

## BOARD OF GOVERNORS

### PUBLIC SESSION AGENDA

Thursday, May 27, 2021

ZOOM Videoconference Only

11:30 AM – 12:15 PM

---

**Members** – Vacant (Chancellor), Geoff Payne (Interim President and Vice-Chancellor), Darwyn Coxson (Faculty Member), Paul Sanborn (Faculty Member), Allison Beswick (Order in Council), Aaron Ekman (Order in Council – CHAIR), Joel McKay (Order in Council), Michael Reed (Order in Council), Andrew Robinson (Order in Council – VICE-CHAIR), Gregory Stewart (Order in Council), Catherine Wishart (Order in Council), Kostas Bach (Undergraduate Student), Michael Lo (Graduate Student), Joyce Henley (Employee)

1. **Chair's Remarks**

- Declarations of Conflict
- Correspondence Received

2. **Approval of Agenda**

*That, the Agenda for the Public Session of the May 27, 2021 meeting of the Board of Governors be approved as presented.*

3. **Approval of Minutes**

a. **Public Session Minutes of March 19, 2021 – page 3**

*That, the Public Session Minutes of the March 19, 2021 meeting of the Board of Governors be approved as presented.*

4. **Business Arising from Previous Public Session Minutes**

None

5. **Motions for Approval**

a. **Presentation and Approval of Financial Statements** – R. Somani – **page 8**

*That, on the recommendation of the Audit and Risk Committee, the Board of Governors approves the University of Northern British Columbia's Consolidated Financial Statements for the year ended March 31, 2021, including the change in presentation of the budgeted accumulated surplus balances to reflect the recast information included in Note 19 of the financial statements.*

b. **Agreements, Scholarships, Bursaries and Awards** – M. Dale – **page 34**

*That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period March 2021 to April 2021, as presented.*

c. **Policy on University Policies and Procedures** – G. Payne – **page 94**

*That, on the recommendation of the Audit and Risk Committee, the Board of Governors approves the Policy on University Policies and Procedures, as recommended and approved by the UNBC Senate, as presented.*

- d. **Research Space Allocation Policy** – K. Lewis – **page 124**  
*That, on the recommendation of the Audit and Risk Committee, the Board of Governors approves the Research Space Allocation Policy, as recommended and approved by the UNBC Senate, as presented.*

6. **Other Business**

- a. FTE Audit Report to March 31, 2021 – M. Dale – **page 135**

7. **Adjournment**

BOARD OF GOVERNORS – PUBLIC SESSION  
Approved for Submission:



---

Geoff Payne  
Interim President and Vice-Chancellor

<b>Agenda Item:</b>	5.a. Presentation and Approval of Financial Statements – R. Somani
<b>Material:</b>	University of Northern British Columbia’s Consolidated Financial Statements – year ended March 31, 2021
<b>Motion:</b>	<i>That, on the recommendation of the Audit and Risk Committee, the Board of Governors approves the University of Northern British Columbia’s Consolidated Financial Statements for the year ended March 31, 2021, including the change in presentation of the budgeted accumulated surplus balances to reflect the recast information included in Note 19 of the financial statements.</i>

# Consolidated Financial Statements

Year Ended March 31, 2021



# University of Northern British Columbia

## Consolidated Financial Statements

### Table of Contents

	<u>Page</u>
<b>STATEMENT OF MANAGEMENT RESPONSIBILITY</b>	1
<b>INDEPENDENT AUDITORS' REPORT</b>	2
<b>AUDITED FINANCIAL STATEMENTS</b>	
Consolidated Statement of Financial Position	5
Consolidated Statement of Operations and Accumulated Surplus	6
Consolidated Statement of Changes in Net Debt	7
Consolidated Statement of Cash Flows	8
Notes to the Consolidated Financial Statements	9

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## STATEMENT OF MANAGEMENT RESPONSIBILITY

The University of Northern British Columbia is responsible for the preparation of the consolidated financial statements and has prepared them in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia and the Restricted Contribution Regulation 198/2011 issued pursuant to it. The regulations require financial statements to be prepared in accordance with the standards of the Canadian Public Sector Accounting Board except that the contributions received or receivable by the University for the purpose of acquisition of tangible capital assets are accounted for as deferred capital contributions as described in note 2a of the consolidated financial statements. The consolidated financial statements present the consolidated financial position of the University as at March 31, 2021 and the consolidated results of its operations and its consolidated cash flows for the year ended March 31, 2021.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, the University has developed and maintains a system of internal controls designed to provide reasonable assurance that University assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of consolidated financial statements.

The Board of Governors carries out its responsibility for review of the consolidated financial statements and oversight of Management's performance of its financial reporting responsibilities principally through its Audit and Risk Committee. With the exception of employee group representatives, members of the Audit and Risk Committee are neither officers nor employees of the University.

The Committee meets with Management and the external auditors to discuss the results of audit examinations and financial reporting matters. The external auditors have full access to the Audit and Risk Committee, with and without the presence of Management.

The consolidated financial statements for the year ended March 31, 2021 have been reported on by KPMG LLP. The Independent Auditor's Report outlines the scope of the examination and provides the firm's opinion on the consolidated statements.

Rahim Somani, CPA, CA  
Vice President, Finance & Administration

Colleen Smith, CPA, CA  
Associate Vice President, Financial Services

May 21, 2021



KPMG LLP  
177 Victoria Street, Suite 400  
Prince George BC V2L 5R8  
Canada  
Telephone (250) 563-7151  
Fax (250) 563-5693

## INDEPENDENT AUDITORS' REPORT

To the Board of Governors of the University of Northern British Columbia, and  
To the Minister of the Ministry Advanced Education, Skills & Training, Province of British  
Columbia

### **Opinion**

We have audited the consolidated financial statements of the University of Northern  
British Columbia (the "University"), which comprise:

- the consolidated statement of financial position as at March 31, 2021
- the consolidated statements of operations and accumulated surplus for the year then  
ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant  
accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements as at and for the year ended March  
31, 2021 of the University are prepared, in all material respects, in accordance with the  
financial reporting provisions of Section 23.1 of the Budget Transparency and  
Accountability Act of the Province of British Columbia.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing  
standards. Our responsibilities under those standards are further described in the  
**"Auditors' Responsibilities for the Audit of the Financial Statements"** section of our  
auditors' report.

We are independent of the University in accordance with the ethical requirements that are  
relevant to our audit of the financial statements in Canada and we have fulfilled our ethical  
responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide  
a basis for our opinion.



## ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the University's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the University or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the University's financial reporting process.

## ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.  

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the University's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the University to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Prince George, Canada

Date

DRAFT

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## Consolidated Statement of Financial Position

March 31, 2021, with comparative figures for 2020 (in thousands of dollars)

		2021	2020
			(Recast - Note 19)
<b>Financial assets</b>			
Cash and cash equivalents		\$ 40,827	\$ 32,862
Operating investments	(Note 3)	19,195	20,245
Accounts receivable		4,628	3,745
Inventories for resale		652	684
Portfolio investments	(Note 4)	21,898	17,861
		<u>87,200</u>	<u>75,397</u>
<b>Liabilities</b>			
Accounts payable and accrued liabilities	(Note 5)	16,807	16,338
Deferred revenue		2,404	2,799
Deferred contributions	(Note 7)	42,121	34,438
Deferred capital contributions	(Note 8)	154,633	152,859
		<u>215,965</u>	<u>206,434</u>
Net debt		(128,765)	(131,037)
<b>Non-financial assets</b>			
Tangible capital assets	(Note 9)	206,142	205,887
Inventories held for use		86	75
Endowment investments	(Notes 4 and 13)	67,655	64,135
Prepaid expenses		3,347	2,609
		<u>277,230</u>	<u>272,706</u>
Accumulated surplus	(Note 12)	\$ 148,465	\$ 141,669

Contractual obligations and commitments (Note 11)

See accompanying notes to consolidated financial statements.

On behalf of the Board of Governors:

\_\_\_\_\_  
Aaron Ekman  
Chair, Board of Governors

\_\_\_\_\_  
Geoffrey Payne  
Interim President & Vice Chancellor

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## Consolidated Statement of Operations and Accumulated Surplus

Year ended March 31, 2021, with comparative figures for 2020 (in thousands of dollars)

	Budget (Note 2(n))	2021	2020 (Recast - Note 19)
<b>Revenue:</b>			
Government grants			
Provincial government	\$ 57,692	\$ 59,387	\$ 56,434
Federal government	8,432	8,280	8,354
Tuition fees - Domestic	14,717	15,468	16,270
Tuition fees - International	5,425	5,446	5,327
Other fees	797	1,094	1,547
Sales of goods and services	4,025	3,934	8,559
Gifts, bequests, non-government grants and contracts	12,990	12,511	12,519
Investment income	3,300	3,975	4,640
External cost recovery and other income	822	543	353
Revenue recognized from deferred capital contributions	6,900	6,793	6,648
	<u>115,100</u>	<u>117,431</u>	<u>120,651</u>
<b>Expenses:</b>			
Ancillary operations	5,097	5,954	7,396
Facility operations and maintenance	16,260	15,329	15,221
Instruction	42,105	43,752	46,311
Institutional support	34,771	33,871	36,332
Sponsored research	13,910	8,165	8,634
Specific purpose	6,556	7,084	7,834
	<u>118,699</u>	<u>114,155</u>	<u>121,728</u>
Annual operating surplus/(deficit) before restricted contributions	(3,599)	3,276	(1,077)
Restricted endowment contributions	3,400	3,520	1,257
Annual surplus	(199)	6,796	180
Accumulated surplus, beginning of year	141,669	141,669	141,489
Accumulated surplus, end of year	<u>\$ 141,470</u>	<u>\$ 148,465</u>	<u>\$ 141,669</u>

See accompanying notes to consolidated financial statements.

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## Consolidated Statement of Changes in Net Debt

Year ended March 31, 2021, with comparative figures for 2020 (in thousands of dollars)

	Budget (Note 2(n))	2021	2020 (Recast - Note 19)
Annual surplus	\$ (199)	\$ 6,796	\$ 180
Exclude items not affecting net debt:			
Restricted endowment contributions	(3,400)	(3,520)	(1,257)
	(3,599)	3,276	(1,077)
Acquisition of tangible capital assets	-	(9,804)	(5,241)
Loss on disposal of tangible capital assets	-	7	-
Amortization of tangible capital assets	-	9,542	9,337
	-	(255)	4,096
Consumption of inventories held for use	-	75	73
Acquisition of inventories held for use	-	(86)	(75)
Consumption of prepaid expenses	-	2,609	2,425
Acquisition of prepaid expenses	-	(3,347)	(2,609)
	-	(749)	(186)
	(3,599)	2,272	2,833
Decrease in net debt	(3,599)	2,272	2,833
Net debt, beginning of year	(131,037)	(131,037)	(133,870)
Net debt, end of year	\$ (134,636)	\$ (128,765)	\$ (131,037)

See accompanying notes to consolidated financial statements.

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## Consolidated Statement of Cash Flows

Year ended March 31, 2021, with comparative figures for 2020 (in thousands of dollars)

	2021	2020
<b>Cash provided by (used in):</b>		
<b>Operating activities:</b>		
Annual surplus	\$ 6,796	\$ 180
Items not involving cash:		
Amortization of tangible capital assets	9,542	9,337
Loss on disposal of tangible assets	7	-
Revenue recognized from deferred capital contributions	(6,793)	(6,648)
Change in non-cash operating working capital:		
(Increase) decrease in accounts receivable	(883)	(492)
Increase in prepaid expenses	(738)	(184)
(Increase) decrease in inventories held for use	(11)	(2)
(Increase) decrease in inventories held for sale	32	(67)
Increase in accounts payable and accrued liabilities	469	4,212
Increase (decrease) in deferred revenue	(395)	863
<b>Net change in cash from operating activities</b>	<b>8,026</b>	<b>7,199</b>
<b>Capital activities:</b>		
Acquisitions of tangible capital assets	(9,804)	(5,241)
<b>Net change in cash from capital activities</b>	<b>(9,804)</b>	<b>(5,241)</b>
<b>Financing activities:</b>		
Cash restricted for repayment of long-term debt	-	3,130
Repayment of long-term debt	-	(3,000)
<b>Net change in cash from financing activities</b>	<b>-</b>	<b>130</b>
<b>Investing activities:</b>		
Capital contributions	8,567	3,833
Decrease (increase) in operating investments	1,050	(2,125)
Deferred contributions	7,683	(500)
Increase in endowment investments	(3,520)	(1,257)
Change in portfolio investments	(4,037)	(1,238)
<b>Net change in cash from investing activities</b>	<b>9,743</b>	<b>(1,287)</b>
<b>Net change in cash</b>	<b>7,965</b>	<b>801</b>
<b>Cash, beginning of year</b>	<b>32,862</b>	<b>32,061</b>
<b>Cash, end of year</b>	<b>\$ 40,827</b>	<b>\$ 32,862</b>

Cash is comprised of cash and cash equivalents  
See accompanying notes to consolidated financial statements.

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

---

## 1. Authority and Purpose

The University of Northern British Columbia (UNBC or the University) operates under the authority of the *University Act* of British Columbia. UNBC is a comprehensive research university dedicated to improving the quality of life in its region, and beyond, by attaining the highest standards of undergraduate and graduate teaching, learning, and research. The University is governed by a 15 member Board of Governors, eight of whom are appointed by the Government of British Columbia, including two on the recommendation of the UNBC Alumni Association. The academic governance of the University is vested in the Senate. UNBC is a registered charity and is therefore exempt from taxes under Section 149 of the *Income Tax Act*. The University receives a significant portion of its revenues from the Province of British Columbia.

## 2. Summary of significant accounting policies

The consolidated financial statements of the University are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the University are as follows:

### (a) Basis of accounting:

The consolidated financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The Budget Transparency and Accountability Act requires that the consolidated financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS4200 elections.

Regulation 198/2011 requires that restricted contributions received or receivable are to be reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

---

## 2. Summary of significant accounting policies (continued)

- (i) Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are recorded and, referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.
- (ii) Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contributions have been met.

For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

As a result, revenue recognized in the statement of operations and accumulated surplus and certain related deferred capital contributions would be recorded differently under Canadian Public Sector Accounting Standards.

### **(b) Basis of consolidation**

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of organizations which are controlled by UNBC. UNBC Investment Trust is a for-profit entity controlled by the University, whose primary purpose is to manage certain investment assets of the endowment fund; it is included in the financial statements on a fully consolidated basis.

### **(c) Cash and cash equivalents**

Cash and cash equivalents include cash, money-market securities and investments with terms to maturity of three months or less at date of purchase and are cashable on demand.

### **(d) Short-term investments**

Short-term investments consist of highly liquid money-market and bond securities and other investments with terms to maturity of greater than three months to one year at date of purchase.

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

---

## 2. Summary of significant accounting policies (continued)

### (e) Financial instruments

Financial instruments are classified into two categories: fair value or cost.

**Fair value category:** Portfolio instruments that are quoted in an active market and derivative instruments are reflected at fair value as at the reporting date. Other financial instruments which the University has designated to be recorded at fair value include cash, cash equivalents and short term investments. Sales and purchases of investments are recorded on the trade date. Transaction costs related to the acquisition of investments are recorded as an expense. Unrealized gains and losses on financial assets are recognized in the Statement of Remeasurement Gains and Losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the Statement of Operations and Accumulated Surplus and related balances reversed from the Statement of Remeasurement Gains and Losses. Unrealized gains and losses on endowment investments where earnings are restricted as to use are recorded as deferred contributions and recognized in revenue when disposed and when the related expenses are incurred.

**Cost category:** Realized gains, losses and interest expense are recognized in the Statement of Operations and Accumulated Surplus when the financial asset is derecognized due to disposal or impairment. Accounts receivable, accounts payable and accrued liabilities are measured at cost. Any gains, losses or expense is recorded in the annual surplus (deficit) depending on the nature of the financial asset or liability that gave rise to the gain, loss or expense. Valuation allowances are made when collection is in doubt. Interest is accrued on accounts receivable to the extent it is deemed collectible.

### (f) Inventories for resale

Inventories held for resale, including books, clothing, office and paper supplies, food and other items for retail sale are recorded at the lower of cost and net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated selling price less any costs to sell.

### (g) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

#### (i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest is not capitalized whenever external debt is issued to finance the construction of tangible capital assets. Donated assets are recorded at fair value at the date of transfer. In unusual circumstances where fair value cannot be reasonably determined, the tangible capital asset would be recognized at nominal value. The cost of the tangible capital assets, excluding land, is amortized on a straight line basis over their estimated useful lives shown below. Land is not amortized as it is deemed to have a permanent value:

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

## 2. Summary of significant accounting policies (continued)

Asset	Rate
Buildings and site services	50 years
Capital renovations	20 years
Library materials	10 years
Equipment and furnishings	8 years
Computers	3 years

Assets under construction are not amortized until the asset is available for productive use. Tangible capital assets are written down when conditions indicate that they no longer contribute to the University's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.

### (ii) Works of art and historic assets

Works of art and historic assets are not recorded as assets in these consolidated financial statements.

### (iii) Inventories held for use

Inventories held for use such as office, stationery and lab supplies distributed to various departments are recorded at cost.

Cost includes the original purchase cost, plus shipping and applicable duties.

### (h) Employee future benefits

The University and eligible employees contribute to a defined contribution pension plan providing benefits on a money purchase basis. The cost of pension benefits includes the current service cost based on 8% to 10% of salary, less a fixed offsetting amount relating to Canada Pension Plan contributory earnings. The assets and liabilities of this plan are not included in the University's consolidated financial statements. The University expenses its contributions to the plan in the year to which the contributions relate.

The University's sick leave benefits do not vest or accumulate and related costs are expensed as incurred.

Vacation benefits for the University's employees are accrued as earned. The obligations under these benefits are based on the applicable collective agreements for unionized employees and employment contracts for employees not covered by collective agreements.

### (i) Revenue recognition

Tuition and student fees and sales of goods and services are reported as revenue in the period to which they apply and when the liability to refund has expired.

Unrestricted donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured. Pledges from donors are recorded as revenue when payment is received or the transfer of property is completed.

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

---

## 2. Summary of significant accounting policies (continued)

The University follows the deferral method of accounting for contributions. Restricted donations and grants are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

- (i) Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or in the form of a depreciable tangible capital asset, in each case for use in providing services are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.
- (ii) Contributions restricted for specific purposes other than for those to be held in perpetuity or the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contribution have been met.
- (iii) Contributions restricted to be retained in perpetuity, allowing only the investment income earned thereon to be spent are recorded as endowment contributions on the statement of operations for the portion to be held in perpetuity and as deferred contributions for any restricted investment income earned thereon.

Investment income includes interest recorded on an accrual basis and dividends recorded as declared, realized gains and losses on the sale of investments, and writedowns on investments where the loss in value is determined to be other-than-temporary.

### (j) Use of estimates

The preparation of the consolidated financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Key areas where management has made estimates and assumptions include those related to the determination of fair value of financial instruments, the useful life of tangible capital assets for amortization and the related amortization of deferred capital contributions. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

### (k) Foreign currency translation

The University's functional currency is the Canadian dollar. Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets and liabilities denominated in foreign currencies and non-monetary assets and liabilities which were designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the date of the statement of financial position. Any gain or loss resulting from a change in rates between the transaction date and the settlement date or date

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

## 2. Summary of significant accounting policies (continued)

of the statement of financial position is recognized in the statement of remeasurement gains and losses. In the period of settlement, the related cumulative remeasurement gain/loss is reversed in the statement of remeasurement gains and losses and the exchange gain or loss in relation to the exchange rate at the date of the item's initial recognition is recognized in the statement of operations and accumulated surplus.

### (l) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (i) an environmental standard exists
- (ii) contamination exceeds the environmental standard
- (iii) the organization is directly responsible or accepts responsibility for the liability
- (iv) future economic benefits will be given up, and
- (v) a reasonable estimate of the liability can be made.

### (m) Asset retirement obligation

The University recognizes asset retirement obligations in the period in which it incurs a legal obligation associated with the retirement of a tangible long-lived asset including leased premises resulting from the acquisition, construction, development, and/or normal use of the asset. The fair value of the asset retirement cost is capitalized as part of the carrying value of the related long-lived asset and is depreciated over the life of the asset. The liability may be changed to reflect the passage of time and changes in the fair value assessment of the retirement obligation.

### (n) Budget figures

Budget figures are provided for comparative purposes and have been derived from the 2020/21 Financial Planning Overview approved by the Board of Governors of UNBC on June 19, 2020 and the 2020/21 Consolidated Budget, approved March 19, 2021. The budget is reflected in the Statement of Operations and Accumulated Surplus and the Statement of Changes in Net Debt.

## 3. Operating investments

	Fair Value Hierarchy	2021	2020
Term Deposits, GIC, T-bills	Level 1	\$ 9,950	\$ 11,350
Municipal Financing Authority - bond fund	Level 1	9,245	8,895
		<u>\$ 19,195</u>	<u>\$ 20,245</u>

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

## 4. Financial instruments

Fair value of a financial instrument is defined as the amount at which the instrument could be exchanged in a current transaction between willing parties. UNBC uses the following methods and assumptions to estimate the fair value of each class of financial instruments for which the carrying amounts are included in the Consolidated Statement of Financial Position under the following captions:

Financial assets and liabilities recorded at fair value are comprised of the following:

- Cash and cash equivalents, accounts receivable and accounts payable and accrued liabilities - the carrying amounts approximate fair value because of the short maturity of these instruments.
- Operating investments
- Endowment investments

The financial instruments measured at fair value held within each investment are classified according to a hierarchy which includes three levels, reflecting the reliability of the inputs involved in the fair value determination. The different levels are defined as follows:

- Level 1: quoted prices (unadjusted) in active markets for identical assets and liabilities
- Level 2: inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly (i.e. as prices) or indirectly (i.e. derived from prices)
- Level 3: inputs for the asset or liability that are not based on observable market data (unobservable inputs).

	Fair Value Hierarchy	2021	2020
Financial assets:			
Portfolio investments quoted at fair value - restricted:			
Fixed income	Level 1	3,596	3,062
Equity	Level 1	6,418	4,172
Real Estate	Level 3	2,808	2,658
Infrastructure	Level 3	4,049	3,547
Private debt	Level 3	3,607	3,318
Private equity	Level 3	1,420	1,104
		<u>21,898</u>	<u>17,861</u>
Non-financial assets:			
Restricted endowment investments quoted at fair value:			
Fixed income	Level 1	11,112	10,997
Equity	Level 1	19,827	14,977
Real Estate	Level 3	8,674	9,546
Infrastructure	Level 3	12,510	12,736
Private debt	Level 3	11,143	11,914
Private equity	Level 3	4,389	3,965
		<u>67,655</u>	<u>64,135</u>
Total financial instruments		<u>\$ 89,553</u>	<u>\$ 81,996</u>

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

## 4. Financial instruments (continued)

The following table reconciles the changes in fair value of financial instruments classified as level 3 during the year.

	2021	2020
Balance, beginning of year	\$ 48,788	\$ 40,278
Unrealized (losses) gains	(1,378)	4,048
Purchases	1,190	5,847
Dispositions	-	(1,385)
Balance, end of year	\$ 48,600	\$ 48,788

## 5. Accounts payable and accrued liabilities

	2021	2020
Accounts payable and accrued liabilities	\$ 9,776	8,615
Salaries and benefits payable	5,573	6,671
Accrued vacation pay	1,458	1,052
	\$ 16,807	\$ 16,338

## 6. Pension plan

The University has a defined contribution pension plan covering all eligible, permanent employees of the University. The pension plan is a separate legal entity with its own Board of Trustees. Sun Life of Canada was appointed to provide custodial services for plan members. Investment management services are provided by several fund managers and plan members individually select their investment vehicles from those available which include bond, balanced, money market, equity and global funds, and guaranteed term deposits (1, 3, and 5 year).

The University expenses the contributions made to the plan in the year to which they relate. During the year, the University contributed \$4,438 (2020 - \$4,156) to the plan.

## 7. Deferred contributions

Deferred contributions are comprised of funds restricted for research, capital acquisitions and other specific purposes. Changes in deferred contributions balances are as follows:

				2021	2020
	Capital	Research	Specific Purpose	Total	Total (Recast - note 19)
Balance, beginning of year	\$ 431	\$ 6,497	\$ 27,510	\$ 34,438	\$ 34,938
Contributions received during the year	8,765	12,032	20,574	41,371	27,191
Revenue recognized from deferred contributions	(744)	(9,316)	(15,061)	(25,121)	(23,858)
Transfers to deferred capital contributions	(7,869)	(645)	(53)	(8,567)	(3,833)
Balance, end of year	\$ 583	\$ 8,568	\$ 32,970	\$ 42,121	\$ 34,438

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

## 8. Deferred capital contributions

Contributions that are restricted for capital are referred to as deferred capital contributions. Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset. Treasury Board provided direction on accounting treatment as disclosed in note 2. Changes in the deferred capital contributions balance are as follows:

	2021	2020
Balance, beginning of year	\$ 152,859	\$ 155,674
Contributions received during the year	8,567	3,833
Revenue recognized from deferred capital contributions	(6,793)	(6,648)
Balance, end of year	\$ 154,633	\$ 152,859

## 9. Tangible capital assets

2021 Cost	Balance at March 31, 2020	Additions	Disposals/ Transfers	Balance at March 31, 2021
Land	\$ 7,145	\$ -	\$ -	\$ 7,145
Buildings and site improvements	294,245	-	1,316	295,561
Furniture and equipment	56,502	2,096		58,598
Computers	40,668	946	(17)	41,597
Library holdings	28,200	67		28,267
Assets under construction	1,564	6,695	(1,316)	6,943
Total	\$ 428,324	\$ 9,804	\$ (17)	\$ 438,111

2021 Accumulated amortization	Balance at March 31, 2020	Disposals	Amortization expense	Balance at March 31, 2021
Land	\$ -	\$ -	\$ -	\$ -
Buildings and site improvements	(107,690)		(6,371)	(114,061)
Furniture and equipment	(49,505)		(1,901)	(51,406)
Computers	(38,990)	10	(1,016)	(39,996)
Library holdings	(26,252)		(254)	(26,506)
Assets under construction	-	-	-	-
Total	\$ (222,437)	\$ 10	\$ (9,542)	\$ (231,969)

	Net book value March 31, 2020	Net book value March 31, 2021
Land	\$ 7,145	\$ 7,145
Buildings and site improvements	186,555	181,500
Furniture and equipment	6,997	7,192
Computers	1,678	1,601
Library holdings	1,948	1,761
Assets under construction	1,564	6,943
Total	\$ 205,887	\$ 206,142

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

## 9. Tangible capital assets (cont'd)

2020 Cost	Balance at March 31, 2019	Additions	Disposals/ Transfers	Balance at March 31, 2020
Land	\$ 7,145	\$ -	\$ -	\$ 7,145
Buildings and site improvements	292,910	-	1,335	294,245
Furniture and equipment	55,509	1,036	(43)	56,502
Computers	39,358	1,322	(12)	40,668
Library holdings	28,035	165	-	28,200
Assets under construction	178	2,721	(1,335)	1,564
<b>Total</b>	<b>\$ 423,135</b>	<b>\$ 5,244</b>	<b>\$ (55)</b>	<b>\$ 428,324</b>

2020 Accumulated amortization	Balance at March 31, 2019	Disposals	Amortization expense	Balance at March 31, 2020
Land	\$ -	\$ -	\$ -	\$ -
Buildings and site improvements	(101,385)	-	(6,305)	(107,690)
Furniture and equipment	(47,684)	43	(1,864)	(49,505)
Computers	(38,144)	9	(855)	(38,990)
Library holdings	(25,939)	-	(313)	(26,252)
Assets under construction	-	-	-	-
<b>Total</b>	<b>\$ (213,152)</b>	<b>\$ 52</b>	<b>\$ (9,337)</b>	<b>\$ (222,437)</b>

	Net book value March 31, 2019	Net book value March 31, 2020
Land	\$ 7,145	\$ 7,145
Buildings and site improvements	191,525	186,555
Furniture and equipment	7,825	6,997
Computers	1,214	1,678
Library holdings	2,096	1,948
Assets under construction	178	1,564
<b>Total</b>	<b>\$ 209,983</b>	<b>\$ 205,887</b>

### (a) Assets under construction

Assets under construction having a value of \$6,943 (2020 - \$1,564) are not amortized. Amortization of these assets commences when the asset is put into service; if it is determined that the costs no longer represent the cost of an ongoing project, they are expensed in the statement of operations.

### (b) Works of art and historical treasures

The University manages and controls various works of art and non-operational historical cultural assets including artifacts, paintings and sculptures located at University sites and public display areas. These assets are not recorded as tangible capital assets and are not amortized.

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

---

## 10. Financial risk management

UNBC has exposure to the following risks from its use of financial instruments: credit risk, interest rate risk, liquidity risk and foreign exchange risk. The Board of Governors, through management, ensures that the University has processes in place to identify and monitor major risks.

### (a) Credit risk

Credit risk is the risk of financial loss to the University if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from certain financial assets held by the University consisting of cash, operating investments, accounts receivable and portfolio investments.

Unless otherwise disclosed in these consolidated financial statements, the University is not subject to significant credit risk associated with its financial instruments. The maximum credit risk for the University's financial assets is the carrying value of the asset.

### (b) Interest rate risk

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates.

It is management's opinion that the University is not exposed to significant interest rate risk arising from its financial instruments.

### (c) Liquidity risk

Liquidity risk is the risk that the University will not be able to meet its financial obligations as they become due.

The University manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the University's reputation.

### (d) Foreign Exchange Risk

The University is exposed to foreign exchange risk on investments held in foreign currencies and may use foreign currency swaps to mitigate this risk.

## 11. Contractual obligations and commitments

Contractual obligations and commitments are as follows:

### Funding commitments

Under its endowment investment strategy, the University has outstanding commitments to fund private debt, private equity and infrastructure investments totalling approximately \$4.6 million (2020 - \$6.1 million); \$0.9 million (2020 - \$1.2 million); and \$1.3 million (2020 - \$1.3 million), respectively.

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

## 12. Accumulated surplus

Accumulated surplus is comprised of the following:

	2021	2020 (Recast – Note 19)
Accumulated operating surplus	\$ 80,810	\$ 77,534
Endowments	67,655	64,135
	<u>\$ 148,465</u>	<u>\$ 141,669</u>

Accumulated operating surplus consists of the following individual fund surpluses:

	2021	2020 (Recast – Note 19)
Invested in tangible capital assets		
Capital assets	\$ 206,142	\$ 205,887
Amounts financed by deferred capital contributions	(154,633)	(152,859)
	<u>51,509</u>	<u>53,028</u>
Appropriated for specific purposes		
General Operating		
Departmental carryforwards	2,506	4,163
Minor capital projects, equipment purchases and special projects	17,084	11,264
Professional development and internal research funds	4,382	3,583
	<u>23,972</u>	<u>19,010</u>
Ancillary Services	(13,257)	(11,821)
Capital	8,939	7,975
Specific Purpose	6,130	5,825
	<u>25,784</u>	<u>20,989</u>
Unrestricted surplus	<u>3,517</u>	<u>3,517</u>
Total accumulated operating surplus	<u>\$ 80,810</u>	<u>\$ 77,534</u>

General Operating appropriations are comprised of departmental amounts calculated under a policy that allows them to carry forward unspent amounts to future periods, as well as an allocation of unspent salary amounts under the authority of the Provost and the Vice President, Finance and Administration. It also includes allocations for one time projects, minor capital projects and new equipment purchases and funds set aside for individuals covered under various employment handbooks for professional development and research.

Ancillary Services represents accumulated funds held for the ongoing operations of ancillaries such as the Bookstore, Conference Services, Continuing Education and Vending, as well as the outstanding balance of an internal loan for a housing renovation project.

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

## 12. Accumulated surplus (cont'd.)

Capital represents funds held for specific capital projects and the Capital Equipment Replacement Reserve.

Specific Purpose are funds that are restricted internally for specific activities and use, such as conference fees, library fines and reserves.

## 13. Endowments

Endowment contributions form part of accumulated surplus. Changes to the endowment balances are as follows:

	2021	2020
Balance, beginning of year	\$ 64,135	\$ 62,878
Contributions received during the year	2,558	314
Capitalized interest	962	943
Balance, end of year	\$ 67,655	\$ 64,135

The balance shown does not include endowment principal with fair value of \$2,303 (2020 - \$1,937) and book value of \$1,681 (2020 - \$1,681) held by the Vancouver Foundation. The excluded principal is not owned or controlled by the University, but income from it is paid to the University to be used for specific purposes.

## 14. Expenses by object

The following is a summary of expenses by object:

	2021	2020
Salaries and wages	\$ 63,322	\$ 62,730
Benefits	12,406	11,883
Travel and personnel costs	683	3,196
Operational supplies and expenses	8,951	11,013
Equipment, furnishings and rent	1,669	1,427
Professional and contracted services	8,095	8,847
Scholarships, fellowships and bursaries	3,860	5,982
Renovations, alterations and maintenance	2,267	3,121
Cost of goods sold	1,056	1,660
Interest	1	67
Utilities	2,303	2,465
Amortization of tangible capital assets	9,542	9,337
	\$ 114,155	\$ 121,728

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

---

## 15. Related parties

The University is related through common ownership to all Province of British Columbia ministries, agencies, crown corporations, school districts, health authorities, hospital societies, universities and colleges that are included in the provincial government reporting entity. Transactions with these entities, unless disclosed otherwise, are recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

## 16. Contractual rights

The University receives research grants from various federal and provincial agencies, foundations, and institutions, and also enters into research agreements with some of these parties. The University expects to receive \$27,704 in research funding from fiscal 2022 to 2026.

The University also expects to receive additional research funding from federal, provincial and other sources from 2022 to 2026; however, this additional research funding is not specifically guaranteed to be received in future periods as at March 31, 2021. As a result, this additional research funding is not included in the total noted above.

## 17. COVID-19

The COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

The University implemented exposure control plan and diligently followed guidelines and directives from relevant ministries and Public Health officials. The paramount goal has been to protect the health and wellbeing of the University community, while continuing to ensure effective operations and services, and delivery of programs to the best degree possible.

Student enrolment continues to pose a financial risk due to online mode of delivery and international travel restrictions. However, the University is managing this risk through ongoing tracking of enrolment statistics, adapting its services and managing expenditures through identifying efficiencies and effectiveness.

At this time these factors present uncertainty over future cash flows, may cause significant changes to the assets or liabilities and may have a significant impact on future operations. An estimate of the financial effect is not practicable at this time.

## 18. Comparative figures

Certain of the prior year comparative figures have been reclassified to conform to the current year's presentation; the changes have no effect on the prior year's surplus.

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2021 (in thousands of dollars)

### 19. Recast

During the year, management determined that the following adjustments needed to be made to correct immaterial errors reported in prior periods.

Deferred contributions related to restricted investment earnings on endowments were found to have been incorrectly classified as part of the University's accumulated surplus.

	<u>As Previously Reported</u>	<u>Increase (Decrease)</u>	<u>As recast</u>
<b>Consolidated Statement of Financial Position as at March 31, 2020</b>			
Deferred contributions	30,963	3,475	34,438
Accumulated surplus	145,144	(3,475)	141,669
<b>Consolidated Statement of Operations and Accumulated Surplus for the year ended March 31, 2020</b>			
<b>Accumulated Surplus Section</b>			
	<u>Budget</u>	<u>2020</u>	<u>2019</u>
Annual surplus	1,764	180	971
Accumulated surplus, beginning of year			
As previously reported	144,964	144,964	143,993
Recast	(3,475)	(3,475)	(3,475)
As recast	141,489	141,489	140,518
Accumulated surplus, end of year	143,253	141,669	141,489

<b>Agenda Item:</b>	5.b. Agreements, Scholarships, Bursaries and Awards – M. Dale
<b>Material:</b>	1. Agreements, Scholarships, Bursaries and Awards as recommended and approved by the UNBC Senate for the period of March 2021 to April 2021.
<b>Motion:</b>	<i>That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for the period March 2021 to April 2021, as presented.</i>

Motion Number (assigned by  
Steering Committee of Senate): S-202103.26

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the following exchange agreements be renewed and approved under the previously agreed upon terms and conditions for a period of five (5) years as proposed:

- University of Southern Denmark
- UiT The Arctic University of Norway, Tromsø
- University of Applied Sciences and Arts Northwestern Switzerland

**Effective Date:** Upon the completion of signing by both parties

**Rationale:** The following exchange agreements have either lapsed, or will shortly lapse.

**Motion proposed by:** Leonel Roldan-Flores, Director International

**Academic Program:** Not applicable

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

**College:** Not applicable

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

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

**Attachment Pages (if applicable):** 5 pages

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

**Brief Summary of Committee Debate:**

**Motion No.:** Omnibus SCAAF202103.04

**Moved by:** E. Schwenger

**Seconded by:** L. Troc

**Committee Decision:**

**Approved by SCAAF:** March, 10, 2021  
**Date**

*MRTD*  
**Chair's Signature**

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

Renewal  
of  
**Agreement of Exchange Agreement  
between**

**University of Northern British Columbia, Canada**

**and**

**University of Southern Denmark**

The original agreement (attachment to this agreement) was signed by

Dr. George Iwama  
President and Vice Chancellor  
University of Northern British Columbia  
In **January 2011**

and

Jens Oddershede  
President and Vice-Chancellor  
University of Southern Denmark  
In **January 2011**

**This renewal of agreement shall be signed to confirm the extension of a period of five (5) years of above mentioned original agreement maintaining all its conditions.**

University of Northern British Columbia

University of Southern Denmark

Dr. Mark Dale  
Interim Provost and Vice President Academic

Henrik Dam  
Rector

Date.....

Date.....

Renewal  
of  
**Agreement of Cooperation**  
between

**University of Northern British Columbia, Canada**

and

**UiT The Arctic University of Norway**

The original agreement was signed by

Dr. George Iwama  
President and Vice Chancellor  
University of Northern British Columbia  
In **December 2013**

and

Dr. Anne Husebekk  
Rector  
UiT The Arctic University of Norway  
In **March 2014**

**This renewal of agreement shall be signed to confirm the extension of a period of five (5) years of above mentioned original agreement maintaining all its conditions.**

University of Northern British Columbia

UiT The Arctic University of Norway

Dr. Mark Dale  
Interim Provost and Vice President Academic

Dr. Anne Husebekk  
Rector

Date.....

Date.....

Leonel Roldan-Flores  
Director, International

Sigrid Ag  
Head of International Cooperation Section

Date.....

Date.....

## APPENDIX A

Each institution agrees to appoint a program officer for student mobility implementation and administration of the program. They will keep the International Office at UNBC, and the International Office at UiT informed of any requested changes or amendments to this Agreement.

### **UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

#### Program Officer - Student Mobility Implementation

Department: International Office

Title: Manager, International Operations

Address: 3333 University Way, Prince George, British Columbia, V2N 4Z9 Canada

Telephone: 250-960-5986

Email: [unbcexchange@unbc.ca](mailto:unbcexchange@unbc.ca)

#### Agreement Responsibility; Writing, Review, Legal and Renewals

Department: International Office

Title: Director, International

Address: 3333 University Way, Prince George, British Columbia, V2N 4Z9 Canada

Telephone: 250-960-5858

Email: [unbcexchange@unbc.ca](mailto:unbcexchange@unbc.ca)

### **UIT THE ARCTIC UNIVERSITY OF NORWAY**

#### Program Officer - Student Mobility Implementation

Department: International Cooperation Section

Name: Isabelle Guissard

Title: Senior Adviser

Address: Follumsvei 39, N-9510 Alta

Postal address: Postboks 1621, N-9509 Alta

Telephone: +47 78 45 01 86

Email: [isabelle.guissard@uit.no](mailto:isabelle.guissard@uit.no)

Agreement Responsibility - Writing, Review, Legal and Renewals

Department: International Cooperation Section

Name: Sigrid Ag

Title: Head of International Cooperation Section

Address: Øvre Lysthus, Huginbakken 11, N-9518 Tromsø

Postal address: Postboks 6050 Langnes, N-9037 Tromsø

Telephone: +47 77 62 33 68

Email: [sigrid.ag@uit.no](mailto:sigrid.ag@uit.no)

DRAFT

Renewal  
of  
**Agreement of Cooperation**  
between

**University of Northern British Columbia, Canada**  
**School of Business**

and

**University of Applied Sciences and Arts Northwestern Switzerland**  
**School of Business**

The original agreement was signed by

Dr. Daniel Weeks  
President and Vice Chancellor  
University of Northern British Columbia  
In June 2016

and

Prof. Robert Buttery  
Head of International Relations  
University of Applied Sciences and Arts Northwestern Switzerland  
In July 2016

**This renewal of agreement shall be signed to confirm the extension of a period of five (5) years of above mentioned original agreement maintaining all its conditions.**

University of Northern British Columbia

FHNW School of Business

Dr. Mark Dale  
Interim Provost and Vice President Academic

Prof. Dr. Ruedi Nützi  
Director

Date.....

Date.....

Leonel Roldan-Flores  
Director, International

Prof. Robert Buttery  
Head of International Relations

Date.....

Date.....

Motion Number (assigned by  
Steering Committee of Senate): S-202103.27

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the exchange agreements with Hebei University be renewed for a period of five (5) years as proposed.

**Effective Date:** Upon the completion of signing by both parties

**Rationale:** Current exchange agreement has lapsed

**Motion proposed by:** Leonel Roldan-Flores, Director International

**Academic Program:** Not applicable

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

**College:** Not applicable

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

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

**Attachment Pages (if applicable):** 7 pages

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

**Brief Summary of Committee Debate:**

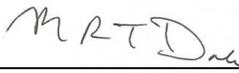
**Motion No.:** Omnibus SCAAF202103.21

**Moved by:** B. Owen

**Seconded by:** C. Whalen

**Committee Decision:**

**Approved by SCAAF:** March, 10, 2021  
**Date**

  
**Chair's Signature**

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

**An Agreement of Cooperation Between  
Hebei University, China  
and  
the University of Northern British Columbia, Canada**

**I. Preamble**

Hebei University 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 at UNBC and
- ◆ The Director of Office of International Cooperation at Hebei University

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 Hebei University 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 Hebei University 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 Hebei University.

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 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.

This Agreement will be written in both Chinese and English in duplicate, both texts being equally authentic. Two signed originals of this MOU will be produced, one to reside with each party.

\_\_\_\_\_  
Dr. Geoffrey Payne  
Interim President & Vice Chancellor

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

For the University of Northern British Columbia

\_\_\_\_\_  
Kang Le  
President

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

For Hebei University

Senate Approved S-202103.27

# 中国河北大学与加拿大北不列颠哥伦比亚大学 学术合作协议书

## 一. 序言

河北大学与北不列颠哥伦比亚大学（UNBC）本着发展校际关系和学术合作的意愿达成本协议。本协议在平等互惠的原则下，在以下领域内实施合作：

- (1) 两校学生的交换培养；
- (2) 以教学、科研和其他学术活动为目的的教师交换；
- (3) 双方可共同合作完成一些研究项目，分享研究成果；
- (4) 双方交流信息，包括科研及学术方面的出版物、发行书目及参考资料，教辅以及课程设置；
- (5) 双方联合参与科技会议及学术研讨会；
- (6) 其他双方认同的活动。

双方合作范围不限，但应特别注重促进与语言学习和文化交流有关的合作。

## 二. 学术交流与人员交换项目

为促进校际研究、学术活动的发展，加强师资力量，检测合作研究效益，提高研究生的教育水准，双方学校都欢迎来自另一方的访问教师及研究人员到学校学习交流，但无需为来访者提供经济资助。双方都尽可能使访问人员享受大学服务设施（办公空间，合理的事物性的帮助，图书馆优先使用权）。若无此条件提供，接待方应在接待访问者之前通知另一方学校。

如需安排来访教师、学者或研究人员讲授教学计划的课程，相关事宜由

两校商定有关附加协议。

### 三. 学生交换培养项目

#### (一) 学生的提名与选拔

双方学校每年可在本科生或研究生中提名选拔 3 名学生赴对方学校进行为期一年或不满一年的学术研究。本着互惠的原则，交换准则遵循一对一的原则。一名学习一学年的学生可对等两名各学习一个学期的学生。双方学校并不一定在一年内必须互派相等数目的学生，而是寻求在协议期间的交换学生的总体数目上的平衡。

如果超出了接收学校的三个名额，派出学校可以按照自己的海外留学计划派出学生。具体事宜由北不列颠哥伦比亚大学的国际教育处处长与河北大学国际合作处处长负责。

选拔学生是该生所在学校的责任。选拔方法由双方按协议执行。基本准则为：（1）学习成绩优异。（2）对希望参加交换项目课程学习的学生所提供的理由进行评估。

UNBC 提名派往河北大学的学生需持有：（1）一份填好的申请表。（2）一份 UNBC 校方承认的大学成绩报告单。（3）UNBC 认可的许可函。

河北大学欲派往 UNBC 的学生需持有：（1）一份填好的申请表。（2）一份河北大学校方承认的大学成绩报告单。（3）河北大学认可的许可函。

• 接收方学校有权拒收其认为不合适的申请学生。在此情况下，选派方可再提交其他申请人材料供对方参考。

鉴于每个学校都有些课程交换生不能选修，两校都应告知对方交换学生不能选修的课程。

#### (二) 学习课程及学生生活

参加交换培养的河北大学和 UNBC 的学生应参加各自学校商议并被批准的课程学习，且该课程不应与接收方的规定冲突。学生必须事先获得某学习课程的书面注册许可方可获得学分。已被批准的学习课程如无该生本校的书

面批准，不可变更（该书面认可信可由学生的学习顾问出据，一份必须送往注册处）。

学生按照接收方课程安排学习，享有该校学生的一切权利，遵守该校的纪律及规章制度。双方学校互相提供交换生表现情况的信息。学生获得选派方学校学位，而非接收方学校学位。

协议各方同意为交换培养的学生提供咨询及其它学业方面的服务。双方应帮助交换生融入学校生活。学校指定一名管理者或协调人作为学生在接收方学校的联系人。

### （三） 费用

参与该交换项目的学生按本校或本国的要求支付学费等其他费用，学生在接收方学校无需再付费，与某些服务相关的临时费用、学生会、社团费用、医疗保险、书本材料、娱乐等费用除外。旅程安排、获得必要的学生签证、居留许可证、健康保险等开支是参与交换项目学生的责任。所有的交换生都要求参加健康保险并向接收方出据证明。

选择住在校内学生宿舍的交换生应缴纳在接受方期间所需住宿费，准许住在学校宿舍（住宿条件要良好）的学生，在交换培养期间，从到达之日起至最后考试结束包括学期间隙都可住宿，但不包括暑假，登记了暑期课程的除外。在此情况下，提供住宿的时间应根据交换培养期间接收学校的校历而定。

向交换生提供的住宅质量应相当于或优于接收方学生的住宿条件。

#### 四. 协议有效期及管理办法

协议条款及条件有效期为五年，每年双方可检查并在双方认可的情况下更改。每个学校指定一名交换培养项目的管理者或协调人，这两个人将负责开发每年的议定书及来年两校之间学术交流内容。另指定一名联络员，通过提供有关共同的科研兴趣、资金来源等信息促进合作研究的发展。

任何一方终止此协议，但需在终止前至少六个月提出书面通知。若任何一方终止协议，双方应同意执行协议终止期前的既定责任和义务。

河北大学校长

北不列颠哥伦比亚大学校长

康乐博士

Dr. Geoffrey Payne

日期:

日期:

Motion Number (assigned by  
Steering Committee of Senate): S-202103.28

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the MOU and exchange agreement with Roskilde University Denmark be renewed for a period of five (5) years as proposed.

**Effective Date:** Upon the completion of signing by both parties

**Rationale:** Current exchange agreement has lapsed

**Motion proposed by:** Leonel Roldan-Flores, Director International

**Academic Program:** Not applicable

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

**College:** Not applicable

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

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

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

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

**Brief Summary of Committee Debate:**

**Motion No.:** Omnibus SCAAF202103.22

**Moved by:** B. Owen

**Seconded by:** C. Whalen

**Committee Decision:**

**Approved by SCAAF:** March, 10, 2021  
**Date**

  
**Chair's Signature**

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



## MEMORANDUM OF UNDERSTANDING

between

**THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

and

**ROSKILDE UNIVERSITY, DENMARK**

### 1. *Purpose*

ROSKILDE UNIVERSITY (RUC) and THE UNIVERSITY OF NORTHERN BRITISH COLUMBIA (UNBC), individually also “Party” and collectively the “Parties” hereby enter the following Memorandum of Understanding (MoU) to promote international cooperation in education and research. This is based on the principles of equality and reciprocal benefit.

### 2. *Forms of Cooperation*

Both universities agree to pursue cooperation. Collaboration will be carried out in the fields of areas of mutual interests. The following forms of cooperation, amongst others, may be pursued,

- a. Exchange of students
- b. Student project work
- c. Study abroad activities
- d. Joint teaching activities
- e. Joint research activities
- f. Joint workshops and seminars
- g. Visit by, and exchange of, scholars, teachers and other staff.

### 3. *Specific cooperation projects*

Specific cooperation projects, for instance within such areas as described in section 2, must be negotiated separately between the Parties and are in each specific case to be established in separated written agreements, stating the respective rights and obligations of the Parties. In case any ambiguity or conflict of terms and conditions between this MoU and those of a separate agreement as mentioned above, the terms and conditions of such separate agreement shall prevail.

### 4. *Financial arrangements*

Both Parties understand that all financial arrangements between Parties have to be further negotiated and mutually agreed, and will depend on the availability of funds. Both parties seek financing of joint activities from internal and external sources.

### 5. *General Coordinators*

Each Party shall designate an administrative office to oversee and facilitates the implementation of any agreement arising from this MOU. These offices are:



For The University of Northern British Columbia:  
International Office  
e-mail: [unbcexchange@unbc.ca](mailto:unbcexchange@unbc.ca)  
Tel: +001 250-960-5858

For Roskilde University:  
International Education and Mobility  
e-mail: [exchange@ruc.dk](mailto:exchange@ruc.dk)  
Tel: +45 46742000

6. *Liability*

Except for loss or damages caused through gross negligence or intent, the Parties shall have no liability to each other hereunder.

7. *Legal Relationship*

This MoU shall be construed as a statement of purpose to promote a genuine and mutually beneficial collaboration between the Parties. Nothing in this MoU shall create any legal relationship between the Parties.

8. *Commencement, Renewal, Termination*

This MoU will be effective from the date of the last signature and will remain in force for a time of five (5) years, with the possibility for renewal at the end of the five-year-period, subject to the Parties written agreement. Either Party may terminate this MoU by giving six (6) months' notice in writing to the other.

This MoU has been drawn up in two (2) original copies, each Party receiving one duly signed copy hereof.

Roskilde University

The University of Northern British Columbia

Professor Hanne Leth Andersen  
Rector  
Date:

Dr. Mark Dale  
Interim Provost and Vice-President Academic  
Date:

**Agreement between  
The University of Northern British Columbia, Canada  
and  
Roskilde University, Denmark  
for the Exchange of Students**

**Objective**

To promote international understanding and to enhance educational opportunities for their students, Roskilde University (RUC) and The University of Northern British Columbia (UNBC) hereby enter this agreement.

The agreement aims to enable exchange of students between the two institutions within all educational areas on offer, unless otherwise is stated.

**Parties**

The University of Northern British Columbia  
3333 University Way  
Prince George, British Columbia  
V2N 4Z9  
Exchange contact: unbcexchange@unbc.ca

**Roskilde University**

Universitetsvej 1,  
DK-4000 Roskilde  
Denmark  
Incoming exchange contact: [incoming-exchange@ruc.dk](mailto:incoming-exchange@ruc.dk)  
Outgoing exchange contact: [overseas-exchange@ruc.dk](mailto:overseas-exchange@ruc.dk)

**Number of Participants**

The exchange program shall commence in **year 2021**. Each year, the universities may exchange up to **two (2)** full-time undergraduate or graduate students for up to one academic year of study at the host university, or up to **four (4)** students for one semester each of study per year. Any number of students above the agreed level would be accepted as fee-paying study abroad students.

Numbers of students exchange do not have to be exactly reciprocal each year, but is intended to be balanced over the life of this agreement.

**Selection of Students**

Both universities shall select exchange students in accordance with criteria and procedures established by the home institution. Students from UNBC selected for study at Roskilde University, must have completed at least one year (30 credits) of university study and have achieved a least a 2.67 CGPA in their studies to be eligible to participate. Roskilde University students selected for study at UNBC must have parallel academic standing.

The host university will reserve the right of making final judgement on the admissibility of each student nominated.

### **Language requirements**

Students from UNBC and Roskilde University must have achieved qualifications in English equal to IELTS overall band score of at least 6.5, or a TOEFL iBT score of minimum 80 in order to be considered for participation.

### **Academic program**

Selected exchange students will be permitted to enrol in courses, project work or programs at the host institution for which they are qualified as long as places are available. They must maintain full-time student status as defined by their respective home universities (at Roskilde University equivalent to 30 ECTS pr. semester, at UNBC **nine (9) undergraduate credits** per. semester.

The host university will provide information on the courses, project topics and programs relevant to the students' studies and assess the course-work of the exchange students at the end of the semester or full academic year of study. Each institution shall provide a record of the courses and grades received by each exchange student.

Credit for courses taken will be transferred at the discretion of the home university.

### **Student Status**

Participating students will be candidates for degrees of their home institution, and will not be candidates for degrees of the host institution.

Students enrolled at the hosting university will be registered as non-degree students and will be subject to the rules and regulations of the host university.

### **Application Deadlines**

Applications from Roskilde University students: For entry in the Fall semester at UNBC the deadline for admission is May 1 and for Spring semester: October 1.

Applications from UNBC students: For entry in the Fall semester at Roskilde University the deadline is May 1. For entry in the Spring semester the deadline is October 1.

### **Financial arrangements:**

Each student shall pay all required fees to his/her home institution and will be exempt from payment of tuition fees at the host institution. Other fees such as course materials fees or computer use fees may be required of exchange students by the host university.

All other costs, including travel, accommodation, health insurance and living expenses, are the responsibility of the exchange student and must be paid on his/her own expense.

### **Accommodation**

The host university shall assist exchange students to find suitable housing, the cost of which shall be borne by the student.

### **Visa arrangements**

Each exchange student is responsible for obtaining a visa and other related documents required for study at the host institution. The host institution shall provide incoming exchange students with any university certification required to obtain student visa for the full period of the exchange.

### **Health Insurance**

Each exchange student must carry adequate health insurance for the full period of the exchange. Exchange Students studying at UNBC will be automatically enrolled in UNBC's compulsory personal health insurance and charged accordingly.

### **Transfer of student data**

The Parties agree that personal data shared between the parties will be processed in compliance with the applicable data protection laws; including the European General Data Protection Regulation.

### **Prohibitions**

Neither party will

- a) participate in false or misleading advertising or promotional practices about the other party;
- b) use, or permit any person or entity to use the name or logo (or any variation of the name or logo) of the other party without first obtaining prior written consent;
- c) offer to students any guarantee of admission or make any representations about the other party;
- d) make any false or misleading comparisons with other education providers and their courses;
- e) make any inaccurate claims of association with other education providers; or
- f) give inaccurate information to prospective students about fees and charges payable.

### **Commencement, renewal and terms**

This Agreement shall be effective starting from the last date of signing and shall continue for five years in the first instance. The agreement shall be renewed in writing by both parties.

The terms of this Agreement may be amended at any time by mutual written consent of the parties.

This Agreement may be terminated by either university by giving six months' written notice to the other university. In the case of termination, the academic programs of the students currently enrolled will not be affected.

Upon signing of agreement each institution shall provide a 'Fact Sheet' including among others: General Postal Address Information, Contact Information, Dates for the Academic Year, Application Deadlines, Application Procedure, Requirements, Educational Principles, Course information, Accommodation, Cost of Living, Relevant Websites.

### **Breach**

If a party commits a serious breach or repeatedly breaches its obligations under this agreement and the conduct that constitutes the breach has not come to an end within 30 days from a request by the other party to do so, the other party shall be entitled to terminate the Agreement.

If a party is prevented from fulfilling its obligations under the Agreement as a result of extraordinary events beyond the control of the party and which the party could not have foreseen when the agreement was entered into (force majeure), this shall not be considered a breach. In that case, the other party shall be entitled to terminate the agreement if the Party's failure to fulfil its obligations results in a material delay in the completion of the Project. A delay of more than 2 months compared with the time schedule assumed between the Parties shall always be deemed material.

### **Liability**

Neither party can be held responsible for any damage occurred in the other as a result of this agreement unless there is gross negligence or intent by the Party.

### **Entry into force**

This Agreement is properly executed when

- (a) each party executes this document; or
- (b) if the parties execute separate but identical documents, when those separately executed documents are exchanged between the parties by mail, facsimile transmission or electronically.

If this Agreement is executed in counterparts, the date of this Agreement is the date on which it is signed by the last party.

Professor Hanne Leth Andersen  
Rector  
Roskilde University  
Date:

Dr. Mark Dale  
Interim Provost and Vice-President Academic  
University of Northern British Columbia  
Date:

Motion Number (assigned by  
Steering Committee of Senate): S-202103.29

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the exchange agreements with Inland Norway University of Applied Sciences be renewed for a period of five (5) years as proposed.

**Effective Date:** Upon the completion of signing by both parties

**Rationale:** Current exchange agreement has lapsed

**Motion proposed by:** Leonel Roldan-Flores, Director International

**Academic Program:** Not applicable

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

**College:** Not applicable

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

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

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

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

**Brief Summary of Committee Debate:**

**Motion No.:** Omnibus SCAAF202103.23

**Moved by:** B. Owen

**Seconded by:** C. Whalen

**Committee Decision:**

**Approved by SCAAF:** March, 10, 2021  
**Date**

  
**Chair's Signature**

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

**An Agreement of Cooperation Between  
Inland Norway University of Applied Sciences, Norway  
and  
the University of Northern British Columbia, Canada**

**I. Preamble**

Inland Norway University of Applied Sciences (INN University) 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 one (1) student 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 at UNBC and
- The Director of International Office at INN University

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 INN University 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. INN University 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 INN University.

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 INN University 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. Mark Dale  
Interim Provost & Vice President Academic  
For the University of Northern British Columbia

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

\_\_\_\_\_  
Kathrine Skretting  
Rector  
For Inland Norway University of Applied Sciences

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

Motion Number (assigned by  
Steering Committee of Senate): S-202103.29

**SENATE COMMITTEE ON ACADEMIC AFFAIRS**

**PROPOSED MOTION**

**Motion:** That the exchange agreements with Massey University New Zealand be renewed for a period of five (5) years as proposed.

**Effective Date:** Upon the completion of signing by both parties

**Rationale:** Current exchange agreement has lapsed

**Motion proposed by:** Leonel Roldan-Flores, Director International

**Academic Program:** Not applicable

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

**College:** Not applicable

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

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

**Attachment Pages (if applicable):** 8 pages

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

**Brief Summary of Committee Debate:**

**Motion No.:** Omnibus SCAAF202103.24

**Moved by:** B. Owen

**Seconded by:** C. Whalen

**Committee Decision:**

**Approved by SCAAF:** March, 10, 2021  
**Date**

MRTD  
**Chair's Signature**

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

## AGREEMENT ON STUDENT EXCHANGE

between

**MASSEY UNIVERSITY**  
New Zealand

and

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
Canada

### Parties to the Agreement

**Massey University**, New Zealand, a body corporate that is a University established under the Education Act 1989, hereinafter referred to as 'Massey'.

**University of Northern British Columbia**, Prince George, BC, Canada hereinafter referred to as 'UNBC'.

With both Massey and UNBC being referred to collectively as 'the Parties'.

### 1. Background

- A. This Agreement documents the understanding between the Parties concerning their Exchange of Students Programme, hereinafter referred to as the 'Programme'.
- B. The Programme seeks to broaden the scope of the academic curriculum and to provide a unique learning experience in an overseas environment, as well as to promote co-operation between the two institutions. It is the desire of the Parties named herein that an Agreement be formalised based on the details set out below:

### 2. Interpretation

- 2.1 "**Exchange Period**" is defined as either one, or two consecutive, academic semesters, or equivalent, but no longer than two academic semesters, or equivalent, in which the student is attached.
- 2.2 "**Exchange Student**" is one who participates in the Programme and "Exchange Students" will have the same meaning.
- 2.3 "**Force Majeure**" means any event beyond the reasonable control of either party, which affects one party's ability to perform this Agreement and which is unavoidable notwithstanding the reasonable care of the affected party.

- 2.4 **“Home Institution”** is the institution in which the student is originally enrolled.
- 2.5 **“Host Institution”** is the institution to which the Exchange Student is attached for the duration of his or her exchange.
- 2.6 **“Institution”** means either of the parties to this Agreement.
- 2.7 **“Programme”** means the student exchange programme between the Home Institution and the Host Institution.
- 2.8 **“Unit of Exchange”** is defined, for the purpose of accounting, as one student attending part of or an entire semester (or equivalent period).
- 2.9 **“Business Day”** means any day that is not a public holiday in Palmerston North, New Zealand.

### **3. Student Exchange**

- 3.1 The Programme is founded on a reciprocal basis, with the intention of achieving an equal number of units of exchange each way every year.
- 3.2 Two students in attendance for one semester each will be counted as the equivalent of one student for two semesters. In either case, two units of exchange will have been achieved.
- 3.3 The maximum number of Units of Exchange per academic year will be agreed upon prior to the start of the initial exchange. The number of units of exchange may be amended by mutual agreement and should be discussed on an annual basis to maintain reciprocity over time.
- 3.4 There is no obligation on either institution to nominate students for the Programme or to accept any students nominated.
- 3.5 Exchange Students will continue as candidates for degrees of their Home Institution, and will not be candidates for degrees of the Host Institution.
- 3.6 Exchange Students will be subject to the academic rules and disciplines of the Host Institution while on the Programme.
- 3.7 The Home Institution will be responsible for screening and nominating students for the Programme. Students must meet the standard entry requirements stipulated by the Host Institution to qualify for nomination. The Host Institution shall have the right to make final judgments on the admissibility of each nominated student.
- 3.8 The Host Institution will guarantee the availability of housing, and assist with other matters of hospitality and student support, but such guarantee and assistance will not include financial assistance of any kind.

- 3.9 Exchange Students will be responsible for obtaining their own visas, completing the required immigration formalities, and obtaining the travel and other related documents needed to pursue studies at the Host Institution.
- 3.10 The obligations of the two institutions under this Agreement are limited to Exchange Students only and do not extend to spouses, dependents or other family members.
- 3.11 No monetary consideration will be exchanged between the two institutions, nor will there be any indemnities, reimbursements for expenses, or sharing of fees or profits arising from the Programme.
- 3.12 If the Exchange Student voluntarily withdraws after arriving at the Host Institution and before the end of the exchange programme, it will be considered as a completed exchange from the Home Institution concerned. The Parties agree that, in such instances, there will be no replacement for the student.

#### **4. Student Enrolment, Attendance and Assessment**

- 4.1 Exchange Students will be permitted to enrol at the Host Institution in any course for which they are qualified and eligible to study, subject to meeting admission requirements, and the timetable and capacity constraints of the Host Institution.
- 4.2 Full-time enrolment at the Host Institution is required for the Exchange Period and for visa purposes. For Massey and Immigration New Zealand, 'full-time enrolment' is currently defined as a minimum of 45 credits, however 60 credits is the normal course of study for one semester. For UNBC, 'full-time enrolment' at the undergraduate level is currently defined as a minimum of 9 credits, however 15 credits is the normal full course load for one semester. These definitions are subject to change and will be notified on application.
- 4.3 Exchange Students will obtain credits for successfully completed courses at the Host Institution. It is the responsibility of the student and the Home Institution to ensure that any Host Institution courses selected for study can be cross-credited to the Home Institution. An official transcript for each student will be sent, at no charge, directly to the Home Institution at the end of each semester of the Exchange Period.

#### **5. Fees and Other Expenses**

- 5.1 Exchange Students will pay tuition, non-tuition and enrolment/application fees at their Home Institution during the Exchange Period. They will be exempted only from tuition, non-tuition and enrolment/application fees at the Host Institution.
- 5.2 Exchange Students will be responsible for paying all personal expenses incurred by attending the Host Institution, including all visa, travel and medical insurance, housing, travel, meals, health, books and stationery costs.
- 5.3 Exchange Students may also be charged additional fees for practical work directly associated with their courses of study at the Host Institution.

#### **6. Student Insurance**

- 6.1 All Exchange Students will be required to be covered by personal health (including hospitalization) and travel insurance that meets the minimum coverage requirements as determined by the Host Institution. Exchange Students studying at UNBC will be automatically enrolled in UNBC's compulsory personal health insurance and charged accordingly.

DRAFT

## **7. Study Abroad Option**

- 7.1 In the event that there are insufficient exchange places available at either institution, the Home Institution may send students under the terms and conditions of the Host Institution's Study Abroad programme.

## **8. Administration of this Agreement**

- 8.1 This Agreement will be administered at Massey by the Manager Student Mobility, Office of Global Engagement and at UNBC by the Director International's designate.
- 8.2 Massey is bound by the Education (Pastoral Care of International Students) Code of Practice 2016, hereinafter referred to as 'the Code'. In signing this Agreement, UNBC acknowledges that it is aware of the Code, and that the Code is binding on Massey. The Code is available from the New Zealand Qualifications Authority website (<https://www.nzqa.govt.nz/providers-partners/education-code-of-practice/>).

## **9. Term, Variation and Termination**

- 9.1 This Agreement is effective for a period of five years from the last date of signing, and subject to revision, may be extended for another term of five years by mutual written agreement. For the avoidance of doubt, this Agreement will expire on 31 December 2025.
- 9.2 This Agreement may be varied or modified by the Parties by mutual written agreement.
- 9.3 Either party will be entitled, at any time at its absolute discretion, to terminate the Programme by giving six months' written notice to the other party. In the event of a breach of the Code, then either party may immediately terminate this Agreement. Such termination will not adversely affect any Exchange Student accepted prior to the effective date of the termination.
- 9.4 Each party will ensure that adequate arrangements are made to complete all commitments under the Agreement before the Programme is terminated.

## **10. Proper Law**

- 10.1 In the event of a dispute, this Agreement is governed by the law of the country in which the Exchange Student is attached for the Exchange Period, i.e. the Host Institution. In the event that a dispute arises under this Agreement when no student is being exchanged, then the dispute will be governed by the law of the party that identified the dispute to the other party in writing.

## **11. No Partnership**

- 11.1 Nothing contained or implied in this Agreement shall constitute or be deemed to constitute a partnership between the Parties and neither of the Parties shall have any authority to bind or commit the other party.

## **12. Assignment and Subcontracting**

12.1 Neither party will assign, transfer or subcontract all or any of its rights, benefits, interests and obligations under this Agreement without the prior written consent of the other party.

## **13. Entire Agreement**

13.1 This Agreement:

13.1.1 Constitutes the entire agreement and understanding between the Parties with respect to the subject matter of this Agreement; and

13.1.2 Supersedes all prior discussions, understandings and agreements between the Parties and their agents (or any of them) and all prior representations and expressions of opinion by any party (or its agent) to any other party (or its agent).

## **14. Notices**

14.1 Any notice given under this contract will be in writing and delivered by post, registered mail, courier, facsimile or e-mail, addressed to the last address for service as notified by the other party.

14.2 Notices are deemed served at the following times:

14.2.1 when sent by post, 3 Business Days after posting if sent within New Zealand; or 7 Business Days if sent internationally;

14.2.2 when sent by registered mail or courier, upon delivery; or

14.2.3 when sent by facsimile or e-mail, upon receipt of the correct answerback or receipt code; and

14.2.4 any notice sent after 5:00pm is deemed served on the next business day.

## **15. Severance**

15.1 If at any time any provision of this Agreement is or becomes invalid or illegal in any respect, such provision shall be deemed to be severed from this Agreement but the validity, legality and enforceability of the remaining provisions of this Agreement shall not be affected or impaired thereby.

## **16. Resolution of Disputes**

16.1 The parties will attempt to resolve disputes informally between them by negotiation. Unless the dispute is resolved informally the dispute shall be submitted to arbitration of one arbitrator who shall conduct the proceedings in accordance with the Arbitration Act 1996 (including all amendments and substitution Acts). If the parties are unable to agree on the arbitrator an arbitrator shall be appointed by the President of the New Zealand

Law Society which appointment shall be binding and not subject to appeal. The language of the arbitration shall be English.

16.2 The parties also agree any dispute between them not arising out of or in connection with this Agreement shall also follow the dispute resolution process in Clause 16.1.

## **17. Representations and Warranties**

17.1 Each party hereby represents and warrants to the other as follows:

17.1.1 that it has full power and authority to enable it to effectively enter into and perform its obligations under this Agreement.

17.1.2 that this Agreement when executed by the Parties will create obligations which are valid and binding on both of them and that are enforceable in accordance with the terms thereof.

17.1.3 that all consents, approvals and authorisations if any from any other person (including governmental authorities and regulatory bodies) to enter into and perform its obligations under this Agreement have been obtained and such consents, approvals and authorisations if any are in full force and effect; and

17.1.4 that its entry into and the performance of this Agreement will not constitute any breach of or default under any contractual, government, regulatory or public obligation binding upon it at the date of this Agreement.

## **18. Confidentiality**

18.1 Each party undertakes to the other as follows:

18.1.1 That it will not during the period of this Agreement and after its termination (for whatever reason) use or divulge to any person, firm, organisation or college, nor publish or disclose or permit to be published or disclosed any confidential information which it has received or obtained or may receive or obtain (whether or not in the case of documents that are marked as confidential); and

18.1.2 That it will not during the period of this Agreement and after its termination (for whatever reason) retain or duplicate any confidential information in whatever form (whether written or recorded in some other form or oral) which is supplied by or to either party or which comes to its notice during the term of this Agreement.

18.2 "confidential information" includes, without limitation, the following:

18.2.1 Information concerning the affairs or property of UNBC or Massey;

18.2.2 Information on the terms of this Agreement.

18.3 The obligations under Clause 18.1 shall not extend to any information which:

- 18.3.1 Is in the public domain; or
- 18.3.2 Is required to be disclosed pursuant to any order of a Court of competent jurisdiction; or
- 18.3.3 Is required to be disclosed pursuant to any statute, regulation or ordinance.

**19. Legal Compliance**

- 19.1 Both Parties shall comply with all legislative or regulatory requirements in New Zealand or Canada, in respect of Exchange Students, that may be brought to their attention.
- 19.2 Both Parties shall comply with all legislative, regulatory, rules, codes, directives, approvals, permissions or other authority requirements in the other Party's country issued by any governmental, statutory and/or regulatory authorities of that country relating to the Programme, the Exchange Students (including health and safety), the student support and administrative services and/or this Agreement.

**20. Liability and Indemnity**

- 20.1 In the event of any breach of contract, error, omission, error of judgment or negligence on the part of UNBC, its staff, servants, employees, representatives or contractors or agents (and each of them) in carrying out its obligations under this Agreement and Massey suffers any loss howsoever arising then UNBC shall indemnify Massey against all of its losses, damages, costs and expenses (including all legal costs on an indemnity basis incurred by Massey arising from such default, omission, error of judgment or negligence by UNBC) and shall reimburse Massey so that Massey is placed in the position it would have been in before such default, omission, error of judgment or negligence by UNBC.
- 20.2 In the event of any breach of contract, error, omission, error of judgment or negligence on the part of Massey its staff, servants, employees, representatives or contractors or agents (and each of them) in carrying out its obligations under this Agreement and UNBC suffers any loss howsoever arising then Massey shall indemnify UNBC against all of its losses, damages, costs and expenses (including all legal costs on an indemnity basis incurred by UNBC arising from such default, omission, error of judgment or negligence by Massey) and shall reimburse UNBC so that UNBC is placed in the position it would have been in before such default, omission, error of judgment or negligence by Massey.
- 20.3 Notwithstanding Clauses 20.1 and 20.2, neither party will be liable to the other for any indirect losses (excluding death or personal injury resulting from the negligence of a party).

**21. Insurance**

- 21.1 Both Parties shall at their own cost, procure and maintain insurance policies, for the term of this Agreement, in respect of:
  - 21.1.1 liability (whether against UNBC, Massey or any third party) for any breach of contract, negligence, or default of UNBC and/or Massey in providing the Services and/or

delivering in either Canada or New Zealand the Programme to the Students under this Agreement;

- 21.1.2 personal injuries, accident or death arising out of or in the course of providing the Student Support and Administrative Services, delivering the Programme to the Students and/or attending at classes of the Programme; and
  - 21.1.3 such other risk and/or liability that UNBC and/or Massey may be required by any relevant governmental, statutory or regulatory authorities in Canada and/or New Zealand to procure and maintain insurances relating to the Programme and/or this Agreement.
- 21.2 Both Parties shall upon receipt of a written request from the other Party provide it with a copy of any of the aforementioned insurance certificates as proof of insurance.

**22. Force Majeure**

- 22.1 If either party to this Agreement is prevented or delayed in the performance of any of its obligations under this Agreement by reason of Force Majeure and if such party gives written notice thereof to the other party specifying the matters constituting Force Majeure, together with such evidence as it reasonably can give specifying the period for which it is estimated that such prevention or delay will continue, then the affected party shall be excused the performance or the punctual performance, as the case may be, as from the date of such written notice for so long as such cause of prevention or delay shall continue.
- 22.2 If the occurrence of the Force Majeure prevents either party from performing its obligations under this Agreement for a continuous period of three months from the date written notice was given under Clause 22.1, either party may by further written notice to the other party, terminate this Agreement with neither party being liable to the other for any losses.

**23. Formal Approval**

- 23.1 Each party warrants to the other respectively that each of the Massey Vice-Chancellor and UNBC Interim Provost and Vice-President Academic has approved the initiative evidenced by this Agreement.

IN WITNESS WHEREOF this Agreement was executed on the date written below.

Signed for and on behalf of  
**MASSEY UNIVERSITY**

.....  
Professor Jan Thomas  
Vice-Chancellor

Witnessed by:

.....

Date:

.....

Signed for and on behalf of  
**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

.....  
Dr. Mark Dale  
Interim Provost and Vice-President Academic

Witnessed by:

.....

Date:

.....

DRAFT



Motion Number (assigned by SCS): \_\_\_\_\_

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

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Allan & Susan MacDonald OT/PT Award be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the Allan & Susan MacDonald OT/PT Award commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

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

**Date:** January 11, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20210224.03

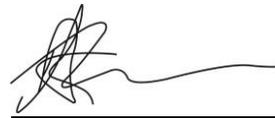
**Moved by:** Zogas

**Seconded by:** Bankole

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** February 24, 2021  
**Date**

  
**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Graduate

**Award Name:** Allan & Susan MacDonald OT/PT Award

**Awards Guide Description/Intent:** As long-time friends of UNBC and committed members of the Prince George community, Allan and Susan MacDonald are continuing their support of UNBC students through this generous award to Occupational Therapy and Physical Therapy students.

**Donor:** Allan & Susan MacDonald

**Value:** \$1,000

**Number:** Five in 2021/22, five in 2022/23, five in 2023/24, five in 2024/25, and five in 2025/26

**Award Type:** Award

**Eligibility:** Available to a full-time graduate student who has been accepted into and committed to attending Master of Occupational Therapy – Northern (MOT-N) Program or Master of Physical Therapy – Northern (MPT-N) Program who demonstrates a patient-centred care within their clinical education. First preference will be given to a resident of northern British Columbia.

**Note:** UNBC will endeavour to alternate awarding each year between a MPT-N student and a MOT-N student beginning in 2021/22 academic year with a student in the MPT-N Program.

This award may not be received more than once unless there are no new eligible applicants for the Award. In which case, it may be awarded to a student who has previously received it.

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

**Effective Date:** Established 2021

**Recipient Selection:** Senate Committee on Scholarships and Bursaries with nomination by the UNBC Master of Occupational Therapy – Northern (MOT-N) Program and Master of Physical Therapy – Northern (MPT-N) Program



Motion Number (assigned by SCS): \_\_\_\_\_

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

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Northern BC Nursing Scholarship be approved.

**Effective Date:** 2020-2021 Academic Year

**Rationale:** To activate the Northern BC Nursing Scholarship commencing the 2020-2021 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

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

**Date:** January 29, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20210224.04

**Moved by:** Owen

**Seconded by:** Bankole

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** February 24, 2021



**Date**

**Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** Northern BC Nursing Scholarship

**Awards Guide Description/Intent:** Established through the estate of Amanda Moe who graduated from UNBC BScN program in 2011. This award is intended to support a 4<sup>th</sup> year undergraduate nursing student who is committed to the care of families and children. This scholarship honours her commitment to continuing education and excellence in the nursing profession

**Donor:** Estate of Amanda Moe

**Value:** \$1,500

**Number:** One

**Award Type:** Scholarship

**Eligibility:** Available to a full-time or part-time undergraduate student enrolled in a Nursing Program (BScN) who has completed 90 credit hours. First preference will be given to a resident of Northern British Columbia.

**Criteria:** Academic excellence

**Effective Date:** Established 2021 (Note: This scholarship will be activated following the passing of the donor)

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



Motion Number (assigned by SCS): \_\_\_\_\_

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

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Neil & Amelia Peterson Bursary be approved.

**Effective Date:** 2020-2021 Academic Year

**Rationale:** To revise the Neil & Amelia Peterson Bursary commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

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

**Date:** January 26, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20210224.05

**Moved by:** Lewis

**Seconded by:** Zogas

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** February 24, 2021

**Date**

**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Neil & Amelia Peterson Bursary

**Awards Guide Description/Intent:** Neil & Amelia Peterson, long-time [residence residents](#) of Prince George, have always been aware of the high cost of education, and are proud to be able to reduce the financial burden of Northern British Columbia students.

**Donor:** Neil & Amelia Peterson

**Value:** ~~\$1,000~~ [\\$1,100](#)

**Number:** ~~One~~ [Two](#)

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate or graduate [student who must be a resident of British Columbia, first preference will be given to residents of Northern British Columbia](#). ~~First preference will be given to a resident of Northern British Columbia, as defined by the University Act, by the virtue of birth or uninterrupted residency of at least four years prior to receipt of the award.~~

**Criteria:** Demonstrated financial need

**Note:** Should more than one student satisfy the above criteria; final selection will be made on the basis of greatest financial need.

**Effective Date:** Endowed 1998

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



Motion Number (assigned by SCS): \_\_\_\_\_

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

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the The Phillips, Hager & North Investment Manager Ltd Endowed Bursary Fund with a name change to Phillips, Hager & North Bursary be approved.

**Effective Date:** 2020-2021 Academic Year

**Rationale:** To revise the The Phillips, Hager & North Investment Manager Ltd Endowed Bursary Fund commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

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

**Date:** January 21, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20210224.06

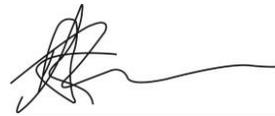
**Moved by:** Hartley

**Seconded by:** Bankole

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** February 24, 2021



**Date**

**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** ~~The Phillips, Hager & North Investment Manager Ltd. Endowed Bursary Fund~~

**Awards Guide Description/Intent:** ~~Established in 1965, Phillips, Hager & North Investment Management Ltd. is one of Canada's oldest and largest independent investment management firms. Based in Vancouver, with institutional office in Toronto, PH&N has a strong affiliation with British Columbia, its communities and educational institutions. Established in 1964, Phillips, Hager & North has grown to become one of Canada's leading institutional investment managers, whose clients included corporations, unions, governments, not-for-profit organizations and, of course, universities. Headquartered in British Columbia, PH&N retains a strong affiliation with BC's communities and educational institutions, whose students and graduates have been instrumental in helping to develop the PH&N business, culture and success over time. With this bursary, PH&N is honoured to support higher learning in British Columbia and help each recipient pursue their educational aspirations.~~

**Donor:** Phillips, Hager & North ~~Investment Management Ltd~~

**Value:** \$1,000

**Number:** One

**Award Type:** Bursary

**Eligibility:** Available to a full-time undergraduate student.

**Criteria:** Demonstrated financial need

**Note:** Should more than one student satisfy the above criteria; final selection will be made on the basis of greatest financial need.

**Effective Date:** Endowed 1998

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



Motion Number (assigned by SCS): \_\_\_\_\_

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

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Yvette and Dollard Bock Health Research Award with a name change to Yvette and Dollard Bock Health Scholarship be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To revise the Yvette and Dollard Bock Health Award commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

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

**Date:** January 11, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20210224.07

**Moved by:** Owen

**Seconded by:** Zogas

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** February 24, 2021

**Date**

**Chair's Signature**

**For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Graduate

**Award Name:** Yvette and Dollard Bock Health ~~Research Award~~[Scholarship](#)

**Awards Guide Description/Intent:** Yvette and Dollard Bock were long-time residents of Prince George, raising seven children in the city. Dollard Bock was a forester with sawmills in the Prince George area. Their wish was to direct funding in the area of medical research.

**Donor:** Pierre Bock

**Value:** ~~\$4,000~~[\\$4,500](#)

**Number:** One

**~~Placement in which Calendar:~~** [Graduate](#)

**Award Type:** ~~Award~~ [Scholarship](#)

**Eligibility:** Available to a full-time graduate student enrolled in the [Health Sciences MSc](#)~~the Community Health Sciences (MSc Program),~~ [Nursing Program \(MScN\)](#), [Nursing MScN FNP](#), [or one who has been accepted into and committed to attending the Master of Physical Therapy – North \(MPT-N\) Program.](#) ~~who has completed all the required course work towards their degree and are interested and active in biomedical research will have initiated a research thesis germane to rural and remote health.~~ First preference will be given to a ~~permanent~~ resident of northern BC, ~~as defined by the UNBC Act.~~

**Criteria:** ~~Satisfactory academic standing~~ [Academic proficiency](#)

**Note:** [UNBC will endeavour to alternate awarding every other year between 1\) Health Sciences and Nursing students and 2\) students entering into the Master of Physical Therapy – North \(MPT-N\) Program.](#)

[This award is renewable for up to one year, subject to the recipient maintaining the criteria of academic proficiency for this scholarship.](#)

**Effective Date:** Established 2002

**Recipient Selection:** ~~Selection committee, chaired by the Chair of Community Health and including among others, academic staff within the Community Health programs, including the BC Rural and Remote Health Research Institute.~~

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



Motion Number (assigned by SCS): \_\_\_\_\_

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

**PROPOSED MOTION**

**Motion:** That the revised Terms and Conditions for the Coastal GasLink Indigenous Community Development Award be approved.

**Effective Date:** 2020-2021 Academic Year

**Rationale:** To revise the Coastal GasLink Indigenous Community Development Award commencing the 2020-2021 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

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

**Date:** November 13, 2020

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The SCSB referred the motion to the Senate Committee on First Nations & Aboriginal Peoples (SCFNAP) for input. SCFNAP met three (3) times as noted in the attached SCFNAP Summary, and approved the original motion. It is now returning to SCSB for final discussion. The motion was approved with some abstentions.

**Motion No.:** SCSB20201125.04

**Moved by:** Bankole

**Seconded by:** Lewis

**Committee Decision:** CARRIED (Abstentions)

**Attachments:** 3 Pages

**Approved by SCSB:** March 24, 2021

Bert Annear, Interim SCSB Chair

**Date**

**Chair's Signature**

**Referred to SCFNAP: Nov 25, 2020.  
For information of Senate.**

## Coast GasLink Indigenous Community Development Award- Summary from SCFNAP

Motion was reviewed, discussed and approved in January 2021.

### SCFNAP202101.03

#### Revised Terms and Conditions for the Coastal GasLink Indigenous Community Development Award

Best

That the revised Terms and Condition for the Coastal GasLink Indigenous Community Development Award be approved.

Effective Date: 2021-2022 Academic Year

The Registrar indicated there was some concern expressed at SCSB as to whether or not the changes were having an impact on students and the duplicity of the donor. There was discussion that some of the communities were being removed by the donor as result of changing relationships with the various communities. Some communities are receiving funding in other ways and some no longer wish to receive funding from Coastal GasLink.

A note that 'Indigenous' should be capitalized throughout the motion.

CARRIED

Motion was again reviewed and discussed in February 2021 after concerns were continued to be expressed at SCSB. The Committee discussed their concerns with the award and with Indigenization in general across the campus.

There needs to be a larger discussion on how and who we accept awards from and what the criteria is. Coastal Gaslink award has already been approved, this is not a new award but there are many other awards that could also be impacted if the criteria were applied broadly.

Could awards like this be self-administered and not approved by the University and how would these changes impact students who rely on these awards. We should not be making decisions for individual communities.

SCFNAP made a recommendation to amend the eligibility as follows:

**Eligibility:** Available to a full-time or part-time undergraduate or graduate student from any of the following Indigenous communities: ~~Haisla, Kitselas, Witset, Wet'suwet'en First Nation, Skin Tyee, Nee Tahi Buhn, Cheslatta, Yekooche, Burns Lake (Ts'il Kaz Koh), Stellat'en, Nak'azdli Whut'en, Nadleh Whut'en, Saik'uz, Lheidli T'enneh, McLeod Lake, West Moberly, Halfway River, Blueberry River, Doig River, and Saulteau, Fort Nelson First Nation, Kelly Lake Cree Nation, Kelly Lake Metis Settlement, Lake Babine Nation, Lax Kw'alaams Band, Melakatala First Nation, Metis Nation of BC, Nazko First Nation, Prophet River First Nation, Tl'azt'en~~

~~Nation.~~

~~Indigenous students may be eligible to request funding to cover costs associated with living expenses (broadly defined as housing, transportation, childcare, tutoring, technology, etc.) based upon personal circumstances and demonstrated financial need.~~

~~First preference will be given to students enrolled in one of the following: Environmental and Sustainability Studies (BA), First Nations Studies (BA), Global and International Studies (BA), Northern Studies (BA), Public Administration and Community Development (BA), Community and Population Health: Aboriginal and Rural Health (BHSc), Conservations Science and Practice (BSc), Wildlife and Fisheries (BSc), First Nations Planning (BPI) Natural Resources Planning (BPI), Northern and Rural Community Planning (BPI), Indigenous Specialization (BSW), Northern Medical Program (MD), Bachelor of Science in Nursing (BScN), Northern Collaborative Baccalaureate Nursing (BScN), Post-Diploma Baccalaureate Nursing (BScN) or other Health Sciences Programs.~~

CARRIED

Changes were brought to the donor for consideration but not accepted. At the March SCFANP meeting this motion was once again discussed and the committee agreed to support the original motion, that was approved on at the January meeting (**SCFNAP202101.03**). The award can still be beneficial and is needed by students. The committee did not feel that they had the authority to speak for individual communities and/or students who may use this award. The committee always agreed that a larger discussion at Senate is needed on how and who we accept awards from and what the criteria should be and how it should be assessed. Many awards, including this Coastal GasLink Award would be impacted if changes to the criteria were applied more broadly.

## Coast GasLink Indigenous Community Development Award- Summary from SCFNAP

Motion was reviewed, discussed and approved in January 2021.

### SCFNAP202101.03

#### Revised Terms and Conditions for the Coastal GasLink Indigenous Community Development Award

Best

That the revised Terms and Condition for the Coastal GasLink Indigenous Community Development Award be approved.

Effective Date: 2021-2022 Academic Year

The Registrar indicated there was some concern expressed at SCSB as to whether or not the changes were having an impact on students and the duplicity of the donor. There was discussion that some of the communities were being removed by the donor as result of changing relationships with the various communities. Some communities are receiving funding in other ways and some no longer wish to receive funding from Coastal GasLink.

A note that 'Indigenous' should be capitalized throughout the motion.

CARRIED

Motion was again reviewed and discussed in February 2021 after concerns were continued to be expressed at SCSB. The Committee discussed their concerns with the award and with Indigenization in general across the campus.

There needs to be a larger discussion on how and who we accept awards from and what the criteria is. Coastal Gaslink award has already been approved, this is not a new award but there are many other awards that could also be impacted if the criteria were applied broadly.

Could awards like this be self-administered and not approved by the University and how would these changes impact students who rely on these awards. We should not be making decisions for individual communities.

SCFNAP made a recommendation to amend the eligibility as follows:

**Eligibility:** Available to a full-time or part-time undergraduate or graduate student from any of the following Indigenous communities: ~~Haisla, Kitselas, Witset, Wet'suwet'en First Nation, Skin Tyee, Nee Tahi Buhn, Cheslatta, Yekooche, Burns Lake (Ts'il Kaz Koh), Stellat'en, Nak'azdli Whut'en, Nadleh Whut'en, Saik'uz, Lheidli T'enneh, McLeod Lake, West Moberly, Halfway River, Blueberry River, Doig River, and Saulteau, Fort Nelson First Nation, Kelly Lake Cree Nation, Kelly Lake Metis Settlement, Lake Babine Nation, Lax Kw'alaams Band, Melakatala First Nation, Metis Nation of BC, Nazko First Nation, Prophet River First Nation, Tl'azt'en~~

~~Nation-~~

~~Indigenous students may be eligible to request funding to cover costs associated with living expenses (broadly defined as housing, transportation, childcare, tutoring, technology, etc.) based upon personal circumstances and demonstrated financial need.~~

~~First preference will be given to students enrolled in one of the following: Environmental and Sustainability Studies (BA), First Nations Studies (BA), Global and International Studies (BA), Northern Studies (BA), Public Administration and Community Development (BA), Community and Population Health: Aboriginal and Rural Health (BHSc), Conservations Science and Practice (BSc), Wildlife and Fisheries (BSc), First Nations Planning (BPI) Natural Resources Planning (BPI), Northern and Rural Community Planning (BPI), Indigenous Specialization (BSW), Northern Medical Program (MD), Bachelor of Science in Nursing (BScN), Northern Collaborative Baccalaureate Nursing (BScN), Post-Diploma Baccalaureate Nursing (BScN) or other Health Sciences Programs.~~

CARRIED

Changes were brought to the donor for consideration but not accepted. At the March SCFANP meeting this motion was once again discussed and the committee agreed to support the original motion, that was approved on at the January meeting (**SCFNAP202101.03**). The award can still be beneficial and is needed by students. The committee did not feel that they had the authority to speak for individual communities and/or students who may use this award. The committee always agreed that a larger discussion at Senate is needed on how and who we accept awards from and what the criteria should be and how it should be assessed. Many awards, including this Coastal GasLink Award would be impacted if changes to the criteria were applied more broadly.



Motion Number (assigned by SCS): \_\_\_\_\_

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

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Pacific Blue Cross Health Sciences Award be approved.

**Effective Date:** 2020-2021 Academic Year

**Rationale:** To activate the Pacific Blue Cross Health Sciences Award commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

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

**Date:** March 10, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20210324.03

**Moved by:** Owen

**Seconded by:** Lewis

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** March 24, 2021

**Date**

**Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** General

**Award Name:** Pacific Blue Cross Health Sciences Award

**Awards Guide Description/Intent:** Pacific Blue Cross is BC's #1 Health Benefits Provider, servicing coverage to 1 in 3 British Columbians. Their approach to social responsibility was established in collaboration with their employees and the community to ensure community needs are met. As part of that commitment to health care and higher education, Pacific Blue Cross has created an endowed award to support health science students at UNBC.

**Donor:** Pacific Blue Cross Health Foundation

**Value:** \$1,000

**Number:** One

**Award Type:** Award

**Eligibility:** Available to a full-time undergraduate student enrolled in the Health Sciences (BHSc) program. First preference will be given to a First Nations student who is a resident of Northern British Columbia.

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

**Effective Date:** Endowed 2021

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



Motion Number (assigned by SCS): \_\_\_\_\_

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

**PROPOSED MOTION**

**Motion:** That the SCSB 2020-2021 Annual Report be approved.

**Effective Date:** March 2021

**Rationale:** The annual report is due to be submitted to Senate in April.

**Proposed By:** Linda Fehr, Coordinator – Awards & Financial Aid

**External Relations Contact:** N/A

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

**Date:** March 15, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

**Brief Summary of Committee Debate:** The Committee endorsed the Annual Report.

**Motion No.:** SCSB20210324.05

**Moved by:** Blouin

**Seconded by:** Owen

**Committee Decision:** CARRIED

**Attachments:** 3 Pages

**Approved by SCSB:** March 24, 2021

**Date**

**Chair's Signature**

**For information of Senate.**

# Senate Committee on Scholarships and Bursaries

## Annual Report to Senate

March 24, 2021

### OVERVIEW

Since the last annual report in March of 2020 the Senate Committee on Scholarships and Bursaries has met ten (10) times. During this time, and on behalf of Senate, the Committee has completed the following administrative tasks:

- Recommended to Senate the 2020/2021 general scholarships and bursaries fund expenditures
- Ratified nominations of 2020/2021 awards recipients
- Reviewed and approved twenty-one Terms and Conditions for newly established awards
- Approved seventeen revisions to Terms and Conditions for existing awards
- Reviewed ten student requests for scholarship deferrals/reinstatements

### STATISTICAL SUMMARY – 2020/2021

<b>Award Type</b>	<b>Number</b>	<b>Value</b>
Donor-Directed	644	\$1,542,194.00
UNBC General Fund (not including waivers)	134	\$ 433,762.50
UNBC Scholars Waivers	143	\$ 693,734.50
Graduate Tuition Waivers	71	\$ 291,928.09
Athletic Tuition Waivers	39	\$ 195,044.99
Provincial/Youth in Care Tuition Waivers	10	\$ 47,727.23
School District 57 Waivers (matching)	5	\$ 7,000.00
Canada 150th Anniv. Intn'l Scholarship Waivers	39	\$ 55,000.00
<b>Totals</b>	<b>*1085</b>	<b>\$3,266,391.31 **</b>

\* 13% **decrease** in number from 2020/2021  
\*\* 7% **decrease** in value from 2020/2021

**Notes:** 2020/2021 marks the first time in history that UNBC has experienced a decrease in the number and value of awards. Decreases are largely attributed to: a) a reduction in the General Fund Budget for the 2020/2021 fiscal year; b) the discontinuation and/or reduction of some tuition waiver programs {Canada 150<sup>th</sup> Anniversary International Scholarship Waivers, Three and Six credit tuition waivers, Academic Excellence Waivers, Master's Tuition Waivers} and c) and increase in the number of award deferral requests and student withdrawals due to the COVID 19 pandemic.

<b>Student Data</b>	<b>Number</b>
Self-declared Female Recipients	690
Self-declared Male Recipients	395
Self-declared Aboriginal Recipients	75
Northern Residents	703
Undergraduate Entrance Recipients	261
General Awards Recipients	176 (all student types)
In-Course Undergraduate Award Recipients	468
Graduate Award Recipients (includes only UNBC-administered awards)	173
NMP/PT Award Recipients	7
Number of individual recipients (awards)	191 (students who received one or more awards)

<b>Award Category</b>	<b>Number</b>	<b>Value</b>	<b>Median Value</b>
Needs-based Awards	302	\$ 468,489.46	\$1,000
Merit-based Awards	773	\$2,797,901.85	\$2,500

### **NEW DONOR-NAMED AWARDS ESTABLISHED IN 2020/2021**

<b>Name of Award</b>	<b>Number</b>	<b>Value/Award</b>	<b>Total</b>
Timberwolves Student Athlete Society Athletic Award	1	\$ 500	\$ 500
Timberwolves Student Athlete Society Award	1	\$ 500	\$ 500
UNBC Men's' Soccer Alumni Award	1	\$1,000	\$ 1,000
UNBC Mental Health Champions Award	2	\$ 500	\$ 1,000
Mr. Berry Bursary	2	\$1,000	\$ 2,000
Gorton Family Award	2	\$5,000	\$10,000
Gorton Family Education Award	1	\$2,000	\$ 2,000
Gorton Family Rural Education Award	2	\$5,000	\$10,000
College Heights Veterinary Clinic Ltd. Award	1	\$1,000	\$ 1,000
Anytime Fitness Prince George Award	1	\$1,000	\$ 1,000
Shanda Rojas Legacy Bursary	1	\$1,000	\$ 1,000
George J. Somerwill and Rosio Godomar Scholarship	2	\$2,000	\$ 4,000
Allan & Susan MacDonald Athlete Award	5	\$1,000	\$ 5,000
Bonnie Walberg Memorial Award	1	\$2,000	\$ 2,000
Somani Family Scholarship	1	\$1,000	\$ 1,000
Tajuddaula Sadruddin Somani Award of Academic Exc.	1	\$1,000	\$ 1,000
Willows Bursary	1	\$1,000	\$ 1,000
Allan & Susan MacDonald OT/PT Award	5	\$1,000	\$ 5,000
Northern BC Nursing Scholarship	1	\$1,500	\$ 1,500
Yvette and Dollard Bock Health Scholarship	1	\$4,500	\$ 4,500
Minerva BC Foundation Scholarship for Women	1	\$1,250	\$ 1,250
<b>TOTALS</b>	<b>34</b>	<b>\$34,750</b>	<b>\$56,250</b>

### **UNAWARDED DONOR-NAMED SCHOLARSHIPS AND BURSARIES 2020/2021**

<b>Name Of Award</b>	<b>Reason</b>	<b>Total Value</b>	<b># Times Not Awarded (past Five Years)</b>
Aldyen Hamber Women's Studies Fellowship	Program specific	\$1,000	1
CUPE Local 379 Annual Bursary ( 1 of 2)	Specific Criteria	\$1,000	1

Computer Science Entrance Award (2 of 10)	Program/Year Specific	\$2,000	2
Fort St. James Scholarship	Donor did not nominate	\$ 500	0
George W. Baldwin QC Graduate Scholarship	Program Specific	\$3,000	2
Houston Scholarship	Donor did not nominate	\$1,250	0
Nordic Sport Leadership Award	Specific criteria – nominee did not attend	\$1,000	0
Prince George Alzheimer’s Society Graduate Scholarship	Specific Criteria	\$1,000	2
Prince George Filipino Canadian Society Scholarship	No applicants	\$ 500	0
Prkachin Award to Support Advanced Study in Psychology	Program Specific	\$1,250	2
Provincial Chapter IODE Bursary for Mature Entry (2)	No applicants	\$2,000	0
Radloff Scholarship (1 of 2)	Specific Criteria	\$1,000	0
S.M. Blair Family Foundation Scholarship (1 of 2)	No applicants (Science Fairs)	\$2,000	1
Simons Foundation Bursaries for Lone Parents (1 of 2)	Enrollment in UNBC Day Care	\$1,000	5
Sophie Thomas Bursary	Donor did not nominate	\$1,000	2
Aldyen Family Women’s Studies Bursary	Program Specific	\$1,500	3
Ausenco Scholarship	Specific Criteria	\$1,500	0
Canfor Annual Award (1 of 4)	No eligible applicants	\$3,500	0
Nechako Chapter No. 40 Order of the Eastern Star Bursary	Membership specific – no applicants	\$ 900	3
NMPT Rural Nursing Award	Program Specific – no applicants	\$1,500	1
Northern Nations Community Award	Program Specific – no applicants	\$2,500	1
Ricci Dalton Award (1 of 2)	Program Specific- no eligible applicants	\$ 500	2
Tom Dennett Scholarship	Transfer student from Langara – no applicants	\$1,000	3
Van Adrichem Undergraduate Summer Research Bursary	No applicants	\$2,000	3
Van Adrichem Family Nisga’a Leadership Award	No applicants	\$ 500	2
William Dow Ferry Graduate Fellowship	Program Specific	\$5,000	0
<b>Totals</b>	<b>28 awards*</b>	<b>\$39,900**</b>	

\*Percentage of *number* of available awards not awarded in 2020/2021: 2.5%

\*\*Percentage of *value* of available awards not awarded in 2020/2021: 1.2%



Motion Number (assigned by SCS): \_\_\_\_\_

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

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Somani Family Equity, Diversity and Inclusion Scholarship be approved.

**Effective Date:** 2021-2022 Academic Year

**Rationale:** To activate the Somani Family Equity, Diversity and Inclusion Scholarship commencing the 2021-2022 Academic Year.

**Proposed By:** Emmy Blouin, Development Officer – Donor Relations

**Advancement Contact:** Emmy Blouin, Development Officer – Donor Relations

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

**Date:** January 18, 2021

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20210127.05

**Moved by:** Owen

**Seconded by:** Budde

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** January 27, 2021  
**Date**

**Acting Chair:** Ian Hartley  
**Chair's Signature**

**For Review by SCFNAP**  
 **For information of Senate.**

## **AWARDS GUIDE INFORMATION:**

**Award Category:** Entrance

**Award Name:** Somani Family Equity, Diversity and Inclusion Scholarship

**Awards Guide Description/Intent:** The notion of accepting diversity and differences as strengths and nurturing compassion is pivotal for peace, prosperity and societal development, which resonates well and aligns with UNBC's motto "En Cha Huná". Integrating equity, diversity and inclusion (EDI) is critical for achieving UNBC's long-term aspirations and its ambitious and inspiring vision to transform the lives of communities through excellence, inclusivity, and compassion. To support the EDI efforts at UNBC, the Somani Family has established an extendable EDI scholarship for students from the First Nations, Métis or Inuit groups, visible minorities, and other underrepresented groups.

**Donor:** Tajuddaula Sadruddin Somani and Family represented through Rahim Somani

**Value:** \$1,000

**Number:** One in 2021/22, one in 2022/23, one in 2023/24, one in 2024/25 and one in 2025/26

**Award Type:** Scholarship

**Eligibility:** Available to a full-time undergraduate student who is First Nations, Indigenous, Person of Colour, visible minority, or identifies as an underrepresented group.

**Criteria:** Academic excellence and Demonstrated financial need

**Effective Date:** Established 2021

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

<b>Agenda Item:</b>	5.c. Policy on University Policies and Procedures - G. Payne
<b>Material:</b>	<ol style="list-style-type: none"> <li>1. Memo from G. Payne dated May 12, 2021</li> <li>2. Senate Motion No. S-202104.42</li> <li>3. Policy on University Policies and Procedures – for approval</li> <li>4. Procedures on University Policies and Procedures – for information</li> <li>5. Policy Template – for information</li> <li>6. Procedures Template – for information</li> <li>7. University Policies and Procedures Development and Review Checklist</li> <li>8. University Policies and Procedures Style Handbook</li> </ol>
<b>Motion:</b>	<p><i>That, on the recommendation of the Audit and Risk Committee, the Board of Governors approves the Policy on University Policies and Procedures, as recommended and approved by the UNBC Senate, as presented.</i></p>

## MEMORANDUM

TO: Audit and Risk Committee and the UNBC Board of Governors

FROM: Geoff Payne, Interim President and Vice Chancellor

DATE: May 12, 2021

RE: Approval of New *Policy on University Policies and Procedures*

---

### OVERVIEW

UNBC's University Policies and Procedures Project involves the following:

- the development of a new *Policy on University Policies and Procedures* and the associated procedures, classification and numbering system, templates, development and review checklist, and style handbook;
- the review of current University policies and procedures to determine which documents should be repealed and which ones need to be updated;
- the identification of new policies and procedures that need to be developed; and
- the development of a new University Policy and Procedures website.

### PURPOSE OF THE POLICY ON UNIVERSITY POLICIES AND PROCEDURES

The purpose of this policy is to define and set standards for University Policies and Procedures, including the following: a consistent approach to create new and amend existing University Policies and Procedures; establish a procedure to develop, review, approve, amend and repeal University Policies and Procedures in a consistent, collaborative and coordinated manner; and establish the requirement for their periodic review.

### ATTACHMENTS

#### For Approval:

- *Policy on University Policies and Procedures*

#### For Information:

- *Procedures on University Policies and Procedures*
- Policy Template
- Procedures Template
- University Policies and Procedures Development and Review Checklist
- University Policies and Procedures Style Handbook



Motion Number (assigned by SCS): S-202104.42

**STEERING COMMITTEE OF SENATE**

**PROPOSED MOTION**

**Motion:** That the Policy on University Policies and Procedures be approved as proposed.

**Effective Date:** Upon the approval of the Board of Governors

**Proposed by:** President

**Rationale:** The purpose of this policy is to define and set standards for University Policies and Procedures, including the following: a consistent approach to create new and amend existing University Policies and Procedures; establish a procedure to develop, review, approve, amend and repeal University Policies and Procedures in a consistent, collaborative and coordinated manner; and establish the requirement for their periodic review.

- Attachments:** *Policy on University Policies and Procedures* – for approval
- Procedures on University Policies and Procedures* – for information
- Policy Template – for information
- Procedures Template – for information
- University Policies and Procedures Development and Review Checklist – for information
- University Policies and Procedures Style Handbook – for information

**TO BE COMPLETED AFTER SCS MEETING**

**Brief Summary of Committee Debate:**

**Motion No.:** SCS202104.03

**Moved by:** C. Ho Younghusband      **Seconded by:** L. Parent

**Committee Decision:** CARRIED      **Attachments:** 2

**Approved by SCS:** April 21, 202      MRTD  
**Date**      **Chair's Signature**

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

# Policy

---

## UNIVERSITY POLICIES AND PROCEDURES

**Number:**  
**Classification:** Governance  
**Approving Authority:** Board of Governors, on the recommendation of Senate  
**Designated Executive Officer:** President  
**Effective Date:**  
**Supersedes:** N/A  
**Date of Last Review/Revision:** March 2021  
**Mandated Review Date:** March 2028

---

**Associated Procedures:** Procedures on University Policies and Procedures

---

## Table of Contents

1.0	BACKGROUND .....	2
2.0	PURPOSE.....	2
3.0	SCOPE .....	2
4.0	DEFINITIONS.....	2
5.0	POLICY .....	3
6.0	REPORTING .....	6
7.0	AUTHORITIES AND OFFICERS .....	6
8.0	RELEVANT LEGISLATION.....	6
9.0	RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS .....	7

## 1.0 BACKGROUND

University Policies establish the rules by which the University has decided to govern its affairs. University policies assign roles and responsibilities, provide guidance for the actions of members of the University Community, contribute to openness and transparency, facilitate operational continuity and consistency of decision-making, and reduce institutional risk. To be effective, University policies and their related procedures must comply with applicable law, be current, practical and useful, and readily accessible.

## 2.0 PURPOSE

The purpose of this policy is to define and set standards for University Policies and Procedures, including the following: a consistent approach to create new and amend existing University Policies and Procedures; establish a procedure to develop, review, approve, amend and repeal University Policies and Procedures in a consistent, collaborative and coordinated manner; and establish the requirement for their periodic review.

## 3.0 SCOPE

- 3.1 This policy applies to all University Policies and Procedures as defined in sections 5.1 and 5.2 and to all members of the University Community who play a role in their development, approval, maintenance, review, amendment, and repeal.
- 3.2 This policy does not apply to Unit Policies, which provide direction or respond to an issue within a specific academic or administrative unit.

## 4.0 DEFINITIONS

- 4.1 **University Policy** is defined by *all* of the following criteria:
  - 4.1.1 It is a principle-based statement to be followed in carrying out the activities of the university;
  - 4.1.2 It has broad application throughout the university and is binding on members of the university community; and

4.1.3 The subject matter is such that it requires Board of Governors, Senate, presidential or vice-presidential review, and approval for policy issuance and revision.

4.2 **Procedure** is a process or set of steps to be followed in order to give effect to a University Policy.

## 5.0 POLICY

### 5.1 General

5.1.1 A University Policy should promote governance, management practices, and behavior consistent with the university's core principles; advance the university's mission; comply with applicable laws and regulations; promote operational efficiencies; and/or reduce institutional risk.

5.1.2 University Policies must be developed, approved, amended, reviewed, or repealed pursuant to this Policy.

5.1.3 University Policies must be current, compliant with applicable law, and consistent with other related legal and policy authorities.

5.1.4 University Policies must be made publicly accessible electronically the University's Policy website and are normally linked electronically to the associated University Procedure.

### 5.2 Roles and Responsibilities

5.2.1. A University Policy specifies

- i. an Approving Authority, which is the individual or body responsible for final approval of a University Policy, substantive changes to a University Policy, and repealing a University Policy. Approving Authorities include:
  - a. the Board of Governors, which approves University Policies relating to the management, administration and control of the property, revenue, business, and affairs of the university pursuant to section 27 of the *University Act*;
  - b. the Senate, which approves University Policies relating to the academic governance of the university, pursuant to Section 37 of the *University Act*;
  - c. the Senate and Board of Governors;

- d. the President, who approves University Policies in their capacity as Chief Executive Officer of the university, pursuant to sections 59-63 of the *University Act*;
  - e. the President acting on authority delegated by the Board of Governors or the Senate; or
  - f. a Vice-President acting on authority delegated by the Board of Governors, the Senate, or the President
- ii. a Designated Executive Officer, who is the President or Vice-President designated to be responsible and accountable for the:
    - a. development, implementation, maintenance, and review of a University Policy;
    - b. initiating the repeal of a University Policy;
    - c. education of members of the university community about a University Policy;
    - c. promotion and monitoring of compliance with a University Policy; and
    - d. development of a new University Policy within the scope of their authority or portfolio
  - iii. a Procedural Authority: the individual or body responsible for the approval of Procedures established under a University Policy and any amendments to them; and
  - iv. a Procedural Officer: the individual or body responsible for the development and recommendation of the Procedures established under a University Policy and any amendments to them.

5.2.2 A Vice-President will normally be named as the Designated Executive Officer for a University Policy within the scope of their authority or portfolio.

- i. If a University Policy is within the scope of authority or the portfolio of more than one Vice-President, multiple Designated Executive Officers may be named.
- ii. The President will normally be named the Designated Executive Officer for a University Policy that is institutional in nature and transcends Vice-Presidential portfolios.

5.2.3 The Designated Executive Officer for a University Policy may also be specified as the Procedural Authority or the Procedural Officer or both.

5.2.4 Members of the university community are responsible for familiarizing themselves with and complying with University Policies and Procedures.

- 5.2.5 Individuals in senior administrative and management positions are responsible for making a reasonable effort to ensure that members of the university community in their areas and units are informed of University Policies and Procedures that govern their activities.
- 5.2.6 The Office of University Governance is the official repository for University Policies and maintain records of delegations of authority by Approving Authorities that occur under this policy.
- 5.2.7 The Office of University Governance may make editorial changes to a University Policy or Procedures, provided that such changes do not substantively affect the University Policy or Procedures. Editorial changes are subject to approval by:
- i. the Designated Executive Officer, in the case of editorial changes to a University Policy; or
  - ii. the Procedural Authority, in the case of editorial changes to Procedures.

### 5.3 Format

A University Policy will be classified and presented in the format prescribed by the *Procedures Relating to the Policy on University Policies and Procedures*.

### 5.4 Procedures

5.4.1 Procedures associated with a University Policy may be developed subsequent to the establishment of the University Policy.

5.4.2 The Approving Authority for a University Policy has the authority to specify:

- i. the Procedural Authority; and
- ii. the Procedural Officer.

### 5.5 Effective Date

5.5.1 A University Policy becomes operational and enforceable upon approval or at a later date specified by the Approving Authority.

5.5.2 Procedures associated with a University Policy become operational and enforceable upon approval or at a later date specified by the Procedural Authority.

### 5.6 Review

5.6.1 A University Policy must undergo a substantive review every seven years, but may be reviewed at any time as needed.

5.6.2 Procedures associated with a University Policy must be reviewed when the University Policy is reviewed, but may be reviewed at any time as needed.

#### 5.7 Other Policies and Agreements

5.7.1 Faculties and other academic and administrative units may establish local unit policies and procedures, but such policies may not contradict University Policies.

5.7.2 Where a University Policy or Procedures conflict with any existing collective agreement between the university and its faculty or staff, the provisions of the agreement prevail.

## 6.0 REPORTING

The President reports annually to the Board of Governors and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.

## 7.0 AUTHORITIES AND OFFICERS

The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors, on the recommendation of Senate

Designated Executive Officer: President

Procedural Authority: President

Procedural Officer: Office of University Governance Lead

## 8.0 RELEVANT LEGISLATION

[University Act](#), RSBC 1996 C 468

## 9.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

The templates that must be used for a University Policy and University Procedures are:

9.1 UNBC Policy Template

9.2 UNBC Procedures Template

Other associated documents include:

9.3 University Policies and Procedures Development and Review Checklist

9.4 University Policies and Procedures Style Handbook

# Procedures

## UNIVERSITY POLICIES AND PROCEDURES

**Number:**  
**Classification:** Governance  
**Procedural Authority:** President  
**Procedural Officer:** Office of University Governance Lead  
**Effective Date:**  
**Supersedes:** N/A  
**Date of Last Review/Revision:** March 2021  
**Mandated Review Date:** March 2028

**Parent Policy:** Policy on University Policies and Procedures

## Table of Contents

1.0	PURPOSE.....	2
2.0	PROCEDURES.....	2
2.1	Development and Revision of University Policies .....	2
2.2	Development and Revision of Procedures Associated with University Policies .....	3
2.3	Approved University Policies and Procedures.....	3
2.4	Repeal of University Policies and Procedures.....	4
2.5	Mandated Periodic Review of University Policies and Procedures .....	4
2.6	Standard Format and Components of University Policies and Procedures .....	4
2.7	Identification System .....	6

## 1.0 PURPOSE

The purpose of these procedures is to describe the steps by which University Policies and Procedures are developed, reviewed, amended, repealed and approved. These steps are guided by the University's governance requirements.

## 2.0 PROCEDURES

### 2.1 Development and Revision of University Policies

- 2.1.1 Individuals, bodies or groups who perceive the need for the development of a new University Policy or the revision of an existing University Policy should consult the proposed (for a new University Policy) or named (for an existing University Policy) Designated Executive Officer, who decides whether to develop or review the University Policy.
- 2.1.2 When a Designated Executive Officer decides to begin the development or revision of a University Policy, he or she notifies the Office of University Governance Lead.
- 2.1.3 The Designated Executive Officer assigns an individual or team to carry out the development or review of a University Policy, which may include the following steps:
  - i. identify pertinent legislation and policy;
  - ii. collect and analyze pertinent information;
  - iii. determine, in conjunction with the Office of University Governance Lead, who ought to be consulted and conduct these consultations as appropriate;
  - iv. draft a preliminary University Policy and associated Procedures, if any, that meet the criteria set out in the *Policy on University Policies and Procedures* using the prescribed format and revise the draft as necessary during the consultation process;
  - v. revise the draft as necessary and submit to the Designated Executive Officer for review;
  - vii. make the draft available to the university community through the Office of University Governance policy website for comment, if appropriate; and
  - viii. finalize the draft and submit the final draft to the Designated Executive Officer so that he or she may recommend it for approval.

2.1.4 The Designated Executive Officer submits the final draft to the Office of University Governance Lead, who submits the proposed new or revised University Policy and associated Procedures, if any, for approval to the appropriate Approving Authority.

## 2.2 Development and Revision of Procedures Associated with University Policies

2.2.1 Procedures may be developed or reviewed simultaneously with a University Policy.

2.2.2 When Procedures are developed simultaneously with the development or review of a University Policy, the process in sections 2.1.3 and 2.1.4 are followed.

2.2.3 When Procedures are developed or reviewed after a University Policy has been approved, the Procedural Officer assigns an individual or team to:

- i. draft Procedures;
- ii. conduct consultations as appropriate and revise the draft as necessary during the consultation process; and
- iii. submit the final draft of the Procedures to the Procedural Officer so that they may recommend it for approval.

2.2.4 The Procedural Officer submits the final draft to the Office of University Governance Lead, who submits the proposed new or revised Procedures to the Procedural Authority for approval.

## 2.3 Approved University Policies and Procedures

2.3.1 Once a University Policy and associated Procedures, if any, have been approved, the Office of University Governance:

- i. maintains a record of the current, enforceable version of the University Policy and Procedures;
- ii. publishes copies of the University Policy and Procedures and makes them accessible to the University community; and
- iii. maintains a record of the initial approval of a University Policy and Procedures and of all subsequent substantive and editorial changes.

2.3.2 The Designated Executive Officer communicates the approval of new or revised University Policies and associated Procedures as appropriate.

## 2.4 Repeal of University Policies and Procedures

- 2.4.1 A University Policy or Procedures may be repealed at any time, subject to approval by:
- i. the Approving Authority, in the case of a University Policy; or
  - ii. the Procedural Authority, in the case of a Procedure.

## 2.5 Mandated Periodic Review of University Policies and Procedures

- 2.5.1 The Office of University Governance Lead sets a cyclical schedule for the mandated review of all University Policies and Procedures.
- i. The Office of University Governance Lead advises a Designated Executive Officer of the schedule for mandated review of a particular University Policy.
  - ii. The Office of University Governance Lead advises a Procedural Authority of the schedule for mandated review of a particular Procedure.
  - iii. In cases where a University Policy undergoes substantive review outside the regular review cycle, the mandated review date should normally be re-set at the standard number of years following the review.
- 2.5.2 The Designated Executive Officer for a University Policy:
- i. initiates and directs the mandated reviews according to the steps set out in these Procedures;
  - ii. recommends revisions when warranted; and
  - iii. reports to the President, through the Office of University Governance Lead, on the outcomes of the review.

## 2.6 Standard Format and Components of University Policies and Procedures

- 2.6.1 The standard components for University Policies include the following:
- i. The Heading, which includes:
    - a. the UNBC logo
    - b. policy title
    - c. number
    - d. classification
    - e. approving authority (E.g. Board, Board of the recommendation of Senate, Senate)
    - f. designated executive officer
    - g. effective date (the date when the policy or revised policy comes into force)

- h. the effective date of the previous version which is superseded by the new version
- i. date of last editorial change
- j. mandated review date (the date by which the mandated review must be completed)
- k. the number and title of the policy's corresponding procedures
- ii. Background (optional)
- iii. Policy Purpose
- iv. Principles (optional)
- iv. Scope
- v. Definitions (optional)
- vi. Policy (a clear and concise statement of the policy. This section should not include Procedures)
- vii. Reporting
- viii. Authorities and Officers (A list of all authorities and officer for the Policy)
  - a. Approving Authority
  - b. Designated Executive Officer
  - c. Procedural Authority
  - d. Procedural Officer
- ix. Relevant Legislation (optional)
- x. Related Policies and Other Associated Documents (optional)

2.6.2 The standard components for University Procedures include the following:

- i. The Heading, which includes:
  - a. the UNBC logo
  - b. procedures title
  - c. number
  - d. classification
  - e. procedural authority
  - f. procedural officer
  - g. effective date (the date when the policy or revised policy comes into force)
  - h. the effective date of the previous version which is superseded by the new version
  - i. date of last editorial change
  - j. mandated review date (the date by which the mandated review must be completed)
  - k. the number and title of the policy's corresponding procedures

## 2.7 Identification System

2.7.1 The University Policy and Procedures identification system categorizes the documents according to subject matter and uses a combination of letters and numbers.

2.7.2 University Policies and Procedures are categorized as follows:

Code	Categories
AS	Academic and Students
AD	Administration
BP	Buildings and Properties
ER	External Relations
FM	Financial Management
HR	Human Resources
GV	Governance
IM	Information Management
RI	Research and Innovation
SS	Safety and Security

2.7.3 Each Policy number contains an alpha code composed of two letters indicating the category, and a digit (whole number) assigned to each Policy in a specific category in chronological order based on the date the Policy was created, from oldest to most recent.

2.7.4 Each Procedure document number corresponds to the parent policy number and contains an alpha code composed of two letters indicating the category, and a digit (parent policy number + assigned decimal number).

2.7.5 When a parent policy is not apparent, the Procedures document is assigned an alpha code composed of two letters indicating the category, a digit (whole number + decimal number) in a specific category in chronological order based on the date the Procedures were created, from oldest to most recent.

2.7.6 The Office of University Governance Lead assigns the Policy and Procedures numbers.

# Policy

---

INSERT POLICY TITLE

**Number:**  
**Classification:**  
**Approving Authority:**  
**Designated Executive Officer:**  
**Effective Date:**  
**Supersedes:**  
**Date of Last Review/Revision:**  
**Mandated Review Date:**

---

**Associated Procedures:** [Insert the number and title of the policy’s corresponding procedures].

---

## Table of Contents

1.0	BACKGROUND .....	2
2.0	PURPOSE.....	2
3.0	PRINCIPLES .....	2
4.0	SCOPE .....	2
5.0	DEFINITIONS.....	2
6.0	POLICY .....	2
7.0	REPORTING .....	2
8.0	AUTHORITIES AND OFFICERS .....	2
9.0	RELEVANT LEGISLATION.....	3
10.0	RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS .....	3

## 1.0 BACKGROUND

[Discretionary]

## 2.0 PURPOSE

[Required]

## 3.0 PRINCIPLES

[Discretionary]

## 4.0 SCOPE

[Required] This policy applies to [Insert parties and place(s)]

## 5.0 DEFINITIONS

[Required]

## 6.0 POLICY

[Required]

## 7.0 REPORTING

[Required if relevant. For example, annual reporting to Board of Governors or to external bodies.]

## 8.0 AUTHORITIES AND OFFICERS

[Required] The authorities and officers for this policy are as follows:

Approving Authority:

Designated Executive Officer:

Procedural Authority:

Procedural Officer:

## 9.0 RELEVANT LEGISLATION

[Required if relevant]

## 10.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

[Required if relevant]

FOR INFORMATION

# Procedures

---

INSERT PROCEDURES  
TITLE

Number:  
Classification:  
Procedural Authority:  
Procedural Officer:  
Effective Date:  
Supersedes:  
Date of Last Review/Revision:  
Mandated Review Date:

---

**Parent Policy:** [Insert the number and title of the procedures corresponding policy].

---

## Table of Contents

1.0	PURPOSE .....	2
2.0	PROCEDURES .....	2

## 1.0 PURPOSE

[Required]

## 2.0 PROCEDURES

[Required]

FOR INFORMATION

# University Policies and Procedures Development and Review Checklist

---

## 1.0 PURPOSE

This checklist is meant to support individuals developing and reviewing University policies and procedures. The intention of the checklist is to provide considerations rather than requirements for the development and review of university policies and procedures. The questions below may not apply to every policy and procedure document.

Please ensure you submit this form along with your draft policy or procedures to the Office of University Governance once you are ready to move your document(s) forward for approval. If you have not checked-off a particular question, please explain why.

For further details on drafting and editing University policies and procedures, please refer to UNBC's Policy on University Policies and Procedures, Procedures on University Policies and Procedures and the University Policy and Procedures Style Handbook.

---

## 2.0 INITIATION OR REVISION OF POLICIES AND PROCEDURES

- Is the document required or is the issue better resolved through other means such as improved communication, an educational campaign, or a memorandum?
  - Are the resources, knowledge, and expertise available to develop a policy on this issue?
  - Is there an existing policy or procedure document with the same or a similar intent?
  - Has the requisite Approving Authority been identified? Is the Approving Authority, Designated Executive Officer, and/or Procedural Authority aware of the intention to develop or revise this document?
  - Have policies or procedures from similar institutions been reviewed for comparison?
  - Have plans been made on how the policy or procedures will be implemented and who will be responsible for implementing?
  - Have plans been made on how the policy or procedures will be communicated to the university community and any applicable external organizations?
-

### 3.0 REVIEWING DRAFT POLICY OR PROCEDURES

- Is the purpose of the policy or procedures clearly established in the document?
- Is the document written in a manner that can be understood by a wide audience?
- Have related university policies and procedures and other governing documents been reviewed to ensure the draft policy or procedures align with existing documents?
- If there are policies or procedures that are interrelated, are appropriate references included to the related documents and is it clear when each policy or procedures document applies?
- Does the policy or procedure document accurately reflect current and best practices?
- Has applicable legislation been identified and reviewed to ensure that the draft policy or procedures are in accordance?
- Are key terms in the policy or procedures adequately defined?
- Is the use of terminology consistent in the draft policy/procedures and across related policies/procedures?
- Is it clear to whom and what the policy or procedures apply?
- Does the document employ gender neutral and inclusive language?
- Does the language used in the draft document follow the University Policy and Procedures Style Handbook?
- Have all procedures been separated from the policy?
- Have all references in the draft policy or procedures been verified to ensure accuracy and currency?
- Does the draft policy or procedures employ the standardized University Policy Template or University Procedures Template?

---

### 4.0 CONSULTATIONS

- Have experts in the subject area been consulted?
- Have all stakeholders and departments been identified who may be impacted by the terms of the draft policy?

- Have stakeholders been consulted and had an opportunity to provide input and feedback on the draft policy?
  - Have proposed major practice changes been discussed with stakeholders and affected academic and administrative units so that they are aware of the implications of any potential change?
  - Has consultation occurred with the Designated Executive Officer and Office of University Governance Lead?
- 

## **5.0 POLICY APPROVAL**

- Has the designated executive officer approved moving forward with the approval of the policy?
  - Has the appropriate memo or motion form for the requisite approving authority been completed (please speak to the Office of University Governance about the appropriate forms)?
- 

## **6.0 PROCEDURES APPROVAL**

- Has the appropriate memo form or motion form for the requisite Procedural Authority been completed (please speak to the Office of University Governance about the appropriate forms)?
- 

## **7.0 REPEALING POLICIES AND PROCEDURES**

- If an existing policy or procedures document is no longer relevant, contact the Office of University Governance and recommend that the document be repealed.

# University Policies and Procedures Style Handbook

---

## Table of Contents

1.0	INTRODUCTION .....	1
2.0	POLICIES VS. PROCEDURES .....	1
3.0	ORGANIZATION .....	2
4.0	CONTENT .....	2-3
5.0	FORMATTING .....	3-4
6.0	SENTENCE AND SECTION STRUCTURE .....	4-5
7.0	SPELLING, GRAMMAR AND WORD CHOICE .....	5-6
8.0	LEGISLATION.....	6

---

## 1.0 INTRODUCTION

The University Policies and Procedures Style Handbook provides uniform standards for drafting University Policies and Procedures. Please refer to this Handbook if you are drafting a new University Policy or Procedure Document, or revising an existing one.

In addition to this Handbook, you must use the University Policy and Procedures Templates, which include headings, sections, and other required elements.

This document is meant to guide your drafting. Drafters may depart from this Handbook, in consultation with the Office of University Governance, if there is a principled reason. The Office of University Governance Lead must approve any deviation from the Policy on University Policies and Procedures or Procedures on University Policies and Procedures.

If you have any feedback or questions about this Handbook, please email [policy@unbc.ca](mailto:policy@unbc.ca).

## 2.0 POLICIES VS. PROCEDURES

**University Policies** are principle-based statements that must be followed in carrying out the activities of the university. They have a broad application throughout the university and are binding on members of the university community. Policy subject matter is such that it requires Board of Governors, Senate, presidential or vice-presidential review and approval for policy issuance and revision.

**University Procedures** are the details, processes or set of steps to be followed in order to give effect to a University Policy.

### 3.0 ORGANIZATION

- Ensure that the Policy's title is clear and concise, and accurately describes the subject(s) addressed. Write policy titles in **BOLD ALL CAPS**.
- Check that the policy's classification is correct.
- Check that the policy has the proper Authorities and Officers assigned to it (refer to the [University Act](#) and the Policy on University Policies and Procedures).
  - ▶ Is the level of the Authorities and Officers correct for the document's subject matter?
  - ▶ Is there a proper delegation of authority, if applicable?
  - ▶ If you are unsure about the appropriate Authorities or Officers, please contact the Office of University Governance Lead.
- Check the Mandated Review date. Some policies and procedures may have a mandated review period of less than seven years, which should be explicitly stated in the document.
- The Effective Date, Supersedes, Date of Last Review/Revision, and Mandated Review dates include the month and year only, and not the day, unless it is necessary to include the day (for example, there is a legislated effective date or review period).
- For Policies, the Associated Procedures section lists the Procedures that are enacted under the Policy. No other documents (appendices, guidelines, forms, etc.) are included here unless they are in the form of a Procedure.
- For Procedures, the Parent Policy section lists the Policy that enacts the Procedures. No other documents (appendices, guidelines, forms, etc.) are included here unless they are in the form of a Policy.
- Under the "Definitions" section (if using), begin with the sentence "For the purposes of this policy or these procedures, the following definitions apply."
- Defined terms are written with the first letter of each word capitalized and the rest of the letters written in lower case. **Bold** and underline the defined terms.
- When defined terms are used in the rest of the policy, they are written in with the first letter of each word capitalized and the rest of the letters written in lower case.

### 4.0 CONTENT

- Ensure that the purpose of the Policy and Procedures are clearly stated.
- Ensure that definitions are clear, concise, and consistent. Definitions only contain the meanings of words, and must not include policy statements. Define terms that:
  - ▶ require clarification;

- ▶ could be interpreted as something other than what is intended;
  - ▶ have special meanings;
  - ▶ may be unfamiliar to the intended audience; and/or
  - ▶ are technical.
- Ensure the policy or procedures reflect current practice.
  - Ensure that the policy clearly sets out the relevant responsibilities, including which position or unit/office is responsible for managing each of the actions that the policy requires.
  - Ensure that the policy or procedures comply with applicable laws, and with other university policies. Do not re-state the law when drafting a policy.
  - Keep the policy as brief as possible. An average policy is between one and four pages in length. Detailed or complex information is best included in the associated procedures or as an appendix.
  - Consider the audience when deciding what information is essential.
  - Where possible, prefer general statements over naming specific items. To list is to limit.

## 5.0 FORMATTING

- If the DOCUMENT is in draft form, include a “DRAFT” watermark on the document. Remove it from the final copy of the document once it is approved.
- The document footer includes the following:
  - ▶ the document number, aligned to the left-hand side of the page (assigned by the Office of University Governance once approved).
  - ▶ the date the document is approved (updated by the Office of University Governance once approved), aligned to the middle of the page
  - ▶ if the document is in draft form, the document version number aligned to the middle of the page
  - ▶ the page number, aligned to the right-hand side of the page.
- Set document margins to:

Top:	0.5”	Bottom:	0.38”
Left:	0.75”	Right:	1.0”
- Use Arial 16 point font for the Policy title and headings.
- Use Arial 12 point font for all text.
- Use single line spacing.

- Use 12 pt. spacing between paragraphs.
- Use 12 pt. spacing between list elements.
- Use one space between a period and the next sentence.
- Start each Section with the section number and name, indent the text so that the text begins in a straight line under the section title.
- For the first, second, and third level subsections, use tabs 0.5” apart from each other. Use the “hanging” indentation setting so that text lines start in the same place (in Microsoft Word, click: Paragraph, and select “Hanging” from the Indentation: Special drop- down box). Hanging indentation is 0.5”. For the fourth level subsection, use a tab that is 2.5” apart from the third level subsection. Use the following numbering convention:
  - ▶ Sections: 1.00, 2.00, 3.00...
  - ▶ First level subsections: 1.1, 1.2, 1.3...
  - ▶ Second level subsection: 1.1.1, 1.1.2, 1.1.3...
  - ▶ Third level subsection: i, ii, iii...
  - ▶ Fourth level subsection: a, b, c...
- Align text to the left, with a ragged right margin. Do not use “justified” text (evenly distributed between the left and right margins).
- Use navigation headings / bookmarks to make hyperlinking and document organization easier.
- Use the “Format Painter” function to transfer a numbering scheme from one paragraph to another. This can solve some issues with Microsoft Word not properly formatting the paragraph numbers, and is particularly useful when making subsections.
- Use numbered lists to break down thick sections of text into sub-points.
  - ▶ End each list item with a semicolon (;), except for the final item which ends with a period.
  - ▶ Do not use bulleted lists, as it is cumbersome to refer to individual bullets.
- Insert hyperlinks to other policies and procedures, including hyperlinks to specific pages of a document. Include hyperlinks to external documents where relevant (E.g. legislation).
- Use the “Insert Cross-reference” function when referring to other sections of the same document. When paragraph numbers change, cross-references can easily be kept up to date by selecting all document text (Ctrl + A) and hitting the F9 key (Update Fields).
- Use the “Paragraph>Line and Page Breaks>Keep with next” command to fix orphaned headers and other undesired page breaks.

## **6.0 SENTENCE AND SECTION STRUCTURE**

- Each section usually has one main idea. Avoid “walls of text” wherever possible by breaking

up longer sections into multiple subsections.

- Use single idea sentences and avoid complex sentence structures.
- Use the active voice whenever possible.
- The passive voice may be used where the performer is unknown, irrelevant, obvious, or less important than the action being performed.
- Passive voice may also be used when the recipient is the main topic of the sentence, rather than the action.
- Do not use the passive voice to be obscure or non-committal about who is responsible for something.
- Use present tense when possible. Avoid using the future tense.
- Check for run-on sentences. If any are found, break them up into multiple sentences or use a numbered list.
- References to other policies or procedures are written as follows: Name of Policy/Procedures (Document # with a hyperlink to the policy or procedures document)

## **7.0 SPELLING, GRAMMAR AND WORD CHOICE**

- Write in plain language. Avoid technical terms, jargon, and Latin – use everyday English equivalents.
- Proofread for spelling and grammar. Spell checking software is useful, but it does not detect every error.
- Use Canadian English spellings.
- Use gender-neutral and inclusive language.
  - ▶ It is okay to use the singular third-person “they” or “their” as a gender-neutral pronoun.
- Use consistent language and terminology throughout the policy and procedures. Avoid terms that have multiple meanings or that may be easily confused or misinterpreted.
  - ▶ If inconsistency in language or terminology is unavoidable, differentiate between these words in the definition section, if the policy requires using both of them.
- Use the Oxford (serial) comma when listing three or more things in series – e.g. “One, two, and three.”
- When referring to the University of Northern British Columbia, write “University.”

- Use the formalized spellings of words rather than abbreviations (E.g. Vice-President, Finance and Administration”, rather than “VPFA”).
- When a long title is mentioned multiple times, include a shortened version in round brackets following the first mention of the title. For all subsequent mentions, use the abbreviated title.
  - ▶ E.g. the Technical Policy Review Committee (the Committee)
- Avoid using “shall.” Use “must” instead.
- Avoid using “should”. Compliance with policies and procedures is mandatory.
- Avoid using contact information that may change, such as a person’s name, phone number, room number, or email address. Where possible, use office names rather than position titles (E.g. “Office of Research and Innovation” rather than “Director, Research and Innovation”).

## 8.0 LEGISLATION

- When first mentioning a piece of legislation, use the legislation’s full name in italics (E.g. *University Act*). You may include a non-italicized acronym in brackets following the legislation’s title, e.g. *Freedom of Information and Protection of Privacy Act* (FIPPA).
- If you use an acronym, then for each subsequent reference to this legislation you may use the non-italicized acronym instead of the full title.
- Include section numbers if appropriate, using the abbreviation “s.” (E.g. *University Act*, s. 61).
- When listing legislation in the “Relevant Legislation” section, use the full title and citation (e.g. *University Act*, RSBC 1996 c 468) and hyperlink to the full text of the legislation.
- When hyperlinking to legislation, link to the current version of the legislation on BCLaws (for BC legislation) or Justice Laws (for Federal legislation).

<b>Agenda Item:</b>	5.d. Research Space Allocation Policy – K. Lewis
<b>Material:</b>	<ol style="list-style-type: none"> <li>1. Senate Motion No. S-202104.41</li> <li>2. Research Space Allocation Policy</li> <li>3. Research Space Allocation Procedures – for information</li> </ol>
<b>Motion:</b>	<p><i>That, on the recommendation of the Audit and Risk Committee, the Board of Governors approves the Research Space Allocation Policy, as recommended and approved by the UNBC Senate, as presented.</i></p>

Motion Number (assigned by  
Steering Committee of Senate): S-202104.41

## SENATE COMMITTEE ON ACADEMIC AFFAIRS

### PROPOSED MOTION

**Motion:** That the Research Space Allocation Policy be approved as proposed.

**Effective Date:** July 1, 2021

**Rationale:** Research space is an important university asset and is critical to the success of UNBC researchers and students. The current University Office, Research and Storage space policy is out of date (2008) and jurisdiction of space allocation under that policy is to the Deans. This has never worked well due to lack of allocation principles and transparent procedures research space requests often languished. Research space allocation under the 2008 policy will become more difficult with the move to 5 faculties. Research space at UNBC is a pan-institutional asset and is not divided along Faculty lines. Therefore, with the approval of the University Space Allocation Committee, the decision was made to create a separate policy for research space allocation. The intent of the policy and associated procedures, is to have a clear and transparent process and guiding principles for allocation of research space that is under a single approving authority.

This policy and associated procedures were developed with the assistance of a research space advisory group, and were sent in draft form to the university community for feedback and suggested changes. The policy and procedures have since been placed into the new template for all university policies.

**Motion proposed by:** Kathy Lewis, Acting VP Research and Innovation

**Academic Program:** not applicable

**Implications for Other Programs / Faculties?** Yes – this policy will have direct bearing on research space allocated to faculty. It will not affect degree programs or organizational units.

**College:** not applicable

**College Council / Committee Motion Number:**

**College Council / Committee Approval Date:**

**Attachment Pages (if applicable):** 3 pages Procedures attached for information only.

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

**Brief Summary of Committee Debate:**

**Motion No.:** SCAAF202104.38

**Moved by:** K. Rennie

**Seconded by:** C. Whalen

**Committee Decision:** CARRIED

*MRTD*

**Approved by SCAAF:** April 14, 2021  
**Date**

**Chair's Signature**

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

# Policy

---

## RESEARCH SPACE ALLOCATION

**Number:**

**Classification:** Research and Innovation

**Approving Authority:** Board of Governors,  
on the recommendation of Senate

**Designated Executive Officer:** Vice  
President, Research and Innovation

**Effective Date:**

**Supersedes:** N/A

**Date of Last Review/Revision:** March 2021

**Mandated Review Date:** March 2028

---

**Associated Procedures:** Research Space Allocation Procedures

---

## Table of Contents

1.0	BACKGROUND .....	2
2.0	PURPOSE.....	2
3.0	PRINCIPLES .....	2
4.0	SCOPE .....	2
5.0	DEFINITIONS.....	3
6.0	POLICY .....	3
7.0	REPORTING .....	4
8.0	AUTHORITIES AND OFFICERS .....	4
9.0	RELEVANT LEGISLATION.....	4
10.0	RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS .....	4

## 1.0 BACKGROUND

Research space is an institutional asset, and is critical to fulfill UNBC's mission and mandate. It must be managed strategically and thoughtfully, like other UNBC assets. Research space must be used efficiently, effectively, and equitably, especially as demand for research space grows, and costs to maintain space increase. Research at UNBC is diverse and space must be available to those who need it regardless of discipline.

## 2.0 PURPOSE

The purpose of this policy, and associated procedures, is to provide clear principles and criteria that guide research space allocation and use of research space. It is intended to optimize the use of research space, and to expedite requests for research space. It also describes the means by which research space is made available at UNBC, and the procedures used to allocate and track research space.

## 3.0 PRINCIPLES

UNBC strongly encourages and promotes the sharing of research space and facilities among research programs with similar needs. Research space allocation procedures and decisions are to be transparent and equitable. Active research programs should be provided space that supports the type of research being undertaken, and is of appropriate scale to the needs.

## 4.0 SCOPE

- 4.1 This policy applies to University of Northern BC space that has research as the primary function, including space at regional campuses. This includes labs, observation rooms, research offices, graduate student offices, recording rooms, space that supports research activities such as meetings and interviews, space dedicated to scholarly activities in the arts, outdoor compounds, and storage. It also includes space for research facilities/infrastructure and research institutes.
- 4.2 This policy applies to faculty and staff of the UNBC, including retired faculty with Adjunct or Professor Emeritus status.

- 4.3 This policy does not apply to the Donald Rix Northern Health Sciences Centre (building 9), as space in that building is allocated by the Division of Medical Sciences.

## 5.0 DEFINITIONS

- 5.1 **Research space** means space that is dedicated to the pursuit of scholarly activities by all members of the Faculty Association, graduate or undergraduate students, and staff.
- 5.2 **Assigned space** means space that is specifically assigned to one or more researchers or students for a specified time period.
- 5.3 **Shared space** means space that is assigned to a group of researchers. This includes collaborative group space and individual assignments based on compatible uses.
- 5.4 **Common space** means space that is available for any researcher to use on an occasional or periodic basis, and is connected with a booking system.
- 5.5 **Blended space** means space that is used for both teaching and research, typically for project-based courses and undergraduate and graduate research.

## 6.0 POLICY

- 6.1 All Research Space is under the control and management of the Vice President, Research and Innovation.
- 6.2 Research Space is to be used and managed for the benefit of the University's research purpose. The Vice President, Research and Innovation reserves the right to use or reallocate research space as required for the University's needs.
- 6.3 The Vice President, Research and Innovation considers the following when making decisions about research space allocation:
- 6.3.1 the type of research being undertaken and the space needed to support the research program;
  - 6.3.2 the type of space needed to store equipment, samples, files and other critical research material safely and securely regardless of the current research activity;
  - 6.3.3 the allocation of shared research space whenever possible to maximize the equitable use of space despite ebbs and flows in individual research programs;

- 6.3.4 the spatial concentration of research programs whenever possible to support mentoring, cohort development and other synergies;
- 6.3.5 the type of research space assigned matches the intended use of space;
- 6.3.3 the length of time an application has been unresolved;
- 6.3.4 the application is unreasonable or a workable solution cannot be found;
- 6.4 All faculty who conduct research should have access to common space to support research-related meetings, participant engagement, and stakeholder consultations, and to enable ramp up of their research programs.
- 6.5 To ensure optimal use, research space is subject to reassessment and reallocation by the Vice-President, Research and Innovation if space is consistently underutilized and a greater need arises.

## 7.0 REPORTING

N/A

## 8.0 AUTHORITIES AND OFFICERS

The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors, on recommendation from Senate

Designated Executive Officer: Vice President, Research and Innovation

Procedural Authority: Vice President, Research and Innovation

Procedural Officer: Director, Office of Research and Innovation

## 9.0 RELEVANT LEGISLATION

N/A

## 10.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

Office, Research and Storage Space Policy

Retired Faculty – Access to Services and Resources Procedures

# Procedures

---

## RESEARCH SPACE ALLOCATION

**Number:**

**Classification:** Research and Innovation

**Procedural Authority:** Vice President,  
Research and Innovation

**Procedural Officer:** Director, Office of  
Research and Innovation

**Effective Date:**

**Supersedes:** N/A

**Date of Last Review/Revision:** March 2021

**Mandated Review Date:** March 2028

---

**Parent Policy:** Research Space Allocation Policy

---

## Table of Contents

1.0	PURPOSE.....	2
2.0	PROCEDURES.....	2
2.1	Application and Assignment of Research Space .....	2
2.2	Appeals of Research Space Allocation Decisions .....	3
2.3	Research Space Administration and Review .....	3

## 1.0 PURPOSE

The purpose of these procedures is to provide clear principles and criteria that guide research space allocation and use of research space. It is intended to optimize the use of research space and expedite requests for research space. It also describes the means by which research space is made available at UNBC, and the procedures used to allocate and track research space.

## 2.0 PROCEDURES

### 2.1 Application and Assignment of Research Space

- 2.1.1 Requests for research space are made by completing the *Space Allocation Request Form* in Romeo (<https://www.unbc.ca/research/romeo>), and submitting it to the Office of Research and Innovation.
- 2.1.2 Statements of Agreement – Research space is a critical asset and must be managed accordingly. Applicants must agree to the following two statements in order for their request to be considered.
  - a. Space assignments are not permanent, are periodically reviewed, and reassignment of space may occur.
  - b. UNBC safety rules and guidelines must be followed by all users of the assigned space. These include, but are not limited to, the following:
    - i. Rules regarding lab coats, Personal Protective Equipment and other requirements found at <https://www.unbc.ca/safety>;
    - ii. Prompt response to safety issues identified during inspections; and
    - iii. No coverings on windows that block view into labs and other research spaces unless formally requested and approved by the Office of Research and Innovation.
- 2.1.3 The Office of Research and Innovation reviews research space applications and available space. The Vice President Research and Innovation makes decisions on research space allocation based on the following criteria in order of importance. Allocations may include shared space.
  - a. Opportunities for collaborative use of shared space;
  - b. Appropriateness of the type of requested space for the described needs;
  - c. Evidence of research funding, community in-kind support, or research partnerships;
  - d. Likelihood of imminent research activity based on grant applications, book proposals and other scholarly proposals;

- e. Numbers of graduate students, post docs, undergraduate research assistants and other research personnel being supervised by the applicant; and
  - f. Expected discipline-specific research outputs by the applicant.
- 2.1.4 If suitable space is available, the Vice President, Research and Innovation submits the recommended space assignment to the University Space Allocation Committee for consideration. Any concerns brought forward are considered by the VPRI and modifications to the assignment made if necessary and if possible. If there are no concerns the University Space Committee approves the assignment, and the assignment is sent to applicants by email.
- 2.1.5 Applicants are responsible for reviewing the space for suitability. Applicants can either accept the space or indicate why the space is not suitable by return email.
- 2.1.6 If no options are available, or none of the options presented are accepted by the applicant, the application remains in a pool of unresolved applications. The Office of Research and Innovation revisits the pool of unresolved applications at least every 4 months, and whenever changes in space occur.
- 2.1.7 For applications that present difficult challenges, or for which there is no ideal solution, the Office of Research consults with the researcher/applicant, Facilities, the University Space Committee, and/or the Deans to identify workable options. Applications may be declined if they are unreasonable, or if a workable solution cannot be found.
- 2.1.8 Once a space allocation has been accepted by a researcher, the allocation is uploaded to the university space database by the Office of Research and Innovation.
- 2.2 Appeals of Research Space Allocation Decisions
- Researchers who disagree with a research space allocation decision may appeal to the University Space Allocation Committee, by writing to the Space Allocation Committee with rationale for the disagreement.
- 2.3 Research Space Administration and Review
- 2.3.1 The researcher(s) who are assigned space are responsible for providing required desks and other furniture and facilities. When possible, spare desks and other furniture stored at Distribution

Services may be repurposed, and the Facilities department may be able to assist with furniture moves.

- 2.3.2 Researchers who are assigned shared space are responsible for development of agreements regarding use of equipment in the shared space.
- 2.3.3 Researchers who no longer require the assigned space notify the Office of Research and Innovation that the space is available for reallocation.
- 2.3.4 The Office of Research and Innovation conducts informal surveys, normally every three years, with the intent of improving research space allocation policy and procedures, and reallocation of research space when needed.

FOR INFORMATION

<b>Agenda Item:</b>	6.a. FTE Audit Report to March 31, 2021 – M. Dale
<b>Material:</b>	1. Student Full Time Equivalent (FTE) Enrollment Report of University of Northern British Columbia to March 31, 2021

Student Full Time Equivalent (FTE) Enrollment Report of

**UNIVERSITY OF NORTHERN  
BRITISH COLUMBIA**

Year ended March 31, 2021



KPMG LLP  
177 Victoria Street, Suite 400  
Prince George BC V2L 5R8  
Canada  
Telephone (250) 563-7151  
Fax (250) 563-5693

## **INDEPENDENT PRACTITIONERS' REASONABLE ASSURANCE REPORT**

To the Board of Governors of the University of Northern British Columbia and the Minister of the Ministry of Advanced Education, Skills and Training, Province of British Columbia

We have undertaken a reasonable assurance engagement of the accompanying Student Full-Time Equivalent (FTE) Enrollment Report ("subject matter information") of the University of Northern British Columbia ("the Entity") for the year ended March 31, 2021.

### **Management's Responsibility**

Management is responsible for the preparation of the subject matter information in accordance with the requirements of the Ministry of Advanced Education, Skills and Training as set out in its Student FTE Enrolment Reporting Manual for Institutions in the BC Post-Secondary Central Data Warehouse effective April 1, 2005 and as last modified in April 2018 ("applicable criteria").

Management is responsible for such internal control as management determines necessary to enable the preparation of the subject matter information that is free from material misstatement, whether due to fraud or error.

### **Practitioners' Responsibilities**

Our responsibility is to express a reasonable assurance opinion on the subject matter information based on the evidence we have obtained. We conducted our reasonable assurance engagement in accordance with Canadian Standards on Assurance Engagements (CSAE) 3000, *Attestation Engagements Other than Audits or Reviews of Historical Financial Information*. This standard requires that we plan and perform this engagement to obtain reasonable assurance about whether the subject matter information is free from material misstatement.

Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users of our report.



Page 2

The nature, timing and extent of procedures performed depends on our professional judgment, including an assessment of the risks of material misstatement, whether due to fraud or error, and involves obtaining evidence about the subject matter information.

We believe the evidence we obtained is sufficient and appropriate to provide a basis for our opinion.

#### **Practitioners' Independence and Quality Control**

We have complied with the relevant rules of professional conduct/code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The Firm applies Canadian Standard on Quality Control 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements* and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

#### **Opinion**

In our opinion, the subject matter information of the University of Northern British Columbia for the year ended March 31, 2021 is prepared, in all material respects, in accordance with the applicable criteria.

#### **Specific Purpose of Subject Matter Information**

The subject matter information has been prepared in accordance with the applicable criteria referred to above.

As a result, the subject matter information may not be suitable for another purpose.

#### **Restriction on Use and Distribution**

Our report is intended solely for the Board of Governors of the University of Northern British Columbia and the Minister of the Ministry of Advanced Education, Skills and Training, and should not be used by, or distributed to, other parties.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants

Prince George, Canada  
May 14, 2021

**2020/21 Final FTE Report  
University of Northern British Columbia**

**Ministry of Advanced Education and Skills Training  
Post-Secondary Finance**

Institution Contact: Dr. Mark Dale, Interim Provost & \ Phone Number: 250-960-5611

Email: mark.dale@unbc.ca

Ministry Code	CIP Code	Program Name	FTE Target	Actual FTEs	Comments
<b>Health Programs</b>					
NURS	51.3801	Bachelor of Science in Nursing	278	238	
NURS	51.3805	Nurse Practitioner	40	37	
NURS	51.3801	Masters in Nursing	10	9	
NURS	51.3811	Rural Nursing with Remote Certification	24	20	
HLOT	51.3805	Masters of Nursing Leadership Development	1	1	Should be CIP code 51.3801.
HLTH	51.0000	Other Graduate Level Health Sciences	21	39	

**AVED FUNS Code Programming**

**Expansion**

AVED 1408 Civil and Environmental Engineering (Degrees)

FTE Target	a		b		c=a+b	
	Existing Delivery	Targeted Expansion	Existing Delivery	Targeted Expansion	Actual FTEs	Comments
140	45	48	45	48	93	

**Multiple**

AVED Multiple AVED Undergraduate Balance  
 AVED Multiple AVED Graduate Balance

FTE Target	Actual FTEs	Comments
2,647	1,742	includes 27.5 continuing studies for credit FTE
414	420	

**AVED Sub-Total**

<b>3,575</b>	<b>2,599</b>
--------------	--------------

**Supplementary FTE Information**

**Health Program FTEs**

Multiple Health Programs Funded by AVED  
 Multiple Health Programs Funded by Other Sources (please list programs)

509	all programs with CIP code 51.XXXX (Graduate level, Bachelor, Diploma and Degree) and 26.0102 Bachelor of Health Science Biomedical Studies.
6.13	International Tuition (51.2202 & 26.0102- Bachelor of Health Science)

**International FTEs**

**Reported in FTE Report (Domestic Tuition)**

Multiple Undergraduate  
 Multiple Graduate

-	charged domestic tuition rates
128	charged domestic tuition rates

**Not Reported in FTE Report (International and Full-cost Tuition)**

Multiple Undergraduate  
 Multiple Graduate

215	charged international tuition rates
-	

**Online Delivery FTEs**

Multiple Domestic  
 Multiple International

2,431	Includes graduate and undergraduate levels
213	Includes graduate and undergraduate levels

FTE Summary by Program Grouping			
	Target	Actual	Utilization
NURS	352	303	86.2%
HLTH	21	39	187.8%
HLOT	1	1	100.0%
AVED	3,201	2,255	70.4%
<b>TOTAL</b>	<b>3,575</b>	<b>2,599</b>	<b>72.7%</b>

Expansion Programs FTE Summary			
	Target	Actual	Utilization
TECH Expansion	140	48	34.2%

<b>Total Health</b>	<b>374</b>	<b>344</b>	<b>91.9%</b>
---------------------	------------	------------	--------------

UNGRD	3,089	2,093	67.7%
GRAD	486	506	104.2%
<b>TOTAL</b>	<b>3,575</b>	<b>2,599</b>	<b>72.7%</b>