

**SENATE MEETING  
PUBLIC SESSION  
AGENDA**

February 25, 2015  
3:30 – 5:30 PM

Senate Chambers (Room 1079 Administration Building)

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**1.0 S-201502.01**

**Approval of the Agenda †**

Page 1 That the agenda for the February 25, 2015 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-201502.02**

**Approval of Senate Minutes**

Page 5 That the minutes of the January 28, 2015 Public Session of Senate be approved as presented.

**3.0 Business Arising from Previous Minutes of Senate (no material)**

**4.0 President's Report** Dr. Weeks

**5.0 Report of the Provost** Dr. Young

**6.0 Report of the Registrar** Mr. Hanschen

**7.0 Question Period** Dr. Weeks

**8.0 Removal of Motions from the Consent Agenda** Dr. Weeks

## 9.0 Committee Reports

### 9.1 Senate Committee on Academic Affairs

Dr. Young

#### **“For Approval” Items:**

- Regular **S-201502.03**  
**Changes to Graduate Academic Regulations 4.4 (Academic Supervision) and 4.5 (Final Oral Examinations and Examining Committees)**  
Page 38 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to regulations 4.4 and 4.5 of the graduate calendar be approved as proposed.  
Effective date: September 1, 2015
- Regular **S-201502.04**  
**Changes to Graduate Academic Regulation 7.0 (Regulations Governing Doctoral Programs)**  
Page 45 That, on the recommendation of the Senate Committee on Academic Affairs, the changes to regulation 7.0 of the graduate calendar be approved as proposed.  
Effective date: September 1, 2015
- Consent **S-201502.05**  
**Changes to Program Requirements — BSW First Nations Specialization**  
Page 51 That, on the recommendation of the Senate Committee on Academic Affairs, the addition of SOCW 420 Family/Child Welfare Policy to the Program Requirement in the BSW First Nations Specialization, on page 186 of the 2014/2015 undergraduate calendar, be approved as proposed.  
Effective date: September 2015
- Consent **S-201502.06**  
**New Course Approval — CPSC 354-3**  
Page 54 That, on the recommendation of the Senate Committee on Academic Affairs, the new course CPSC 354-3 Introduction to Business Intelligence be approved as proposed.  
Proposed semester of first offering: September 2015
- Regular **S-201502.07**  
**Renewal of Exchange Agreement Between University of Northern British Columbia and Groupe ESC Troyes in Champagne, France**  
Page 59 That, on the recommendation of the Senate Committee on Academic Affairs, the renewal of the Exchange Agreement between University of Northern British Columbia and Groupe ESC Troyes in Champagne, France be approved as proposed.  
Effective date: Upon approval by Senate
- Regular **S-201502.08**  
**Renewal of Exchange Agreement Between University of Northern British Columbia and University of Tasmania, Australia**  
Page 63 That, on the recommendation of the Senate Committee on Academic Affairs, the renewal of the Exchange Agreement between University of Northern British Columbia and University of Tasmania, Australia be approved as proposed.  
Effective date: Upon approval by Senate
- Regular **S-201502.09**  
**Renewal of Exchange Agreement Between University of Northern British Columbia and Kunming University of Science and Technology, Kunming, China**  
Page 68 That, on the recommendation of the Senate Committee on Academic Affairs, the renewal of the Exchange Agreement between University of Northern British Columbia and Kunming University of Science and Technology, Kunming, China be approved as proposed.  
Effective date: Upon approval by Senate
- Regular **S-201502.10**  
**Extension of Strategic Research Plan End Date**  
Page 72 That, on the recommendation of the Senate Committee on Academic Affairs, Senate approves the current Strategic Research Plan end date be extended to March 31, 2017.  
Effective date: Upon approval by Senate

**“For Information” Items:**

Consent **SCAAF201502.07**  
**Changes to Course Calendar Description — FNST 300-3**  
Page 73 That the changes to the course description for FNST 300-3 Research Methods in First Nations Studies, on page 240 of the 2014/2015 undergraduate calendar, be approved as proposed.  
Effective date: September 2015

Consent **SCAAF201502.08**  
**Changes to Course Calendar Description — FNST 350-3**  
Page 75 That the changes to the course description for FNST 350-3 Canadian Law and Aboriginal Peoples, on page 241 of the 2014/2015 undergraduate calendar, be approved as proposed.  
Effective date: September 2015

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

**9.3 Senate Committee on Scholarships and Bursaries Dr. Owen**

**“For Information” Items:**

Consent **SCSB20150128.03**  
**New Terms and Conditions — Nordic Sport Leadership Awards**  
Page 77 That the new Terms and Conditions for the Nordic Sport Leadership Awards be approved.  
Effective Date: 2015-2016 Academic Year

Consent **SCSB20150128.04**  
**Revised Terms and Conditions — Northern Gateway Pipelines Bursary**  
Page 80 That the revised Terms and Conditions for the Northern Gateway Pipelines Bursary be approved.  
Effective Date: 2014-2015 Academic Year

Consent **SCSB20150128.05**  
**Revisions to Awards Guide Information for the UNBC Doctoral Tuition Scholarship**  
Page 82 That the revised Awards Guide Information for the UNBC Doctoral Tuition Scholarship be approved.  
Effective Date: 2015-2016 Academic Year

Consent **SCSB20150128.06**  
**Reactivated Terms and Conditions — Chapter B – P.E.O. Sisterhood Bursary**  
Page 85 That the Terms and Conditions for the Chapter B – P.E.O. Sisterhood Bursary be re-activated.  
Effective Date: 2014-2015 Academic Year

Consent **SCSB20150128.07**  
**Reactivated Terms and Conditions — Spectra Energy Bursary**  
Page 87 That the Terms and Conditions for the Spectra Energy Bursary be re-activated.  
Effective Date: 2015-2016 Academic Year

**10.0 S-201502.11 Dr. Weeks**  
**Approval of Motions on the Consent Agenda (no material)**  
That the motions on the consent agenda, except for those removed for placement on the regular agenda, be approved as presented.

**11.0 Other Business (no material)**

**12.0 Information**

**12.1 The Postdoctoral Fellow Guide and Intake Process (Page 89)**

13.0 **S-201502.12**  
**Move to In Camera Session**  
That the meeting move In Camera.

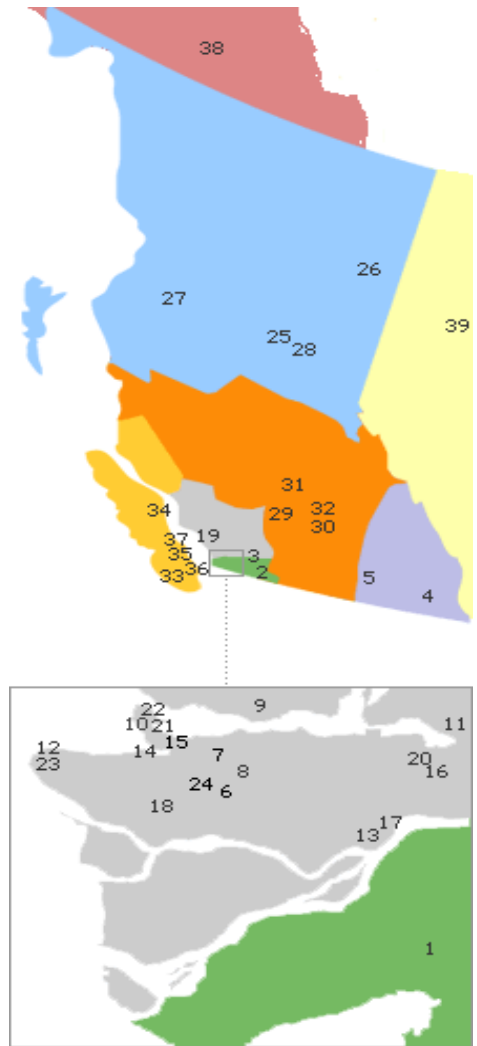
14.0 **S-201502.16**  
**Adjournment**  
That the Senate meeting be adjourned.

# BC Transfer System: History + Context

- ▶ Developed in 1960s as a binary Transfer System model
- ▶ Now a multi-directional model
  - ▶ High levels of mobility in a complex degree-granting context
  - ▶ All member institutions may send and receive credits
- ▶ Institutions are autonomous
- ▶ No common core curriculum, but a high level of reciprocity among institutions
- ▶ Development of a broad range of transfer mechanisms:
  - ▶ Course to course, block transfer, and degree partnership
  - ▶ Province wide Associate Degrees and Flexible Pre-Majors

<http://bccat.ca/system/history/>

<http://bccat.ca/system/policies/>



# BC Transfer System Perspective

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*Well articulated transfer systems facilitate . . .*

- students studying near their home to enable transition, mitigate attrition, and reduce costs
- intentional pathways students plan and unintentional pathways that students follow as a result of changes in circumstances
- accumulation of credits within a system, so they count toward relevant credentials if students change institutions and/or programs



# BC Transfer System Facts

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- 25 BC public, 2 out of province, and 11 private institutions are members.
- 67 province-wide faculty articulation committees.
- UNBC faculty (or administrators) participated in 14 articulation committee meetings last year.
- 55,000+ students (18%) moved between BC public institutions and programs in 2011-12.

*“British Columbia has taken the California model and developed it into what is possibly the most extensive credit accumulation and transfer arrangement in the world.”*

Bekhradnia (2004), *Higher Education Policy Institute, UK*

# Student-Centred Websites:

## Education Planner

Education Planner.ca  
Explore your post-secondary options in BC

Search Plan Confirm Save & Share

Nicola Valley Institute of Technology

Search  
Plan  
Confirm  
Save & Share

Education Planner  
edplanbc

Still undecided about which programs to take? Faculty advisors are great resources to help with your planning.  
46 minutes ago · reply · retweet · favorite

Hope everyone enjoyed their first week back at school!  
2 days ago · reply · retweet · favorite

Ever participated in a "flipped" classroom? Here's an article that explains more.  
Join the conversation

BC Post-Secondary Tweets

Camosun #Camosun staffer Cassandra Price raises funds for Co-op students on a double-dog dare to brave the hamster trail! ow.ly/dBQW #yyj  
15 minutes ago · reply · retweet · favorite

SFU Sept. 16: Join @SFUAlumni at Silver Creek in Vancouver Aquarium's Great Canadian Shoreline Cleanup. Register: ow.ly/cogRQ #dm  
20 minutes ago · reply · retweet · favorite

ubcnews Funding for neglected global diseases research at #UBC exceeds \$20M ow.ly/dBjyo  
34 minutes ago · reply · retweet · favorite

EmilyCarrU Very saddened to learn of  
Join the conversation

We Hear You

Will you be getting a student loan?

Yes  
 No

see all results

- ▶ Searchable database of **2,100+** programs in BC
  - ▶ Public and private institutions, apprenticeships, and a few graduate programs
- ▶ Saves students from navigating 30+ websites
  - ▶ Links to institutional websites
- ▶ Career planning tools and information
- ▶ **50,000 -75,000** unique visits per month
- ▶ **UNBC** has **48** programs listed.

educationplanner.ca



# Student-Centred Websites: BC Transfer Guide

The screenshot shows the BCTransferGuide.ca website. At the top, there is a green header with the logo and a search bar. Below the header, there are two main navigation tabs: "TRANSFER SEARCH" and "ALL ABOUT TRANSFER". The main content area is divided into several sections:

- WHAT IS TRANSFER?**: A section with a circular graphic and text explaining the BC Transfer System.
- COURSE LOOKUP**: A section with a search bar and a "Need help getting started?" link.
- Transfer Tip TRANSFERRING FROM OUTSIDE BC?**: A section with a globe graphic and text about the Pan-Canadian Protocol on University Transfer.
- Transfer FAQs**: A section with a list of frequently asked questions.
- Tweets**: A section displaying tweets from @bctransferguide and @bcstats.

At the bottom, there is a blue footer with navigation links for "SEARCH", "TRANSFER OPTIONS", "HIGH SCHOOL TRANSFER", "ALL ABOUT TRANSFER", "Home", "Contact", and "Search Help". The footer also includes the BCCAT logo, the Education Planner logo, and the British Columbia logo.

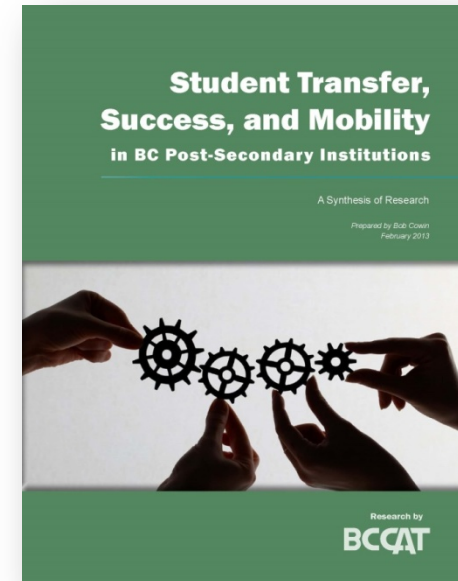
- ▶ **90,000+** guaranteed agreements updated dynamically
- ▶ Searchable databases
  - ▶ Course-to-course
  - ▶ Block Transfer
  - ▶ Degree Partnerships
  - ▶ Program-specific
  - ▶ AP and IB
- ▶ Transfer Help and FAQ
- ▶ **75,000 -100,000** unique visits per month
- ▶ **UNBC** has **845** “sending” and **12,934** “receiving” course credit equivalents, and **117** block agreements on the BCTG.

[bctransferguide.ca](http://bctransferguide.ca)

# BC Transfer System Research

- ▶ Transfer Student Performance
- ▶ Transfer Satisfaction and Success
- ▶ Admissions and Transfer Practices
- ▶ Student Transitions Project (STP)

<http://www.bccat.bc.ca/publications/>



*“It seems unlikely . . . that another entity would have the credibility that BCCAT has enjoyed with the institutions. . . . It seems safe to conclude that . . . the issues . . . would not have been addressed had the Council not existed.”*

*Waterhouse, An Assessment of BCCAT Research*

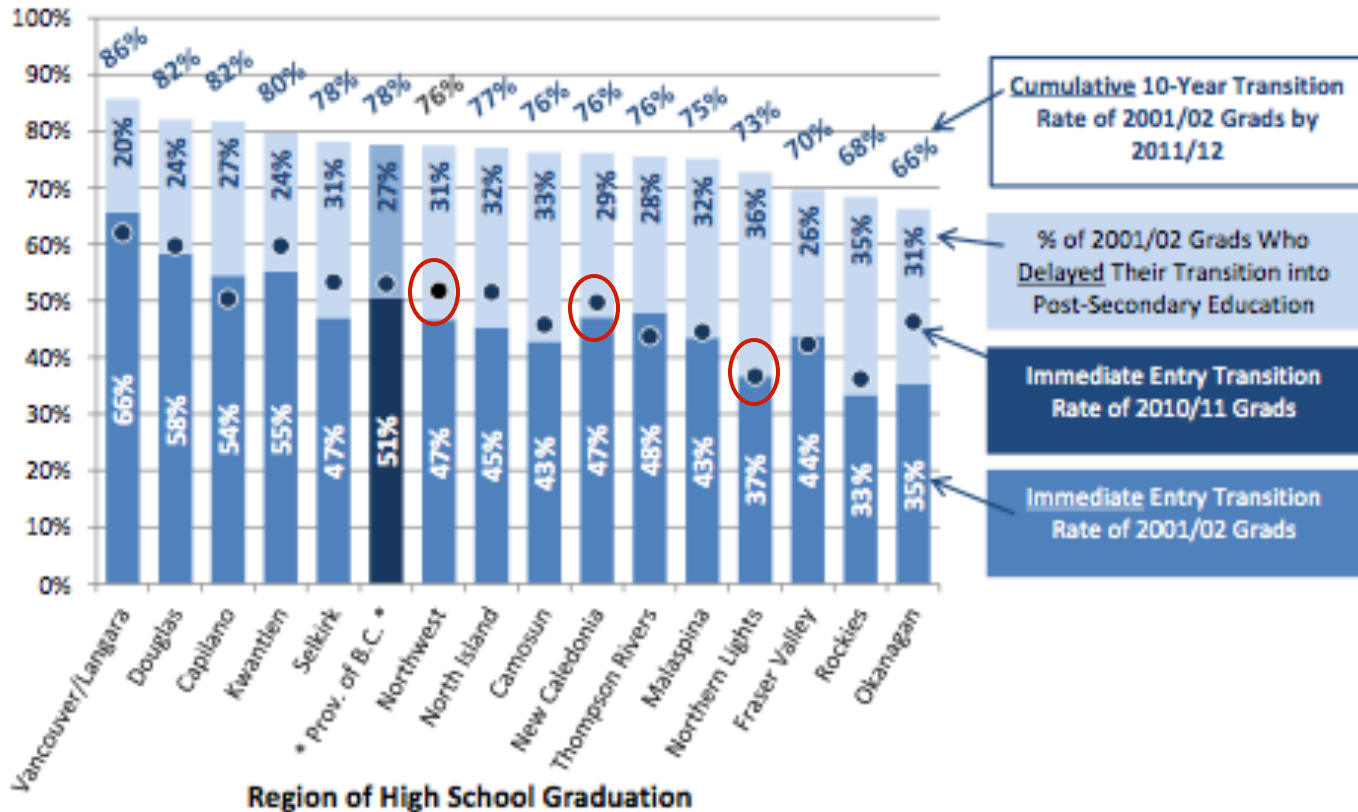


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# **Student Transitions and Mobility at UNBC – Findings from the Student Transitions Project**

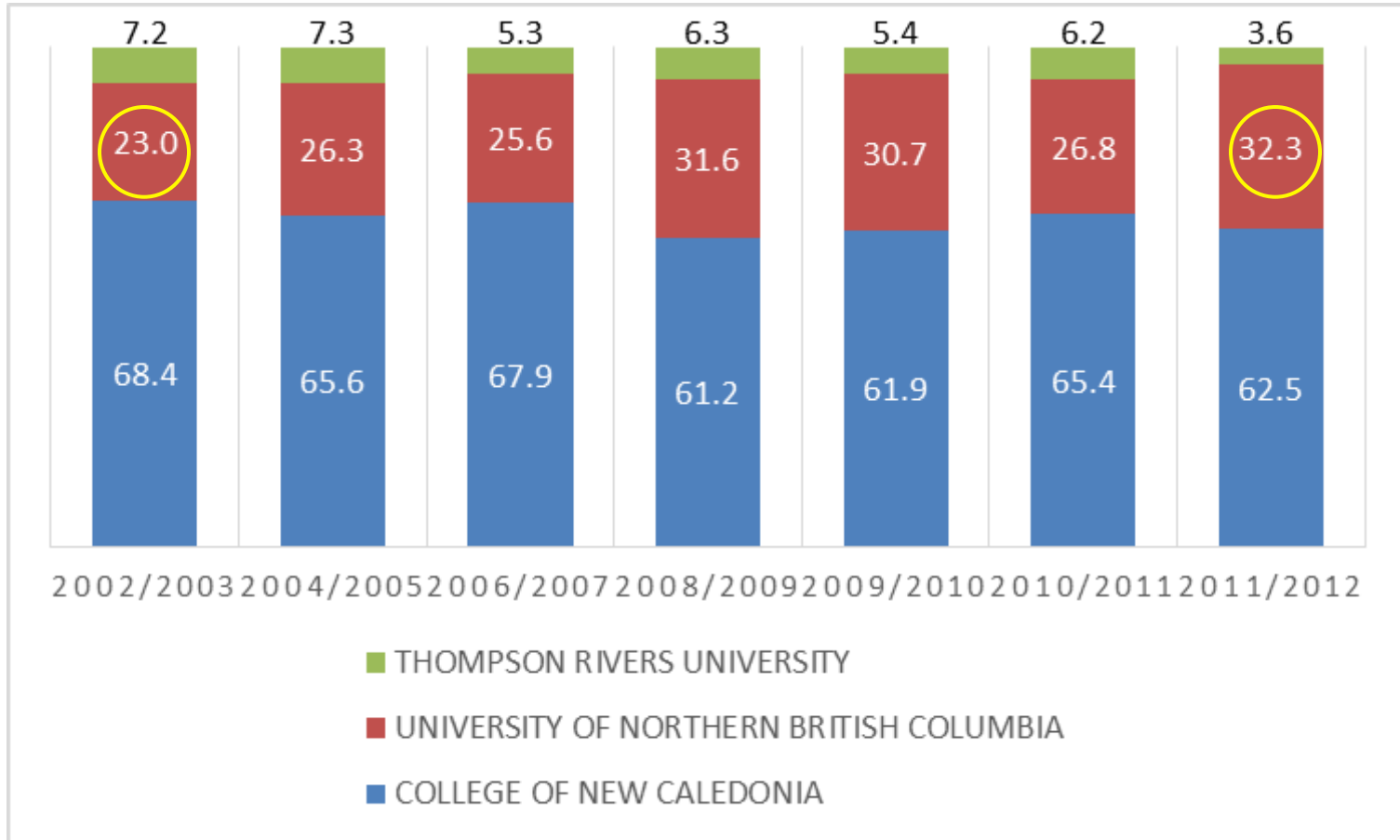
# Regional Transition Rates

From grade 12 graduation (in 2001/2002) to B.C. public post-secondary education (by 2011/2012)



Source: The Student Transitions Project

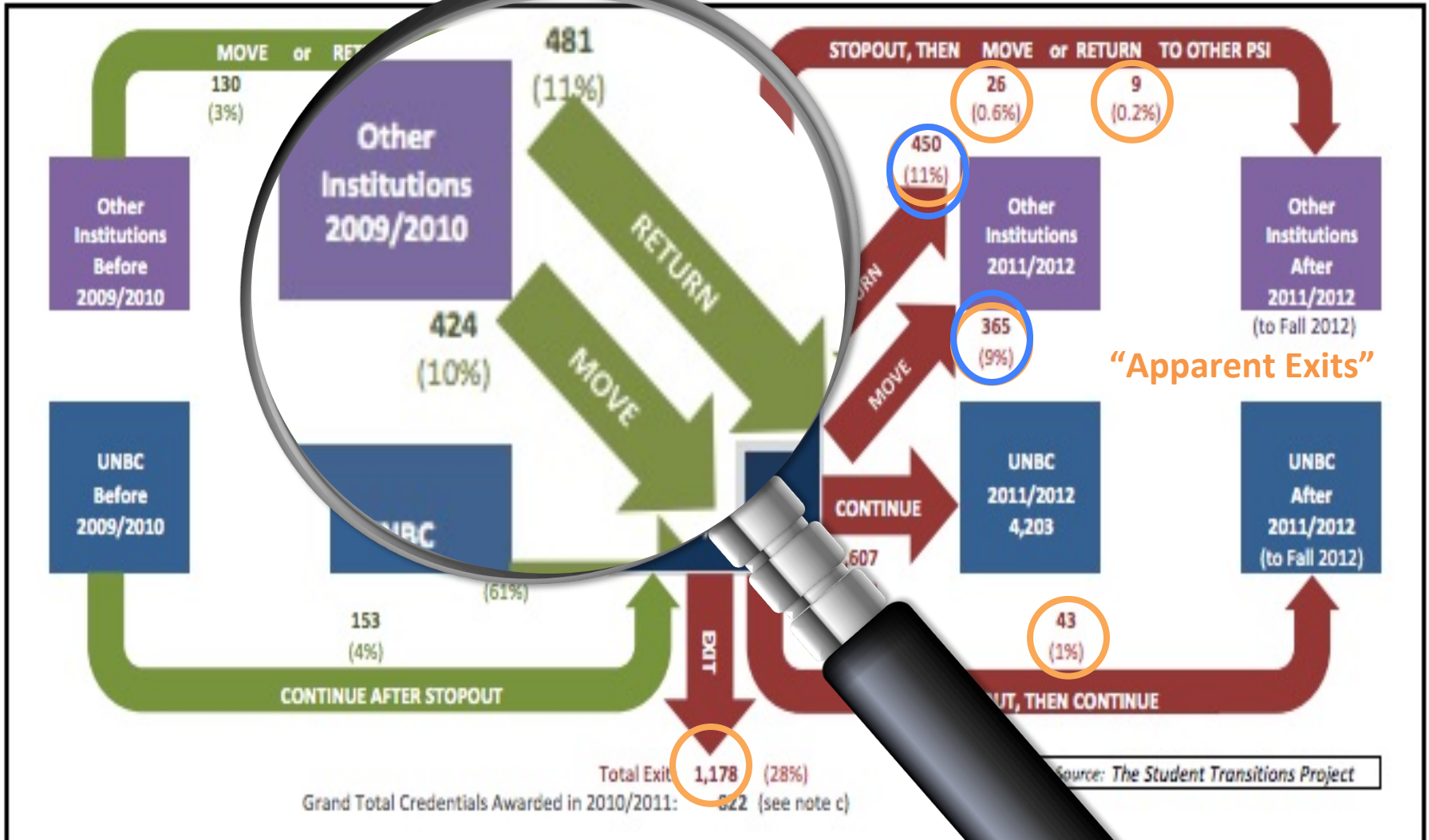
# Percentage Immediate Entry by Institution UNBC's College District



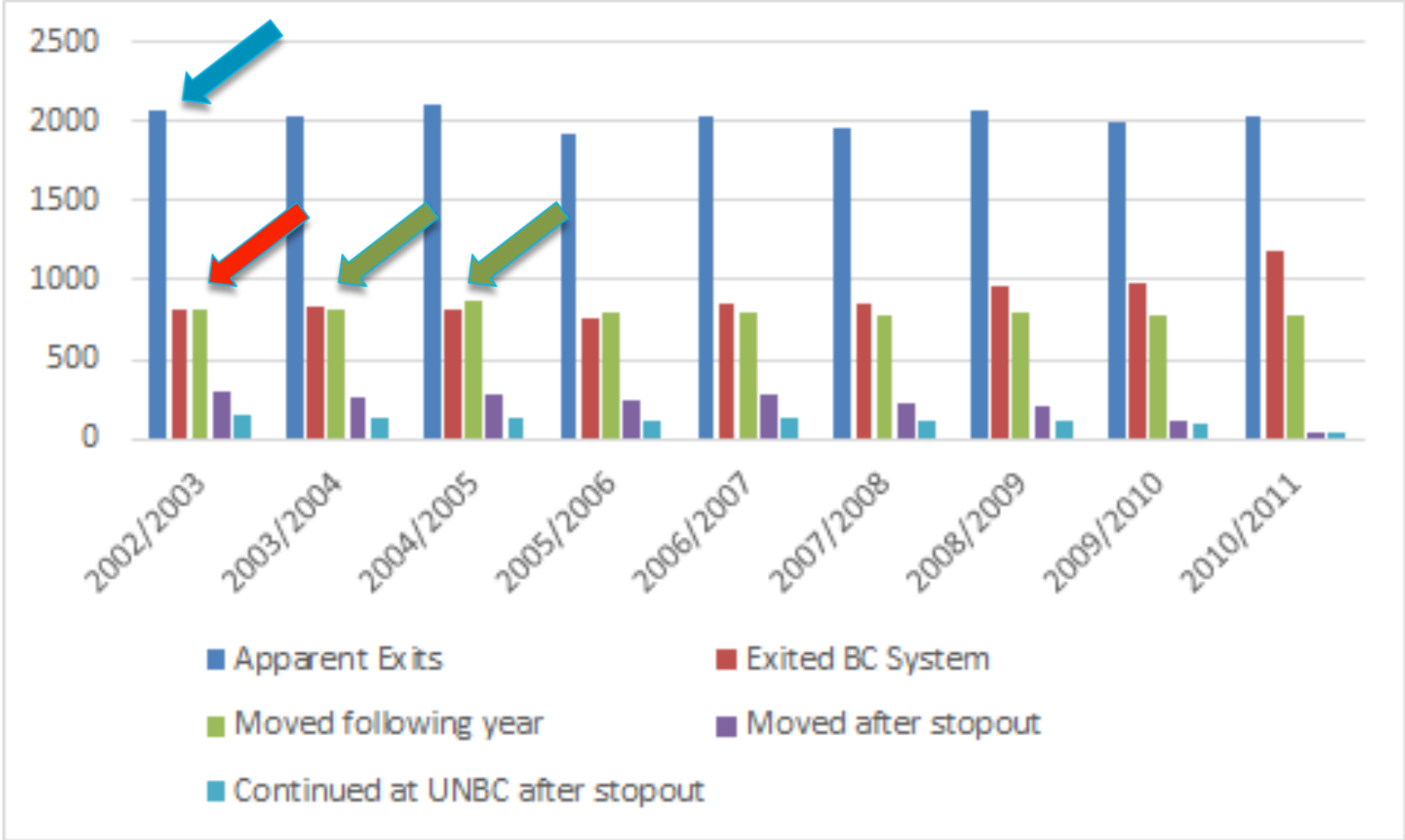
Source: *The Student Transitions Project*



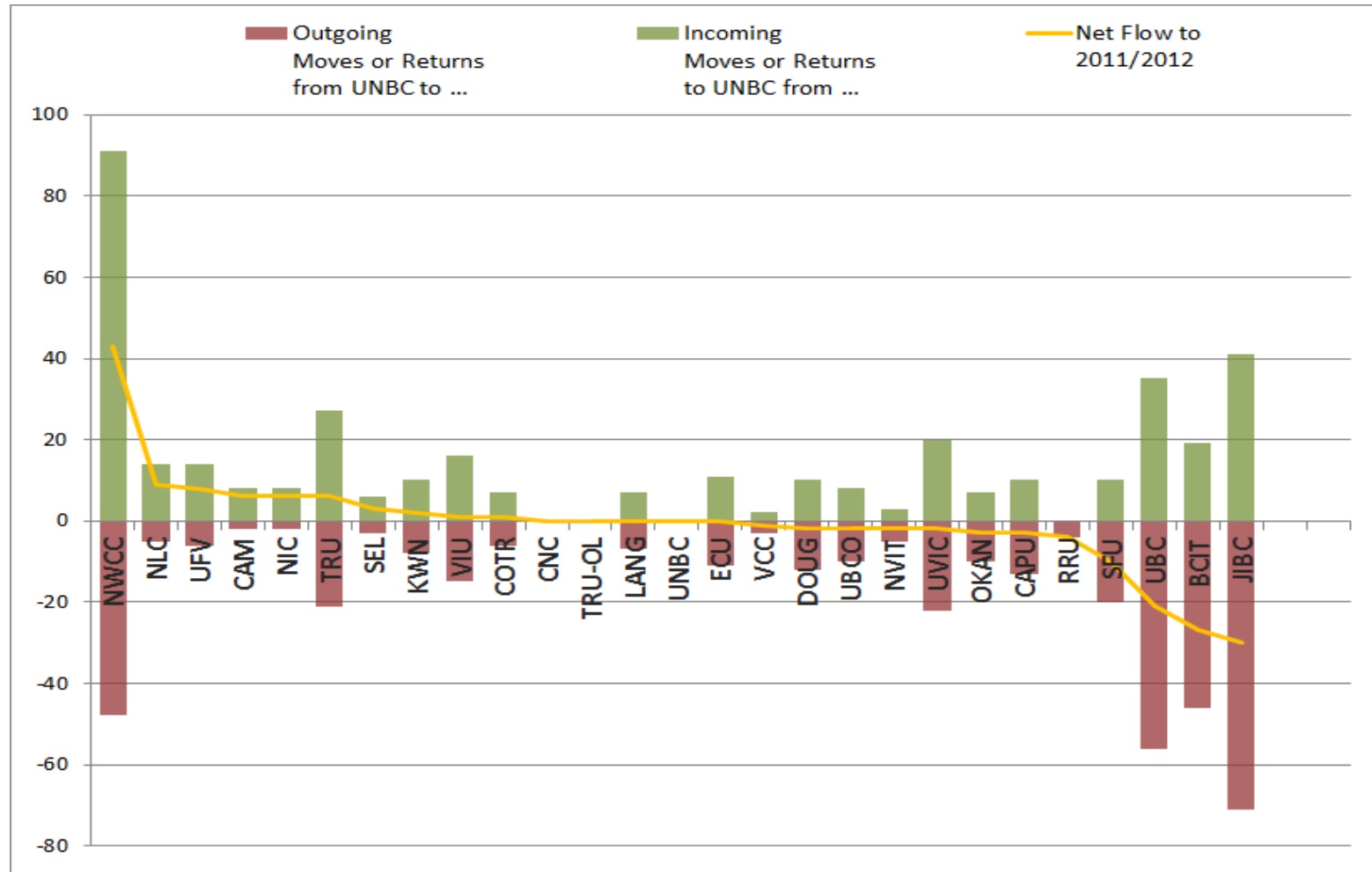
Student Pathways to University of Northern British Columbia (UNBC) in 2010/2011 and Future Student Pathways, up to Fall 2012



# System Retention by Year (Former UNBC Students)



# Net Student Flows to and from UNBC (2011/2012)





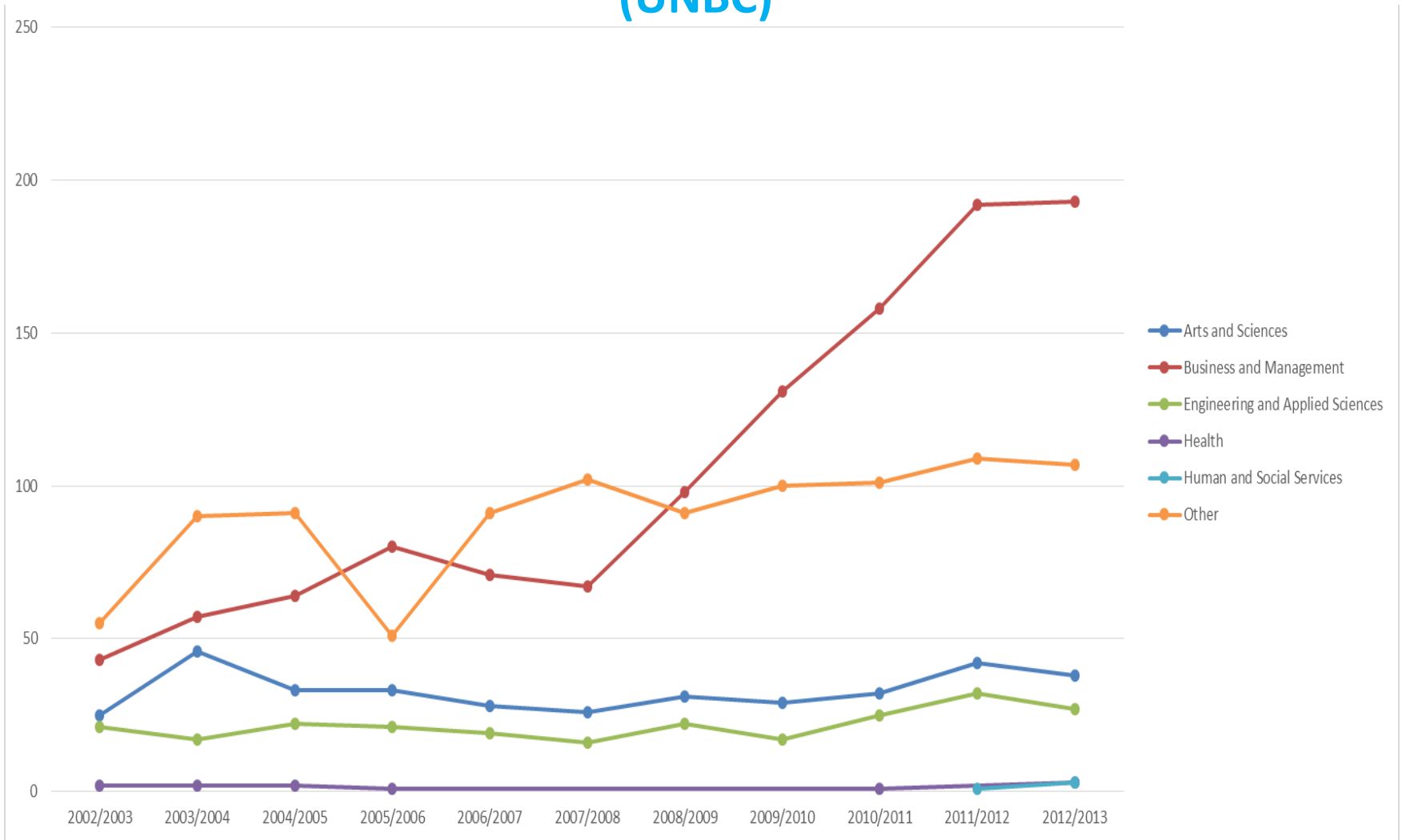


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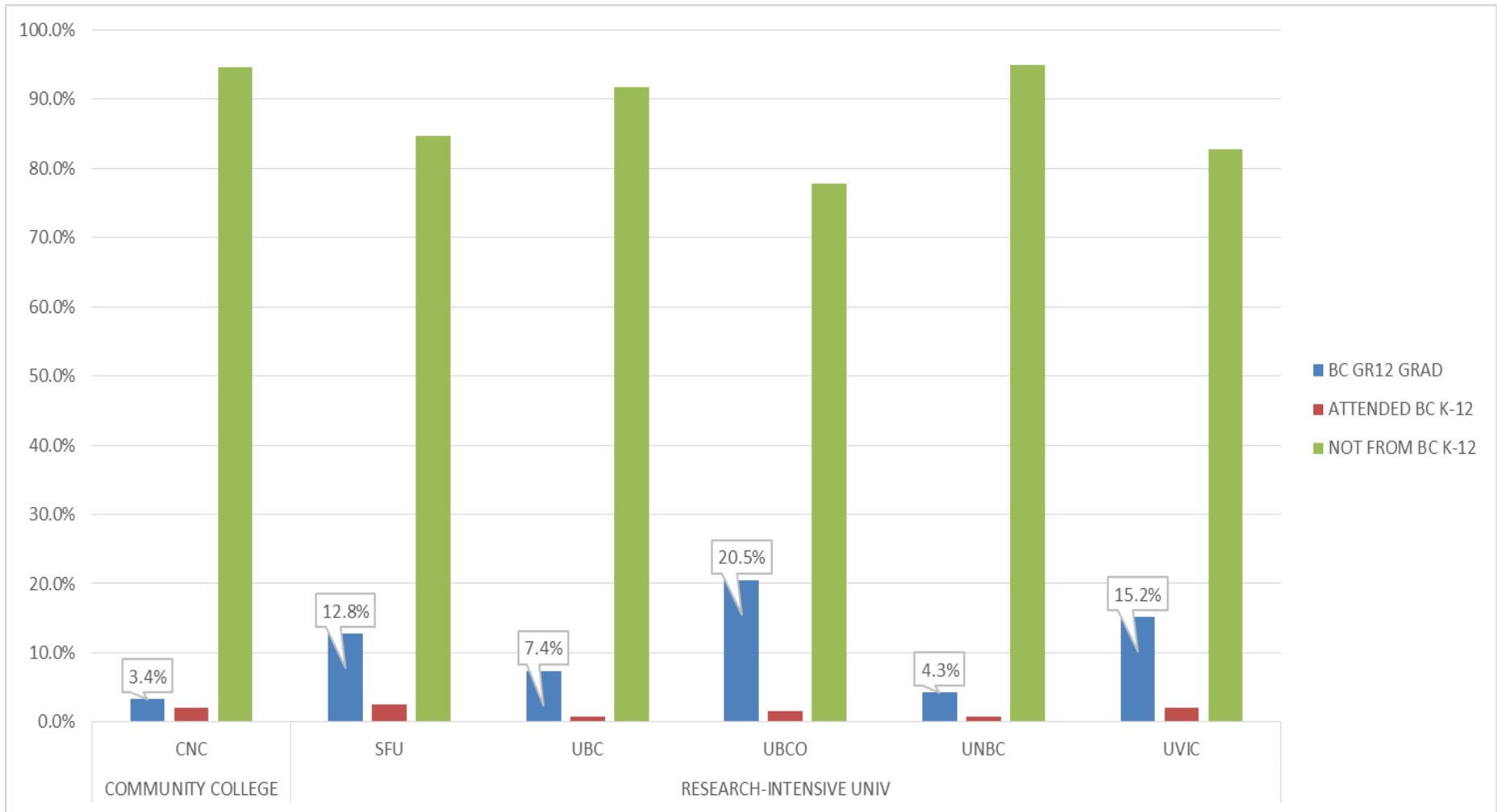
# International Students at UNBC



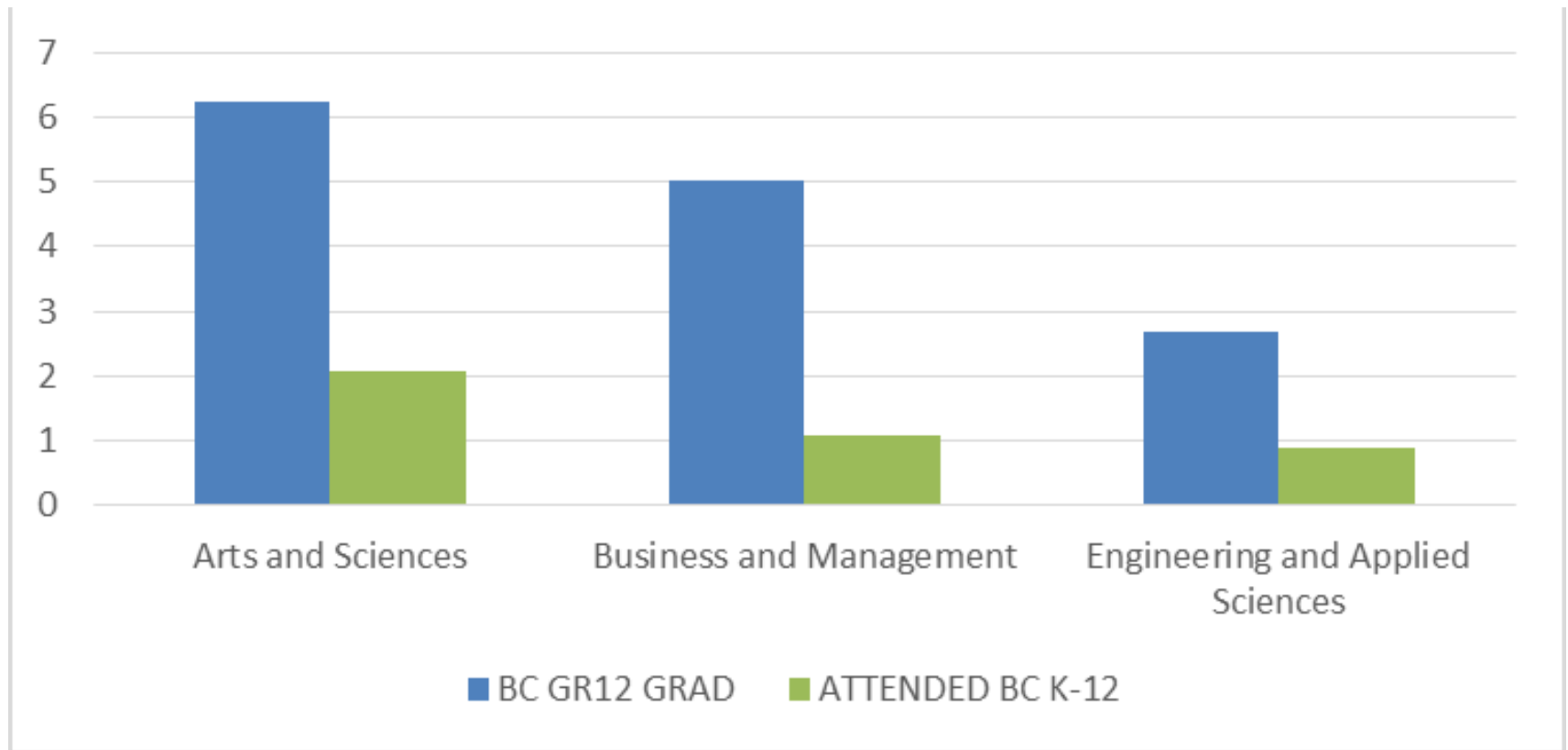
# International Student Enrolment Trends by Program Area and Year (UNBC)



# Percentage of International Students Who Attended or Graduated from BC Secondary System by Institution



## Percentage of UNBC International Students Who Attended or Graduated from BC Secondary System by Program Area (Highest Percentage Program Areas Only)



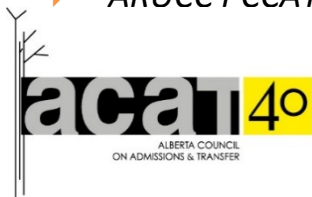
# Provincial and Pan-Canadian Collaborations

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- BC and Alberta have reciprocal transfer system membership protocol
- BC sharing online transfer infrastructure development with Campus Manitoba
- BC sharing research models and articulation practices with Alberta and Ontario
- Western Provinces meeting since 2007 (WestCAT) to facilitate intra- and inter-provincial credit transfer
- PCCAT incorporated in 2012-13, but a consortium since 2006
  - ▶ Annual Conference, every second year with the Association of Registrars of Universities and Colleges in Canada
  - ▶ *Student Mobility across Canadian Jurisdictions: 2007/08 TO 2009/10*
  - ▶ *ARUCC PCCAT Transcript and Transfer Credit Nomenclature Study (2014)*



<http://pccatweb.org/pccat/>



# Memorandum of Understanding Among Provincial Councils

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... enhance higher education credit transfer and student mobility within their jurisdictions, and on a pan-Canadian basis. ... The relationship ... will respect shared principles of trust and open communication ....

- ▶ Joint annual communications on pan-Canadian basis
- ▶ Reference collaborations in Councils' planning and reporting documents
- ▶ Facilitate inter-provincial transfer credit agreements
- ▶ Develop bilateral and multi-lateral research projects
- ▶ Develop cross-jurisdictional data on mobility and credit transfer
- ▶ Promote joint events and development opportunities



NBCAT

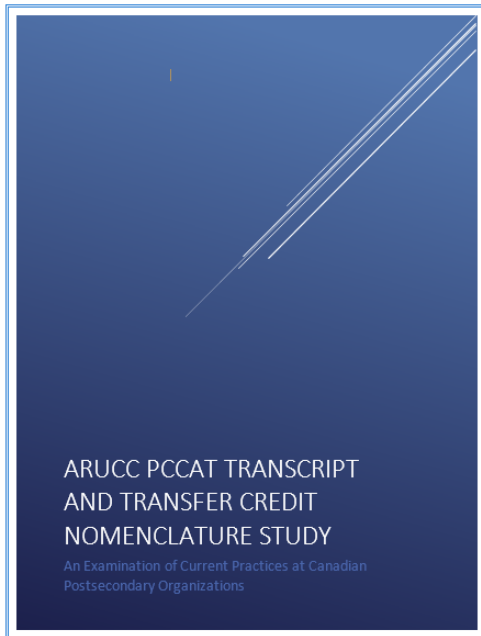


# PCCAT/ARUCC

## Transcription and Transfer Credit Research

**Goal:** Review the state of transcription and transfer credit practices in Canada and the need for a renewed Guide.

**Phase 1 Funding:** ACAT, BCCAT, ONCAT, Campus MB, ARUCC, NBCAT, PCCAT, and HEQCO.



**Results:** “The research confirmed variability in nomenclature and practices across the country . . . .”

1. Update and enhance the 2003 Transcript Guide.
2. Develop a Transfer Credit Glossary.
3. Develop a communications plan to support ongoing use.

**Phase 2 funding required from a broad base of PSE stakeholders.**

# Other Principles-Initiatives on Student Mobility

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## ▶ **Council of Ministers of Education, Canada (CMEC)**

- ▶ Pan-Canadian Protocol for Transferability of Credits and Statement on Credit Transfer
  - ▶ <http://www.cmec.ca/Publications/Lists/Publications/Attachments/198/Pan-Canadian-Protocol-Transferability-University-Credits.pdf>
  - ▶ <http://www.cmec.ca/Publications/Lists/Publications/Attachments/216/ministerial-statement-credit-transfer-2009.pdf>

## ▶ **AUCC – CIGan Presidents’ Committee on Credit Transfer**

- ▶ Cross-sector working group, informing CIGan-AUCC MoU on Collaboration

## ▶ **Colleges & Institutes Canada**

- ▶ Principles for credit transfer for adoption by member institutions

## ▶ **Conference Board of Canada**

- ▶ “Learner and Worker Mobility in Canada: Removing Roadblocks through a Principles-based and Multi-stakeholder Approach”

## ▶ **Polytechnics Canada**

- ▶ Protocol adopted by the Canadian Public Polytechnic Institutes regarding mobility and transfer.



# Key Challenges Affecting Student Mobility in Canada

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- Acknowledging credit transfer and student mobility as multi-directional across institutions and sectors
- Understanding (and recognizing) system design as well as sector and institutional and mandate differences in provincial jurisdictions
- Supporting credit and credential recognition while respecting different provincial and institutional practices
- Trusting (and recognizing) different provincial and institutional quality assurance and credential approval protocols

*Bekhradnia notes the basis for trust in the BC system emerges first and last from faculty relationships developed within the articulation committees.*

Bahram Bekhradnia, *Higher Education Policy Institute, UK (2004)*



**Thank you**

**[bccat.ca](http://bccat.ca)**

**[bctransferguide.ca](http://bctransferguide.ca)**

**[educationplanner.ca](http://educationplanner.ca)**





Motion Number (assigned by Steering Committee of Senate): S-201502.03

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the change(s) to regulations 4.4 and 4.5 of the graduate calendar be approved as proposed.

1. **Effective date:** September 1, 2015

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

To revise part of the regulations regarding the supervision and examination of Master's programs.

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

The revisions are designed to provide more detailed explanation of the parts of the regulations that have been most commonly queried or where clarification has been requested

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

#### **4.4 Academic Supervision**

**4.4.1 Supervisor** Each graduate student shall have a member of the faculty assigned as a supervisor to counsel the student in academic matters. The supervisor is nominated by the Program and approved by the Dean of Graduate Programs.

In particular, the supervisor must be aware of the nature and progress of research, the standards expected, the adequacy of progress, and the quality of work.

The supervisor and student must maintain contact through mutually agreed upon regular meetings, and be accessible to the student to give advice and constructive criticism. Supervisors who expect to be absent from the University for an extended period of time are responsible for making suitable arrangements with the student and the Graduate Program Chair for the continued supervision of the student or for requesting the Program to nominate another supervisor.

**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. The duties of the committee include: recommending a program of study chosen in conformity with Program regulations; meeting periodically to facilitate appropriate supervision of the thesis, project, or practicum; participating in a final oral examination when the Program prescribes such an examination.

The committee consists of at least three members including the supervisor. One member must be from outside the Program.

#### **4.5 Final Oral Examinations and Examining Committees**

**4.5.2 Examining Committees** The role of the examining committee is to assess the thesis, project or practicum, and to

conduct an oral examination, if applicable, based on that scholarly work. The examining committee will consist of the supervisory committee and at least one other examiner, called the external examiner, who must be from outside the program area and who has had no previous involvement with the student or the thesis research.

External examiners should have established reputations in the area of the thesis research, and should be able to judge whether a thesis is acceptable at a university comparable to UNBC. 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.

To ensure that arm's length, independent review is possible, the external examiner should not have participated directly in supervising the student or directing the work. Please refer to the Policy on the Appointment of an External Examiner available from the Office of Research and Graduate Programs, or from the website at [www.unbc.ca/graduateprograms](http://www.unbc.ca/graduateprograms).

For **Master's degrees without a thesis**, the membership of the final oral examining committee **and 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:

a. **Clear Pass**

That the thesis, project or practicum is acceptable as presented, and the oral defence is acceptable.

In this case, all members of the examining committee shall sign the approval pages. A "pass" grade is submitted to the Office of the Registrar for the student's thesis, project or practicum.

b. **Pass with Minor Revision**

That the thesis, project or practicum is acceptable subject to minor revision, and the oral defence is acceptable.

In this case, all members of the examining committee, except the supervisor, shall sign the approval pages.

The supervisor shall sign the approval pages when the thesis, project or practicum has been amended to include the changes that were requested by the examining committee. A "pass" grade is submitted to the Office of the Registrar for the student's thesis, project or practicum.

The Office of Graduate Programs must receive confirmation that the thesis, project or practicum has been amended to include the changes that were requested by the examining committee by the last day of the semester in which the oral examination took place. If this deadline is not met, registration for the subsequent semester is required in order to maintain continuous registration (See 2.2.1).

c. **Pass with Major Revision**

That the thesis, project or practicum is acceptable subject to major revision, and the oral defence is acceptable.

In this case, none of the members of the examining committee shall sign the approval pages. The supervisor shall supervise the revision of the thesis, project or practicum. When the revisions have been completed and have been approved by the supervisor, the supervisor shall distribute the revised thesis, project or practicum to the rest of the examining committee. If it is acceptable to the examining committee, the supervisor shall ensure that the approval pages are signed by each member of the examining committee. A "pass" grade is submitted to the Office of the Registrar for the student's thesis, project or practicum.

The Office of Graduate Programs must receive confirmation that the thesis, project or practicum has been amended to include the changes that were requested by the examining committee by the last day of the semester in which the oral

examination took place. If this deadline is not met, registration for the subsequent semester is required in order to maintain continuous registration (See 2.2.1).

d. Adjourment of the Examination

That the examination be adjourned.

Reasons to adjourn the examination include but are not limited to: further research or experimentation is required; the thesis is acceptable but the student has failed the oral defence; the external examiner casts the lone dissenting vote. In the case of an adjourned examination the candidate shall not be passed and no member shall sign the approval pages.

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

That the thesis, project or practicum is unacceptable and the oral defence is unacceptable.

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.

**5. Proposed revision with changes underlined and deletions indicated clearly:**

## **4.4 Academic Supervision (Master's)**

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

~~In particular, the supervisor must be aware of the nature and progress of research, the standards expected, the adequacy of progress, and the quality of work.~~

The role of the supervisor is to provide advice, guidance, instruction and encouragement in the research activities of their students and ~~also to~~ **evaluate their progress and performance. The supervisor must: be aware of and adhere to the various and relevant university regulations; 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 be accessible to the student to give advice and constructive criticism.**

The supervisor and student must maintain contact through mutually agreed-upon regular meetings, ~~and supervisor must be accessible to the student to give advice and constructive criticism.~~ 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 ~~Graduate Program Chair~~ **chair of the program, or if applicable, the chair of the graduate committee** for the continued supervision of the student or ~~for requesting~~ **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 **Master's** student shall have a supervisory committee, **which is assembled by the supervisor** nominated by the program and approved by the Dean of Graduate Programs. ~~The Chair of this committee shall be the supervisor. The duties of the committee include: recommending a program of study chosen in conformity with program; meeting periodically to facilitate appropriate supervision of the thesis, project, or practicum; participating in a final oral examination when the program prescribes such an examination.~~

The committee consists of at least three members including the supervisor. One member ~~must~~ **is normally** be from outside the program. **If, at any point, more than one member of a supervisory committee is absent from the University for an extended period of time (including during sabbaticals), arrangements should be made so that the progress of the student is not impeded. No more than one member of a supervisory committee should be on an extended absence at any one time.**

The duties of the committee include: recommending a program of study chosen in conformity with **the program requirements as stated in the graduate calendar (such as competence in languages other than English, in statistics, in computing, or in other research skills)**; meeting periodically to facilitate appropriate supervision of the thesis, project, or practicum; **and** participating in a final oral examination when the **degree program requirements** prescribes such an examination.

**A member of a supervisory committee who has an adjunct or emeritus position 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.**

## **4.5 Final Oral Examinations and Examining Committees (Master's)**

**4.5.2 Examining Committees** The role of the examining committee is to assess the thesis, project or practicum, and to conduct an oral examination, if applicable, based on that scholarly work. The examining committee will consist of the supervisory committee and at least one other examiner, called the external examiner, who must be from outside the program in which the ~~an~~ **Master's** is based area and who **has no past (previous five years), current, or planned involvement or association** with the student or the thesis research.

External examiners should have established reputations in the area of the thesis research, ~~and should be able to judge whether a thesis is acceptable at a university comparable to UNBC.~~ 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. Please refer to the Policy on the Appointment of an External Examiner available from the Office of Graduate Programs, or from the website at [www.unbc.ca/graduateprograms](http://www.unbc.ca/graduateprograms).

~~To ensure that arm's length, independent review is possible, the external examiner should not have participated directly in supervising the student or directing the work. Please refer to the Policy on the Appointment of an External Examiner available from the Office of Graduate Programs, or from the website at [www.unbc.ca/graduateprograms](http://www.unbc.ca/graduateprograms).~~

**All examinations of theses and defensible projects are chaired by a faculty member who is totally independent of the program, student and project.**

**At a minimum, the people who must attend the defence in person are the student, supervisor (or one of the co-supervisors), the chair and one committee member.**

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 graduate 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:

a. **Clear Pass**

**This decision is selected** ~~That~~ **when** the thesis, project or practicum is acceptable as presented, and ~~that~~ the oral defence is acceptable. **The only alterations to be made are grammatical, labeling or numbering changes and the correction of typographical errors.**

In this case, all members of the examining committee shall sign the approval pages. A "pass" grade is submitted to the Office of the Registrar for the student's thesis, project or practicum.

b. **Pass with Minor Revision**

**This decision is selected** ~~That~~ **when** the thesis, project or practicum is acceptable subject to minor revision, and ~~that~~ the oral defence is acceptable. **Minor revisions are defined as any change beyond the correction of typographical errors that entails the reorganization of portions of the manuscript or the rewriting of minor portions of the thesis. It is within the discretion of the examining committee to determine whether the quantity or number of minor revisions proposed make the outcome "pass with major revisions" more appropriate.**

In this case, all members of the examining committee except the supervisor shall sign the approval pages.

The supervisor shall sign the approval pages when the thesis, project or practicum has been amended to include the changes that were requested by the examining committee. A "pass" grade is submitted to the Office of the Registrar for the student's thesis, project or practicum.

The Office of Graduate Programs must receive confirmation that the thesis, project or practicum has been amended to include the changes that were requested by the examining committee by the last day of the semester in which the oral examination took place. If this deadline is not met, registration for the subsequent semester is required In order to maintain continuous registration (See 2.2.1).

c. **Pass with Major Revision**

**This decision is selected** ~~That~~ **when** the thesis, project or practicum is acceptable subject to major revision, and ~~that~~ the oral defence is acceptable. **Pass with major revisions means that a complete chapter or chapters must be rewritten, additional data is to be presented and/or interpreted, or the general format must be changed. Alternatively the cumulative number of minor revisions is sufficient to merit a pass with major revisions.**

In this case, ~~none of the members~~ **only the** chair of the examining committee shall sign the approval pages. The supervisor shall supervise the revision of the thesis, project or practicum. When the revisions have been completed and have been approved by the supervisor, the supervisor shall distribute the revised thesis, project or practicum to the rest of the examining committee. If it is acceptable to the examining committee, the supervisor shall ensure that the approval pages are signed by each member of the examining committee. A "pass" grade is submitted to the Office of the Registrar for the student's thesis, project or practicum.

The Office of Graduate Programs must receive confirmation that the thesis, project or practicum has been amended to include the changes that were requested by the examining committee by the last day of the

semester in which the oral examination took place. If this deadline is not met, registration for the subsequent semester is required ~~in~~ in order to maintain continuous registration (See 2.2.1).

f. Adjournment of the Examination

**This decision is selected** ~~That~~ **when** the examination ~~be~~ is adjourned.

Reasons to adjourn the examination include but are not limited to the following: further research or experimentation is required; the thesis is acceptable but the student has failed the oral defence; or the external examiner casts the lone dissenting vote. In the case of an adjourned examination the candidate shall not be passed and no member shall sign the approval pages.

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~~ 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).

g. Failure

**This decision is selected** ~~That~~ **when** the thesis, project or practicum is unacceptable and the oral defence is unacceptable.

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.

**6. Authorization:**

**Program / Academic / Administrative Unit:** Dean of Graduate Programs

**Other Committee Motion Number:** N/A

**Other Committee Approval Date:** N/A

**College:**

**College Council Motion Number:** N/A

**College Council Approval Date:** N/A

**7. Other Information**

**Attachment Pages:**   0   pages



**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**


**Motion No.:** SCAAF201502.04

**Moved by:** K. Smith

**Seconded by:** L. Horianopoulos

**Committee Decision:** CARRIED.

**Approved by SCAAF:** February 4, 2015  
**Date**

  
**Chair's Signature**

**For recommendation to** ✓, **or information of** \_\_\_\_\_ **Senate.**



Motion Number (assigned by Steering Committee of Senate): S-201502.04

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the change(s) to regulation 7.0 of the graduate calendar be approved as proposed.

1. **Effective date:** September 1, 2015

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

To clarify, where required, the regulation regarding the supervision and examination of Doctoral Dissertations.

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

The revisions are designed to provide more detailed explanation of the parts of the regulations that have been most commonly queried with respect to doctoral dissertations.

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

#### **7.8 Academic Supervision**

7.8.1 Each Doctoral candidate shall have a member of the Program assigned as the Supervisor to counsel the student in academic matters. The Supervisor is nominated by the Program and approved by the Dean of Graduate Programs.

The Supervisor must be aware of the various 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 must make suitable arrangements with the student and the Program for the continued supervision of the student, or must request the Program or College to nominate another Supervisor.

7.8.2 Supervisory Committee Each student will have a supervisory committee nominated by the Program and approved by the Dean of Graduate Programs. The chair of this committee will be the College Dean, Graduate Program Chair or designate. The duties of the committee include recommending a program of study chosen in conformity with Program regulations, supervision of the dissertation, and participation in a final oral examination. The committee may conduct other examinations, and will recommend to the Dean of Graduate Programs whether or not a degree shall be awarded to the candidate.

**7.8.2 Supervisory Committee** Each student will have a supervisory committee nominated by the Program and approved by the Dean of Graduate Programs. The chair of this committee will be the College Dean, Graduate Program Chair or designate. The duties of the committee include recommending a program of study chosen in conformity with Program regulations, supervision of the dissertation, and participation in a final oral examination. The committee may conduct other examinations, and will recommend to the Dean of Graduate

Programs whether or not a degree shall be awarded to the candidate.

## **7.9 Doctoral Candidacy Examination**

Within two years of registration as a Doctoral candidate and at least six months before the final oral examination, a student must pass a candidacy examination. The purpose of this examination is to test the student's understanding of material considered essential to completion of the degree, and to test the student's competence to conduct the research which will culminate in the dissertation. The candidacy examination may be written or oral, or both, at the discretion of the Program. Individual Programs or supervisory committees may also require other examinations in addition to the candidacy examination. Examples of such examinations would be those to test competence in languages other than English, in statistics, in computing, or in other research skills. In some Programs there may be, in addition to the candidacy examinations, comprehensive examinations to be completed before the candidacy examinations to test knowledge in the field.

The candidacy examination is a requirement of the Office of Research and Graduate Programs, and cannot be waived by any Program. However, the form, content, and administration of such examinations are determined by the individual Programs. While there may be wide variety in the content of candidacy examinations, the manner in which the examinations are constructed, conducted, and evaluated must be consistent within Programs.

Programs are responsible for providing students with a written statement of procedures, requirements, and regulations governing candidacy examinations. This information must be provided to Doctoral students at their initial registration, and must be on file with the Office of Research and Graduate Programs.

When a student has successfully completed the candidacy examination, the College Dean, Graduate Program Chair or Graduate Advisor is responsible for sending confirmation of the fact, signed by all members of the supervisory committee, to the Dean of Graduate Programs.

## **7.10 Final Oral Examinations**

**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.

**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 student's supervisory committee shall make the recommendation, and the supervisor should then make 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 and the Graduate Program Chair to the Dean of Graduate Programs who makes the formal invitation to the external examiner.

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.

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 Program which would hinder this type of objective analysis. The external examiner should hold a PhD, hold an appointment with a recognized university or be a recognized scholar in their field, and have no affiliation (as described below) 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. While the definition of "arm's length" is left to the discretion of the Program, justification of the selection may be required by the Office of Research and Graduate Programs.

**7.10.7 Format of the Examination** The first part of the oral examination shall consist of an oral presentation by the candidate to include a summary of the salient points of the research within a time span of 25 to 30 minutes. This is followed by the questioning and examination of the candidate by the examining committee. The question period is normally about two hours in duration. It is the responsibility of the Chair of the oral examination to pose questions raised by the external examiner (if not in attendance). The Chair of the oral examination may exercise discretion in allowing questions from the audience following completion of the formal examination.

**7.10.9 Report of the Committee** The final judgement 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 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 Dean of Graduate Programs.

## 5. Proposed revision with changes underlined and deletions indicated clearly:

### 7.8 Academic Supervision (Doctorate)

7.8.1 **Supervision** Each Doctoral candidate shall have a member of the Program assigned as the Supervisor to counsel the student in academic matters **has, at the time of their application for admission, identified and gained the agreement of a member of faculty to act as supervisor** ~~The Supervisor is nominated by the program.~~ **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 Program **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 to nominate another Supervisor, **to be approved by the Dean of Graduate Programs.**

**A member of a supervisory committee who has an adjunct or emeritus position 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.**

7.8.2 **Supervisory Committee** Each student will have **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 normally be the College Dean, Graduate Program Chair or designate supervisor.~~

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

## 7.9 Doctoral Candidacy Examination

Within two years of registration as a Doctoral candidate and at least six months before the final oral examination, a student must pass a candidacy examination. The purpose of this examination is to test the student's understanding of material considered essential to the completion of the degree, and to test the student's competence to conduct the research which will culminate in the dissertation. The candidacy examination may be written or oral, or both, at the discretion of the Program. Individual **graduate** programs or supervisory committees may also require other examinations in addition to the candidacy examination. Examples of such examinations would be those to test competence in languages other than English, in statistics, in computing, or in other research skills. In some **graduate** programs there may be, ~~in addition to the candidacy examinations,~~ comprehensive examinations to be completed before the candidacy examinations to test knowledge in the field.

The candidacy examination is a requirement of the Office of ~~Research and~~ Graduate Programs, and cannot be waived by any **graduate** program. However, the form, content, and administration of such examinations are determined by the individual **graduate** programs. While there may be wide variety in the content of candidacy examinations, the manner in which the examinations are constructed, conducted, and evaluated must be consistent within **individual graduate** programs.

**Graduate** programs are responsible for providing students with a written statement of procedures, requirements, and regulations governing candidacy examinations. This information must be provided to Doctoral students at their initial registration, and must be on file with the Office of ~~Research and~~ Graduate Programs.

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

**Students who fail any components of the candidacy exam may be allowed a second attempt to pass the outstanding components. Normally, the second attempt will take place within a six month period from the date of the first examination, as set by the graduate program. Failure of the second attempt will result in the student being required to withdraw from the program.**

## 7.10 Final Oral Examinations (Doctorate)

**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.**

**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 paragraph below is moved from the following page and should be inserted directly after the sentence above.]**

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, ~~hold~~ 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 shall ~~make the recommendation,~~ **recommends the external examiner,** and the supervisor ~~should~~ 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 ~~and the Graduate Program~~ **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 ~~prerequisites~~ **conditions** have been fulfilled including 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.

**[The paragraph below is moved to the previous page]**

~~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, hold 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.**

**7.10.7 Format of the Examination** The first part of the oral examination shall consist of an 25 to 30 minute oral presentation by the candidate to include a summary of the salient points of the research ~~within a time span of 25 to 30 minutes.~~ This is followed by the questioning and examination of the candidate by the examining committee. The question period is normally ~~about~~ **a maximum of** two hours in duration. **The initial questioner will be the external examiner followed, if required, thereafter by the members of the supervisory committee. There will be two rounds of questions in total by all members of the examining committee followed by a final opportunity for the external examiner to ask any outstanding questions.**

~~It is the responsibility of the Chair of the oral examination to pose questions raised by the external examiner (if not in attendance).~~

The Chair of the oral examination may exercise discretion in allowing questions from the audience following completion of the formal examination.

**7.10.9 Report of the Committee** The final judgement 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 Dean of Graduate Programs.

6. Authorization:

Program / Academic / Administrative Unit: Dean of Graduate Programs  
Other Committee Motion Number: N/A  
Other Committee Approval Date: N/A  
College: NA  
College Council Motion Number: N/A  
College Council Approval Date: N/A

7. Other Information

Attachment Pages:  0  pages

8. **Authorization:**

**Program / Academic / Administrative Unit:** Dean of Graduate Programs  
**Other Committee Motion Number:** N/A  
**Other Committee Approval Date:** N/A  
**College:** NA  
**College Council Motion Number:** N/A  
**College Council Approval Date:** N/A

9. **Other Information**

Attachment Pages:  0  pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**


**Motion No.:** SCAAF201502.05

**Moved by:** K. Smith

**Seconded by:** L. Horianopoulos

**Committee Decision:** CARRIED.

**Approved by SCAAF:**  February 4, 2015   
**Date**

  
**Chair's Signature**

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

Motion Number (assigned by  
Steering Committee of Senate): S-201502.05

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED REVISION OF CALENDAR ENTRY

**Motion:** That the addition of SOCW 420 Family/Child Welfare Policy to the Program Requirement in the BSW First Nations Specialization, on page 186 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015
2. **Rationale for the proposed revisions:** Family and Child Welfare Policy is an important element of social work practice. The addition of this course to the First Nations Specialization will strengthen the content of the Program. Social workers employed by First Nations organizations need to be familiar with Family and Child Welfare policy.
3. **Implications of the changes for other programs, etc., if applicable:** None.
4. **Reproduction of current Calendar entry for the item to be revised:**

## BSW: First Nations Specialization

The First Nations Specialization provides a program of studies that prepares students for practice with First Nations people, while also satisfying the general practice criteria required for BSW accreditation and for designation as a Registered Social Worker (RSW).

Students must meet all prerequisites for entry into the UNBC BSW program and must be accepted into the program. The fourth-year practicum takes place in a First Nations setting.

Completion of the specialization is noted on the student's transcript.

Note: This Specialization is distinct from "Areas of Specialization" within a major as set out in Academic Regulation 24 (Minors, Areas of Specialization and Areas of Focus).

## Program Requirement

SOCW 300-3 Communication Skills in Social Work Practice  
SOCW 301-3 Critical Social Work Practice  
SOCW 302-6 Social Work Field Education I  
SOCW 310-3 First Nations Social Work Issues  
SOCW 320-3 Critical Social Policy  
SOCW 330-3 Social Work Research, Policy and Practice  
SOCW 336-3 Social Work Philosophy and Ethics  
SOCW 401-3 Northern and Remote Social Work Practice



SOCW 402-15 Social Work Field Education II  
SOCW 421-3 Human Growth and Development  
SOCW 455-3 First Nations Governance and Social Policy  
SOCW 456-3 Family Caring Systems  
SOCW 457-3 Individual and Community Wellness

Select two Social Work Electives from the Approved List.

## Elective Requirement

Electives at any level in any subject sufficient to ensure completion of a minimum of 120 credit hours.

5. **Proposed revision with changes underlined and deletions indicated clearly using "strikethrough":**

## BSW: First Nations Specialization

The First Nations Specialization provides a program of studies that prepares students for practice with First Nations people, while also satisfying the general practice criteria required for BSW accreditation and for designation as a Registered Social Worker (RSW).

Students must meet all prerequisites for entry into the UNBC BSW program and must be accepted into the program. The fourth-year practicum takes place in a First Nations setting.

Completion of the specialization is noted on the student's transcript.

Note: This Specialization is distinct from "Areas of Specialization" within a major as set out in Academic Regulation 24 (Minors, Areas of Specialization and Areas of Focus).

## Program Requirement

SOCW 300-3 Social Work ~~Communication Skills in Social Work Practice~~  
SOCW 301-3 Critical Social Work Practice  
SOCW 302-6 Social Work Field Education I  
SOCW 310-3 First Nations Social Work Issues  
SOCW 320-3 Critical Social Policy  
SOCW 330-3 Social Work Research; Policy ~~and Practice~~  
SOCW 336-3 Social Work Philosophy and Ethics  
SOCW 401-3 ~~Northern and Remote~~ Social Work Practice  
SOCW 402-15 Social Work Field Education II  
SOCW 420-3 Family/Child Welfare Policy  
SOCW 421-3 Human Growth and Development  
SOCW 455-3 First Nations Governance and Social Policy  
SOCW 456-3 Family Caring Systems  
SOCW 457-3 Individual and Community Wellness

Select ~~two~~ one Social Work ~~Electives~~ elective from the Approved List.

## Elective Requirement

An Elective Electives at any level in any subject sufficient to ensure completion of a minimum of 120 credit hours.

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

**Program / Academic / Administrative Unit:**

**College:**

**College Council Motion Number: CASHSCC.2015.01.15.04**

**College Council Approval Date: January 15, 2015**

**Senate Committee on First Nations and Aboriginal Peoples Motion Number: SCFNAP201501.04**

**Senate Committee on First Nations and Aboriginal Peoples Meeting Date: January 8, 2015**

**7. Other Information**

**Attachment Pages: 3 pages**

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**


**Motion No.:** SCAAF201502.09

**Moved by:** K. Smith

**Seconded by:** L. Horianopoulos

**Committee Decision:** CARRIED.

**Approved by SCAAF:** February 4, 2015  
**Date**

  
**Chair's Signature**

**For recommendation to ✓, or information of \_\_\_\_\_ Senate.**

Motion Number (assigned by  
Steering Committee of Senate): S-201502.06

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**NEW COURSE APPROVAL MOTION FORM**

**Motion:** That the new course CPSC 354-3 Introduction to Business Intelligence be approved as follows:

**A. Description of the Course**

1. **Proposed semester of first offering:** September 2015
2. **Academic Program:** School of Business
3. **Course Subject, Number\*, and Credit hours:** CPSC 354-3
4. **Course Title:** Introduction to Business Intelligence
5. **Goal(s) of Course:** To provide students with a strong business intelligence foundation, a key factor to be successful in today's competitive market.
6. **Calendar Course Description:**

This course provides students with an understanding of business intelligence which involves conversion of mass data into effectively communicated information through visual, interactive media that enable evidence-based strategic decision-making. Course topics include: data extract-transform-load (ETL), data quality, master data management (MDM), data warehouse models, conformance, star/snowflake dimensional models, online transaction processing (OLTP), online analytical processing (OLAP), effective data visualization (lead/lag key performance indicators, scorecards, dashboards, reports), governance, success/failure factors, and emerging trends. Students apply the concepts in a term project using leading technologies and business intelligence tools.

7. **Credit Hours:** 3 credit hours (Normally, UNBC courses are 3 credit hours and may not be repeated for additional credit. If this course falls outside the norm, please complete sections "a)" and "b)" below).

**a) Can the course be repeated for credit if the subject matter differs substantially?**

Yes\* \_\_\_\_\_ No X

\* If "yes," please indicate the maximum number\*\* of credit hours which may be applied to a student's degree using this course: na

\*\* If the course may be taken more than once but will only ever be offered for 3 credit hours, for example, per offering, the credit hours are simply expressed as "3" and the following notation (with the correct number of credit hours noted) is included within the Calendar Course Description:

b) Is variable credit available for this course? Yes \_\_\_\_\_ No X

Variable credit is denoted by the following examples:

- i) "3-6": in this example, the course may be offered for 3, 4, 5, OR 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3-6).
- ii) "3,6": in this example, the course may be offered for EITHER 3 or 6 credit hours during a single offering. In this example, the course number would be expressed as CHEM 210-(3,6).

8. Contact Hours (per week):

Lecture 3

Seminar 0

Laboratory 0

Other (please specify) \_\_\_\_\_

9. Prerequisites (taken prior): None

10. Prerequisites with concurrency (taken prior or simultaneously): CPSC-324 or CPSC-351 or COMM-351

11. Co-requisites (must be taken simultaneously): None

12. Preclusions: COMM 354-3 (cross-listed course)

13. Course Equivalencies: None

14. Grade Mode: NORMAL (i.e., alpha grade)

15. Course to be offered: each semester \_\_\_\_\_  
each year \_\_\_\_\_  
alternating years X

16. Proposed text / readings:

- Required: "Decision Support and Business Intelligence Systems" by Efrain Truban
- Required: "Performance Management Strategies: How to Create and Deploy Effective Metrics" by Wayne Eckerson
- Recommended: "Information Dashboard Design: The Effective Visual Communication of Data" by Stephen Few
- Other relevant, new readings will be assigned as required

**B. Significance Within Academic Program**

1. Anticipated enrolment 10

2. If there is a proposed enrolment limit, state the limit and explain: n/a

3. Required for: Major: \_\_\_\_\_ Minor: MIS Other: \_\_\_\_\_

4. Elective in: Major: COMM/CPSC Minor: \_\_\_\_\_ Other: \_\_\_\_\_

5. Course required by another major/minor: No

6. **Course required or recommended by an accrediting agency:** No
7. **Toward what degrees will the course be accepted for credit?** Minor in MIS, Bachelor of Commerce, Bachelor of Science in Computer Science
8. **What other courses are being proposed within the Program this year?** None
9. **What courses are being deleted from the Program this year?** None

### **C. Relation to Other Program Areas**

1. **Identify courses in other UNBC Programs that overlap with this course; describe the overlap and comment on its significance:** COMM-354 (to be cross-listed)
2. **Is a preclusion required?** Yes  No
3. **If there is an overlap, and no preclusion is required, please explain why not:**
4. **Has this overlap been discussed with the Program concerned?** Yes  No
5. **In offering this course, will UNBC require facilities or staff at other institutions?**  
Yes  No

**If yes, please describe requirements:**

6. **Is this course replacing an existing course that is included in one or more transfer agreements with external institutions?**  
Yes  No

**If "yes,"** please contact the Articulation Officer in the Office of the Registrar.

### **D. Resources required**

1. **Please describe ADDITIONAL resources required over the next five years to offer this course.**
  - i. **College Staffing:** No additional staffing. This course will be offered by School of Business in alternate years to be cost neutral, as well as on demand through cost recovery basis in Spring/Summer semester.
  - ii. **Space (classroom, laboratory, storage, etc.):**
    - Standard classroom
    - Computer Laboratory to perform labs
  - iii. **Library Holdings:** See attached form
  - iv. **Computer (time, hardware, software):**
    - Time: 3 hours per week to complete assignments.
    - Hardware: no additional hardware required; pre-existing computer labs and database server.

- Software: no additional software required; pre-existing software to be used include MS Excel, PowerPivot add-in (free), data mining tools add-in (free), SQL Server with database services, analysis services, and reporting services.

**E. Additional Attached Materials:** Proposal for MIS Minor

**F. Other Considerations**

1. **First Nations Content\***: Yes\*\* \_\_\_\_\_ No  X

\* **Whether a new course has First Nations content is to be determined by the relevant College Council(s).**

\*\*If "yes," refer the motion to the Senate Committee on First Nations and Aboriginal Peoples **prior to** SCAAF.

2. **Other Information:**

3. **Attachment Pages (in addition to required "Library Holdings" Form):**  0  pages

**G. Authorization (Please ignore — Section to be completed by Committee Recording Secretaries)**

1. **College(s):** CSAM

2. **College Council Motion Number(s):** CSAMCC CONSENT MOTION 2015:01:08:03

3. **College Council Approval Date(s):** JANUARY 8, 2015

4. **Senate Committee on First Nations and Aboriginal Peoples Motion Number:** Not applicable

5. **Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** Not applicable

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF201502.10

**Moved by:** L. Horianopoulos

**Seconded by:** E. Korkmaz

**Committee Decision:** CARRIED.

**Approved by SCAAF:**  February 4, 2015

**Date**



**Chair's Signature**

**For recommendation to**  ✓ , **or information of** \_\_\_\_\_ **Senate.**

**Library Holdings Form**  
(to be submitted with SCAAF New Course Approval Motion Form)

**PROPOSED NEW COURSE:** CPSC / COMM 354-3 (Introduction to Business Intelligence)

**Library Holdings** (to be completed by the appropriate Librarian):

- a) Are current library holdings adequate?      Yes \_\_\_\_\_      No   X
- b) If no to a), what monographs / periodicals / E-resources will be needed, and at what estimated cost?

CPSC/COMM 354-3 Introduction to Business Intelligence requires additional holdings in the Library. A one-time allocation of \$4000 will enable to library to build a base monograph collection. (~50 items at \$80/item as per 2013 U.S. College Book Price Information)<sup>1</sup> Future additions to the monograph collection can be made within the existing budget.

See attached "CPSC\_COMM 354-3 Library Analysis.doc" for further details.

- c) If no to a), what is the proposed funding source?

Propose discussion between Library, Business and Computer Science regarding shared one-time allocation of \$4000 to build base library collection. Future additions to the collection can be accomodated within the existing Library Acquisitions budget.

  
\_\_\_\_\_  
University Librarian (or designate) signature

Jan 5/15  
\_\_\_\_\_  
Date

<sup>1</sup> Frederick C. Lynden, "U.S. College Book Price Information, 2013," *Choice* 51:8 (April 2014): 1358-1361.

Motion Number (assigned by  
Steering Committee of Senate): S-201502.07

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the renewal of the Exchange Agreement between University of Northern British Columbia and Groupe ESC Troyes in Champagne, France be approved as proposed.

**Effective Date:** upon approval of the Senate

**Rationale:** The Exchange agreement between our two institutions has been in effect since 2007 and is an active exchange agreement.

**Motion proposed by:** Sylvester Chen, Director of International Education

**Academic Program:** n/a

**Implications for Other Programs / Faculties?** Yes

**College:** n/a

**College Council / Committee Motion Number:** n/a

**College Council / Committee Approval Date:** n/a

**Attachment Pages (if applicable):** 3 pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

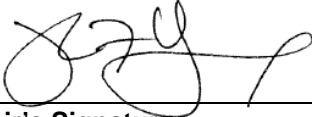
**Motion No.:** SCAAF201502.11

**Moved by:** A. Wilson

**Seconded by:** S. Chen

**Committee Decision:** CARRIED.

**Approved by SCAAF:** February 4, 2015  
**Date**

  
**Chair's Signature**

**For recommendation to** ✓, **or information of** \_\_\_\_\_ **Senate.**





## Agreement for International Educational Cooperation

Between

University of Northern British Columbia, Canada

And

Groupe ESC Troyes in Champagne, France

This is an agreement between University of Northern British Columbia, Canada (referred to as UNBC) and the Groupe ESC Troyes in Champagne, France (referred to as Gpe ESC Troyes). The objective of this agreement is to promote international educational cooperation and exchange between the two universities in the following areas:

- a) Exchange of undergraduate and graduate students.
- b) Exchange of Faculty members and Research staff,
- c) Joint Research projects,
- d) Support of lectures, research workshops and symposia,
- e) Exchange of information and academic publications.

### l) Exchange of students

- 1) Exchange students shall be admitted for a period of one semester (fall or spring) and will be considered as "non-degree seeking students" at the host institution.
- 2) Both signatories are prepared to receive at the beginning of each academic year **up to 3 students** per year.
- 3) This does not preclude additional agreements between both institutions, for instance double degree agreements. In this case, specific documents will be drawn up for.

- 4) The students will be bound by the general conditions for registration in their home institution and will have their tuition fees waived at the host institution (except for the contribution to the student associations). They will, however, remain responsible for their own travel costs to and from the host institution, and for subsistence expenses. They will receive the same treatment as the students of the host institution.
- 5) Exchange students shall be recommended by the sending institution and follow established rules and procedures set forth by the host institution.
- 6) International exchange students coming to the UNBC campus are required to carry adequate medical insurance.
- 7) The Host Institution will provide academic and other advisory services for incoming students, and a consistent level of student support, provided to all international students.
- 8) The Host Institution will provide to the Home Institution a final transcript describing the student's academic performance at the Host Institution. Courses for credit will be determined by each institution.

## II) Exchange of Faculty members and Research staff

- 1) Travel expenses and living costs of faculty and research scholars are not compensated by the host institution.
- 2) The host institution shall provide office space and give access to libraries and other facilities to exchange faculty and research scholars.
- 3) Faculty / scholar exchanges will normally be for a period of one or two semesters; shorter stays are possible, subject to mutual agreement.
- 4) Faculty / scholar exchanges remain subject to the approval of the host institution.
- 5) Each professor remains as salary with the home institution during the exchange; remuneration for special projects is subject to special negotiation.
- 6) Visiting professors / scholars must carry medical health insurance in accordance with the rules and regulations of the host institution and/or the host government.
- 7) Teaching course loads and working hours and conditions shall normally be in accordance with established rules and practices of the host institution, subject to prior negotiation and agreement.
- 8) The exchange of faculty members and research staff between UNBC and Gpe ESC Troyes may be from any appropriate academic field at either institution, subject to the prior approval of the administration of the host institution.

III) Other

- 1) These regulations are to be authorized by the official representatives of both universities in two copies and each party will retain one.
- 2) This agreement will impose no financial obligation on either institution.
- 3) The period of validity of this Agreement is for 5 (five) years. Thereafter, it will be renewed automatically for an additional five years, unless either side provided a six-month notice of intent to terminate. It will become effective at the time it is signed by the authorized representatives of both institutions.
- 4) Items not covered by the agreement may be determined and negotiated separately by both institutions without abrogating this agreement. The agreement may be amended with the consent of both parties.

**For University of Northern British Columbia**

**For Groupe ESC Troyes in Champagne**

**Dr. Daniel WEEKS**  
President

**Francis BECARD**  
C.E.O. & Dean

**Dr. John YOUNG**  
Acting Vice-President (Academic) & Provost

**Jean-Louis CHAPERON**  
Dean International Affairs

Date :

Date :

Motion Number (assigned by  
Steering Committee of Senate): S-201502.08

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the renewal of the Exchange Agreement between University of Northern British Columbia and University of Tasmania, Australia be approved as proposed.

**Effective Date:** Upon approval of the Senate

**Rationale:** The Exchange agreement between our two institutions has been in effect since 1995 and is an active exchange agreement.

**Motion proposed by:** Sylvester Chen, Director of International Education

**Academic Program:** n/a

**Implications for Other Programs / Faculties?** Yes

**College:** n/a

**College Council / Committee Motion Number:** n/a

**College Council / Committee Approval Date:** n/a

**Attachment Pages (if applicable):** 4 pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**


**Motion No.:** SCAAF201502.12

**Moved by:** K. Smith

**Seconded by:** L. Horianopoulos

**Committee Decision:** CARRIED.

**Approved by SCAAF:** February 4, 2015  
**Date**

  
**Chair's Signature**

**For recommendation to** ✓, **or information of** \_\_\_\_\_ **Senate.**

**EXCHANGE AND STUDY ABROAD AGREEMENT  
BETWEEN**

**UNIVERSITY OF TASMANIA  
(AUSTRALIA)**

**(“UTAS”)**

**and**

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
(CANADA)**

**(“UNBC”)**

**THE PARTIES AGREE AS FOLLOWS:**

1. Scope of Agreement

This Agreement shall apply to all student Exchanges and semester Study Abroad between UTAS and UNBC.

2. Definitions

In this Agreement, unless indicated otherwise, the following terms have the following meanings:

“**Host Institution**” means the institution accepting the Exchange or Study Abroad students.

“**Home Institution**” means the institution providing the Exchange or Study Abroad students.

“**Institution**” means either UTAS or UNBC as the context indicates.

“**Force Majeure**” means any unforeseeable and exceptional event arising from natural causes, human agency or otherwise beyond the reasonable control of the parties, including without prejudice to the generality of this statement, strike, lock-outs or other industrial disputes, fights, civil commotion, acts of terrorism, fire, flood, drought, loss, delay in the air, at sea, or in inland transit, malicious damage, war, and restraint of any government or other public or statutory warranty.

3. Agreement to Exchange

Each party agrees to provide students for Exchange, and accept students of the other party for exchange, in accordance with the terms and conditions of this Agreement and Appendix A. Any students applying for Exchange beyond the number of places outlined in this agreement will have the option of applying as a fee paying Study Abroad student.

4. Period of Agreement

**4.1 This Agreement shall commence on the date it is signed by both parties and will continue in full force and effect unless and until terminated by either party pursuant to clause 15.**

**4.2 The parties will review this Agreement prior to 31 December three (3) years after signature.**

5. Selection of Students

Students to participate in Exchange or Study Abroad will be nominated by their Home Institution and shall, to the reasonable satisfaction of both parties:

(a) be of good academic standing;

(b) have completed at least one year of full-time study at their Home Institution;

(c) be eligible to enroll in subjects that constitute a normal full- time load at the Host Institution; and

(d) have the required language proficiency to conduct the intended studies at the Host Institution.

6. Period of Exchange

Each exchange under this Agreement shall be for a minimum of one, and a maximum of two consecutive academic semesters, or equivalent.

7. Number and Frequency of Exchanges

The program of exchanges is founded on a reciprocal basis with the intention of achieving an equal number of exchanges within the initial three year period of this Agreement in accordance with the following principles:

- a) exchanges will be counted on the basis of semesters of exchange, rather than students exchanged;
- b) unless and until otherwise agreed, a maximum of two (2) semesters of exchange each way per academic year will be conducted.
- c) Beyond the agreed number of semester exchange places each year, the number of Study Abroad places will be unlimited.
- d) **UTAS will award one additional semester exchange place for each 10 Study Abroad semester enrolments over the life span of this agreement.**

8. The Home Institution

- 8.1 The Home Institution is responsible for maintaining the enrolment of its own students at the Home Institution for the duration of the exchange.
- 8.2 The Home Institution is responsible for the recruitment and selection of student participants and the orientation of student participants before their departure for the Host Institution. The Home Institution must advise students about the academic and cultural expectations at the Host Institution, including academic rules and discipline.
- 8.3 The names and preliminary files of selected participants will be forwarded to the Host Institution for final approval by 30 April (for UTAS July intake) and 31 October (for UTAS February intake). For the purposes of this clause "preliminary file" includes the Exchange or Study Abroad Student Application, academic transcripts, and other documents as determined by the Home Institution.
- 8.4 **The Home Institution, with the student's consent, will advise the Host Institution of any known circumstances, which may affect the student's time abroad (e.g. known medical problems).**
- 8.5 Subject to applicable law, the Home Institution will award its students' academic credit at the Home Institution in respect of study successfully completed at the Host Institution, having regard to the final transcript provided by the Host Institution under clause 9.8. Students will not be awarded academic credit at the Host Institution. The Host institution will not award a qualification.

9. The Host Institution

- 9.1 The Host Institution will endeavor to accept students recommended by the Home Institution but reserve the right not to accept a particular nominee.
- 9.2 The Host institution will provide information to the Home Institution to enable the Home Institution to advise students about academic and cultural expectations at the Host Institution, including academic rules and discipline.
- 9.3 The Host Institution will provide orientation for the incoming students.
- 9.4 The Host Institution will make reasonable efforts to ensure that students are admitted to courses regarded as essential to the intended study at the Host Institution.
- 9.5 The Host Institution will provide academic and other advisory services for incoming students, and a consistent level of student support, provided to all international students.
- 9.6 The Host Institution will make reasonable efforts to assist Exchange and Study Abroad students to obtain housing but is not obliged to provide housing or financial assistance of any kind whatsoever.
- 9.7 The Host Institution will inform incoming students of any health insurance requirements and availability. Furthermore the Host Institution will inform incoming students of public liability insurance requirements if necessary.
- 9.8 **The Host Institution will provide to the Home Institution a final transcript describing the student's academic performance at the Host Institution.**

10. Financial and Other Arrangements

- 10.1 Exchange Students will pay the tuition and enrolment/application fees applicable at their Home Institution in respect of the period of their exchange prior to participation in an exchange. Students will remain enrolled at their Home Institution for the duration of their exchange
- 10.2 The Host Institution will not impose any tuition or enrolment/application fees in respect of incoming Exchange Students.
- 10.3 Study Abroad Students will pay tuition fees to their Host Institution in respect to the period of study. The Home Institution will hold the students place for reenrollment on completion of their Study Abroad semester at the Host Institution.
- 10.4 All costs relating to accommodation (residential or share-house) will be the responsibility of the incoming student.
- 10.5 All students will be responsible for necessary travel and health insurance and medical costs, and visa/immigration formalities.
- 10.6 Books, living expenses and any other costs, such as student services and student union/association fees applicable at the Host Institution will be the responsibility of the student.
- 10.7 All students shall be responsible for the cost of transportation to and from the Host Institution.
- 10.8 All students will be subject to the academic rules and discipline of the Host Institution.
- 10.9 If an exchange student voluntarily withdraws from study at the Host Institution prior to completing the exchange, the part completed will be considered a complete exchange and the student will not be replaced unless otherwise agreed between the parties. If a student is nominated for two semesters and withdraws during or upon completion of the first, the second semester will not be counted for the purposes of reviewing the number of exchanges conducted.

11. Designated Administrative Officials

UTAS and UNBC shall each designate to the other, within sixty (60) days after the execution of this Agreement, the administrative official(s) authorised to approve exchanges under this Agreement.

12. Insurance

Each Host Institution must ensure that students participating in an Exchange or Study Abroad semester under this Agreement, are, for the purpose of their participation in that program, covered by appropriate insurance. Each party must, if requested by the other party in writing to do so, provide proof to the other party of such insurance.

13. Force Majeure

**If either party is unable by Force Majeure to carry out its obligations or some of them, it must give prompt notice to the other party, and during the period of Force Majeure, the notifying party's obligations under this Agreement shall be suspended, provided that it will do all things reasonable to remove the Force Majeure as quickly as possible.**

14. Warranties

Each party warrants that it has the legal capacity to enter into and be bound by this Agreement.

15. Termination

This Agreement may be terminated by either party providing the other with written notice of its intention to terminate. Such notice shall be given at least **one (1) year** prior to the effective date of the termination. Such termination shall not affect Exchanges or Study Abroad enrolments in effect prior to the effective date of the termination.

16. Nondiscrimination

UTAS and UNBC agree that no person shall, on the grounds of race, colour, religion, disability, age, national origin, sex or creed be excluded from participation under the terms of this Agreement. **Despite this, the parties agree that a student of the Home Institution who is a national of the country of the Host Institution will not be eligible to participate in an exchange; as such participation will not serve the objectives of the exchange program.**

17. Variation - The terms of this Agreement may be amended only by written agreement signed by both parties.

**EXECUTED AS AN AGREEMENT:**

**DATE:**

SIGNED FOR AND ON BEHALF OF  
**THE UNIVERSITY OF TASMANIA (AUSTRALIA)**

SIGNED FOR AND ON BEHALF OF **UNIVERSITY OF  
NORTHERN BRITISH COLUMBIA (CANADA)**

\_\_\_\_\_  
Professor Peter Frappell,  
Pro Vice-Chancellor (Global Engagement)

\_\_\_\_\_  
Dr. Daniel Weeks  
President and Vice Chancellor

In the presence of:

In the presence of:

\_\_\_\_\_  
*Witness Signature*

\_\_\_\_\_  
*Witness Signature*

\_\_\_\_\_  
*Witness Name, Address, Occupation*

\_\_\_\_\_  
*Witness Name, Address, Occupation*

## Appendix A

### Eligibility for Exchange at Host Institution

#### UTAS

1. Some programs are not available for exchange students, including Medicine and Pharmacy, and some programs have limited places available for exchange students.

#### UNBC

1. Some programs are unavailable or limited for exchange and study abroad students and both institutions will inform each other of current restricted programs.

### English Language Proficiency

#### UTAS

Exchange and Study Abroad students applying to the University of Tasmania must meet the required entry standards for English language proficiency by providing one of the following:

#### Undergraduate exchange

This may include one of the following:

Type of course	IELTS Academic	Period of Validity	TOEFL/TWE	CBT/TOEFL	IBT TOEFL	Period of Validity
Undergraduate	6.0 (no band less than 5.5)	2 years	550/4.5	213	80 (no score below 20)	2 years

It may also include:

Cambridge Proficiency or;  
English grade from University studies – equivalent of B;  
Previous agreement with UTAS.

#### Postgraduate exchange

Type of course	IELTS Academic	Period of Validity	TOEFL/TWE	CBT/TOEFL	IBT TOEFL	Period of Validity
Postgraduate	6.0 (no band less than 6.0)	2 years	575/4.5	233	88 (no score below 20)	2 years

Please note that some programs have specific language requirements. Please refer to website.

#### UNBC

English is the primary language of instruction and communication at UNBC and 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. Although we do not require proof of proficiency from exchange students please use the following guidelines as a reference: <http://www.unbc.ca/future-students/english-language-requirements>



Motion Number (assigned by  
Steering Committee of Senate): S-201502.09

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the renewal of the Exchange Agreement between University of Northern British Columbia and Kunming University of Science and Technology, Kunming, China be approved as proposed.

**Effective Date:** Upon approval of the Senate

**Rationale:** The Exchange agreement between our two institutions has been in effect since 2005 and is an active exchange agreement.

**Motion proposed by:** Sylvester Chen, Director of International Education

**Academic Program:** n/a

**Implications for Other Programs / Faculties?** Yes

**College:** n/a

**College Council / Committee Motion Number:** n/a

**College Council / Committee Approval Date:** n/a

**Attachment Pages (if applicable):** 6 pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**


**Motion No.:** SCAAF201502.13

**Moved by:** J. Kormos

**Seconded by:** K. Smith

**Committee Decision:** CARRIED.

**Approved by SCAAF:** February 4, 2015  
**Date**

  
**Chair's Signature**

**For recommendation to** ✓, **or information of** \_\_\_\_\_ **Senate.**

An Agreement of Cooperation Between  
Kunming University of Science & Technology, China  
and  
the University of Northern British Columbia, Canada

**I. Preamble**

Kunming University of Science & Technology (KUST) and the University of Northern British Columbia (UNBC) enter into this agreement in order to promote collegial relations and academic cooperation between the two institutions. Each university will make every effort to foster cooperation in the following areas, based upon the principles of equality and reciprocity:

- a) the exchange of students;
- b) the exchange of faculty for the purpose of teaching, research and other scholarly activity;
- c) the conduct of cooperative and comparative research programs, with both sides having equal access to the results of such work;
- d) the exchange of information, including scientific and scholarly publications, bibliographic and reference materials, teaching aids, and curricula;
- d) joint participation in scientific conferences, symposia and congresses;
- e) and other mutually agreeable undertakings.

Without in any way limiting the scope of the agreement, the two universities are especially interested in fostering cooperative examination of issues related to language learning and cultural understanding.

The 'home institution' is the institution in which the student is originally enrolled. The 'host institution' is the institution to which the exchange student is attached for the duration of the exchange.

**II. Scientific and Faculty Exchanges**

In order to facilitate inter-institutional research and scholarly activity, contribute to faculty development, examine joint research interests and enhance graduate student education, each university agrees to welcome visiting faculty members and research fellows from the other institution. While neither institution is obliged to provide financial support for such visitors, each agrees to make every effort to furnish visiting faculty with access to university facilities (office space, reasonable secretarial support and library privileges) provided that such facilities are available. If such facilities are not available, the host institution must inform the partner institution prior to agreeing to receive any visiting faculty.

In the event that visiting faculty/scholars/researchers are invited to teach a regularly scheduled course, this will be subject to a separate agreement being entered into.

**III. Student Exchange Program**

**A. Nomination and Selection of Student Participants**

Each university may nominate up to **three (3) students** annually at the undergraduate level to spend an academic year or part of an academic year at the other university. Exchanges will be guided by the general principle of reciprocity - one student for one student. One (1) student studying for one academic year will be considered equivalent to two (2) students, each studying for one semester. While it is not requisite that an equal number of students be exchanged in a given year, an overall balance will be sought through the duration of the agreement.

In the event that there are insufficient exchange places available at either university, the other university may send student(s) under the respective Study Abroad programmes. These are administered by:

- The Director of International Education at UNBC and
- The Dean of School of International Education at Kunming University of Science & Technology

The selection of student participants is the responsibility of the home institution. The method of selection will be determined by each party to the agreement applying the following criteria in a general way: (a) academic excellence;

and (b) an evaluation of the students' reasons for wishing to pursue the course of study made available through the exchange program.

Nomination of a University of Northern British Columbia student to the Kunming University of Science & Technology will be accompanied by: (a) a completed application form, (b) an official university transcript, and (c) a letter of permission from recognized officials of UNBC.

A Kunming University of Science & Technology student seeking admission to the University of Northern British Columbia as an exchange student shall furnish: (a) a completed UNBC application form, (b) an official transcript, and (c) a letter of permission from recognized officials of the Kunming University of Science & Technology.

The Host institution has sole discretion to reject any candidates not considered suitable. In such a case, the Home institution may submit additional applications for consideration.

**Some programs are unavailable for exchange and study abroad students and both institutions will inform each other of current restricted programs.**

#### B. Academic Program and Student Life

Each of the Kunming University of Science & Technology or UNBC students who participate in the exchange shall pursue an academic program which is developed in consultation with and approved by his/her respective institution, and which is not in conflict with the regulations of the host university. Credit will not be granted unless the student has received prior written approval to enrol in a particular course of study. The approved program of study may not be varied without written permission of the student's home university. (This approval can be obtained from the student's academic advisor and a copy must be forwarded to the Registrar's Office or equivalent).

Each student will take courses regularly offered at the host university and will have all the rights and privileges enjoyed by other students on that campus. Students participating in an exchange program will be subject to the rules, regulations and discipline of the host institution in which they are enrolled. It is further agreed that the two universities will provide each other with adequate information on the performance of participants. Participating students will continue as candidates for degrees of their home institution and will not be candidates for degrees of the host institution.

Each party to this agreement agrees to provide appropriate advisory and other academic services to exchange students. Each institution also agrees to work toward the integration of exchange students into student life. Each university will appoint an administrator or coordinator for this program who will serve as a contact person for the students while they are at the host institution.

#### C. Fees and Expenses

Students participating in this exchange shall be liable for such tuition, fees and charges as required by their home institution or country. No additional fees will be required of exchange students at the host university except incidental payments associated with some services, student union/society fees, medical insurance, books, materials, recreation, and the like. Travel arrangements, expenses and the acquisition of all necessary student visas, residence permits, health insurance and the like are the responsibility of each exchange student. All participating students are required to have adequate health insurance coverage and provide proof of this to the host institution.

Exchange students who elect to stay in on-campus housing will pay the cost of accommodation in student residence for the duration of their exchange to the host institution. For students who are granted a place in the university residence (and remain in good standing), housing will be available for the full period of the exchange from the suggested date of arrival for incoming participants at the host university through the end of the last examination period, including breaks between academic sessions but excluding summer vacations unless a student has enrolled in courses over the summer period. In all cases, the period for which accommodation is to be provided should be based upon the academic calendar in effect at the host university during the exchange period.

The quality of accommodation provided shall match or exceed that normally available to regular students at the host university. If students elect not to live in the university residence or if such accommodation is not available, the host institution will assist students in locating suitable accommodation off campus.

**IV. Duration and Administration of the Agreement**

The terms and conditions of this agreement will remain in effect for five (5) years, subject to annual review and modification by agreement of both universities. Each university will appoint an administrator or coordinator for this exchange program. It will be the responsibility of these two individuals to develop an annual protocol to this agreement, spelling out what academic exchanges will take place between the institutions for the ensuing year. A contact person will also be designated to facilitate cooperative research by providing information on common research interests, funding sources and so on.

Either university may terminate the agreement by providing the other university with written notice at least six (6) months prior to the suggested date of termination. If either party terminates this agreement, each party agrees to carry out any obligations and responsibilities assumed prior to the termination date.

\_\_\_\_\_  
Dr. Daniel Weeks  
President & Vice Chancellor

Date: \_\_\_\_\_

For the University of Northern British Columbia

\_\_\_\_\_  
Dr. Cheng Heming  
President

Date: \_\_\_\_\_

For Kunming University of Science & Technology

Motion Number (assigned by  
Steering Committee of Senate): S-201502.10

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That, on the recommendation of the SCAAF, Senate approves the current Strategic Research Plan end date be extended to March 31, 2017.

**Effective Date:** Immediately upon approval of Senate

**Rationale:** This would provide a window in which the Vice President, Research could develop and obtain input on a new Strategic Research Plan in support of the new directions of the University.

**Made by:** Ranjana Bird

**College / Academic Department:**

**Program:** not applicable

**Implications for Other Programs / Faculties?** None

**College Council / Committee Motion Number:** not applicable

**College Council / Committee Approval Date:** not applicable

**Attachment Pages (if applicable):** 0 pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

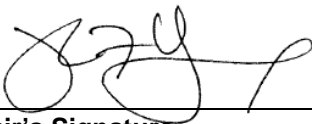
**Motion No.:** SCAAF201502.14

**Moved by:** R. Bird

**Seconded by:** E. Korkmaz

**Committee Decision:** CARRIED.

**Approved by SCAAF:** February 4, 2015  
**Date**

  
**Chair's Signature**

**For recommendation to** ✓, **or information of** \_\_\_\_\_ **Senate.**

Motion Number (assigned by  
Steering Committee of Senate): SCAAF201502.07

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED REVISION OF CALENDAR ENTRY**

**Motion:** That the changes to the course description for FNST 300-3 Research Methods in First Nations Studies, on page 240 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

The revised title and course description reflects the actual nature of how the course has being offered for some time.

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

None

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

**FNST 300-3 Research Methods in First Nations Studies**

Major methodologies such as participant observation, archival research, questionnaires and statistical analysis will be reviewed and considered in the light of other goals of the discipline.

*Prerequisites:* FNST 200-3

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

**FNST 300-3 Research Methods in First Nations Studies**

Major methodologies and methods such as participant observation, archival research, questionnaires and statistical analysis ~~will be~~ are reviewed and considered in the light of other goals of the discipline. The importance of research ethics and research protocols is discussed.

*Prerequisites:* FNST 200-3

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

**Program / Academic / Administrative Unit:** FNST

**College:** Arts, Social and Health Sciences

**College Council Motion Number:** CASHSCC.2015.01.15.05

**College Council Approval Date:** January 15, 2015

**Senate Committee on First Nations and Aboriginal Peoples Motion Number:** SCFNAP201501.02

**Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** January 8, 2015

**7. Other Information**

**Attachment Pages:** 0 pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**


**Motion No.:** SCAAF201502.07

**Moved by:** L. Horianopoulos

**Seconded by:** K. Smith

**Committee Decision:** CARRIED.

**Approved by SCAAF:** February 4, 2015  
**Date**

  
**Chair's Signature**

**For recommendation to \_\_\_\_\_, or information of  Senate.**

Motion Number (assigned by  
Steering Committee of Senate): SCAAF201502.08

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED REVISION OF CALENDAR ENTRY**

**Motion:** That the changes to the course description for FNST 350-3 Canadian Law and Aboriginal Peoples, on page 241 of the 2014/2015 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2015

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

Title and course description reflects the present nature of how the course is being offered.

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

Aligns with POLS intentions for the co-requisite.

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

**FNST 350-3 Canadian Law and Aboriginal Peoples**

An examination of the constitution, Indian Act, treaties, court decisions, and laws as they relate to the government and politics of aboriginal peoples.

*Prerequisites:* FNST 100-3 or POLS 100-3

*Precluded:* POLS 220-3, FNST 250-3

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

**FNST 350 (3) ~~Canadian Law and Aboriginal~~ Indigenous Peoples**

~~An examination of the constitution, Indian Act, treaties, court decisions, and laws as they relate to the government and politics of aboriginal peoples.~~

This course provides an introduction to Indigenous peoples’ rights in international and domestic law and examines the key legal and political instruments and issues associated with Indigenous peoples’ rights and interests. Topics may include but are not limited to the following: human rights, resource development, global pressures, intellectual property, customary law, traditional knowledge, dispute resolution, treaties and Supreme Court cases. The course is based on the methodological and theoretical foundations of comparative constitutional law, international law, Indigenous law and legal anthropology.

*Prerequisites:* FNST 100-3 or POLS 100-3



*Precluded:* POLS 220-3, FNST 250-3, POLS 380-3  
Cross-listed: POLS 380-3

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

**Program / Academic / Administrative Unit:** FNST

**College:** Arts, Social and Health Sciences

**College Council Motion Number:** CASHSCC.2015.01.15.06

**College Council Approval Date:** January 15, 2015

**Senate Committee on First Nations and Aboriginal Peoples Motion Number:** SCFNAP201501.01

**Senate Committee on First Nations and Aboriginal Peoples Meeting Date:** January 8, 2015

**7. Other Information**

**Attachment Pages:**   0   pages

**INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING**

**Brief Summary of Committee Debate:**

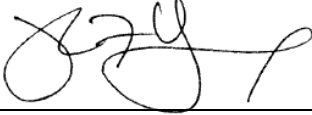
**Motion No.:** SCAAF201502.08

**Moved by:** K. Smith

**Seconded by:** R. Bird

**Committee Decision:** CARRIED.

**Approved by SCAAF:** February 4, 2015  
**Date**

  
**Chair's Signature**

**For recommendation to \_\_\_\_\_, or information of  Senate.**



Motion Number (assigned by SCS): SCSB20150128.03

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Nordic Sport Leadership Awards be approved.

**Effective Date:** 2015 – 2016 Academic Year

**Rationale:** To activate the Nordic Sport Leadership Awards commencing the 2015-2016 Academic Year.

**Proposed By:** Jennifer Hicke, Administrator - Development Awards

**External Relations Contact:** Jennifer Hicke, Administrator - Development Awards

**Faculty / Academic Department:** N/A

**Date:** January 28, 2015

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20150128.03

**Moved by:** J. Bankole

**Seconded by:** K. Scouten

**Committee Decision:** CARRIED

**Attachments:** 2 Pages

**Approved by SCSB:** January 28, 2015  
Date

  
\_\_\_\_\_  
(Acting) Chair's Signature

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

Award #1

**Award Category:** Entrance**Award Name:** Nordic Sport Leadership Awards**Awards Guide Description/Intent:** This award will recognize and reward athletic achievement in cross country skiing or biathlon and will be provided to a student who demonstrates continued pursuit of excellence in Nordic sport while pursuing academic studies at UNBC.**Donor:** Friends of the Caledonia Nordic Ski Club**Value:** \$5,000**Number:** One**Award Type:** Award**Eligibility:** Available to a full time undergraduate Canadian student with proven academic proficiency. Recipient must have experience in training within Nordic sport at a National level. Alternatively, recipient will have relevant high level coaching experience in Nordic sport. The award is available for renewal based on the candidate's demonstration of excellence in Nordic sport through involvement at the Caledonia Nordic Ski Club. Excellence will be acknowledged through the student's continuing athletic achievements and/or giving back to the sport through leadership, volunteer coaching, and building varsity involvement in cross country skiing or biathlon.**Criteria:** Academic Proficiency.**Conditions:** This award is renewable for up to three (3) years subject to the student maintaining the criteria academic standing and meeting the eligibility requirements for renewal of this award. This award will provide support to one student for up to four (4) academic years. If the recipient discontinues their studies at UNBC, does not maintain the academic standards as set out, or becomes ineligible based on the Committee's annual review, the award may be provided to another eligible applicant.**Note:** Applicants must submit a short essay outlining how they can pursue excellence in Nordic sport while studying at UNBC. Applicants must include their experience and accomplishments to date in Nordic sport, and also describe their vision for how they will inspire others.**Effective Date:** Endowed 2014**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by a committee comprised of the UNBC Athletics Director, the Vice Provost of Student Engagement and an appointee of the Caledonia Nordic Ski Club.**AWARDS GUIDE INFORMATION:**

Award #2

**Award Category:** Entrance**Award Name:** Nordic Sport Leadership Awards**Awards Guide Description/Intent:** This award will recognize and reward athletic achievement in cross country skiing or biathlon and will be provided to a student who demonstrates continued pursuit of excellence in Nordic sport while pursuing academic studies at UNBC. Excellence will be acknowledged through the student's continuing athletic achievements and/or giving back to

the sport through leadership, volunteer coaching, and building varsity involvement in cross country skiing or biathlon.

**Donor:** Friends of the Caledonia Nordic Ski Club

**Value:** \$1,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full time undergraduate Canadian student with proven academic proficiency. Recipient must have experience in training or high level coaching in Nordic sport.

**Criteria:** Academic proficiency.

**Effective Date:** This is a one-time award.

**Note:** Applicants must submit a short essay outlining how they can pursue excellence in Nordic sport while pursuing academic studies at UNBC. Applicants must include their experience and accomplishments to date in Nordic sport, and also describe their vision for how they will inspire others.

**Recipient Selection:** Senate Committee on Scholarships and Bursaries on recommendation by a committee comprised of the UNBC Athletics Director, the Vice Provost of Student Engagement and an appointee of the Caledonia Nordic Ski Club.



Motion Number (assigned by SCS): SCSB20150128.04

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Northern Gateway Pipelines Bursary be approved.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To revise the Northern Gateway Pipelines Bursary commencing the 2014 - 2015 Academic Year with alterations to the Awards Guide/Description and Intent, Eligibility and Note sections as follows:

**Awards Guide Description/Intent:** Enbridge Northern Gateway fully recognizes and appreciates the financial commitment and burden many students face while engaging in post-secondary studies. As such, they wish to provide this bursary for students in need ~~the 2013/14 academic year.~~

**Eligibility:** Available to a full or part time undergraduate or graduate student. First preference will be given to a resident of Northern British Columbia.

**Note:** ~~This is a one-time award.~~

**Proposed By:** Jennifer Hicke, Administrator - Development Awards

**External Relations Contact:** Jennifer Hicke, Administrator - Development Awards

**Faculty / Academic Department:** N/A

**Date:** January 28, 2015

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20150128.04

**Moved by:** J. Bankole

**Seconded by:** B. Schorcht

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** January 28, 2015  
Date

  
**(Acting) Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Northern Gateway Pipelines Bursary

**Awards Guide Description/Intent:** Enbridge Northern Gateway fully recognizes and appreciates the financial commitment and burden many students face while engaging in post-secondary studies. As such, they wish to provide this bursary for students in need. ~~the 2013/14 academic year.~~

**Donor:** Enbridge Northern Gateway Pipelines

**Value:** \$2,000

**Number:** Five

**Award Type:** Bursary

**Eligibility:** Available to a full or part time undergraduate or graduate student. First preference will be given to a resident of Northern British Columbia.

**Criteria:** Demonstrated financial need and satisfactory academic standing.

**Note:** ~~This is a one time award.~~

**Effective Date:** Established 2013

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



**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)  
PROPOSED MOTION**

**Motion:** That the revised Awards Guide Information for the UNBC Doctoral Tuition Scholarship be approved.

**Effective Date:** 2015 – 2016 Academic Year

**Rationale:** To revise the UNBC Doctoral Tuition Scholarship commencing the 2015-2016 Academic Year with alterations to the Award Name, Award Value, Award Number, Award Type, Eligibility, Criteria, Application Instructions, and Recipient Selection sections as follows:

**Award Name:** UNBC Doctoral Tuition Scholarship Award

**Value:** Tuition for eligible doctoral students for two years, renewable for two additional years if satisfactory progress has been achieved.

**Award Number:** Variable

**Award Type:** Scholarship Award

**Eligibility:** The scholarship award is available to full-time students entering a doctoral program for the first time. Students must remain in satisfactory academic standing to maintain the scholarship award and should have passed the appropriate doctoral candidacy examination within two years of initial registration. To be renewed, a student must be judged to be making satisfactory progress by the student's Supervisory Committee and a recommendation sent to the Dean of Graduate Programs.

**Criteria:** Academic proficiency, which is a GPA equivalent to or greater than 3.33 and the submission, to the Dean of Graduate Programs, of an acceptable timeline for completion within the first semester of registration. The nature of the proposed project and supervisor will also be considered.

**Note:** The doctoral tuition award provides a two year tuition waiver providing that the student maintains satisfactory academic standing. The award may be extended for a further two years. The student should have passed the appropriate candidacy examination.

**Application-Instructions Note:** All successful applicants to doctoral programs receive the scholarship and are eligible to be considered for the award.

**Effective Date:** Established 2004

**Recipient Selection:** Selection is made by the ~~Graduate Programs Office~~ Dean of Graduate Programs.

The scholarship was originally introduced in 2004 with the aim of attracting students to the embryonic PhD programs at UNBC. Ten years on it is felt that this award should be competitively awarded.

**Proposed By:** Dr. Kevin D Smith, Dean of Graduate Programs

**External Relations Contact:** Jennifer Hicke, Administrator - Development Awards

**Faculty / Academic Department:** Office of Graduate Programs

**Date:** January 28, 2015

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee had a good discussion and small changes were made to the background for the motion. The Committee then unanimously endorsed the motion.

**Motion No.:** SCSB20150128.05

**Moved by:** D. Erasmus

**Seconded by:** J. Bankole

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** January 28, 2015  
Date

  
\_\_\_\_\_  
(Acting) Chair's Signature

**For information of Senate.**



**AWARDS GUIDE INFORMATION**

**Award Category:** Graduate

**Award Name:** UNBC Doctoral Tuition Scholarship Award

**Value:** Tuition for eligible doctoral students for two years, renewable for two additional years if satisfactory progress has been achieved.

**Award Type:** Scholarship Award

**Eligibility:** The scholarship award is available to full-time students entering a doctoral program for the first time. Students must remain in satisfactory academic standing to maintain the scholarship award and should have passed the appropriate doctoral candidacy examination within two years of initial registration. To be renewed, a student must be judged to be making satisfactory progress by the student's Supervisory Committee and a recommendation sent to the Dean of Graduate Programs.

**Criteria:** Academic proficiency, which is a GPA equivalent to or greater than 3.33 and the submission, to the Dean of Graduate Programs, of an acceptable timeline for completion within the first semester of registration. The nature of the proposed project and supervisor will also be considered.

**Note:** The doctoral tuition award provides a two year tuition waiver providing that the student maintains satisfactory academic standing. The award may be extended for a further two years. The student should have passed the appropriate candidacy examination.

**Application Instructions Note:** All successful applicants to doctoral programs receive the scholarship are eligible to be considered for the award.

**Effective Date:** Established 2004


**Recipient Selection:** Selection is made by the Graduate Programs Office Dean of Graduate Programs.

**FOR OFFICE USE ONLY**

Reviewed by the Financial Aid and Awards Officer and Dean of Graduate Programs:

Linda Fehr, Financial Aid and Awards Officer

  
\_\_\_\_\_

  
\_\_\_\_\_, Dean of Graduate Programs

Dr. Kevin Smith

**Copies to:**  
Financial Aid and Awards Office  
Manager of Treasury Services  
Office of External Relations (2)

First revised award available in the September semester of 2015.



Motion Number (assigned by SCS): SCSB20150128.06

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the Terms and Conditions for the Chapter B – P.E.O. Sisterhood Bursary be re-activated.

**Effective Date:** 2014-2015 Academic Year

**Rationale:** To re-activate the Chapter B – P.E.O. Sisterhood Bursary commencing the 2014-2015 Academic Year.

**Proposed By:** Jennifer Hicke, Administrator – Development Awards

**External Relations Contact:** Jennifer Hicke, Administrator – Development Awards

**Faculty/Academic Department:** N/A

**Date:** January 28, 2015

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20150128.06

**Moved by:** D. Erasmus

**Seconded by:** J. Bankole

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** January 28, 2015  
Date

  
\_\_\_\_\_  
(Acting) Chair's Signature

**For information of Senate.**

**AWARDS GUIDE DESCRIPTION:**

**Award Category:** Open

**Award Name:** Chapter B – P.E.O. Sisterhood Bursary

**Calendar Description/Intent:** P.E.O. Sisterhood is an international philanthropic and educational organization for women founded in 1869. The organization assists women in achieving their educational goals through bursaries, scholarships, grants and loans. P.E.O. also runs their own liberal arts college for women in Nevada, Missouri.

**Donor:** Chapter B – P.E.O. Sisterhood

**Value:** \$1,000

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full time undergraduate or graduate female student.

**Criteria:** Demonstrated financial need and academic proficiency.

**Application Instructions:** Fill out all sections of the Awards Application form.

**Effective Date:** Established 2009

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



**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the Terms and Conditions for the Spectra Energy Bursary be re-activated.

**Effective Date:** 2015 – 2016 Academic Year

**Rationale:** To re-activate the Spectra Energy Bursary commencing the 2015-2016 Academic Year.

**Proposed By:** Jennifer Hicke, Development Awards Officer

**External Relations Contact:** Jennifer Hicke, Development Awards Officer

**Faculty / Academic Department:** N/A

**Date:** January 28, 2015

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee unanimously endorsed the motion.

**Motion No.:** SCSB20150128.07

**Moved by:** D. Erasmus

**Seconded by:** K. Scouten

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** January 28, 2015  
Date

  
(Acting) Chair's Signature

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Spectra Energy Bursary

**Awards Guide Description/Intent:**

**Donor:** Spectra Energy (formerly Westcoast Energy Inc.)

**Value:** \$1000

**Number:** Four

**Award Type:** Bursary

**Eligibility:** Available to a full time undergraduate student who has completed at least 60 credit hours towards a degree program within the College of Science and Management and who is a resident of northern British Columbia. Preference will be given to a candidate who has attended UNBC for the first two or three years or who has transferred to University from a regional community college in northern British Columbia.

**Criteria:** Demonstrated Financial Need

**Effective Date:** Established 1994

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

For Information:

**The Postdoctoral Fellow Guide and Intake Process - Developed through the Office of Research**

Development of Postdoctoral Fellow Guide and Intake Process

In early 1990s the Tri-council issued a request to all Canadian Universities that each university must develop a Postdoctoral Fellow Guideline to host a postdoctoral fellow (PDF) and define the roles and responsibilities of the university, as well as the PDF, for the duration of the research and scholarly activities. Senate passed the “Statement of Principles on the Treatment of Postdoctoral Fellows” in 2003 which outlined the roles. In 2012 the Office of the VP Research was mandated to develop such a guideline for UNBC and a committee was struck that same year. Due to changes in the Office of the VP Research, the UNBC PDF Committee became active in April 2013 and was chaired by the current Vice President Research, Ranjana Bird. The Committee consisted of two Postdoctoral Fellows (Jeanne Robert and Erin Gibson), two Supervising Faculty Members (Brent Murray and Angele Smith) and Meaghan Wyatt, Executive Assistant for the Vice President Research.

A series of meetings took place to understand the processes and issues at UNBC surrounding the recruitment and administration of PDFs and the provision of services. The PDF Committee was instrumental in identifying key areas of concerns and improvement. A draft Guideline was prepared by the Chair and distributed among the Committee members in the fall of 2013. Extensive consultation took place with faculty members, PDFs (current and past), the Research Advisory Committee (researchers who have recruited as well as continue to recruit PDFs), and the administrative staff in Human Resources and the Finance departments. The guideline has been revised based on the feedback received from a number of our stakeholders and service providers (librarians, Information Technology System Administrators, Cashiers) and has been modeled after similar guidelines developed by institutions such as: University of Windsor, University of Waterloo, University of British Columbia and the University of Alberta.

The [Postdoctoral Fellow Guide](#) is a living document which will be maintained by the Office of Research to align with changing research requirements and needs.

Acknowledgement: The VP Research acknowledges the support and input from various stakeholders as well as the UNBC PDF Committee for their candid and constructive comments and suggestions. The staff of: the Office of Research (Ms. Tracy Wilson and Ms. Isobel Hartley), the Human Resources Department and the Department of Finance, were instrumental in bringing this project to fruition.

# Postdoctoral Fellow Guide

**2014**

Prepared October 2014  
Revised January 2015

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## PREFACE

The Office of Research welcomes you to UNBC. This Guide has been written to support and recognize both Postdoctoral Fellows and Supervising Faculty Members as valuable members of our research community. This guide is meant to initiate important conversations pertinent to developing a collegial working relationship and to clarify administrative requirements.

In the event of a conflict between approved university policy and the guide, policy will take precedence. The Office of Research will maintain this guide; any corrections, suggestions, or changes identified should be forwarded to the Office of Research (subject: PDF Guide).

## DEFINITION OF A POSTDOCTORAL FELLOW

A Postdoctoral Fellow (“PDF”) is an individual who has completed a doctoral degree and is seeking the opportunity to train further in a particular area of research. A PDF is a member of a research group or an individual researcher working under the general supervision of a faculty member and may assist with the supervision of graduate students.

A PDF could be funded by a research grant held by the supervising faculty or by an external competitive fellowship from National, Provincial or a foreign country agency. PDFs are, in essence, trainees. In light of the transitional nature of their status, postdoctoral fellowships are time-limited and are not ongoing.

A PDF could receive an additional appointment as a Part Time Instructor involved in undergraduate and/or graduate lecturing, laboratory instruction, tutorials and supervision of undergraduate projects if desired and available in their field of research.

## CRITERIA OF A POSTDOCTORAL FELLOW

A PDF must meet the following criteria:

- Completed a doctoral degree within the past four years;
- The appointment is preparatory for a full-time academic and/or research career;
- The incumbent is not registered in another training program (e.g. clinical post graduate training).
- The appointment is temporary;
- Normally the appointment involves full time engagement in research and/or scholarship. The terms of the appointment may withstand deferment, in which case an agreement in writing is required.

Exceptions will be considered where the research career has been interrupted by circumstances such as parental responsibilities or illness.

## APPOINTMENT PROCEDURES

### Faculty Recruitment of a PDF

A Faculty Member interested in recruiting a PDF may post the position description on the university website with support from Human Resources or in journals and discipline specific organizations' websites, and other professional sites suited to attract the best candidate in the field. However, advertising is not required for PDFs. From time to time faculty members are approached by a potential PDF to pursue a training opportunity. Please note there are no immigration restrictions regarding citizenship of the person holding a PDF.

When recruiting PDFs, faculty members are required to adhere to all appropriate UNBC Human Resources policies and all relevant legislation, such as the [Human Rights Code](#) and [Labour Relations Code](#) of British Columbia and the [Canada Immigration and Refugee Protection Act](#). [UNBC's employment equity](#) goals will be considered when recruiting PDFs, and a working agreement for the PDF position, as described later on in this guide, must be composed by the Supervising Faculty Member.

Most often a faculty member who has funding to support a PDF will conduct the selection process personally, or with other faculty members if there is joint funding for the position. Fellowships funded by external agencies are awarded by an adjudication process established by the external agency. In all cases, faculty members are encouraged to obtain letters of reference as well as following up with references either in person or by phone prior to offering a PDF appointment.

The Postdoctoral Fellow Intake Form (found in Appendix I, and posted as a fillable form on both the Research and Human Resources webpages) will be completed for the successful candidate by the Supervising Faculty Member with support from the Research Personnel Co-ordinator. Information included in this form will be used to produce the Letter of Appointment, and to facilitate the PDFs access to UNBC resources.

### Postdoctoral Fellow Application

If the job is posted by the Human Resources Department, applicants will be required to submit their resume and proof of education quoting the competition number. PDF job postings are found on the UNBC website under [Career Opportunities/staff-postings](#) as managed by the Human Resources Department. Only shortlisted candidates will be contacted by the faculty member recruiting a PDF.

## Letter of Appointment & Working Agreement

The successful candidate will receive a Letter of Appointment from the President/designate. It is essential that the Supervising Faculty Member prepare a written working agreement for inclusion in the Letter of Appointment, ideally in communication with the PDF.

The working agreement will contain the position title; hours of work; duration of the appointment; terms of renewal; amount and nature of the compensation, applicable benefits; vacation period; the nature of the research to be undertaken and the general confidentiality agreement statement:

*"A Postdoctoral Fellow is expected to maintain confidentiality of sensitive/proprietary information, programmes, and data that may be developed in their work or which they may have access to during the course of their appointment."*

The Letter of Appointment will contain any other applicable conditions or opportunities for the position that may apply, such as funding agency and health insurance requirements.

Acceptance of the appointment letter must be in writing. A signed copy of the Letter of Appointment needs to be return to the Office of the Vice President Research confirming acceptance of the terms of the appointment.

## Documentation Required

All PDFs must hold a formal appointment at UNBC, regardless of the funding source.

PDF appointments are made as three month to two year terms, and may be renewed, upon satisfactory review, up to 3 years. Appointments may be extended to a maximum of 5 years in total with appropriate written approval.

The following documentation is required for all appointments:

- Copy of the Letter of Appointment signed by the PDF;
- Proof of legal entitlement to perform work for UNBC;
- Current curriculum vitae – education and relevant work and professional experience sections only;
- Canadian Social Insurance Number (only if being paid through UNBC);
- Completed [Postdoctoral Fellow Intake Form](#). The form will facilitate the PDF's appointment information being entered into the university system, and is needed to process university identification, library access, UNBC phone number, and e-mail address.

The following documentation is also required for foreign academics:

- Copy of a valid work permit;
- For unpaid appointments where the Canadian Social Insurance Number (SIN) is not provided, a copy of one of the following:
  - a passport;
  - birth certificate;
  - Citizenship card.

### Termination of Appointment

An appointment may be terminated at any time by the University for cause (a material breach to meet the specified service standards), in which case the Postdoctoral Fellow is not entitled to any further payments beyond those earned for services provided up to the date of the termination of the appointment. Early termination of the appointment may also occur if either party provides two months' notice in writing to the other party, or, in the case of the University, if it provides a payment in lieu of notice equivalent to the stipend that would have been earned over the course of the notice period.

### PDF'S CAREER AT UNBC

#### PDF and Supervising Faculty Member

The Supervising Faculty Member is one of the most important links between the PDF and the university. The university expects that the Supervising Faculty Member/PDF relationship will be one of mutual respect and consideration. The policies and practices of the university are geared to equitable treatment of all appointees with a measure of consistency; however, written materials cannot cover every situation. The Supervising Faculty Member has some latitude and discretion in handling individual situations as they arise.

Besides the PDF, the Supervising Faculty Member is the person most responsible for the continuing development of the PDF. The university encourages individual growth and the Supervising Faculty Member is in a good position to help determine what actions should be taken to ensure development within the university environment. The policy for [The Treatment of PDFs](#) should be reviewed by both PDF and Supervising Faculty Members; a recapitulation of the primary responsibilities is provided here.

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#### RESPONSIBILITIES OF THE PDF

Each PDF is responsible to her/his faculty supervisor for the satisfactory performance of the research activities specified in the Letter of Appointment; failure to perform satisfactorily constitutes cause for termination, irrespective of the source of funding. PDFs are required to adhere to all applicable university policies, some of which are described later in this guide.

The PDF is expected to read the UNBC [Intellectual Property Policy](#) and [General Research Ethics Policy](#) to facilitate a discussion with their supervisor about his/her role as a co-investigator and researcher. The supervisor can help identify and interpret the implications of these general policies to the field of study being pursued, reflecting the norms and codes of conduct appropriate to the discipline.

An agreement between the PDF and the Faculty Supervisor must be developed and documented about intellectual property and publication rights and responsibilities. The agreement should be discussed and agreed upon before the PDF assumes his/her responsibilities with the Faculty Member. This is required in order to avoid legal questions about duties, working hours, vacation time, *etc.* and in particular ownership of research results.

PDFs may wish to obtain teaching experience, and therefore may be involved in undergraduate and graduate lecturing, laboratory instruction, tutorials, supervision of undergraduate projects and assistance with the supervision of graduate students. Arrangements to participate in teaching should be made with the Faculty Supervisor, the Chair of the Program and the College Dean. Consultation with the Dean of Graduate Programs is required if the PDF is to teach graduate students as the primary instructor. Teaching activity must be consistent with the relevant University Policies and Regulations and with agreements with UNBC employee groups.

PDFs do not have voting privileges with respect to University Level Governance or Elections. However, programs may make provision for participation of PDFs in Program Governance.

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#### RESPONSIBILITIES OF THE SUPERVISOR

When recruiting PDFs, faculty members are required to adhere to all appropriate UNBC Human Resources policies and all relevant legislation as described in the earlier section Faculty Recruitment of a PDF.

The Supervising Faculty Member prepared the written working agreement found in the Letter of Appointment that provides the PDF with an outline of the position's duties and responsibilities. It is the responsibility of the Faculty Supervisor to develop and document a clear agreement with the PDF about intellectual property and publication rights and responsibilities, at the start of the appointment, which must conform to the UNBC policies on intellectual property.

The PDF's orientation to the program and college are the responsibility of the Faculty Supervisor, program chair and/or dean. Office and/or lab space for the PDF to work in must be initiated by the supervisor through use of the [Space Allocation REQUEST Form](#). The PDF's orientation to the work site, and information about performance expectations, standards for work, safety procedures and ethical/scholarly integrity issues are the responsibility of the grant-

holder or faculty supervisor. It is the responsibility of the faculty supervisor to make the PDF aware of the university services and facilities available to PDFs, some of which are described at the end of this guide.

PDFs and their Faculty Member Supervisors must identify appropriate professional growth and career advancement goals and meet regularly to assess progress to ensure that goals are being achieved during the appointment at UNBC. Faculty members working in team environments are encouraged to select PDFs who will contribute to their research team, and in turn, the research team will be able to provide the support and resources needed for the PDF to contribute to their field of interest through publications, professional presentations, and teaching/mentoring the activities of junior researchers and graduate students. Performance Reviews will be provided to the PDF in a timely manner by the Supervising Faculty Member, and both should keep a record for future purposes (eg. reference material for letters of support and reference, job interviews, etc.).

If the Supervising Faculty Member plans to be on sabbatical leave during their PDFs appointment, it is up to the Supervising Faculty Member to arrange communication and mentoring options for the PDF, as well as on campus signing authority during their absence. These arrangements should be communicated by the Supervising Faculty Member to both the PDF and the program/department chair prior to the sabbatical leave.

## Orientation

The Supervising Faculty Member, Program/Department Chair and Dean are responsible for orienting PDFs to the Program/Department and College. Program/Departmental or College administrators prepare written materials about services, procedures and standards in the Program/Department and College, and useful contacts at UNBC. Viewing the [Web Req](#) and [IT Support](#) interfaces is helpful for people new to UNBC, as is the [Safety Checklist](#). The Supervising Faculty Member is responsible for orientation to the worksite, and for providing information about performance expectations, standards for hours of work, safety procedures and ethical/scholarly integrity issues.

PDFs are generally regarded as advanced research trainees and are treated accordingly in such matters as departmental communications, social interaction and consultation about matters affecting them. To aid the PDFs transition from graduate student to junior colleague, their participation in departmental meetings and collegial activities should be encouraged as appropriate.

## Renewal

PDF appointments at UNBC can be renewed one year at a time, depending on funding and field of study up to 3 years. With appropriate written approval, appointments may be extended for a further two one-year terms (i.e. up to a maximum of 5 years in total).

Supervising faculty members should give reasonable notice (2 months minimum) to a PDF on their intention to renew or not to renew an appointment. Renewals must be confirmed in writing using the Postdoctoral Fellow Intake Form, complete with the PDF signature accepting the renewal. If the terms and conditions for the renewal have changed significantly (change in wage, benefits or hours worked) from the previous appointment, a new Letter of Appointment will be sent from the President or designate to the PDF and should be signed and returned by the PDF to the Office of Research confirming acceptance of the new terms of appointment. Please review the list provided earlier in this guide of the documentation required for an appointment at UNBC.

For foreign academic a copy of the work permit and valid Social Insurance Number (if being paid through UNBC) that covers the additional term being offered should be obtained. Proof of application for work permit extension, and SIN extension prior to their expiration date, allows the individual to continue working while the extension is processed by Canadian Immigration and Citizenship. A copy of the renewed permit and SIN must be received by Human Resources when available. Keep in mind that foreign PDFs may require four months' notice to renew their work permit.

## Conflict Resolution

The best way to handle a problem between a Postdoctoral Fellow and his/her Supervising Faculty Member is to identify it when it first arises, and collaborate on finding a solution. Unresolved problems may be brought to the attention of the Chair of the Program/Department, who may act as an Ombudsperson in any dispute of a serious nature where a neutral third party may be required. The Office of Research and Dean's office can also be contacted at any time for assistance.

## Respectful Work Environment

The University recognizes the right of staff to work in an environment free from harassment and discrimination.

The University's policy on [discrimination and harassment](#) addresses problems arising from grounds prohibited from discrimination under the Human Rights Code of British Columbia. The prohibited grounds of discrimination include: age, ancestry, colour, family status, marital status, physical or mental disability, place of origin, political belief, race, religion, sex, sexual orientation and criminal conviction unrelated to employment. If there are any concerns related



to discrimination or harassment, please bring them to the attention of the Supervising Faculty Member.

### UNBC'S Policies and Procedures

PDFs are required to adhere to all applicable University Policies; therefore it is important to review the [UNBC Policy and Procedures](#) that guide certain aspects of research related work. Listed below are some of the policies and guides that may be applicable to a PDF at UNBC:

- [Postdoctoral Fellows](#)
- [UNBC Research Guide](#)
- [General Research Ethics](#)
- [Standards of Conduct](#)
- Patents and Licensing ([Intellectual Property Policy](#))
- [Conflict of Interest](#)
- [Purchasing](#)
- [Travel Authorization, Reimbursement](#)
- [Employment Equity](#)
- [Discrimination and Harassment](#)
- [University Safety](#)

[The Reporting of Accidents and Hazardous Conditions](#) please see the [Safety and Risk Management](#) webpage for up-to-date information on [laboratory safety](#), Workplace Hazardous Materials Information System (WHMIS), mandatory and optional laboratory training courses. Supervising Faculty Members are responsible for ensuring that PDFs are made aware of policies and other governing documents of the university, especially safety policies and procedures as required. A PDF should not hesitate to approach the supervisor if any issue needs clarification.

### Resignation

PDFs who wish to leave their position prior to the appointment end date should provide two months' notice to their Supervising Faculty Member in writing. The notice period may be waived by the Supervising Faculty Member. The PDF and the Supervising Faculty Member should work to ensure a smooth transition for both. The Supervising Faculty Member must work with his/her Program/Department administration to inform Human Resources (accompanied with a copy of the resignation letter) and collaborating departments.

### RESEARCH

The experience of each PDF varies throughout the university and is influenced by such factors as the academic discipline, the needs and obligations of the Supervising Faculty Member, and the culture of the assigned lab or research unit. PDFs are encouraged to take ownership of their

experience, within the bounds of common sense and University Policy, much as one would with any postgraduate career.

Universally accepted standards of academic achievement typically include publication of research in peer-reviewed academic journals, or books (eg. Monographs, essay collections, etc.) and/or the advancement of intellectual property through patenting or licensing. It is expected that PDFs will be appropriately recognized for their contributions to publications, patents and other products of research. It is the responsibility of the Supervising Faculty Member to develop a clear understanding of rights and obligations under [the policies](#) on Research, Patents and Conflict of Interest with the PDF at the beginning of the PDF's appointment. PDFs themselves should become familiar with their obligations under UNBC's Research and Policies ([General Research](#), [Intellectual Property](#)). When publishing research that was conducted at UNBC, acknowledgement of the institutions' support is encouraged.

PDFs are frequently involved in the preparation of proposals for research grants and in other forms of acquiring research support. The degree of involvement in these processes by the PDF, and the level of supervision offered by the Supervising Faculty Member, varies widely. Beyond the support offered by the Supervising Faculty Member and Academic Unit, additional support and information about available research funding is available from the Office of Research.

Professional development courses and workshops are regularly offered through the [Centre for Teaching, Learning and Technology](#) and through other avenues, including participation in graduate student programs on leadership, supervision, and peer coaching. PDFs are encouraged to participate in any courses of interest from faculty, staff and graduate student offerings. Professional development in grant proposal writing is offered periodically through the Office of Research.

## TEACHING

It is recognized that PDFs are an intellectual resource in the University and that both undergraduate and graduate programs benefit from their participation. PDFs may be involved in limited undergraduate and graduate lecturing, laboratory instruction, tutorials, supervision of undergraduate projects, and assistance with the supervision of graduate students.

It is recognized that PDFs may wish to obtain teaching experience. PDFs should discuss their desire to participate in the teaching activities of the department with their Supervising Faculty Member and with the Program/Department Chair. In cases of formal assignment of teaching duties, the Program/Department Chair will arrange an additional appointment as a Part Time Instructor. In advance of making this type of appointment, Chairs should be aware of any granting agency restrictions on the amount of teaching that can be assigned to the PDF.

Foreign PDFs that are not employed by the university will need a valid work permit and Social Insurance Number before the appointment can be completed.

## BENEFITS AND LEAVES

### Health and Welfare Benefits

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#### 1) POSTDOCTORAL FELLOWS RECEIVING EMPLOYEE EARNINGS FROM UNBC FUNDING SOURCES (PDF1)

A PDF receiving earnings from UNBC funding sources is an employee of the University and receives statutory benefits. Mandatory employer statutory benefit costs are provided from the Supervising Faculty Member's grant/trust funds to cover compulsory benefit costs which include:

- Canada Pension Plan (CPP);
- Employment Insurance (EI);
- WorkSafe BC (WCB).

If the Letter of Appointment states that additional benefits are available, the PDF will be contacted by Human Resources when their appointment begins. Group benefits are contingent on part-time/full-time equivalency of the employment position, length of appointed term, and initial negotiation with the Supervising Faculty Member. Benefits may include Extended Health, Dental and the Employee and Family Assistance Program. Further details are available through the Human Resources Department's [Employee Benefits](#) webpage.

Any earnings received while at UNBC are considered Canadian income, and are subject to statutory deductions for Canadian Pension Plan, and Employment Insurance and Canadian Income Taxes, unless otherwise indicated by Canada Revenue Agency (CRA) in writing prior to arrival in the country. Canadian Income Tax will be deducted from each paycheque, and a T4 statement of remuneration will be issued by UNBC Finance by February 28 following the taxation year.

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#### 2&3) POSTDOCTORAL FELLOWS RECEIVING EARNINGS FROM EXTERNAL FUNDING SOURCES (PDF2 & PDF3)

A PDF who has been awarded a competitive fellowship from an external granting agency that allows funding to be redirected will choose between receiving the funding directly to self-administer, or redirecting the funding to be administered through UNBC.

- 2) UNBC-Administered Fellowship Funds (External or Internal in origin):
  - Receive income every two weeks, with Canadian Income Tax deducted.

- A T4A will be issued by UNBC Finance by February 28 following the taxation year.
- Individual is not automatically covered by the Workers Compensation Act, and will need to contact [Worker Compensation Board](#) about access to [Personal Optional Protection](#).

### 3) Self-Administered External Funds:

- Receive bulk income twice a year, (frequency will vary by funding source and may require application for payment).
  - Individual must be diligent in budgeting personal living expenses over long periods.
  - Must set aside funds to pay Annual Income Taxes.
- Individual is not automatically covered by the Workers Compensation Act, and will need to contact [Worker Compensation Board](#) about access to [Personal Optional Protection](#).

A PDF receiving earnings directly from external funding sources is not eligible for benefits through UNBC and is encouraged to make private arrangements for benefit plans and insurance coverage. The university wishes to include all PDFs in the health benefits, and is actively working on this with their benefits provider (September 2014). This guide will be updated as progress is made.

Any earnings received while at UNBC are considered Canadian income, and are subject to Canadian Income Taxes, unless otherwise indicated by Canada Revenue Agency (CRA) in writing prior to arrival in the country.

### Medical Services Plan

All British Columbia residents are required to have basic medical coverage through the [BC Medical Services Plan \(MSP\)](#). For PDFs who are employees of UNBC, and are eligible for health benefits, arrangements for MSP coverage will be made through the Human Resources Department. PDFs who are not employees of the university must apply for coverage directly from MSP upon arrival in BC. There is a three-calendar-month residency waiting period prior to enrollment with MSP. PDFs are strongly encouraged to have arranged for private medical coverage prior to their and their families arrival to B.C. Private medical coverage for the waiting period can be purchased through various private insurance providers.

International PDFs holding work permits for six months or more are eligible to apply for Health Insurance BC. There is a 3 month waiting period for Health Insurance BC which means the applicant must have coverage in place with a provided of their choice. The work permit end date dictates the same Health Insurance BC coverage expiration date. PDFs with work permits for less than six months are required to purchase private health coverage for the duration of their stay through the private insurance provider of their choice.

## Vacation Entitlement

A PDF is entitled to annual vacation time during his/her appointment and must negotiate the vacation time with the supervisor. This is normally two weeks of vacation provided for a one year appointment. If there is a reappointment of a second or third year, annual entitlement is recommended to increase to three weeks of vacation.

## INFORMATION SPECIFIC TO INTERNATIONAL PDFS

### Immigration Process

International PDFs are required to obtain a temporary work permit in order to be employed or hold a trainee position at UNBC. The steps outlined below provide details on obtaining a temporary work permit and Social Insurance Number. The steps are broken down into the following sections: “Before Arrival”, “After Arrival” and “Extension of a Temporary Work Permit and Social Insurance Number”.

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#### BEFORE ARRIVAL

Once the PDF has been selected to hold a position at UNBC, their Supervisor and Program/Department will start the process to obtain the necessary authorization to work in Canada by contacting the Director of International Education. Together they will draft the Letter of Invitation to be sent to the PDF. Note that PDFs do not require a Labour Market Opinion, and a Letter of Invitation is used instead to obtain the necessary permit/visas. In the case of employment (PDF1), The employer will also provide a completed [Employer Declaration Form](#) which the PDF will in turn provide to [Citizenship and Immigration Canada \(CIC\)](#) if requested.

As soon as the Letter of Invitation is received, the Postdoctoral Fellow must apply for a temporary work permit from the [nearest Canadian Immigration Office](#). Refer to Citizenship & Immigration Canada’s website on [Working Temporarily in Canada](#) for further details on how to apply. The application form and important information regarding applying for a temporary work permit can be found on the Citizenship & Immigration Canada (CIC) website. A fee is charged for the application of the work permit<sup>1</sup> and, depending on the immigration office, it may take several days, weeks or months to process the application. Individuals are advised to review the [website of their local Canadian Immigration Office](#) to ascertain processing times and required documentation.

It is important to note that if a PDF will hold an unpaid appointment at UNBC, or will be receiving fellowship funding directly, an application for a work permit must still be made. A

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<sup>1</sup> \$ 115 CAD in 2014

work permit of at least six months in duration is required in order to be eligible for medical coverage under the BC Medical Services Plan.

When the temporary work permit is approved, the Canadian Immigration Office will issue a letter approving the issuance of a work permit. The work permit will actually be issued at the border. Travel and moving arrangements can be finalized at this point.

In addition to a work permit, the Citizenship and Immigration Canada office may also require the following items:

#### Temporary Resident Visa

In addition to the temporary work permit, citizens of some countries and territories will also require a temporary resident visa (TRV). If a TRV is required, it is not necessary to make a separate application; the immigration officer will issue the TRV at the same time as the approval for a work permit. A list of countries and territories whose citizens need a TRV can be found on the [CIC website](#). If you are planning to travel outside of Canada while at UNBC, please ensure that you notify CIC at the time of application to ensure that, if eligible, a multiple entry visa is obtained.

#### Biometric Data Requirements

Citizenship & Immigration Canada also requires citizens of certain countries to supply biometric data in order to enter Canada. Please refer to the [CIC website](#) for a list of countries whose citizens will be required to provide this data. Note that there is a fee per person<sup>2</sup> associated with this. Families applying together for a visitor visa will pay a maximum biometric fee<sup>3</sup>.

Upon entry into Canada the new Postdoctoral Fellow should have the following documents ready for the immigration official to assist the immigration officer in issuing a temporary work permit:

- The Letter of Approval from the Canadian Immigration Office (if applicable);
- The Letter of Invitation from the University;
- The Letter of Appointment from president/designate;
- Proof of PhD;
- Passport;
- Temporary resident visa (if applicable);
- Travel documents (*i.e.* airline tickets);

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<sup>2</sup> A fee of \$85 CAD per visitor visa in 2014.

<sup>3</sup> Up to a maximum fee of \$170 CAD for a family visitor visa in 2014.

A temporary work permit will normally be issued for the dates outlined in the letter of invitation. However, there are other factors, such as passport expiry date, which the immigration officer will take into consideration when issuing a work permit.

Spouses and accompanying children: If applicable, a spousal work permit and/or visitor records and/or study permits for accompanying dependent children will be issued at the same time. It is important for accompanying family to have the necessary documentation from CIC as this has an impact on benefits coverage.

- The letter of approval from the Canadian Immigration Office (if applicable);
- Passport(s);
- Temporary resident visa(s) (if applicable);
- Travel documents (*i.e.* airline tickets);
- Marriage certificate or Statutory Declaration of Common Law Union (for accompanying spouse/partner);
- Children's birth certificates (if applicable).

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#### AFTER ARRIVAL

After arrival, new PDF employees must apply in person for a Social Insurance Number (SIN) at a Service Canada office<sup>4</sup>. Upon receipt of the SIN card, a copy of this and the temporary work permit must be supplied to the office of Human Resources at UNBC.

Please note that you are not allowed to begin working until the effective date of your work permit; for example, if you were hired effective July 1 but your work permit is not effective until August 15, your start date will now be August 15th.

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#### EXTENSION OF A TEMPORARY WORK PERMIT AND SOCIAL INSURANCE NUMBER

PDFs employed at UNBC on a work permit must apply to extend their work permit and SIN if their appointment is to continue beyond the expiry of their current work permit. It is important to begin the dual extension processes for a work permit and SIN well in advance of the expiry date. Please refer to the [Extension of your Work Permit](#) CIC's webpage for important details on timing, and contact a Service Canada office for information on extending the SIN.

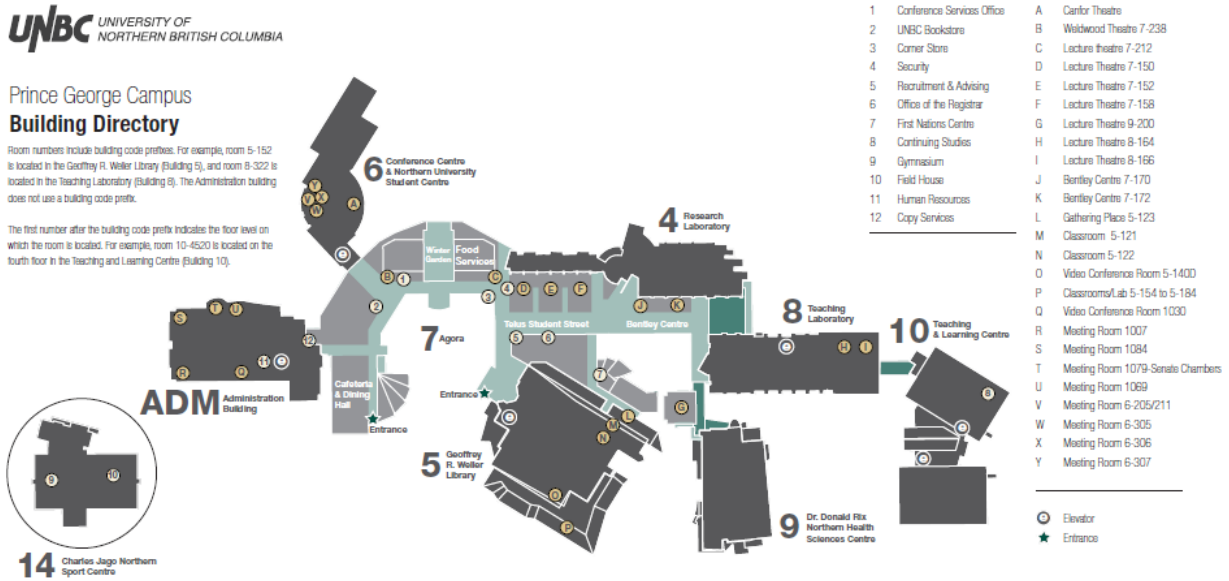
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<sup>4</sup> The Prince George Service Canada Center is at 1363 4<sup>th</sup> Avenue.

## CAMPUS RESOURCES

### UNBC CAMPUS MAPS

As found on the website ([unbc.ca/about-unbc/campus-maps](http://unbc.ca/about-unbc/campus-maps))



### UNBC CARD AND IDENTIFICATION NUMBER

For access to university services and security purposes. After the PDF Intake Form processing has been completed the ID number is generated, and the position information is disseminated to the PDF's supervisor and relevant university departments through e-mail. It is this ID number that is referenced for the UNBC picture ID card to be produced at the [Cashiers Window](#) by Recruitment and Advising on Student Street.

### E-MAIL & ACCOUNT ACCESS

Obtain the e-mail account through Information Technology (IT) Help Desk (phone: 250-960-5321, email: [support@unbc.ca](mailto:support@unbc.ca), room: LAB8-265) after the PDF Intake Form processing has been completed, and ID card has been obtained. The Supervising Faculty Member must determine what university drives and directories the PDF will need in association with their work. The specified access request should be made through the [IT Support System](#) by the Supervising Faculty Member. Requests are "triaged" through the [support@unbc.ca](mailto:support@unbc.ca) e-mail, and forwarded on to the appropriate Systems Administrator. If a time extension is required for the PDF's e-mail account past their term at UNBC, the Supervising Faculty Member must make a request using the same process (in order to facilitate completion of collaborative publications and analysis).



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## LIBRARY

[Geoffrey R. Weller Library](http://library.unbc.ca) (library.unbc.ca)

The library account (both on-site and remote ) can be activated by going to the library with your UNBC Card. The library will need your Prince George address, phone number, and university e-mail address to complete the account setup.

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## KEYS

The Facilities Department has the Key & Other Access Device Request Form available at their front desk. Get the form, fill it out with the building and room numbers needed, and obtain the authorizing authority approval signature (department chair, and the Dean for CSAM only). Return the completed form to the Facilities Department and you will be contacted once your request is fulfilled.

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## INFORMATION TECHNOLOGY SERVICES (ITS)

[ITS](#) is responsible for the [IT Service Desk](#), application services, phone setup, system administration, network, server operation and maintenance, media services, IT security. Call 250-960-5321 or email [support@unbc.ca](mailto:support@unbc.ca)

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## PURCHASING AND CONTRACT MANAGEMENT

Any materials, supplies, equipment and services required by UNBC faculty, staff and researchers are obtained through this department. [Travel bookings](#) are managed through a single travel agent; for more information go to [unbc.ca/purchasing/travel-bookings](http://unbc.ca/purchasing/travel-bookings). Working within the federal and provincial government regulations, as well as the [University's Purchasing Policies and Procedures](#), all goods or services may be purchased using one of four methods: petty cash for purchases under \$50.00; UNBC procurement MasterCard; Authorized UNBC purchase order number available only from Purchasing, prior to placing an order; authorized UNBC service contract available only from Purchasing.

Please read the policies for both travel and purchasing as the information will help when the needs arise. For an overview of the department's responsibilities, services and support please go to [unbc.ca/purchasing](http://unbc.ca/purchasing).

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## CENTRE FOR TEACHING, LEARNING AND TECHNOLOGY

The [Centre for Teaching, Learning and Technology](#) (CTLT) is committed to supporting the teaching and learning community at UNBC. The centre is dedicated to helping faculty, staff, PDFs and graduate students in achieving their goal of delivering the best possible learning experience for students. It is also committed to facilitating and encouraging the development of teaching excellence.

The Centre offers a range of programs and services designed to enhance the practice and scholarship of teaching and learning at UNBC. Support is provided in areas including: e-learning issues; online course design and technical mentoring; face to face faculty and graduate students professional development programs, workshops and conferences; and career mentoring for faculty as teachers.

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#### THE CHARLES JAGO NORTHERN SPORT CENTRE

This four season fitness, sport and recreation facility was built through a partnership forged between the City of Prince George and UNBC to support sport, education and the community. The centre is home to the Varsity Basketball and Soccer teams, and the Northern Health Hub for various user groups, teams, companies and individuals of all ages. Some of the facilities include an indoor soccer/football field for training (also rugby, ultimate Frisbee, lacrosse, field hockey, and baseball), three full size basketball courts, fitness and conditioning rooms, squash courts, indoor track and training zones. For more information on classes, teams and costs visit the [NSC webpage](#).

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#### INFORMATION ON CAMPUS LIFE, EVENTS AND PERSONAL SUPPORT SERVICES

Look on the UNBC webpage for [Services](#) and [Campus Life](#). There are many clubs, teams, programs and events to incorporate individuals interests into their daily lives at UNBC.

## OFF-CAMPUS RESOURCES

Emergencies: phone 9-1-1 which will connect you to the police, fire and ambulance services

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### HEALTH SERVICES

University Hospital of Northern British Columbia  
250-565-2000  
1475 Edmonton Street, Prince George.

Nechako Medical Clinic (after Hours)  
250-563-3399  
761 West Central St., Prince George, in the Spruceland Shopping Centre  
Monday – Thursday 4:00-9:00pm  
Friday 1:00-9:00pm  
Saturday 9:00am-7:00pm  
Sunday & Holidays 10:00am-7:00pm

Salveo Medical Clinic (Urgent Care and Walk-In Clinic)  
250-614-0007  
2155 Ferry Avenue (main floor inside Superstore), Prince George.  
Monday – Friday 8:00am to 7:00pm  
Saturday, Sunday & most Holidays 9:00am-3:00pm

Walk-in fees may apply for people without BC Health Insurance coverage.

Physicians taking new patients in Prince George listed (phone 250-565-2237) or [College of Physicians and Surgeons of British Columbia Online](#) list at [cpsbc.ca/physician\\_search](http://cpsbc.ca/physician_search).

[HealthLink BC](#): phone 8-1-1 which will connect you with a nurse, pharmacist, dietician, smoking cessation and more. These calls are meant to help trouble shoot your health issue and guide you in seeking appropriate help. Also online at [/healthlinkbc.ca](http://healthlinkbc.ca)

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### TRANSPORTATION

Driving: Driver's licenses in BC can only be obtained from the Insurance Corporation of British Columbia (ICBC). Information about bringing your vehicle to BC is also available on the ICBC website. A BC driver's license is required within 90 days from arrival to legally drive in the Province of BC. Obtaining a BC driver's license may require a road test depending on where you are arriving from. To find out the specific requirements please visit [ICBC's page on moving to BC](#).

Parking: Pay Parking is available at both the [University](#) and Northern Sports Centre on campus. The city of Prince George provides a mixture of free and pay parking throughout the surrounding community.

Cycling: Covered bicycle shelters are located throughout campus (there are two shower locations available on campus). The public buses are equipped to carry two bicycles for those wishing to have a combined transportation option.

Hiking, Cross country skiing, Snowshoeing, Equestrian Trails: A [trail network](#) serves people coming to campus from all directions, in all seasons.

Public Transportation: Prince George is served by [BCTransit](#) and has an [extensive service area](#) with increased frequency of service during the academic year. Single fares, sets of 10 tickets, day, monthly passes (that are tax deductible) are available at many locations in town, as well as at the UNBC Bookstore.

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#### RECREATION OPPORTUNITIES

The [Active Living Guide](#) for the City of Prince George gives a complete listing of all Community Association programs, clubs and groups, public swim and swim lesson schedules, special events, parks information and more. View a digital version of the guide on line.

[Tourism Prince George](#) has an extensive website listing upcoming events, activities and opportunities for everyone at every stage in life.

#### ACKNOWLEDGEMENTS

This guide draws from the University of Windsor, “Policies and Procedures For Post-Doctoral Fellowship”, Office of the Provost and Vice-President, Academic, November 2010 and from the University of British Columbia “A Guide for Postdoctoral Fellows”, August 2013.

Postdoctoral Fellow Intake Form

Reset Form

UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
POSTDOCTORAL FELLOW INTAKE FORM

PDF Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Renewal of PDF: Yes  No   
 Telephone No.: \_\_\_\_\_ If Yes, UNBC ID#: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Social Insurance Number: \_\_\_\_\_  
 Status: Full Time  Part Time  Hours/Week: \_\_\_\_\_

Faculty Member PDF Supervisor, name: _____	Start Date: _____	Effective Dates
Program/Department: _____	End Date: _____	
Program Chair: _____		Office Use Only

Work Agreement and Nature of Research to be undertaken:

Please Indicate Source(s) of Funding

- PDF1 – Employee under Supervisor grant/funding. Benefits provided: Yes  No
- PDF2 – Fellowship funding awarded to PDF or from Supervisor, Administered by UNBC
- PDF3 – Externally funded, not Administered by UNBC

Source of Funding: \_\_\_\_\_ Total Amount to be Paid: \_\_\_\_\_  
 Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_  
 Budget Holder: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Budget Control**  
 Budget/Research Analyst: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Completed by Finance Department for PDF1 and 2)

Space Needed: Yes  No  Space Provided by: \_\_\_\_\_ Space Allocation Request Form Submitted: Yes  No

Appointment/Renewal Approval Signatures

Faculty Member PDF Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Program Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Upon completion please forward to the Office of Research Attn: Research Personnel Co-ordinator

For Renewal Only

Postdoctoral Fellow Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**  
 ID#: \_\_\_\_\_ Created By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Copy Of: Accepted Letter of Appointment  Current Curriculum Vitae  Voided Cheque for Direct Deposits   
 Eligibility to Work at UNBC  Form of Proof Provided \_\_\_\_\_  
 Retroactive Payment (PMR): Position# \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_  
 # of Payments Amount Total

Revised: December 2014  
<http://www.unbc.ca/research/forms>

Print Form

## Information Flow for Incoming Postdoctoral Fellows Using the Intake Form

### First section General and Defining Information:

- PDF name; e-mail; telephone number; mailing address
- Date form started; Renewal of PDF (Y/N); UNBC ID# if renewal;
- D.O.B. and S.I.N.
  - Does not have to be collected at initial stage, but will be needed to complete the appointment (SIN not needed if PDF3)
- Full Time or Part Time status and hours per week if part time.
- Supervising Faculty Member name; Program/Department; Program Chair;
- Start and End Dates (Effective Dates used for office processing)
- Working Agreement and Nature of Research to be undertaken: required content outlined in guide under: Letter of Appointment & Working Agreement and Responsibilities of the Supervisor.
- Type of PDF (1, 2, or 3 by tick box);
- Name of External Funding Agency and amount of funding for period (start – end dates);
- Fund; Org; (for PDF1 or PDF2)
- Budget Holder; Signature; Date (for PDF1 or PDF2)

### Second Section: Budget Control (for PDF1 and PDF2)

- Completed by Finance Department, Budget/Research Analyst signs and dates

### Third Section: Space Needed

- Space Requests are made using the [Space Allocation REQUEST Form](#) filled in by the Supervising Faculty Member, signed by Department Head, Dean or Director then delivered to the Facilities Department. The need for space is noted on the PDF Intake Form as a point of information only, this form does not feed into the space allocation process in any way.

### Fourth Section: Appointment Approval/Renewal Signatures

- Supervising Faculty Member
  - Program/Department Chair
- Intake Form is forwarded to the Office of Research for the Letter of Appointment <sup>5</sup> to be produced; reviewed by Supervising Faculty Member; signed by VP Research and package sent to PDF for acceptance.

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<sup>5</sup> The Letter of Appointment will be generated using information from the Intake Form.

- For PDF1s (Employees) Human Resources will produce the ERF needed for employment at UNBC, the Letter of Appointment and a package that includes: Employment Eligibility Statement; Voided cheque for direct deposit; TD1 and TD1BC tax forms.
- For PDF2s (Funds administered by UNBC, non-employees) the Office of Research Personnel Co-ordinator will produce the Letter of Appointment and package that includes: request for proof of legal entitlement to perform work for UNBC; SIN and DOB

Fifth Section: Office Use Only:

- ID# Created for PDF1 through Human Resources by: \_\_\_\_\_ and date: \_\_\_\_\_
- ID# Created for PDF2 through Research Accounting by: \_\_\_\_\_ and date: \_\_\_\_\_
- ID# Created for PDF3 through Research Accounting by: \_\_\_\_\_ and date: \_\_\_\_\_
- Check list for :
  - Copy of Accepted Appointment Letter and date received
  - Eligibility to Work for UNBC, and form of proof provided
    - PDF1 &2 SIN (& work permit if international academic)
    - PDF3 (work permit if international academic; one of: Passport; Birth Certificate; Citizenship Card)
  - Current CV
  - Voided Cheque for direct deposit (PDF1 and PDF2)

Completion Process for new appointments and renewals:

- Information e-mail sent out to list of UNBC departments by person who created ID# or processed the renewal.
  - For PDF1 with Employee Position Information Form done by HR;
  - For PDF2 and PDF3 with Postdoctoral Position Information Form;
- An electronic copy of the completed PDF Intake Form is sent to the Office of Research, c/o Research Personnel Co-ordinator.
- PDF Documentation is stored within the department that generated the PDFs ID# in a file for that PDF.
  - Original Intake Form;
  - Copy of the accepted Letter of Appointment;
  - CV;
  - support documentation (TD1, TD1BC, for PDF 1 & 2 only);
  - Subsequent renewals.

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if not already provided on Intake Form; Voided cheque for direct deposit; TD1 and TD1BC tax forms.

- For PDF3s (Funds not administered by UNBC, non-employees) the Office of Research Personnel Co-ordinator will produce a Letter of Appointment and package that includes: a request for proof of legal entitlement to perform work for UNBC; DOB if not already provided on Intake Form.

All Letters of Appointment are reviewed by the Supervising Faculty Member before being signed by the VP Research and sent out to the PDF to be returned to the Office of Research, attention: Research Personnel Co-ordinator.

- Facilitated by ID#'s Generation, and needing extension with each renewal:
  - University ID Card (with ID# the PDF goes to the Cashiers window on Student Street to have photo taken for ID Card; for renewals, get new end date sticker at the Cashiers window);
  - library access (with ID card visit the library in person to get access initiated; for renewals visit the library with updated date sticker on ID Card);
  - e-mail address, phone number and access for the PDF to pertinent departmental drives is made through the supervisors request to [IT Support Systems](#) as described on the Position Information Form (PDF1) and on the Postdoctoral Position Information Form (PDF2 & 3); for renewals the supervisor needs to request to IT Support Systems that the PDFs services be extended.

#### International Academics

- An Invitation Letter is usually needed to start the process of getting a Work Permit and SIN.
- If unpaid still need a Work Permit and one of :
  - Passport;
  - Birth Certificate;
  - Citizenship card



**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
POSTDOCTORAL FELLOW INTAKE FORM**

PDF Name: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Telephone No.: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_  
 Renewal of PDF: Yes \_\_\_\_\_ No \_\_\_\_\_  
 If Yes, UNBC ID#: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Social Insurance Number: \_\_\_\_\_  
 Status: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Hours/Week: \_\_\_\_\_

Faculty Member PDF Supervisor, name: \_\_\_\_\_  
 Program/Department: \_\_\_\_\_  
 Program Chair: \_\_\_\_\_

Start Date: \_\_\_\_\_  
 End Date: \_\_\_\_\_

Effective Dates
Office Use Only

**Work Agreement and Nature of Research to be undertaken:**

**Please Indicate Source(s) of Funding**

PDF1 – Employee under Supervisor grant/funding. Benefits provided: Yes \_\_\_\_\_ No \_\_\_\_\_  
 PDF2 – Fellowship funding awarded to PDF or from Supervisor, Administered by UNBC  
 PDF3 – Externally funded, not Administered by UNBC

Source of Funding: \_\_\_\_\_ Total Amount to be Paid: \_\_\_\_\_  
 Fund: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_ Program: \_\_\_\_\_  
 Budget Holder: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Budget Control**

Budget/Research Analyst: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Completed by Finance Department for PDF1 and 2)

Space Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ Space Provided by: \_\_\_\_\_ Space Allocation Request Form Submitted: Yes \_\_\_\_\_ No \_\_\_\_\_

**Appointment/Renewal Approval Signatures**

Faculty Member PDF Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Program Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**Upon completion please forward to the Office of Research Attn: Research Personnel Co-ordinator**

**For Renewal Only**

Postdoctoral Fellow Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

ID#: \_\_\_\_\_ Created By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Copy Of: Accepted Letter of Appointment \_\_\_\_\_ Current Curriculum Vitae \_\_\_\_\_ Voided Cheque for Direct Deposits \_\_\_\_\_  
 Eligibility to Work at UNBC \_\_\_\_\_ Form of Proof Provided \_\_\_\_\_  
 Retroactive Payment (PMR): Position# \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_  
# of Payments                      Amount                      Total

Revised: December 2014  
<http://www.unbc.ca/research/forms>