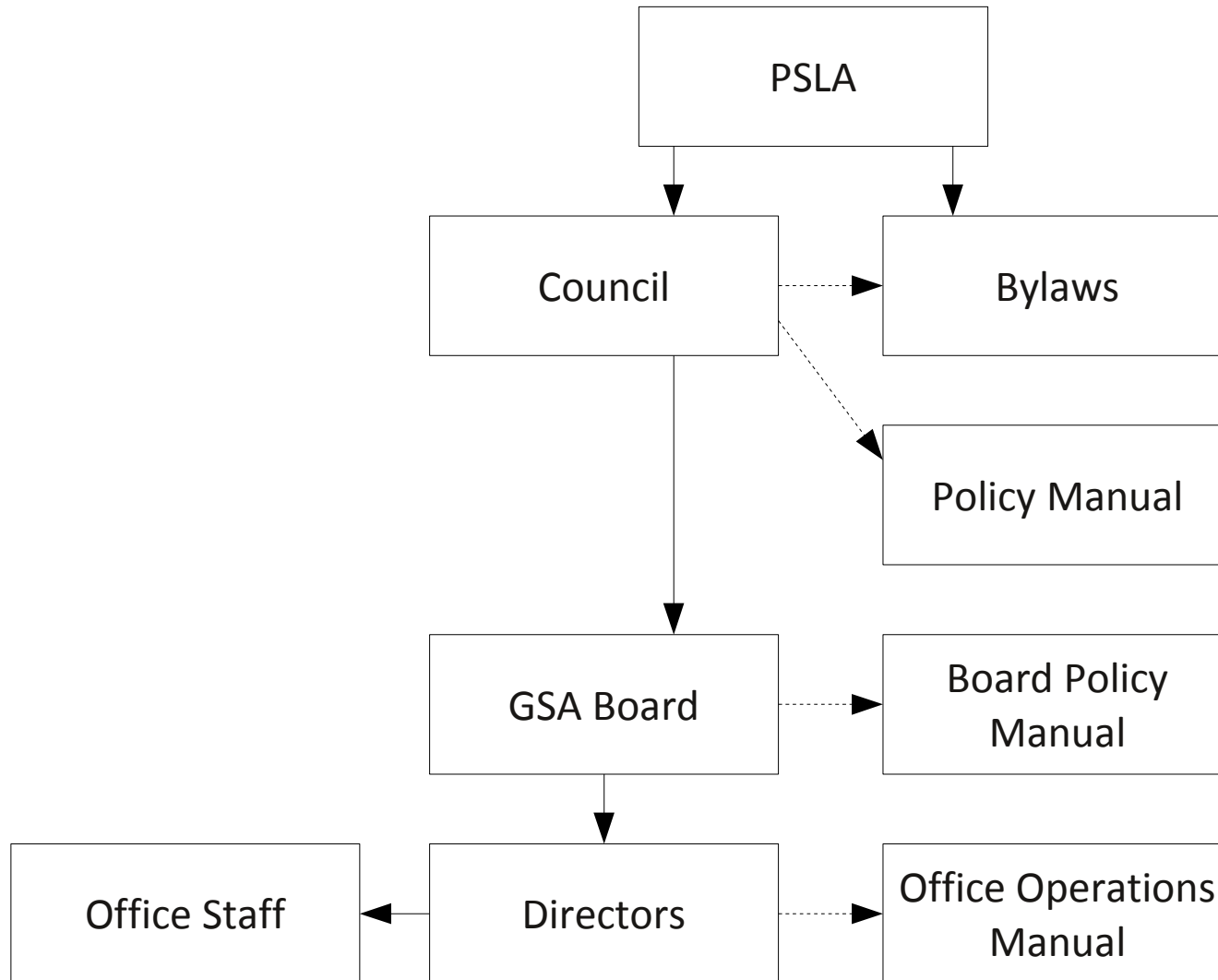


Other Governing Documents

- **4 Office Operations Manual**
- 4.1 The Office Operations Manual shall outline policies and procedures relevant to the operation of the GSA office.
- 4.2 The Office Operations Manual is under the jurisdiction of the Directors, with changes to be reported to the GSA Board (Part V).

- GSA Bylaws, PART I AUTHORITY, revised March 28, 2011

Other Governing Documents

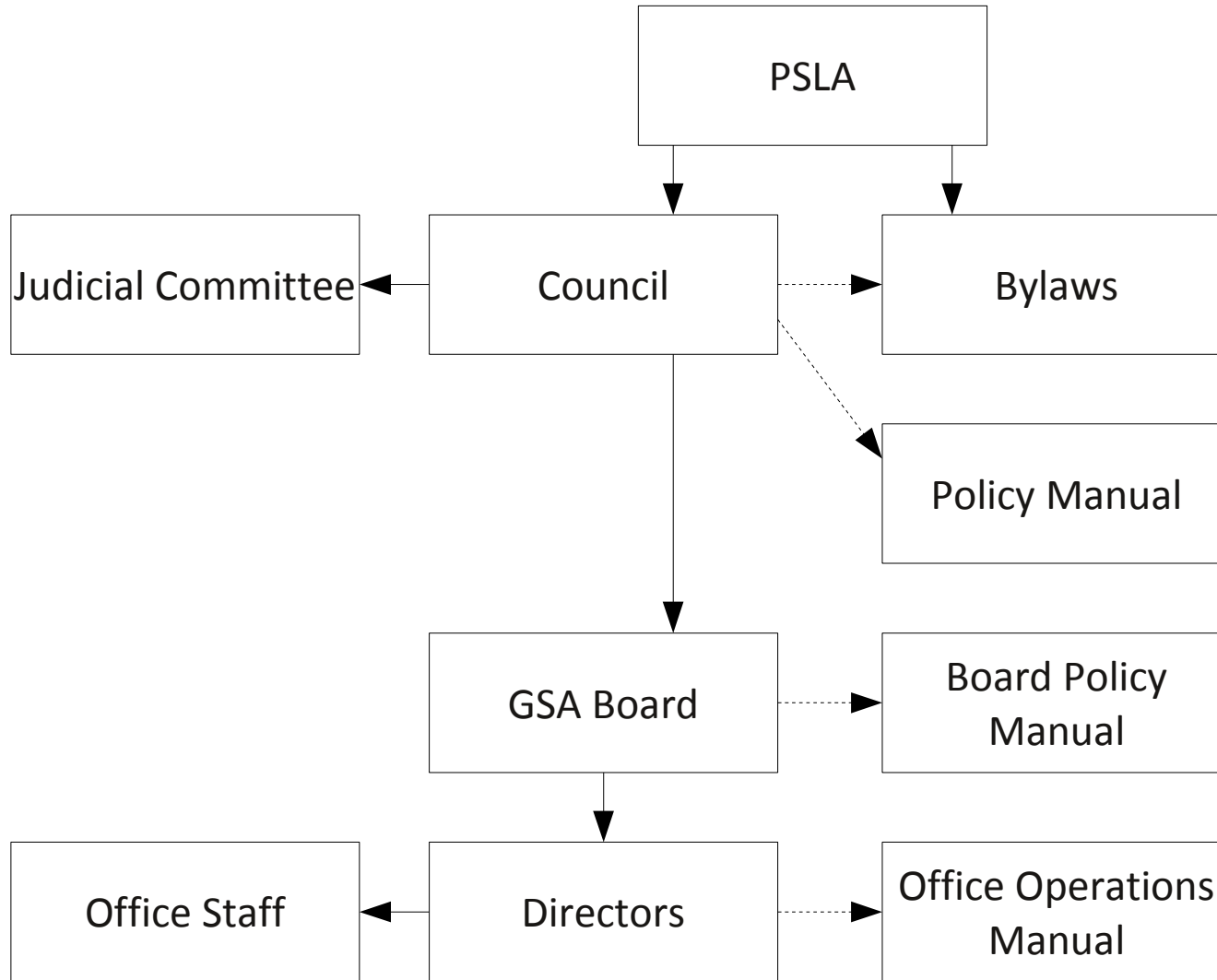


Committees and Caucuses

- **2 Mandate**
- 2.1 The disciplinary authority of the GSA is delegated by Council to the Judicial Committee.
[...]
- 2.6 Council has ultimate authority over decisions made by the Judicial Committee.

- GSA Bylaws, PART VI JUDICIAL COMMITTEE, revised March 28, 2011

Committees and Caucuses



Committees and Caucuses

- **1 Composition**
- 1.1 The Judicial Committee shall be composed of eight (8) Councillors who are selected at random as members of the Committee at the outset of each semester.

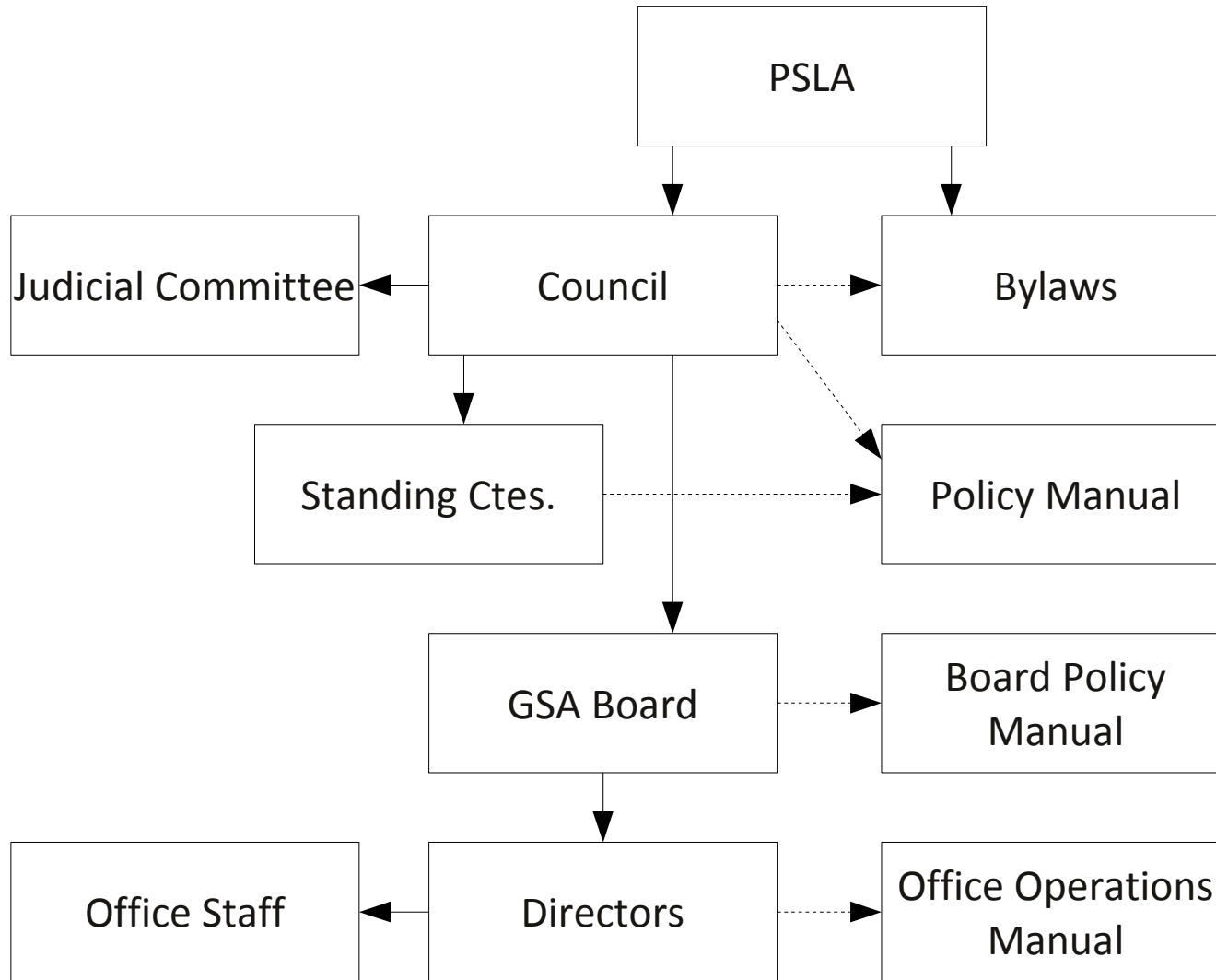
- GSA Bylaws, PART VI JUDICIAL COMMITTEE, revised March 28, 2011

Committees and Caucuses

- 1 General
- 1.1 Council has the ultimate authority over decisions made by all Standing Committees.
- 1.2 Standing Committees advise Council and the GSA Board on policy relevant to their mandates, and have full authority to take actions set out within those mandates.
- 1.3 The GSA has the following the Standing Committees:
 - 1.3.1 Governance Committee;
 - 1.3.2 Budget and Finance Committee;
 - 1.3.3 Grant Selection Committee;
 - 1.3.4 Health and Dental Plan Committee;
 - 1.3.5 Student Affairs Committee;
 - 1.3.6 Awards Selection Committee;
 - 1.3.7 Negotiations Committee;
 - 1.3.8 Labour Relations Committee;
 - 1.3.9 Elections and Referenda Committee; and
 - 1.3.10 Nominating Committee.

- GSA Bylaws, PART VII STANDING COMMITTEES, revised March 28, 2011

Committees and Caucuses

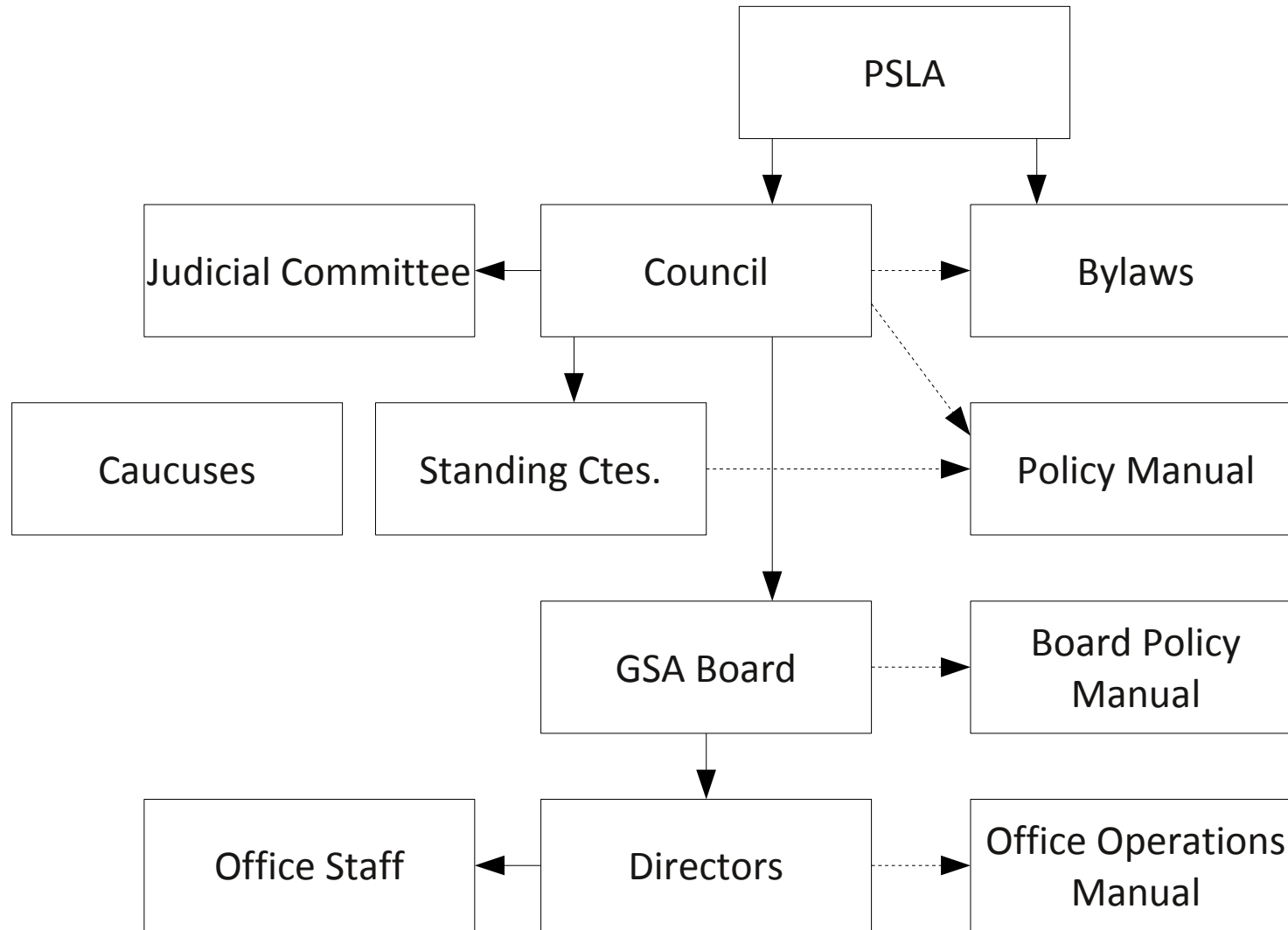


Committees and Caucuses

- **1 General**
- 1.1 Caucuses of the GSA are forums for members of bodies external to the GSA to coordinate their representation in meetings of those bodies.
- 1.2 The GSA has the following Caucuses:
 - 1.2.1 General Faculties Council Caucus;
 - 1.2.2 Faculty of Graduate Studies and Research Council Caucus; and
 - 1.2.3 Alberta Graduate Council Caucus.

- GSA Bylaws, PART VIII CAUCUSES, revised March 28, 2011

Committees and Caucuses



Conclusions

- The GSA has a fairly sizeable and possibly confusing structure, but it is all intended to support the GSA's mandate under the *Post-secondary Learning Act*
- You're not expected to become an expert in this – if you are not sure how to get something done or what's going on at any point, ask!

That's all!

Any questions?

GSA PRESIDENT**REPORT TO COUNCIL FOR MAY 14, 2011**

Dear Council Colleagues,

It's been an intense and productive month. Here are some highlights:

GSA Transition

April started off with a full day of transition training for all elected officials. There were many interactions between the current and incoming elected officials and transition has been continuing on quite smoothly.

External Relations

I had been involved in several external relations activities in April. I attended the State of the City Address as a guest of the Provost. The Alberta Graduate Council (AGC) Lobby Week was a great success. Members of the AGC met with numerous members of the Legislative Assembly to advocate on behalf of all graduate students in Alberta.

I also attended GG13 in Halifax. This conference brings together graduate student associations of the 13 research intensive universities in Canada. GG13 2011 produced a lobby document which I will report on orally. The U of A GSA will be hosting GG13 (soon to be called GU15) in 2012.

GSA Strategic Work Plan 2011-2012

The GSA Board is currently developing a strategic work plan for 2011-2012. I'm very pleased with the progress and will report to you as soon as it is finalized. We are up to draft 6 and have aligned this plan with the University's 180-page Comprehensive Institutional Plan.

Tea at Triffo with the University Senate

I am pleased to report that GSA's inaugural Tea at Triffo was very successful. It was a unique opportunity for Senators to connect with graduate students and to view some research projects up close. I want to thank all the Councillors who were able to attend. We plan to host other groups in the future (eg Alumni Council) to further increase the profile of U of A graduate students with influential groups. Special thanks to staffer Katie Biittner, who has made this event cost-effective, visually striking and easy to duplicate.

Update on GSA Fees

With the Council approval of the 2011-2012 GSA and Health and Dental fee, I submitted a letter to the Board of Governors and the Provost with all new fee amounts – health and dental, GSAP and the GSA fee. The Board Finance and Property Committee approved these graduate student fees at its May meeting.

AGC Conference

As I finalize this report, I am en route to the AGC conference in Calgary. I will report to you orally on the conference.

Sherrie Blake

Sherrie Blake has served us for two years now, and during the difficult times we faced in 2010 went from half-time Financial Manager to full time Director of Finance and Operations. At Sherrie's request, she will return to her former half-time position as Financial Manager, effective at the end of May. Associate Executive Director Heather Hogg will assume responsibility for the bulk of Sherrie's operational responsibilities. We are grateful to Sherrie for all she has accomplished and she will continue to be a resource for us on matters such as PAW and U-PASS.

In closing, please find below a list of the meetings I attended between March 30, 2011 and April 28, 2011.

April 2, 2011	GSA Transition Day
April 4, 2011	PAW Centre Design Committee
	Annual Mayor's State of the City Address
April 6, 2011	GSA Board meeting
April 7, 2011	Meeting with DFO re: finances
April 11, 2011	GSA Council
April 12, 2011	PAW Centre Design Meeting
	Ministry of Advance Education and Technology Budget Estimates
April 13, 2011	Meeting with Kyle Fawcett (MLA, PC Calgary North Hill)
	GSA Board Meeting
	Discussion on Writing Centre
April 14, 2011	University Web Engagement Goals and Strategy Meeting
	Health Promotion Advisory Committee

	Senate/ GSA Gathering (Triffo Hall)
April 15, 2011	Killam Awards for Excellence in Mentoring Adjudication
April 18, 2011	Meeting with Writing Centre
	Board Learning and Discovery Committee
April 19, 2011	PAW Centre Design Meeting
April 20,2011	Marianne Douglas Public Presentation
	GSA Board Meeting
April 27 to May 1	GG 13 in Halifax
May 5 to May 10	Alberta Graduate Council Conference in Calgary

Best,
Roy Coulthard
President 2011-2012

**GSA VICE PRESIDENT ACADEMIC
REPORT TO COUNCIL FOR MAY 16, 2011**

To: Council Colleagues
From: Andrea Rawluk, Outgoing GSA VP Academic
Date: May, 2011

Dear Colleagues,

This has been an exciting year to be an elected official at the GSA and it is with great anticipation for the coming year at the organization that I complete my term as GSA VP Academic. In parting, I wish to acknowledge the support of Cory Dawson and Victoria Northrup with this portfolio and offer my heartfelt appreciation. My attention has been devoted at the end of this term to neatly packaging the projects that I have been involved in so that they may be safely transferred to the next individuals that will be working with them, and in particular to incoming VP Academic, Nima Yousefi. Thank you for a wonderful term.

Graduate supervision committee

As a joint undertaking between, the GSA, the Provost's Office, and the Faculty of Graduate Studies, the committee on graduate supervision is a tremendous achievement for graduate students. I have been taking steps to support the success of this committee. Incoming VPA, Nima Yousefi, and I met with the Office of the Provost representative on this committee, Dr. Colleen Skidmore and Dean of FGSR Mazi Shirvani to establish the next steps forward for this committee. At this meeting, it was agreed that the GSA would align the Terms of Reference (ToR) for this committee to the Academic Plan. We anticipate that it would have a lifespan of 3 to 4 years. In mid-May, the ToR will be finalized and a skeleton steering committee will be outlined. Furthermore, possibilities for the lead on this committee from the professoriate will be suggested at this upcoming meeting. Linking the Office of the Provost with FGSR and the GSA is a fantastic opportunity to drive positive change at the University of Alberta for graduate student supervision. I feel confident that great accomplishments will be made in the coming years.

Tea at Triffo - Senate gathering

Along with my faithful companion, the guide dog in training, Jasper, I attended the GSA Tea at Triffo Senate gathering, which was a great success. Connecting the impressive work and passion of graduate students to members of the Senate was a unique opportunity to link mutual interests.

Vice-President Academic Meetings from March 31, 2011 to April 28, 2011

March 31, 2011	Monthly coffee meeting with Dr. Skidmore (Vice-Provost Academic)
April 2, 2011	GSA Transition Day
April 5, 2011	FGSR Council Policy Review Committee
April 6, 2011	GSA Board Meeting
April 7, 2011	Coffee meeting with Dr. Skidmore (Vice-Provost Academic)
	GFC CLE and TLAT combined meeting
April 11, 2011	GSA Council
April 13, 2011	GSA Board Meeting
April 14, 2011	Senate/ GSA Gathering (Tea at Triffo)
April 19, 2011	FGSR Caucus
April 20, 2011	GSA Board Meeting
	FGSR Council
April 26, 2011	Graduate Supervision Meeting
April 27, 2011	GFC Academic Planning Committee
April 28, 2011	GFC Campus Law Review Campus
	FGSR Council Policy Review Committee
May 2, 2011	GFC Executive Committee
May 5, 2011 to May 8	Alberta Graduate Council Conference in Calgary

Meetings attended by Vikki Northrup

April 7, 2011	GFC ASC SOS
April 21, 2011	GFC ASC
April 22, 2011	University Research Policy Committee

FGSR Policy Review Committee**Name of Committee Chair:** Dr. Mazi Shirvani, Dean FGSR**Date of Meeting** – Tuesday, April 5, 2011**Key Points**

GPM Section 8

- Can all members of the committee vote?
 - I.e. can all examiners vote?
- What does “participate fully” mean? --- the working group suggested that it was *to vote*.
- We will be adding the sentence: “all examiners will be full voting members”.
- Discussion around what happens if you have more examiners than necessary, and one of them cannot attend?
 - Could it still be a perfectly legitimate example?
- There is agreement that there is need for clarification of the first paragraph labeled Part 2: “Attendance at Examinations”.
 - Following section: Attendance and Responsibilities of Pro Dean at Examinations
 - Strengthening the role of the Pro Dean that he or she WILL intercept if inappropriate conduct will happen
 - the power of the Pro Dean extends into adjourning the meeting
 - Section: Teleconferencing Guidelines for Examinations
 - What is the appropriate number of teleconference-d examiners?
 - Is 2 the appropriate number and what is the rationale?
 - Section: Thesis-based Master’s Program Supervision and Examinations
- As it reads at present, an examining committee member does not need to be arms length
- This is changing that there should be ONE examining member as “arms length”
 - “Arms length” should be defined
- Change: The supervisor cannot be the chair of the exam
- The chair can be a voting or non-voting member, however FGSR recommends/prefers that the chair be a non-voting.

Comments/Notes

- Exams belong to the FGSR, and thus FGSR is there for quality control and ensuring that the exam occurs appropriately
- At the next meeting we will be discussing the parameters of examiners’ voting

GFC Committee for the Learning Environment & TLAT

Name of Committee Chair: Dr. Colleen Skidmore, Vice-Provost Academic, University of Alberta

Date of Meeting – April 7, 2011

Key Points

- Comments from chair:
 - Copyright discussion is still underway and we will be hearing more about this in the coming months
 - Reminder of President's townhall
 - Update on google
 - Working on updating T of R on CLE membership – it will be presented at the May meeting of CLE
- Item 4. Assessment and Grading Update:
 - Committee meeting more often than expected @ 1x/week
 - Working on getting the policy into a UAPPOL framework
 - Not quite ready to bring it to CLE as a final document.
 - Bringing it to CLE as a discussion item: this can change
 - There was no feedback for this policy and **Dr. Luth requests further feedback to be emailed to him.**
- Item 5. Undergraduate Research Initiative (URI) (Renée Elio and Frank Robinson)
 - Update on URI at the U of A
 - Initiative is located in Academic Plan
 - This is not a new thing: UG students have been doing research for years
 - But there needed to be a value-added initiative for an “umbrella presence”
 - Wanted an interdisciplinary opportunity/contacts
 - Give investment in university and UG research with a physical profile
 - Means that there is a new way of requesting money for UG research
 - Going to donors etc that would support UG research (bursaries etc)
 - Frank Robinson: by Sept 1 2011 it will be located in CAPS
 - As an expansion of CAPS service
 - Money (200K) for this came from donors with 100% of money going to students
 - This will support graduate students because “GS will be able to be mentors to UG students in research design and ethics”
 - Frank Robinson stated that they would like to put work from this on the co-curricular transcript
- Item 6. TLAT Council Mentoring Subcommittee
 - Collecting data on mentoring
 - Focused on teaching only
 - Would talk to 3 groups at university: new professors, administrators, and existing faculty (mentors)

- Looking for representation on all faculties
- Started interviewing new faculty Jan-March 2011
- Not done data analysis yet
- There is great breadth in mentorship across the institution: from great support to very little.
- Only looking at tenure-track profs, not sessional
- Not part of the scope of the subcommittee
- Chairs are not aware of what their roles are
- The TLAT subcommittee will come up with a document on good practices at this institution
- Concern on the number of administrators interviewed: not even interviewing one per faculty
 - “One size fits all” does not work across faculties, it will need to be tailored to faculties
 - There also needs to be a focus on full faculty
- Item 7. Fostering Pedagogy of Technology Subcommittee
 - Heather Kanuka: What does fostering pedagogy of technology mean exactly?
 - What is the purpose? Perhaps we could work with a more specific issue.
 - One issue that faculties are facing is *how to* and *why* put a course together
 - One member discussed focusing on the *why* in terms of technology
 - This document could be a way to always look ahead rather than catch up
 - Colleen Skidmore presented the purpose of CLE as looking *forward* rather than reacting
 - Anne McIntosh (GS at Large) has volunteered to be on this subcommittee
 - Nathalie Kermoal volunteered to be on the committee because of the place of aboriginal students in considering technology access etc
- Item 8. Proposed Subcommittee on Academic Plan ‘Attributes and Competencies’
 - One of CLE’s mandates is to participate in the implementation of the Academic Plan
 - Looking at how to move this forward
 - Faculty moving it forward and be advised by a higher group
 - It was a discussion that this is clear that it is unclear
 - GSA VPAC requested that a member from FGSR be included in the advisory group
- Item 9. Proposed subcommittee on the USRI
 - Coming from AASUA request of limiting access to USRI
 - 111.3.H : is this still a valid policy? Should it be rewritten?
 - Should the GSA be involved in this committee?
 - Chris Skappak was on this committee and VPAC GSA will have a GSA rep on the committee
- Updates from APC, ASC, FDC and TLAT

Comments/Notes

-
- GSA VPAC doesn’t agree with Frank Robinson’s explanation of why this is an opportunity for Grad Students (that it is “great” because grad students can be mentors etc).

Faculty of Graduate Studies Council

April 20, 2011

Name of Committee Chair: Dean FGSR Mazi Shirvani

Key Points

Comments from Chair:

Vanier scholarships

- Only 11 Vanier doctoral scholarships received across U of A
 - Mazi is a little surprised that there were only 22 departments that recommended graduate students from their department for one.
 - FGSR does not have feedback from Vanier selection committee to get post-mortem for the unsuccessful applications
 - Conclusion: we have very strong students, let's get more of these awards!

Recruitment scholarships

- Not many departments are using all of their recruitment allocations.
- The council has presented some concerns about the process
 - o Sociology department has said that they are receiving less money based on numbers rather than the merit-based allocation.
 - o Concern that this scholarship allocation is not helping students to "ladder" up to the larger SSHRC awards.
 - o Mazi apologizes for the small size of the awards.

Action Items

- Motion to change to GS teaching award eligibility passed
- Motion for teaching and learning certificate in Nursing passed
- Motion to terminate post-graduate degree in Statistics passed

Item 8: "First meeting with a graduate student"

- VPA GSA made a comment about wanting to see the Collective Agreement mentioned, however, Dr. Harrington described that this is being there (GSA VPA comment – it is slighted embedded in the document and could be more visible).

GSA report – VPA highlighted some items from the GSA report**Item 10. Annual Graduate funding (2009/2010) support numbers.**

- Mazi comments that there is a great growth in graduate student population
- The Council did not have any discussion on this

Item 11. Feedback from the Scholarship Adjudicators

- The adjudicators would like to come and talk to council about the adjudications
 - o The adjudicators have come to talk about the process
 - o Powerpoint presentation from NSERC and SSHRC adjudications
 - The success of NSERC applications **DRASTICALLY** reduced from 73% to 48% success rate
 - Adjudicator describes process for selection for NSERC
 - "Catchy lines in reference letters" for SSHRC
 - Expected most Masters candidates to receive awards, only 30% of PhD candidates were successful.

- A small difference (details) goes a long way
- Grad coordinator **should** “meddle” in reference letters
- What carries a lot of description – ie. top 5% “does not carry weight”. Vague is not okay!
- Need context of foreign awards and marks
- On average a TriCouncil award receives **3 MINUTES of attention!**
- U of A did not direct forward course-based Masters students without an explicit research proposal.
 - If a PhD student is fast-tracked the reference letters **SHOULD** highlight this.
 - They have highlighted the importance of **GOOD** letters of reference – GSA VPA vocalized how terrible that is to students if they are not written good letters. This IS a problem that should be addressed by departments – that is horrible that students might be penalized because supervisors did not write good letters.

- Question from Council on Collective Agreement – her question was directed to GSA VPL and Medha (FGSR)

Comments/Notes

- Very interesting discussion on (internal) adjudication of NSERC/SSHRC!

Academic Standards Committee**April 21, 2011****GSA representative:** Vikki Northrup

Summary of the key issues: The policy for the university research ethics board has been approved. May ASC meeting will exam missed term work and exams. May meeting also expect a proposal from education to resume as an intake faculty. There is a new ACAT subcommittee on block transfer.

Action Items:

The following were approved:

- 4A. Faculty of Arts Name Change for the Certificate in Community Service-Learning
 - 4B. Office of the Registrar and Student Awards Transfer Course Approvals for April, 2011
 - 4C. Augustana Faculty and the Addition of the 'Bachelor of Science/Bachelor of Education (Secondary) Combined Degrees Program (Augustana)' to Section 12.7 (*Admission and Readmission Deadlines*) of the University Calendar
 - 4D. Augustana Faculty and Changes to Admission / Readmission Requirements for the Bachelor of Music and the Bachelor of Science /Bachelor of Education (Secondary) Combined Degrees (Augustana) Degree Programs
 - 4E. Faculty of Education and Changes to Admission/Readmission Deadlines
 - 4F. Faculty of Science and Changes to Admission/Transfer Requirements for Psychology Programs
5. Faculty of Business (New) Doctor of Medicine/Master of Business Administration (MD/MBA) Combined Degrees Programs
- 42 credits in a year to start last week of August and continue till the end of June
 - MBA is course by course for tuition
 - There will be two applications fees
6. Faculty of Business changes to early admission, discontinuance of attendance, academic standing/graduation, readmission after requirement to withdraw and "with distinction" requirements
- 12 credits per term can accommodate those that are full time but for personal reasons unable to take the full 15 credits a term.
7. Faculty of Arts admission/transfer requirements for post-secondary applicants and faculty academic standing/Graduation requirements

Comments: Updates on degree proposals: Doctor of Pharmacy is with AHW, PhD in performance studies is still with AET and PhD in history of Art, Design and visual culture is with AET though informally the review is finished and waiting for a response.

Discussion about allowing the SAT reasoning test scores and ACT scores for fulfillment of undergraduate admission requirements will be brought forth again in May when more data is available. There was concern about the low GPA's of many as to whether this should be aloud.

GFC Academic Planning Committee

April 27, 2011

Committee Chair: Dr. Carl Amrhein, Provost

Action Items

- 4. *Faculté Saint-Jean Business Admin Diploma Program.*
 - o There is some concern expressed at the meeting for the deficit pertaining to this program.
 - o Dr. Amrhein explains that it is anticipated that the up turn in the economy will deal with this concern.
 - o The Diploma program was passed.
- 5. *Proposal for Rupertsland Centre for Métis Research*
 - o Connection with Métis nations across Manitoba to Alberta
 - o Métis Nation of Alberta approached Dr. Frank Tough to develop this Centre
 - o It has had a long road, but is at this point ready to go.
 - o The core of this centre will be Dr. Tough's lab, but it is hoped that this will have longevity beyond the present generation.
 - o One comment was made that this will be important also for FSJ.
 - o The MNA is supportive of the Centre and has provided 3 years of financial support.
 - o There were some questions regarding process
 - There was some concern for a lack of consultation for the proposal for the centre in order to receive support
 - The centre will be chaired by the Dean and also must report to the Dean – *should this be a concern or is this appropriate?*
 - Dr. Amrhein explains no.
 - o This proposal was passed.
- 6. *Name change for Certificate in Community-Service Learning to "Community Engagement and Service-Learning"*
 - o One question that was made was that whether there would be a searchable database of courses based on course content.
 - Registrar response is that the project will be soon underway to do so – approximately the end of August 2011. In 15 months from now, it will be accessible
 - o Another question is that who owns the certificate?
 - Dr. Amrhein explains that "ownership is a tricky question".
 - There is discussion of what constitutes a certificate.

- One question that was asked: if nothing has changed in the certificate, does it earn the label “engagement”?
- *Additional Action Item: Dual Degree Business Program with Nagoya University CB*
 - U of A SoB has close ties with NUCB
- *7. Assessment and Grading Update*
 - CLE will be receiving draft package of new policy next week.
 - Eventually this policy will be received by GFC.
 - Will there be broad principles? Or will they be divided into undergraduate, graduate and even larger faculties?
 - It will be targeted as broad.
 - There will be consultation happening as early as the fall on these changes.
- Fall reading week will be anchored on to the Edmonton Public Schools discussion of a reading week to centre on November 11th.
- The U of A has agreed to adding enrollment to the certain programs with government agreement that they will fund this increased enrollment up front.
- The industry is getting very active in Ft. Mac and there is the need to increase enrollment in engineering.
- The U of A can now convert FLEs between undergrads-graduates within a faculty

Comments/Notes

- Incoming VPA should have a look at the Assessment and Grading subcommittee update.

GFC – Campus Law Review Committee**Committee Chair:** Heidi Julien**Date of Meeting** –Thursday April 28, 2010**Key Points**

- Discussion on Residence-Specific Rules
 - o These are guidelines for what will go through RJ process (minor).
 - o Helping individuals at risk coordinator – needs to be in each residence.
 - o What is an “active participant”?
 - This might change from year to year – this is often developed in committees in each residence.
 - The students are creating and defining the culture of their residence space.
 - o Maybe we should specify residence cohort groups...
 - o As per GSA VPA question: Hired RJ instructors (David Carpe and Duke Fischer) and hiring a local RJ practitioner who will be engaged RJ process and train U of A individuals
 - These rules have not yet been seen by these practitioners
 - o How will these rules be communicated?
 - Creating videos to communicate RS rules
 - o When the final version of the rules are ready, they need to be seen by CLRC – they need to be sent to Garry

Comments/Notes

- This will be seen at GFC Executive on Monday
 - o Incoming VPA should review these.

FGSR Policy Review Committee

Committee Chair: Dr. Mazi Shirvani, Dean FGSR

Date of Meeting – Thursday, April 28, 2011

Key Points

- Can a supervisor be from outside of the student's department?
 - o Normally one would expect the supervisor should be from the department
 - o If the student's supervisor is from outside of the department it seems to jeopardize the student.
- Discussion on what an "arms length" examiner means
 - o Quality control?
 - o But what if you have a small and specialized department?
 - o It depends on the goals...
 - o The thesis is now available online
 - o This has big connotations from a work load perspective for faculty
 - o There are approximately 1000 masters defenses annually.
 - o Is there really a risk of departments issues "bad" degrees?
 - It does not seem to be a concern for the university
 - This has been removed from the masters level
- Alberta Quality Control (AQC) interested in process of graduate exams
- Kept exam committee size for masters level at 3
- Discussion on Essential Exam Membership for PhD
 - o There should be a maximum number of examiners
- VPA GSA asked about non-academic experts (ie. aboriginal elders) at the exam

GSA VICE-PRESIDENT LABOUR**REPORT TO COUNCIL FOR the May 16, 2011 Meeting**

Hello Council Members,

Happy May Everyone! I hope that you are all enjoying the wonderful weather.

During the last month, I have been focusing on exams as well as the GSA. Here is a quick digest:

- I attended a meeting with Senator Skappak at the legislature. We met with MLA Theresa Woo-Paw who is to bring forward a private member's bill relating to funding for post-secondary students. The focus of the bill is to start a review of funding based upon the changing characteristics of post-secondary students. The main factor that will be looked at is funding available to students who are part-time.
- The second thing I want to report on was the first Graduate Funding Task Force meeting. This meeting went extremely well and there is a desire from all those at the table to really conduct a meaningful review of graduate funding at the university. For more information see my attached report.
- I continue to receive questions, complaints and problems from individual graduate students. We have just received successful closure on one of our most difficult cases, and to the benefit of the graduate student. This case has highlighted the need for education at the departmental level concerning the Collective Agreement.
- Heather Hogg is now into her second month with the GSA as Associate Executive Director and I regularly seek her advice about complaints and questions from grad students about labour issues. Heather brings to the GSA over 30 years' experience with FGSR on a multitude of issues.
- The GSA LRC has asked for professional assistance in assessing its Labour Liaison Handbook from the point of view of privacy legislation, both PIPA and FOIPP. Executive Director Ellen Schoeck will be hiring a part-time privacy expert (who is also a Med student) to advise us over the summer. The Strategic Initiatives Fund that Council recently approved is hard at work - this privacy review is just one example.
- The VP Labour position now also holds the Executive VP title with responsibility for special projects. Over the summer I will back-stop President Roy while he is on his first vacation in his two years with the GSA. I will meet weekly with Ellen and Heather to provide them with general guidance about issues that the office is engaged in. Our staff are hard at work planning fall orientation and seeking ads for the Handbook. Staffer Lindsay Knox (MFA and former Councillor) has the Handbook as her special project, and the Handbook will be put to bed months earlier than last year, when the Handbook was in crisis mode. Transition planning is in full swing. A committee reform proposal is in the works so that all our committees have a formal composition - few of our committees thus far has a formal composition (i.e. the structure of the committee, and not simply the names of individual students). For instance, when we do have a formal composition,

almost all our committees will have at least one Council member in order to provide linkage between Council and its delegate bodies, and at least one member-at-large -- all subject to Council approval.

- The staff are also planning for us on several fronts - e.g. hosting the GU15 in 2012 under President Roy's guidance; facilitating lobby efforts regionally and nationally; working with our health and dental provider to get us the best deal given rising claims and costs; stick-handling requests for grad student input on several new administration committees (e.g. the Undergrad Research Initiative Committee - worth some 2.3M).
- The review of all granting processes is coming to a head. Roy, Nima and I have been working on this second-stage review, focusing initially on input from two university experts.
- Orientation for September is a key staff focus. We are coordinating this year with UAI and VP Hillary serves on the Dean of SS committee coordinating orientation. We still are, as a GSA, the sole provider of grad student orientation with no central funding.
- Overall, I would say it is a great strength for our GSA to have three of us continuing as your elected officials. Our transition time is minimal and in our past year we accumulated a great deal of knowledge and know-how. We welcome Hillary Sparkes and Sagar Lunawat as new executives and know they will challenge us with brand new ideas. We welcome that.

Please find below a list of meetings I attended between March 31, 2011 and May 5, 2011

April 2, 2011	GSA Transition Day
April 6, 2011	GSA Board Meeting
April 13, 2011	GSA Board Meeting
April 14, 2011	Senate/ GSA Gathering (Tea at Triffo)
April 20, 2011	Private Member's Bill meeting at the Legislature
April 28, 2011	Student Resources Task Force
	Graduate Funding Task Force

As always, I invite questions from council members on ANYTHING GSA!

Tamara Korassa, VP Labour and Executive VP

**GSA Vice-President Student Life Cecilia Lee and Hillary Sparkes
Report to Council**

To: Council Colleagues
From: Cecilia Lee, Outgoing GSA VP Student Life and Hillary Sparkes, Incoming GSA VP Student Life
Date: May, 2011

Dear Council Members,

This past month has been very exciting for me as I was transitioning into my new position. Although there is still a great deal for me to learn I am really happy with how the past month has gone. I am very much looking forward to sitting on a wide range of committees and working with all of you to ensure that U of A has the best student experience for our graduate students.

The following are a few items I'd like to highlight:

Rory Tighe and Cecilia Lee organized a Town Hall meeting for leaders of student groups on campus to discuss the upcoming changes to the U of A's alcohol policy. This meeting was very informative; however, only undergraduate students attended. If possible I would like to hear feedback from you about your experiences with the alcohol policy or any ideas you have about how it should or should not be changed, especially when related to graduate students and the events your departments run.

The current alcohol policy can be found at http://www.conman.ualberta.ca/stellent/groups/public/@facilitiesandops/documents/policy/pp_cmp_057060.hcsp

Any feedback you have can be sent to yvpsl@gsa.ualberta.ca

Cecilia Lee attended the Health Centre Advisory Group. There was a huge emphasis on ramping up awareness on mental health issues. We are very interested to see what sort of health promotion ideas will occur on campuses, specifically concerning mental health.

Lastly, I met with the New Student Experience Working Group to discuss how the U of A can improve orientation in the fall and winter for new students. It will be interesting to see what kind of changes we can make to our orientation to give the best first impression to our incoming graduate students.

I hope everyone has had a successful exam period and is now getting ready for a great summer term!

Hillary Sparkes

VP Student Life

Graduate Student's Association

Attended by Cecilia Lee

April 1	Graduate Residence Student Conference
April 2	GSA Transition Day
April 11	GSA Council
April 13	GSA Board
April 20	GSA Board

Attended by Hillary Sparkes (Incoming VP Student Life)

April 2	GSA Transition Day
April 4	Student Group Alcohol Town Hall Meeting
April 6	GSA Board
April 11	Alcohol Policy Working Group
	GSA Council
April 20	GSA board
April 26	Standing Advisory Committee on International Engagement
April 28	Alcohol Policy Working Group (Cancelled)



**GSA Vice-President Student Services: Nima Yousefi
Report to Council**

To: Board and Council Colleagues
From: Nima Yousefi Moghaddam
Date: April 30, 2011

Writing my last report as Vice-president Student Services, I feel like it went by so quickly! I would like to take this opportunity to thank a few people who shared the work load in this portfolio with me and made it a pleasant experience: all of my committee members for their dedication and commitment, GSA staff and directors for their hard work and ongoing support, GSA councillors for their great feedback and confidence in me (special thanks goes to Vikki Northrup and Cory Dawson for their assistance), and the University administration for their close collaboration during this period.

It was a wonderful learning experience for me, and I hope it will be the same for the incoming VPSS. I'm gladly migrating to VPAC position, hoping to continue the good job Andrea has done there, and I am looking forward to work with many of the same great people!

April 2, 2011	GSA Transition Day
April 5, 2011	PAW Centre Design Committee
April 6, 2011	GSA Board Meeting
April 7, 2011	Monthly Coffee Meeting with Dr. Skidmore, Vice-Provost Academic
	GFC CLE and TLAT Joint Meeting
April 11, 2011	Council Meeting
April 12, 2011	PAW Centre Design
April 13, 2011	U-Pass Information session
	GSA Board Meeting
	Meeting with Writing Centre
	GFC FDC Subcommittee on Learning Spaces
April 14, 2011	Senate/ GSA Gathering (Tea at Triffo)
April 18, 2011	Meeting with Writing Centre
April 19, 2011	PAW Centre Design Committee
April 20, 2011	GSA Board Meeting
April 21, 2011	U-Pass Admin Meeting
April 26, 2011	Graduate Supervision Meeting
	PAW Centre Design
April 27, 2011	University Counselling Services meeting
	FDC Subcommittee on Learning Spaces Tour and Dinner

U- PASS Advisory committee

U-Pass and Regional Municipalities Meeting

Topic	Extending the U-pass service area	
Date	April 13, 2011	8 – 12 am
Place	ETS – Scotia place tower 2	
GSA reps	Nima Yousefi Moghaddam	VP SS
Committee Chair	Gordon Dykstra	ETS U-Pass Project Coordinator
Attendees	Michelle Dumontier	ETS - Program Admin
	Lorna Mills	ETS - COE Finance
	Dawn Fedorvich	ETS - St. Albert)
	Martin Coutts,	U of A
	Rory Tighe,	SU - U of A)
	Keith Andony	G Mac Ewan U - SA
	Nils Holmgren	G Mac Ewan U - SA
	Jason Roth	NAITSA
	Representatives from Spruce grove and Leduc	
Attachments		

Summary of the key issues:

- Expanding the U-Pass
- Who is Involved: Students
 - **University of Alberta**
 - UG 30,457 (2009)
 - Grad 7,131 (2009)
 - **Grant MacEwan University:** 11,221 (FLE count October, 2010)
 - **NAIT:** 8,650 (2010/2011)
- Benefits For Students:
 - Reduced transportation costs
 - Greater availability of housing options
- Improved access to attractions, services and resources
- Graduate students impacted:
 - Leduc 17 (total students: 553)
 - Ft. Saskatchewan 17 (total students: 550)
 - Spruce Grove 31 (total students: 1041)
- Next steps:
 - Discuss ways to encourage student bus usage with each jurisdiction
 - Future presentations to councils and invitation to attend U-Pass Advisory meetings
 - Explore municipalities participating in the U-Pass program

Comments:

- SU is further following up the case with elected officials of the municipalities.

U- PASS Admin Meeting

U-Pass Admin Committee meeting

Topic	U-Pass Admin Committee meeting	
Date	April 21, 2011	8.30 – 10 am
Place	Lower level meeting room - SUB	
GSA reps	Nima Yousefi Moghaddam	VP SS
	Heather Hogg	Assoc. Exec. Director
Committee Chair	Martin Coutts	Financial Services
Attendees	Rory Tighe,	VP Student Life SU
	Jane Lee,	Sr. Manager, Student Services, SU
	Norma Rodenburg,	Dean of Students Office
	Wioletta Polanski,	Registrars' Office
	Tom Hidson,	Registrars' Office
	Hallie Brodie,	Manager, InfoLink
	Marsha Amanova,	ONEcard Office
Attachments		

Summary of the key issues:

- Complaints from Students
- Winter 2011 Distribution Update
- Spring/Summer Pass for Graduate Students is available now.
 - 500 grad students picked it up in the first 3 days.
- Update on the state of the U-pass extension
- Spring/Summer pass for Undergraduates

PAW

PAW Meetings

Topic	PAW Design meeting	
Date	April 12, 2011	9 - 12 pm
	April 19, 2011	9 - 12 pm
	April 26, 2011	9 - 12 pm
Place	Phys. Ed. East wing E-14	
GSA reps	Sherrie Blake	DOF
	Nima Yousefi	VPSS
	Roy Coulthard	President
	Heather Hogg	Assoc. Exec. Director
Meeting Chair	-	
Attendees	Nick Dehod (SU) Marc Dumouchel (SU) Faculty of Phys. Ed reps Group 2 Architects Dean of Students University Architect Project Manager	
Attachments		

Summary of the key issues:

- The graduate lounge will be on the 4th Floor of the PAW center
- Information Kiosk
 - Digital help centre for GSA and SU – the kiosk is required to be adaptive or seasonal with potential use by student groups as well.
 - May be staffed at some times
- **Quiet Study**
 - A maximum area for the open to below mezzanine at Level 3 is 500 m².
 - G2 presented 2 options for revisions to the Level 3 mezzanine both include removing QUIET STUDY at the south east end.
 - The priority is to keep multi-purpose spaces as large as possible and would prefer that convenience stair remains.
 - Skyfold type partition was proposed between multipurpose rooms to free up floor space
 - Level 4 STUDENT QUIET STUDY SPACE to be renamed **GRAD LOUNGE & STUDY**.
 - Level 3 STUDENT QUIET STUDY SPACE just south of multi-purpose rooms to be renamed MULTI-PURPOSE ROOM.
 - Addition of counter space and sink at Level 4 **Grad Lounge & Study** was discussed.
 - G2 to confirm maximum occupancy of 60 people at Level 4 **Grad Lounge & Study** due to available exiting.
 - Power in floor at Level 4 **Grad Lounge & Study** requested.

- **Student Lounge**
 - Providing power for laptops was discussed
 - Acoustic treatment to be considered at concourse.
 - Acoustic treatment and separation required at multipurpose rooms.
 - Fireplace and sofas requested at north entry student lounge.
 - Checkerboards and other gameboards on table tops in student lounges (FFE).
 - Accommodate garbage bins, composting and possible locations for microwaves.
 - Suggestion to provide operable windows or sliding doors at north side of north entry student lounge. Site plan to be adjusted to include patio area at this location. G2 to investigate.
 - Concourse flooring is likely to be new polished concrete with banding pattern carried through from the exterior.

- **Food Vendor**
 - No vendor selected yet, however, the intention is to provide a full service kitchen with healthiest meals on campus.
 - Students would like to see plate washing service provided.
 - Space will be a commercial kitchen with full requirements for dishwashers, ventilation, etc.
 - Commercial kitchen consultant will take over to complete.
 - Coordination of locations for services will be accommodated once vendor is on board.
 - G2 to be involved in design of exterior of food vendor space (millwork, etc.)

- **Pro Shop/ Registration Zone**
 - Current program allocation for commercial spaces is approximately 90 m² which is divided in half between the Food Vendor (program area = 45 m²) and the Pro Shop/Activity Registration Zone (program area = 45 m²). The Food Vendor space as shown is nearly double this allocation at 87 m² and the Pro Shop/Activity Registration Zone is shown currently at 108 m².
 - It was indicated that the program allocation is not a sufficient amount of space for the Pro Shop/Activity Registration Zone and that approximately 200 m² is required.
 - Storage space, display area, change rooms and counter required.

Comments:

- SU expressed general need for additional club space.
- Games areas on lower concourse intended for more active games such as ping pong or foosball.
- Access location for delivery of chairs for exams is not yet resolved – further discussion required.
- Space requested for secure bike club storage and workshop. G2 to determine if space below south entrance plaza might work for this purpose.

- May 3rd meeting is cancelled. Next meeting May 10th regarding **Squash Courts & Change Rooms**.

University Services

CAPS and Academic Support Center (Writing centre)

Topic	CAPS and ASC Writing center	
Date	April 13, 2011	2 – 3 pm
Place	Triffo Hall	
GSA reps	-	
Meeting Chair	-	
Attendees	Nima Yousefi Roy Coulthard Ellen Schoeck Heather Hogg	VPSS President
Attachments		

Summary of the key issues:

- Secure some funding for the services GSA was subsidizing in the pas.
- Review of the services they provide
 - Each target a different group of students in a different period of their program
 - Writing Center is more for the students early or in the middle of their program: writing a proposal, thesis
 - CAPS is more for the ones that are graduating and look for professional development before securing a job
- Uptake of the service in the past based on the stats provided to us
- What is the reasonable projection of students using the services for this year.
- What is their financial need
- How can GSA help them

Comments:

- To meet representatives from both services
- To secure some fundings for both services

Writing centre - Academic Support Center

Topic	Writing centre - Academic Support Center	
Date	April 13, 2011	2 – 3 pm
Place	Triffo Hall	
GSA reps	Nima Yousefi Roy Coulthard Ellen Schoeck Heather Hogg	VPSS President
Meeting Chair	-	
Attendees	Stephan Kuntz	
Attachments		

Summary of the key issues:

- Introduction from Stephan on how ASC did last year
- Update on the students stats and the aid GSA provided
- What is status of the Writing center now
- Possible ways that GSA could help

Comments:

- Stephan to update GSA on the latest status of the center ASAP

University Health Center

Meeting with the Director of the Counselling Service

Topic	Follow up our communication with Student Counselling Services	
Dates	April 27, 2011	9 – 10.30 am
Place	2 nd Floor of SUB	
GSA reps	Nima Yousefi Moghaddam	VP SS
	Sherrie Blake	
	Sagar L.	
Committee Chair	-	
Attendees	Steve Knish	UHC-Student Counselling Services
	Michaela Kadambi	Psychologist
Attachments		

Summary of the key issues:

- GSA expressed its concern about grad students being turned away and referred to human solutions (HS)
- An introduction to the issue from VPSS
- Clarifications from Dr. Knish and Michaela
 - Number of professionally trained staff are very limited
 - Student Counselling Services does not have enough funding to hire enough psychologist for this many students
 - Issues with the increasing number of students, especially international students.
- Exploring possible ways to improve the grad students experience:
 - Connecting the student counselling center to HS to use the health center assessment.

Comments:

- GSA to follow up the stats with counselling services to ensure that referred students are visited by HS.

AEGS FUND

AEGS Fund Review

Topic	AEGS Fund Review Meeting	
Date	April 20, 2011	2 - 4 pm
Place	Triffo Hall	
GSA reps	-	
Meeting Chair	-	
Attendees	Nima Yousefi Roy Coulthard Ellen Schoeck Heather Hogg Tamara Korassa	VPSS President VPL
Attachments		

Summary of the key issues:

- Review of the decisions made in our past meetings
- Revisiting the forms
 - Drafting the policy for the PDG, Lecture grant and the student group grants
 - Simplifying the forms
 - Automation of the assesement with the means of internet based forms
- Less staff and committee involvment
- Rolling system, first come first serve
- Provision of an appeal system
- Upcoming round of adjudication will be the last one to use the currently revised forms.

Comments

- The forms and policy will be drafted and brough forward to the GSAB for approval

GFC-FDC & SLS

General Faculties Council – Facility Development Committee

Topic	GFC – FDC and Subc. Learning Spaces
Date	April 13, 2011 8 am – 12 pm April 27, 2011 4.15 – 7.30 pm
Place	University Hall
GSA reps	Nima Yousefi Moghaddam – VP SS Vikki Northrup
Committee Chair	Dru Marshall - Deputy Provost Bart Becker - Associate VP F&O
Attendees	Todd Anderson Ben Louie Neil Buddel Elisabeth Le Ellen Bielawski Frank Nargang Douglas Cheung Phil Haswell Ernie Ingles, Bryana Rousselle Jose da Costa Russell Eccles Lisa Given, Lorna Baker-Perri Doug Dawson Colette O’Brien Hugh Warren
Attachments	

Summary of the key issues:

- Safety Orientation
- Tour of the Edmonton Clinig Health Academi (ECHA) and Centinial center for interdiciplinary science (CCIS) Sites
- Meeting afterward to discuss the projection of policies and design methods the committee was discussing over the past few month
- Moving toward drafting the report

GSA BOARD
REPORT TO COUNCIL FOR the May 16 Meeting

To: Council Colleagues
From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board
Date: May 5, 2011

Dear Council Members,

The GSA Board reports regularly to Council by listing its agenda items and motions/agreements. Motions on agenda approval and approval of the minutes are not included unless there were amendments made.

The President, Vice-Presidents, DFO and I will be happy to answer any questions or provide more information at the Council meeting.

April 6 GSA BOARD

Main agenda items: The GSA Board discussed in depth (and *in camera*) the draft Strategic Work Plan as well as the auditor's last report and notes from Transition Day. The Board also discussed the provincial budget, AEGS granting policy, the work of the Alberta Graduate Council (AGC), PGMEs being able to opt to pay GSA fees, and an *interim policy concerning Council remuneration which removed an archaic formula for remunerating Councilors/their departments*. There were extensive reports from the President and VPs, with incoming elected officials in attendance.

MOTION

It was **MOVED** by TK and **SECONDED** by AR to add the new councilor remuneration policy to the Board Policy Manual. **UNANIMOUSLY CARRIED.**
(Minor amendments to be circulated.)

April 13 GSA BOARD

Main Agenda items: The GSA Board discussed in depth AGC Lobby Week, lobbying documents, and meetings with government. In addition, a second draft of the Strategic Work Plan was discussed in closed session. There were extensive reports from the President and VPs, with incoming elected officials in attendance. An editorially revised Councillor Remuneration policy was approved.

MOTION - Councillor Remuneration Policy

It was MOVED by AR and seconded by NY that the proposed Council Remuneration Policy be APPROVED. CARRIED UNANIMOUSLY.

April 20 GSA BOARD

Main Agenda Items: GSA Board discussed in depth possible revisions to the PDG grant policy, the third draft of the Strategic Work Plan (closed session), the Alcohol Policy Working Group, a request from U of L and Athabasca University for participation in a graduate student survey re supervisors, a request for a survey on coop housing and an Emergency Bursary Special Situation (closed session). There were extensive reports from the President and VPs, with incoming VPSL Hillary Sparkes in attendance.

ACTION ITEMS

Alcohol Policy Working Group

Hillary Sparkes and VP Student Life Ceccilia Lee to request Council provide input on the administration's proposal to change the university Alcohol Policy.

Graduate Student Supervisor Survey and Survey on Cooperative Housing

The Board had before them requests to distribute two surveys to graduate students. One survey was from the University of Lethbridge and Athabasca University and concerned graduate student supervision. The second survey, from graduate student Andy Rathbone concerned cooperative housing. The Board AGREED to send both surveys to FGSR for distribution.

GSA NOMINATING COMMITTEE (NoC)**REPORT TO COUNCIL FOR the May 16, 2011 Meeting**

To: Council Colleagues

From: Ellen Schoeck, Executive Director

Date: May 5, 2011

Dear Council Members,

The NoC has not met since the last Council meeting but has written to those on our Bank of Names and to Council asking for candidates to serve on GFC and FGSR Council. The deadline is next Monday.

The NoC will be turning its attention to replenishing the positions of Senator, Speaker and CRO. We will also be contacting Faculties to determine which ones have graduate student representatives.

Please let us know if you have any questions!

Ellen

Cc Joanna Chan, NoC Coordinator

**GSA Executive Director Ellen Schoeck:
Report to Council May 2011**

Dear Council,

I would like to brief you about the **GSA Board Strategic Work Plan**, which is now at draft 6.

As President Roy has noted in his report, the Strategic Work Plan is based on the University's first-**ever Comprehensive Institutional Plan (CIP)**, as approved by the board of Governors in March and submitted to the provincial government. The Board has been discussing this Plan at its past few meetings.

The 180-page CIP comprises, in part or total, **the University's budget, academic capital plan, research plan, a dense set of tables showing**, for instance, graduate student population growth/satisfaction/completion rates and much more. The lengthy introduction to the CIP expresses to government the University's positions and arguments on a vast range of issues. **Key to this plan is a further differential increase in graduate student enrolment.**

Graduate student enrolment has increased by 34% since 2005. The budget Council just unanimously passed has brought the GSA to a point where it should have been (in terms of infrastructure) some years ago. Put another way, the GSA has just taken the first step in aligning its infrastructure with the University's planned increase in graduate numbers.

Main message: expect more graduate students in the next nine years until the University reaches its target ratio of one graduate student for every three undergraduates. Our own infrastructure and services will need to keep pace. Your elected officials and staff will be watching the University's closely as it rolls out its various plans.

I attended GG13 in Halifax with President Roy and acted as their Secretary. Roy will report on the lobby-related outcomes. I would like to report that this national group has a 2008 chart showing the services offered by the GSAs and Administrations of the thirteen leading research-intensive universities in Canada. *We have updated our GSAs information and as it stands now, our services have increased to a level far exceeding the other GG13.* We will be asking these other institutions to update their information and will let you know how we compare.

Please see my detailed reports to Council for information on the activities and infrastructure re-building that has been occurring in your main office. The staff have had an incredibly productive month.

As always, I will be more than happy to answer questions at Council.

Best,
Ellen Schoeck
GSA Executive Director

TO: GSA Council

May 11, 2011

FROM: Roy Coulthard, President, GSA

RE: **Disbursement of AEGS Funds and One-Time Grant from Provost**

BACKGROUND

In 2008-09, as part of the Collective Agreement negotiations, the GSA received two funds: \$180K for a bursary program including the current Professional Development Grants and a further \$10K for the Childcare Bursary fund. There were only two stipulations. Disbursements must be *needs-based* and the granting processes must align generally with university policy and procedure (ie, in terms of **transparency and fairness**).

REVIEW OF AEGS FUNDING PROCESSES: STAGE ONE

When Ellen Schoeck was hired last June as a consultant, the first risk she identified concerned disbursement of these funds. Some of the problems and issues were that the forms did not match the policy; policies were not clear; there was a selection committee of some 17 members with a quorum of four; and adjudication processes required greater rigour. An external review committee comprised of Dr. Lynn Penrod (former SSHRC president) and Heather Hogg (then Assistant Dean of FGSR) advised us on these matters **and we immediately implemented a first round of "fixes."**

REVIEW OF AEGS FUNDING PROCESSES: STAGE TWO

The 2010-11 VPs Student Services and Labour and I have worked on a **second stage review** of these matters for the past several months. **We now have a proposal to present concerning Professional Development Grants (PDGs), Child Care Subsidies (CCSs), Lecture Grants (LGs), academically-related grants (to quote the Provost "academic activities") of student groups (AR-SGGs) , and Emergency Bursaries (EBs).** Let me add that as we were conducting this review, we were successful in our negotiations with the University in increasing the AEGS money to a total funding for our bursary/grant program of **\$480K for 2011-12 and a total of \$514K for 2012-13.** We were also successful in securing a one-time grant of \$25K from Provost Carl Amrhein for lecture grants, AR-SGGs and Councillor remuneration (which partially funds departmental GSAs). **These monies are all auditable by the University and must meet the highest standards of objectivity, transparency, fairness, and accountability.**

THE PROPOSAL IN SUMMARY

We propose that for PDGs, CCSs, LGs , AR-SGGs, and EBs, the process be streamlined and **transformed into a wholly objective process.** For instance, for the PDGs, students would have to prove need (submit budget and show shortfall) and would have to show relevance to their academic program (degree of relevance to be signed off by the Department Chair or delegate). Doctoral students could receive up to \$1000 in their degree program and master's students up to \$500 in their program. Up to 75% of the budget shortfall would be approved. As long as the eligibility requirements are confirmed by GSA staff, the student's form would be sent to the VPs SS or SL and one other elected official for sign-off. CCs, LGs and AR-SGGs would be handled the same way.

The attached forms reflect this objective process and also indicate the time periods when graduate students can apply.

Non-academic Student Groups Grants and AEGS-funds recognition awards are not affected by this proposal. Recognition awards are decided by the Awards Selection Committee and Non-academic Student Group Grants are available through the joint Dean of Students/Student Group Services (SGS).

The VPs and I would be pleased to answer any questions at the Council.

MOTION

The Board recommends unanimously that Council approve the following motion:

That the attached proposed revisions to bylaw, policy and forms related to grants selection be approved, to take effect for the next round of adjudications, and to be reviewed in one year's time.

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>BYLAWS PART VII STANDING COMMITTEES 1 General 1.1 Council has the ultimate authority over decisions made by all Standing Committees. ... 1.3 The GSA has the following the Standing Committees: ... 1.3.3 Grant Selection Committee; ...</p>	<p>BYLAWS PART VII STANDING COMMITTEES 1 General 1.1 Council has the ultimate authority over decisions made by all Standing Committees. ... 1.3 The GSA has the following the Standing Committees: ... 1.3.3 Grant Selection Committee; ...</p>
<p>4 Grant Selection Committee 4.1 Composition 4.1.1 The Grant Selection Committee (GSC) is under the jurisdiction of the Vice President Student Services, who chairs the committee. 4.1.2 The Vice President Academic is a member of GSC and will assume the duties of the chair in the absence of the Vice President Student Services. 4.2 Mandate 4.2.1 The GSC is responsible for selecting the recipients of Professional Development and Travel Grants, Child Care Subsidies and Lecture Grants. 4.2.2 Adjudication of grants will proceed as outlined in the Policy on Grant Selection in the Policy Manual.</p>	<p><i>Delete this section</i></p>
<p>9 Student Affairs Committee ... 9.2.4 The SAC will select the recipients of the Student Group Funding grants</p>	<p>9 Student Affairs Committee ... 9.2.4 The SAC will select the recipients of the Student Group Funding grants</p>

CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)	PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)
<p>POLICY MANUAL</p> <p>Grant Selection Purpose: To outline the granting processes of the GSA. Scope: This policy governs procedures related to the GSA's grants and funding.</p> <p>Bylaw Part VIII §4 Grant Selection Committee</p>	<p>POLICY MANUAL</p> <p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>
<p>1. Professional Development Grant Adjudication Criteria</p> <p>1. Prior to beginning of adjudication, applications will be divided into two categories, conference and research, and each will be adjudicated separately.</p> <p>2. Conference-related applications</p> <p>a. Conference-related applications will be ranked according to scores obtained on each of four criteria. The cost criteria will be weighted by 10%, and rest of the criteria will be weighted by 30% (each).</p> <p>i. Type: The degree to which the applicant is participating in the conference. The three categories are:</p> <p>A. Oral presentation, first author (4 points) B. Poster presentation, first author (3 points), C. Any presentation, not first author (2 points) D. Attendee (1 point).</p> <p>ii. Cost: The net cost (expense – other funding) experienced by the applicant. The four categories are:</p> <p>A. Over \$1000 (4 points) B. \$700-\$1000 (3 points) C. \$400-\$700 (2 points) D. Under \$400 (1 point).</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>In ranking applications under this criterion, the acceptable maximum cost for incidentals is \$40 (forty dollars).</p> <p>iii. Academic Relevance: The level to which the conference relates to the applicant’s research work or academic program. This level is self-identified by the applicant and is required to be verified/confirmed by the applicant’s academic supervisor. Depending on the supervisor’s confirmation, applications will be ranked as:</p> <p>A. Related directly to student’s thesis (4 points)</p> <p>B. Related partially to student’s thesis (3 points)</p> <p>C. Not related to student’s thesis but related to academic program and progress (2 points)</p> <p>D. Of the Student’s personal interest (1 point).</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>
<p>2. Child Daycare Subsidy</p> <p>1. The Child Daycare Subsidy program is a financial needs-based program that provides funds to University of Alberta graduate students with children to assist them in meeting the cost of external child daycare.</p> <p>2. Applications will be adjudicated three times a year by the Grant Selection Committee (May, September, and January).</p> <p>3. The subsidy will be allocated by the Grant Selection Committee according to financial need and the availability of funds.</p> <p>4. Eligibility</p> <p>a. Eligible persons</p> <p>i. All full-time and part-time graduate students registered in a graduate program at the University of Alberta who have dependent children under the age of 13 or a dependent child with special needs under the age of 18.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>ii. In two parent families, at least one parent must be enrolled a minimum of halftime in a graduate degree program at the University of Alberta. In two parent families where one parent is not a student, the non-student parent must be working a minimum of 15 hrs per week. A limited subsidy may be provided where the non-student parent is actively searching for employment. Proof of employment for all parents is required.</p> <p>iii. If the University of Alberta student is on leave, they do not qualify for the Child Daycare Subsidy.</p> <p>b. Eligible child daycare</p> <p>i. Children must be enrolled in a provincially registered daycare, dayhome or afterschool program. Proof of child(ren)'s enrolment is required.</p> <p>c. Eligible income amount</p> <p>i. Total gross family income cannot exceed \$4600.00 per month (\$55,000 per year).</p> <p>d. Allocation</p> <p>i. Applications will be evaluated individually. Financial need will be calculated from total household income minus total expenses. Expenses include: tuition, books and supplies, rent, utilities/phone and food. Total household income must include all sources of income including provincial or local subsidies, grants and/or awards, assistantships, child support payments, etc.</p> <p>ii. The GSC reserves the right to estimate monthly expenses based on Alberta Student Loans Cost of Living allowances for the current year.</p> <p>e. Maximum value:</p> <p>i. The maximum payable will not surpass 75% of the total monthly child care expense. The subsidy will be paid in one lump sum payment and is contingent upon available funds.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>ii. The Grant Selection Committee will refer to the Child Daycare Subsidy Adjudication Guidelines when adjudicating applications. f. Additional information details are provided in the Child Daycare Subsidy Application Package.</p>	
<p>3. Student Group Funding Adjudication Criteria 1. Each application will be ranked according to the following five criteria, all of equivalent importance. a. Scope of Events: Applications with a wide diversity of events will be favoured. b. Quantity: Applications requesting funding to support a number of different activities throughout the semester/year will be favoured. c. Budget: Applications that indicate good planning, adhere to the Travel and Entertainment Regulations of the University of Alberta, no large extravagances and show evidence of cost sharing (e.g. with a Faculty, Department, Division, or School and/or a Graduate Student Society within a Faculty, Department, Division, or School) will be favoured. d. Overall Benefit: Applications that demonstrate the benefits of the event to the graduate student interest group will be favoured. e. Length of time since last application: Applications from graduate students in a Faculty, Department, Division, or School that have not received funding in recent years may be favoured. In the case of applications of approximately equal academic merits, length of time since the interest group was last awarded Student Group funding will be used as a tiebreaker.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>4. Lecture Grant Funding Adjudication Criteria</p> <p>1. Each application will be ranked according to the following six criteria, all of equivalent importance.</p> <p>a. Speaker's Reputation: International reputation of the speaker in his/her area of interest, including – but not limited to – recent achievements of the individual and the academic resume of the individual.</p> <p>b. Lecture Topic: Applications that exhibit interest from graduate students from more than one area of study will be favoured.</p> <p>c. Speaker Itinerary: Applications that include a keynote address suitable for a diverse graduate student audience as well as several smaller, more focused lectures or group discussions will be favoured.</p> <p>d. Budget: Applications that indicate good planning, adhere to the Travel and Entertainment Regulations of the University of Alberta, no large extravagances and show evidence of cost sharing (e.g. with a Faculty, Department, Division, or School and/or a Graduate Student Society within a Faculty, Department, Division, or School) will be favoured.</p> <p>e. Overall Benefit: Applications that demonstrate the benefits of the Speaker to the graduate student interest group will be favoured.</p> <p>f. Length of time since last application: Applications from graduate students in a Faculty, Department, Division, or School that have not received funding in recent years may be favoured. In the case of applications of approximately equal academic merits, length of time since the interest group was last awarded a Lecture Grant will be used as a tiebreaker.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)	PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)
<p>5. Competition Periods</p> <p>1. The Grant Selection Committee will meet four times during the year to review PD/TG applications. Competition periods are set to reflect the GSA fiscal year allowing sufficient time for preparation of year-end reports.</p> <p>a. Session 1 will be held between May 1 and May 15, and review all applications received between February 1 and April 30.</p> <p>b. Session 2 will be held between August 1 and August 15, and review all applications received between May 1 and July 31.</p> <p>c. Session 3 will be held between November 1 and November 15, and review all applications received between August 1 and October 31.</p> <p>d. Session 4 will be held between February 1 and February 15, and review all applications received between November 1 and January 31.</p> <p>2. Applications may be submitted three months prior to the conference or anticipated date of research trip, or three months post the conference or research trip. Applications received more than three months prior to, or more than three months after the proposed dates of travel will not be considered for funding.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>
<p>6. Funding Restrictions</p> <p>1. Applicants may only receive funding once per competition year (September – August) for the Lecture Grant and Student Group Funding. In order to be eligible for either the Student Group Funding Program or the Lecture Grant Funding Program, the applicant must be a registered Graduate Student Group.</p> <p>2. Professional Development and Travel Grants</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)	PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)
<p>a. A student may apply as many times as needed up to the total amount.</p> <p>b. The total amount awarded, through the Professional Development and Travel grant program, to a student over the course of an entire degree program, may not exceed \$800 for PhD students and \$500 for Masters students.</p> <p>3. The maximum amount awarded through Student Group Funding Program is \$200.</p> <p>4. The maximum amount awarded through the Lecture Grant Program is \$1500</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>
<p>7. Appeals</p> <p>1. Anyone who wishes to appeal the committee's decision may do so within 7 working days of award notification. The committee shall re-evaluate the individual's application within 30 working days of the receipt of the appeal. Such re-evaluation decision is a final decision and will not be open to further appeals.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>
<p>BOARD POLICY MANUAL</p> <p>...</p> <p>Emergency Bursary Fund Purpose: To provide for the GSA's policies and procedures with respect to the Emergency Bursary Fund. Scope: This policy outlines the GSA's responsibilities with respect to the Emergency Bursary Fund.</p> <p>Related Bylaws and Policies</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)	PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)
<p>Related Forms Emergency Bursary Application Form</p> <p>1. Preamble</p> <p>1. Emergency Bursaries for graduate students are funded through AEGS funds received as part of the GSA’s Collective Agreement with the University. Bursaries are adjudicated by the University Bursaries & Emergency Funding Office (UBEF).</p> <p>2. Application forms are reviewed at least once annually (normally in the fall) by the Executive Director and Director of Finance and Operations. A report and any recommendations are then submitted to the GSA Board.</p> <p>2. Procedure</p> <p>1. Applications are available at the GSA office, the UBEF office or may be downloaded from the GSA website.</p> <p>2. Application forms shall state the following: “Applicant must be currently registered at the University of Alberta as a full or part-time graduate student and a member of the GSA at the University of Alberta to apply for the bursary. “Applicant CANNOT have received a GSA Emergency Bursary in the past fiscal year (April 1 XXXX- March 31 XXXX). “The GSA Emergency Bursary is a non-repayable grant, issued to current University of Alberta graduate students who need assistance due to an unanticipated emergency. Graduate students must have exhausted all other available funding options before applying for a GSA Emergency Bursary. “The maximum bursary amount is \$1000.00 per academic year.”</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>3. All applicants must make an appointment with the UBEF Office, room 1-80 SUB, (780-492-3483). The Emergency Aid Advisor (EAA) will meet with graduate student applicants.</p> <p>4. The EAA assesses the application, with particular attention to:</p> <ul style="list-style-type: none"> a. The required bank statements; b. Documentation for trips overseas for family illness or emergencies; and c. Documentation that any car repairs are essential for employment/medical reasons. <p>5. In addition, the EAA is instructed that:</p> <ul style="list-style-type: none"> a. Laptop replacements will not be considered unless the laptop was stolen and a police report is provided; and b. Dental costs will not be funded if the student has opted out of the health plan. <p>6. If it is determined by the EAA that a student is in need of emergency funding, the EAA's decision together with a report and all documentation, will be sent to the GSA Director of Finance and Operations (DFO). Before issuing a cheque, the DFO will ensure that:</p> <ul style="list-style-type: none"> a. The student has not applied for other AEGS funds for the same purpose as the UBEF application, and that b. all relevant regulations have been observed. <p>If the DFO has any concerns about an application or questions about interpretation of policy, the GSA Board will be consulted. The Board's decision is final and binding.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)	PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)
7. The current form, as amended by the GSA Board on November 10, 2010, is seen as part of this approved procedure.	<i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i>



Professional Development Grant (PDG)

Application Policy and Information

1. Sponsor/Purpose

The Academically Employed Graduate Student (AEGS) fund is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations for the Collective Agreement covering Academically Employed Graduate Students. The PDG, provided from the AEGS fund, allows graduate students to participate in professional development activities such as conferences, research trips, courses, etc.

2. Eligibility Criteria

- a) Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
- b) The event must be relevant to the professional development of the graduate student with signed confirmation by (a) the Supervisor or designate (for thesis-based students); (b) the Advisor or Department Chair or designate (for course-based students) supporting the professional development activity.
- c) Must have a Social Insurance Number (SIN) or Individual Tax Number (ITN) for non-residents in order to receive a PDG cheque.

3. Application Information

- a) PDGs are offered on a first-come, first-serve basis. See below.
- b) The GSA will offer grants until allocated funding is expended in the specified period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- c) If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- d) PDG applications can be submitted three months before or after the conference or event.
- e) Graduate students **are responsible** for the completeness and accuracy of their application packages.

4. Applying for a PDG

- a) Application forms are available on the GSA website.
- b) Applicants must submit **ONE** copy of the application package to the GSA Office.

5. Allocation Policy

- a) There is no limit to the number of PDG applications a graduate student can submit during his/her degree program. There is a maximum of one PDG grant for each specified professional development event.
- b) A master's student will be awarded up to a maximum of \$500 during his/her degree program.
- c) A doctoral student will be awarded up to a maximum of \$1,000 during his/her degree program. (Doctoral students who reached their maximum PDG amount of \$800 under the previous policy are now eligible to apply for an additional \$200 in order to fully compensate for the difference between the old and new policies). A doctoral student will be awarded up to a maximum of \$500 in a fiscal year (April 1 – March 31).
- d) PDGs will be allocated based on the relevance score provided by the graduate student's Supervisor/Graduate Coordinator in Section E of the application: **Directly related** to thesis/dissertation/project or program = 75% of demonstrated need up to the maximums stated in section 5b; **Partially related** to thesis/dissertation/project or program = 50% of demonstrated need up to the maximums stated in section 5b; **Unrelated** to thesis/dissertation/project or program and is of personal interest = 25% of demonstrated need up to the maximums stated in section 5b.
- e) PDGs will be awarded only for reasonable and allowable expenses and must comply with University of Alberta Expense Reimbursement policies and procedures as outlined in University of Alberta Policies and

Procedures (UAPPOL) except for hosting expenses which are not eligible. See UAPPOL: https://www.conman.ualberta.ca/stellent/groups/public/@finance/documents/procedure/pp_cmp_060230.hcsp. In cases of dispute, the Vice-President Student Services will decide allowable expenses.

6. Appeals Policy

- a) Any appeals of denied applications must be RECEIVED within ten calendar days.
- b) Appeals must state the grounds for the appeal in writing and be sent to the GSA (c/o GSA Grants Specialist).
- c) Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate if required) and two GSA Councillors selected by the President (or Speaker if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within 20 calendar days.

7. Budget Allocation Policy

Funds will normally be distributed as follows:

- a) 10% of the total annual PDG budget will be held back as contingency funding.
- b) Of annual budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.
- c) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a) Applications will be reviewed by the GSA staff for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application form is complete and required documentation has been submitted;
 - ii. The applicant has confirmed she/he is a current member of the GSA and is in a graduate degree program;
 - iii. The application has the appropriate signature (Supervisor/Advisor/Department Chair or designate) supporting the grant application;
 - iv. There are sufficient funds available in the PDG budget in the specified period that the application is received;
 - v. The appropriate criteria in the Allocation Policy (Section 5) have been met; and
 - vi. Expense claims comply with University of Alberta Expense Reimbursement policies and procedures.
- b) The graduate student submitting the application will be contacted via email by the GSA Grants Specialist (or other designated staff member) regarding applications that are ineligible or incomplete in order to provide an opportunity to resolve the issue where possible.
- c) All applications will be reviewed and signed off by the Vice-President Student Services or the Vice-President Student Life (or designate).
- d) Applicants who meet eligibility requirements will be notified by the GSA Grants Specialist via email of the pre-approved amount.
- e) Once receipts are received by the GSA Grants Specialist, the application documents and receipts will be forwarded to the GSA Financial Manager for disbursement of the PDG cheque. Once the cheque has been issued, the GSA Grants Specialist will contact via email the graduate student and the Supervisor/Advisor/Department Chair (or designate).

9. Interpretation of PDG Policy

The GSA Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to Policy and Forms

The application policy, information, and forms are subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarification.



Professional Development Grant (PDG) Application Form

The following personal information is being collected under the authority of Section 13(1) of the Alberta *Personal Information Protection Act* (PIPA) to assess your application. If you have questions about the use and disclosure of your personal information, contact the GSA at 780-492-2175.

Please Print Clearly

Section A: PERSONAL AND DEPARTMENTAL INFORMATION

Family Name:		Given Name:	
Home Address:		City, Province:	Postal Code:
Student ID #:	Student E-mail Address:		Social Insurance Number (SIN) or Individual Tax Number (ITN) for Non-residents:
Department:	Degree Program: <input type="checkbox"/> Course-based Masters <input type="checkbox"/> Thesis-based Masters <input type="checkbox"/> PhD <input type="checkbox"/> Professional		

Section B: PROFESSIONAL DEVELOPMENT INFORMATION

i) Nature of the Professional Development (PD) (check one):

- Conference
 Research Trip
 Course
 Other

ii) Name of PD: _____

iii) Location of PD: _____

iv) Dates of Travel: Departure (mm/dd/yy): ___/___/___ Return (mm/dd/yy): ___/___/___

Section C: RELEVANCE

i) This PD (i.e., conference or research/professional development event) is: (check one)

- Directly related to thesis/dissertation/project or program
 Partially related to thesis/dissertation/project or program
 Unrelated to thesis/dissertation/project or program and is of personal interest

ii) Give a brief description of the event and explain how it relates to your thesis/dissertation/project, your overall program, and/or personal interests.

Section D: BUDGET

EXPENSE CATEGORY	DESCRIPTION/PARTICULARS	AMOUNT (\$CDN)	
• Registration Fee		\$	Line 1
• Airfare		\$	Line 2
• Ground Transportation		\$	Line 3
• Accommodation		\$	Line 4
• Meals (maximum \$45 a day within Canada and the US and \$66 a day otherwise)		\$	Line 5
• Other (please specify)		\$	Line 6
• Other (please specify)		\$	Line 7
Total Expenses (sum lines 1-7)		\$	Line 8

FUNDING SOURCES ¹	AMOUNT (\$CDN)	
Do NOT include anticipated funding or personal savings.		
•	\$	Line 9
•	\$	Line 10
•	\$	Line 11
•	\$	Line 12
Total Funding Sources (sum lines 9-12)	\$	Line 13

FUNDING SHORTFALL	AMOUNT (\$CDN)	
Total Shortfall (line 13 minus line 8)	\$	Line 14*

*If Line 14 equals \$0.00 a student is ineligible for the GSA PDG.

¹ For example, Supervisor- \$500, Department - \$200.

Section E: SUPERVISOR (OR DESIGNATE) DECLARATION

- For thesis-based students the Supervisor (or designate) must complete this section.
- For course-based students the Advisor or Department Chair (or designate) must complete this section.
- Applications will **not** be adjudicated if this area is blank or incomplete.

For Supervisors/Advisors/Department Chairs (or designate):

I certify that I have read Section C and that this conference or research/professional development event is: **(check one)**

- Directly related to thesis/dissertation/project or program
- Partially related to thesis/dissertation/project or program
- Unrelated to thesis/dissertation/project or program and is of personal interest

Name (please print): _____ Title: _____

Email: _____

Signature: _____ Date: _____

Section F: APPLICANT'S DECLARATION (Please read carefully before signing)

I hereby certify that the information in this application is true, correct, and complete and that I have fully disclosed all sources and amounts of funding. I also agree that I will contact the GSA if I am unable to attend the event funded by the PDG or if I receive more funding than is required for the trip. I understand that in such circumstances that I may be required to repay any travel funds received. Furthermore, I agree to inform the GSA of any changes to my contact information.

Applicant's Signature

Date

Section G: SUPPORTING DOCUMENT CHECKLIST

A complete application **must** include the following:

- Complete application form;
- Proof of **registration** for conferences and courses;
- Proof of **abstract acceptance** for conferences *etc.*;
- Original** receipts for any expenses appearing in Section D (Cost).



Child Care Subsidy (CCS) Application Policy and Information

1. Sponsor/Purpose

The Academically Employed Graduate Student (AEGS) fund is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations for the Collective Agreement covering Academically Employed Graduate Students. The CCS, provided from the AEGS fund, helps offset the cost of child care for graduate students at the University of Alberta.

2. Eligibility Criteria

- a) Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
- b) A graduate student applicant on leave does not qualify for a CCS.
- c) Must have applied for the Province of Alberta Child Care Subsidy. Proof of the grant or refusal of the Provincial Subsidy must be supplied in the application.
- d) Eligible children include:
 - i. Those up to, and including, 12 years of age; and/or
 - ii. A dependent child with special needs up to 18 years of age.
- e) Children must be enrolled in a provincially (Alberta) registered daycare, dayhome, or after-school program. Proof of enrollment is required.
- f) Total gross household income cannot exceed \$55,000/year.
- g) In two-parent families, both parents must be students or the non-student parent must be working a minimum of 15 hours per week. If a parent is unemployed and looking for work or is volunteering, a CCS may be granted for a maximum period of 2 months.
- h) Must have a Social Insurance Number (SIN) or Individual Tax Number (ITN) for non-residents in order to receive a CCS cheque.

3. Application Information

- a) CCSs are offered on a first-come, first-serve basis. See below.
- b) The GSA will offer grants until allocated funding is expended in the specified period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- c) If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- d) Graduate students can apply for a CCS once per application period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- e) Graduate students **are responsible** for the completeness and accuracy of their application packages.

4. Applying for a CCS

- a) Application forms are available on the GSA website.
- b) Applicants must submit **ONE** copy of the application package to the GSA Office.

5. Allocation Policy

- a) There is no limit to the number of CCS applications a graduate student can submit during his/her degree program.
- b) There is a maximum of one grant application for each specified CCS application period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- c) The CCS will provide a maximum of four months of shortfall in any specified application period for child care expenses up to a maximum of \$2,000.

- d) No rollover shall occur between application periods.
- e) Graduate students are responsible for the full cost of their child(ren)'s care in the child care facility regardless of whether or not their subsidy is approved.
- f) The duration of the CCS is dependent on a number of factors including, but not limited to, the timing of an application within the specified CCS application period, the status of the child(ren)'s registration, and overall eligibility as determined through the application.

6. Appeals Policy

- a) Any appeals of denied applications must be RECEIVED within ten calendar days.
- b) Appeals must state the grounds for the appeal in writing and be sent to the GSA (c/o GSA Grants Specialist).
- c) Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate if required) and two GSA Councillors selected by the President (or Speaker if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within 20 calendar days.

7. Budget Allocation Policy

Funds will normally be distributed as follows:

- a) 10% of the total annual CCS budget will be held back as contingency funding.
- b) Of annual budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.
- c) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a) Applications will be reviewed by the GSA staff for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application form is complete and required documentation has been submitted;
 - ii. The applicant has confirmed she/he is a current member of the GSA and is in a graduate degree program;
 - iii. There are sufficient funds available in the CCS budget in the specified period that the application is received; and
 - iv. The appropriate criteria in the Allocation Policy (Section 5) have been met.
- b) The graduate student submitting the application will be contacted via email by the GSA Grants Specialist (or other designated staff member) regarding applications that are ineligible or incomplete in order to provide an opportunity to resolve the issue where possible.
- c) All applications will be reviewed and signed off by the Vice-President Student Services or the Vice-President Student Life (or designate).
- d) Successful applicants will be notified by the GSA Grants Specialist via email once a CCS cheque has been issued.

9. Interpretation of CCS Policy

The GSA Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to Policy and Forms

The application policy, information, and forms are subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarification.



Child Care Subsidy (CCS) Application Form

The following personal information is being collected under the authority of Section 13(1) of the *Alberta Personal Information Protection Act* (PIPA) to assess your application. If you have questions about the use and disclosure of your personal information, contact the GSA at 780-492-2175.

Please Print Clearly

Section A: FAMILY UNIT INFORMATION

Marital Status (*please check one*)

- Single
 Married
 Cohabiting Partner
 Separated/Divorced
 Widow(er)

Section B: APPLICANT INFORMATION

i – PERSONAL INFORMATION

Applicant's Family Name:		Applicant's Given Name:	
Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> International Student		Social Insurance Number (SIN) or Individual Tax Number (ITN) for Non-residents:	
Mailing Address:			
City/Town:	Province:	Postal Code:	
Home/Cell #:	Work #:	Email Address:	

ii – ACADEMIC INFORMATION

Student Status (please check one) <input type="checkbox"/> Full time <input type="checkbox"/> Part time If part time, how many hours/week? _____ (Provide fee assessment—available from Beartracks)			
Student ID #:	<input type="checkbox"/> Masters	<input type="checkbox"/> PhD	<input type="checkbox"/> Professional
Faculty:	Department:		

iii – EMPLOYMENT INFORMATION

Are you employed outside of your graduate program? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If Yes: Primary Place of Employment: _____ How many hours/week?: _____ (Provide proof of income)	

Section C: CO-APPLICANT INFORMATION (if applicable)

i – PERSONAL INFORMATION

Co-applicant's Family Name:		Co-applicant's Given Name:	
Are you currently living in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your citizenship status?			
<input type="checkbox"/> Canadian Citizen		<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> International Student
Mailing Address:			
City/Town:	Province:	Postal Code:	
Home/Cell #:	Work #:	Email Address:	

ii – REASON FOR REQUIRING CARE

Check all that apply (if you do not check one, please explain your circumstances in Section Cv)

Attending School (Fill in section Ciii) Working (Fill in section Civ) Looking for Work Special Needs of Child/Parent Out of Alberta

iii – ACADEMIC INFORMATION

Student Status (please check one)		<input type="checkbox"/> Full time <input type="checkbox"/> Part time If part time, how many hours/week? _____ (Provide fee assessment)	
Institution:	<input type="checkbox"/> College <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input type="checkbox"/> PhD		

iv – EMPLOYMENT INFORMATION

Primary Place of Employment: _____		How many hours/week?: _____ (Provide proof of income)	
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v – SPECIAL CIRCUMSTANCES

If you did not check a box in Section Cii please explain your circumstances.

Section D: GROSS YEARLY HOUSEHOLD INCOME (September 1 – August 31)

Applicant must attach **proof of income**. If married/common-law, you must provide these documents for your spouse also.

Assistantships (TA/RA)	\$	Line 1
Scholarships	\$	Line 2
Bursaries	\$	Line 3
Co-applicant Income	\$	Line 4
Child Tax Benefit	\$	Line 5
Child Care Benefit	\$	Line 6
Child Support/Alimony	\$	Line 7
Children's Benefit (CPP)	\$	Line 8
Other Income (specify) _____	\$	Line 9
Other Income (specify) _____	\$	Line 10
Other Income (specify) _____	\$	Line 11
Total Sources (sum lines 1 – 11)	\$	Line 12

Section E: CHILDREN REQUIRING CHILD CARE SUBSIDY

Please attach a **letter** (with name, date and signature) from caregiver **confirming child care arrangements**. Letter must include costs for child care and be signed by child care provider.

Please attach a copy of the **birth certificate for each child**.

Name of Child (Family Name, Given Name)	Age	Name of Child Care Facility	Cost Per Month (\$)
1.			
2.			
3.			
4.			
5.			

Section F: ALBERTA CHILD CARE SUBSIDY INFORMATION

Have you applied for the **ALBERTA CHILD CARE SUBSIDY**? YES NO

If you have been **granted this subsidy**, provide the parent's copy of the 2-page Provincial Child Care Subsidy approval letter. How much are you receiving? \$

If **you have been refused this subsidy**, provide the parent's copy of the 2-page Alberta Child Care Subsidy refusal letter.

If you **did NOT apply** for the subsidy, provide an explanation in the space below:

Section G: APPLICANT AND CO-APPLICANT DECLARATION

I declare that the information I have given on this application is true and is complete. I understand that giving false information or incomplete information, or not advising of any changes in circumstances may result in my having to repay the subsidy that I have received. I understand that I may be required to provide additional information in order to confirm my eligibility for the GSA Child Care Subsidy.

Date (MM/DD/YYYY): _____ Parent/Guardian's signature: _____

Spouse/Partner/Co-Guardian's signature (if applicable): _____

Section H: CHECKLIST

- Complete** application form;
- Fee Assessment** (from Beartracks or equivalent for each parent who is a student);
- Proof of Income** for each parent such as:
 - letter from employer indicating yearly salary OR
 - letter from department indicating value of yearly stipend and/or scholarship OR
 - pay cheque print out from Beartracks
- Proof of Child Care** (must come in the form of a signed letter printed on the Child Care provider's letter and must include cost and names of children);
- Photocopies of Birth Certificates** for all children requiring child care;
- Alberta Child Care Subsidy acceptance or refusal letter.**



Lecture Grant (LG)

Application Policy and Information

1. Sponsor/Purpose

The Graduate Students' Association (GSA) Lecture Grants (LG) are awarded through funds provided to the GSA from the Provost for academically-related student group activities. LGs enable graduate student groups to invite individuals recognized in their fields to speak at the University of Alberta (U of A).

2. Eligibility Criteria

- a) Must be registered as a graduate student group through Student Group Services, SUB.
- b) The graduate student group must confirm that the lecture for which the funding is requested is an academic event.
- c) Requires signed confirmation of a Department Chair (or designate) attesting that the function is an academically-related activity and that he/she supports the event.
- d) The graduate student group **is responsible** for the completeness of their application package.

3. Application Information

- a) LGs are offered on a first-come, first-serve basis.
- b) The GSA will offer grants until allocated funding is expended in the specified period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- c) If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- d) LG applications can be submitted four months before or after the lecture(s).

4. Applying for a LG

- a) Application forms are available on the GSA website.
- b) Applicants must submit **ONE** copy of the application package to the GSA Office.

5. Allocation Policy

- a) LGs will be allocated at 75% of demonstrated need as detailed in the grant application up to a maximum of \$1,500.
- b) In the event that multiple LG applications are received and that insufficient funds remain for the specified period, the grant will be given to a graduate student group that has not recently received a LG.
- c) A maximum of one LG will be provided to a graduate student group in any April 1 – March 31 period.
- d) LGs will be awarded only for reasonable and allowable expenses and must comply with University of Alberta Expense Reimbursement policies and procedures as outlined in University of Alberta Policies and Procedures (UAPPOL) except for hosting expenses which are not eligible. See UAPPOL: https://www.conman.ualberta.ca/stellent/groups/public/@finance/documents/procedure/pp_cmp_060230.hcsp. In cases of dispute, the Vice-President Student Services will decide allowable expenses.

6. Appeals Policy

- a) Any appeals of denied applications must be RECEIVED within ten calendar days.
- b) Appeals must state the grounds for the appeal in writing and be sent to the GSA (c/o GSA Grants Specialist).
- c) Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate if required) and two GSA Councillors selected by the President (or Speaker if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within 20 calendar days.

7. Budget Allocation Policy

Funds will normally be distributed as follows:

- a) 10% of total annual LG budget will be held back as contingency funding while maintaining the principle that all funds will be allocated in each fiscal year (April 1 – March 31).
- b) Of annual budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.
- c) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a) Applications will be reviewed by the GSA staff for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application form is complete and required documentation has been submitted;
 - ii. The lecture has been organized by a graduate student group registered through Student Group Services, SUB;
 - iii. The graduate student group has confirmed in the application that the lecture is an academic event;
 - iv. The application has been signed by a Department Chair (or designate) in support of the lecture;
 - v. There are sufficient funds available in the LG budget in the specified period that the application is received;
 - vi. That no previous LG was allocated to the graduate student group in same April 1 – March 31 period; and
 - vii. That expense claims comply with University of Alberta Expense Reimbursement policies and procedures.
- b) The graduate student group submitting the application will be contacted via email by the GSA Grants Specialist (or other designated staff member) regarding applications that are ineligible or incomplete in order to provide an opportunity to resolve the issue where possible.
- c) All applications will be reviewed and signed off by the Vice-President Student Services or the Vice-President Student Life (or designate).
- d) Applicants who meet eligibility requirements will be notified by the GSA Grants Specialist via email of the pre-approved LG amount.
- e) Once receipts are received by the GSA Grants Specialist, the application documents and receipts will be forwarded to the GSA Financial Manager for disbursement of the LG cheque. Once the cheque has been issued, the GSA Grants Specialist will contact via email the student group applicants and Department Chair (or designate).

9. Interpretation of LG Policy

The GSA Board shall be consulted about any concerns and questions raised by the GSA office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to Policy and Forms

The application policy, information, and forms are subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarification.



Lecture Grant (LG) Application Form

The following personal information is being collected under the authority of Section 13(1) of the Alberta *Personal Information Protection Act* (PIPA) to assess your application. If you have questions about the use and disclosure of your personal information, contact the GSA at 780-492-2175.

Please Print Clearly

Section A: STUDENT GROUP INFORMATION

Group Name:

Focus and Purpose of Group:

Is your group registered as a graduate student group through Student Group Services in SUB?

Yes No (if no, please contact Student Group Services in SUB to register)

Section B: CONTACT INFORMATION

Two students from the group will act as official contacts (one primary and one alternate) to the GSA. The GSA will contact ONLY these individuals.

	Primary Applicant	Alternate Applicant
Name:		
Campus Telephone:		
Campus Address:		
Alternate Telephone:		
E-Mail Address:		

Section C: SPEAKER AND LECTURE TOPIC

Name of Invited Speaker:	
Title of Lecture(s):	
Event Location(s):	
Date(s) of Event(s):	

i) **Give a brief description of the lecture(s).**

ii) **Explain how the lecture(s) is/are an academic activity.**

Section D: PROPOSED BUDGET

EXPENSE CATEGORY	AMOUNT (\$CDN)	
• Honorarium ¹	\$	Line 1
• Travel	\$	Line 2
• Accommodation & Meals	\$	Line 3
• Venue Rental	\$	Line 4
• Refreshments ²	\$	Line 5
• Advertising	\$	Line 6
• Other (please specify)	\$	Line 7
• Other (please specify)	\$	Line 8
Total Expenses (sum lines 1-8)	\$	Line 9

FUNDING SOURCES ³	AMOUNT (\$CDN)	
•	\$	Line 10
•	\$	Line 11
•	\$	Line 12
•	\$	Line 13
Total Funding Sources (sum lines 10-13)	\$	Line 14

FUNDING SHORTFALL	AMOUNT (\$CDN)	
Total Shortfall (line 14 minus line 9)	\$	Line 15

¹ Speaker honorariums may be offered but should not be excessive or a large component of the Lecture Grants expenses.

² **Only 50% of refreshment expenses will be covered, up to a maximum of \$150.00. NO alcohol will be reimbursed.**

³ For example, list \$500 from departmental students' association, \$200 from department, *etc.* Do NOT include personal funds or funding expected from this application.

Section E: DEPARTMENT CHAIR (OR DESIGNATE) DECLARATION

- Department Chairs (or designate) **MUST** complete this section.
- Applications will **not** be adjudicated if this area is blank or incomplete.

By signing below, I certify that I have read Section C and that this event is an academic activity.

Name (please print): _____ Title: _____

Email: _____

Signature: _____ Date: _____

Section F: APPLICANT'S DECLARATION (Please read carefully before signing)

I hereby certify that the information in this application is true, correct, and complete and that I have fully disclosed all sources and amounts of funding. I also agree that I will contact the GSA if I am unable to host the lecture funded by the LG or if I receive more funding than is required for the Lecture. I understand that in such circumstances that I may be required to repay any funds received. Furthermore, I agree to inform the GSA of any changes to my contact information.

Primary Applicant's Signature

Date

Alternate Applicant's Signature

Date

Section G: APPLICANT'S DECLARATION (Please read carefully before signing)

- Complete application form;
- Receipts for any expenses appearing in the Proposed Budget (Section E). These are not required at the time of application but will be required to receive a LG cheque.



Academically-Related Student Group Grant (SGG)

Application Policy and Information

1. Sponsor/Purpose

Student Group Grants (SGG) are awarded through funds provided to the Graduate Students' Association (GSA) from the Provost to support the academic activities of student groups. SGGs enable registered graduate student groups to help support the costs of seminars, colloquia, or other academic events.

2. Eligibility Criteria

- a) Must be registered as a graduate student group through Student Group Services, SUB.
- b) The graduate student group must confirm that the event for which the funding is requested is academic in nature.
- c) Requires signed confirmation of a Department Chair (or designate) attesting that the function is an academically-related activity and that he/she supports the event.
- d) The graduate student group **is responsible** for the completeness of their application package.

3. Application Information

- a) SGGs are offered on a first-come, first-serve basis.
- b) The GSA will offer grants until allocated funding is expended in the specified period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- c) If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- d) SGG applications can be submitted four months before or after the academic event.

4. Applying for a SGG

- a) Application forms are available on the GSA website.
- b) Applicants must submit **ONE** copy of the application package to the GSA Office.

5. Allocation Policy

- a) SGGs will be allocated at 75% of demonstrated need as detailed in the grant application up to a maximum of \$200.
- b) In the event that multiple SGG applications are received and that insufficient funds remain for the specified period, the grant will be given to a graduate student group that has not recently received a SGG.
- c) A maximum of one SGG will be provided to a graduate student group in any April 1 – March 31 period.
- d) SGGs will be awarded only for reasonable and allowable expenses and must comply with University of Alberta Expense Reimbursement policies and procedures as outlined in University of Alberta Policies and Procedures (UAPPOL) except for hosting expenses which are not eligible. See UAPPOL: https://www.conman.ualberta.ca/stellent/groups/public/@finance/documents/procedure/pp_cmp_060230.hcsp. In cases of dispute, the Vice-President Student Services will decide allowable expenses.

6. Appeals Policy

- a) Any appeals of denied applications must be RECEIVED within ten calendar days.
- b) Appeals must state the grounds for the appeal in writing and be sent to the GSA (c/o GSA Grants Specialist).
- c) Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate if required) and two GSA Councillors selected by the President (or Speaker if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within 20 calendar days.

7. Budget Allocation Policy

Funds will normally be distributed as follows:

- a) 10% of total annual SGG budget will be held back as contingency funding while maintaining the principle that all funds will be allocated in each fiscal year (April 1 – March 31).
- b) Of annual budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.
- c) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a) Applications will be reviewed by the GSA staff for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application form is complete and required documentation has been submitted;
 - ii. The event has been organized by a graduate student group registered through Student Group Services, SUB;
 - iii. The graduate student group has confirmed in the application that the planned event is an academic activity;
 - iv. The application has been signed by a Department Chair (or designate) in support of the event;
 - v. There are sufficient funds available in the SGG budget in the specified period that the application is received;
 - vi. That no previous SGG was allocated to the graduate student group in same April 1 – March 31 period; and
 - vii. That expense claims comply with University of Alberta Expense Reimbursement policies and procedures.
- b) The graduate student group submitting the application will be contacted via email by the GSA Grants Specialist (or other designated staff member) regarding applications that are ineligible or incomplete in order to provide an opportunity to resolve the issue where possible.
- c) All applications will be reviewed and signed off by the Vice-President Student Services or the Vice-President Student Life (or designate).
- d) Applicants who meet eligibility requirements will be notified by the GSA Grants Specialist via email of the pre-approved SGG amount.
- e) Once receipts are received by the GSA Grants Specialist, the application documents and receipts will be forwarded to the GSA Financial Manager for disbursement of the SGG cheque. Once the cheque has been issued, the GSA Grants Specialist will contact via email the student group applicants and Department Chair (or designate).

9. Interpretation of SGG Policy

The GSA Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to Policy and Forms

The application policy, information, and forms are subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarification.



Academically-Related Student Group Grant (SGG) Application Form

The following personal information is being collected under the authority of Section 13(1) of the Alberta *Personal Information Protection Act* (PIPA) to assess your application. If you have questions about the use and disclosure of your personal information, contact the GSA at 780-492-2175.

Please Print Clearly

Section A: STUDENT GROUP INFORMATION

Group Name:

Focus and Purpose of Group:

Is your group registered as a graduate student group through Student Group Services in SUB?

Yes No (if no, please contact Student Group Services in SUB to register)

Section B: CONTACT INFORMATION

Two students from the group will act as official contacts (one primary and one alternate) to the GSA. The GSA will contact ONLY these individuals.

	Primary Applicant	Alternate Applicant
Name:		
Campus Telephone:		
Campus Address:		
Alternate Telephone:		
E-Mail Address:		

Section C: EVENT INFORMATION

Title of Event(s):	
Type of Event(s) (e.g., colloquium, seminar etc.)	
Event Location(s):	
Date(s) of Event(s):	

i) Give a brief description of the event(s) you are requesting funding for.

ii) Explain how the event(s) is/are an academic activity.

Section D: BUDGET

EXPENSE CATEGORY	AMOUNT (\$CDN)	
• Food	\$	Line 1
• Refreshments ¹	\$	Line 2
• Entertainment	\$	Line 3
• Venue Rental	\$	Line 4
• Equipment Rental	\$	Line 5
• Advertising	\$	Line 6
• Other (please specify)	\$	Line 7
• Other (please specify)	\$	Line 8
Total Expenses (sum lines 1-8)	\$	Line 9

FUNDING SOURCES ²	AMOUNT (\$CDN)	
•	\$	Line 10
•	\$	Line 11
•	\$	Line 12
•	\$	Line 13
Total Funding Sources (sum lines 10-13)	\$	Line 14

FUNDING SHORTFALL	AMOUNT (\$CDN)	
Total Shortfall (line 14 minus line 9)	\$	Line 15

¹ Only 50% of refreshment expenses will be covered, up to a maximum of \$150.00. NO alcohol will be reimbursed.

² For example, list \$500 from departmental students' association, \$200 from department, etc. Do NOT include personal funds or funding expected from this application.

Section E: DEPARTMENT CHAIR (OR DESIGNATE) DECLARATION

- Department Chairs (or designate) **MUST** complete this section.
- Applications will **not** be adjudicated if this area is blank or incomplete.

By signing below, I certify that I have read Section C and that this event is an academic activity.

Name (please print): _____ Title: _____

Email: _____

Signature: _____ Date: _____

Section F: APPLICANT'S DECLARATION (Please read carefully before signing)

I hereby certify that the information in this application is true, correct, and complete and that I have fully disclosed all sources and amounts of funding. I also agree that I will contact the GSA if I am unable to host the event funded by the SGG or if I receive more funding than is required for the Event. I understand that in such circumstances that I may be required to repay any funds received. Furthermore, I agree to inform the GSA of any changes to my contact information.

Primary Applicant's Signature

Date

Alternate Applicant's Signature

Date

Section G: DOCUMENT CHECKLIST (Please read carefully before signing)

- Complete** application form;
- Documentation confirming the event (e.g., room booking);
- Receipts for any expenses appearing in the Proposed Budget (Section D). These are not required at the time of application but will be required to receive a SGG cheque.



Emergency Bursary (EB) Application Policy and Information

1. Sponsor/Purpose

The Graduate Students' Association (GSA) Emergency Bursary (EB) is a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. EBs for graduate students are provided by the GSA through collective agreement negotiations for the Academically Employed Graduate Student (AEGS) fund.

2. Eligibility Criteria

- a) Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
- b) An applicant CANNOT have received a GSA EB in the past fiscal year (April 1 – March 31).
- c) Must have a Social Insurance Number (SIN) or Individual Tax Number (ITN) for non-residents in order to receive an EB cheque.
- d) Graduate students must have exhausted all other available funding options before applying for a GSA EB.

3. Application Information

- a) EBs are offered on a first-come, first-serve basis.
- b) Graduate students **are responsible** for the completeness and accuracy of their application packages.

4. Applying for an EB

- a) An applicant must complete the GSA EB application form. Forms are available on the GSA website.
- b) An applicant must call the University Bursaries and Emergency Funding (UBEF) Office (Room 1-80 SUB) at 780-492-3483 to book an appointment to meet with an Emergency Aid Advisor (EAA). The interview will be approximately 30 minutes in length. The applicant MUST bring the following to the meeting:
 - i. Completed GSA EB application form;
 - ii. All relevant supporting documents (including bank statements from the past three months, one copy of identification e.g., birth certificate, passport, driver's license);
 - iii. Current University of Alberta student ID card (ONEcard);
 - iv. Any other relevant documentation proving the emergency circumstance(s) (e.g., death certificate, receipts for expenses).
- c) If the EB is approved, the funds will normally be available to pick up within seven calendar days at the GSA Office.

5. Allocation Policy

- a) There is no limit to the number of EB applications a graduate student can submit during his/her degree program.
- b) There is a maximum of one EB per fiscal year (April 1 – March 31).
- c) The maximum amount that will be awarded to a graduate student for an EB is \$1,500.
- d) EBs are reviewed by the UBEF Office.
- e) The EAA from the UBEF office will meet with the graduate student applicant and assess the application including the relevant documentation.
- f) Laptop replacements will not be considered unless the laptop was stolen and a police report is provided.
- g) Dental costs will not be funded if the student has opted out of the health and dental plan.
- h) If it is determined by the EAA that a graduate student is in need of emergency funding, the EAA's recommendation together with a report and documentation will be sent to the Executive Director (or delegate).

6. Appeals Policy

- a) Any appeals of denied applications must be RECEIVED within ten calendar days.
- b) Appeals must state the grounds for the appeal in writing and be sent to the GSA (c/o GSA Grants Specialist).
- c) Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate if required) and two GSA Councillors selected by the President (or Speaker if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within 20 calendar days.

7. Budget Allocation Policy

Funds will normally be distributed as follows:

- a) 10% of total annual EB budget will be held back as contingency funding.
- b) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a) The GSA Financial Manager will review the report and documentation supplied by the EAA.
- b) Before issuing a cheque, the GSA Financial Manager will ensure that:
 - i. The student has not applied for other AEGS funds for the same purpose as the UBEF application;
 - ii. All relevant regulations have been observed.
- c) UBEF will contact EB recipients via email when a cheque is available for pick up at the GSA Office.

9. Interpretation of EB Policy

The Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to Policy and Forms

The application policy, information, and forms are subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarification.



Emergency Bursary (EB) Application Form

The following personal information is being collected under the authority of Section 13(1) of the Alberta *Personal Information Protection Act* (PIPA) to assess your application. If you have questions about the use and disclosure of your personal information, contact the GSA at 780-492-2175.

Please Print Clearly

Section A: FAMILY UNIT INFORMATION

Marital Status (*please check one*)

- Single
 Married
 Cohabiting Partner
 Separated/Divorced
 Widow(er)

Section B: APPLICANT INFORMATION

i – PERSONAL INFORMATION

Family Name:		Given Name:	
Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> International Student		Social Insurance Number (SIN) or Individual Tax Number (ITN) for Non-residents:	
Mailing Address:			
City/Town:	Province:	Postal Code:	
Home/Cell #:	Work #:	Email Address:	

ii – ACADEMIC INFORMATION

Student Status (<i>please check one</i>) <input type="checkbox"/> Full time <input type="checkbox"/> Part time If part time, how many hours/week? _____ (Provide fee assessment—available from Beartracks)			
Student ID #:	<input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Professional		
Faculty:	Department:		

iii – EMPLOYMENT INFORMATION

Are you employed outside of your graduate program? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If Yes: Primary Place of Employment: _____ How many hours/week?: _____ (Provide proof of income)	

Section C: FAMILY UNIT INFORMATION

How many dependent children under 18 years of age are living at home? _____

- ***A copy of identification is needed for all family members.***
- Please list all your child(ren).
- Use the legal name of the child(ren).

Family Name	Given Name	Birth Date (Date/Month/Year)	Age
1.			
2.			
3.			
4.			

Section D: REASONS FOR REQUESTING FUNDING

What is the nature of your emergency at this time?

Section E: FINANCIAL INFORMATION

Number of Months in part-time/full-time studies _____ (Line 1)

BUDGET							
Household Income (monthly)		Amount (\$CDN)		Household Expenses (monthly)		Amount (\$CDN)	
Assistance from Parents	\$	Line 2		Rent/Mortgage	\$	Line 28	
Spouse/Partner Net Income	\$	Line 3		Utilities	\$	Line 29	
Assistantships (TA/RA)	\$	Line 4		Phone/Cable	\$	Line 30	
Other Employment	\$	Line 5		Food	\$	Line 31	
Band Funding	\$	Line 6		Clothing	\$	Line 32	
Child Tax Benefit	\$	Line 7		Transportation	\$	Line 33	
Child Care Benefit	\$	Line 8		Medical/Dental	\$	Line 34	
Child Support/Alimony	\$	Line 9		Child Care	\$	Line 35	
Children's Benefit (CPP)	\$	Line 10		Credit Card Minimum Payment	\$	Line 36	
Disability Benefit	\$	Line 11		Student Line of Credit Payment	\$	Line 37	
Other Income (specify)	\$	Line 12		Other Expenses (specify)	\$	Line 38	
_____	\$	Line 13		_____	\$	Line 39	
_____	\$	Line 14		_____	\$	Line 40	
_____	\$	Line 15		_____	\$	Line 41	
TOTAL MONTHLY HOUSEHOLD INCOME (sum of lines 2 – 16)	\$	Line 16		TOTAL MONTHLY HOUSEHOLD EXPENSES (sum of lines 28 – 41)	\$	Line 42	

Household Income Available During Study Period		Amount (\$CDN)		Household Expenses During Study Period		Amount (\$CDN)	
Total Study Period Income (Line 1 x Line 16)	\$	Line 17		Total Expenses (Line 1 x Line 42)	\$	Line 43	
Savings	\$	Line 18		Tuition and Fees	\$	Line 44	
Government Student Loan	\$	Line 19		Books and Supplies	\$	Line 45	
RESPs	\$	Line 20		Return Transportation	\$	Line 46	
Scholarships (specify)		Line 21		Other One-time Expenses (specify)	\$	Line 47	
_____	\$	Line 22		_____	\$	Line 48	
_____	\$	Line 23		_____	\$	Line 49	
Awards/Bursaries (specify)	\$	Line 24		_____	\$	Line 50	
_____	\$	Line 25		_____	\$	Line 51	
_____	\$	Line 26		_____	\$	Line 52	
TOTAL HOUSEHOLD INCOME AVAILABLE DURING STUDY PERIOD (sum of lines 17 – 26)	\$	Line 27		TOTAL HOUSEHOLD EXPENSES DURING STUDY PERIOD (sum of lines 43 – 53)	\$	Line 53	

SHORTFALL = Line 27 – Line 53 = \$ _____

- Please attach required documentation (including bank statements for the past 3 months)

Section F: ADDITIONAL INFORMATION

(please attach documentation)

1. Do you own or have regular use of a vehicle? YES NO

If **YES**, complete the following: **MAKE:** _____ **MODEL:** _____

YEAR: _____ **CURRENT VALUE \$** _____

2. Do you have any additional assets (savings, RRSP's, Bonds, etc.)? YES NO

If **YES**, describe and list their current value:

3. List any outstanding debts or loans NOT listed above:

4. How had you planned to meet your expenses for this year?

5. If your request for an emergency bursary is to cover the costs of health and dental care, please answer the following questions:

a) What Health Care coverage do you currently have (e.g., Sun Life, Blue Cross etc.)?

b) Are members of your family also covered by this plan?

c) If **NO** to b), please explain.

6. Have you received a Child Care Subsidy from the GSA in the past 12 months?

Yes No

Section G: DECLARATION AND CONSENT**(please read before signing)****I declare that:**

- The information provided on this application and all attachments is true. I understand that all information provided is subject to verification.

I agree to:

- Notify the GSA in writing if there are changes to my address, my financial, or academic status, or my study period.

I understand that:

I may be denied financial assistance if:

- I am not currently a University of Alberta graduate student;
- I make a false or misleading statement in this application;
- I do not comply with a request from the GSA to provide information or documents to verify information in this application;
- I have already been awarded a GSA Emergency Bursary or a Child Care Subsidy in the past 12 months.

I consent to:

- The release and exchange of financial or personal information and related documents by and between UBEF, the GSA, the University of Alberta and any level of government department, funding agency, landlord, reference, lending institution or employer, for verification;
- The disclosure of my personal information to the GSA for use in research, statistical analysis, program evaluations and fund raising;
- The disclosure and exchange of information and documents including my address, contact information, references, academic status, financial assistance and other personal information by and between the GSA, the University of Alberta, and any third party authorized to collect a debt owed to the University of Alberta.

I understand that if this declaration is not signed, my Emergency Bursary application cannot be considered for funding.

Date (MM/DD/YYYY): _____ **Applicant's signature:** _____

FOR OFFICE USE ONLY**UBEF****Sighted ID#:** _____**Student Name:** _____**Approved By:** _____**Agreed:** _____**Recommended Remittance: \$** _____**GSA****Reviewed By:** _____**Date Issued (MM/DD/YYYY):** _____**Amount Issued: \$** _____**Cheque Number:** _____

Agenda

3. Presentations and Announcements

(a) Presentations by Guests

- i. Update on Assessment and Grading Subcommittee (Dr Robert Luth) (30 minutes) (see attachment)
- ii. GSA 101 (Steve Melenchuk) (30 minutes) (see attachment)

9. New Business

(a) Scheduled Business

- i. R20110516.1: Granting Policy Proposals (see attachments)

Scheduled Business

R20110516.1 *BIRT* the attached proposed revisions to policy and forms related to grants selection be approved, to take effect for the next round of adjudications, and to be reviewed in one year's time.

Moved by Roy Coulthard, President

Motivation As presented in the attached documents.

OUTLINE OF ISSUE

Agenda Title: **Draft Assessment and Grading University of Alberta Policies and Procedures (UAPPOL)**

Motion: N/A

Item

Action Requested	<input type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input checked="" type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	N/A
Presenter	Bob Luth, Professor, Faculty of Science and GFC CLE Member Cross-Appointed from the GFC Academic Planning Committee (APC) and Provost's Fellow, Office of the Provost and Vice-President (Academic)
Subject	

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	For discussion/information
The Impact of the Proposal is	N/A
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

Alignment/Compliance

Alignment with Guiding Documents	<p><i>Dare to Discover Values (1-4):</i> 1. Excellence in teaching that promotes learning, outstanding research and creative activity that fuel discovery and advance knowledge, and enlightened service that builds citizenship; 2. The centrality of our students and our responsibility to provide an intellectually superior educational environment; 3. Integrity, fairness, and principles of ethical conduct built on the foundation of academic freedom, open inquiry, and the pursuit of truth; 4. A diverse, yet inclusive, dynamic collegial community that welcomes change and seizes opportunity with passion and creativity.</p> <p><i>Dare To Deliver Areas of Commitment:</i> Discovery learning, incubating scholarship, community engagement near and far, and building the transformative organization.</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. The <i>Post-Secondary Learning Act (PSLA) (Section 26(1))</i>, gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs." GFC has thus established a Committee on the Learning Environment (CLE).</p> <p>2. CLE Terms of Reference (Section 3 (Mandate)): "The Committee on the Learning Environment is a standing committee of the General Faculties Council that promotes an optimal learning environment in alignment with guiding documents of the University of Alberta.</p>



The Committee on the Learning Environment is responsible for making recommendations concerning policy matters and action matters with respect to the following:

...

b) To review and, as necessary, recommend to the GFC Academic Planning Committee and GFC Executive Committee as relates to the development and implementation of policies on teaching, learning, teaching evaluation, and recognition for teaching that promote the University Academic Plan.

...

d) To nurture the development of innovative and creative teaching practices.

e) To encourage the sharing and discussion of evidence about effective teaching and learning.

f) To promote critical reflection on the impact of broad societal changes in teaching and learning.

g) To promote projects with relevant internal and external bodies that offer unique teaching and learning opportunities that would benefit the university community.

h) To consider any matter deemed by the GFC Committee on the Learning Environment to be within the purview of its general responsibility.

Notwithstanding anything to the contrary in the terms of reference above, the General Faculties Council has delegated to the Committee on the Learning Environment the following powers and authority:

To recommend to the GFC Academic Planning Committee and to the GFC Executive Committee broad policy directions for excellence in teaching and learning.”

3. GFC Academic Planning Committee Terms of Reference/3.

Mandate of the Committee: “The Academic Planning Committee (APC) is GFC's senior committee dealing with academic, financial and planning issues. [...] [T]he President, Provost and Vice-President (Academic) or other Vice-Presidents may refer any matter to APC for consideration or recommendation to GFC. APC is also responsible to GFC for promoting an optimal learning environment for students and excellence in teaching, research, and graduate studies.”

4. GFC Executive Committee (Section 3 (16) Mandate - Institutional Marking and Grading Policies and/or Procedures) – To consider advice or recommendations from the GFC ASC on institutional marking and grading policies and/or procedures.”

5. GFC Executive Committee Terms of Reference (Section 3/Mandate of the Committee):

“5. Agendas of General Faculties Council

GFC has delegated to the Executive Committee the authority to



	<p>decide which items are placed on a GFC Agenda, and the order in which those agenda items appear on each GFC agenda. [...]</p> <p>With respect to recommendations from other bodies and other GFC committees, [...] the role of the Executive Committee shall be to examine and debate the substance of reports or recommendations and to decide if an item is ready to be forwarded to the full governing body. The Executive Committee may decide to refer a proposal back to the originating body, to refer the proposal to another body or individual for study or review, or to take other action in order to ready a proposal for consideration by General Faculties Council. When the GFC Executive Committee forwards a proposal to GFC, it shall make a recommendation that GFC endorse; endorse with suggested amendments; not endorse; or forward the proposal with no comment.”</p> <p>6. Board Learning and Discovery Committee (3. Mandate): “Except as provided in paragraph 4 hereof and in the Board’s General Committee Terms of Reference, the Committee shall, in accordance with the Committee’s responsibilities with powers granted under the <i>PSLA</i>, monitor, evaluate, advise and make decisions on behalf of the Board with respect to matters concerning the teaching and research affairs of the University, including proposals coming from the administration and from General Faculties Council (the “GFC”), and shall consider future educational expectations and challenges to be faced by the University. The Committee shall also include any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing the Committee shall: a. review and approve initiatives related to the overall academic mission and related plans and policies of the University; b. review, provide feedback and approve teaching and research policies; c. review and approve recommendations of GFC for major changes in instructional and research programs and other academic matters; [...] d. monitor all matters related to intellectual property and technology transfer of research at the University[.] [...]”</p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	GFC Committee on the Learning Environment (January 6, February 3, March 3, April 7, May 5, June 2, October 10, December 2, 2010, January 13, February 3, March 3, April 7, 2011) – for discussion/information; GFC Academic Standards Committee (February 18, June 17, November 18, 2010, January 20, February 17, 2011) – for discussion/information; GFC Academic Planning Committee (April 27, 2011 – for discussion/information) <i>Additional consultation by Dr B Luth to be incorporated into a later iteration of this Outline of Issue.</i>
Approval Route (Governance) (including meeting dates)	TBD
Final Approver	TBD



Attachments

1. to be distributed

Prepared by: Marlene Lewis, University Governance, marlene.lewis@ualberta.ca

Go to:	[Overview]	[Purpose]	[POLICY]	[DEFINITIONS]	[RELATED LINKS]
This document is the parent policy for any associated procedures or appendices. Questions regarding this policy should be addressed to the Office of Administrative Responsibility.					

Assessment Policy

Office of Accountability:	Provost and Vice-President (Academic)
Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	General Faculties Council
Scope:	Compliance with University policy extends to all members of the University community.

Overview

The *Post-Secondary Learning Act* of Alberta (*PSLA*) gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over “academic affairs” (section 26(1)). The *PSLA* also gives GFC responsibility over “timetables for examinations and for lectures and other instruction” (section 26(1)(d)) and to “consider and make decisions on the reports of faculty councils as to the appointment of examiners and the conduct and results of examinations in the faculties” (section 26(1)(e)). The *PSLA* gives faculty councils the authority to “appoint the examiners for examinations in the faculty, conduct the examinations and determine the results for them,” “...subject to any conditions or restrictions that are imposed by GFC” (section 29(1)).

Purpose

To articulate common principles and purposes for assessment of students across Faculties of the University of Alberta.

POLICY

The teaching and learning mission of the University of Alberta is core to the institution. The instructional experience is defined by a recursive cycle of three interacting processes: teaching, learning, and assessment. The mechanism that drives the cycle, binding these processes together are the course objectives, goals, and/or learning outcomes. While all three processes are equal in importance, assessment is the component that provides evaluative feedback about the effectiveness of the cycle. Assessment has three basic components:

- observation
- evaluation
- reporting

Observation is the data-gathering step in the assessment process. Observation is varied, and it may take the form of an examination, project, essay, observational checklist, interview or any other evidence of student performance. This step may be qualitative or quantitative but regardless provides information as to how much learning has occurred. Evaluation is a process of judgement in which the question of the quality or the extent of the learning is answered. Grading is a consequence of evaluation. The final

component, reporting, is the process in which information about learning is presented to the learner and other stakeholders in a clear, useful and meaningful manner.

The purposes of assessment are:

1. to observe student achievement.
2. to evaluate the student's level of achievement.
3. to report the level of the student's achievement to stakeholders.

Reporting is used:

- to motivate student learning.
- to select students for scholarships and/or advancement.
- to provide feedback to the student about their learning.
- to provide feedback to the instructor about their students' learning.

Assessment at the University of Alberta is guided by the following principles:

1. Assessment is integrated into and aligned with the learning experiences and stated goals/outcomes of a course and program.
2. General assessment methods and grading standards are communicated clearly to students at the beginning of the course.
3. Clear and transparent criteria for assessments are provided throughout the course.
4. Assessment measures expected learning outcomes in a manner that is reliable, valid, and fair.
5. Varied assessment strategies, consistent with the learning goals/outcomes of the course, are used.
6. Assessment is guided and overseen by policy at the department and/or faculty level that is consistent with the university policy and is communicated clearly to students.

It is the responsibility of Faculties to define how these principles are implemented in their disciplinary contexts. Any Faculty-specific procedures must be approved by GFC. These procedures, once approved by GFC, must be communicated to students in the University Calendar.

DEFINITIONS

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

RELATED LINKS

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PUBLISHED PROCEDURES OF THIS POLICY

- Access to Evaluative Course Material Procedure

Item 5 Attachment 1

DRAFT

DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.07 DRAFT DATE: 2011/04/27

NOTE: This header will be removed for UAPPOL publication

- Consolidated Final Examinations Procedure
- Grading Procedure

DRAFT - FOR DISCUSSION

DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.04 DRAFT DATE: 2011/03/29

PARENT POLICY: Assessment Policy

NOTE: This header will be *removed* for UAPPOL publication

Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

Access to Evaluative Course Material Procedure

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

Overview

University regulations regarding the conduct of examinations are contained in the University Calendar, with the exception of this procedure concerning access to past evaluative material and the procedure concerning Consolidated Final Examinations.

Purpose

To define University-wide procedures with respect to access to past or representative evaluative material.

PROCEDURE

1. EVALUATIVE COURSE MATERIAL

- a. The provision of student access to past or representative evaluative course material as outlined herein is intended to (a) ensure equal access to such material by all students and (b) provide students with a potentially useful aid to their studying.

Access must be provided to any past or representative evaluative course material, listed below, used in any undergraduate course during any University term:

- Final examinations;
- Any evaluative course material that accounts for 30% or greater of a student's course grade;
- Past evaluative course material that is made available by the Faculty, department or professor to students directly or via students' associations;
- Past evaluative course material that is permitted to leave the classroom;
- Representative evaluative course material where actual examinations are not provided.

- b. Access requirements

Evaluative material will be made available in at least one of the following ways:

- By submission to the Students' Union Exam Registry by a representative of the teaching unit, such as a department or, in the case of non-departmentalized Faculties, the Faculty.

DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.04 DRAFT DATE: 2011/03/29

PARENT POLICY: Assessment Policy

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- By electronic publication on a website maintained by an instructor, a department or a Faculty where every student registered in a course will have equal access to the material.
- Answer keys are not required to be made available. No keys or answers to evaluative material will be made available unless the instructor has made these keys or answers available to students.
- Evaluative course material submitted by students or student associations must be approved by the Faculty, Department, or instructor.
- For the purposes of administering the Exam Registry, the Registrar’s Office shall provide a list of all course changes to the Students’ Union Exam Registry.

c. Exemptions

Particular courses or entire departments can be exempted from this policy at the discretion of each Faculty Council, provided that the Faculty has a policy that ensures the evaluative material to be exempted is not permitted to leave the classroom nor made available to students in any manner outside the classroom.

Faculty Councils shall refer these exemptions, together with the minutes of that meeting, to the Director of InfoLink in the Students’ Union for information.

Where a Faculty Council has approved the withholding of evaluative material, it is encouraged to provide access to representative course material, where possible.

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DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.05 DRAFT DATE: 2011/04/27

PARENT POLICY: Assessment Policy

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Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

Consolidated Final Examinations Procedure

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

Overview

University regulations regarding the conduct of examinations are contained in the University Calendar, with the exception of this procedure concerning consolidated final examinations and the Access to Evaluative Course Material Procedure.

Purpose

To define University-wide procedures with respect to consolidated final examinations.

PROCEDURE

1. COMMON (CONSOLIDATED) FINAL EXAMINATIONS IN MULTI-SECTIONED COURSES

a. Approval of consolidated examinations

Faculties will determine which courses best demonstrate the need for a consolidated final examination on a continuing basis, and request approval by the GFC Executive Committee. Approval must be obtained from the GFC Executive Committee prior to scheduling or conducting a consolidated final examination.

b. Time of consolidated examinations

Consolidated examinations will be scheduled as follows:

- The day immediately following the official end of classes for the term will not be used to schedule consolidated final examinations;
- Other days, excluding Sundays and holidays, prior to the official start of final examinations may be used;
- The Saturday during the official examination period may be used if it is not used for normally scheduled examinations;
- Days after the official examination period may be used providing they are prior to December 22nd in the Fall Term and allow a minimum of 23 working days between the last day of Winter Term examinations and the first day of Spring convocation.

c. Coordination of examinations

DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.05 DRAFT DATE: 2011/04/27

PARENT POLICY: Assessment Policy

NOTE: This header will be removed for UAPPOL publication

The examinations are coordinated by the Faculty in which the courses are taught. Faculties and departments are responsible for providing instructional and support staff on exam day. There is no guarantee that gymnasium seating will be available.

- d. The Examinations and Timetabling division of the Registrar's Office will consult with Faculties regarding the dates and time of the consolidated examinations. Every attempt will be made to construct a conflict-free schedule. However, should a student have conflicting consolidated examinations scheduled, the Faculties involved will make an accommodation for the student. Courses for which consolidated examinations are given will be identified as such in the course listings and the times of writing presented on the website of the Registrar's Office (www.registrar.ualberta.ca).
- e. The Office of the Registrar will keep a list of courses that have used, or currently use, consolidated examinations.

DEFINITIONS

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Consolidated Final Examination	A final examination for a multiple-section course that is held at a single time.
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DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta)

VERSION 1.06 DRAFT DATE: 2011/04/27

PARENT POLICY: Assessment Policy

NOTE: This header will be *removed* for UAPPOL publication

Go to:	[Purpose]	[PROCEDURE]	[DEFINITIONS]	[FORMS]	[RELATED LINKS]
This procedure is governed by its parent policy. Questions regarding this procedure should be addressed to the Office of Administrative Responsibility.					

Grading Procedure

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

Overview

University procedures regarding grading are guided by the principles set out in the University of Alberta Assessment Policy.

Purpose

- To define acceptable methods of grading.
- To define the roles and responsibilities of instructors, Chairs, and Faculty Councils in matters concerning the assignment and approval of grades in courses.

PROCEDURE

1. GRADING

There will be no pre-determined quota of letter grades in a course; such quotas are antithetical to the first principle of fair assessment in the University of Alberta Assessment Policy.

A student's level of achievement of the goals/outcomes of a course, their grade, and the descriptor of that grade (i.e., A and "excellent", B and "good", C and "satisfactory", etc., as defined in the University Calendar section on Academic Regulations) must be aligned. Faculties may provide more elaborate descriptors of the different grades in their Faculty-specific Grading Procedures.

2. COMMUNICATION WITH STUDENTS

Course expectations regarding assignments, grading, and other course-related matters must be communicated clearly to students at the beginning of a course. Regulations concerning matters related to the conduct of courses are contained in the University Calendar section on Academic Regulations.

3. AUTHORITY TO ASSIGN GRADES

The assignment of final grades in a course will be the initial responsibility of the instructor(s). Under the *Post-Secondary Learning Act* of Alberta, the Faculty Council under whose auspices a course is offered has the ultimate authority to determine the examination grades and final grades

DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta)

VERSION 1.06 DRAFT DATE: 2011/04/27

PARENT POLICY: Assessment Policy

NOTE: This header will be *removed* for UAPPOL publication

in a course, "subject to any conditions or restrictions imposed by GFC" (section 29(1)). Faculty Councils may delegate this final authority over grades to Deans or Chairs of Departments. Final grades must be approved by Faculty Council or delegate before they are submitted to the Office of the Registrar and Student Awards.

4. GRADING DISAGREEMENTS

Where a disagreement arises between an instructor of the course and the Faculty Council or delegate who approves the grades, the disagreement will be resolved by a process defined by the Faculty Council.

5. DATA DISSEMINATION

The historical distribution of grades at the University-wide level is included in Appendix A. The Office of the Registrar and Student Awards will provide temporal grade distribution data to Faculties and Departments annually. These data will allow monitoring of consistency in grading over time and between sections of multiple-section courses, and provide insight into comparative grading across the institution.

6. RECORDS RETENTION

Each instructor will keep a record of either the raw scores or numerical grades achieved by students in each test, examination, or other assignment that will count towards the final grade and of the percentage weight assigned to each. The details contained in this documentation must enable the instructor (or the Department on the instructor's behalf) to reconstruct the student's final grade where the necessity arises, as it may if the student applies to have a final examination reappraised, or if the student is reexamined or writes a deferred final examination.

Departments shall keep this documentation with the detailed record of the component marks for at least one year after the final examination.

Students answers to final examination questions are to be shredded six months after the deadline for reappraisal appeals.

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DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.05 DRAFT DATE: 2011/04/27

PARENT POLICY: Assessment Policy (Grading Procedure)

NOTE: This header will be removed for UAPPOL publication

This document is an appendix to its parent document. Questions regarding this document should be addressed to the Office of Administrative Responsibility.

Grading Procedure (Appendix A) Historical Distribution of Grades

Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	General Faculties Council (Executive Committee)

These distributions of grades are based on University-wide data from 2003 to 2010. They are provided for information and reference for instructors and students. They are inappropriate to use for small classes, and must not be applied rigidly even in large classes. Grades must reflect the level of student achievement of the goals/outcomes of the course.

It is the responsibility of the Registrar's Office, as custodian of the official grade records, to provide relevant grade distribution data annually to Faculties and Departments to allow monitoring of consistency in grading over time and between sections of multiple-section courses, and provide insight into comparative grading across the institution.

Historical Distribution of Grades in Undergraduate Courses (shown in percentages)				
Letter grade	1 st year courses	2 nd year courses	3 rd year courses	4 th year courses
A	22	26	29	38
B	41	45	50	47
C	24	22	17	12
D	7	4	3	2
F	6	3	1	1
Mean	2.7	2.9	3.0	3.2
Historical Distribution of Grades in Graduate Courses				
Letter grade	500	600		
A	58	66		
B	37	30		
C+	3	2		
Fail (C – F)	2	2		

Item 5 Attachment 1

DRAFT

DEVELOPMENT LEAD: Robert Luth (robert.luth@ualberta.ca)

VERSION 1.05 DRAFT DATE: 2011/04/27

PARENT POLICY: Assessment Policy (Grading Procedure)

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Mean	3.5	3.6
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Do not delete RELATED LINKS heading or above message. A link to the parent Policy and a list of all of its Procedures and Appendices will be generated below automatically at publication.

Further RELATED LINKS are not recommended for APPENDIX documents.

DRAFT - FOR DISCUSSION

Draft: 27 April 2011
Subcommittee on Assessment and Grading

University Calendar: Sections 23.3 – 23.5

23.3 Attendance

Since presence at lectures, participation in classroom discussions and projects, and the completion of assignments are important components of most courses, students will serve their interests best by regular attendance. Those who choose not to attend must assume whatever risks are involved. In connection to this students should review the following sections.

The University recognizes that occasionally life events occur that require a student to miss term work, term examinations, or final examinations. However, excused absences are not granted automatically and will be considered only for acceptable reasons such as incapacitating illness, severe domestic affliction, or religious convictions.

Unacceptable reasons include, but are not limited to personal events such as vacations, weddings, or travel arrangements. When a student is absent without acceptable excuse, a final grade will be computed using a raw score of zero for the work missed. Any student who applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour. Students should consult their Faculty for detailed information and requirements.

(1) Absence from Term Work ~~or Term Examinations~~
Approval for an excused absence from term work (e.g., classes, labs, assignments, quizzes, term papers, reports, ~~or term examinations etc.) or term exams~~ is at the discretion of the instructor. To apply for an excused absence, a student must present supporting documentation pertaining to the absence to the instructor within two working days following the scheduled date of the term work or term exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

Comment [RWL1]: SAG is proposing that we expand the terminology "Term Work" to be inclusive of what are referred to here and elsewhere as "Term Examinations"

a. Where the cause is incapacitating illness:
i. a medical note cannot be required.

ii. if a student chooses to provide a medical note, the University of Alberta *Medical Statement Form* may be downloaded from the Online Services section of www.registrar.ualberta.ca

iii. Instructors may request other adequate documentation at their discretion such as a form from the student's Faculty or a statutory declaration.

b. In other cases, including domestic affliction or religious conviction, adequate documentation must be provided to substantiate the reason for an absence. Instructors may either waive the term work or term exam, or require the student to make up the term work or term exam.

For a waiver, the percentage weight allotted to the term work or term exam missed may be distributed to other term work, term exams, and/or the final exam as decided by the instructor.

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For make-ups, the student is required to complete equivalent term work or term exam as decided by the instructor. If the student does not complete the make-up as prescribed by the instructor, a raw score of zero will be assigned for the missed term work or term exam.

(2) Absence from Final Exams: A student who has missed a final exam because of incapacitating illness, severe domestic affliction or other compelling reason (including religious conviction) may apply for a deferred exam.

To apply for a deferred exam, a student must present supporting documentation pertaining to the absence to their Faculty office within two working days following the scheduled date of the exam missed, or as soon as the student is able, having regard to the circumstances underlying the absence.

a. Where the cause is incapacitating illness:

i. a medical note cannot be required.

ii. if a student chooses to provide a medical note, the University of Alberta *Medical Statement* Form may be downloaded from the Online Services section of www.registrar.ualberta.ca

iii. Faculties may request other adequate documentation such as a Faculty specific form or a statutory declaration.

b. In other cases, including domestic affliction or religious conviction, adequate documentation must be provided to substantiate the reason for an absence.

c. A deferred exam will not be approved if a student

i. has not been in regular attendance where attendance and/or participation are required, and/or,

ii. excluding the final exam, has completed less than half of the assigned work.

d. Students with two or more deferred exams outstanding from a previous term may be required to reduce the number of courses in which they are registered.

e. The student must seek the approval of the dean or designate of the student's Faculty on the application for a deferred final exam, If approved, students should refer to §23.5.6 for details on writing deferred exams;

f. In the case of an approved application for deferred final exam, the student's Faculty will inform the Department responsible for the course of the approved deferred exam. The Department will then notify the instructor;

g. Payment of the required fee will normally be made at the time of approval of the application for deferral but must be made no later than two weeks after approval. Refer to §22.2.8 for details on where to pay fees and to §22.2.12 for fees for special services.

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[h. A deferred final examination may be granted at the Dean's discretion when a student has missed the final examination because of negligence \(e.g. misreading timetable\).](#)

23.4 Evaluation Procedures and Grading System

Important Notification: Effective September 1, 2003, the University of Alberta implemented a letter grading system with a four-point scale of numerical equivalents for calculating grade point averages. Letter grading scales are more commonly applied throughout North America.

(1) Weighting of Term Work and Final Examinations: In each course in which a final examination is held, a weight of not less than 30 percent and not more than 70 percent will be assigned to the final examination, except where a departure from this arrangement has been authorized by the council of the Faculty in which the department offering the course is situated. The remaining weight for the course will be assigned to term work.

Comment [RWL2]: Are these limits useful or meaningful? Need background from RO – and discuss during consultations

(2) Course Requirements, Evaluation Procedures and Grading: The policies set out below are intended to provide instructors and their students with general course information. GFC, in approving these guidelines, expected that there would be a common sense approach to their application and understood that circumstances might develop, during a term, where a change to the course outline, as set out in §23.4(2)a., made sense to all concerned. Such changes shall only occur with fair warning or general class consent.

Students concerned about the application of these guidelines should consult, in turn, the instructor, the chair of the department by which the course is offered, and the dean of the faculty in which the course is offered.

a. At the beginning of each course, instructors are required by GFC to provide a course outline which must include the following:

- i. a statement of the course objectives, [goals, and/or learning outcomes](#) and general content
- ii. a list of the required textbooks and other major course materials
- iii. a list of any other course fees as described in the 'Student Instructional Support Fees Policy' and their associated costs
- iv. an indication of how and when students have access to the instructor
- v. the distribution of weight between term work and final examination
- vi. identification of all course activities ~~worth 10% or more of the overall~~ [that contribute to the course mark](#)
- vii. whether marks are given for class participation and other in-class activities as well as the weight of such participation

Comment [RWL3]: Need background from RO – why 10% - if we eliminate here, is it okay to keep in viii?

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viii. dates of any examination and course assignments with a weight of 10% or more of the overall course mark

Comment [RWL4]: RO question – logic behind 10% cutoff?

~~ix. the manner in which the official University grading system is to be implemented in that particular course or section, i.e., whether a particular distribution is to be used to determine grades, or whether there are absolute measures or marks which will determine them, or whether a combination of the two will be used. Instructors should refer to the University of Alberta Marking and Grading Guidelines.~~
process by which the various term work and examinations are aggregated and transformed into a letter grade for the course. The process must be consistent with the University of Alberta Assessment Policy and accompanying Grading Procedure, found in UAPPOL. If a Faculty has a Faculty-specific Grading Procedure, the details of that Procedure are contained in the appropriate Faculty section of the Calendar

x. an indication of how students will be given access to past or representative evaluative course material:

xi. the statement: “Policy about course outlines can be found in §23.4(2) of the University Calendar”

xii. the statement: “The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”

~~b. Every course outline should contain the following statement: “Policy about course outlines can be found in §23.4(2) of the University Calendar.”~~

~~e. Every course outline should contain the following statement: “The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.”~~

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~~db.~~ Nothing in any course outline, syllabus or course web-site ~~may can~~ override or contravene any Calendar regulation or ~~GFC-University~~ policy. In resolving any discrepancy, ~~GFC University~~ policy and Calendar regulations ~~will~~ take precedence.

~~ec.~~ Instructors may indicate in the course outline the date, time and place on which the deferred examination for the course will occur, should one be required. See §23.5.6.

~~fd.~~ At the beginning of a course, if instructors ~~should will~~ discuss with the class their expectations with respect to academic honesty issues and outline both permitted and prohibited behaviour. The instructor should review with the class the definitions of plagiarism that appear in the Code of Student Behaviour (Section 30.3.2). A sheet summarizing the appropriate sections of the Code is made available to all instructors at the beginning of each term. Instructors are also requested to inform students that when cheating and/or plagiarism occurs, a number of penalties can be imposed, such as lowering a grade or expulsion from the University (as outlined in Section 30.4.2 of the Code).

~~g. Instructors must follow copyright regulations as established by the University from time to time in the duplication of course material.~~

Comment [RWL5]: Delete – covered by UAPPOL Copyright Policy

~~h. Instructors should allow students a reasonable time in which to complete an assignment, bearing in mind its weight.~~

e. Instructors will provide early opportunities for students to align their understanding of expectations regarding assignments with those of the instructor.

Comment [RWL6]: Pending further discussion and more specific/concrete wording, SAG is not happy about the inclusion of this clause – have we now covered the important issues in the Grading Procedure under communication. Key concern is the language here is vague and may lead to problems for both students and instructors. Dustin to discuss with SU.

f. Students will be provided the criteria for assignments when the assignment is given.

g. Each assignment and assessment is linked to the stated outcomes or goals of the course.

h. Instructors will allow students a reasonable time in which to complete an assignment, bearing in mind its weight.

Comment [RWL7]: From Purposes and Principles document.

~~i. Instructors will ~~should~~ mark, provide appropriate feedback, and return to students all term work in a timely manner. ~~with reasonable dispatch all term examinations and, provided the students submit them by the due date, all course projects, assignments, essays, etc.~~~~

~~j. All term work ~~projects, assignments, essays, etc., should will~~ be returned on or by the last day of classes in the course, with the exception of a final major assignment (which may be due on the last day of classes), which ~~should will~~ be returned by the date of the scheduled final examination or, in non-examination courses, by the last day of the examination period.~~

~~k. Upon request, instructors are required to provide the process used to generate the final grade. ~~method which was used to translate final and, where appropriate, term marks into grades.~~~~

(3) Procedures for Registering Complaints about Marking, Grading, and Related Issues:

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a. Where the above guidelines have not been followed or where students have concerns about the instructor's teaching, the student should make the concern known to the appropriate individual in the following sequence:

i. Instructor

ii. Chair of the ~~department~~ Department in which the course is taught

iii. Dean of the Faculty in which the course is taught (some Faculties have delegated this authority to departments)

b. A student needing advice on these matters should see the student advisors in the Office of the Dean of Students.

c. These procedures do not constitute a mechanism for appeals and grievances regarding the academic standing or individual grades of a student. Appeals and grievances of that nature are dealt with in §23.8 of the Calendar.

(4) Assigning Grades: Grades represent the judgments of student achievements by instructors and must correspond to the associated descriptor. Faculties are responsible for defining acceptable grading practices in their disciplines, subject to the approval of General Faculties Council. Such grading practices must align with the University of Alberta Assessment Policy and its procedures, which are available on-line in UAPPOL (<http://www.uofaweb.ualberta.ca/policies/>). Documentation of these acceptable grading practices must be made available to students by the Faculty or Department responsible for the course.
~~Grades reflect judgements of student achievement made by instructors. These judgements are based on a combination of absolute achievement and relative performance in a class. The instructor should mark in terms of raw scores, rank the assignments in order of merit, and, with due attention to the verbal descriptions of the various grades, assign an appropriate letter grade to each assignment.~~

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Course Grades Obtained by Undergraduate Students:

Descriptor	Letter Grade	Grade Point Value
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Poor	D+	1.3
Minimal Pass	D	1.0
Failure	F or F40.0	

Note: F4 denotes eligibility of a student to apply for a reexamination of a course.

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Course Grades Obtained by Graduate Students:

Descriptor	Letter Grade	Grade Point Value
Excellent	A+	4.0
	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory	C+	2.3
	C	2.0
	C-	1.7
Failure	D+	1.3
	D	1.0
	F	0.0

(5) In addition to the grades described above, the University of Alberta currently records the following grades and remarks:

Final Grades

AE	aegrotat standing
AU	registered as an auditor
AW	registered as an auditor and withdrew
CR	completed requirements, no grade point value assigned
EX	exempt
IN	incomplete
IP	course in progress
IP*	withdrew from or failed course in progress
NC	failure, no grade point value assigned
W	withdrew with permission

Remarks

- 1 grade includes a mark of '0' for final examination missed, or for term work missed, or both
- 2 grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted
- 3 credit withheld
- 4 reexamination granted
- 5 failure (assigned to failing Graduate Student grades only)
- 6 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both (assigned to failing Graduate Student grades only)
- 7 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted (assigned to failing Graduate Student grades only)
- 8 disciplinary sanction for serious instances of inappropriate academic behavior
- 9 failure, disciplinary sanction for serious instances of inappropriate academic behavior (assigned in the same circumstances as the remark of 8 but to failing Graduate Student grades only)

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[\(6\) Courses may be graded on a pass/fail or credit/no credit basis upon specific approval of the appropriate Faculty Council.](#)

~~(6)~~ Grade Point Average (GPA): All courses have been assigned an appropriate weighting factor, which along with a student's grade point values, enables the Registrar's Office or the Dean's office to compute the Grade Point Average.

The Grade Point Average (GPA) is a measure of a student's weighted average, obtained by dividing the total number of grade points earned by the total units of course weight attempted.

Rules for Computing the GPA

- a. The GPA for any period is based on the final grades, including failing grades in all courses taken during a specified period.
- b. GPAs are calculated according to the following formula:
$$\text{GPA} = \frac{\text{sum of [grade point value} \times \text{units of course weight]}}{\text{sum of units of course weight}}$$
$$\text{GPA} = \frac{\text{sum of [grade point value} \times \text{units of course weight]}}{\text{sum of units of course weight}}$$
- c. A reexamination mark or a deferred examination mark replaces the original final examination mark. The revised final grade is included in the computation of the GPA.
- d. When a student has a deferred, incomplete or a missing grade, the GPA is not computed until a final grade is reported.
- e. Grades of IN5 are counted as numeric grades of 0.00 in the computation of any GPA.
- f. Grades of W (withdrew) are excluded from the computation of the GPA.
- g. Grades of CR and NC are not included in the computation of any GPA.
- h. Any GPA is rounded to the nearest decimal place using standard rounding rules – that is it is rounded up with a value of 5 or greater in the first nonsignificant place and rounded down with a value of 4 or less in the first nonsignificant place

Types of Grade Point Averages: Faculties may use different averages for various decisions regarding academic standing, promotions, and graduation, as long as these have been approved by General Faculties Council. Such averages are descriptively labelled.

- a. Admission Grade Point Averages (AGPA) see §14.2.1.
- b. Fall/Winter and/or Spring/Summer Grade Point Averages are reported on transcripts and is used by most Faculties to determine academic standing.

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c. Term Grade Point Average may be calculated at the end of Fall, Winter, Spring or Summer, and used to determine eligibility for reexamination (see §23.5.5).

d. Promotion and Graduation Grade Point Averages are Faculty specific and are defined in the Faculty sections of the Calendar.

e. Faculty Grade Point Average (FGPA): The Faculty Grade Point Average (FGPA) is a cumulative measure of a student's grade points obtained while registered in a Faculty in all years and terms, including Spring/Summer. FGPA is a weighted average obtained by dividing the total grade points earned by the total units of course weight attempted. The FGPA is currently used by the Faculty of Arts.

Rules for Computing the FGPA

i. The rules related to calculation of GPA [see §23.4(6)] also apply to the calculation of FGPA.

ii. The initial assessment and any subsequent reassessment of academic standing using FGPA is based on a student's performance in a minimum of nine units of course weight (Æ9). If, at the time of review, the student has attempted less than Æ9 since the last assessment while registered in the Faculty, the assessment will be deferred until the next assessment period.

iii. Assessments are performed at the end of a student's registration in Fall/Winter (or at the end of a student's program) and are based upon the final grades in all courses taken in that and prior periods while registered in the Faculty. At the discretion of the faculty an assessment may also be performed at the end of a student's registration in Spring/Summer.

iv. If a student is required to withdraw and subsequently allowed to continue (after a successful appeal or after successfully completing required work at another institution) the FGPA will be calculated from the term in which readmission or continuation is granted, not from the time of first admission into the Faculty. Such a restart of FGPA will be allowed only once for any student in a Faculty.

v. Students continuing in a Faculty following a restarted FGPA as described above must thereafter maintain a minimum FGPA of 2.0.

| (78) Aegrotat Standing: Aegrotat standing may be granted, in special circumstances, on the grounds of illness to deserving students who have completed at least one year at the University of Alberta in the Faculty in which they are currently registered. Any student wishing to take advantage of this privilege should apply without delay to the dean of the Faculty concerned. Any other student absent from a final examination because of illness may apply for permission to write the regular deferred examination.

| (89) Competence in Written Work: General Faculties Council urges all instructors of University undergraduate courses to provide that suitable portions of course testing or other course work should be in the form of written essay responses and to emphasize to students that competence in written work is integral to competence in a subject and will constitute part of the basis on which the student's course grade is determined.

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All instructors should make clear at the outset of each course their expectations in regard to the standard and importance of writing in assignments and examinations. Refer to §24.16 for information on Effective Writing Resources.

(9.10) Official Grades: Student grades are unofficial until they have been approved by the appropriate Faculty Council at the end of Fall/Winter or Spring/Summer. Prior to approval by Faculty Council, unofficial grades are reported on transcripts and so noted. Students can generally expect that official grades will be available in early June for Fall/Winter, and early September for Spring/Summer. Students obtain their Statement of Results on Bear Tracks (<https://www.beartracks.ualberta.ca>) following the approval of grades.

23.5 Examinations (Exams)

23.5.1 Conduct of Exams

Note: Conduct which violates the rules of conduct for exams may also violate the Code of Student Behaviour, Appendix A of the University of Alberta Calendar.

In this section, “term exam” is used to refer to any written or oral exam, test or quiz (other than a final exam) which is scheduled as part of the term work of a course.

(1) Student Identification: Students writing exams are required to confirm their identities by providing their student ID numbers and signatures and by presenting their student ID cards (ONEcard) or other acceptable photo identification. Students who are unable to present satisfactory identification at the time of the exam will be permitted to write the exam, but will be required to present themselves with acceptable photo identification to the instructor of the course within two working days of the exam and may be required to provide a sample of their handwriting. Failure to provide proper identification will result in a mark of zero for the exam. Instructors are advised to circulate an attendance sheet at all exams.

(2) Permitted References and Aids: Only those items specifically authorized by the instructor may be brought into the exam facility. The use of unauthorized personal listening, communication, recording, photographic and/or computational devices is strictly prohibited.

(3) Registration: Students may not be present in an exam or write an exam in a course section in which they are not registered.

(4) Arriving and Leaving: Students may not enter the exam area after the first half-hour has elapsed, and they may not leave the exam area until one half-hour has elapsed.

(5) Communications: During the exam, all communications should be addressed to a supervisor. Students should not, under any circumstances, speak to or communicate with other candidates or leave their answer papers exposed to view.

(6) Brief Absence from an Exam: Students who need to visit the washroom during an exam must leave their papers in the custody of a supervisor and retrieve it upon return.

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(7) Cancellation of Paper During Exam: If a student becomes incapacitated because of illness or receives word of domestic affliction during the course of an exam, he or she should report at once to the Supervisor, hand in the unfinished paper, and request that it be cancelled. Thereafter, if illness is the cause, the student may go directly to the University Health Centre or other medical practitioner so that any subsequent application for a deferred exam may be supported by a medical note. If a student chooses to provide a medical note, the University of Alberta *Medical Statement* Form may be downloaded from the Online Services section of www.registrar.ualberta.ca. Medical notes cannot be required. Alternatively, students may provide supporting documentation by way of a form from the student's Faculty or a statutory declaration. In cases other than illness, adequate documentation must be provided.

a. For final exams, the student must provide documentation and apply to their Faculty for a deferred exam within two working days following the cancelled final exam or as soon as the student is able, having regard to the circumstances underlying the cancellation. Students should consult their Faculty for detailed information on requirements. Also see § 23.3(2) for details.

b. For other exams, instructors may use their discretion to request supporting documentation. The student must contact the instructor within two working days of the exam or as soon as the student is able, having regard to the circumstances underlying the cancellation and present supporting documentation to the instructor if requested.

Should a student write an exam, hand in the paper for marking, and later report extenuating circumstances to support a request for cancellation of the paper and for another exam, such request will not be entertained. Any student who requests a cancellation of their paper and subsequently applies for or obtains an excused absence by making false statements will be liable under the Code of Student Behaviour.

(8) End of Exam: When the signal is given to end the exam, students must promptly cease writing. If a student does not stop at the signal, the instructor has the discretion either not to grade the exam paper or to lower the grade on the examination.

23.5.2 Term Examinations

(1) Term Examinations Optional: The holding of term examinations is optional within each department.

(2) Instructors may schedule term examinations during any regularly scheduled class period. In certain cases an instructor may schedule a term examination outside or beyond the regularly scheduled class period. Instructors should be aware that by doing so, conflicts may result for some students that have another class at the time of the scheduled term examinations. Students have the right to attend regularly scheduled class activities. Therefore, if a student has a conflict between a regularly scheduled class and a scheduled term examination, the instructor of the class in which there was a scheduled term examination will be required to make an accommodation for the student.

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23.5.3 Final Examinations

There is no requirement by General Faculties Council that the final examination must be written in order to obtain credit: Faculties are permitted to make their own regulations in this regard.

(1) Final Examinations: A final examination is held in each course except where departure from this arrangement has been authorized by the Faculty council governing the department offering the course. Final examinations for Fall courses shall be held in December. Final examinations for Winter or two-term Fall/Winter courses shall be held in April. Final examinations for Spring courses shall be held in June. Final examinations for Summer or two-term Spring/Summer courses shall be held in August. Examinations for evening credit program and late afternoon and evening courses are to be held during the last regular class period, excluding Augustana Faculty. Final examinations in Augustana Faculty evening courses are to be held in the evening during the regular examination period.

(2) Examination Schedule: The schedule of Fall and Winter Terms final examinations (and mid-term examinations in two-term courses) shall be related directly to the basic University timetable.

Where possible, the final examination schedule for Augustana Faculty courses shall be related directly to the basic University timetable. Some dates may vary. Students should also see §54.4.

In the Faculty of Education, for those Faculty courses which form part of a professional term and hence do not conform to the standard timetable, the scheduling of the final examinations shall become the responsibility of the Faculty.

In the MBA program final examinations in all evening courses shall be scheduled into the week immediately following the last week of classes in each term in order to allow for equal instructional hours in the full- and part-time programs.

Final examinations or mid-term examinations in two-term courses shall not exceed three hours in length.

The Examination Schedule shall be adhered to and no attempt made to adjust examination schedules to accommodate students who have failed a course and are repeating without attendance.

Normally there shall be no departure from the official Final Examination Schedule. Instructors and students may, however, petition the Faculty Council concerned for permission to depart from the Schedule if justified reasons can be established. No departures shall be considered for approval unless the instructor of the class concerned and every student registered for credit in the class have given their written consent. Such consent shall take the form of either written letters or signed and dated forms made available from the Dean's office. These notices of consent shall be conveyed to the Dean of the Faculty offering the course on an individual basis at least one month prior to the new dates being requested. If and when unanimous consent is received from the class, this fact shall be communicated to both the instructor involved and the Faculty Council. All such notices of consent shall be received by the Dean, in confidence, and it will not be the Dean's responsibility to insure that all members of the class have been informed of the

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need to submit such written consents. This will be the responsibility of the Instructor or of those members of the class who have initiated the request for a change in the examination date.

Note: Permission to depart from the Final Examination Schedule may be authorized by the Dean in Faculties where the Faculty Council has delegated this responsibility to the Dean.

The requirement that notices of consent for departures from the official Final Examination Schedule shall be conveyed to the Dean at least one month prior to the new date being requested, shall be rigidly enforced.

The rescheduling of examinations or tests in the final week of classes is not permitted.

(3) Where a final examination has been scheduled, students registered in the course may not be ~~de~~barred from writing that final examination.

(4) Marking of ~~Papers~~examinations: Departments and instructors shall be informed that the marking of examinations be given first priority in order to expedite the submission of *Grade Report Forms* to the Registrar.

No member of a Department shall be permitted to go away taking the original examinations papers with him or her for marking without permission of the unit head. In a case where a member of a Department applies for leave before the end of term, this will only be granted on condition that the head of the Department arranges for the papers to be ~~read~~-marked here in the usual way.

All examinations and assignments shall be marked only by the instructor(s) or by persons expressly authorized by the Department Chair (or by the Dean in non-departmentalized Faculties) to mark them.

In the case where the student has missed the final examination, the instructor shall compute and record the course grade for that student with a score of zero for the final examination. The instructor must enter the remark "1" in the "Final Grade/Remarks" column of the Grade Report Form to indicate that the student was absent from the final examination.

(5) The following discretionary policy on student access to final examination papers was affirmed by General Faculties Council:

Departments subscribing to the belief that there is educational value in permitting students to see their final examination papers after they have been marked are not only at liberty, but are encouraged, to make the papers available on request, and to allow for discussion where possible; that the objective here is an educational end: i.e., it is NOT a substitute for existing reappraisal procedures for the reconciliation of grades; that where the department is prepared to grant outright release of the paper it must not do so until the deadline for applications for reappraisal has passed, since an appeal cannot be entertained after the custody of the paper has been relinquished to the student.

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(6) Grades of Incomplete: The grade of “incomplete” (IN) is normally awarded when an undergraduate student is prevented by illness, domestic affliction, or other extreme circumstance from submitting an assignment by the end of term. When a grade of IN is awarded, the student is required to submit the assignment within 10 days after the end of the final examination period of the term for the course. At the request of the Department Chair concerned, the student’s Dean may grant an extension of time to a maximum of four months after the end of the term. If the assignment is not submitted by the prescribed deadline, the Registrar will record a grade of “NC” or a grade of “F” plus a remark of “1”, as appropriate. Before finalizing the student’s grade the Office of the Registrar and Student Awards will give 30 days written notice to the student’s Faculty and to the Department in which the course is offered.

23.5.4 Notification of Results

(1) Release of Grades: Only the Registrar’s Office is authorized to issue official statements of results or transcripts. An official statement of final grades in courses for each Fall/Winter and Spring/Summer period is available on Bear Tracks (<https://www.beartracks.ualberta.ca>). Official statements are provided at the following times:

Students registered in	statement available
Fall Term only	early February
Fall/Winter Terms	late May
Spring Term only	early July
Spring/Summer Terms	late August/early September

Departments shall forward grades to the Office of the Registrar and Student Awards within five working days of the final exam, or (for courses with no final exam) within five working days of the due date for the final assignment. For courses with consolidated examinations, Departments shall forward grades to the Registrar’s Office within ten working days of the final exam. (For the Faculty of Law grades should be reported to the Registrar no later than the third day of classes in the Winter Term for Fall Term courses, or May 31 for Winter Term or Fall/Winter courses.) Allowing for processing time in the Registrar’s Office, grades should be available to students within eight working days. For courses with consolidated examinations, grades should be available to students within twelve working days. For the Faculty of Medicine and Dentistry’s DDS, Dental Hygiene and MD programs, grades will be released within 10 working days of the end of the exam period for the program.

Unofficial final course grades are available to students on *Bear Tracks* (<https://www.beartracks.ualberta.ca>) after the approved *Grade Report Form* is received by the Office of the Registrar and Student Awards. Grades for courses that are completed in the first half of the term are available mid-term.

Students should consult the Registrar’s website at www.registrar.ualberta.ca for information on how to obtain their grades on *Bear Tracks*.

Departments may, but are not required to, post unofficial results in alternate formats, provided the confidentiality of the students’ records is preserved in accordance with the *Freedom of*

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Information and Protection of Privacy Act. This precludes incorporating names or, potentially, information such as Faculty, degree, or year in program if the identity of the student can be deduced from this information. Because it is very difficult to protect student confidentiality in small classes (less than 25 students), departments should refrain from posting grades for these courses.

(2) Reappraisals: Since great care is taken in marking final examination papers, a student should apply for reappraisal of a paper only if he or she has good reason to believe that a mistake has been made. Reappraisals are dealt with by the Chair of the department in consultation with members of the staff. A request for reappraisal must be made in writing to the Faculty or Department Office responsible for the course by February 1 in the case of Fall courses, by June 22 for other Fall/Winter courses, and within thirty days of the publication of results for courses offered in Spring/Summer. The request must include a statement of whether the intent of the appeal is to raise or lower the grade. If a student fails to include such a statement it will be assumed that the intent is to have the grade raised. Refer to §22.2.8 for details on where to pay fees and to §22.2.12 for fees for special services. Payment of the required fee will normally be made at the time of the request but must be made no later than two weeks after submission of the request; the fee will be refunded if the appeal is successful.

The privilege of having papers reappraised applies only to final examinations. A student may apply for reappraisal of no more than two final examination papers in each term of the Fall/Winter. A student enrolled in the Spring/Summer will be limited to two reappraisals.

It should be understood that if the grade is changed, the new grade, whether higher or lower than the original, replaces it as the student's official grade in the course.

23.5.5 Reexaminations

(1) Undergraduate students who have written and submitted a final examination may be considered for a reexamination provided the following conditions are met. Students in Medicine and Dentistry should consult §113.2 and the Faculty Office for these regulations. Students in Business should consult §63.5(7). Students in Science should consult §192.5.9. Reexaminations are not permitted for graduate students.

- a. The course was failed.
- b. The final examination is 40 percent or greater, as originally scheduled for the class as a whole.
- c. For a Fall-Term course, the student achieved a Term Grade Point Average of 2.0 inclusive of the failed course. For Winter-Term and Fall/Winter courses, a Fall/Winter GPA of 2.0 inclusive of the failed course.
- d. Students are advised that it may not be possible to make a ruling until all grades for a term or two-term period are recorded. Students for whom a term GPA cannot be computed at the end of the Fall Term will have to wait for the computation of a GPA following the Winter Term. In this case, the Application for Reexamination form should be left with the Faculty office for a later

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ruling. Faculty of Law students in the first and second year and all Faculty of Pharmacy and Pharmaceutical Sciences students will be considered for a reexamination on the basis of the computation of their Fall/Winter GPA.

(2) Reexaminations are Not Permitted:

a. For students who were granted a deferred final examination in accordance with §23.3(2) but did not write.

b. Dentistry and Dental Hygiene students: In clinical and laboratory courses and for students repeating a year.

c. Faculty of Nursing: For students who have failed the clinical/laboratory component of a Nursing course and for students repeating a year.

d. Faculty of Rehabilitation Medicine: In clinical courses and for students repeating a year.

e. Faculty of Graduate Studies and Research.

f. Medical Students: For students repeating a year.

g. Faculty of Pharmacy and Pharmaceutical Sciences: A student on probation is not allowed reexamination privileges.

(3) Reexamination Mark: The mark received for the reexamination replaces the original final examination mark and is used in computing the final grade in the course.

(4) Weight of Reexamination: The percentage of the final grade allotted to the reexamination shall be the same as the percentage of the final grade allotted to the student's final examination in the course.

(5) Number of Reexaminations that May be Granted: Reexamination may be granted in one course only, regardless of the units of course weight, in a Fall/Winter or Spring/Summer period. Reexaminations may be granted in courses to a total of €12 while the student is enrolled in a Faculty (Dentistry and Dental Hygiene students see Note 2).

(6) Reexamination Deadlines:

a. Fall Term Courses:

Apply: Within 10 days of the posting of the results.

Exam to be held by: End of Reading Week (see §11)

b. Winter Term and Fall/Winter Courses:

Apply: Within 10 days of the posting of the results.

Exam to be held by: June 30 (see §11)

c. Spring/Summer Courses:

Apply: Within 10 days of the posting of the results.

Item 5 Attachment 1

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Exam to be held by: August 31*

*Exam to be held by October 20 for students taking 13-week classes in Engineering programs.

d. Special Faculty Provisions:

Faculty of Law: See Note (3) below

Dentistry and Dental Hygiene: See Note (2) below and consult the Department.

Medicine: Consult the Faculty Office.

Pharmacy and Pharmaceutical Sciences: See §143.3.1(2)e.

(7) Procedures to Apply for a Reexamination: Students who wish to apply for a reexamination should:

a. ensure that they meet the eligibility criteria for application noted above.

b. complete an application form (available at the Faculty or Department responsible for the course).

c. have the application for reexamination approved by the Faculty or Department offering the course.

d. the Dean or delegate of the student's Faculty must also give final approval of the application.

Refer §22.2.8 for details on where to pay fees and to §22.2.12 for fees for special services.

Payment of the required fee will normally be made at the time of approval of the application but must be made no later than two weeks after approval. Once approval has been granted reexaminations are to be written at a time and place agreed upon by the instructor and the students concerned. Dentistry students write in July. Normally, students in the Faculty of Law write in June. Refer to the Academic Schedule (§11) for the applicable dates.

Notes

(1) Science Students: Registrants in the BSc degree programs or Special Certificate programs in the Faculty of Science who fail to meet the graduation GPA may be granted a reexamination in a passed or failed Science course taken in the final Fall/Winter or Spring/Summer (last €30 or less) provided the maximum number of reexaminations (€12) has not been previously taken.

(2) Dentistry Students: Students in the Dentistry program should consult §§113.2.1(6) and 113.2.2(6) or the Office of the Associate Dean, 3036 Dentistry Pharmacy Centre, for regulations concerning reexaminations.

Dental Hygiene Students: Students in the Dental Hygiene program should consult §113.2.3(7) or the Office of the Associate Dean, 3036 Dentistry Pharmacy Centre, for regulations concerning reexaminations.

(3) Law Students:

a. Reexaminations shall be taken only in June except under the circumstances as described in b. below. The deadline for application is May 30.

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b. Where a student fails one course in the Fall Term of their final year, the student may write one reexamination at a time before June, provided that the student attains a GPA of no less than 2.0, calculated on the basis of final grades obtained in Fall Term. The deadline for application is February 2. The rules governing the times for setting of deferred examinations in §23.5.6(1) shall apply to reexaminations written in accordance with this section.

23.5.6 Deferred Final Exams

The following information is for students who have received approval for deferred final examination(s) in accordance with §23.3(2).

(1) Fall/Winter Deferred Final Exams: Within the timelines described below, the time and place of the deferred final exam will be determined by the instructor. Instructors are encouraged to include the date, time and place of a deferred exam in the course outline should one be required.

a. Fall Term Deferred Final Exams: Fall Term deferred final exams must be held by the end of Reading Week in accordance with the following provisions:

i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to the end of Reading Week.

ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for the deferred exam if it is to be held prior to January 19.

iii. In the absence of either of the above two arrangements the instructor will submit the time and place of the exam to the department office as early as possible and no later than January 12. It is important that students come to the department to obtain this information on January 15 or as soon as possible thereafter. The exam must be scheduled between January 19 and the end of Reading Week.

b. Winter Term and Fall/Winter Deferred Final Exams: Winter Term and Fall/Winter deferred final exams must be held by June 30 in accordance with the following provisions:

i. If the date and time of the deferred exam are included in the course outline given to students, the exam may be scheduled at any time prior to June 29.

ii. Otherwise, mutually agreeable arrangements must be made with all students eligible for deferred exam if it is to be held prior to May 18.

iii. In the absence of either of the above two arrangements, the instructor will submit the time and place of the exam to the department office as early as possible and no later than May 8 (exception: students in the MD program should consult the undergraduate office for information on deadlines). It is important that students come to the department to obtain this information May 15 or as soon as possible thereafter. The exam must be scheduled between May 20 and June 30.

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Students who have not been previously informed must check with the department office on the specified date to obtain the time and place of the deferred final exam.

(2) Spring/Summer Deferred Final Exams: The time and place of the deferred final exam will be determined by the instructor who will make this information available to all students in the course.

The exam must be held within two weeks of the date of the final examination missed and not later than August 31. In the case of 13-week classes in Engineering programs, the exam must be scheduled by September 14 and held prior to October 21.

(3) Exams Scheduled at the Same Time: If a student discovers that he or she has two (or more) deferred exams scheduled at the same time, the student shall inform both instructors as quickly as possible and at least five days before the exam date. The instructors will consult with one another and make appropriate arrangements for the student.

(4) Fall/Winter Deferred Exams Not Written: Students who have applied for a deferred final exam in accordance with §23.3(2), but who have, for justifiable cause, not written the deferred exam on the scheduled date must reapply for a second and final opportunity to write the deferred exam. Application deadlines are noted below. Students must apply at their Faculty Undergraduate (Graduate) Office. The department will determine the date, time and place of the second deferred final exam and will notify the student. The date scheduled must be no later than the end of July. Once set, the date for a second deferral is final and applications for further deferrals will not be considered or accepted.

Absence from Deferred Exam Without Justifiable Cause: When a student is absent from a deferred final exam without acceptable reason, a final grade will be computed using a raw score of zero for the final exam.

Deadline for Application: The application and the documentation pertaining to the absence must be presented to the Faculty within two working days following the scheduled date of the deferred exam missed or as soon as the student is able, having regard to the circumstances underlying the absence.

If the student receiving the privilege of writing a deferred exam does not write the exam by the scheduled deferred exam date, the privilege will be withdrawn and a final grade in the course will be recorded by the Office of the Registrar and Student Awards according to the grade/remark combination achieved by the student before the deferred final exam was granted. Prior to finalizing the student's grade, the Office of the Registrar and Student Awards will give 30 days written notice to the student's Faculty.



GSA 101

The Organisation, Delegations, and Accountability

Steve Melenchuk

GSA Speaker 2010-2011

16 May 2011

Outline

- The *Post-secondary Learning Act*
- Council and Bylaws
- GSA Board and Directors
- Other Governing Documents
- Committees and Caucuses
- Conclusions

The *Post-secondary Learning Act*

- **94(1)** If a university offers a program of graduate studies, the Lieutenant Governor in Council may by order establish a graduate students association for the university and shall give the graduate students association a name consisting of the words “The Graduate Students Association of” followed by the name of the university.
- **(2)** Each graduate students association is a corporation and consists of the graduate students of the university.

- *Post-secondary Learning Act*, 2003 cP-19.5 s94;2007 c7 s6

The *Post-secondary Learning Act*

- **(3)** The graduate students association of a university shall provide for the administration of graduate student affairs at the university, including the development and management of graduate student committees, the development and enforcement of rules relating to graduate student affairs and the promotion of the general welfare of the graduate students consistent with the purposes of the university.

- *Post-secondary Learning Act*, 2003 cP-19.5 s94;2007 c7 s6

The *Post-secondary Learning Act*

- **96(1)** The graduate students association of a university has the exclusive authority, on behalf of the graduate students, to negotiate and enter into an agreement with respect to the employment of graduate students with the board of the university.
- **(2)** The board and the graduate students association of a university shall enter into negotiations for the purpose of concluding or renewing an agreement with respect to the employment of graduate students by the board.

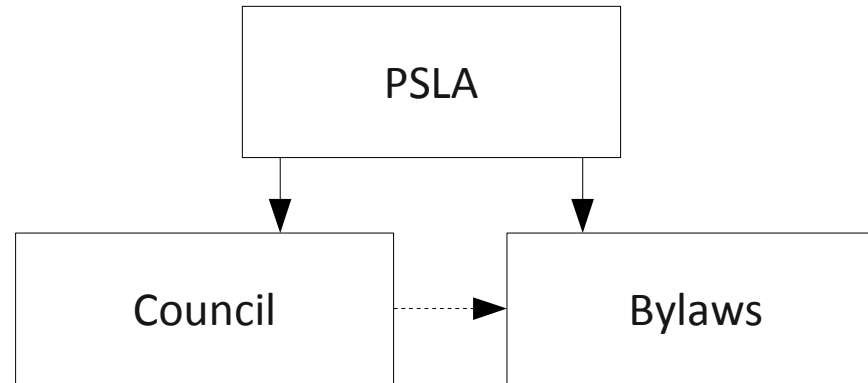
- *Post-secondary Learning Act*, 2003 cP-19.5 s96

Council and Bylaws

- **95(1)** The business and affairs of a student organization of a public post-secondary institution must be managed by a council, the members of which are
 - (a) to be elected by and from the members of the student organization as provided in the bylaws made by the council under subsection (2)[...]
- **(2)** The council of a student organization may make bylaws governing[...]

- *Post-secondary Learning Act*, 2003 cP-19.5 s95;2005 c44 s8

Council and Bylaws



Council and Bylaws

- **(2)** The council of a student organization may make bylaws governing
 - (a) the requirements for membership in the student organization;
 - (b) the qualifications for election as a member of the council and the time and manner of conducting the elections;
 - (c) the number of persons and the officers that the council is to consist of;
 - (d) the calling of meetings of the council and the quorum and conduct of business at those meetings;
 - (e) in the case of a students association, the maintenance of the association by the levy of membership fees on its members;
 - (f) in the case of a graduate students association, the maintenance of the association by the levy of membership fees on its members;
 - (g) the acquisition, management and disposition of property by the student organization;
 - (h) any other matter pertaining to the management and affairs of the student organization.

- *Post-secondary Learning Act, 2003 cP-19.5 s95;2005 c44 s8*

Council and Bylaws

- PART I AUTHORITY
- PART II MEMBERS
- PART III COUNCIL
- PART IV OFFICERS
- PART V GSA BOARD
- PART VI JUDICIAL COMMITTEE
- PART VII STANDING COMMITTEES
- PART VIII CAUCUSES
- PART IX CONDUCT OF REPRESENTATIVES
- PART X ELECTIONS
- PART XI REFERENDA
- PART XII FINANCES
- PART XIII STUDENT GROUPS
- PART XIV HEALTH AND DENTAL PLAN

- GSA Bylaws, revised March 28, 2011

Council and Bylaws

- 1 General

[...]

- 1.2 These Bylaws constitute bylaws for the purpose of Section 95(2) of the *Post-secondary Learning Act*, and may be amended by two two-thirds majority votes of Council held on seven calendar days' notice of motion and no less than one week apart.

- GSA Bylaws, revised March 28, 2011

Council and Bylaws

- **2 Membership**
- 2.1 Council is comprised of:
 - 2.1.1 All Officers (Part IV);
 - 2.1.2 One Councillor from each department at the University that offers a graduate program;
 - 2.1.3 Ten Councillors-at-Large; and
 - 2.1.4 The GSA Directors as non-voting members.

- GSA Bylaws, PART III COUNCIL, revised March 28, 2011

Council and Bylaws

- **1 General**
- 1.1 The Officers of the GSA comprise:
 - 1.1.1 Directly-elected Officers (1.2), and
 - 1.1.2 Council-elected Officers (1.3).
- 1.2 The GSA has the following directly-elected Officers:
 - 1.2.1 The President;
 - 1.2.2 The Vice President Academic;
 - 1.2.3 The Vice President Labour;
 - 1.2.4 The Vice President Student Life; and
 - 1.2.5 The Vice President Student Services.
- 1.3 The GSA has the following Council-elected Officers:
 - 1.3.1 The Speaker;
 - 1.3.2 The Chief Returning Officer; and
 - 1.3.3 The Senator.

Council and Bylaws

- **3 Meetings**

- 3.1 Regular meetings of Council shall be held on a monthly basis, with a schedule for the following year from May 1 to the following April 30 to be set by Council no later than the April regular meeting of Council of any given year.
- 3.2 Special meetings of Council shall be called by any of the following, subject to at least one week's notice:
 - 3.2.1 A motion of Council at any Council meeting;
 - 3.2.2 A motion of the GSA Board;
 - 3.2.3 A petition signed by ten or more members of Council, to be received by the GSA Board; or
 - 3.2.4 A petition signed by at least 100 members of the GSA.
- 3.3 Any request for a special meeting of Council as denoted in 3.2 shall specify the intended purpose of that meeting, and all business at the meeting must, unless otherwise mandated by Bylaw, be restricted to the specified purpose of the meeting.
- 3.4 Quorum for any Council meeting shall consist of fourteen Councillors.
- 3.5 Council meetings shall be conducted according to the Standing Orders of Council.
 - 3.5.1 Council has the authority to make alterations to the Standing Orders of Council by a simple majority vote at one meeting of Council.

- GSA Bylaws, PART III COUNCIL, revised March 28, 2011

Council and Bylaws

- **2 Membership**

[...]

- **2.2 Councillors**

- 2.2.1 Departmental Councillors and their alternates shall be elected (or, in the case of alternates, appointed) annually for a one-year term by graduate students from their department ('constituents') according to their own procedures.
- 2.2.2 Councillor-at-Large shall be elected annually (Part X), with their terms to run from May 1 until April 30 of the following year.
 - _ 2.2.2.1 In the case of Councillors-at-Large, 'constituents' shall refer to all members of the GSA.
- 2.2.3 The duties of all Councillors shall be:
 - _ 2.2.3.1 To act as the primary liaison between the GSA and their constituents, including soliciting feedback and opinions and, for departmental Councillors, presenting on behalf of the GSA to departmental Orientations;
 - _ 2.2.3.2 To attend all meetings of Council or, if they are unable to attend, to ensure their alternate can attend in their place;
 - _ 2.2.3.3 To serve on the Judicial Committee if selected to do so; and
 - _ 2.2.3.4 To ensure that the Speaker and GSA Office are kept up to date with their names, departmental addresses, and contact information.
- 2.2.4 Councillors shall be eligible to receive a portion of the Councillor Remuneration budget as specified in the Councillor Remuneration procedure in the Internal Procedure Manual.

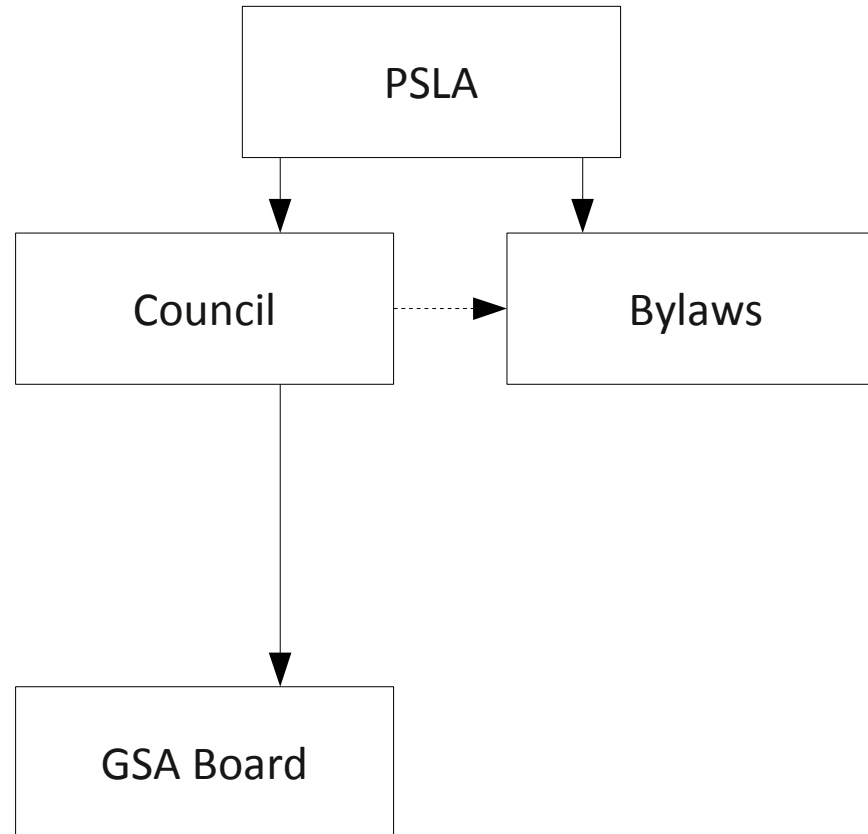
- GSA Bylaws, PART III COUNCIL, revised March 28, 2011

GSA Board and Directors

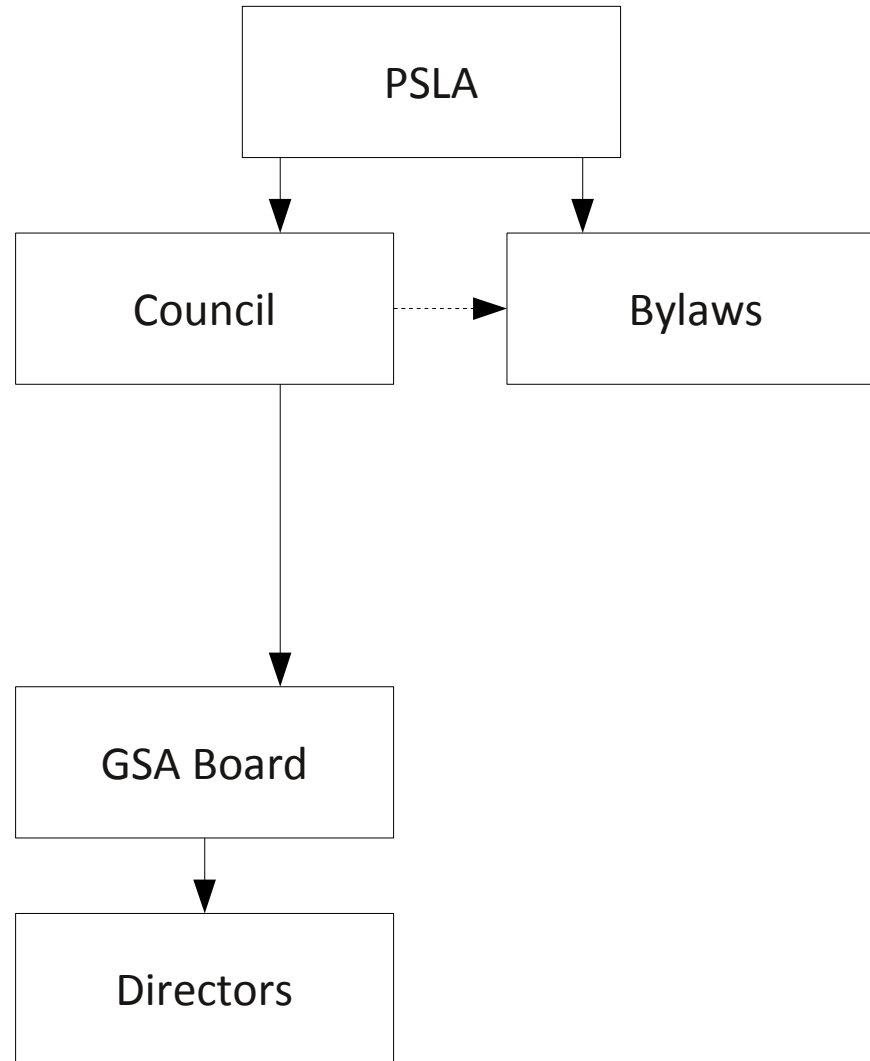
- **3 Mandate**
- 3.1 The GSAB is the senior administrative authority of the GSA as delegated to it by Council.
- 3.2 The GSAB is the discussion forum for the GSA Officers and Directors.

- GSA Bylaws, PART V GSA BOARD, revised March 28, 2011

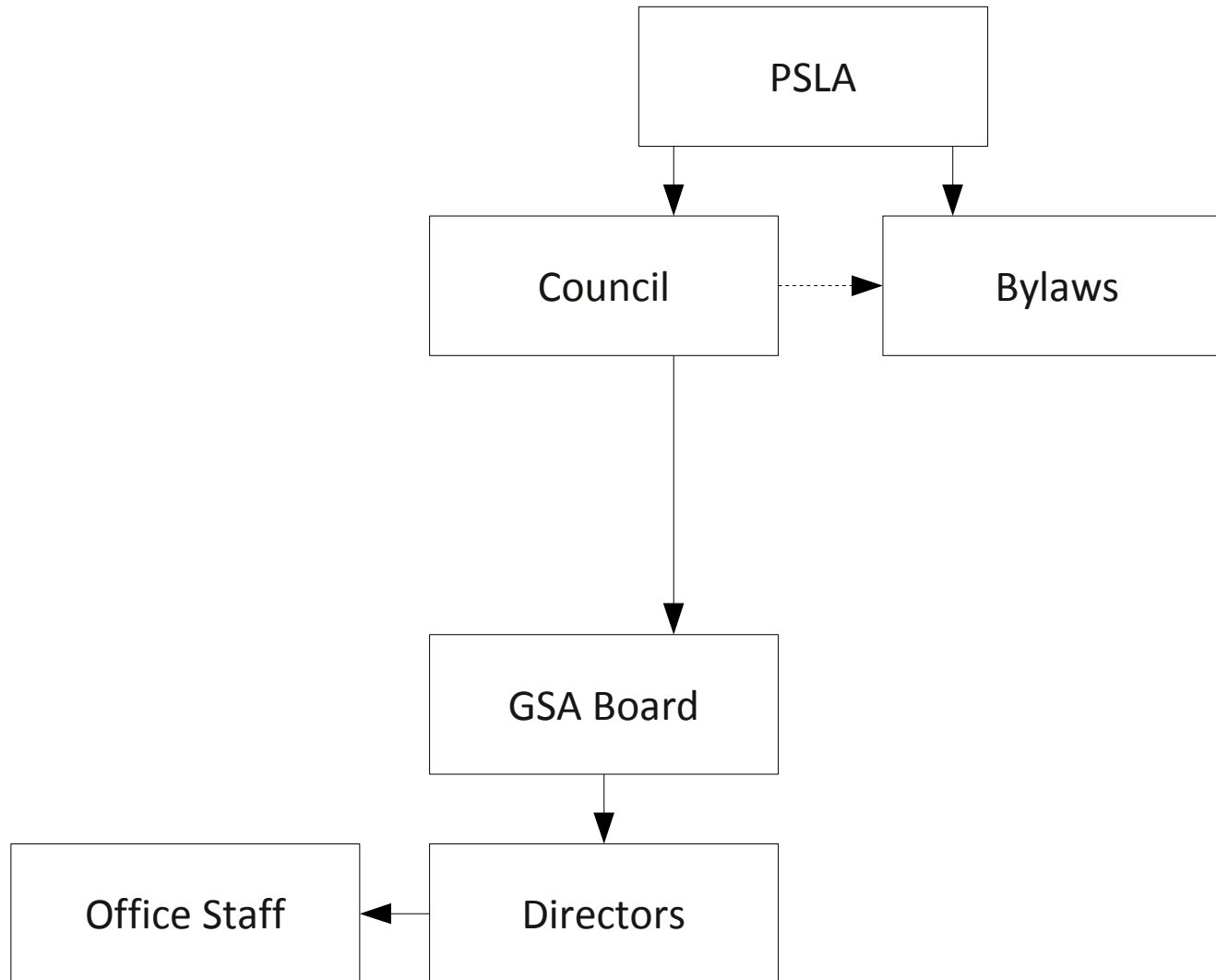
GSA Board and Directors



GSA Board and Directors



GSA Board and Directors



GSA Board and Directors

- **1 Membership**
- 1.1 The President is the chair of the GSA Board (GSAB).
- 1.2 All directly-elected Officers are members of the GSAB.
- 1.3 All Directors are non-voting members of the GSAB.
- 1.4 All Council-elected Officers (IV.1.3) are non-voting members of the GSAB.
- 1.5 Council (Part III) may appoint up to three members of Council as non-voting members of the GSAB.

- GSA Bylaws, PART V GSA BOARD, revised March 28, 2011

Other Governing Documents

- 1 General

[...]

- 1.3 The GSA maintains the following additional governing documents:

- 1.3.1 The Policy Manual;
- 1.3.2 The Board Policy Manual; and
- 1.3.3 The Office Operations Manual.

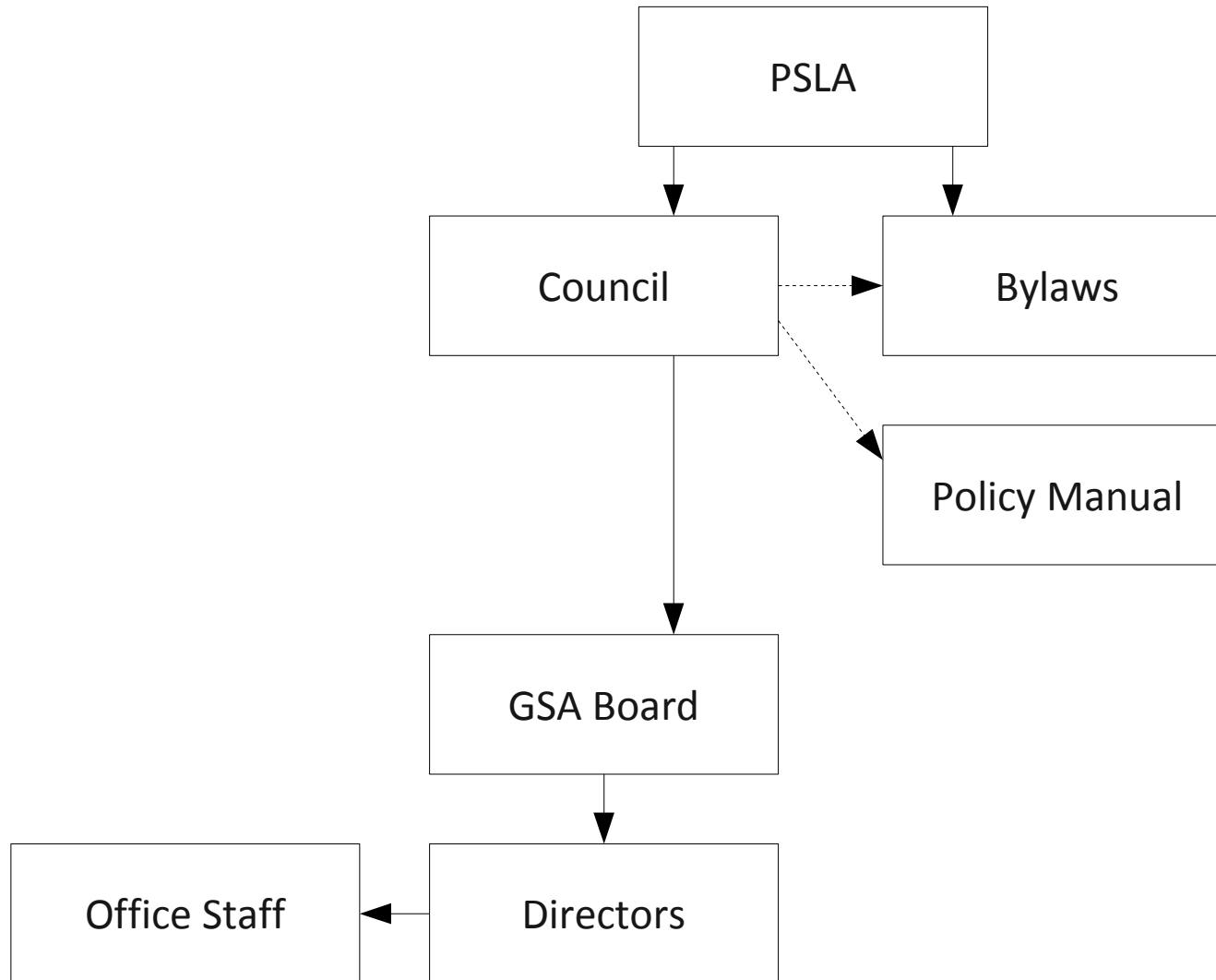
- GSA Bylaws, PART I AUTHORITY, revised March 28, 2011

Other Governing Documents

- **2 Policy Manual**
- 2.1 The Policy Manual shall contain all policies and procedures passed by Council except as contained in any other governing document.
- 2.2 The Policy Manual is under the jurisdiction of Council (Part III) and may be amended by a simple majority vote of Council at any meeting of Council.

- GSA Bylaws, PART I AUTHORITY, revised March 28, 2011

Other Governing Documents

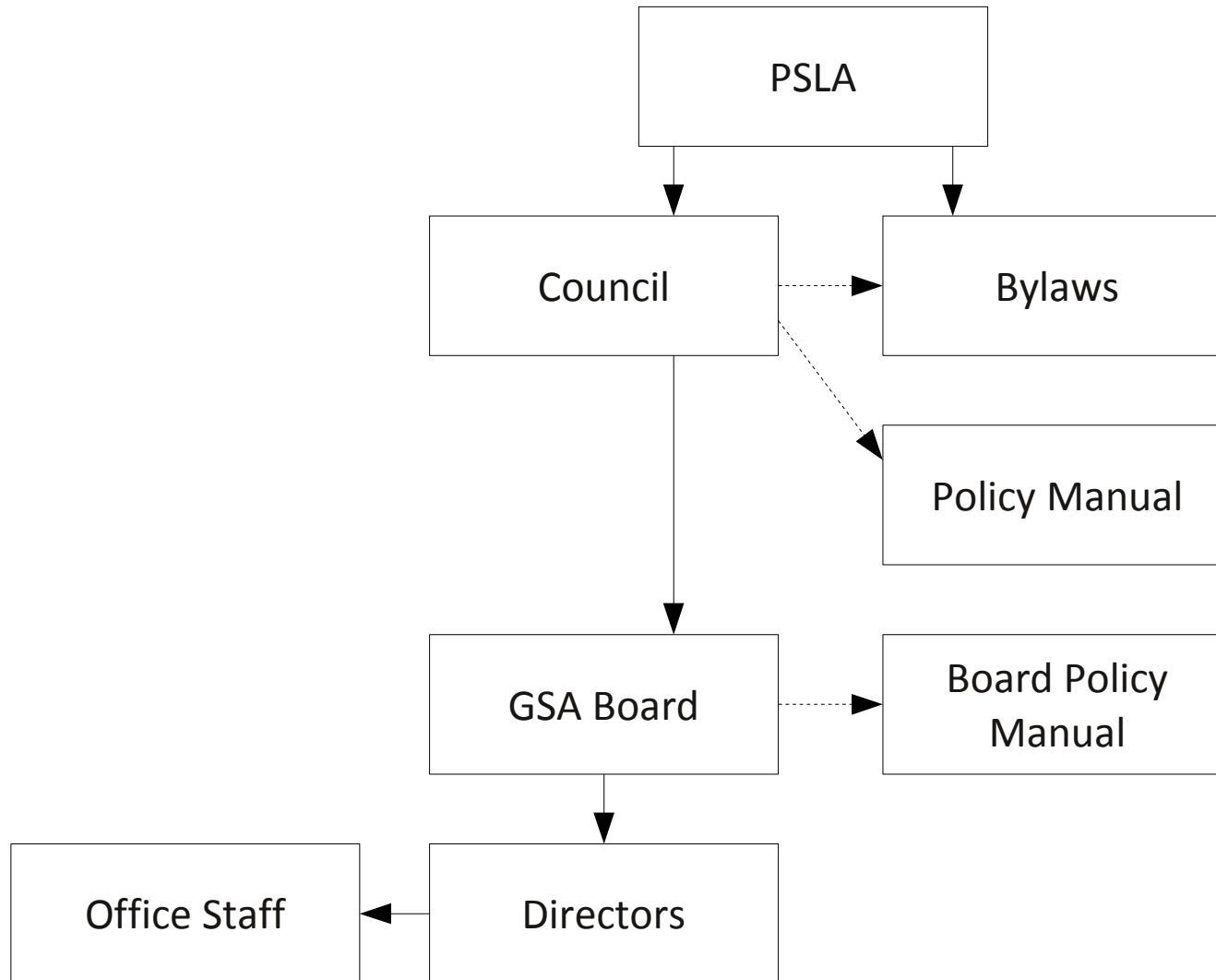


Other Governing Documents

- **3 Board Policy Manual**
- 3.1 The Board Policy Manual details high-level operational policies of the GSA, including human resources policies.
- 3.2 The Board Policy Manual is under the jurisdiction of the GSA Board (Part V) and may be amended by a simple majority vote of the GSA Board at any meeting of the GSA Board, with changes to be reported to Council.

- GSA Bylaws, PART I AUTHORITY, revised March 28, 2011

Other Governing Documents

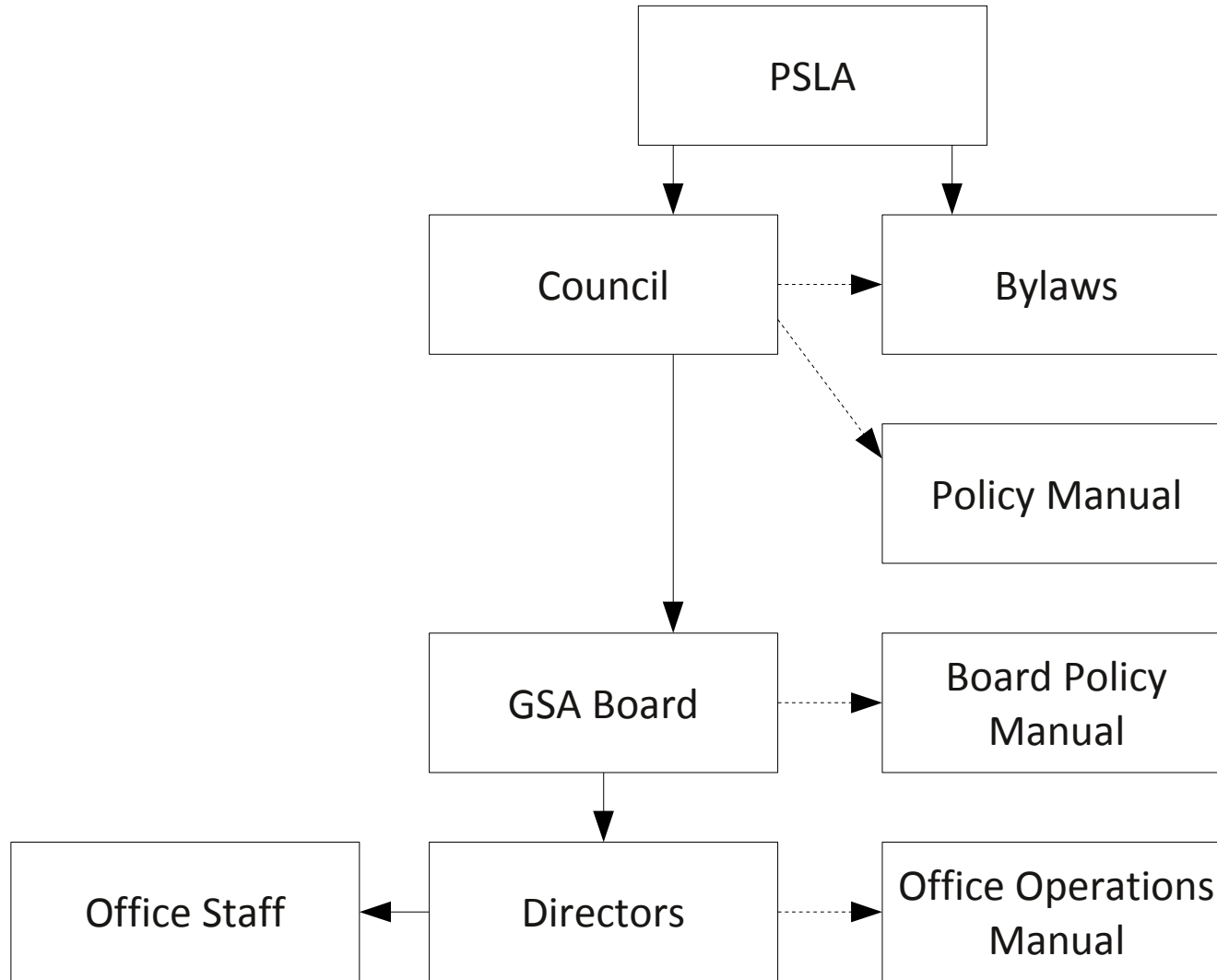


Other Governing Documents

- **4 Office Operations Manual**
- 4.1 The Office Operations Manual shall outline policies and procedures relevant to the operation of the GSA office.
- 4.2 The Office Operations Manual is under the jurisdiction of the Directors, with changes to be reported to the GSA Board (Part V).

- GSA Bylaws, PART I AUTHORITY, revised March 28, 2011

Other Governing Documents

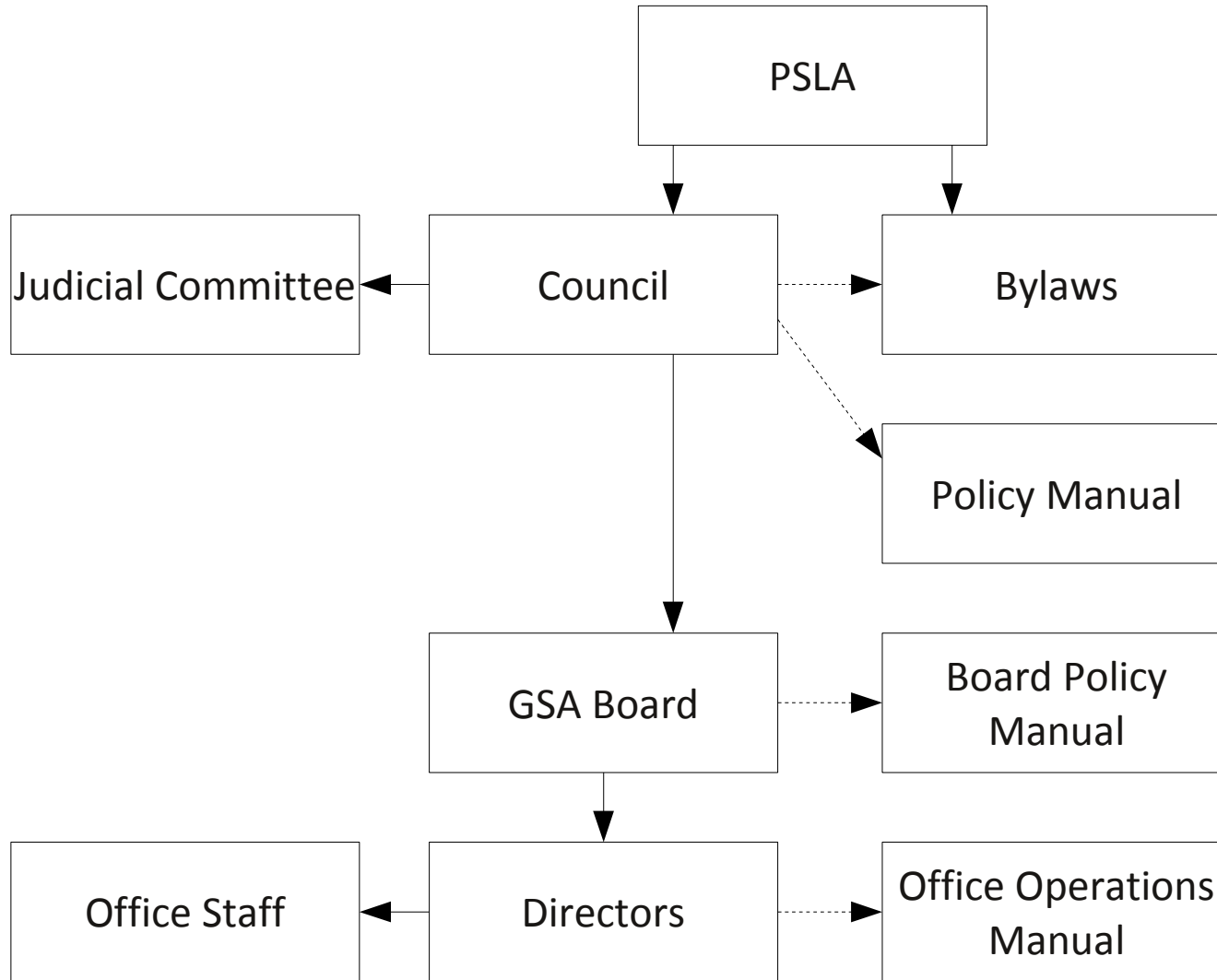


Committees and Caucuses

- **2 Mandate**
- 2.1 The disciplinary authority of the GSA is delegated by Council to the Judicial Committee.
[...]
- 2.6 Council has ultimate authority over decisions made by the Judicial Committee.

- GSA Bylaws, PART VI JUDICIAL COMMITTEE, revised March 28, 2011

Committees and Caucuses



Committees and Caucuses

- **1 Composition**
- 1.1 The Judicial Committee shall be composed of eight (8) Councillors who are selected at random as members of the Committee at the outset of each semester.

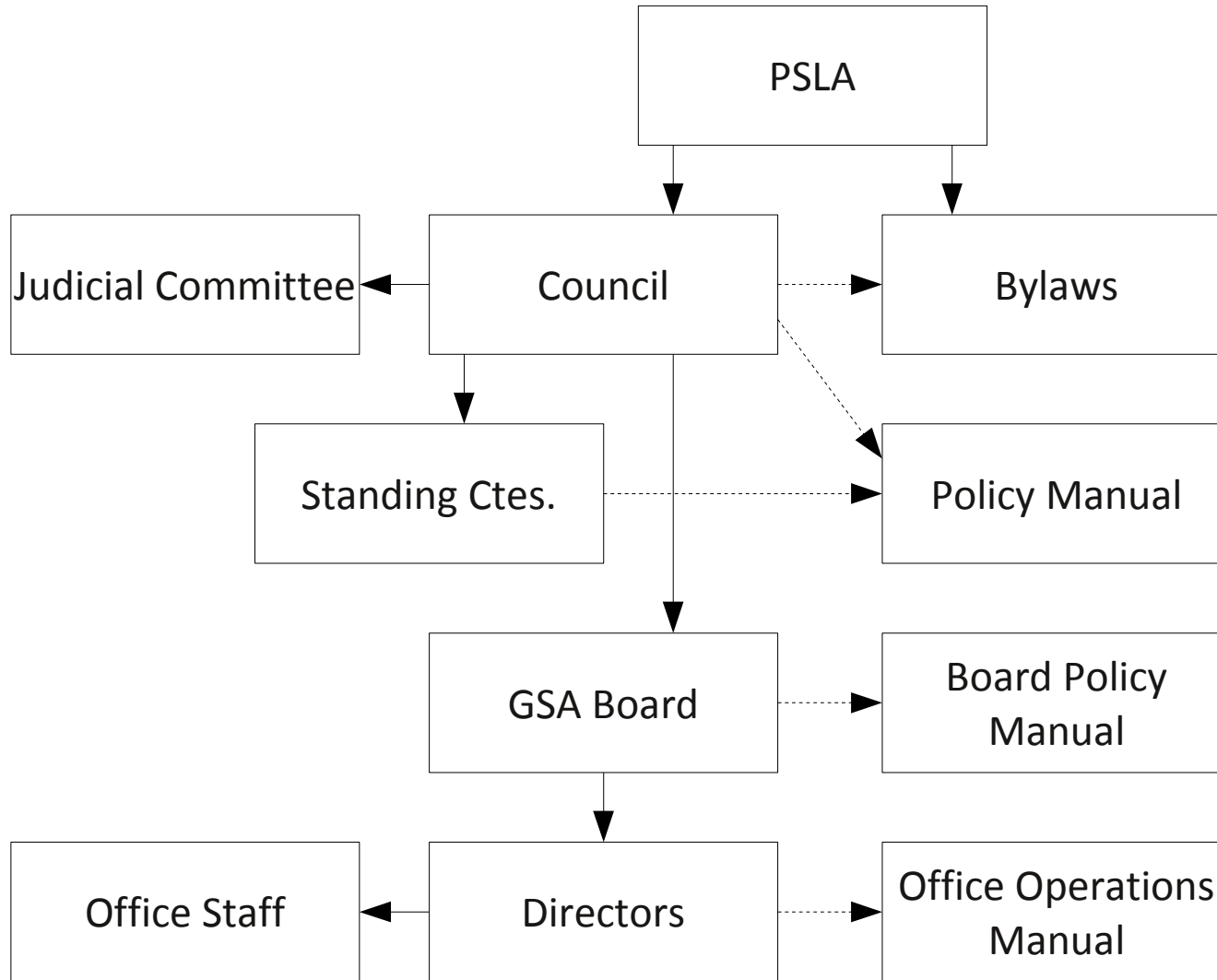
- GSA Bylaws, PART VI JUDICIAL COMMITTEE, revised March 28, 2011

Committees and Caucuses

- 1 General
- 1.1 Council has the ultimate authority over decisions made by all Standing Committees.
- 1.2 Standing Committees advise Council and the GSA Board on policy relevant to their mandates, and have full authority to take actions set out within those mandates.
- 1.3 The GSA has the following the Standing Committees:
 - 1.3.1 Governance Committee;
 - 1.3.2 Budget and Finance Committee;
 - 1.3.3 Grant Selection Committee;
 - 1.3.4 Health and Dental Plan Committee;
 - 1.3.5 Student Affairs Committee;
 - 1.3.6 Awards Selection Committee;
 - 1.3.7 Negotiations Committee;
 - 1.3.8 Labour Relations Committee;
 - 1.3.9 Elections and Referenda Committee; and
 - 1.3.10 Nominating Committee.

- GSA Bylaws, PART VII STANDING COMMITTEES, revised March 28, 2011

Committees and Caucuses

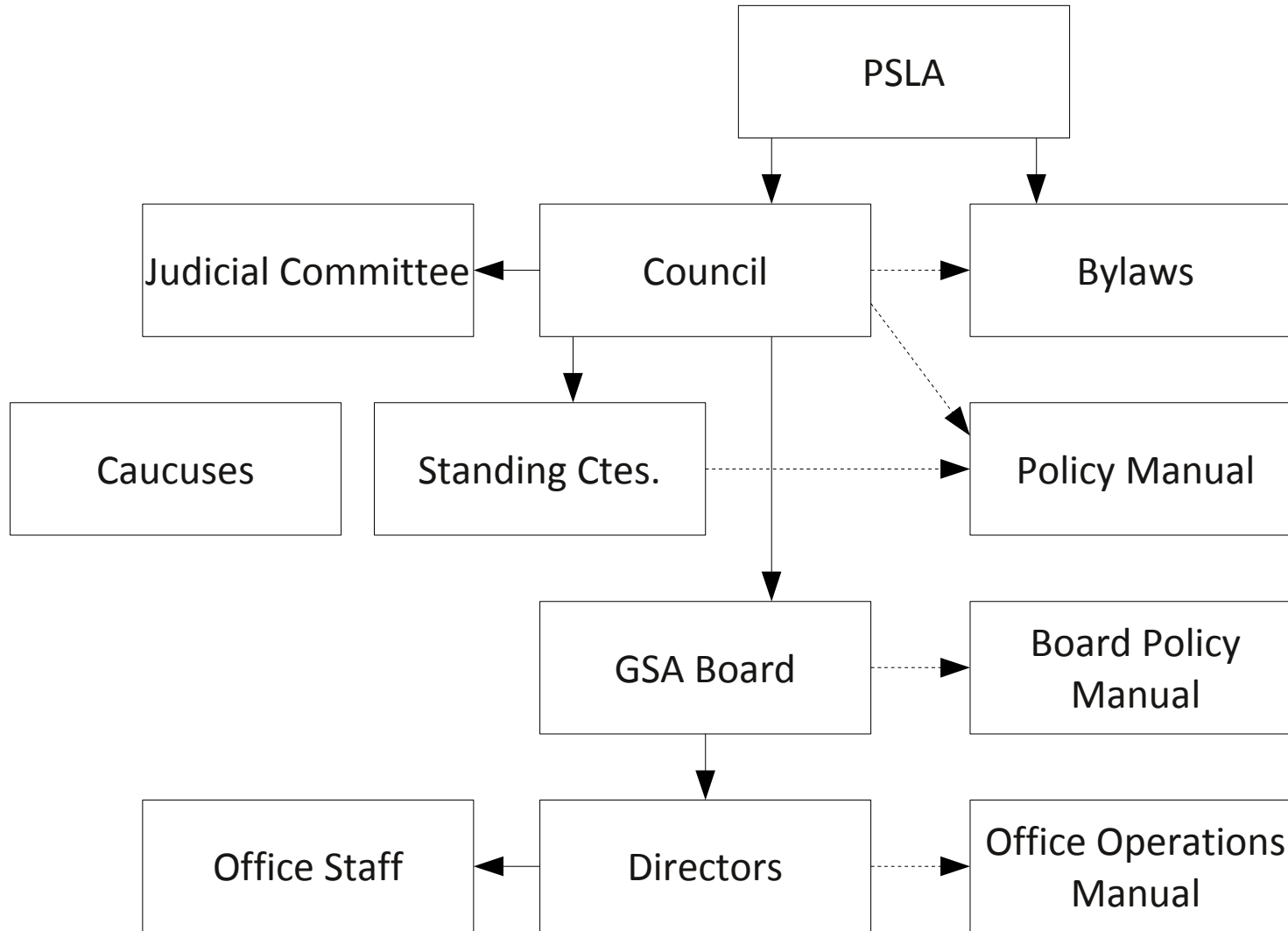


Committees and Caucuses

- **1 General**
- 1.1 Caucuses of the GSA are forums for members of bodies external to the GSA to coordinate their representation in meetings of those bodies.
- 1.2 The GSA has the following Caucuses:
 - 1.2.1 General Faculties Council Caucus;
 - 1.2.2 Faculty of Graduate Studies and Research Council Caucus; and
 - 1.2.3 Alberta Graduate Council Caucus.

- GSA Bylaws, PART VIII CAUCUSES, revised March 28, 2011

Committees and Caucuses



Conclusions

- The GSA has a fairly sizeable and possibly confusing structure, but it is all intended to support the GSA's mandate under the *Post-secondary Learning Act*
- You're not expected to become an expert in this – if you are not sure how to get something done or what's going on at any point, ask!

That's all!

Any questions?

TO: GSA Council

May 11, 2011

FROM: Roy Coulthard, President, GSA

RE: **Disbursement of AEGS Funds and One-Time Grant from Provost**

BACKGROUND

In 2008-09, as part of the Collective Agreement negotiations, the GSA received two funds: \$180K for a bursary program including the current Professional Development Grants and a further \$10K for the Childcare Bursary fund. There were only two stipulations. Disbursements must be *needs-based* and the granting processes must align generally with university policy and procedure (ie, in terms of **transparency and fairness**).

REVIEW OF AEGS FUNDING PROCESSES: STAGE ONE

When Ellen Schoeck was hired last June as a consultant, the first risk she identified concerned disbursement of these funds. Some of the problems and issues were that the forms did not match the policy; policies were not clear; there was a selection committee of some 17 members with a quorum of four; and adjudication processes required greater rigour. An external review committee comprised of Dr. Lynn Penrod (former SSHRC president) and Heather Hogg (then Assistant Dean of FGSR) advised us on these matters **and we immediately implemented a first round of "fixes."**

REVIEW OF AEGS FUNDING PROCESSES: STAGE TWO

The 2010-11 VPs Student Services and Labour and I have worked on a **second stage review** of these matters for the past several months. **We now have a proposal to present concerning Professional Development Grants (PDGs), Child Care Subsidies (CCSs), Lecture Grants (LGs), academically-related grants (to quote the Provost "academic activities") of student groups (AR-SGGs) , and Emergency Bursaries (EBs).** Let me add that as we were conducting this review, we were successful in our negotiations with the University in increasing the AEGS money to a total funding for our bursary/grant program of **\$480K for 2011-12 and a total of \$514K for 2012-13.** We were also successful in securing a one-time grant of \$25K from Provost Carl Amrhein for lecture grants, AR-SGGs and Councillor remuneration (which partially funds departmental GSAs). **These monies are all auditable by the University and must meet the highest standards of objectivity, transparency, fairness, and accountability.**

THE PROPOSAL IN SUMMARY

We propose that for PDGs, CCSs, LGs , AR-SGGs, and EBs, the process be streamlined and **transformed into a wholly objective process.** For instance, for the PDGs, students would have to prove need (submit budget and show shortfall) and would have to show relevance to their academic program (degree of relevance to be signed off by the Department Chair or delegate). Doctoral students could receive up to \$1000 in their degree program and master's students up to \$500 in their program. Up to 75% of the budget shortfall would be approved. As long as the eligibility requirements are confirmed by GSA staff, the student's form would be sent to the VPs SS or SL and one other elected official for sign-off. CCs, LGs and AR-SGGs would be handled the same way.

The attached forms reflect this objective process and also indicate the time periods when graduate students can apply.

Non-academic Student Groups Grants and AEGS-funds recognition awards are not affected by this proposal. Recognition awards are decided by the Awards Selection Committee and Non-academic Student Group Grants are available through the joint Dean of Students/Student Group Services (SGS).

The VPs and I would be pleased to answer any questions at the Council.

MOTION

The Board recommends unanimously that Council approve the following motion:

That the attached proposed revisions to bylaw, policy and forms related to grants selection be approved, to take effect for the next round of adjudications, and to be reviewed in one year's time.

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>BYLAWS PART VII STANDING COMMITTEES 1 General 1.1 Council has the ultimate authority over decisions made by all Standing Committees. ... 1.3 The GSA has the following the Standing Committees: ... 1.3.3 Grant Selection Committee; ...</p>	<p>BYLAWS PART VII STANDING COMMITTEES 1 General 1.1 Council has the ultimate authority over decisions made by all Standing Committees. ... 1.3 The GSA has the following the Standing Committees: ... 1.3.3 Grant Selection Committee; ...</p>
<p>4 Grant Selection Committee 4.1 Composition 4.1.1 The Grant Selection Committee (GSC) is under the jurisdiction of the Vice President Student Services, who chairs the committee. 4.1.2 The Vice President Academic is a member of GSC and will assume the duties of the chair in the absence of the Vice President Student Services. 4.2 Mandate 4.2.1 The GSC is responsible for selecting the recipients of Professional Development and Travel Grants, Child Care Subsidies and Lecture Grants. 4.2.2 Adjudication of grants will proceed as outlined in the Policy on Grant Selection in the Policy Manual.</p>	<p><i>Delete this section</i></p>
<p>9 Student Affairs Committee ... 9.2.4 The SAC will select the recipients of the Student Group Funding grants</p>	<p>9 Student Affairs Committee ... 9.2.4 The SAC will select the recipients of the Student Group Funding grants</p>

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>POLICY MANUAL</p> <p>Grant Selection Purpose: To outline the granting processes of the GSA. Scope: This policy governs procedures related to the GSA’s grants and funding.</p> <p>Bylaw Part VIII §4 Grant Selection Committee</p>	<p>POLICY MANUAL</p> <p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>
<p>1. Professional Development Grant Adjudication Criteria</p> <p>1. Prior to beginning of adjudication, applications will be divided into two categories, conference and research, and each will be adjudicated separately.</p> <p>2. Conference-related applications</p> <p>a. Conference-related applications will be ranked according to scores obtained on each of four criteria. The cost criteria will be weighted by 10%, and rest of the criteria will be weighted by 30% (each).</p> <p>i. Type: The degree to which the applicant is participating in the conference. The three categories are:</p> <p>A. Oral presentation, first author (4 points) B. Poster presentation, first author (3 points), C. Any presentation, not first author (2 points) D. Attendee (1 point).</p> <p>ii. Cost: The net cost (expense – other funding) experienced by the applicant. The four categories are:</p> <p>A. Over \$1000 (4 points) B. \$700-\$1000 (3 points) C. \$400-\$700 (2 points) D. Under \$400 (1 point).</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>In ranking applications under this criterion, the acceptable maximum cost for incidentals is \$40 (forty dollars).</p> <p>iii. Academic Relevance: The level to which the conference relates to the applicant’s research work or academic program. This level is self-identified by the applicant and is required to be verified/confirmed by the applicant’s academic supervisor. Depending on the supervisor’s confirmation, applications will be ranked as:</p> <p>A. Related directly to student’s thesis (4 points)</p> <p>B. Related partially to student’s thesis (3 points)</p> <p>C. Not related to student’s thesis but related to academic program and progress (2 points)</p> <p>D. Of the Student’s personal interest (1 point).</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>
<p>2. Child Daycare Subsidy</p> <p>1. The Child Daycare Subsidy program is a financial needs-based program that provides funds to University of Alberta graduate students with children to assist them in meeting the cost of external child daycare.</p> <p>2. Applications will be adjudicated three times a year by the Grant Selection Committee (May, September, and January).</p> <p>3. The subsidy will be allocated by the Grant Selection Committee according to financial need and the availability of funds.</p> <p>4. Eligibility</p> <p>a. Eligible persons</p> <p>i. All full-time and part-time graduate students registered in a graduate program at the University of Alberta who have dependent children under the age of 13 or a dependent child with special needs under the age of 18.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>ii. In two parent families, at least one parent must be enrolled a minimum of halftime in a graduate degree program at the University of Alberta. In two parent families where one parent is not a student, the non-student parent must be working a minimum of 15 hrs per week. A limited subsidy may be provided where the non-student parent is actively searching for employment. Proof of employment for all parents is required.</p> <p>iii. If the University of Alberta student is on leave, they do not qualify for the Child Daycare Subsidy.</p> <p>b. Eligible child daycare</p> <p>i. Children must be enrolled in a provincially registered daycare, dayhome or afterschool program. Proof of child(ren)'s enrolment is required.</p> <p>c. Eligible income amount</p> <p>i. Total gross family income cannot exceed \$4600.00 per month (\$55,000 per year).</p> <p>d. Allocation</p> <p>i. Applications will be evaluated individually. Financial need will be calculated from total household income minus total expenses. Expenses include: tuition, books and supplies, rent, utilities/phone and food. Total household income must include all sources of income including provincial or local subsidies, grants and/or awards, assistantships, child support payments, etc.</p> <p>ii. The GSC reserves the right to estimate monthly expenses based on Alberta Student Loans Cost of Living allowances for the current year.</p> <p>e. Maximum value:</p> <p>i. The maximum payable will not surpass 75% of the total monthly child care expense. The subsidy will be paid in one lump sum payment and is contingent upon available funds.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)	PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)
<p>ii. The Grant Selection Committee will refer to the Child Daycare Subsidy Adjudication Guidelines when adjudicating applications.</p> <p>f. Additional information details are provided in the Child Daycare Subsidy Application Package.</p>	
<p>3. Student Group Funding Adjudication Criteria</p> <p>1. Each application will be ranked according to the following five criteria, all of equivalent importance.</p> <p>a. Scope of Events: Applications with a wide diversity of events will be favoured.</p> <p>b. Quantity: Applications requesting funding to support a number of different activities throughout the semester/year will be favoured.</p> <p>c. Budget: Applications that indicate good planning, adhere to the Travel and Entertainment Regulations of the University of Alberta, no large extravagances and show evidence of cost sharing (e.g. with a Faculty, Department, Division, or School and/or a Graduate Student Society within a Faculty, Department, Division, or School) will be favoured.</p> <p>d. Overall Benefit: Applications that demonstrate the benefits of the event to the graduate student interest group will be favoured.</p> <p>e. Length of time since last application: Applications from graduate students in a Faculty, Department, Division, or School that have not received funding in recent years may be favoured. In the case of applications of approximately equal academic merits, length of time since the interest group was last awarded Student Group funding will be used as a tiebreaker.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>4. Lecture Grant Funding Adjudication Criteria</p> <p>1. Each application will be ranked according to the following six criteria, all of equivalent importance.</p> <p>a. Speaker's Reputation: International reputation of the speaker in his/her area of interest, including – but not limited to – recent achievements of the individual and the academic resume of the individual.</p> <p>b. Lecture Topic: Applications that exhibit interest from graduate students from more than one area of study will be favoured.</p> <p>c. Speaker Itinerary: Applications that include a keynote address suitable for a diverse graduate student audience as well as several smaller, more focused lectures or group discussions will be favoured.</p> <p>d. Budget: Applications that indicate good planning, adhere to the Travel and Entertainment Regulations of the University of Alberta, no large extravagances and show evidence of cost sharing (e.g. with a Faculty, Department, Division, or School and/or a Graduate Student Society within a Faculty, Department, Division, or School) will be favoured.</p> <p>e. Overall Benefit: Applications that demonstrate the benefits of the Speaker to the graduate student interest group will be favoured.</p> <p>f. Length of time since last application: Applications from graduate students in a Faculty, Department, Division, or School that have not received funding in recent years may be favoured. In the case of applications of approximately equal academic merits, length of time since the interest group was last awarded a Lecture Grant will be used as a tiebreaker.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>5. Competition Periods</p> <p>1. The Grant Selection Committee will meet four times during the year to review PD/TG applications. Competition periods are set to reflect the GSA fiscal year allowing sufficient time for preparation of year-end reports.</p> <p>a. Session 1 will be held between May 1 and May 15, and review all applications received between February 1 and April 30.</p> <p>b. Session 2 will be held between August 1 and August 15, and review all applications received between May 1 and July 31.</p> <p>c. Session 3 will be held between November 1 and November 15, and review all applications received between August 1 and October 31.</p> <p>d. Session 4 will be held between February 1 and February 15, and review all applications received between November 1 and January 31.</p> <p>2. Applications may be submitted three months prior to the conference or anticipated date of research trip, or three months post the conference or research trip. Applications received more than three months prior to, or more than three months after the proposed dates of travel will not be considered for funding.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>
<p>6. Funding Restrictions</p> <p>1. Applicants may only receive funding once per competition year (September – August) for the Lecture Grant and Student Group Funding. In order to be eligible for either the Student Group Funding Program or the Lecture Grant Funding Program, the applicant must be a registered Graduate Student Group.</p> <p>2. Professional Development and Travel Grants</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)	PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)
<p>a. A student may apply as many times as needed up to the total amount.</p> <p>b. The total amount awarded, through the Professional Development and Travel grant program, to a student over the course of an entire degree program, may not exceed \$800 for PhD students and \$500 for Masters students.</p> <p>3. The maximum amount awarded through Student Group Funding Program is \$200.</p> <p>4. The maximum amount awarded through the Lecture Grant Program is \$1500</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>
<p>7. Appeals</p> <p>1. Anyone who wishes to appeal the committee's decision may do so within 7 working days of award notification. The committee shall re-evaluate the individual's application within 30 working days of the receipt of the appeal. Such re-evaluation decision is a final decision and will not be open to further appeals.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>
<p>BOARD POLICY MANUAL</p> <p>...</p> <p>Emergency Bursary Fund Purpose: To provide for the GSA's policies and procedures with respect to the Emergency Bursary Fund. Scope: This policy outlines the GSA's responsibilities with respect to the Emergency Bursary Fund.</p> <p>Related Bylaws and Policies</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)	PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)
<p>Related Forms Emergency Bursary Application Form</p> <p>1. Preamble</p> <p>1. Emergency Bursaries for graduate students are funded through AEGS funds received as part of the GSA’s Collective Agreement with the University. Bursaries are adjudicated by the University Bursaries & Emergency Funding Office (UBEF).</p> <p>2. Application forms are reviewed at least once annually (normally in the fall) by the Executive Director and Director of Finance and Operations. A report and any recommendations are then submitted to the GSA Board.</p> <p>2. Procedure</p> <p>1. Applications are available at the GSA office, the UBEF office or may be downloaded from the GSA website.</p> <p>2. Application forms shall state the following: “Applicant must be currently registered at the University of Alberta as a full or part-time graduate student and a member of the GSA at the University of Alberta to apply for the bursary. “Applicant CANNOT have received a GSA Emergency Bursary in the past fiscal year (April 1 XXXX- March 31 XXXX). “The GSA Emergency Bursary is a non-repayable grant, issued to current University of Alberta graduate students who need assistance due to an unanticipated emergency. Graduate students must have exhausted all other available funding options before applying for a GSA Emergency Bursary. “The maximum bursary amount is \$1000.00 per academic year.”</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

<p align="center">CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>	<p align="center">PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)</p>
<p>3. All applicants must make an appointment with the UBEF Office, room 1-80 SUB, (780-492-3483). The Emergency Aid Advisor (EAA) will meet with graduate student applicants.</p> <p>4. The EAA assesses the application, with particular attention to:</p> <ul style="list-style-type: none"> a. The required bank statements; b. Documentation for trips overseas for family illness or emergencies; and c. Documentation that any car repairs are essential for employment/medical reasons. <p>5. In addition, the EAA is instructed that:</p> <ul style="list-style-type: none"> a. Laptop replacements will not be considered unless the laptop was stolen and a police report is provided; and b. Dental costs will not be funded if the student has opted out of the health plan. <p>6. If it is determined by the EAA that a student is in need of emergency funding, the EAA's decision together with a report and all documentation, will be sent to the GSA Director of Finance and Operations (DFO). Before issuing a cheque, the DFO will ensure that:</p> <ul style="list-style-type: none"> a. The student has not applied for other AEGS funds for the same purpose as the UBEF application, and that b. all relevant regulations have been observed. <p>If the DFO has any concerns about an application or questions about interpretation of policy, the GSA Board will be consulted. The Board's decision is final and binding.</p>	<p><i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i></p>

CURRENT GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)	PROPOSED GSA Bylaws, Policy (NOTE: Forms are part of the proposed new policy)
7. The current form, as amended by the GSA Board on November 10, 2010, is seen as part of this approved procedure.	<i>Delete this section and replace with proposed new Application Policy and Information, and associated form.</i>



Professional Development Grant (PDG)

Application Policy and Information

1. Sponsor/Purpose

The Academically Employed Graduate Student (AEGS) fund is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations for the Collective Agreement covering Academically Employed Graduate Students. The PDG, provided from the AEGS fund, allows graduate students to participate in professional development activities such as conferences, research trips, courses, etc.

2. Eligibility Criteria

- a) Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
- b) The event must be relevant to the professional development of the graduate student with signed confirmation by (a) the Supervisor or designate (for thesis-based students); (b) the Advisor or Department Chair or designate (for course-based students) supporting the professional development activity.
- c) Must have a Social Insurance Number (SIN) or Individual Tax Number (ITN) for non-residents in order to receive a PDG cheque.

3. Application Information

- a) PDGs are offered on a first-come, first-serve basis. See below.
- b) The GSA will offer grants until allocated funding is expended in the specified period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- c) If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- d) PDG applications can be submitted three months before or after the conference or event.
- e) Graduate students **are responsible** for the completeness and accuracy of their application packages.

4. Applying for a PDG

- a) Application forms are available on the GSA website.
- b) Applicants must submit **ONE** copy of the application package to the GSA Office.

5. Allocation Policy

- a) There is no limit to the number of PDG applications a graduate student can submit during his/her degree program. There is a maximum of one PDG grant for each specified professional development event.
- b) A master's student will be awarded up to a maximum of \$500 during his/her degree program.
- c) A doctoral student will be awarded up to a maximum of \$1,000 during his/her degree program. (Doctoral students who reached their maximum PDG amount of \$800 under the previous policy are now eligible to apply for an additional \$200 in order to fully compensate for the difference between the old and new policies). A doctoral student will be awarded up to a maximum of \$500 in a fiscal year (April 1 – March 31).
- d) PDGs will be allocated based on the relevance score provided by the graduate student's Supervisor/Graduate Coordinator in Section E of the application: **Directly related** to thesis/dissertation/project or program = 75% of demonstrated need up to the maximums stated in section 5b; **Partially related** to thesis/dissertation/project or program = 50% of demonstrated need up to the maximums stated in section 5b; **Unrelated** to thesis/dissertation/project or program and is of personal interest = 25% of demonstrated need up to the maximums stated in section 5b.
- e) PDGs will be awarded only for reasonable and allowable expenses and must comply with University of Alberta Expense Reimbursement policies and procedures as outlined in University of Alberta Policies and

Procedures (UAPPOL) except for hosting expenses which are not eligible. See UAPPOL: https://www.conman.ualberta.ca/stellent/groups/public/@finance/documents/procedure/pp_cmp_060230.hcsp. In cases of dispute, the Vice-President Student Services will decide allowable expenses.

6. Appeals Policy

- a) Any appeals of denied applications must be RECEIVED within ten calendar days.
- b) Appeals must state the grounds for the appeal in writing and be sent to the GSA (c/o GSA Grants Specialist).
- c) Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate if required) and two GSA Councillors selected by the President (or Speaker if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within 20 calendar days.

7. Budget Allocation Policy

Funds will normally be distributed as follows:

- a) 10% of the total annual PDG budget will be held back as contingency funding.
- b) Of annual budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.
- c) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a) Applications will be reviewed by the GSA staff for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application form is complete and required documentation has been submitted;
 - ii. The applicant has confirmed she/he is a current member of the GSA and is in a graduate degree program;
 - iii. The application has the appropriate signature (Supervisor/Advisor/Department Chair or designate) supporting the grant application;
 - iv. There are sufficient funds available in the PDG budget in the specified period that the application is received;
 - v. The appropriate criteria in the Allocation Policy (Section 5) have been met; and
 - vi. Expense claims comply with University of Alberta Expense Reimbursement policies and procedures.
- b) The graduate student submitting the application will be contacted via email by the GSA Grants Specialist (or other designated staff member) regarding applications that are ineligible or incomplete in order to provide an opportunity to resolve the issue where possible.
- c) All applications will be reviewed and signed off by the Vice-President Student Services or the Vice-President Student Life (or designate).
- d) Applicants who meet eligibility requirements will be notified by the GSA Grants Specialist via email of the pre-approved amount.
- e) Once receipts are received by the GSA Grants Specialist, the application documents and receipts will be forwarded to the GSA Financial Manager for disbursement of the PDG cheque. Once the cheque has been issued, the GSA Grants Specialist will contact via email the graduate student and the Supervisor/Advisor/Department Chair (or designate).

9. Interpretation of PDG Policy

The GSA Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to Policy and Forms

The application policy, information, and forms are subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarification.



Professional Development Grant (PDG) Application Form

The following personal information is being collected under the authority of Section 13(1) of the Alberta *Personal Information Protection Act* (PIPA) to assess your application. If you have questions about the use and disclosure of your personal information, contact the GSA at 780-492-2175.

Please Print Clearly

Section A: PERSONAL AND DEPARTMENTAL INFORMATION

Family Name:		Given Name:	
Home Address:		City, Province:	Postal Code:
Student ID #:	Student E-mail Address:		Social Insurance Number (SIN) or Individual Tax Number (ITN) for Non-residents:
Department:	Degree Program: <input type="checkbox"/> Course-based Masters <input type="checkbox"/> Thesis-based Masters <input type="checkbox"/> PhD <input type="checkbox"/> Professional		

Section B: PROFESSIONAL DEVELOPMENT INFORMATION

i) Nature of the Professional Development (PD) (check one):

- Conference
 Research Trip
 Course
 Other

ii) Name of PD: _____

iii) Location of PD: _____

iv) Dates of Travel: Departure (mm/dd/yy): ___/___/___ Return (mm/dd/yy): ___/___/___

Section C: RELEVANCE

i) This PD (i.e., conference or research/professional development event) is: (check one)

- Directly related to thesis/dissertation/project or program
 Partially related to thesis/dissertation/project or program
 Unrelated to thesis/dissertation/project or program and is of personal interest

ii) Give a brief description of the event and explain how it relates to your thesis/dissertation/project, your overall program, and/or personal interests.

Section D: BUDGET

EXPENSE CATEGORY	DESCRIPTION/PARTICULARS	AMOUNT (\$CDN)	
• Registration Fee		\$	Line 1
• Airfare		\$	Line 2
• Ground Transportation		\$	Line 3
• Accommodation		\$	Line 4
• Meals (maximum \$45 a day within Canada and the US and \$66 a day otherwise)		\$	Line 5
• Other (please specify)		\$	Line 6
• Other (please specify)		\$	Line 7
Total Expenses (sum lines 1-7)		\$	Line 8

FUNDING SOURCES ¹	AMOUNT (\$CDN)	
Do NOT include anticipated funding or personal savings.		
•	\$	Line 9
•	\$	Line 10
•	\$	Line 11
•	\$	Line 12
Total Funding Sources (sum lines 9-12)	\$	Line 13

FUNDING SHORTFALL	AMOUNT (\$CDN)	
Total Shortfall (line 13 minus line 8)	\$	Line 14*

*If Line 14 equals \$0.00 a student is ineligible for the GSA PDG.

¹ For example, Supervisor- \$500, Department - \$200.

Section E: SUPERVISOR (OR DESIGNATE) DECLARATION

- For thesis-based students the Supervisor (or designate) must complete this section.
- For course-based students the Advisor or Department Chair (or designate) must complete this section.
- Applications will **not** be adjudicated if this area is blank or incomplete.

For Supervisors/Advisors/Department Chairs (or designate):

I certify that I have read Section C and that this conference or research/professional development event is: **(check one)**

- Directly related to thesis/dissertation/project or program
- Partially related to thesis/dissertation/project or program
- Unrelated to thesis/dissertation/project or program and is of personal interest

Name (please print): _____ Title: _____

Email: _____

Signature: _____ Date: _____

Section F: APPLICANT'S DECLARATION (Please read carefully before signing)

I hereby certify that the information in this application is true, correct, and complete and that I have fully disclosed all sources and amounts of funding. I also agree that I will contact the GSA if I am unable to attend the event funded by the PDG or if I receive more funding than is required for the trip. I understand that in such circumstances that I may be required to repay any travel funds received. Furthermore, I agree to inform the GSA of any changes to my contact information.

Applicant's Signature

Date

Section G: SUPPORTING DOCUMENT CHECKLIST

A complete application **must** include the following:

- Complete application form;
- Proof of **registration** for conferences and courses;
- Proof of **abstract acceptance** for conferences *etc.*;
- Original** receipts for any expenses appearing in Section D (Cost).



Child Care Subsidy (CCS) Application Policy and Information

1. Sponsor/Purpose

The Academically Employed Graduate Student (AEGS) fund is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations for the Collective Agreement covering Academically Employed Graduate Students. The CCS, provided from the AEGS fund, helps offset the cost of child care for graduate students at the University of Alberta.

2. Eligibility Criteria

- a) Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
- b) A graduate student applicant on leave does not qualify for a CCS.
- c) Must have applied for the Province of Alberta Child Care Subsidy. Proof of the grant or refusal of the Provincial Subsidy must be supplied in the application.
- d) Eligible children include:
 - i. Those up to, and including, 12 years of age; and/or
 - ii. A dependent child with special needs up to 18 years of age.
- e) Children must be enrolled in a provincially (Alberta) registered daycare, dayhome, or after-school program. Proof of enrollment is required.
- f) Total gross household income cannot exceed \$55,000/year.
- g) In two-parent families, both parents must be students or the non-student parent must be working a minimum of 15 hours per week. If a parent is unemployed and looking for work or is volunteering, a CCS may be granted for a maximum period of 2 months.
- h) Must have a Social Insurance Number (SIN) or Individual Tax Number (ITN) for non-residents in order to receive a CCS cheque.

3. Application Information

- a) CCSs are offered on a first-come, first-serve basis. See below.
- b) The GSA will offer grants until allocated funding is expended in the specified period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- c) If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- d) Graduate students can apply for a CCS once per application period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- e) Graduate students **are responsible** for the completeness and accuracy of their application packages.

4. Applying for a CCS

- a) Application forms are available on the GSA website.
- b) Applicants must submit **ONE** copy of the application package to the GSA Office.

5. Allocation Policy

- a) There is no limit to the number of CCS applications a graduate student can submit during his/her degree program.
- b) There is a maximum of one grant application for each specified CCS application period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- c) The CCS will provide a maximum of four months of shortfall in any specified application period for child care expenses up to a maximum of \$2,000.

- d) No rollover shall occur between application periods.
- e) Graduate students are responsible for the full cost of their child(ren)'s care in the child care facility regardless of whether or not their subsidy is approved.
- f) The duration of the CCS is dependent on a number of factors including, but not limited to, the timing of an application within the specified CCS application period, the status of the child(ren)'s registration, and overall eligibility as determined through the application.

6. Appeals Policy

- a) Any appeals of denied applications must be RECEIVED within ten calendar days.
- b) Appeals must state the grounds for the appeal in writing and be sent to the GSA (c/o GSA Grants Specialist).
- c) Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate if required) and two GSA Councillors selected by the President (or Speaker if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within 20 calendar days.

7. Budget Allocation Policy

Funds will normally be distributed as follows:

- a) 10% of the total annual CCS budget will be held back as contingency funding.
- b) Of annual budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.
- c) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a) Applications will be reviewed by the GSA staff for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application form is complete and required documentation has been submitted;
 - ii. The applicant has confirmed she/he is a current member of the GSA and is in a graduate degree program;
 - iii. There are sufficient funds available in the CCS budget in the specified period that the application is received; and
 - iv. The appropriate criteria in the Allocation Policy (Section 5) have been met.
- b) The graduate student submitting the application will be contacted via email by the GSA Grants Specialist (or other designated staff member) regarding applications that are ineligible or incomplete in order to provide an opportunity to resolve the issue where possible.
- c) All applications will be reviewed and signed off by the Vice-President Student Services or the Vice-President Student Life (or designate).
- d) Successful applicants will be notified by the GSA Grants Specialist via email once a CCS cheque has been issued.

9. Interpretation of CCS Policy

The GSA Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to Policy and Forms

The application policy, information, and forms are subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarification.



Child Care Subsidy (CCS) Application Form

The following personal information is being collected under the authority of Section 13(1) of the *Alberta Personal Information Protection Act* (PIPA) to assess your application. If you have questions about the use and disclosure of your personal information, contact the GSA at 780-492-2175.

Please Print Clearly

Section A: FAMILY UNIT INFORMATION

Marital Status (*please check one*)

- Single
 Married
 Cohabiting Partner
 Separated/Divorced
 Widow(er)

Section B: APPLICANT INFORMATION

i – PERSONAL INFORMATION

Applicant's Family Name:		Applicant's Given Name:	
Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> International Student		Social Insurance Number (SIN) or Individual Tax Number (ITN) for Non-residents:	
Mailing Address:			
City/Town:	Province:	Postal Code:	
Home/Cell #:	Work #:	Email Address:	

ii – ACADEMIC INFORMATION

Student Status (please check one) <input type="checkbox"/> Full time <input type="checkbox"/> Part time If part time, how many hours/week? _____ (Provide fee assessment—available from Beartracks)			
Student ID #:	<input type="checkbox"/> Masters	<input type="checkbox"/> PhD	<input type="checkbox"/> Professional
Faculty:	Department:		

iii – EMPLOYMENT INFORMATION

Are you employed outside of your graduate program? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If Yes: Primary Place of Employment: _____ How many hours/week?: _____ (Provide proof of income)	

Section C: CO-APPLICANT INFORMATION (if applicable)

i – PERSONAL INFORMATION

Co-applicant's Family Name:		Co-applicant's Given Name:	
Are you currently living in Canada? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what is your citizenship status?			
<input type="checkbox"/> Canadian Citizen		<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> International Student
Mailing Address:			
City/Town:	Province:	Postal Code:	
Home/Cell #:	Work #:	Email Address:	

ii – REASON FOR REQUIRING CARE

Check all that apply (if you do not check one, please explain your circumstances in Section Cv)

Attending School (Fill in section Ciii) Working (Fill in section Civ) Looking for Work Special Needs of Child/Parent Out of Alberta

iii – ACADEMIC INFORMATION

Student Status (please check one)		<input type="checkbox"/> Full time <input type="checkbox"/> Part time If part time, how many hours/week? _____ (Provide fee assessment)	
Institution:	<input type="checkbox"/> College <input type="checkbox"/> Undergraduate <input type="checkbox"/> Masters <input type="checkbox"/> PhD		

iv – EMPLOYMENT INFORMATION

Primary Place of Employment: _____		How many hours/week?: _____ (Provide proof of income)	
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v – SPECIAL CIRCUMSTANCES

If you did not check a box in Section Cii please explain your circumstances.

Section D: GROSS YEARLY HOUSEHOLD INCOME (September 1 – August 31)

Applicant must attach **proof of income**. If married/common-law, you must provide these documents for your spouse also.

Assistantships (TA/RA)	\$	Line 1
Scholarships	\$	Line 2
Bursaries	\$	Line 3
Co-applicant Income	\$	Line 4
Child Tax Benefit	\$	Line 5
Child Care Benefit	\$	Line 6
Child Support/Alimony	\$	Line 7
Children's Benefit (CPP)	\$	Line 8
Other Income (specify) _____	\$	Line 9
Other Income (specify) _____	\$	Line 10
Other Income (specify) _____	\$	Line 11
Total Sources (sum lines 1 – 11)	\$	Line 12

Section E: CHILDREN REQUIRING CHILD CARE SUBSIDY

Please attach a **letter** (with name, date and signature) from caregiver **confirming child care arrangements**. Letter must include costs for child care and be signed by child care provider.

Please attach a copy of the **birth certificate for each child**.

Name of Child (Family Name, Given Name)	Age	Name of Child Care Facility	Cost Per Month (\$)
1.			
2.			
3.			
4.			
5.			

Section F: ALBERTA CHILD CARE SUBSIDY INFORMATION

Have you applied for the **ALBERTA CHILD CARE SUBSIDY**? YES NO

If you have been **granted this subsidy**, provide the parent's copy of the 2-page Provincial Child Care Subsidy approval letter. How much are you receiving? \$

If **you have been refused this subsidy**, provide the parent's copy of the 2-page Alberta Child Care Subsidy refusal letter.

If you **did NOT apply** for the subsidy, provide an explanation in the space below:

Section G: APPLICANT AND CO-APPLICANT DECLARATION

I declare that the information I have given on this application is true and is complete. I understand that giving false information or incomplete information, or not advising of any changes in circumstances may result in my having to repay the subsidy that I have received. I understand that I may be required to provide additional information in order to confirm my eligibility for the GSA Child Care Subsidy.

Date (MM/DD/YYYY): _____ Parent/Guardian's signature: _____

Spouse/Partner/Co-Guardian's signature (if applicable): _____

Section H: CHECKLIST

- Complete** application form;
- Fee Assessment** (from Beartracks or equivalent for each parent who is a student);
- Proof of Income** for each parent such as:
 - letter from employer indicating yearly salary OR
 - letter from department indicating value of yearly stipend and/or scholarship OR
 - pay cheque print out from Beartracks
- Proof of Child Care** (must come in the form of a signed letter printed on the Child Care provider's letter and must include cost and names of children);
- Photocopies of Birth Certificates** for all children requiring child care;
- Alberta Child Care Subsidy acceptance or refusal letter.**



Lecture Grant (LG)

Application Policy and Information

1. Sponsor/Purpose

The Graduate Students' Association (GSA) Lecture Grants (LG) are awarded through funds provided to the GSA from the Provost for academically-related student group activities. LGs enable graduate student groups to invite individuals recognized in their fields to speak at the University of Alberta (U of A).

2. Eligibility Criteria

- a) Must be registered as a graduate student group through Student Group Services, SUB.
- b) The graduate student group must confirm that the lecture for which the funding is requested is an academic event.
- c) Requires signed confirmation of a Department Chair (or designate) attesting that the function is an academically-related activity and that he/she supports the event.
- d) The graduate student group **is responsible** for the completeness of their application package.

3. Application Information

- a) LGs are offered on a first-come, first-serve basis.
- b) The GSA will offer grants until allocated funding is expended in the specified period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- c) If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- d) LG applications can be submitted four months before or after the lecture(s).

4. Applying for a LG

- a) Application forms are available on the GSA website.
- b) Applicants must submit **ONE** copy of the application package to the GSA Office.

5. Allocation Policy

- a) LGs will be allocated at 75% of demonstrated need as detailed in the grant application up to a maximum of \$1,500.
- b) In the event that multiple LG applications are received and that insufficient funds remain for the specified period, the grant will be given to a graduate student group that has not recently received a LG.
- c) A maximum of one LG will be provided to a graduate student group in any April 1 – March 31 period.
- d) LGs will be awarded only for reasonable and allowable expenses and must comply with University of Alberta Expense Reimbursement policies and procedures as outlined in University of Alberta Policies and Procedures (UAPPOL) except for hosting expenses which are not eligible. See UAPPOL: https://www.conman.ualberta.ca/stellent/groups/public/@finance/documents/procedure/pp_cmp_060230.hcsp. In cases of dispute, the Vice-President Student Services will decide allowable expenses.

6. Appeals Policy

- a) Any appeals of denied applications must be RECEIVED within ten calendar days.
- b) Appeals must state the grounds for the appeal in writing and be sent to the GSA (c/o GSA Grants Specialist).
- c) Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate if required) and two GSA Councillors selected by the President (or Speaker if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within 20 calendar days.

7. Budget Allocation Policy

Funds will normally be distributed as follows:

- a) 10% of total annual LG budget will be held back as contingency funding while maintaining the principle that all funds will be allocated in each fiscal year (April 1 – March 31).
- b) Of annual budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.
- c) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a) Applications will be reviewed by the GSA staff for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application form is complete and required documentation has been submitted;
 - ii. The lecture has been organized by a graduate student group registered through Student Group Services, SUB;
 - iii. The graduate student group has confirmed in the application that the lecture is an academic event;
 - iv. The application has been signed by a Department Chair (or designate) in support of the lecture;
 - v. There are sufficient funds available in the LG budget in the specified period that the application is received;
 - vi. That no previous LG was allocated to the graduate student group in same April 1 – March 31 period; and
 - vii. That expense claims comply with University of Alberta Expense Reimbursement policies and procedures.
- b) The graduate student group submitting the application will be contacted via email by the GSA Grants Specialist (or other designated staff member) regarding applications that are ineligible or incomplete in order to provide an opportunity to resolve the issue where possible.
- c) All applications will be reviewed and signed off by the Vice-President Student Services or the Vice-President Student Life (or designate).
- d) Applicants who meet eligibility requirements will be notified by the GSA Grants Specialist via email of the pre-approved LG amount.
- e) Once receipts are received by the GSA Grants Specialist, the application documents and receipts will be forwarded to the GSA Financial Manager for disbursement of the LG cheque. Once the cheque has been issued, the GSA Grants Specialist will contact via email the student group applicants and Department Chair (or designate).

9. Interpretation of LG Policy

The GSA Board shall be consulted about any concerns and questions raised by the GSA office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to Policy and Forms

The application policy, information, and forms are subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarification.



Lecture Grant (LG) Application Form

The following personal information is being collected under the authority of Section 13(1) of the Alberta *Personal Information Protection Act* (PIPA) to assess your application. If you have questions about the use and disclosure of your personal information, contact the GSA at 780-492-2175.

Please Print Clearly

Section A: STUDENT GROUP INFORMATION

Group Name:

Focus and Purpose of Group:

Is your group registered as a graduate student group through Student Group Services in SUB?

- Yes No (if no, please contact Student Group Services in SUB to register)

Section B: CONTACT INFORMATION

Two students from the group will act as official contacts (one primary and one alternate) to the GSA. The GSA will contact ONLY these individuals.

	Primary Applicant	Alternate Applicant
Name:		
Campus Telephone:		
Campus Address:		
Alternate Telephone:		
E-Mail Address:		

Section C: SPEAKER AND LECTURE TOPIC

Name of Invited Speaker:	
Title of Lecture(s):	
Event Location(s):	
Date(s) of Event(s):	

i) Give a brief description of the lecture(s).

ii) Explain how the lecture(s) is/are an academic activity.

Section D: PROPOSED BUDGET

EXPENSE CATEGORY	AMOUNT (\$CDN)	
• Honorarium ¹	\$	Line 1
• Travel	\$	Line 2
• Accommodation & Meals	\$	Line 3
• Venue Rental	\$	Line 4
• Refreshments ²	\$	Line 5
• Advertising	\$	Line 6
• Other (please specify)	\$	Line 7
• Other (please specify)	\$	Line 8
Total Expenses (sum lines 1-8)	\$	Line 9

FUNDING SOURCES ³	AMOUNT (\$CDN)	
•	\$	Line 10
•	\$	Line 11
•	\$	Line 12
•	\$	Line 13
Total Funding Sources (sum lines 10-13)	\$	Line 14

FUNDING SHORTFALL	AMOUNT (\$CDN)	
Total Shortfall (line 14 minus line 9)	\$	Line 15

¹ Speaker honorariums may be offered but should not be excessive or a large component of the Lecture Grants expenses.

² **Only 50% of refreshment expenses will be covered, up to a maximum of \$150.00. NO alcohol will be reimbursed.**

³ For example, list \$500 from departmental students' association, \$200 from department, *etc.* Do NOT include personal funds or funding expected from this application.

Section E: DEPARTMENT CHAIR (OR DESIGNATE) DECLARATION

- Department Chairs (or designate) **MUST** complete this section.
- Applications will **not** be adjudicated if this area is blank or incomplete.

By signing below, I certify that I have read Section C and that this event is an academic activity.

Name (please print): _____ Title: _____

Email: _____

Signature: _____ Date: _____

Section F: APPLICANT'S DECLARATION (Please read carefully before signing)

I hereby certify that the information in this application is true, correct, and complete and that I have fully disclosed all sources and amounts of funding. I also agree that I will contact the GSA if I am unable to host the lecture funded by the LG or if I receive more funding than is required for the Lecture. I understand that in such circumstances that I may be required to repay any funds received. Furthermore, I agree to inform the GSA of any changes to my contact information.

Primary Applicant's Signature

Date

Alternate Applicant's Signature

Date

Section G: APPLICANT'S DECLARATION (Please read carefully before signing)

- Complete application form;
- Receipts for any expenses appearing in the Proposed Budget (Section E). These are not required at the time of application but will be required to receive a LG cheque.



Academically-Related Student Group Grant (SGG)

Application Policy and Information

1. Sponsor/Purpose

Student Group Grants (SGG) are awarded through funds provided to the Graduate Students' Association (GSA) from the Provost to support the academic activities of student groups. SGGs enable registered graduate student groups to help support the costs of seminars, colloquia, or other academic events.

2. Eligibility Criteria

- a) Must be registered as a graduate student group through Student Group Services, SUB.
- b) The graduate student group must confirm that the event for which the funding is requested is academic in nature.
- c) Requires signed confirmation of a Department Chair (or designate) attesting that the function is an academically-related activity and that he/she supports the event.
- d) The graduate student group **is responsible** for the completeness of their application package.

3. Application Information

- a) SGGs are offered on a first-come, first-serve basis.
- b) The GSA will offer grants until allocated funding is expended in the specified period (*i.e.*, April 1 – July 31; August 1 – November 30; December 1 – March 31).
- c) If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- d) SGG applications can be submitted four months before or after the academic event.

4. Applying for a SGG

- a) Application forms are available on the GSA website.
- b) Applicants must submit **ONE** copy of the application package to the GSA Office.

5. Allocation Policy

- a) SGGs will be allocated at 75% of demonstrated need as detailed in the grant application up to a maximum of \$200.
- b) In the event that multiple SGG applications are received and that insufficient funds remain for the specified period, the grant will be given to a graduate student group that has not recently received a SGG.
- c) A maximum of one SGG will be provided to a graduate student group in any April 1 – March 31 period.
- d) SGGs will be awarded only for reasonable and allowable expenses and must comply with University of Alberta Expense Reimbursement policies and procedures as outlined in University of Alberta Policies and Procedures (UAPPOL) except for hosting expenses which are not eligible. See UAPPOL: https://www.conman.ualberta.ca/stellent/groups/public/@finance/documents/procedure/pp_cmp_060230.hcsp. In cases of dispute, the Vice-President Student Services will decide allowable expenses.

6. Appeals Policy

- a) Any appeals of denied applications must be RECEIVED within ten calendar days.
- b) Appeals must state the grounds for the appeal in writing and be sent to the GSA (c/o GSA Grants Specialist).
- c) Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate if required) and two GSA Councillors selected by the President (or Speaker if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within 20 calendar days.

7. Budget Allocation Policy

Funds will normally be distributed as follows:

- a) 10% of total annual SGG budget will be held back as contingency funding while maintaining the principle that all funds will be allocated in each fiscal year (April 1 – March 31).
- b) Of annual budget, 1/3 will be allocated in the April 1 – July 31 period; 1/3 in the August 1 – November 30 period; and 1/3 in the December 1 – March 31 period.
- c) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a) Applications will be reviewed by the GSA staff for eligibility and completeness (see Eligibility Criteria and other policies above) using the following checklist:
 - i. The application form is complete and required documentation has been submitted;
 - ii. The event has been organized by a graduate student group registered through Student Group Services, SUB;
 - iii. The graduate student group has confirmed in the application that the planned event is an academic activity;
 - iv. The application has been signed by a Department Chair (or designate) in support of the event;
 - v. There are sufficient funds available in the SGG budget in the specified period that the application is received;
 - vi. That no previous SGG was allocated to the graduate student group in same April 1 – March 31 period; and
 - vii. That expense claims comply with University of Alberta Expense Reimbursement policies and procedures.
- b) The graduate student group submitting the application will be contacted via email by the GSA Grants Specialist (or other designated staff member) regarding applications that are ineligible or incomplete in order to provide an opportunity to resolve the issue where possible.
- c) All applications will be reviewed and signed off by the Vice-President Student Services or the Vice-President Student Life (or designate).
- d) Applicants who meet eligibility requirements will be notified by the GSA Grants Specialist via email of the pre-approved SGG amount.
- e) Once receipts are received by the GSA Grants Specialist, the application documents and receipts will be forwarded to the GSA Financial Manager for disbursement of the SGG cheque. Once the cheque has been issued, the GSA Grants Specialist will contact via email the student group applicants and Department Chair (or designate).

9. Interpretation of SGG Policy

The GSA Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to Policy and Forms

The application policy, information, and forms are subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarification.



Academically-Related Student Group Grant (SGG) Application Form

The following personal information is being collected under the authority of Section 13(1) of the Alberta *Personal Information Protection Act* (PIPA) to assess your application. If you have questions about the use and disclosure of your personal information, contact the GSA at 780-492-2175.

Please Print Clearly

Section A: STUDENT GROUP INFORMATION

Group Name:

Focus and Purpose of Group:

Is your group registered as a graduate student group through Student Group Services in SUB?

Yes No (if no, please contact Student Group Services in SUB to register)

Section B: CONTACT INFORMATION

Two students from the group will act as official contacts (one primary and one alternate) to the GSA. The GSA will contact *ONLY* these individuals.

	Primary Applicant	Alternate Applicant
Name:		
Campus Telephone:		
Campus Address:		
Alternate Telephone:		
E-Mail Address:		

Section C: EVENT INFORMATION

Title of Event(s):	
Type of Event(s) (e.g., colloquium, seminar etc.)	
Event Location(s):	
Date(s) of Event(s):	

i) Give a brief description of the event(s) you are requesting funding for.

ii) Explain how the event(s) is/are an academic activity.

Section D: BUDGET

EXPENSE CATEGORY	AMOUNT (\$CDN)	
• Food	\$	Line 1
• Refreshments ¹	\$	Line 2
• Entertainment	\$	Line 3
• Venue Rental	\$	Line 4
• Equipment Rental	\$	Line 5
• Advertising	\$	Line 6
• Other (please specify)	\$	Line 7
• Other (please specify)	\$	Line 8
Total Expenses (sum lines 1-8)	\$	Line 9

FUNDING SOURCES ²	AMOUNT (\$CDN)	
•	\$	Line 10
•	\$	Line 11
•	\$	Line 12
•	\$	Line 13
Total Funding Sources (sum lines 10-13)	\$	Line 14

FUNDING SHORTFALL	AMOUNT (\$CDN)	
Total Shortfall (line 14 minus line 9)	\$	Line 15

¹ Only 50% of refreshment expenses will be covered, up to a maximum of \$150.00. NO alcohol will be reimbursed.

² For example, list \$500 from departmental students' association, \$200 from department, etc. Do NOT include personal funds or funding expected from this application.

Section E: DEPARTMENT CHAIR (OR DESIGNATE) DECLARATION

- Department Chairs (or designate) **MUST** complete this section.
- Applications will **not** be adjudicated if this area is blank or incomplete.

By signing below, I certify that I have read Section C and that this event is an academic activity.

Name (please print): _____ Title: _____

Email: _____

Signature: _____ Date: _____

Section F: APPLICANT'S DECLARATION (Please read carefully before signing)

I hereby certify that the information in this application is true, correct, and complete and that I have fully disclosed all sources and amounts of funding. I also agree that I will contact the GSA if I am unable to host the event funded by the SGG or if I receive more funding than is required for the Event. I understand that in such circumstances that I may be required to repay any funds received. Furthermore, I agree to inform the GSA of any changes to my contact information.

Primary Applicant's Signature

Date

Alternate Applicant's Signature

Date

Section G: DOCUMENT CHECKLIST (Please read carefully before signing)

- Complete** application form;
- Documentation confirming the event (e.g., room booking);
- Receipts for any expenses appearing in the Proposed Budget (Section D). These are not required at the time of application but will be required to receive a SGG cheque.



Emergency Bursary (EB) Application Policy and Information

1. Sponsor/Purpose

The Graduate Students' Association (GSA) Emergency Bursary (EB) is a non-repayable bursary for graduate students who need assistance due to an unanticipated emergency. EBs for graduate students are provided by the GSA through collective agreement negotiations for the Academically Employed Graduate Student (AEGS) fund.

2. Eligibility Criteria

- a) Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
- b) An applicant CANNOT have received a GSA EB in the past fiscal year (April 1 – March 31).
- c) Must have a Social Insurance Number (SIN) or Individual Tax Number (ITN) for non-residents in order to receive an EB cheque.
- d) Graduate students must have exhausted all other available funding options before applying for a GSA EB.

3. Application Information

- a) EBs are offered on a first-come, first-serve basis.
- b) Graduate students **are responsible** for the completeness and accuracy of their application packages.

4. Applying for an EB

- a) An applicant must complete the GSA EB application form. Forms are available on the GSA website.
- b) An applicant must call the University Bursaries and Emergency Funding (UBEF) Office (Room 1-80 SUB) at 780-492-3483 to book an appointment to meet with an Emergency Aid Advisor (EAA). The interview will be approximately 30 minutes in length. The applicant MUST bring the following to the meeting:
 - i. Completed GSA EB application form;
 - ii. All relevant supporting documents (including bank statements from the past three months, one copy of identification e.g., birth certificate, passport, driver's license);
 - iii. Current University of Alberta student ID card (ONEcard);
 - iv. Any other relevant documentation proving the emergency circumstance(s) (e.g., death certificate, receipts for expenses).
- c) If the EB is approved, the funds will normally be available to pick up within seven calendar days at the GSA Office.

5. Allocation Policy

- a) There is no limit to the number of EB applications a graduate student can submit during his/her degree program.
- b) There is a maximum of one EB per fiscal year (April 1 – March 31).
- c) The maximum amount that will be awarded to a graduate student for an EB is \$1,500.
- d) EBs are reviewed by the UBEF Office.
- e) The EAA from the UBEF office will meet with the graduate student applicant and assess the application including the relevant documentation.
- f) Laptop replacements will not be considered unless the laptop was stolen and a police report is provided.
- g) Dental costs will not be funded if the student has opted out of the health and dental plan.
- h) If it is determined by the EAA that a graduate student is in need of emergency funding, the EAA's recommendation together with a report and documentation will be sent to the Executive Director (or delegate).

6. Appeals Policy

- a) Any appeals of denied applications must be RECEIVED within ten calendar days.
- b) Appeals must state the grounds for the appeal in writing and be sent to the GSA (c/o GSA Grants Specialist).
- c) Appeals will be reviewed at arm's length by the Vice-President Student Services (or designate if required) and two GSA Councillors selected by the President (or Speaker if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within 20 calendar days.

7. Budget Allocation Policy

Funds will normally be distributed as follows:

- a) 10% of total annual EB budget will be held back as contingency funding.
- b) If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a) The GSA Financial Manager will review the report and documentation supplied by the EAA.
- b) Before issuing a cheque, the GSA Financial Manager will ensure that:
 - i. The student has not applied for other AEGS funds for the same purpose as the UBEF application;
 - ii. All relevant regulations have been observed.
- c) UBEF will contact EB recipients via email when a cheque is available for pick up at the GSA Office.

9. Interpretation of EB Policy

The Board shall be consulted about any concerns and questions raised by the GSA Office about interpretation of this policy. The Board's decision is final and binding.

10. Changes to Policy and Forms

The application policy, information, and forms are subject to GSA Council approval and cannot be changed without Council's approval — excluding editorial revisions/clarification.



Emergency Bursary (EB) Application Form

The following personal information is being collected under the authority of Section 13(1) of the Alberta *Personal Information Protection Act* (PIPA) to assess your application. If you have questions about the use and disclosure of your personal information, contact the GSA at 780-492-2175.

Please Print Clearly

Section A: FAMILY UNIT INFORMATION

Marital Status (*please check one*)

- Single
 Married
 Cohabiting Partner
 Separated/Divorced
 Widow(er)

Section B: APPLICANT INFORMATION

i – PERSONAL INFORMATION

Family Name:		Given Name:	
Citizenship Status: <input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> International Student		Social Insurance Number (SIN) or Individual Tax Number (ITN) for Non-residents:	
Mailing Address:			
City/Town:	Province:	Postal Code:	
Home/Cell #:	Work #:	Email Address:	

ii – ACADEMIC INFORMATION

Student Status (<i>please check one</i>) <input type="checkbox"/> Full time <input type="checkbox"/> Part time If part time, how many hours/week? _____ (Provide fee assessment—available from Beartracks)	
Student ID #:	<input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Professional
Faculty:	Department:

iii – EMPLOYMENT INFORMATION

Are you employed outside of your graduate program? <input type="checkbox"/> YES <input type="checkbox"/> NO	
If Yes: Primary Place of Employment: _____ How many hours/week?: _____ (Provide proof of income)	

Section E: FINANCIAL INFORMATION

Number of Months in part-time/full-time studies _____ (Line 1)

BUDGET							
Household Income (monthly)		Amount (\$CDN)		Household Expenses (monthly)		Amount (\$CDN)	
Assistance from Parents	\$	Line 2		Rent/Mortgage	\$	Line 28	
Spouse/Partner Net Income	\$	Line 3		Utilities	\$	Line 29	
Assistantships (TA/RA)	\$	Line 4		Phone/Cable	\$	Line 30	
Other Employment	\$	Line 5		Food	\$	Line 31	
Band Funding	\$	Line 6		Clothing	\$	Line 32	
Child Tax Benefit	\$	Line 7		Transportation	\$	Line 33	
Child Care Benefit	\$	Line 8		Medical/Dental	\$	Line 34	
Child Support/Alimony	\$	Line 9		Child Care	\$	Line 35	
Children's Benefit (CPP)	\$	Line 10		Credit Card Minimum Payment	\$	Line 36	
Disability Benefit	\$	Line 11		Student Line of Credit Payment	\$	Line 37	
Other Income (specify)	\$	Line 12		Other Expenses (specify)	\$	Line 38	
_____	\$	Line 13		_____	\$	Line 39	
_____	\$	Line 14		_____	\$	Line 40	
_____	\$	Line 15		_____	\$	Line 41	
TOTAL MONTHLY HOUSEHOLD INCOME (sum of lines 2 – 16)	\$	Line 16		TOTAL MONTHLY HOUSEHOLD EXPENSES (sum of lines 28 – 41)	\$	Line 42	

Household Income Available During Study Period		Amount (\$CDN)		Household Expenses During Study Period		Amount (\$CDN)	
Total Study Period Income (Line 1 x Line 16)	\$	Line 17		Total Expenses (Line 1 x Line 42)	\$	Line 43	
Savings	\$	Line 18		Tuition and Fees	\$	Line 44	
Government Student Loan	\$	Line 19		Books and Supplies	\$	Line 45	
RESPs	\$	Line 20		Return Transportation	\$	Line 46	
Scholarships (specify)		Line 21		Other One-time Expenses (specify)	\$	Line 47	
_____	\$	Line 22		_____	\$	Line 48	
_____	\$	Line 23		_____	\$	Line 49	
Awards/Bursaries (specify)	\$	Line 24		_____	\$	Line 50	
_____	\$	Line 25		_____	\$	Line 51	
_____	\$	Line 26		_____	\$	Line 52	
TOTAL HOUSEHOLD INCOME AVAILABLE DURING STUDY PERIOD (sum of lines 17 – 26)	\$	Line 27		TOTAL HOUSEHOLD EXPENSES DURING STUDY PERIOD (sum of lines 43 – 53)	\$	Line 53	

SHORTFALL = Line 27 – Line 53 = \$ _____

- Please attach required documentation (including bank statements for the past 3 months)

Section F: ADDITIONAL INFORMATION

(please attach documentation)

1. Do you own or have regular use of a vehicle? YES NO

If **YES**, complete the following: **MAKE:** _____ **MODEL:** _____

YEAR: _____ **CURRENT VALUE \$** _____

2. Do you have any additional assets (savings, RRSP's, Bonds, etc.)? YES NO

If **YES**, describe and list their current value:

3. List any outstanding debts or loans NOT listed above:

4. How had you planned to meet your expenses for this year?

5. If your request for an emergency bursary is to cover the costs of health and dental care, please answer the following questions:

a) What Health Care coverage do you currently have (e.g., Sun Life, Blue Cross etc.)?

b) Are members of your family also covered by this plan?

c) If **NO** to b), please explain.

6. Have you received a Child Care Subsidy from the GSA in the past 12 months?

Yes No

Section G: DECLARATION AND CONSENT**(please read before signing)****I declare that:**

- The information provided on this application and all attachments is true. I understand that all information provided is subject to verification.

I agree to:

- Notify the GSA in writing if there are changes to my address, my financial, or academic status, or my study period.

I understand that:

I may be denied financial assistance if:

- I am not currently a University of Alberta graduate student;
- I make a false or misleading statement in this application;
- I do not comply with a request from the GSA to provide information or documents to verify information in this application;
- I have already been awarded a GSA Emergency Bursary or a Child Care Subsidy in the past 12 months.

I consent to:

- The release and exchange of financial or personal information and related documents by and between UBEF, the GSA, the University of Alberta and any level of government department, funding agency, landlord, reference, lending institution or employer, for verification;
- The disclosure of my personal information to the GSA for use in research, statistical analysis, program evaluations and fund raising;
- The disclosure and exchange of information and documents including my address, contact information, references, academic status, financial assistance and other personal information by and between the GSA, the University of Alberta, and any third party authorized to collect a debt owed to the University of Alberta.

I understand that if this declaration is not signed, my Emergency Bursary application cannot be considered for funding.

Date (MM/DD/YYYY): _____ **Applicant's signature:** _____

FOR OFFICE USE ONLY**UBEF****Sighted ID#:** _____**Student Name:** _____**Approved By:** _____**Agreed:** _____**Recommended Remittance: \$** _____**GSA****Reviewed By:** _____**Date Issued (MM/DD/YYYY):** _____**Amount Issued: \$** _____**Cheque Number:** _____

Agenda

3. Presentations and Announcements

(a) Presentations by Guests

- i. Update on Assessment and Grading Subcommittee (Dr Robert Luth) (30 minutes) (see attachment)
- ii. GSA 101 (Steve Melenchuk) (30 minutes) (see attachment)

9. New Business

(a) Scheduled Business

- i. R20110516.1: Granting Policy Proposals (see attachments)

Scheduled Business

R20110516.1 *BIRT* the attached proposed revisions to policy and forms related to grants selection be approved, to take effect for the next round of adjudications, and to be reviewed in one year's time.

Moved by Roy Coulthard, President

Motivation As presented in the attached documents.