

**SENATE MEETING
PUBLIC SESSION
AGENDA**

January 25, 2017
3:30 – 5:30 PM

Senate Chambers (Room 1079 Charles J McCaffray Hall)

1.0 S-201701.01

Approval of the Agenda †

Page 1 That the agenda for the January 25, 2017 Public Session of Senate be approved as presented.

† **NOTE:** *The Senate Agenda for the public session consists of two parts, a consent agenda and a regular agenda. The consent agenda contains items that are deemed to be routine or noncontroversial and are approved by the Steering Committee of Senate for placement on that agenda. Any Senator wishing to discuss any item on the consent agenda may ask the Chair of Senate that the item be removed from the consent agenda and placed on the regular agenda. Items removed from the consent agenda will be placed on the regular agenda and dealt with in the order in which they appear on the full agenda. Senators wishing to ask a question regarding an item on the consent agenda, without necessarily removing that item from the consent agenda, are strongly encouraged to direct questions to the Secretary of Senate in advance of the meeting.*

2.0 S-201701.02

Approval of Senate Minutes

Page 5 That the minutes of the December 14, 2016 Public Session of Senate be approved as presented.

3.0 Business Arising from Previous Minutes of Senate

Page 34 3.1 Students as Partners: Considerations for UNBC Report (approximately 15 minutes) **Dr. Ryan**

3.2 Notice of Motion **Dr. Casperson**

Notice of Motion – December 14, 2016

Casperson

To remove “or designate” in multiple places under motion S-201612.09 at the January 25, 2017 Senate meeting.

Page 48 Motion S-201612.09 has been included in the meeting package for information.

Regular

S-201701.03

Changes Introduced by Senate motion S-2016.12.09 - Section 4.3, Academic Performance

Page 73

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In the paragraph Section 4.3, Academic Performance, “Vice-President , Research and Graduate Programs or designate” is replaced by “Vice-President , Research and Graduate Programs”.

Effective date: on approval by Senate

Regular

S-201701.04

Changes Introduced by Senate motion S-2016.12.09 - Paragraph 4.3.1

Page 74

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In paragraph 4.3.1, remove “or designate” from the change “Vice-President , Research and Graduate Programs or designate”.

Effective date: on approval by Senate

Regular

S-201701.05

Changes Introduced by Senate motion S-2016.12.09 - Paragraph 4.3.2

Page 75

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In paragraph 4.3.2, remove “or designate” from the change “Vice-President , Research and Graduate Programs or designate”.

Effective date: on approval by Senate

Regular

S-201701.06

Changes Introduced by Senate motion S-2016.12.09 - Paragraph 4.3.4

Page 76

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In paragraph 4.3.4, remove both occurrences of “or designate” in the change “Vice-President, Research and Graduate Programs or designate”.

Effective date: on approval by Senate

Regular

S-201701.07

Changes Introduced by Senate motion S-2016.12.09 - Section 4.4.1

Page 78

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In Section 4.4.1, remove both occurrences of “or designate” in the change “Vice-President , Research and Graduate Programs or designate”.

Effective date: on approval by Senate

Regular

S-201701.08

Changes Introduced by Senate motion S-2016.12.09 - Section 4.4.2

Page 80

That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In Section 4.4.2, remove both occurrences of “or designate” in the change “Vice-President, Research and Graduate Programs or designate”.

Effective date: on approval by Senate

4.0	President’s Report	
5.0	Report of the Provost	Dr. Ryan
6.0	Report of the Registrar	Ms. McKenzie
7.0	Question Period	Dr. Keen
8.0	Removal of Motions from the Consent Agenda	Dr. Keen
9.0	Committee Reports	

9.1 Senate Committee on Academic Affairs *(no material)* Dr. Ryan

9.2 Senate Committee on Admissions and Degrees Dr. Owen

“For Approval” Items:

Regular **S-201701.09**
Change(s) to the Graduate Calendar For the PhD in Health Sciences Admission Criteria
Page 82 That, on the recommendation of the Senate Committee on Admissions and Degrees, the change(s) to the Graduate calendar For the PhD in Health Sciences admission criteria on pg 67 of the pdf calendar be approved as proposed.
Effective date: Immediately

9.3 Senate Committee on First Nations and Aboriginal Peoples *(no material)* Dr. Ryan

9.4 Senate Committee on Scholarships and Bursaries Dr. Owen

“For Approval” Item:

Regular **S-201701.10**
Revisions to the Youth in Care Tuition Waiver
Page 84 That, on the recommendation of the Senate Committee on Scholarships and Bursaries, the revised Terms and Conditions for the Youth in Care Tuition Waiver be approved.
Effective Date: 2017-2018 Academic Year

“For Information” Items:

Page 87 **SCSB20161214.03** (approved)
Project Friendship Society Award in Memory of Bob & Barbara Harkins
That the new Terms and Conditions for the Project Friendship Society Award in Memory of Bob & Barbara Harkins be approved.
Effective Date: 2017-2018 Academic Year

Page 89 **SCSB20161214.04** (approved)
Revisions to the Houston Scholarship
That the revised Terms and Conditions for The Houston Scholarship be approved.
Effective Date: 2017-2018 Academic Year

9.5 Senate Committee on Nominations Dr. Casperson

“For Approval” Items:

Regular **S-201701.11**
Recommendation of Senate Committee Member to Senate
That, on the recommendation of the Senate Committee on Nominations, the following candidate, who has met all eligibility requirements to serve on Senate committees as indicated, be appointed as proposed.
Effective date: Immediately upon approval by Senate

SENATE COMMITTEE POSITION TO BE FILLED
(except as otherwise noted, all terms begin immediately)

CANDIDATE

STEERING COMMITTEE OF SENATE

Faculty Senator (March 31, 2018)

Ms. Wendy Fellers

Regular

S-201701.12

Recommendation of CASHS Faculty Member to Serve on the Search Committee for the Provost and Vice President Academic to Senate

That, on the recommendation of the Senate Committee on Nominations, that Senate appoint to the Search Committee for the Provost and Vice President Academic one of the following people (who have met all eligibility requirements):

- Dr. Robert Budde
- Dr. Shannon Freeman
- Dr. Andrew Kitchenham
- Dr. Paul Siakaluk

Effective date: Immediately upon approval by Senate

The biographies for the above CASHS Faculty candidates have been uploaded to the Senate SharePoint site as a separate document available to Senators for information.

Regular

S-201701.13

Recommendation of CSAM Faculty Member to Serve on the Search Committee for the Provost and Vice President Academic to Senate

That, on the recommendation of the Senate Committee on Nominations, Dr. Art Fredeen, who has met all eligibility requirements to serve on the Search Committee for the Provost and Vice President Academic as a CSAM Faculty Member, be appointed as proposed.

Effective date: Immediately upon approval by Senate

9.6 Senate Committee on the University Budget (no material) Dr. Whitcombe

9.7 Steering Committee of Senate Dr. Ryan

Regular

S-201701.14

Changes to the Terms of Reference for the Senate Committee on Nominations

[Page 91](#)

That, on the recommendation of the Steering Committee of Senate, the terms of reference for the Senate Committee on Nominations be approved as proposed.

Effective Date: January 25, 2017

Regular

S-201701.15

Amendment to Policy – Selection Procedures for the Search Committee for the Provost and Vice President

[Page 93](#)

That the amendment of the Selection Procedures for the Search Committee for the Provost and Vice-President Academic, by the removal of Dean-Graduate Programs, from the Search Committee, and by the addition of Dean-Regional Programs be approved as proposed.

Effective date: Upon approval of Senate as per s. 27(2)(f) of the University Act

10.0 Information (no material)

**11.0 S-201701.16
Approval of Motions on the Consent Agenda Dr. Keen**

That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.

12.0 Other Business

12.1 Additional Onboarding for Students Interested in Serving on Senate Ms. Sanford

**13.0 S-201701.17
Move to In Camera Session**

That the meeting move In Camera.

**14.0 S-201701.23
Adjournment**

That the Senate meeting be adjourned.

October 20, 2016

Students as Partners: Considerations for UNBC

Dr. Heather A. Smith

Director, UNBC Centre for Teaching, Learning and Technology

October 20, 2016

Dear Dr. Weeks,

In the August meeting of the UNBC Senate it was indicated that I would write a report in response to concerns raised by student leaders regarding student participation in the UNBC Academic Planning process.

Please find below a report based on the model of students as partners. The model is described below. You will also find broad recommendations related to the model, recommendations related to addressing the immediate concerns identified by student leaders, and recommendations that focus on possible longer term initiatives.

The recommendations below are a starting point for robust and rich conversation with students and with each other. We have been provided with an important opportunity to discuss students as partners and in particular, students as partners in governance.

Respectfully submitted,

A handwritten signature in black ink that reads "Heather Smith". The signature is written in a cursive style with a large initial 'H' and 'S'.

Heather Smith

Introduction

In the introduction to a special section of *Teaching and Learning Inquiry*, Roselynn Verwoord reflects on the role of students as co-inquirers and co-creators in the scholarship of teaching and learning and reminds us that not only are “students integral to all dimensions of improving teaching and learning” (Werder, Pope-Ruark and Verwoord, 2016: 2) but that students are central to all that we are as a university. If we are to ‘walk the talk’ on the notion of student centred, an important starting point is to step away from traditional notions of students as deficits, remind ourselves that students are “complex, substantial human beings who arrive in class with diverse cultures, they have languages, interests, feelings, experiences and perceptions”(Shor, 1992: 32) and to move towards processes and practices that embrace the ethos of students-as-partners.

Student leaders at UNBC have provided us with the opportunity to think deeply and carefully about how we engage, include, support, and partner with students in the academic planning process, university governance and more broadly, university processes, practices and policies.

In August 2016, NBCGSS President Trina Johnson and NUGSS President Arctica Cunningham submitted a letter to President Daniel Weeks and the UNBC Senate. The focus of the letter was on the ways and means of including students in the academic planning process. Noting the multiple demands facing students, they raised concerns related to the time commitment to sit on the committees, the timeline for committee work, and lack of compensation for student work. A per diem for student work was suggested. They also raised the issue of the stress and pressure for students on the committees as students are faced with navigating the hierarchies embedded in the committees.

On September 12, 2016, and as a follow up, NUGSS President Arctica Cunningham presented a “NUGSS Position Paper” to the senior leadership. In that position paper Ms. Cunningham identified the difficulties faced in recruiting students to the committees and provided three possible solutions:

1. Offer a per diem or honourarium to each student. Staying in line with the wages UNBC offers Research Assistants, we feel it would be fair to base the payment on a rate of \$11 per hour, working out to approximately \$880 total payment to each student (\$11 per hour, 5 hours per week and 16 weeks of work).
2. Offer a tuition waiver for one three-credit course, to reduce the financial burden on students, who must reduce their availability for their part-time or full-time job commitments that they rely on to pay for their education, in order to sit on a committee.
3. Create a three-credit Leadership course, tuition-free, to recognize the professional development students will gain from their experience working with a committee as well as the time commitment of the committee work, which is approximately equivalent to the time required to complete an undergraduate course.

In response to the initial concerns articulated by the student leaders, UNBC President Dr. Daniel Weeks indicated at the August Senate meeting that research was being done by the Director of the CTLT to highlight opportunities to address the concerns raised by the student leaders.

To that end, I have begun a review of the literature related to students as partners, have had discussions about the students as partners approach and its relationship to governance with some of the leading scholars, and I have had initial conversations with some, but not all, of the student leaders.

This report represents my research findings and discussions to date. The report provides a set of recommendations for how to move forward to address both the immediate concerns of the students and the longer-term options for further incorporation of the students as partners ethos into the UNBC culture.

It is important to note that these recommendations are based on my own perspective as Director of the UNBC CTLT and do not represent university wide policy.

Introduction to the Students as Partners Approach

The students as partners and the student voice literature is vast (See for example: Bovill, Cook-Sather, and Felten, 2011; Healey, Flint, & Harrington, 2014; Marquis et al 2016; Seale 2010; Seale 2014).

Key themes in the literature include:

- “Embed processes of partnership with and between students throughout HE (higher education) practice and policy” including “institutional governance, quality assurance, research strategies, community engagement, extra-curricular activities” and of course teaching and learning (Healey et al 2016: 1-2).
- “Partnership is a way of doing things, rather than an outcome itself” (Healey et al 2016: 2) – it is an ethos (NUS 2013).
- Partnership is about building practices that provide for equitable roles (Werder, Pope-Raurk and Verwoord: 1) and provides for co-creation.
- “Partnership may not be possible, or indeed appropriate, in all learning and teaching contexts” (Healey et al 2016: 8).
- Partnership is not easy and it requires that all participants (students, faculty and administrators) commit to the partnership in ways that will disrupt traditional hierarchies and which emphasize the student voice (Kehler, Verwoord, Smith 2016; Bovill 2014).
- Partnership is values based.

The values that should inform a partnership model include (Healey et al 2014: 14-15):

- Authenticity – all parties have a meaningful rationale for investing in partnership, and are honest about what they can contribute and the parameters of partnership;
- Inclusivity – partnership embraces the different talents, perspectives and experiences that all parties bring, and there are no barriers (structural or cultural) that prevent potential partners getting involved;
- Reciprocity – all parties have an interest in, and stand to benefit from, working and/or learning in partnership;
- Empowerment – power is distributed appropriately and all parties are encouraged to constructively challenge ways of working and learning that may reinforce existing inequalities;
- Trust – all parties take time to get to know each other, engage in open and honest dialogue and are confident they will be treated with respect and fairness;
- Challenge – all parties are encouraged to constructively critique and challenge practices, structures and approaches that undermine partnership, and are enabled to take risks to develop new ways of working and learning;
- Community – all parties feel a sense of belonging and are valued fully for the unique contribution they make;
- Responsibility – all parties share collective responsibility for the aims of the partnership, and individual responsibility for the contribution they make¹.

In terms of teaching and learning, Healey et al (2014; 2016) identify four overlapping areas for potential partnership: learning, teaching and assessment; subject-based research and inquiry; scholarship of teaching and learning; curriculum design and pedagogic consultancy. Figure 1, below, illustrates the assumed relationships between the four areas.

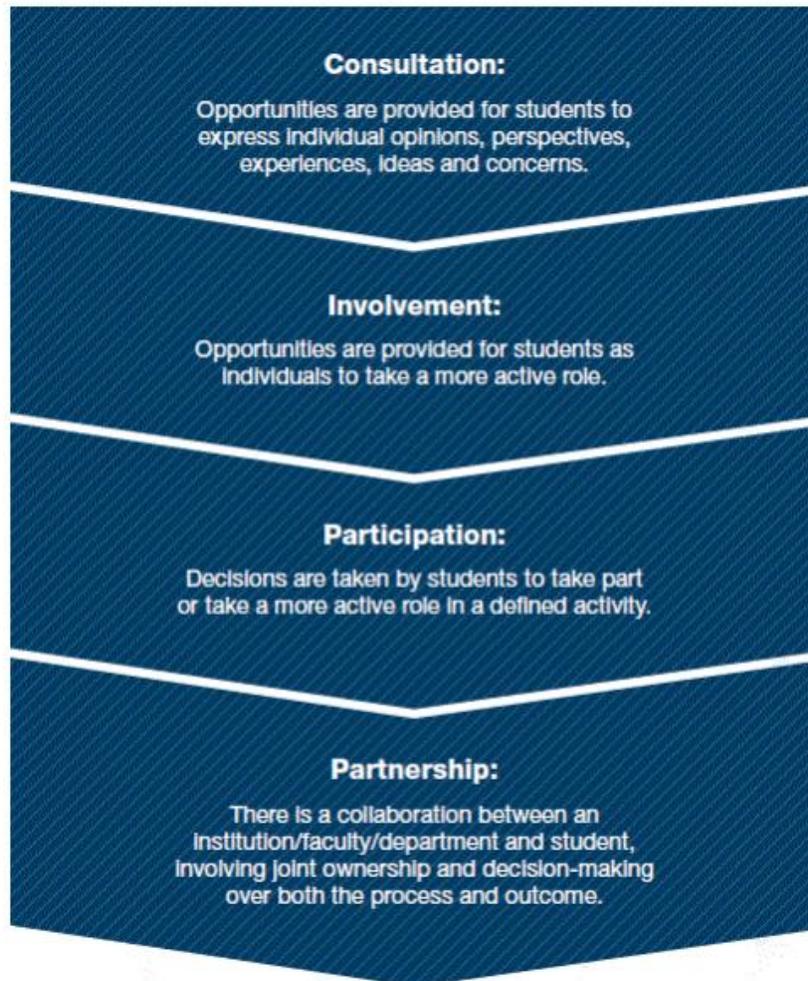
Figure 1: Students as partners model from Healey et al 2014.

¹ A more recent version of the values articulated by the Higher Education Academy and Healey et al 2016 includes courage, plurality, honesty, and doesn't include community and challenge. See Healey et al 2016 and Healey et al 2014 for the comparison.



Finally, “partnership as a process of student engagement is complementary to other forms of student engagement” (Healey et al 2014: 16). Partnership, however, should not be equated with consultation, involvement or participation. These are all different processes. This sentiment is captured in the image below (Figure 2).

Figure 2 (Healey et al 2014: 16)



With this background in mind, I now turn to the UNBC context. I will begin with a short discussion of relationship of the Healey et al model to UNBC and show that we are engaged, in some areas, in practices that are consistent with the ethos of students as partners. I will then turn to the issues raised by the students in the context of the academic planning process and governance more broadly.

Students as Partners in the UNBC Context

If we consider the four overlapping areas of teaching and learning identified above by Healey et al and consider them with the UNBC context in mind, I believe we can argue that there are practices and initiatives that are broadly consistent with the values that underpin the model. This is not a complete scan of practices, programs and initiatives at UNBC. Further work needs to be done in this area.

Learning, teaching and assessment: In the literature this part of the model would include practices such as peer learning and peer assessment (Healey et al 2016).

At UNBC, we have a host of examples of peer learning and peer assessment in teaching, learning and student engagement.

- The Peer Support Network housed at the First Nation Centre “is a community of caring student volunteers who provide support to other students on campus” (Gagnon In correspondence 2016). Peer mentors contribute to and facilitate significant portions of the First Year Connections Program.
- The supplemental instruction offered at the Academic Success Centre is also premised on peer based learning.
- Peer feedback and assessment is an integral part of the IASK Program.

Subject-based research and inquiry: The emphasis in this area tends to be on research undertaken outside the curriculum.

At UNBC, the exemplary example of students as partners research and inquiry outside the curriculum is the Undergraduate Research Experience.

Scholarship of teaching and learning: The focus in this area is on the inclusion of students as partners in the scholarship of teaching and learning or the creation of programs such as the Undergraduate Learning and Teaching Research Internship at the University of Western Australia (See University of Western Australia 2016).

At UNBC we do not have a clear sense of the degree to which faculty and staff are engaged in SOTL. As Director of the CTLT, I have written and presented with students and former students about teaching and learning (Smith 2012; Verwoord, Kehler, Smith 2016).

Curriculum design and pedagogic consultancy: The focus in this area is on student involvement in curriculum design and pedagogy consultants for faculty (See for example Cook Sather 2009; 2010).

At UNBC we have no institution wide initiatives that include students in curriculum design in an ongoing way and we do not have pedagogic consultancy. We do have instances of students and faculty co-designing curriculum for individual classes. The extent to which this takes place is unknown given the often isolated way in which we engage in our teaching.

Based on the assessment above, the following recommendations are made:

General Recommendation:

Recommendation 1: *If the students as partners approach is complimentary to the practices and programming at UNBC, and in some instances it clearly is, it would be worthwhile to broaden this environmental scan to determine where more of these practices are taking place.*

As noted in Healey et al (2016), the model can be used as a framework for engagement. The students as partners approach is consistent with the work on high impact educational practices and thus can be used to enhance student retention.

This recommendation can be undertaken by the Director of the CTLT.

Recommendations Related to Student Involvement in Academic Planning:

Recommendation 1: *Based on the values articulated above, in particular inclusivity and reciprocity, and consistent with the idea of 'partnership', it is recommended that we compensate the students participating in the academic planning process.*

Student leaders have been clear about their concerns and their concerns are consistent with research on student participation in university governance (Planas et al, 2013). They have articulated a variety of options in terms of compensation.

Furthermore, we have programs such as the URE which funds extracurricular research and we raise funds and provide a variety of supports for student athletes. Students involved in the academic planning process can be similarly compensated for their contributions to UNBC.

There are a number of options in terms of compensation. Arctica Cunningham has provided three options. Along those lines, and consistent with Arctica Cunningham's recommendations, I suggest we pursue **one** of the following options:

- A. For all students involved in the Academic Planning process, we use the guidelines of the Undergraduate Research Experience and modify them to fit in the context of governance. This means students get paid for up to 100 hours of work at 15\$/hr. There is a requirement of the students to share their reflections on the process and that those reflections can be included in UNBC publications and media. A faculty member or Director of the CTLT would support them in their work. This program builds on the principles of the students as partners approach. This would not be for credit.
- B. For the students involved in the Academic Planning process, we create a three-credit leadership course for which they receive a tuition waiver. There are many options in terms of how this course might be designed. I understand that Dr. Tracy Summerville maybe be undertaking the task to design such a course.
- C. Provide students involved in the Academic Planning process with a tuition waiver.

Recommendation 2: *Based on the values articulated above and acknowledging the student concerns about power differentials in Academic Planning Action Groups, I recommend that we have a facilitated session in advance of the first meetings of the Academic Planning Action Groups. This facilitated session will highlight the students as partners approach and discuss strategies for inclusive planning and meeting practices.*

Recommendations Related to Students as Partners in Governance:

The issues raised by student leaders can inspire us to reflect on governance practices and processes more generally. The willingness of the students to share their insights with us can foster learning for us all. With this in mind, I make the following recommendations:

Recommendation 1: *The options articulated above for student compensation can address immediate needs. However, two of the options above should be considered for further development: the student governance variation of the Undergraduate Research Experience and the Student Leadership course.*

As argued above, we have extra-curricular funding for research and we have various types of support for student athletes. I believe we can and should create a program like the URE available to students involved in university governance.

Going forward, I recommend that the Student Leadership course be linked in some way with the LEAD Program delivered by Student Life. I also recommend that it be for credit. In terms of assumptions regarding ‘leadership’ I recommend that we adopt an understanding of leadership that is broad and inclusive and that will appeal to a range of students from student government to student clubs such as WUSC. This approach recognizes diversity in our student population.

Recommendation 2: *Discussions have taken place on a bursary for student leaders. Some form of bursary or a program such as the one identified above that is modeled after the URE should be designed. We should find ways to more robustly support our student leaders (and again I understand student leaders broadly).*

Recommendation 3: *New and innovative practices to acknowledge the work of students involved in governance should be created.*

I believe there are many possible options to acknowledge the work of students involved in governance. For example, just as we have celebrations to recognize the students who have been involved in the URE, so too should we acknowledge and celebrate student leaders in governance. There may also be different ways to profile the work of student leaders on our website.

Recommendation 4: *Processes and practices in the UNBC Senate should be revised in light of the concerns expressed by student leaders.*

Student leaders have indicated that they feel disrespected and disregarded in Senate. This is not acceptable. If we value the student voice we need to ‘walk the talk’. Possible options to address these concerns include: add a student report to the UNBC Senate agenda. The report would follow those of the President and Vice Presidents. One student leader has proposed that there be a student vice chair. Finally, different means of including all Senators in thoughtful and reasonable discussions need to be considered. There was Senate meeting in the last year that was done in a round table format and that kind of process ensures higher levels of engagement and more respectful and safe spaces.

Recommendation 5: *Review the onboarding process to Senate.*

Is the onboarding process assessed? Is the onboarding session designed to be interactive? Do we have a sense of how the students feel about the onboarding process? If students feel that they are insufficiently prepared for the Senate experience, are there ways we can support them to feel more prepared?

Recommendation 6: *Design and implement a peer-mentoring program for students new to university governance.*

One option to support student leaders new to university governance would be to design and implement a peer-mentoring program. This program should be designed and implemented in ways that are consistent with the students as partners model.

Recommendation 7: *Where possible, we should create student advisory committees for our respective units, across the university.*

This option may be taxing for students and demanding on the time of administrators but increased opportunities for university administrators to engage with students will enhance our understanding of how we can serve, retain and learn from our student community. Agendas should be negotiated collaboratively and meetings could be run in non-traditional ways thus providing more space for the student voice.

Recommendation 8: *Engage in a student as partners research project related to governance.*

It is clear to me from my conversations with student leaders that they often feel that their voices are unheard. The voices of student leaders give us profound insights into the processes and practices at UNBC. We can be leaders in work on students as partners in governance as there is minimal literature in this area. I will work in partnership with interested students (and some have already indicated their interest to me) to design and implement a research project related to students as partners in governance at UNBC. This research can provide us with further ideas for the future of UNBC.

Recommendation 9: *Engage in ongoing conversations with student leaders.*

Partnership takes time. If we are to build more robust partnerships with student leaders we need to commit to some process of ongoing conversations with student leaders. Consistent with the student voice literature (Seale, 2010: 998) we focus on “asking questions about student experiences; seeing and understanding the student experience; reflecting on implications for practices; hearing or listening to previously inaudible or ignored voices”.

Concluding Comments

I want to conclude by again acknowledging the very fine work that is already taking place at UNBC – work that is informed by the ethos of students as partners. Across the university, faculty, staff and students work together every day to enhance the student experience. This is to be celebrated.

The concerns expressed by student leaders in their communication with Senate and with President Weeks provide us with a wonderful opportunity to learn from their experiences, to rethink some of our practices and policies and to engage in work that will enrich us all. Authentically listening to the students and working with them to build practices that provide safe, respectful and transformative learning, teaching and governance spaces can only be of benefit to UNBC. Working with students as our partners will help us all be better leaders and teachers.

Bovill, Catherine, Alison Cook-Sather, and Peter Felten (2011). “Changing participants in pedagogical planning: Students as co-creators of teaching approaches, course design and curricula” *International Journal for Academic Development*, 16(2), 133-145.

Bovill, Catherine (2014) “An investigation of co-created curricula within higher education in the UK, Ireland and the USA” *Innovations in Education and Teaching International*, Vol. 51, No. 1, 15–25, <http://dx.doi.org/10.1080/14703297.2013.770264>

Cook-Sather, Alison (2010). “Students as Learners and Teachers: Taking Responsibility, Transforming Education, and Redefining Accountability” in *Curriculum Inquiry* 40, 4 (September), 555-575 available at:

http://repository.brynmawr.edu/cgi/viewcontent.cgi?article=1010&context=edu_pubs

Cook-Sather Alison (2009) “I am not afraid to listen: Prospective Teachers Learning From Students” *Theory into Practice* 48: 176-183.

Healey, Mick, Abbi Flint and Kathy Harrington (2016). “Students as Partners: Reflections on a Conceptual Model”. *Teaching & Learning Inquiry*, 4(2), 1-13. doi:<http://dx.doi.org/10.20343/10.20343/teachlearninqu.4.2.3>

Healey, Mick, Abbi Flint, and Kathy Harrington (2014). *Engagement through partnership: Students as partners in learning and teaching in higher education*. York: HE Academy. Available at: https://www.heacademy.ac.uk/system/files/resources/engagement_through_partnership.pdf

Marquis, Elizabeth, Varun Puri, Stephanie Wan, Arshad Ahmad, Lori Goff, Kris Knorr, Ianitza Vassileva and Jason Woo (2016). “Navigating the threshold of student–staff partnerships: a case study from an Ontario teaching and learning institute”, *International Journal for Academic Development*, 21:1, 4-15, DOI: 10.1080/1360144X.2015.1113538

National Union of Students (2013). “A Manifesto for Partnership” Available at: <http://www.nus.org.uk/PageFiles/12238/A%20Manifesto%20for%20Partnership.pdf>

Planas, Anna, Pere Soler, Judit Fullana, Maria Pallisera and Montserrat Vila (2013), “Student participation in university governance: the opinions of professors and students” in *Studies in Higher Education*, Vol. 38, No. 4, 571– 583, <http://dx.doi.org/10.1080/03075079.2011.586996>

Seale, Jane (2010). “Doing Student Voice Work in Higher Education: An Exploration of the Value of Participatory Methods” *British Educational Research Journal* 36, 6,: 995-1015

Seale, Jane, Suanne Gibson, Joanna Haynes & Alice Potter (2015). "Power and resistance: Reflections on the rhetoric and reality of using participatory methods to promote student voice and engagement in higher education", *Journal of Further and Higher Education*, 39:4, 534-552, DOI: 10.1080/0309877X.2014.938264

Shor, Ira (1992). *Empowering Education*, (Chicago: University of Chicago Press).

Smith, Heather, Courtney Caldwell, Heather M. Carson, Charelle Gribbling, Kaleigh Milinazzo, Emily-Anne Therrien, Leslie Warner , (2012). "Doing it Differently: Creation of an Art Gallery" *International Studies Perspectives*, 13:3 (August), 307-320.

University of Western Australia (2016) "The undergraduate learning and teaching research internship scheme" Available at:
<http://www.student.uwa.edu.au/learning/resources/ultris>

Verwoord, Roselynn, Angela Kehler and Heather Smith (2016), "Power and Voice: A Critical Analysis of the Students as Partners Literature", presented at the Annual Meeting of the International Society for the Scholarship of Teaching and Learning, October.

Werder, Carmen, Rebecca Pope-Ruark, and Roselynn Verwoord (2016) "Students as Co-Inquirers (Special Section Guest Editors' Introduction)". *Teaching & Learning Inquiry*, v. 4, n. 2, p. 1-3, (September). Available at:
<<http://tlijournal.com/tli/index.php/TLI/article/view/112/91>>.

SENATE COMMITTEE ON ADMISSIONS AND DEGREES

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the title Dean, Graduate Programs be changed on noted pages (in the print or PDF calendar accessible on the UNBC web page) of the 2016/2017 Graduate Calendar Admissions and Regulations section, be approved as proposed.

1. **Effective date:** December 14, 2016
2. **Rationale for the proposed revisions:** to reflect the strategic realignment of Graduate Programs as part of Research to reflect link of Graduate Programs and Faculty researchers and streamline student processes
3. **Implications of the changes for other programs, etc., if applicable:** none
4. **Reproduction of current Calendar entry for the item to be revised:**

1.1 English Language Requirements

English is the primary language of instruction and communication at UNBC. Consequently, it is expected that an applicant be able to demonstrate an acceptable level of proficiency in the use of English in order to receive and participate in classroom instruction and discussion as well as to complete written assignments.

Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. French-speaking Canadians and Canadian First Nations language speakers are exempted from this requirement. Students who have completed a degree program entirely in the English Language at a recognized institution from a country approved by UNBC where English is an official language may be exempted from this requirement. A listing of English Language Proficiency test exempt countries is maintained by the Office of the Registrar. Applicants from countries not on the waiver list who have completed their four year undergraduate degree entirely in the English language may request a waiver of the English Language Proficiency Requirement. The Office of the Registrar and the Dean of Graduate Programs, in consultation with programs, will assess each waiver and supporting documentation. Waivers are not guaranteed. The decision of the Office of the Registrar and the Dean of Graduate Programs will be final. It is recommended that applicants for whom English is not their primary language submit an accepted English Language Proficiency test score.

1.3 Admission to Master's Degrees

1.3.3 A faculty member who wishes to supervise an applicant who has a four-year (120 credit hours) Baccalaureate degree (or equivalent) that does not meet the GPA requirements stated above and who obtains the recommendation of the appropriate program must have approval from the Dean of Graduate Programs who admits the applicant. The applicant must

have significant formal training and relevant professional experience to offset such GPA deficiencies.

1.4 Admission to the Master's Degree as a Conditionally Admitted Mature Student

Five years after completion of a Baccalaureate degree as defined in 1.3.1, applicants whose academic record is such that they would not be admissible to a Master's program may be admitted conditionally as mature students, provided they are recommended by the appropriate Program. Such recommendations must be made in writing by the Program and approved by the Dean of Graduate Programs.

The minimum grade point average for admission to a Master's program as a conditionally admitted mature student is 2.67 (''B-'').

A student conditionally admitted to a graduate program must earn a grade point average of at least 3.00 (B) in each of the first two 3 credit hour graduate courses taken. The first two courses will be determined by the Program and approved by the Dean of Graduate Programs. If this condition is successfully met, the student's status will be changed to regular graduate student status. If it is not, the student will be required to withdraw from the program.

1.5 Admission to Non-degree Coursework

1.5.2 Exchange graduate students are those covered by the Western Deans' Agreement (see 2.6.1 for the Western Deans' Agreement) or other formal exchange agreement. If a student is admitted under the Western Deans' Agreement or other formal exchange agreement, all tuition fees at UNBC will be waived; however, ancillary student fees will be charged. Applicants in this category must submit a completed Application for Admission to Graduate Programs and the completed and duly signed Western Deans' Agreement form from the Dean of Graduate Programs at their home institution (if applicable) certifying the applicant as an exchange student, under the provisions of the Agreement. Courses to be taken toward their degree must be specified in the documentation. No other supporting material is required. Students must request that an official transcript be sent directly to their home institution upon completion of course work.

1.5.4 If a student admitted as a non-degree student is later admitted to a graduate degree program, course work taken as a non-degree student may be applied to the graduate program subject to the recommendation of the supervisory committee and the approval of the Dean of Graduate Programs.

1.7 Upgrading for Admission to Graduate Programs

Individuals wishing to apply to graduate programs may not meet the normal requirements for admission. Such cases normally fall into either of the following categories:

1.7.1 Admission requirements satisfied but course background inappropriate or prerequisites lacking Upon the recommendation of the Program concerned, the Dean of Graduate Programs may approve the inclusion of the missing background or prerequisites as part of the requirements for the Master's degree.

1.7.2 Pre-Entry Program When admission requirements are not satisfied and upon the recommendation of the Program concerned, the Dean of Graduate Programs may approve a pre-entry program of undergraduate course work totalling at least 12 credit hours of upper division courses. An average of not less than 3.33 (B+) must be achieved in the course work, and no course must be completed at a level below 2.67 (B-). Courses taken for a pre-entry program may not be used for credit towards a graduate degree. Students approved by

the Dean of Graduate Programs for a pre-entry program are guaranteed admission to the appropriate Graduate Program upon successful completion of the recommended courses.

1.7.3 Graduate course challenge is not permitted.

1.9 Permission for Undergraduates to Take Graduate Coursework

1.9.1 Students in their final year of a Bachelor's degree program at the University of Northern British Columbia who have a grade point average of at least 3.33 (B+) in the last 30 credit hours of course work attempted and have completed all required lower-division course work may be permitted to register in a maximum of 6 credit hours of graduate courses at the Master's level with the permission of the Instructor and the Graduate Program concerned and with the approval of the Dean of Graduate Programs. If a student is subsequently admitted to a Graduate Program, graduate courses used for credit toward an undergraduate program cannot be used for credit toward a graduate program.

2.0 Registration Procedures and Status

2.5 Withdrawal from the University

Students in degree programs who wish to withdraw, either temporarily or permanently, must do so formally in accordance to the following procedures.

2.5.1 Students who wish to request a leave of absence must apply using the Leave of Absence Form to the Dean of Graduate Programs, with supporting documentation from their supervisor, and with detailed documentation (E.g., a doctor's note) explaining the need for such a leave. A student should apply prior to the beginning of the leave of absence or in the same academic year if the request is retroactive. A leave of absence is normally for no more than one year in a graduate degree program. Under exceptional circumstances and only as recommended by the supervisor and approved by the Dean of Graduate Programs, a further leave of absence may be granted. Students cannot undertake academic or research work nor use any of the University's facilities during the period of leave. After the leave of absence is completed, students must register for the next semester. The transcript will record the notation: "Leave of Absence".

2.5.2 Time spent on an approved leave of absence (see Regulation 2.5.1) is not counted as part of the total time allowed for completion of the degree program (see Regulation 4.2).

2.5.3 Students who wish to withdraw from their Graduate Program and have their transcript indicate that they were in good standing when they withdrew, must apply using the Request to Withdraw Form to the Dean of Graduate Programs, with supporting documentation from their supervisor. The transcript will record the notation: "Withdrawn with Permission".

2.5.4 The transcript of students who fail to notify the University of their intention to withdraw from their Graduate Program or who have not maintained continuity of registration in accordance with Regulation 2.2.1 will record the notation "Withdrawn without Permission".

2.6 Letter of Permission for Studies Elsewhere

Students currently registered in a Graduate Program who wish to undertake studies at another institution for transfer credit toward their graduate degree at the University of Northern British Columbia must apply in writing to the Dean of Graduate Programs, specifying the host institution, the courses to be taken, and their credit values. The application must be supported by the supervisor. Students must request that an official transcript be sent directly to the Office of the Registrar at UNBC from the host institution upon completion of the course work.

Note: Students are required to maintain continuous registration and pay the fees for the semester at the University of Northern British Columbia while studying elsewhere.

2.6.1 Western Deans' Agreement

Students currently registered in a graduate program who wish to undertake studies at a western Canadian university for transfer credit toward their graduate degree at the University of Northern British Columbia may be eligible for exchange status under the provision of the Western Deans' Agreement. Information and relevant forms are available from the Graduate Programs website, www.unbc.ca/graduateprograms, or at the Office of Graduate Programs. Students must include an outline of the course work that they propose to undertake, including a demonstration of the appropriateness of the selected course to act as a replacement of existing courses in the program of study. The application must be submitted to, and supported, by the supervisor. If the application is approved by the Dean of Graduate Programs, the university concerned is notified by the Office of Graduate Programs. All applicable tuition fees are waived by the host institution. However, ancillary student fees are still applied. All students attending other institutions under the provisions of the Western Deans' Agreement must register concurrently at the University of Northern British Columbia in their thesis or project, and pay the appropriate fees.

4.0 Regulations Governing Master's Programs

4.1 Course and Program Requirements

4.1.1 Graduate Programs Within the first semester of registration in a graduate degree program, the supervisor will forward to the Office of Graduate Programs a completed Graduate Program Approval Form on behalf of each student.

4.1.2 Graduate Supervision Unless otherwise specified, the graduate supervisor nominates the supervisory committee and the Program forwards the names to the Dean of Graduate Programs for approval, normally within one semester of the first registration in the thesis, project, practicum, comprehensive examination or dissertation.

4.1.6 UNBC course requirements and applicability of transfer of credit At least half of the course work taken must be completed as a degree candidate in a Graduate Program at the University of Northern British Columbia and be UNBC courses. On the recommendation of the Program concerned, the Dean of Graduate Programs may accept courses taken at other institutions for credit toward a UNBC graduate degree.

4.2 Time Limit

4.2.2 If a degree is not completed within the specified period following the first registration, the student will be withdrawn from the program. Under exceptional circumstances, time extensions may be granted by the Dean of Graduate Programs. Such requests for time extension must be made in writing to the Dean of Graduate Programs prior to the end of the semester in which the student's time limit expires. The request must include a timeline for the completion of the degree and a letter of support from the student's supervisor.

4.3 Academic Performance

A student who fails to meet academic standards, or whose thesis, project, practicum, or comprehensive examination is not progressing satisfactorily, may be required to withdraw by the Dean of Graduate Programs on the advice of the supervisor and supervisory committee.

4.3.1 Students must attain a Semester GPA of at least 3.00 (B) for every semester in which they are registered. Individual programs may set higher standards. Any student with a Semester GPA below 3.00 may be allowed to register in the next semester while their academic performance is reviewed by their supervisory committee. Continuation in their Graduate Program is recommended by the supervisory committee subject to approval by the Dean of Graduate Programs.

4.3.2 A grade of F in a course taken for credit in a Graduate Program must be reviewed by the supervisory committee and a recommendation must be made to the Dean of Graduate Programs concerning continuance of the student in the program. Such students will not be allowed to register in the next semester until approved to do so by the Dean of Graduate Programs.

4.3.3 Graduate students may not repeat graduate courses except under exceptional circumstances if recommended by the supervisory committee subject to approval by the Dean of Graduate Programs.

4.3.4 The supervisor, in consultation with the supervisory committee (if applicable) and the student, completes a progress report for students registered in a thesis, project, practicum, or comprehensive examination on a yearly basis and submits it to the Dean of Graduate Programs for approval. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the supervisory committee, with the Graduate Program Chair, reviews the student's continuation in a formal continuance review meeting and submits recommendations to the Dean of Graduate Programs for final decision.

4.3.5 Conditions may be imposed by the Dean of Graduate Programs for continuation in the program. The conditions normally must be met within the next semester or the student will be required to withdraw.

4.4 Academic Supervision

4.4.1 Supervisor Each Master's student shall have, at the time of their application for admission, identified and gained the agreement of a member of the faculty assigned as a supervisor (or academic advisor). Subject to an offer of admission to the program, the agreement is approved by the Dean of Graduate Programs.

The supervisor and student must maintain contact through mutually agreed upon regular meetings. Supervisors who expect to be absent from the University for an extended period of time (including during sabbaticals) are responsible for making suitable arrangements (including the appointment of a temporary replacement) with the student and the chair of the program, or if applicable the chair of the graduate committee for the continued supervision of the student or the nomination of another supervisor. All changes of this nature must be approved by the Dean of Graduate Programs who can recommend further changes of the supervisor or supervisory committee.

4.4.2 Supervisory Committee Each student shall have a supervisory committee nominated by the Program and approved by the Dean of Graduate Programs. The chair of this committee shall be the supervisor.

....

All such changes require the approval of the Dean of Graduate Programs who may recommend further changes of the supervisor or supervisory committee.

4.5 Final Oral Examinations and Examining Committees

4.5.1 General Regulations

- b. Degrees that have a final examination by project, comprehensive exam, major paper, etc., may be examined in a manner agreed upon by the Program and the Dean of Graduate Programs; otherwise, the examination shall be as for theses.
- c. For all theses, students may proceed to an oral examination when the supervisory committee is satisfied that the scholarly work represents an examinable document for the degree requirements. The supervisory committee and student confirm this by signing the Request for Oral Examination and Appointment of an External Examiner form. This form must be submitted to the Dean of Graduate Programs at least six weeks before the anticipated date of oral examination. Two copies of the document are required by the Office of Graduate Programs upon submission of the Request for Oral Examination and Appointment of an External Examiner form. One copy of the document is forwarded to the External Examiner by the Office of Graduate Programs.
- e. The Dean of Graduate Programs (or designate) acts as Chair at the oral examination. Any tenured member of the faculty at the Associate Professor level or higher with extensive experience in Graduate Programs is eligible to serve as the Dean's designate.
- f. Normally, the oral examinations are open to the University community. Copies of the thesis abstract shall be made available to all those attending the examination. The Dean of Graduate Programs or designate shall have the right to attend all phases of the examination. In rare circumstances where a public examination would be detrimental to the student or the sponsor of the research to have it made public, the author of the thesis, project or dissertation may request a closed oral examination. The request for a closed oral examination must be made in writing to the Dean of Graduate Programs for review and approval when the Request for Oral Examination is made.

4.5.2 Examining Committees ...

For Master's degrees without a thesis, the membership of the final oral examining committee and the examination procedure shall be determined and approved by the Program and the Dean of Graduate Programs (see 4.5.1a)..

4.5.4 Results of Oral Examinations The decision of the examining committee shall be based on the content of the scholarly work or thesis as well as the candidate's ability to defend it. After the examination, the committee shall recommend to the Dean of Graduate Programs one of the following results:

d. Adjournment of the Examination

...

When an examination is adjourned, each member of the examining committee shall make a written report to the Dean of Graduate Programs within 14 calendar days of the date of the oral examination. After reviewing these reports the Dean sets a date for reconvening the examination. The Dean shall also determine whether or not the composition of the original committee is appropriate for the reconvened examination. The date for reconvening shall be no later than six months from the date of the first examination. If the date for reconvening falls outside the last day of the semester in which the adjourned oral examination took place, registration for the subsequent semester is required in order to maintain continuous registration (See 2.2.1).

e. Failure

If two or more members of the examining committee are opposed to passing the student, the student will not be recommended for the degree. In this case, the examining committee shall make a written report to the Dean of Graduate Programs within 14 calendar days from the date of the oral examination outlining the reasons for this decision. A student who fails the oral examination has the right to appeal, and should consult with the Office of the Registrar regarding the appropriate procedures.

7.0 Regulations Governing Doctoral Programs

7.1 Admission to Doctoral Degrees

7.1.3 *The Dean of Graduate Programs may approve the admission of an applicant to a Doctoral program without a Master's degree if the applicant has received a Baccalaureate degree from a recognized institution with a Cumulative GPA of at least 3.67 (A-) and has completed at least two semesters of a Master's degree program at the University of Northern British Columbia with a cumulative GPA of at least 3.67 (A-).*

7.1.4 *Continuation to a Doctoral Program Students enrolled in a Master's program at the University of Northern British Columbia may continue to a Doctoral program prior to completion of the Master's degree. Students may apply to be transferred to Doctoral status no sooner than two semesters after initial registration in the Master's program at the University of Northern British Columbia. After a review, which must include an evaluation by the student's supervisory committee, the Program will recommend to the Dean of Graduate Programs one of the following:*

Students admitted to a Doctoral program under 7.1.4.a must complete courses from the Master's and Doctoral programs as recommended by the existing Supervisory Committee and approved by the Dean of Graduate Programs.

7.2 Minimum Requirements

The minimum requirement for a Doctoral degree is 24 credit hours of coursework beyond the Master's level, or 36 credit hours of coursework beyond the Bachelor's level, and satisfactory completion of the prescribed program. Individual programs may require more credit hours of coursework.

7.3 The Dissertation

A Doctoral program requires a broad and comprehensive knowledge of the field or fields of study, such knowledge to be demonstrated through a candidacy examination. It also requires the completion of a research project culminating in a dissertation which meets the requirements and standards of Graduate Programs. This dissertation must contain original work, and must be a significant and original contribution to knowledge in the candidate's field(s) of study. It must contain evidence of broad knowledge of the relevant literature, and must demonstrate a critical understanding of the works of scholars eminent in the field(s) related to the dissertation. The dissertation should, in the opinion of scholars in the field(s), merit publication, in whole or in part.

The general style and form of dissertations may differ from program to program, but all dissertations must be presented in a form which constitutes a connected and continuous text. The dissertation may contain material previously published by the candidate, whether alone or in conjunction with others. Such previously published material must be fully integrated into the dissertation. In such cases, the candidate's own work must be clearly distinguished from that of other researchers. The candidate is responsible at the final oral examination for defense of the entire contents of the dissertation.

*Before beginning to write the dissertation, the candidate should obtain a copy of the **Formatting Guidelines For Graduate Dissertations, Theses, Projects & Practicum Reports** from the Office of Graduate Programs; this document specifies the academic and technical requirements necessary to ensure that the work is acceptable to the University and to the National Library of Canada.*

7.4 Language Requirements

A Doctoral program may require a reading knowledge of one or more languages other than English. Language requirements will be set for individual students by their supervisory committees according to the regulations of the Programs and shall as a rule be geared to the individual research requirements of each candidate. Where language requirements are set, they shall be considered part of the student's program, and must be met at the latest before the student defends the dissertation.

7.5 Course Transfer

On the recommendation of the Program concerned, the Dean of Graduate Programs may accept courses taken at other recognized universities for credit towards a Doctoral program. However, at least half of the courses taken for the degree must be taken as a graduate student at the University of Northern British Columbia.

7.7 Time Limit

...

7.7.2 If a degree is not awarded within seven years of the first registration, the student will be withdrawn from the program. Under exceptional circumstances, time extensions may be granted by the Dean of Graduate Programs. Such requests for time extension must be made in writing to the Dean of Graduate Programs prior to the end of the semester in which the student's time limit expires. The request must include a timeline for the completion of the degree, accompanied by supporting documentation from the student's supervisor.

7.8 Academic Supervision (Doctorate)

7.8.1 Supervision Each Doctoral candidate has, at the time of their application for admission, identified and gained the agreement of a member of faculty to act as supervisor. Subject to an offer of admission to the program, the agreement is approved by the Dean of Graduate Programs.

The Supervisor must be aware of, and adhere to, the various and relevant university regulations; must provide guidance to the student on the nature of research, the standards required, the adequacy of the student's progress, and the quality of the student's work; and must be accessible to the student to give advice and constructive criticism.

The Supervisor and student must maintain contact through regular meetings. Supervisors who expect to be absent from the University for an extended period of time (including during sabbaticals) must make suitable arrangements (including the appointment of a temporary replacement if appropriate) with the student and the Chair of the program, or if applicable the chair of graduate committee for the continued supervision of the student, or must request that the Program or College nominate another Supervisor to be approved by the Dean of Graduate Programs.

A member of a supervisory committee who has an adjunct or emeritus positions with UNBC cannot be the sole supervisor of a graduate student. A faculty member who leaves UNBC cannot remain as a sole supervisor for a graduate student. The chair of the degree program will be expected to ensure that a new supervisor or co-supervisor is appointed from existing faculty. All such changes require the approval of the Dean of Graduate Programs who may recommend further changes of the supervisor or supervisory committee.

7.8.2 Supervisory Committee Each student has a supervisory committee nominated by the chair of the program, or if applicable, the chair of the graduate committee and approved by the Dean of Graduate Programs. The chair of this committee will be the supervisor.

The duties of the committee include recommending a program of study chosen in conformity with degree program requirements, supervising the dissertation, and participating in a

final oral examination. The committee may conduct other examinations, and recommends to the Dean of Graduate Programs whether or not a degree shall be awarded to the candidate.

7.9 Doctoral Candidacy Examination

...

When a student has successfully completed the candidacy examination, the chair of the program, or if applicable the chair of graduate committee is responsible for sending confirmation signed by all members of the supervisory committee to the Dean of Graduate Programs.

...

7.10 Final Oral Examinations (Doctorate)

All Doctoral programs require a final oral examination. The regulations for such examinations are the same as for Master's programs, except as noted below.

7.10.1 Formation of the Examining Committee The final oral examining committee for the Doctoral degree shall consist of the Dean of Graduate Programs or designate as Chair, the supervisory committee, and an external examiner from outside the university, who will normally attend the oral examination. At a minimum, the people attending the defence in person must be the student, supervisor (or one of the co-supervisors), the external examiner and one committee member.

Before the dissertation is forwarded to the external examiner, doctoral supervisory committee members shall each declare in writing to the supervisor and the Dean of Graduate Programs either that the dissertation is of adequate substance to warrant that the student proceed to the final examination or that the dissertation is unsatisfactory and that the student should not be allowed to proceed to the final oral examination. An evaluation of the dissertation's merits and deficiencies should accompany the declaration. A declaration of satisfactory does not constitute final approval of the dissertation. A judgement of unsatisfactory performance by a doctoral supervisory committee member will be reviewed by the Dean of Graduate Programs, but normally constitutes grounds for not sending a copy of the dissertation to the external examiner.

7.10.2 External Examiner A distinguished scholar with particular experience both in the field of the dissertation research and in supervising doctoral students shall be chosen as the external examiner.

The proposed external examiner must be in a position to review the dissertation objectively and to provide a critical analysis of the work and the presentation. It is therefore essential that the external examiner not have a current or previous association with the student, the supervisor, or the graduate program which would hinder this type of objective analysis. The external examiner should hold a PhD and an appointment with a recognized university or be a recognized scholar in their field, and have no past, current or planned involvement or association with the student or the supervisor. The supervisor and the student must submit a declaration to the Dean of Graduate Programs that neither party has performed collaborative research work with the external examiner within the last five years. The external examiner is required to attend the defence in person.

The external examiner is from outside UNBC and has no association with the program, supervisor or doctoral student. Ideally, they should be at associate or full professor rank if they are at a university or be of comparable stature if they are not at a university.

The student's supervisory committee recommends the external examiner, and the supervisor then makes an informal inquiry as to the prospective external examiner's willingness to serve. If the individual is prepared to serve, the nomination is then made by the

supervisor supported by the appropriate chair to the Dean of Graduate Programs who makes the formal invitation to the external examiner.

The formal request for defence shall be made to the Dean of Graduate Programs no less than eight weeks before the chosen date of defence. The application will only be considered for approval if certain conditions have been fulfilled included the approval of the external examiner and the identification of an appropriate defence date.

The Dean of Graduate Programs will request that the external examiner provide a detailed report on the merits and deficiencies of the dissertation, as well as an overall evaluation using the same categories as those used by internal examiners. The external examiner is requested to present the report to the Dean of Graduate Programs within one month of the receipt of the dissertation. Adequate time must be allowed for the transmission of the dissertation and the receipt of the report. A judgement of unsatisfactory performance by the external examiner will be reviewed by the Dean of Graduate Programs, but normally constitutes a failed attempt of the dissertation defence.

7.10.3 Changes in the Examining Committee The Dean of Graduate Programs must also approve changes to the membership of the examining committee. No changes shall be made to the examining committee after the dissertation is distributed by the Office of Graduate Programs to the committee for examination. Should the dissertation not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and a new appointment shall be necessary.

7.10.5 Guidelines For Advancement to the Oral Examination When considering the candidate's advancement to the final oral examination, the doctoral supervisory committee members may wish to use the following guidelines:

- a. If all the reports judge the dissertation to be satisfactory, advancement to the oral examination should be automatic. The Office of Graduate Programs shall send copies of all reports to each doctoral supervisory committee member and also to the candidate.
- b. If one or more of the reports judge the dissertation to need major revisions, the Office of Graduate Programs shall send copies of all the reports to doctoral supervisory committee member and the Graduate Program Chair. Two copies of all the reports are sent to the supervisor who shall provide one copy to the candidate. The doctoral supervisory committee members should strive to provide the supervisor and the candidate with specific advice about the nature and scope of the revisions required and any other pertinent matters (such as the time that should elapse before the dissertation will be accepted for reconsideration).
- c. If the doctoral supervisory committee members judge an unfavorable report by an external examiner to be unwarranted, they may recommend, through the Graduate Program Chair, that the Dean of Graduate Programs submit the dissertation to a second external examiner.

7.10.6 Requirements Prior to Oral Examination Scheduling The examination will normally be held at the Prince George Campus. Exceptions must have the unanimous agreement of all doctoral supervisory committee members and the student. Normally, the oral examination shall be open to all members of the University of Northern British Columbia community. In exceptional cases, the final oral examination may be closed, for example, when the results of the dissertation research must be kept confidential for a period of time. In such cases, the doctoral supervisory committee members and Graduate Program Chair shall recommend such action to the Dean of Graduate Programs who may then approve that the final oral examination be closed to all but the examining committee and the Dean of Graduate Programs (or designate).

7.10.9 Report of the Committee The final judgment of the examiners on the dissertation and the oral examination shall be reported to the Dean of Graduate Programs in the term "pass" or "fail". The criteria for the nature of the pass or fail are as previously

detailed in section 4.5.4. The dissertation must be passed by the external examiner and a majority of members of the examining committee. In the case of a failure for the dissertation at the PhD level a detailed written report will be prepared by the Chair and made available to the candidate and also submitted to the Office of Graduate Programs.

A student who receives a failure on either the dissertation or the oral examination twice shall be required to withdraw from his/her doctoral program.

V. General Academic Regulations

10. Registration After the Published Revision Deadline Date

No graduate student is permitted to alter their registration for any course after the last date to revise registration as published in the Calendar except on the express written permission of the instructor and the Dean of Graduate Programs.

11. Change of Grade after Submission of Final Grades

Except for grade changes resulting from formal Academic Appeal, any changes in final grade after the initial grade submission must be transmitted to the Office of the Registrar through the Dean of Graduate Programs.

12. Repeating Courses

Graduate students may not repeat graduate courses except under exceptional circumstances and only with the approval of the Dean of Graduate Programs on the recommendation of the supervisory committee. In the event that a course is repeated, it is the second grade earned which will be used in the grade point average calculation.

17. Academic Distinction

Each year a very small number of students will be graduated with Distinction. Selection criteria take into account the student's overall academic record and, as appropriate, the quality of the thesis; and are applied by a Dean's Committee on Graduate Honours chaired by the Dean of Graduate Programs. Students do not apply for graduation with distinction.

33. Appeals Concerning Academic Program Matters

In the case of appeals concerning matters other than those listed above, the following procedures shall be followed:

- a. The student must meet with the supervisor, or the supervisory committee, or the Chair of the Program as appropriate (or, if the instructor is also the supervisor, the Chair, or, if the Chair is the supervisor, the College Dean, or, if the College Dean is the supervisor, the Provost) in an attempt to resolve the matter. Within 5 days of the meeting, the Chair of the Program (or College Dean) must send a written report of the meeting to the Dean of Graduate Programs, with a copy to the student. The report shall notify the Dean of Graduate Programs of the particulars of the case, and of the result of the meeting.
- b. If, after the process set out in 26.a) is completed, the student is unsatisfied with the result and wishes to continue the appeal, a written notice of the student's intention must be sent to the Dean of Graduate Programs within 15 days of receiving the letter from the Chair or other appropriate official. The Dean will acknowledge receipt of the notice within 5 days of receiving it.
- c. The Dean of Graduate Programs will conduct an investigation of the matter. In the course of this investigation, the Dean may ask for written reports from each member of the Committee. Committee members may submit reports even if not asked to do so. Copies

of all reports will be made available to the student. After reviewing these reports, the Dean of Graduate Programs will come to one of the following decisions:

- i. If the Dean is convinced that the process was appropriate, and that the reports clearly indicate academic deficiencies on the part of the student for which the original decision which led to the appeal was appropriate and reasonable, the Dean may decide to uphold the decision.
- ii. If the Dean is convinced that the examination or other assessment process was flawed or improper, the Dean may order a re-examination or other re-evaluation as appropriate. The new examination or evaluation will be conducted either by the same examining committee as the original one, or by a new one, as deemed appropriate by the Dean.
- iii. If the Dean is convinced that the examination or other process was correct, but that factors other than academic merit may have influenced the decision, the Dean may order a re-examination or a re-evaluation, as he/she deems appropriate. The new examination or evaluation will be conducted either by the same examining committee as the original one, or by a new one, as deemed appropriate by the Dean.
- iv. If the Dean is convinced that a new examination or evaluation is unlikely to resolve the issue, or if the result of the new examination or evaluation is appealed, he/she may, with the consent of the Program, appoint external assessors to evaluate the student's performance.
- v. In all cases concerning appeals, a further appeal may be made to the Senate Committee on Academic Appeals which shall deal with it according to its rules of procedure (see Academic Regulation 28).

34. Appeals Concerning Academic Relationships

Appeals may arise out of other difficulties involving the academic relationship between students and faculty members. It is sometimes necessary, for instance, for a student to change supervisors, or a student may have other difficulties with a supervisor, or a student may have difficulties of a personal nature with a faculty member. Because the personal and professional relationship between student and faculty member can become entangled, and because problems of this sort can be perceived as potentially career-threatening by a student, there is a need for a process by which a student can seek mediation and resolution in such cases. Because each is different, and because a formal committee procedure as outlined under Academic Regulation 24 may not be appropriate in such cases, the following procedure shall be followed:

- a. A student experiencing such difficulties should attempt to resolve them informally at the level of the individual instructor or the Program Chair.
- b. If this cannot be done, or if the nature of the problem is such that the student does not wish to attempt it, the student should seek the advice of the Dean of Graduate Programs, who shall follow one of the following procedures:
 - i. If the Dean of Graduate Programs thinks it advisable, the Dean shall seek to bring about a solution through informal means.
 - ii. If in the opinion of the Dean of Graduate Programs the complaint is invalid, the Dean of Graduate Programs shall advise the student of this opinion, and take no further action.
 - iii. If in the opinion of the Dean the complaint is valid but an informal solution is unlikely, or if the Dean has attempted an informal solution and has failed, he/she shall advise the student of this fact.
 - iv. In the case of 31.b) ii) and 31.b) iii), the student may choose not to proceed further, or the student may choose to proceed with the matter. In the latter case, the student shall make a written complaint, through the Registrar, to the Senate Committee on Academic Appeals which shall consider it according to its rules of procedure.

5. Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:

1.1 English Language Requirements

English is the primary language of instruction and communication at UNBC. Consequently, it is expected that an applicant be able to demonstrate an acceptable level of proficiency in the use of English in order to receive and participate in classroom instruction and discussion as well as to complete written assignments.

Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. French-speaking Canadians and Canadian First Nations language speakers are exempted from this requirement. Students who have completed a degree program entirely in the English Language at a recognized institution from a country approved by UNBC where English is an official language may be exempted from this requirement. A listing of English Language Proficiency test exempt countries is maintained by the Office of the Registrar. Applicants from countries not on the waiver list who have completed their four year undergraduate degree entirely in the English language may request a waiver of the English Language Proficiency Requirement. The Office of the Registrar and the ~~Dean of Graduate Programs~~Vice Provost Student Recruitment or designate, in consultation with programs, will assess each waiver and supporting documentation. Waivers are not guaranteed. The decision of the Office of the Registrar and the ~~Dean of Graduate Programs~~Vice Provost Student Recruitment or designate will be final. It is recommended that applicants for whom English is not their primary language submit an accepted English Language Proficiency test score.

1.3 Admission to Master's Degrees

1.3.3 A faculty member who wishes to supervise an applicant who has a four-year (120 credit hours) Baccalaureate degree (or equivalent) that does not meet the GPA requirements stated above and who obtains the recommendation of the appropriate program must have approval from the ~~Dean of Graduate Programs~~Vice Provost Student Recruitment or designate who admits the applicant. The applicant must have significant formal training and relevant professional experience to offset such GPA deficiencies.

1.4 Admission to the Master's Degree as a Conditionally Admitted Mature Student

Five years after completion of a Baccalaureate degree as defined in 1.3.1, applicants whose academic record is such that they would not be admissible to a Master's program may be admitted conditionally as mature students, provided they are recommended by the appropriate Program. Such recommendations must be made in writing by the Program and approved by the ~~Dean of Graduate Programs~~Vice Provost Student Recruitment or designate.

The minimum grade point average for admission to a Master's program as a conditionally admitted mature student is 2.67 (''B-'').

A student conditionally admitted to a graduate program must earn a grade point average of at least 3.00 (B) in each of the first two 3 credit hour graduate courses taken. The first two courses will be determined by the Program and approved by the ~~Dean of Graduate Programs~~Vice Provost Student Recruitment or designate. If this condition is successfully met, the student's status will be changed to regular graduate student status. If it is not, the student will be required to withdraw from the program.

1.5 Admission to Non-degree Coursework

1.5.2 Exchange graduate students are those covered by the Western Deans' Agreement (see 2.6.1 for the Western Deans' Agreement) or other formal exchange agreement. If a student

is admitted under the Western Deans' Agreement or other formal exchange agreement, all tuition fees at UNBC will be waived; however, ancillary student fees will be charged. Applicants in this category must submit a completed Application for Admission to Graduate Programs and the completed and duly signed Western Deans' Agreement form ~~from the Dean of Graduate Programs~~ at their home institution (if applicable) certifying the applicant as an exchange student, under the provisions of the Agreement. Courses to be taken toward their degree must be specified in the documentation. No other supporting material is required. Students must request that an official transcript be sent directly to their home institution upon completion of course work.

1.5.4 If a student admitted as a non-degree student is later admitted to a graduate degree program, course work taken as a non-degree student may be applied to the graduate program subject to the recommendation of the supervisory committee and the approval of the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate.

1.7 Upgrading for Admission to Graduate Programs

Individuals wishing to apply to graduate programs may not meet the normal requirements for admission. Such cases normally fall into either of the following categories:

1.7.1 Admission requirements satisfied but course background inappropriate or prerequisites lacking Upon the recommendation of the Program concerned, the ~~Dean of Graduate Programs~~ Vice Provost Student Recruitment or designate may approve the inclusion of the missing background or prerequisites as part of the requirements for the Master's degree.

1.7.2 Pre-Entry Program When admission requirements are not satisfied and upon the recommendation of the Program concerned, the ~~Dean of Graduate Programs~~ Vice Provost Student Recruitment or designate may approve a pre-entry program of undergraduate course work totaling at least 12 credit hours of upper division courses. An average of not less than 3.33 (B+) must be achieved in the course work, and no course must be completed at a level below 2.67 (B-). Courses taken for a pre-entry program may not be used for credit towards a graduate degree. Students approved by the ~~Dean of Graduate Programs~~ Vice Provost Student Recruitment or designate for a pre-entry program are guaranteed admission to the appropriate Graduate Program upon successful completion of the recommended courses.

1.7.3 Graduate course challenge is not permitted.

1.9 Permission for Undergraduates to Take Graduate Coursework

1.9.1 Students in their final year of a Bachelor's degree program at the University of Northern British Columbia who have a grade point average of at least 3.33 (B+) in the last 30 credit hours of course work attempted and have completed all required lower-division course work may be permitted to register in a maximum of 6 credit hours of graduate courses at the Master's level with the permission of the Instructor and the Graduate Program concerned and with the approval of the ~~Dean of Graduate Programs~~ Vice President Research and Graduate Programs or designate. If a student is subsequently admitted to a Graduate Program, graduate courses used for credit toward an undergraduate program cannot be used for credit toward a graduate program.

2.0 Registration Procedures and Status

2.5 Withdrawal from the University

Students in degree programs who wish to withdraw, either temporarily or permanently, must do so formally in accordance to the following procedures.

2.5.1 Students who wish to request a leave of absence must apply using the Leave of Absence Form to the ~~Dean of Graduate Programs~~Office of Graduate Programs, with supporting documentation from their supervisor, and with detailed documentation (E.g., a doctor's note) explaining the need for such a leave. A student should apply prior to the beginning of the leave of absence or in the same academic year if the request is retroactive. A leave of absence is normally for no more than one year in a graduate degree program. Under exceptional circumstances and only as recommended by the supervisor and approved by the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate, a further leave of absence may be granted. Students cannot undertake academic or research work nor use any of the University's facilities during the period of leave. After the leave of absence is completed, students must register for the next semester. The transcript will record the notation: "Leave of Absence".

2.5.2 Time spent on an approved leave of absence (see Regulation 2.5.1) is not counted as part of the total time allowed for completion of the degree program (see Regulation 4.2).

2.5.3 Students who wish to withdraw from their Graduate Program and have their transcript indicate that they were in good standing when they withdrew, must apply using the Request to Withdraw Form to the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate, with supporting documentation from their supervisor. The transcript will record the notation: "Withdrawn with Permission".

2.5.4 The transcript of students who fail to notify the University of their intention to withdraw from their Graduate Program or who have not maintained continuity of registration in accordance with Regulation 2.2.1 will record the notation "Withdrawn without Permission".

2.6 Letter of Permission for Studies Elsewhere

Students currently registered in a Graduate Program who wish to undertake studies at another institution for transfer credit toward their graduate degree at the University of Northern British Columbia must apply in writing to the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate, specifying the host institution, the courses to be taken, and their credit values. The application must be supported by the supervisor. Students must request that an official transcript be sent directly to the Office of the Registrar at UNBC from the host institution upon completion of the course work.

Note: Students are required to maintain continuous registration and pay the fees for the semester at the University of Northern British Columbia while studying elsewhere.

2.6.1 Western Deans' Agreement

Students currently registered in a graduate program who wish to undertake studies at a western Canadian university for transfer credit toward their graduate degree at the University of Northern British Columbia may be eligible for exchange status under the provision of the Western Deans' Agreement. Information and relevant forms are available from the Graduate Programs website, www.unbc.ca/graduateprograms, or at the Office of Graduate Programs. Students must include an outline of the course work that they propose to undertake, including a demonstration of the appropriateness of the selected course to act as a replacement of existing courses in the program of study. The application must be submitted to, and supported, by the supervisor. If the application is approved by the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate, the university concerned is notified by the Office of Graduate Programs. All applicable tuition fees are waived by the host institution. However, ancillary student fees are still applied. All students attending other institutions under the provisions of the Western Deans' Agreement must register concurrently at the University of Northern British Columbia in their thesis or project, and pay the appropriate fees.

4.0 Regulations Governing Master's Programs

4.1 Course and Program Requirements

4.1.1 Graduate Programs Within the first semester of registration in a graduate degree program, the supervisor will forward to the Office of Graduate Programs a completed Graduate Program Approval Form on behalf of each student.

4.1.2 Graduate Supervision Unless otherwise specified, the graduate supervisor nominates the supervisory committee and the Program forwards the names to the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate for approval, normally within one semester of the first registration in the thesis, project, practicum, comprehensive examination or dissertation.

4.1.6 UNBC course requirements and applicability of transfer of credit At least half of the course work taken must be completed as a degree candidate in a Graduate Program at the University of Northern British Columbia and be UNBC courses. On the recommendation of the Program concerned, the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate may accept courses taken at other institutions for credit toward a UNBC graduate degree.

4.2 Time Limit

4.2.2 If a degree is not completed within the specified period following the first registration, the student will be withdrawn from the program. Under exceptional circumstances, time extensions may be granted by the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate. Such requests for time extension must be made in writing to the ~~Dean of Graduate Programs~~ Office of Graduate Programs prior to the end of the semester in which the student's time limit expires. The request must include a timeline for the completion of the degree and a letter of support from the student's supervisor.

4.3 Academic Performance

A student who fails to meet academic standards, or whose thesis, project, practicum, or comprehensive examination is not progressing satisfactorily, may be required to withdraw by the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate on the advice of the supervisor and supervisory committee.

4.3.1 Students must attain a Semester GPA of at least 3.00 (B) for every semester in which they are registered. Individual programs may set higher standards. Any student with a Semester GPA below 3.00 may be allowed to register in the next semester while their academic performance is reviewed by their supervisory committee. Continuation in their Graduate Program is recommended by the supervisory committee subject to approval by the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate.

4.3.2 A grade of F in a course taken for credit in a Graduate Program must be reviewed by the supervisory committee and a recommendation must be made to the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate concerning continuance of the student in the program. Such students will not be allowed to register in the next semester until approved to do so by the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate.

4.3.3 Graduate students may not repeat graduate courses except under exceptional circumstances if recommended by the supervisory committee subject to approval by the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate.

4.3.4 The supervisor, in consultation with the supervisory committee (if applicable) and the student, completes a progress report for students registered in a thesis, project, practicum, or comprehensive examination on a yearly basis and submits it to the Dean of Graduate Programs Vice President, Research and Graduate Programs or designate for approval. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the supervisory committee, with the Graduate Program Chair, reviews the student's continuation in a formal continuance review meeting and submits recommendations to the Dean of Graduate Programs Vice President, Research and Graduate Programs or designate for final decision.

4.3.5 Conditions may be imposed by the Dean of Graduate Programs Vice President, Research and Graduate Programs or designate for continuation in the program. The conditions normally must be met within the next semester or the student will be required to withdraw.

4.4 Academic Supervision

4.4.1 Supervisor Each Master's student shall have, at the time of their application for admission, identified and gained the agreement of a member of the faculty assigned as a supervisor (or academic advisor). Subject to an offer of admission to the program, the agreement is approved by the Dean of Graduate Programs Vice President, Research and Graduate Programs or designate.

The supervisor and student must maintain contact through mutually agreed upon regular meetings. Supervisors who expect to be absent from the University for an extended period of time (including during sabbaticals) are responsible for making suitable arrangements (including the appointment of a temporary replacement) with the student and the chair of the program, or if applicable the chair of the graduate committee for the continued supervision of the student or the nomination of another supervisor. All changes of this nature must be approved by the Dean of Graduate Programs Vice President, Research and Graduate Programs or designate who can recommend further changes of the supervisor or supervisory committee.

4.4.2 Supervisory Committee Each student shall have a supervisory committee nominated by the Program and approved by the Dean of Graduate Programs Vice President, Research and Graduate Programs or designate. The chair of this committee shall be the supervisor.

....

All such changes require the approval of the Dean of Graduate Programs Vice President, Research and Graduate Programs or designate who may recommend further changes of the supervisor or supervisory committee.

4.5 Final Oral Examinations and Examining Committees

4.5.1 General Regulations

- b. Degrees that have a final examination by project, comprehensive exam, major paper, etc., may be examined in a manner agreed upon by the Program and the Dean of Graduate Programs Vice President, Research and Graduate Programs or designate; otherwise, the examination shall be as for theses.
- c. For all theses, students may proceed to an oral examination when the supervisory committee is satisfied that the scholarly work represents an examinable document for the degree requirements. The supervisory committee and student confirm this by signing the Request for Oral Examination and Appointment of an External Examiner form. This form must be submitted to the Dean of Graduate Programs Office of Graduate Programs at least six weeks before the anticipated date of oral examination. Two copies of the document are required by the Office of Graduate Programs upon submission of the Request for Oral Examination and Appointment of an External Examiner form. One copy of the document is forwarded to the External Examiner by the Office of Graduate Programs.

- e. ~~The Dean of Graduate Programs~~Vice President, Research and Graduate Programs (or designate) acts as Chair at the oral examination. Any tenured member of the faculty at the Associate Professor level or higher with extensive experience in Graduate Programs is eligible to serve as the ~~Dean's~~Vice President's designate.
- f. Normally, the oral examinations are open to the University community. Copies of the thesis abstract shall be made available to all those attending the examination. The ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate shall have the right to attend all phases of the examination. In rare circumstances where a public examination would be detrimental to the student or the sponsor of the research to have it made public, the author of the thesis, project or dissertation may request a closed oral examination. The request for a closed oral examination must be made in writing to the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate for review and approval when the Request for Oral Examination is made.

4.5.2 Examining Committees ...

For Master's degrees without a thesis, the membership of the final oral examining committee and the examination procedure shall be determined and approved by the Program and the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate (see 4.5.1a)..

4.5.4 Results of Oral Examinations The decision of the examining committee shall be based on the content of the scholarly work or thesis as well as the candidate's ability to defend it. After the examination, the committee shall recommend to the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate one of the following results:

d. Adjournment of the Examination

...

When an examination is adjourned, each member of the examining committee shall make a written report to the ~~Dean of Graduate Programs~~Office of Graduate Programs within 14 calendar days of the date of the oral examination. After reviewing these reports the ~~Dean~~Vice President, Research and Graduate Programs or designate sets a date for reconvening the examination. ~~The Dean~~The Vice President or designate shall also determine whether or not the composition of the original committee is appropriate for the reconvened examination. The date for reconvening shall be no later than six months from the date of the first examination. If the date for reconvening falls outside the last day of the semester in which the adjourned oral examination took place, registration for the subsequent semester is required in order to maintain continuous registration (See 2.2.1).

e. Failure

If two or more members of the examining committee are opposed to passing the student, the student will not be recommended for the degree. In this case, the examining committee shall make a written report to the ~~Dean of Graduate Programs~~Office of Graduate Programs within 14 calendar days from the date of the oral examination outlining the reasons for this decision. A student who fails the oral examination has the right to appeal, and should consult with the Office of the Registrar regarding the appropriate procedures.

7.0 Regulations Governing Doctoral Programs

7.1 Admission to Doctoral Degrees

7.1.3 ~~The Dean of Graduate Programs~~Vice Provost Student Recruitment or designate may approve the admission of an applicant to a Doctoral program without a Master's degree if

the applicant has received a Baccalaureate degree from a recognized institution with a Cumulative GPA of at least 3.67 (A-) and has completed at least two semesters of a Master's degree program at the University of Northern British Columbia with a cumulative GPA of at least 3.67 (A-).

7.1.4 Continuation to a Doctoral Program Students enrolled in a Master's program at the University of Northern British Columbia may continue to a Doctoral program prior to completion of the Master's degree. Students may apply to be transferred to Doctoral status no sooner than two semesters after initial registration in the Master's program at the University of Northern British Columbia. After a review, which must include an evaluation by the student's supervisory committee, the Program will recommend to the ~~Dean of Graduate Programs~~ Vice Provost Student Recruitment or designate one of the following:

Students admitted to a Doctoral program under 7.1.4.a must complete courses from the Master's and Doctoral programs as recommended by the existing Supervisory Committee and approved by the ~~Dean of Graduate Programs~~ Vice Provost Student Recruitment or designate.

7.2 Minimum Requirements

The minimum requirement for a Doctoral degree is 24 credit hours of coursework beyond the Master's level, or 36 credit hours of coursework beyond the Bachelor's level, and satisfactory completion of the prescribed program. Individual programs may require more credit hours of coursework.

7.3 The Dissertation

A Doctoral program requires a broad and comprehensive knowledge of the field or fields of study, such knowledge to be demonstrated through a candidacy examination. It also requires the completion of a research project culminating in a dissertation which meets the requirements and standards of Graduate Programs. This dissertation must contain original work, and must be a significant and original contribution to knowledge in the candidate's field(s) of study. It must contain evidence of broad knowledge of the relevant literature, and must demonstrate a critical understanding of the works of scholars eminent in the field(s) related to the dissertation. The dissertation should, in the opinion of scholars in the field(s), merit publication, in whole or in part.

The general style and form of dissertations may differ from program to program, but all dissertations must be presented in a form which constitutes a connected and continuous text. The dissertation may contain material previously published by the candidate, whether alone or in conjunction with others. Such previously published material must be fully integrated into the dissertation. In such cases, the candidate's own work must be clearly distinguished from that of other researchers. The candidate is responsible at the final oral examination for defense of the entire contents of the dissertation.

Before beginning to write the dissertation, the candidate should obtain a copy of the *Formatting Guidelines For Graduate Dissertations, Theses, Projects & Practicum Reports* from the Office of Graduate Programs; this document specifies the academic and technical requirements necessary to ensure that the work is acceptable to the University and to the National Library of Canada.

7.4 Language Requirements

A Doctoral program may require a reading knowledge of one or more languages other than English. Language requirements will be set for individual students by their supervisory committees according to the regulations of the Programs and shall as a rule be geared to the individual research requirements of each candidate. Where language requirements are set, they shall be considered part of the student's program, and must be met at the latest before the student defends the dissertation.

7.5 Course Transfer

On the recommendation of the Program concerned, the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate may accept courses taken at other recognized universities for credit towards a Doctoral program. However, at least half of the courses taken for the degree must be taken as a graduate student at the University of Northern British Columbia.

7.7 Time Limit

...

7.7.2 If a degree is not awarded within seven years of the first registration, the student will be withdrawn from the program. Under exceptional circumstances, time extensions may be granted by the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate. Such requests for time extension must be made in writing to the ~~Dean of Graduate Programs~~Office of Graduate Programs prior to the end of the semester in which the student's time limit expires. The request must include a timeline for the completion of the degree, accompanied by supporting documentation from the student's supervisor.

7.8 Academic Supervision (Doctorate)

7.8.1 Supervision Each Doctoral candidate has, at the time of their application for admission, identified and gained the agreement of a member of faculty to act as supervisor. Subject to an offer of admission to the program, the agreement is approved by the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate.

The Supervisor must be aware of, and adhere to, the various and relevant university regulations; must provide guidance to the student on the nature of research, the standards required, the adequacy of the student's progress, and the quality of the student's work; and must be accessible to the student to give advice and constructive criticism.

The Supervisor and student must maintain contact through regular meetings. Supervisors who expect to be absent from the University for an extended period of time (including during sabbaticals) must make suitable arrangements (including the appointment of a temporary replacement if appropriate) with the student and the Chair of the program, or if applicable the chair of graduate committee for the continued supervision of the student, or must request that the Program or College nominate another Supervisor to be approved by the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate.

A member of a supervisory committee who has an adjunct or emeritus positions with UNBC cannot be the sole supervisor of a graduate student. A faculty member who leaves UNBC cannot remain as a sole supervisor for a graduate student. The chair of the degree program will be expected to ensure that a new supervisor or co-supervisor is appointed from existing faculty. All such changes require the approval of the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate who may recommend further changes of the supervisor or supervisory committee.

7.8.2 Supervisory Committee Each student has a supervisory committee nominated by the chair of the program, or if applicable, the chair of the graduate committee and approved by the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate. The chair of this committee will be the supervisor.

The duties of the committee include recommending a program of study chosen in conformity with degree program requirements, supervising the dissertation, and participating in a final oral examination. The committee may conduct other examinations, and recommends to the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate whether or not a degree shall be awarded to the candidate.

7.9 Doctoral Candidacy Examination

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When a student has successfully completed the candidacy examination, the chair of the program, or if applicable the Chair of Graduate Committee is responsible for sending confirmation signed by all members of the supervisory committee to the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate.

...

7.10 Final Oral Examinations (Doctorate)

All Doctoral programs require a final oral examination. The regulations for such examinations are the same as for Master's programs, except as noted below.

7.10.1 Formation of the Examining Committee The final oral examining committee for the Doctoral degree shall consist of the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate as Chair, the supervisory committee, and an external examiner from outside the university, who will normally attend the oral examination. At a minimum, the people attending the defence in person must be the student, supervisor (or one of the co-supervisors), the external examiner and one committee member.

Before the dissertation is forwarded to the external examiner, doctoral supervisory committee members shall each declare in writing to the supervisor and the ~~Dean of Graduate Programs~~ Office of Graduate Programs either that the dissertation is of adequate substance to warrant that the student proceed to the final examination or that the dissertation is unsatisfactory and that the student should not be allowed to proceed to the final oral examination. An evaluation of the dissertation's merits and deficiencies should accompany the declaration. A declaration of satisfactory does not constitute final approval of the dissertation. A judgement of unsatisfactory performance by a doctoral supervisory committee member will be reviewed by the ~~Dean of Graduate Programs~~ Vice President, Research and Graduate Programs or designate, but normally constitutes grounds for not sending a copy of the dissertation to the external examiner.

7.10.2 External Examiner A distinguished scholar with particular experience both in the field of the dissertation research and in supervising doctoral students shall be chosen as the external examiner.

The proposed external examiner must be in a position to review the dissertation objectively and to provide a critical analysis of the work and the presentation. It is therefore essential that the external examiner not have a current or previous association with the student, the supervisor, or the graduate program which would hinder this type of objective analysis. The external examiner should hold a PhD and an appointment with a recognized university or be a recognized scholar in their field, and have no past, current or planned involvement or association with the student or the supervisor. The supervisor and the student must submit a declaration to the ~~Dean of Graduate Programs~~ Office of Graduate Programs that neither party has performed collaborative research work with the external examiner within the last five years. The external examiner is required to attend the defence in person.

The external examiner is from outside UNBC and has no association with the program, supervisor or doctoral student. Ideally, they should be at associate or full professor rank if they are at a university or be of comparable stature if they are not at a university.

The student's supervisory committee recommends the external examiner, and the supervisor then makes an informal inquiry as to the prospective external examiner's willingness to serve. If the individual is prepared to serve, the nomination is then made by the supervisor supported by the appropriate Chair to the ~~Dean of Graduate Programs~~ Vice

President, Research and Graduate Programs or designate who makes the formal invitation to the external examiner.

The formal request for defence shall be made to the ~~Dean of Graduate Programs~~Office of Graduate Programs no less than eight weeks before the chosen date of defence. The application will only be considered for approval if certain conditions have been fulfilled included the approval of the external examiner and the identification of an appropriate defence date.

The ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate will request that the external examiner provide a detailed report on the merits and deficiencies of the dissertation, as well as an overall evaluation using the same categories as those used by internal examiners. The external examiner is requested to present the report to the ~~Dean of Graduate Programs~~Office of Graduate Programs within one month of the receipt of the dissertation. Adequate time must be allowed for the transmission of the dissertation and the receipt of the report. A judgement of unsatisfactory performance by the external examiner will be reviewed by the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate, but normally constitutes a failed attempt of the dissertation defence.

7.10.3 Changes in the Examining Committee The ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate must also approve changes to the membership of the examining committee. No changes shall be made to the examining committee after the dissertation is distributed by the Office of Graduate Programs to the committee for examination. Should the dissertation not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and a new appointment shall be necessary.

7.10.5 Guidelines For Advancement to the Oral Examination When considering the candidate's advancement to the final oral examination, the doctoral supervisory committee members may wish to use the following guidelines:

- a. If all the reports judge the dissertation to be satisfactory, advancement to the oral examination should be automatic. The Office of Graduate Programs shall send copies of all reports to each doctoral supervisory committee member and also to the candidate.
- b. If one or more of the reports judge the dissertation to need major revisions, the Office of Graduate Programs shall send copies of all the reports to doctoral supervisory committee member and the Graduate Program Chair. Two copies of all the reports are sent to the supervisor who shall provide one copy to the candidate. The doctoral supervisory committee members should strive to provide the supervisor and the candidate with specific advice about the nature and scope of the revisions required and any other pertinent matters (such as the time that should elapse before the dissertation will be accepted for reconsideration).
- c. If the doctoral supervisory committee members judge an unfavorable report by an external examiner to be unwarranted, they may recommend, through the Graduate Program Chair, that the ~~Dean of Graduate Programs~~Office of Graduate Programs submit the dissertation to a second external examiner.

7.10.6 Requirements Prior to Oral Examination Scheduling The examination will normally be held at the Prince George Campus. Exceptions must have the unanimous agreement of all doctoral supervisory committee members and the student. Normally, the oral examination shall be open to all members of the University of Northern British Columbia community. In exceptional cases, the final oral examination may be closed, for example, when the results of the dissertation research must be kept confidential for a period of time. In such cases, the doctoral supervisory committee members and Graduate Program Chair shall recommend such action to the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate who may then approve that the final oral examination be

closed to all but the examining committee and the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs (or designate).

7.10.9 Report of the Committee The final judgment of the examiners on the dissertation and the oral examination shall be reported to the ~~Dean of Graduate Programs~~Office of Graduate Programs in the term "pass" or "fail". The criteria for the nature of the pass or fail are as previously detailed in section 4.5.4. The dissertation must be passed by the external examiner and a majority of members of the examining committee. In the case of a failure for the dissertation at the PhD level a detailed written report will be prepared by the Chair and made available to the candidate and also submitted to the Office of Graduate Programs.

A student who receives a failure on either the dissertation or the oral examination twice shall be required to withdraw from his/her doctoral program.

V. General Academic Regulations

10. Registration After the Published Revision Deadline Date

No graduate student is permitted to alter their registration for any course after the last date to revise registration as published in the Calendar except on the express written permission of the instructor and the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate.

11. Change of Grade after Submission of Final Grades

Except for grade changes resulting from formal Academic Appeal, any changes in final grade after the initial grade submission must be transmitted to the Office of the Registrar ~~through the Dean of Graduate Programs~~.

12. Repeating Courses

Graduate students may not repeat graduate courses except under exceptional circumstances and only with the approval of the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate on the recommendation of the supervisory committee. In the event that a course is repeated, it is the second grade earned which will be used in the grade point average calculation.

17. Academic Distinction

Each year a very small number of students will be graduated with Distinction. Selection criteria take into account the student's overall academic record and, as appropriate, the quality of the thesis; and are applied by a Dean's Committee on Graduate Honours chaired by the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate. Students do not apply for graduation with distinction.

33. Appeals Concerning Academic Program Matters

In the case of appeals concerning matters other than those listed above, the following procedures shall be followed:

- a. The student must meet with the supervisor, or the supervisory committee, or the Chair of the Program as appropriate (or, if the instructor is also the supervisor, the Chair, or, if the Chair is the supervisor, the College Dean, or, if the College Dean is the supervisor, the Provost) in an attempt to resolve the matter. Within 5 days of the meeting, the Chair of the Program (or College Dean) must send a written report of the meeting to the ~~Dean of Graduate Programs~~Office of Graduate Programs, with a copy

- to the student. The report shall notify the ~~Dean of Graduate Programs~~Office of Graduate Programs of the particulars of the case, and of the result of the meeting.
- b. If, after the process set out in 26.a) is completed, the student is unsatisfied with the result and wishes to continue the appeal, a written notice of the student's intention must be sent to the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate within 15 days of receiving the letter from the Chair or other appropriate official. ~~The Dean~~The Vice President or designate will acknowledge receipt of the notice within 5 days of receiving it.
 - c. ~~The Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate will conduct an investigation of the matter. In the course of this investigation, ~~the Dean may ask for~~ written reports from each member of the Committee may be requested. Committee members may submit reports even if not asked to do so. Copies of all reports will be made available to the student. After reviewing these reports, ~~the Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate will come to one of the following decisions:
 - i. If ~~the Dean~~the Vice President is convinced that the process was appropriate, and that the reports clearly indicate academic deficiencies on the part of the student for which the original decision which led to the appeal was appropriate and reasonable, ~~the Dean~~Vice President may decide to uphold the decision.
 - ii. If ~~the Dean~~Vice President is convinced that the examination or other assessment process was flawed or improper, ~~the Dean~~Vice President may order a re-examination or other re-evaluation as appropriate. The new examination or evaluation will be conducted either by the same examining committee as the original one, or by a new one, as deemed appropriate by ~~the Dean~~Vice President.
 - iii. If ~~the Dean~~Vice President is convinced that the examination or other process was correct, but that factors other than academic merit may have influenced the decision, ~~the Dean~~Vice President may order a re-examination or a re-evaluation, as he/she deems appropriate. The new examination or evaluation will be conducted either by the same examining committee as the original one, or by a new one, as deemed appropriate by ~~the Dean~~Vice President.
 - iv. If ~~the Dean~~Vice President is convinced that a new examination or evaluation is unlikely to resolve the issue, or if the result of the new examination or evaluation is appealed, he/she may, with the consent of the Program, appoint external assessors to evaluate the student's performance.
 - v. In all cases concerning appeals, a further appeal may be made to the Senate Committee on Academic Appeals which shall deal with it according to its rules of procedure (see Academic Regulation 28).

34. Appeals Concerning Academic Relationships

Appeals may arise out of other difficulties involving the academic relationship between students and faculty members. It is sometimes necessary, for instance, for a student to change supervisors, or a student may have other difficulties with a supervisor, or a student may have difficulties of a personal nature with a faculty member. Because the personal and professional relationship between student and faculty member can become entangled, and because problems of this sort can be perceived as potentially career-threatening by a student, there is a need for a process by which a student can seek mediation and resolution in such cases. Because each is different, and because a formal committee procedure as outlined under Academic Regulation 24 may not be appropriate in such cases, the following procedure shall be followed:

- a. A student experiencing such difficulties should attempt to resolve them informally at the level of the individual instructor or the Program Chair.
- b. If this cannot be done, or if the nature of the problem is such that the student does not wish to attempt it, the student should seek the advice of the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs or designate, who shall follow one of the following procedures:

- i. ~~If the Dean of Graduate Programs~~Vice President, Research and Graduate Programs thinks it advisable, the ~~Dean~~Vice President shall seek to bring about a solution through informal means.
- ii. ~~If in the opinion of the Dean of Graduate Programs~~Vice President, Research and Graduate Programs the complaint is invalid, the ~~Dean of Graduate Programs~~Vice President, Research and Graduate Programs shall advise the student of this opinion, and take no further action.
- iii. ~~If in the opinion of the Dean~~Vice President the complaint is valid but an informal solution is unlikely, or if the ~~Dean~~Vice President has attempted an informal solution and has failed, he/she shall advise the student of this fact.
- iv. ~~In the case of 31.b) ii) and 31.b) iii),~~ the student may choose not to proceed further, or the student may choose to proceed with the matter. In the latter case, the student shall make a written complaint, through the Registrar, to the Senate Committee on Academic Appeals which shall consider it according to its rules of procedure.

6. Authorization: (Please ignore — Section to be completed by Committee Recording Secretaries)

Program / Academic / Administrative Unit:

College:

College Council Motion Number:

College Council Approval Date:

Senate Committee on First Nations and Aboriginal Peoples Motion Number:

Senate Committee on First Nations and Aboriginal Peoples Meeting Date:

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ADMISSIONS AND DEGREES

Brief Summary of Committee Debate:

Motion No.: SCAD201612.07

Moved by: General Consent

Seconded by: General Consent

Committee Decision: CARRIED as amended.

Approved by SCAD: December 6, 2016
Date


Chair's Signature

For recommendation to ✓ , or information of _____ Senate.

Motion Number (assigned by
Steering Committee of Senate): S-201701.03

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In the paragraph Section 4.3, Academic Performance, “Vice-President , Research and Graduate Programs or designate” is replaced by “Vice-President , Research and Graduate Programs”.

1. **Effective date:** on approval by Senate.

2. **Rationale for the proposed revisions:**

Requiring a graduate student to withdraw is serious matter that should be handled by the person responsible for Graduate Programs.

3. **Implications of the changes for other programs, etc., if applicable:**

4. **Reproduction of current Calendar entry for the item to be revised:**

(Prior to December Senate)

4.3 Academic Performance

A student who fails to meet academic standards, or whose thesis, project, practicum, or comprehensive examination is not progressing satisfactorily, may be required to withdraw by the Dean of Graduate Programs on the advice of the supervisor and supervisory committee

(After December Senate)

4.3 Academic Performance

A student who fails to meet academic standards, or whose thesis, project, practicum, or comprehensive examination is not progressing satisfactorily, may be required to withdraw by the Vice President, Research and Graduate Programs or designate on the advice of the supervisor and supervisory committee

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikerough~~”:**

4.3 Academic Performance

A student who fails to meet academic standards, or whose thesis, project, practicum, or comprehensive examination is not progressing satisfactorily, may be required to withdraw by the Vice President, ~~Research and Graduate Programs or designate~~ on the advice of the supervisor and supervisory committee

Motion Number (assigned by
Steering Committee of Senate): S-201701.04

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In paragraph 4.3.1, remove “or designate” from the change “Vice-President , Research and Graduate Programs or designate”.

1. **Effective date:** on approval by Senate.

2. **Rationale for the proposed revisions:**

Approval of continuance is serious matter that should be handled by the person responsible for Graduate Programs.

3. **Implications of the changes for other programs, etc., if applicable:**

4. **Reproduction of current Calendar entry for the item to be revised:**

(Prior to December Senate)

4.3.1 *Students must attain a Semester GPA of at least 3.00 (B) for every semester in which they are registered. Individual programs may set higher standards. Any student with a Semester GPA below 3.00 may be allowed to register in the next semester while their academic performance is reviewed by their supervisory committee. Continuation in their Graduate Program is recommended by the supervisory committee subject to approval by the Dean of Graduate Programs.*

(After December Senate)

4.3.1 *Students must attain a Semester GPA of at least 3.00 (B) for every semester in which they are registered. Individual programs may set higher standards. Any student with a Semester GPA below 3.00 may be allowed to register in the next semester while their academic performance is reviewed by their supervisory committee. Continuation in their Graduate Program is recommended by the supervisory committee subject to approval by the Vice President, Research and Graduate Programs or designate.*

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

4.3.1 *Students must attain a Semester GPA of at least 3.0 (B) for every semester in which they are registered. Individual programs may set higher standards. Any student with a Semester GPA below 3.0 may be allowed to register in the next semester while their academic performance is reviewed by their supervisory committee. Continuation in their Graduate Program is recommended by the supervisory committee subject to approval by the Vice President, Research and Graduate Programs ~~or designate~~.*

Motion Number (assigned by
Steering Committee of Senate): S-201701.05

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In paragraph 4.3.2, remove “or designate” from the change “Vice-President , Research and Graduate Programs or designate”.

1. **Effective date:** on approval by Senate.

2. **Rationale for the proposed revisions:**

Senate wishes to ensure that Graduate Program standards be maintained by the Vice President Graduate Programs.

3. **Implications of the changes for other programs, etc., if applicable:**

4. **Reproduction of current Calendar entry for the item to be revised:**

(Prior to December Senate)

4.3.2 *A grade of F in a course taken for credit in a Graduate Program must be reviewed by the supervisory committee and a recommendation must be made to the Dean of Graduate Programs concerning continuance of the student in the program. Such students will not be allowed to register in the next semester until approved to do so by the Dean of Graduate Programs.*

(After December Senate)

4.3.2 *A grade of F in a course taken for credit in a Graduate Program must be reviewed by the supervisory committee and a recommendation must be made to the Vice President, Research and Graduate Programs or designate concerning continuance of the student in the program. Such students will not be allowed to register in the next semester until approved to do so by the Vice President, Research and Graduate Programs or designate.*

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

4.3.2 *A grade of F in a course taken for credit in a Graduate Program must be reviewed by the supervisory committee and a recommendation must be made to the Vice President, Research and Graduate Programs ~~or designate~~ concerning continuance of the student in the program. Such students will not be allowed to register in the next semester until approved to do so by the Vice President, Research and Graduate Programs ~~or designate~~.*

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In paragraph 4.3.4, remove both occurrences of “or designate” in the change “Vice-President, Research and Graduate Programs or designate”

1. **Effective date:** on approval by Senate.

2. **Rationale for the proposed revisions:**

Supervisors should not need to be aware of whom the current designate is.

3. **Implications of the changes for other programs, etc., if applicable:**

4. **Reproduction of current Calendar entry for the item to be revised:**

(Prior to December Senate)

4.3.4 *The supervisor, in consultation with the supervisory committee (if applicable) and the student, completes a progress report for students registered in a thesis, project, practicum, or comprehensive examination on a yearly basis and submits it to the Dean of Graduate Programs for approval. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the supervisory committee, with the Graduate Program Chair, reviews the student’s continuation in a formal continuance review meeting and submits recommendations to the Dean of Graduate Programs for final decision.*

(After December Senate)

4.3.4 *The supervisor, in consultation with the supervisory committee (if applicable) and the student, completes a progress report for students registered in a thesis, project, practicum, or comprehensive examination on a yearly basis and submits it to the Vice President, Research and Graduate Programs or designate for approval. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the supervisory committee, with the Graduate Program Chair, reviews the student’s continuation in a formal continuance review meeting and submits recommendations to the Vice President, Research and Graduate Programs or designate for final decision.*

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

4.3.4 *The supervisor, in consultation with the supervisory committee (if applicable) and the student, completes a progress report for students registered in a thesis, project, practicum, or comprehensive examination on a yearly basis and submits it to the Vice President, Research and Graduate Programs ~~or designate~~ for approval. If the progress report indicates a second Needs Improvement or Unsatisfactory progress, the supervisory committee, with the Graduate Program Chair, reviews the*

student's continuation in a formal continuance review meeting and submits recommendations to the Vice President, Research and Graduate Programs or designate for final decision.

Motion Number (assigned by
Steering Committee of Senate): S-201701.07

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In Section 4.4.1, remove both occurrences of “or designate” in the change “Vice-President , Research and Graduate Programs or designate”

1. **Effective date:** on approval by Senate.

2. **Rationale for the proposed revisions:**

For appeal purposes it needs to be clear whose decision is being appealed.

3. **Implications of the changes for other programs, etc., if applicable:**

4. **Reproduction of current Calendar entry for the item to be revised:**

(Prior to December Senate)

4.4.1 Supervisor *Each Master’s student shall have, at the time of their application for admission, identified and gained the agreement of a member of the faculty assigned as a supervisor (or academic advisor). Subject to an offer of admission to the program, the agreement is approved by the Dean of Graduate Programs.*

The supervisor and student must maintain contact through mutually agreed upon regular meetings. Supervisors who expect to be absent from the University for an extended period of time (including during sabbaticals) are responsible for making suitable arrangements (including the appointment of a temporary replacement) with the student and the chair of the program, or if applicable the chair of the graduate committee for the continued supervision of the student or the nomination of another supervisor. All changes of this nature must be approved by the Dean of Graduate Programs who can recommend further changes of the supervisor or supervisory committee.

(After December Senate)

4.4.1 Supervisor *Each Master’s student shall have, at the time of their application for admission, identified and gained the agreement of a member of the faculty assigned as a supervisor (or academic advisor). Subject to an offer of admission to the program, the agreement is approved by the Vice President, Research and Graduate Programs or designate.*

The supervisor and student must maintain contact through mutually agreed upon regular meetings. Supervisors who expect to be absent from the University for an extended period of time (including during sabbaticals) are responsible for making suitable arrangements (including the appointment of a temporary replacement) with the student and the chair of the program, or if applicable the chair of the graduate committee for the continued supervision of the student or the nomination of another

supervisor. All changes of this nature must be approved by the Vice President, Research and Graduate Programs or designate who can recommend further changes of the supervisor or supervisory committee.

5. Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:

4.4.1 Supervisor *Each Master’s student shall have, at the time of their application for admission, identified and gained the agreement of a member of the faculty assigned as a supervisor (or academic advisor). Subject to an offer of admission to the program, the agreement is approved by the Vice President, Research and Graduate Programs ~~or designate~~.*

The supervisor and student must maintain contact through mutually agreed upon regular meetings. Supervisors who expect to be absent from the University for an extended period of time (including during sabbaticals) are responsible for making suitable arrangements (including the appointment of a temporary replacement) with the student and the chair of the program, or if applicable the chair of the graduate committee for the continued supervision of the student or the nomination of another supervisor. All changes of this nature must be approved by the Vice President, Research and Graduate Programs ~~or designate~~ who can recommend further changes of the supervisor or supervisory committee.

Motion Number (assigned by
Steering Committee of Senate): S-201701.08

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That changes introduced by Senate motion S-2016.12.09 (to change the title, Dean of Graduate Programs in the Graduate Calendar Admissions and Regulations section) be amended as follows:

In Section 4.4.2, remove both occurrences of “or designate” in the change “Vice-President , Research and Graduate Programs or designate”.

1. **Effective date:** on approval by Senate.

2. **Rationale for the proposed revisions:**

For appeal purposes it needs to be clear whose decision is being appealed.

3. **Implications of the changes for other programs, etc., if applicable:**

4. **Reproduction of current Calendar entry for the item to be revised:**

(Prior to December Senate)

4.4.2 Supervisory Committee *Each student shall have a supervisory committee nominated by the Program and approved by the Dean of Graduate Programs. The chair of this committee shall be the supervisor.*

....

All such changes require the approval of the Dean of Graduate Programs who may recommend further changes of the supervisor or supervisory committee.

(After December Senate)

4.4.2 Supervisory Committee *Each student shall have a supervisory committee nominated by the Program and approved by the Vice President, Research and Graduate Programs or designate. The chair of this committee shall be the supervisor.*

....

All such changes require the approval of the Vice President, Research and Graduate Programs or designate who may recommend further changes of the supervisor or supervisory committee.

5. **Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:**

4.4.2 Supervisory Committee *Each student shall have a supervisory committee nominated by the Program and approved by the Vice President, Research and Graduate Programs ~~or designate~~. The chair of this committee shall be the supervisor.*

....

All such changes require the approval of the Vice President, Research and Graduate Programs or designate who may recommend further changes of the supervisor or supervisory committee.

Motion Number (assigned by
Steering Committee of Senate): S-201701.09

SENATE COMMITTEE ON ADMISSIONS AND DEGREES

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the Graduate calendar For the PhD in Health Sciences admission criteria on pg 67 of the pdf calendar be approved as proposed.

1. **Effective date:** Immediately
2. **Rationale for the proposed revisions:** that it is making it consistent with practice for intake.
3. **Implications of the changes for other programs, etc., if applicable:** "None"
4. **Reproduction of current Calendar entry for the item to be revised:** Admission Students are normally expected to hold a Master's degree from an accredited post-secondary institution. Normally, applicants must hold a cumulative GPA of 3.33 (B+) from the Baccalaureate and Master's degree, to be calculated over the last 30 credits of graded academic work.
5. **Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":**

Admission Students are normally expected to hold a Master's degree from an accredited post-secondary institution. Normally, applicants must hold a cumulative GPA of ~~3.33 (B+)~~ 3.67 (A-) from the Baccalaureate and Master's degree, ~~to be calculated over the last 30 credits of graded academic work.~~ to be calculated over the last 30 gradable credits.

6. **Authorization:**

Program / Academic / Administrative Unit: School of Health Sciences

College: Arts, Social and Health Sciences

College Council Motion Number: cashscc.2016.12.15.05

College Council Approval Date: December 15, 2016

Senate Committee on First Nations and Aboriginal Peoples Motion Number

Senate Committee on First Nations and Aboriginal Peoples Meeting Date

7. **Other Information**

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ADMISSIONS AND DEGREES MEETING

Brief Summary of Committee Debate:

Motion No.: SCAD201701.01

Moved by: A. Fordjour

Seconded by: R. Chowdhury

Committee Decision: CARRIED

Approved by SCAD: January 16, 2017
Date


Chair's Signature

For recommendation to ✓ , or information of Senate.



Motion Number (assigned by SCS): S-201701.10

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Youth in Care Tuition Waiver be approved.

Effective Date: 2017-2018 Academic Year

Rationale: To revise the terms to include Diploma and Certificate programs as eligible programs, as requested by the UNBC Board of Governors.

Proposed By: Linda Fehr

Office of University Advancement Contact: N/A

Faculty/Academic Department: Awards and Financial Aid

Date: December 14, 2016

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20161214.05

Moved by: Schorcht

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 3 pages

Approved by SCSB: December 14, 2016
Date



Chair's Signature

For Approval of Senate.

AWARDS GUIDE DESCRIPTION

Award Category: General

Award Name: Youth In Care Tuition Waiver

Awards Guide Description/Intent: These waivers are offered by UNBC to assist students who are current or former youth in care as defined by the Child, Family and Community Service Act. The waiver is intended to enable these students to begin and continue their studies at the University in a full-time program leading to their first undergraduate degree, and/ or towards a first diploma or certificate. The waiver will cover the full cost of tuition.

Donor: The University of Northern British Columbia

Value: Cost of tuition

Number: Variable

Eligibility:

To be eligible for the Youth In Care Tuition Waiver, students must be residents of British Columbia, 19 years of age or older, and currently living in care or have lived as a Youth in Care (as defined below) in BC for at least one year and be enrolled in full-time studies as defined by the University.

Students must have started post-secondary education within five years of being in care and must enroll in post-secondary education at UNBC within an additional five years.

A Youth in Care is defined as:

- ❖ In the continuing custody of the director under the Child, Family and Community Service Act or a delegated Aboriginal agency; or
- ❖ In the permanent custody of the Superintendent of Family and Child Services (under the Family and Child Service Act); or
- ❖ Under the guardianship of a director as referred to in the Family Law Act; or
- ❖ Were under a Youth Agreement at your 19th birthday; or
- ❖ Were in the temporary care of the director under the Child, Family and Community Service Act or a delegated Aboriginal agency for a minimum period of three years between the ages of 12 and 19.

Eligible Programs:

A tuition waiver will be applied to an eligible student's tuition account for credit courses/programs leading to the student's first undergraduate degree.

Eligible students who are enrolled in collaborative/joint degree programs will receive the waiver for classes undertaken at UNBC only. The waiver is not transferable to another post-secondary institution.

Ineligible Programs/courses:

- All non-academic cost recovery courses
- ~~All non-degree Diploma and Certificate programs~~

- Bachelor of Education
- All Graduate and Postdoctoral studies programs

Criteria: Admission to the University and satisfactory academic standing.

Note: The waiver will ~~may~~ be renewed ~~for up to four additional consecutive years~~, provided the student maintains satisfactory academic standing and continues to pursue full-time studies towards a first undergraduate degree, and /or towards a first diploma or certificate.

Application Instructions: Complete the Youth In Care Tuition Waiver Application Form. This form is available from the Office of the Registrar - Awards Unit.

Established: August 2014 Revised: December 2016

Recipient Selection: Senate Committee on Scholarships and Bursaries, upon recommendation by the Awards and Financial Aid Office.



Motion Number (assigned by SCS): SCSB20161214.03

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the new Terms and Conditions for the Project Friendship Society Award in Memory of Bob & Barbara Harkins be approved.

Effective Date: 2017-2018 Academic Year

Rationale: To activate the Project Friendship Society Award in Memory of Bob & Barbara Harkins commencing the 2017-2018 Academic Year.

Proposed By: Jennifer Hicke, Administrator - Development Awards

Office of University Advancement Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: December 14, 2016

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20161214.03

Moved by: Jensen

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 2 pages

Approved by SCS December 14, 2016
Date



Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: General

Award Name: Project Friendship Society Award in Memory of Bob & Barbara Harkins

Awards Guide Description/Intent: The Project Friendship is a registered charity that was founded in 1989 by prominent Prince George citizen, Bob Harkins. The Society connects people with special needs into local interest groups, and associations. Connections are based on abilities versus disabilities, and create opportunities for isolated people to find friendships, gain experience, build confidence, and be valued. The Society endeavours to build a stronger community, one where everyone participates. The Project Friendship Society is establishing this award to expand its community outreach to UNBC students.

Donor: Project Friendship Society

Value: minimum of \$300

Number: One

Award Type: Award

Eligibility: Available to a full or part time undergraduate or graduate student with a disability and/or a student who is enrolled in the Disability Management Program.

Criteria: satisfactory academic standing.

Effective Date: Established 2016

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): SCSB20161214.04

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Houston Scholarship be approved.

Effective Date: 2017-2018 Academic Year

Rationale: To revise the Houston Scholarship commencing the 2015-2016 Academic Year with revisions to the Eligibility section as follows:

Eligibility: Available to a full time undergraduate student entering their first year of a degree program at UNBC, who is a permanent resident of Canada, a graduate of any ~~Secondary School~~ Secondary School, secondary school and who has been a resident of Houston for at least two consecutive years immediately prior to commencing study at UNBC.

Proposed By: Jennifer Hicke, Administrator - Development Awards

Office of University Advancement Contact: Jennifer Hicke, Administrator - Development Awards

Faculty/Academic Department: N/A

Date: December 14, 2016

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate:

Motion No.: SCSB20161414.04

Moved by: Reimer

Seconded by: Erasmus

Committee Decision: CARRIED

Attachments: 2 pages

Approved by SCSB: December 14, 2016
Date



Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: The Houston Scholarship

Awards Guide Description/Intent: The Houston Scholarship has been generated by the citizens of Houston, BC through fundraising efforts under the leadership of the Houston and District Chamber of Commerce. The intent of this fund is to assist Houston students in their pursuit of a post-secondary education at UNBC.

Donor: Houston & District Chamber of Commerce

Value: Variable

Number: One

Award Type: Scholarship

Eligibility: Available to a full time undergraduate student entering their first year of a degree program at UNBC, who is a permanent resident of Canada, a graduate of any Houston ~~Secondary School~~, secondary school and who has been a resident of Houston for at least two consecutive years immediately prior to commencing study at UNBC.

Criteria: Academic proficiency, demonstrated record of community involvement and/or volunteerism in clubs, organizations, or sporting activities.

Application Instructions: Applications should be made directly to the Houston and District Chamber of Commerce.

Effective Date: Endowed 1995

Motion Number (assigned by
Steering Committee of Senate): S-201701.14

STEERING COMMITTEE OF SENATE

PROPOSED MOTION

Motion: That the terms of reference for the Senate Committee on Nominations be approved as proposed.

Effective Date: January 25, 2017

Rationale: The Senate Committee on Nominations (SCN) recommends a change to the SCN's terms of reference whereby the committee should recommend to Senate Senators to be appointed to non-Senate University committees rather than having the authority to appoint.

Motion proposed by: the Senate Committee on Nominations

Academic Program: Not applicable

Implications for Other Programs / Faculties? None

College: Not applicable

College Council / Committee Motion Number: N/A

College Council / Committee Approval Date: N/A

Attachment Pages (if applicable): 1 pages

SCN Motion Number: SCN201701.03

INFORMATION TO BE COMPLETED AFTER STEERING COMMITTEE OF SENATE MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201701.03

Moved by: P. Sanborn

Seconded by: A. Stroet

Committee Decision: CARREID

Approved by SCS: January 18, 2017
Date


Chair's Signature

For recommendation to **, or information of** _____ **Senate.**

SENATE COMMITTEE ON NOMINATIONS (SCN)

Terms of Reference:

- To recommend to Senate the names of people to serve on each Senate Committee. The Committee will pay due attention to the need for rotation and continuity, the regional nature of the university, the need to represent the needs of each College fairly, and any other relevant criteria.
- To recommend to Senate the names of people to serve as Regional Representatives on the Senate.
- To review nomination and election procedures for faculty, staff and student positions and vacancies on Senate, Senate Committees and the Board of Governors.
- To ~~determine~~ recommend to Senate Senators to be appointed to non-Senate University committees.

Membership:

President (*ex officio*)
One Student Senator
Three Faculty Senators
One Lay or Regional Senator
Secretary of Senate (non-voting)

Chair:	A member elected annually in October by and from the members of the Committee
Committee Secretary:	Secretary of Senate
Recording Secretary:	Governance Officer
Quorum:	Majority



Motion Number (assigned by SCS): S-201701.15

STEERING COMMITTEE OF SENATE (SCS)

PROPOSED MOTION

Motion: That the amendment of the Selection Procedures for the Search Committee for the Provost and Vice-President Academic, by the removal of Dean-Graduate Programs, from the Search Committee, and by the addition of Dean-Regional Programs, be approved as proposed.

Effective Date: Upon approval of Senate as per s. 27(2) (f) of the *University Act*

Proposed by: Shelley McKenzie, Secretary of Senate

Faculty / Academic Department: N/A

Implications for Other Programs / Faculties: None

Rationale: The Dean of Regional Programs has been added to the committee and the Dean of Graduate Programs removed as the position no longer exists at UNBC.

Faculty Council / Committee Motion: N/A

Date: N/A

Date: January 16, 2017

TO BE COMPLETED AFTER SCS MEETING

Brief Summary of Committee Debate:

Motion No.: SCS201701.04

Moved by: K. Keen

Seconded by: P. Sanborn

Committee Decision: CARRIED as amended.

Attachments: 2 pages

Approved by SCS: January 18, 2017
Date

Chair's Signature

For recommendation to ✓, **or information of** _____ **Senate.**

The motion below was approved by the Board of Governor's Human Resources Committee on January 20, 2017.

MOTION: 2017HRC01.20.01

*That, on behalf of the Board, the Human Resources Committee approves the amendment of the Selection Procedures for the Search Committee for the Provost and Vice-President Academic, by the removal of Dean-Graduate Programs, from the Search Committee, and by the addition of Dean-Regional Programs.
Effective: on approval of Senate as per s. 27(2)(f) of the University Act*

CARRIED

SUBJECT: SELECTION PROCEDURES FOR THE SEARCH COMMITTEE FOR THE PROVOST AND VICE-PRESIDENT ACADEMIC**1. Terms of Reference for the Search Committee**

- To review the position of Provost and Vice-President Academic
- To establish the qualification and qualities desired of candidates
- To assist in the drafting of the advertisement
- To establish a short list of candidates
- To recommend to the President, by providing a prioritized ranking of short listed candidates

2. Search Committee Membership (15 Voting Members)

- President (Chair)
- 1 Board of Governors member (external)
- Vice-President Administration and Finance
- Vice-President Research
- Dean - College of Arts, Social & Health Sciences
- Dean - College of Science & Management
- ~~Dean - Graduate Programs~~ Dean - Regional Programs
- Director, Human Resources (non-voting)
- 3 Faculty Members with tenure or tenure-track appointments, appointed by the Senate, one from each College and one being a regional Faculty Member
- 2 Staff members, to include:
 - 1 Senior Academic Director, reporting directly to the Provost and Vice-President Academic
 - 1 Staff member (appointed by the Chair of the Selection Committee)
- Graduate Student
- Undergraduate Student
- Regional Student

* Efforts will be made to ensure that in the appointment and selection of the students, there is consideration to appoint a First Nation's student.

3. Chair

- President

4. Process

- The search will be an open process unless otherwise directed by the Board.
- Senior administrators and Chairs will be afforded the opportunity to meet the candidates in an informal session.
- The candidates will be requested to speak at a public forum.
- The President's recommendation shall be directed to the Human Resources Committee of the Board of Governors, who will in turn present the case for appointment to the full Board of Governors for approval.
- The search will be conducted in accordance with the principles established in the UNBC Policy - Appointment of Senior Academic Administrative Officers of the University and of Faculty.