

# **A HANDBOOK FOR GRADUATE STUDENTS OF TRENT UNIVERSITY**

Prepared by the  
Office of Graduate Studies  
2005 - 2006

This handbook has been compiled in an effort to assist graduate students in taking full advantage of the opportunities offered at Trent. It is meant to go hand-in-hand with the graduate section of the Trent Calendar, which outlines university-wide regulations and policy.

Appendices include the "Guidelines for Oral Presentations on Scientific Research", "Graduate Students' Association Constitution", "Guidelines for Graduate Programs, Graduate Students/Faculty, Graduate Studies Committees", "Thesis Guide" (including procedures for submission and examination of theses), and "List of Postgraduate Degree Recipients and Thesis Titles".

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Hours of operation:  
Monday - Friday: 8:30 am – 4:30pm

## **Administrative Officers**

### **Doug Evans**

Dean of Graduate Studies  
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The Office is responsible for the administration of graduate degree programs offered at Trent University.

The Office is administered by the Dean of Graduate Studies, the Graduate Studies Officer, and in co-operation with the University committees on Graduate Studies and Research.

The Committee on Graduate Studies, as appointed by the University, consists of the graduate program directors and members of faculty from various other disciplines. This body makes executive decisions regarding graduate admissions and the application of general regulations, standards and procedures.

[Graduate students should familiarize themselves with the contents of the Graduate Studies section of the Trent University Calendar and the "Guidelines for Graduate Programs, Graduate Students/Faculty, Graduate Studies Committees" contained as Appendix II of this Handbook. An Appeals procedure is described on page 310 of the Graduate Calendar.]

## **Graduate Students' Association**

**Website: <http://www.trentu.ca/gsa/>**

Mission Statement:

The Trent University Graduate Students' Association is an organisation consisting of all students enrolled in the six graduate programs in the university. As the GSA Executive, we are the representatives of those students. We recognise the diversity of the six programs as a strength of our Association and understand that this diversity may lead to a wide range of viewpoints on any given issue. As the GSA Executive, all of our decisions and actions will be based upon the ideals of mutual respect for, and cooperation and trust between, the programs and individuals in the Association.

The GSA was officially formed during the 1972-73 academic year. The GSA President is a voting member of the University Senate and graduate students have representation on numerous University committees.

The GSA has a constitution with the following objectives:

- to contribute to the intellectual growth and cultural development of the university;
- to uphold and respect the academic freedom of the university;
- to provide opportunities for the exchange of ideas between the graduate students of all departments and disciplines of the university;
- to organize social and cultural events for the benefit of graduate students;
- to effect communication between the graduate students and governing bodies of the university on matters affecting the interests of graduate students;
- to encourage the establishment of inter-university contact between graduate students.

The full text of the GSA Constitution is included in the Graduate Students' Handbook as Appendix II. [If graduate students encounter difficulties such as policy, supervisory or funding problems, they may contact the GSA for advice and assistance. If needed, the GSA can also act as a mediator in these situations.]

## **GSA Executive Officers and Committee Representatives**

GSA Executive Officers are elected at the end of the previous academic year and take up office on May 1 to April 30. The Executive meets regularly to discuss academic and other matters pertaining to graduate students and the university. Nominations for Committee representatives are generally received each fall at an introductory meeting of continuing and new graduate students. The positions are:

President  
Vice-President  
Secretary/Treasurer  
Social Director(s)  
Newsletter Editor

### **Program Representatives:**

Anthropology  
Canadian Studies (2)  
Methodologies  
Modelling

Native Studies  
Trent/Queen's  
Watershed Ecosystems (2)

**Committee Representatives:**

Graduate Studies (2)  
and one each for:  
Research Policy Committee  
Distinguished Research  
Educational Development  
Animal Care (Science)  
Computer Services  
Health & Safety  
Human Rights  
Library Services  
Nature Areas  
Special Appeals  
Special Needs  
Status of Women  
Teaching Awards  
RC Pub Board

**GSA Computer Equipment**

The GSA has some computer equipment available for graduate student use. Contact your program representative for information on booking.

**Graduate Travel Awards**

The GSA makes available travel awards for members of the Association attending conferences and seminars away from Trent, with preference given to those who will be presenting papers or posters. The awards are designed to help with the cost of out-of-pocket expenses. Application forms are available from the GSA Office or your program rep.

**GSA Social Calendar**

A number of social events are scheduled during the academic year (see list below). In addition, weekly get-togethers will be arranged. More information on these and other events will be provided closer to the date on the GSA website. If you have any questions, suggestions (or would like to make a presentation) contact the GSA president or Social Directors.

Library Info Session	September - GSA Baseball Game and Potluck
Computer Services Session	October - Hallowe'en Party
WHIMS course	December - Year End Dinner/Dance
Campus tour	April - Summer BBQ and Baseball Game
Graduate TA Day	
GSA barbeque	

**GRADUATE STUDENT FEES**

The following fee regulations apply to:

- i. Canadian citizens within the meaning of the Canadian Citizenship Act;
- ii. landed immigrants within the meaning of the Immigration Act;

- iii. dependents of persons admitted to Canada under section 7(1)(a) of the Immigration Act (diplomatic, consular and other representatives of foreign countries, the U.N. and other international agencies, their dependents and suites);
- iv. dependents of persons admitted under section 7(1)(h) of the Immigration Act for the temporary exercise of the profession, trade or occupation.

## Notes and provisos

In order to convocate, all students (full- and part-time) must have paid at least the minimum Degree Fee\*. All students must register at the beginning of their program of study and **must reregister each year** to maintain continuous registration (except during approved leaves) until degree requirements have been completed and notification of approval to convocate has been received.

Returning students who have an unpaid University account for fees and other charges (including library fines and parking fines) at the time of re-registration will be deemed financially ineligible to register. Students enrolled under the Trent-Queen's agreement, while at Trent, are assessed Queen's tuition fees and Trent's ancillary fees. Students paying in two instalments will be charged a \$60 first instalment fee.

Students who fail to pay the second instalment by the 15th of the first month in second term will be charged an additional \$75.

Provided the Degree Fee has been met, pro-rated refunds of tuition, ancillary and other University fees may be available to those who:

1. withdraw from a Master's graduate program,
2. complete degree requirements part way through the third or subsequent year.
3. complete Part-time Master's degree requirements partway through the fifth or subsequent year;
4. complete Full-time Doctoral degree requirements partway through the fourth or subsequent year; or
5. complete Part-time Doctoral degree requirements partway through the seventh or subsequent year.

## 2005 - 2006 Graduate Student Fees<sup>1</sup>

\* **DEGREE FEE** - In order to convocate, all graduate students (full- and part-time) must have paid at least the minimum Degree Fee. This will be based on the value of 2 years' tuition for a full-time student, e.g., the full-time tuition fee value in the year the degree is completed and in the preceding year. [The doctoral degree fee will be based on the value of three years' tuition for a full-time student.] Students who continue study after they have paid the degree fee must continue to pay regular tuition fees in order to remain in program.

### TUITION

Graduate Domestic (Canadians & Permanent Residents) (3 terms)	\$5,410.00	\$2,705.00
Graduate International Student Differential	\$6,453.00	n/a
-assessed to non-Canadians and is in addition to the Domestic fee		
<b>Total</b>	<b>\$11,863.00</b>	<b>\$2,705.00</b>

### Full-time

### Part-time

### ANCILLARY FEES

- Student Health Service	\$34.00	\$3.05
- Athletics	\$142.26	\$69.01
- Graduate Student Activities	\$27.00	\$11.00
- College Fee	\$67.60	\$33.80

- Convocation Fee	\$13.77	\$2.75
- TCSA/GSA Drug Plan <sup>1,2</sup>	\$127.00	n/a
- TCSA/GSA Student Dental Plan <sup>1,2</sup>	\$112.00	n/a
- Transportation Fee <sup>3</sup> (optional)	<u>\$236.90</u>	<u>n/a</u>
Total (not including Transportation Fee)	\$523.63	\$119.61

## **RESIDENCE**

For information about off-campus housing, as well as meal plans see <http://www.trentu.ca/housing>.

## **ADDITIONAL FEES**

- Application Fee	\$ 50.00	<b>INTERNATIONAL STUDENTS: Mandatory</b> University Health
- Thesis Microfilming	37.00	Insurance Plan – 2004-05 rate is \$528.00 for 1 person <sup>2</sup> *.
- Thesis Binding (per copy)	13.00	<u>* Premium depends on number of people covered</u>

<sup>1</sup> Subject to approval by the Trent University Board of Governors. The University reserves the right to alter fees and fee structures.

<sup>2</sup> The TCSA/GSA student drug/dental (supplemental/prescription) plan is compulsory for **ALL** full-time students with an opportunity for opting out (excluding international students) and applying for a refund of the fee if covered by alternate insurance.

<sup>3</sup> The transportation fee is optional.

<sup>4</sup> Graduate student college fees are deposited to the appropriate college.

## **Notes:-**

- All students must register at the beginning of their program of study and **must reregister each year** to maintain continuous registration (except during approved leaves) until degree requirements are completed and notification of approval to convocate has been received. Returning students who have an unpaid University account for fees and other charges (including library fines and parking fines) at the time of re-registration will be deemed financially ineligible to register.
- Students enrolled under the Trent-Queen's agreement, while at Trent, are assessed Queen's tuition fees and Trent's ancillary fees.
- Students paying in two instalments will be charged a \$60.00 first instalment fee. Students who fail to pay the second instalment by the 15<sup>th</sup> of the first month in second term will be charged an additional \$75.00.
- Provided the **Degree fee** has been met, a pro-rated "part-term" refund of tuition, ancillary and other University fees may be available to those who (a) withdraw from a graduate program, or (b) complete degree requirements part way through the third (Master's)/fourth (Ph.D.) or subsequent year. Full refunds of term fees will be available to students who complete their degree requirements (including oral defense and all necessary revisions) before the count date for the term.

## **Fees Levied to Students**

The following fees are to be levied to Graduate Students for the first time.

### Replacement T2202:

Current Session	<b>\$8.00</b>
Previous Session	<b>\$18.00</b>

### Late Registration/ReRegistration Fee:

**\$100** after September 30

**\$200** after October 31

Application for Leave of Absence, Change to Part-time Status: **\$25.00**

Application for ReAdmit: **\$50.00**

Official Letters (Confirmation of Registration, status, etc.): **\$5.00 each**

**Note: ALL OSAP, Canada Student Loans, etc., their renewals and confirmations are administered in the Financial Aid Office in the Registrar's Office in Blackburn Hall.**

## **Degree Completion Fee Payment**

Students who complete their program of study, including defence and submission of final copies of thesis/dissertation to the Office of Graduate Studies, by the final submission date published in the Graduate Calendar, will receive a refund in accordance with the refund policy of the Office of Graduate Studies. To be eligible for a refund, students must have been registered for the term prior to completion. Students returning from inactive status (e.g. leave of absence) or re-admitted students will be assessed the annual tuition fees at the time of re-entry and there will be a minimum period of registration and payment amounting to one term (even if degree requirements are met prior to that date). No defence will be scheduled or held without registration being completed prior to the proposed date of the defence.

Full refunds or cancellation of term fees will be available to students who have paid the Degree Fee and have completed their degree requirements (including oral defence and all necessary revisions) before the MTCU count date for subsequent terms (see Graduate Calendar).

## **Identification Cards**

Each graduate student will receive from the Finance Office a student photo identification card at the time of initial registration. The student identification card remains the property of the University and must be returned upon request. The card is effective for the expected enrolment period only. A replacement card is necessary if you exceed the normal time limits.

The purpose of the identification card is to facilitate borrowing from the Bata Library, bus transportation, residence/meal plans (as applicable), and paying fees at the Finance Office. Payment of the transportation fee will be indicated on the card to serve as a bus pass on all City of Peterborough buses from September through April.

The student identification card is valuable. Consequently, if it is lost the Finance Office should be informed immediately. Replacement cards are issued by the Accounts Office in the Finance Office.

## **Delinquent Accounts**

Student accounts must be paid up to the time of re-registration in order to remain eligible to be enrolled. The University employs a system of DE-REGISTRATION for students who do not pay their accounts at the appointed times. If your most recent Statement of Account shows an unpaid balance please take a moment to write a cheque and send it to the Accounts Office.

Any student with University accounts outstanding at the end of the period for which they are enrolled will not be permitted to complete re-registration and the process for DE-REGISTRATION will take effect immediately.

## **Refunds**

Pro-rated refunds of tuition, ancillary and other University fees may be available to those who (a) withdraw from a graduate program, or (b) complete degree requirements part way through the third or subsequent year\*.

- \* Refunds for tuition, ancillary, and other fees will not be granted to full-time students in Years 1 and 2 unless the student is withdrawing from the Program. Full-time students beyond 2nd Year (part-time students beyond 3rd Year) may be granted a part-term refund on completion of degree requirements.

- a) On withdrawal from the University, a student must so indicate their intention, in writing, to

the Graduate Studies Officer; clear their student account; and may request a pro-rated refund of fees by depositing his/her student account card with the Graduate Studies Officer.

- b) Graduate degree requirements are deemed to be complete when the thesis has been given final approval by the Committee on Graduate Studies and the candidate is thereby recommended to receive the degree. At the time this approval is given, the student must clear their account; and may request a pro-rated refund of fees by depositing his/her student account card with the Graduate Studies Officer. A request for refund will not be considered where only one month or less remains in the registration period concerned.

### **Time Limits**

The maximum time allowed to complete all requirements for the Master's degree from initial registration is three years for a full-time candidate or five years for a part-time candidate. (Note: see Calendar regulations pertaining to graduate full-time/part-time status at <http://www.trentu.ca/calendar/gc1.html>)

When students change status from full-time to part-time (or vice-versa) the time remaining to complete degree requirements will be adjusted with one term of full-time study being equivalent to two terms of part-time study. Such adjustments will take effect at the start of the next term. In all cases, the total time to complete all degree requirements will not exceed five years (Master's) or nine years (Doctoral).

In the case of full-time students, the completion of course work is an absolute requirement by the end of two years (Master's) or three years (Doctoral) in order to continue on in the program. After two and one-half years in the program a warning will be given regarding the three year limit.

### **Extensions of Time Limits**

No extensions of the prescribed time limits will be granted except under extraordinary circumstances. In such instances, a Time Limit Extension Request form must be completed by the student in consultation with the supervisor and submitted to the Graduate Program Director. If the Director supports the request, a recommendation will be referred to the Dean for approval.

### **Inactive/Leave of Absence**

Students who have valid reasons for not registering for a term may apply for permission to be exempted from registering by: -

- i. Completing a Leave of Absence form and submitting it to the Graduate Studies Officer along with a \$25 fee and their current student card; AND
- ii. providing the Graduate Studies Officer a statement from their supervisor confirming that no thesis work of any kind will be pursued during the term in question; that they will not be on campus involved in activities related to graduate courses or the thesis, will receive no supervision (in person or through correspondence), and will not use any university facilities (i.e., library, laboratories, computer centre).

A leave of absence will only be granted for up to a maximum of one year, beyond which the student will be withdrawn from their program of study and required to reapply when ready to resume studies. A student returning from a leave of absence will be assessed the annual tuition fees at the time of re-entry and there will be a minimum period of registration beyond the leave amounting to one term (even if degree requirements are met prior to that date).

Requests for a leave of absence will only be considered to become effective in the following academic term except under unforeseen circumstances. Requests will not be approved retroactively.

## **Graduate Student Research Support**

The Graduate Student Research Support Budget provides an amount for student research costs to graduate programs. These funds are used to support the administrative costs of a program, including costs for conducting student field research. The funds are assigned by the Office of Graduate Studies based on the Graduate Studies Research Support Budget provided by the University and are distributed by the Programs.

## **Graduate Teaching Assistantships 2003-04**

### **GTA's Paid From Graduate Support Budget**

Graduate Teaching Assistantships (GTA's) are generally provided through the Office of Graduate Studies under advice from the Graduate Program Directors. Once these have been decided, the GTA assignments to undergraduate departments through the Graduate budget are arranged by the Graduate Program Directors and in consultation with the undergraduate department chairs.

For the period September 2003 through April 2004 (or parts thereof), the maximum per annum graduate student stipend\* to be paid from the 2003-2004 Graduate budget will be valued at \$7803 (full) or \$3901.50 (partial). The assignment of a GTA, the duration, and value of stipend are normally outlined in the University's initial offer of admission.

\* Students on a full stipend from the Graduate Budget are employed for an average of 10 hours per week. Students on a partial stipend from the Graduate Support Budget are employed for an average of 5 hours per week.

Graduate teaching assistants are paid in monthly installments during the period for which work for the undergraduate teaching program is normally performed, i.e. September through April for a maximum of 240 hours per undergraduate academic year. Masters (Doctoral) students are eligible to be considered for a GTA for 4 (6) terms, normally spanning 2 (3) consecutive undergraduate academic years, respectively.

## **Employment From Other University Budgets**

Graduate Students are sometimes offered employment as TAs by undergraduate departments directly, or for some other employment at the University. It should be noted that the hourly rate for such employment is different (usually lower) than the stipend provided through the Graduate Support Budget.

It is important for new students in particular to note that the graduate academic year is of twelve months duration and made up of three terms (Spring/Fall/Winter) and that there is no provision for funds to be paid particularly from Graduate Student Support budget during the Spring term (May 1st through August 31st). In some cases, however, supplementary funds may be available through a supervisor's research grant for research assistance with an emphasis placed on this during the Spring term.

## **2003-2004 Graduate Assistantship Pay Schedules**

Full stipend for year	\$7,803.00
Full stipend per term (Fall and Winter)	\$3,901.50
Value per month	\$975.38
Partial stipend for year	\$3,901.50
Partial stipend per term	\$1,950.75

Value per month

\$487.69

### **Value & Major Sources of Graduate Student Support for 2003-2004**

Calculated for eligible FT students only; support from Trent's Graduate Student Support (GSS)  
Budget is limited to a maximum of 4 terms (Masters)/ 6 terms (Doctoral)

#### Scholarship Value Per annum

NSERC PGS A	\$17,300
NSERC PGS B	\$21,000
NSERC CGS Master's Awards	\$17,500
NSERC CGS Doctoral Awards	\$35,000
SSHRC Doctoral Fellowships	\$19,000
SSHRC CGS Master's Awards	\$17,500
SSHRC CGS Doctoral Awards	\$35,000
OGS	\$15,000

### **Graduate Holders of External Awards 2003-2004**

Commonwealth Scholarship (0)  
CONACyT (5)  
NSERC Postgraduate Scholarship  
PGS A (6)  
PGS B (3)  
NSERC Industrial Postgraduate Scholarship (2)  
Open Ontario Graduate Scholarship (OGS) (12)  
Institutional OGS (9)  
OGS – ST (3)  
Ivey (2)

### **Administration of Teaching Assistantships**

#### A. Admissions Process

1. Selection of applicants to a graduate program is undertaken solely by that program
2. During the selection process, undergraduate departments which might be involved with such students should be informed in detail about the particular candidates. It is essential for the graduate program to know whether or not the undergraduate department is willing to involve a particular candidate as a GTA
3. An offer of a graduate teaching assistantship by the graduate program will be made only when an undergraduate department agrees to accept the student as a GTA and the student is admitted to Graduate Studies

#### B. Deployment of Teaching Assistants

Effective September, 1999, the terms and conditions of employment of GTAs at Trent are determined by a Collective Agreement between Trent University and the student teaching local of the Canadian Union of Public Employees (CUPE).

GTAs should refer to the Collective Agreement regarding matters such as hours of work, wages, dues, grievance procedures, etc. Problems, complaints, or concerns related to the GTA employment should be addressed, initially, to the course instructor (immediate supervisor) (Article 14.01).

Please note that a meeting between the GTA and the course instructor (immediate supervisor) should occur within 10 days after start of employment for the parties to discuss the position, hours of work, schedule, sick leave, etc. GTAs have an opportunity to discuss this information with the course instructor (immediate supervisor) at this time (Article 19.02).

### **Trent/Queen's Graduate Teaching Assistantships**

To as great an extent as possible, Graduate Teaching Assistantships in the Trent/Queen's Graduate Program are assigned by mutual consent between the student, his/her supervisors at Trent and Queen's, the undergraduate departments of the supervisors and the Associate Director of the Program. Several guidelines are used in the assignments:

1. The graduate student will work, whenever possible, in the undergraduate department of his/her supervisor at either or both Trent and Queen's.
2. The time involved in the assignment will not be less than five hours per week and not more than ten hours per week, averaged over a twenty-four (24) week school year. While some variation from week to week may exist, the teaching load should be as easily distributed as possible. These hours will include all preparation time, contact time, cleanup and marking.
3. The student will be assigned his/her duties in consultation with the Department Chair.
4. Concerns about duties or performance should be brought to the attention of the Associate Director who will seek a resolution on behalf of the student or department involved.
5. Whenever possible the student will be assigned to his/her choice within the limits of his/her abilities and the requirements of undergraduate departments.
6. The decision of assignment of graduate students to teaching positions rests ultimately with the Associate Director of the Program and the Dean of Graduate Studies.

### **Graduate Student Privileges**

To see lists of graduate student privileges, please inquire at the department, or consult the program website.

### **Library Privileges**

You will need your Student Identification Card in order to obtain a Library card. Lost cards are to be reported to the Circulation Desk and Security immediately.

If you wish to have a tour of the library's facilities or ask any questions about the services available to you from the library contact the Information Services Department at 748-1011 x.1539. It is recommended that tours be arranged on a group basis, perhaps by individual graduate programs.

### **Information Services**

The Information Services Department of the University Library offers a variety of services, besides assistance with reference enquiries. These include workshops, lectures, and individual

instruction in the use of TopCat (the Library's automated catalogue), the Internet, a variety of CD-ROM databases, and a broad range of indexes and bibliographies in print format. In cases where these resources are not sufficient, online access to numerous commercially-owned databases is available. All the costs of this specialized service, however, must be borne by the student or faculty member.

For further information, contact Jean Luyben, Head of the Department, at 748-1011 x.1528, or call the departmental number: 748-1011 x.1539.

### **Study Carrels**

Study carrels in the Bata Library are available to graduate students. Applications should be made at the Circulation Department from 9:00am to 5:00pm, Monday to Friday.

### **Photocopying**

Library photocopiers accept both cash and Photocopier cards. Cards may be purchased in the Photocopier room in the basement of Bata Library or through your department secretary.

### **Borrowing Regulations**

Please consult the Trent University Library's "Circulation Borrower Regulations" and "Reserve Collection Regulations". Graduate students may borrow regular books for two weeks (with the possibility of an extended loan period for a term) and periodicals for 3 days (with no renewal). There are three types of loan periods in Reserves: 3 hour, overnight and 3 day. Library fines are charged on overdue material.

### **Information About Materials in Other Universities**

The catalogues of many Ontario libraries are available on-line through TopCat and Internet. The Reference Department of the library contains a great many catalogues of the collections of other libraries. The most notable examples are the University of Toronto and York University catalogues (available on microfiche) and the national union catalogue of the National Library of Canada (available on-line on a cost-recovery basis through the Reference Department).

### **Borrowing From Other Universities**

#### a) Interlibrary Loans:

Trent will obtain material from other libraries for your use when you submit a completed form for each separate request. Such forms are available in the Interlibrary Loan Office and at the Reference and Information desk of the library. Trent charges \$5.00 for all photocopied journal articles and a lending library charge for many books as well. Please consult the Interlibrary Loans pamphlet for details or call 748-1011 x.1471.

#### b) Inter-University Borrowing:

You may use your Trent student identification card (and library card) to personally borrow material from other Ontario university libraries. For additional information call 748-1011 x.1391.

### **Other**

Most programs and departments have library committees to receive special requests and decide on books/periodicals to order for particular disciplines.

There is a graduate student member assigned to the University's Library Services Committee. Contact the GSA Rep if you have concerns or problems with the Library.

### **Main Bibliographic Search Tools in the Sciences**

[Notes prepared by Dr. A. Slavin, Professor of Physics and Director, Applications of Modelling in the Natural and Social Sciences M.A./M.Sc. Program, August 2001]

**1994 on.** The quickest approach to searching for journal articles since 1994 is normally to use the Web of Science available by clicking on "Library" on Trent's home page and then "Indexes and E-journals". Search until you find a desired article. In some cases, there will be a link from the web of Science Citation directly to the full-text electronic journal. Otherwise, look for the journal in TOPCAT to see if it is held by Trent in either paper or electronic format, in which case you will be given the reference and you can get it from the library or download it. If it is not in the Trent holdings, you can request it on InterLibrary Loan (Select the Text version of TOPCAT, then Options/ILL) for about \$5.00 and 1 week for delivery; articles will be sent to you as you have directed. Some departments have a Trent account number for charging these articles. Alternatively, Web of Science may soon let you access GODOT, an online service to U. of T. or CISTI, which will let you request an article by one key stroke from the Web of Science; delivery should be 2 working days. You will not be informed of the arrival of the article; it is held at the library circulation desk until you pick it up. The cost is \$2 on pick-up, either cash or you can purchase cards @ \$2 each from the library, for use with research students.

#### **Earlier than 1994.**

(a) Use the "abstract" journals, such as Chemical Abstracts, Physics Abstracts, Biological Abstracts, or CSA's web-based Biological Sciences database. These list all papers published in the main journals in a given year by Author and Subject. They give Author, Title and Abstract, and usually appear about 6 months after publication of the article. Read the abstract to see if it is of interest. Once you find a relevant article, its list of references takes you to earlier articles.

or

(b) Use on-line searching through "Uncover", accessed through Trent's home page in the same manner as Web of Science. Once the article is found, it can be obtained as described above.

### **Technical Services**

#### **Computing**

The following central computing resources are available to members of the Trent community (faculty, staff and students). There is no charge for use of these resources or for attendance at training seminars. An individual, user-specific, computer account is required to access some of the resources.

- Internet access through the ONET link to University of Toronto
- E-mail accounts with full Internet access
- general Unix time-sharing services
- Unix and Novell file server services
- general, campus network access services
- CD-ROM services (in collaboration with the Library)

- Labs located in Otonabee College (OC) and Champlain College (CC) including new PCs (some minimally-configured Macintosh computers also available in the OC lab)
- Internet services, e.g., news, ftp, email

For more information, please consult the Trent University Computing Services Department at <http://www.trentu.ca/csd/>

## **Design**

The Design Office, located in Blackburn Hall, provides prompt and professional graphic design services: - charts and diagrams, illustrations, typesetting, scans and PMTs, resumes, posters, flyers and brochures, newspaper advertising, business cards, letterhead, cover sheets, etc. They can also provide output from disk ranging from 300 dpi to 2400 dpi. Call 748-1011 x.1418 to discuss your project or get an estimate of cost.

## **Printing**

The Trent University Printing Services produce inexpensive, high speed, electronic duplicating. They can reproduce posters, multi-page reports, essays, theses, overhead projections, colour xeroxing, etc.

Printing Services is located in Blackburn Hall, or may be reached at 748-1011 x.1403. Business hours are 8:30am-4:30pm, Monday to Friday.

## **Graduate Scholarships and Awards at Trent**

Trent University is actively soliciting funds for graduate scholarships, awards and bursaries. New students entering the University are automatically considered for entrance awards, Trent University Graduate Scholarships and Institutional OCS and no separate application is required.

### **Ontario Graduate Scholarship (OGS) Program "Institutional Awards"**

The Province of Ontario provides up to ten (10) OGS institutional awards tenable only at Trent University. Only first and second year Master's or Ph.D. students in funding-eligible programs may hold awards. Candidates must have applied and meet the eligibility criteria and fulfill all scholarship conditions applicable to the open OGS competition. Nominees can be those who were on reversion or unsuccessful in the open competition. Students who were unranked for an OGS are not eligible. The recommended candidates from Trent are decided when results of the open competition are known.

### **The Governor-General's Academic Gold Medal**

The Governor-General's Gold Medal will be presented annually at Spring Convocation to the graduate student who achieves the highest academic standing in his/her graduate degree program. The medal will be awarded on the recommendation of the Committee on Graduate Studies which solicits a nomination from the graduate program directors, and will be presented each year at Spring Convocation to a student among those who are graduating.

### **Recipients (available for the first time in 1988)**

1988	James Robert Allum	M.A. Canadian Heritage & Development Studies
1989	Real Robert Fillion	M.A. Methodologies for the Study of Western History & Culture
1990	Robert James Muir	M.A. Anthropology

1991	David Michael Janz	M.Sc. Watershed Ecosystems
1992	Marco Luigi Adria	M.A. Canadian Heritage & Development Studies
1993	Peter Crompton van Wyck	M.A. Methodologies for the Study of Western History & Culture
1994	Steven William Schofield	M.Sc. Watershed Ecosystems
1995	Peter Gordon Symons	M.Sc. Applications of Modelling in the Natural & Social Sciences
1996	Susan Jane Hynds	M.A. Canadian Heritage & Development Studies
1997	Michele Lorraine Therese Proulx	M.A. Canadian Heritage & Development Studies
1998	Dawn Marie Burke	Ph.D. Watershed Ecosystems
1999	Susan Margaret Knabe	M.A. Canadian Heritage & Development Studies
2000	Sonja Andrrea Schwake	M.A. Anthropology
2001	Kenneth Drouillard	Ph.D. Watershed Ecosystems
2002	Matthew John MacLeod	Ph.D. Watershed Ecosystems
2003	Rosa Barker	M.A. Methodologies for the Study of Western History & Culture
2004	Pauline Quesnelle	M.Sc. Watershed Ecosystems
2005	Lynda Mannik	M.A. Canadian Studies and Native Studies

### **The R.B. Johnston Fund for Archaeology**

The gift of an anonymous donor, this fund recognizes the contribution of the late Prof. Richard B. Johnston to Ontario archaeology. The fund supports thesis research by graduate students in the Anthropology program. Projects in the archaeology of northeastern North America are preferred. One or more grants may be awarded annually.

### **Eugene Kuzmin Graduate Scholarship**

This scholarship, a gift from the Estate of Eugene Basil Kuzmin of Bobcaygeon, is awarded to a deserving student in any graduate degree program.

### **The French American Charitable Trust Scholarship**

This scholarship, established by a gift from The French American Charitable Trust in Bermuda, is awarded to a student in the Watershed Ecosystems Ph.D. Program.

### **The David and Joyce Woods Graduate Scholarship**

This scholarship was established to honour David M. Woods, chairman of the Board of Governors of Trent University from 1975 to 1980, and his wife, Joyce Woods, has been established by their children and friends and is awarded to a student in the Watershed Ecosystems Master's Program. This is the first graduate scholarship to be established at the University.

### **Sandi Carr Graduate Scholarship in Anthropology**

Established by the Office of Research & Graduate Studies in honour of Sandi Carr, Graduate Studies and Research Officer upon the occasion of her retirement from Trent University. The scholarship is to be awarded annually to a deserving graduate student enrolled in the Anthropology M.A. Program

### **The Dean's PhD Scholarship**

The value of the Dean's PhD Scholarship is \$1,000. The scholarship can be awarded to PhD candidates in their first, second, or third year of study who have/had an entrance average of 82% or higher.

## **Research Fellowships**

The value of the Research Fellowships for 2003-04 is \$5197. Eligible students include those individuals who had/have an entrance average of 82% or higher. Research Fellowships can be awarded to Master's candidates who are in their first or second year of study and PhD candidates who are in their first, second, or third year of study only.

## **Awards/Bursaries**

Bursary funds are intended to assist with educational costs and are administered by the Financial Aid Office. Application forms are mailed to new applicants and are available from the Financial Aid Office at Blackburn Hall or the Office of Graduate Studies. Deadlines may vary.

## **Ontario Student Opportunity Trust Fund**

In 1996-97 the Province of Ontario established the Ontario Student Opportunity Trust Fund. Fifty percent of this fund is provided by the Province and fifty percent has been secured through fund raising by the University. The trust fund represents an endowment fund. Annual proceeds from investment earnings are available in the form of bursaries to Ontario residents who can prove financial need and whose academic progress is satisfactory. In some instances, academic excellence as well as financial need will be the determining factor.

Students must fall into one of the following categories:

- resident in Ontario for at least 12 months in a row up to the beginning of full-time post-secondary studies; or
- student's spouse resident in Ontario for at least 12 months in a row up to the beginning of the current academic year, and not enrolled in full-time post-secondary studies during this period; or
- student's parents, step-parents, legal guardians, or official sponsors resident in Ontario for at least 12 months in a row up to the beginning of the current study period.

## **Bagnani Graduate Awards**

Established in 1977 by the Dewar Memorial Fund, these annual awards honour the late Professor Gilbert Bagnani. Graduate awards will be granted to Ontario residents who demonstrate both academic excellence and financial need. Preference will be given to graduate students in classical (traditional) disciplines of the humanities, especially Classics, Archaeology/Anthropology, Ancient History, Philosophy and English. OSOTF guidelines apply, and applicant must have completed a bursary application form.

## **Tuition Bursaries**

Bursaries to assist with tuition fees are available to new and continuing graduate students who are Ontario residents, with demonstrated need. Bursaries for successful applicants will be deposited directly to students' accounts to be applied to tuition fees.

## **AMOD Graduate Bursary (Modelling)**

These bursaries are available to assist graduate students in the Applications of Modelling in the Natural and Social Sciences M.A./M.Sc. Program. They are based on demonstrated financial

need and satisfactory academic achievement. OSOTF guidelines apply.

### **Anthropology - Graduate Students' Bursary**

Graduate faculty and friends of the Department of Anthropology established this bursary to assist first and second year students in their studies and/or thesis research. The bursaries will be awarded based on financial need and satisfactory academic achievement. OSOTF guidelines apply.

### **Bank of Nova Scotia Graduate Bursary**

Awarded annually to a full time graduate student in any year with proven financial need and satisfactory academic standing. OSOTF guidelines apply.

### **The ABS Bennett Bursary**

This bursary is awarded annually to a female graduate student who has demonstrated leadership and involvement in her community. Applicants must demonstrate financial need and satisfactory academic achievement. OSOTF guidelines apply.

### **William Thompson Graduate Bursary**

This bursary, a bequest from the estate of the late William Thompson (1891-1978) of Westwood, Ontario, is awarded annually to a student registered in a graduate program, based on financial need and satisfactory academic progress. OSOTF guidelines apply.

### **External Scholarships**

The Office of Graduate Studies prepares a booklet annually for use by Trent undergraduates and by graduates planning further study. This includes a list of scholarships available and application deadlines. In the case of major scholarship competitions, students currently registered at Trent must meet the earlier deadline set by the University. Application forms and information on external scholarships may be obtained from the Office of Graduate Studies, or a PDF version may be downloaded here.

Full-time students entering a second year of graduate study at Trent, or those planning further study at another university, should demonstrate that they have applied for external funding.

### **Scholarship Lists via WWW**

The Office of Graduate Studies' scholarships listing is available at Trent's website, along with direct links to granting councils and other agencies. Please note that similar financial aid and/or awards listings are also available at other university sites on the Internet.

### **College Affiliation**

Every student is required to have college affiliation at Trent. All graduate students (full- and part-time) will be assigned to Champlain College where arrangements have been made for access to Common Room and other facilities. College fees are always assigned to Champlain College.

Full-time graduate students may request to be assigned or transferred to another of Trent's five residential colleges (in particular for purposes such as accommodation in residence of donning). Part-time graduate studies may request to be assigned or transferred to Julian Blackburn College.

The colleges sponsor a series of guest lectures, sports and social activities, and have

common areas for resident/non-resident students. Graduate students are invited to participate in these.

### **University Bus Service**

Full-time graduate students can elect to pay a Transportation Fee which entitles them to ride all City buses commencing the day after Labour Day weekend until Victoria Day in May. Students must show their specially-marked student identification card to the operator of the bus when boarding.

In addition to the regular George Street North bus schedule, a special Trent Express bus schedule is available during the undergraduate academic year. This bus service connects the Nassau campus, downtown colleges and the city. It is scheduled to match class hours and the normal scheduling of extra-curricular activities. The Express bus timetable is subject to change, particularly during Reading and Christmas Breaks, and attention to the bulletin boards is necessary!

### **Parking**

There is a fee charged for University parking and the amount varies according to the lot location. Student parking adjacent to the colleges and in the central core area of the Nassau campus is very limited and the few student permits are normally available to those with special needs (e.g., the physically disabled) and are assigned at the discretion of individual college administrations. In view of the availability of bus service to the campus, students are strongly discouraged from bringing motor vehicles to the University. Parking permits are available from the Security and Parking Office in Blackburn Hall (748-1011 x.1328).

### **Housing**

#### **Off-Campus**

Trent University's Off-Campus Housing Office provides a web-based housing listing at [www.trentu.ca/housing](http://www.trentu.ca/housing). Listings include apartments, houses, cottages, shared accommodations and rooms in private homes. (Note: the Housing Office does not assess landlords or their properties.)

The Peterborough Examiner [[www.ospreyclassifiednetwork.com/classifieds](http://www.ospreyclassifiednetwork.com/classifieds) (go to Peterborough Examiner link)], and Peterborough This Week [[www.peterboroughthisweek.com](http://www.peterboroughthisweek.com)] list apartments, houses and rooms for rent. Real estate agents in Peterborough list some rental accommodations, so they are worth a call.

#### **Residence**

At Traill College, Bradburn House contains a number of studio apartments that are intended for upper-year and graduate students only. Bradburn House permits students to stay in residence throughout the calendar year and do not require students to purchase a meal plan (cooking facilities are available). Please see [www.trentu.ca/studentaffairs](http://www.trentu.ca/studentaffairs) for more details.

#### **Daycare**

Trent University operates a parent/cooperative daycare centre on the main campus. Parents and staff share responsibilities of running the centre. Contact the Trent Child Care Centre (743-2811).

## **Recreation and Culture**

### **Athletics at Trent**

There is a varied program of athletic services at Trent. The athletics complex on campus has a gymnasium, a 25-metre pool, squash courts, a weight room, and shower and locker facilities. A floodlit playing field, an all-weather track and tennis courts are located adjacent to the athletics building. Rowing facilities are located across the river.

The Athletics Office publishes a schedule of activities in September -- Available at the Athletics Desk. More information on athletics can be obtained by calling 748-1011 x.1257, or visiting <http://www.trentu.ca/athletics/>. Activities offered include soccer, softball, volleyball, touch-football, field hockey, hockey, rugby, aerobics, badminton, judo, nordic, and alpine skiing, rowing and fencing.

The GSA may sponsor graduate intramural teams, depending on interest. In the past these have included:

Fall term: softball (mixed); soccer (male/female)

Winter term: volleyball (mixed); hockey (mixed); basketball (male/female); innertube waterpolo (mixed)

If you are interested in forming or being on a team, please contact a member of the GSA executive.

### **Trent Wildlife Sanctuary**

The 200-acre bird and wildlife sanctuary in the southeast corner of Trent University's Nassau campus may be of interest to students who enjoy hiking or cross-country skiing. Two inter-connecting nature trails, four miles and one and one-half miles in length, are open to students and to the public. These can be approached from two concession roads bordering the area.

Entries to landing and breeding ponds for waterfowl are cleared through the trees and rustic bridges span waterways and swampy sections along the trails. Split rail fences define the boundaries of the sanctuary. How to get there? From the University entrance:

- cross the river and canal bridges
- turn right (east) on the 10th concession, "University Road"
- continue one-half mile and look for entrance and parking lot on the left.

### **Films**

Watch for the schedules of the various film societies on bulletin boards throughout the university. Films are shown mainly in Wenjack Theatre, Otonabee College.

### **Guest Speakers and Symposiums**

Several societies, as well as the colleges, sponsor guest speakers and symposiums. Information on coming events can be found on bulletin boards throughout the university and in the Trent Fortnightly or on the university website.

### **Other Cultural Interests**

Visit [www.trentu.ca/stuorg](http://www.trentu.ca/stuorg) for information on the many student organization at Trent.

These include newspapers, radio station, theatre groups, and much more.

## **Health and Safety Information for Graduate Students**

Occupational Health and Safety Act: Graduate Students are covered under the Occupational Health and Safety Act due to their employment at Trent University as teaching assistants (GTAs) or research assistants (RAs). As students, they are not covered by this legislation, although the University has an obligation to provide for the general safety of students. Ontario Health and Safety Act and Regulations, Regulation 858: The Act applies to every person who is employed as a member or teaching assistant of the academic staff of a university or a related institution.

Health and safety concerns in the workplace should be brought to the attention and discussed with your work supervisor. If these issues are not addressed, formal measures may be taken by filling out a Health and Safety concern form, and giving this to the work supervisor. S/he is required to respond to the concern within a "reasonable amount of time". If the concern form, the concern is then forwarded to the Joint Health and Safety Committee (JH&SC).

Anonymous Concerns: If a graduate student has a health or safety concern they would like addressed, but would prefer to remain anonymous, a Health and Safety Concern form can be forwarded to their work supervisor through the graduate student representative to the JH&SC or through a CUPE representative.

Health and Safety concern forms can be obtained from the graduate student representative to the JH&SC and from the Trent University Health and Safety Officer (Bill Gibson, 748-1011 x.1373, Department of Human Resources).

Refusal of unsafe work: Under the Act, the right to refuse work may be exercised by any employee who has reason to believe that any machine, equipment, device or thing or physical condition of a workplace, or contravention of the Act is likely to endanger her/him.

Description of GTAs' role/responsibilities (specifically with regards to the Ontario Health and Safety Act): Workers must work in compliance with the Act and Regulations, including using or wearing protective gear, and reporting any hazards and defective devices to the employer/supervisor.

Graduate students working as supervisors of students in classrooms are accountable for the safety of those they supervise. If you are not familiar with any materials that you are asked to demonstrate, bring this to the attention of the course instructor. S/he can provide you with information for proper use of such materials. For more information please talk to the Trent University Health and Safety Officer or to a member of the JH&SC.

WHMIS: Anyone working with or near chemicals must have completed the Workplace Hazardous Materials Information System (WHMIS) course. This course is offered at Trent University by the Department of Human Resources. The course is provided for GTAs each September.

Workplace Labels: Blank labels can be obtained for free from GSA Health and Safety representative or from the Trent University Health and Safety Officer.

Material Safety Data Sheet (MSDS) sheets: These are pages of information about the safe handling of chemicals. You should also have read the appropriate sheet for any chemical you are working on. A small number of materials termed "designated substances" are covered by special regulation. Designated substances are listed in the Laboratory Safety Handbook. MSDS sheets must be updated every three years, and must be available within the laboratory/workplace. The

laboratory supervisor should be able to tell you where they are stored.

MSDS database: This is available on the ERS LAN. Three terminals in this computer room (Room ESC 202) have the MSDS database program. Click on the CCINFO icon. This database contains WHMIS information for 182 000 chemicals, and is updated every three months. The entire database of chemicals available from JT Baker and Caledon are included. In case you require MSDS information for a chemical that is not in the database, get in touch with the company that provides this chemical. They are not obliged to give you the MSDS sheet for free, so there may be a small charge.

First Aid Information is posted on laboratory doors. This includes the location of first aid kits and persons trained in first aid, important phone numbers, and steps to be taken in the case of an emergency.

Chemical Spills information is posted on laboratory doors. This includes the location of spill response equipment, and who should be contacted, and who should be contacted in the event of a chemical spill. Do not attempt to clean up chemical spills unless it is safe to do so. Refer to MSDS sheet for safety precautions.

Fumehoods: An anemometer is available from Science Stores for the purpose of checking fumehood flow rates. Please contact John LaPlante if you are concerned about the fumehoods you use, and he will direct you in the proper use of the anemometer.

Eye-wash stations: Please check eyewash stations before an emergency occurs. Water should be clear and cold, and there should be sufficient water pressure to flush eyes. If you are concerned with the functioning of an eye-wash station, discuss this with the person responsible for the lab.

Please refer to the Trent University Laboratory Safety Handbook for information on waste disposal, fire safety, and other emergency procedures and safety guidelines.

## **APPENDIX I: Guidelines for Oral Presentations on Scientific Research**

[Notes prepared by Dr. A. Slavin, Professor of Physics and Director, Applications of Modelling in the Natural and Social Sciences M.A./M.Sc. Program, November 1994]

1. Learn who your audience is, before you present your seminar. Very different presentations are required if you are speaking to researchers in your field, undergraduates in your discipline, or scientists from many backgrounds.
2. Set your goals: what are the main ideas you want people to leave with? Is it the experimental results, an understanding of experimental technique, a new theory, novel apparatus?
3. Decide which equations, figures or tables best communicate your goals. Always use graphs over tables of data where possible, because the former show trends and are more easily remembered.
4. Decide how much background information (e.g., theory and apparatus) is necessary to allow the audience to understand your main points. Again, this will vary dramatically with the audience. Reduce this to a series of necessary equations and/or figures. For apparatus, use line diagrams instead of photographs, except for "human interest". Colour may sometimes be used effectively to separate different subjects.
5. The figures, tables, and equations chosen under 3 and 4 above should form the core of your presentation. Do not confuse your overheads with explanatory text, which should

be given orally. That is, speak to your viewgraphs/slides; do not use them to duplicate what you want to say.

6. There is an old saying for seminar presentations: -

- a. First you tell them what you're going to tell them.
- b. Then tell them what you want to tell them.
- c. Then tell them what you told them.

For (a) use a one-page agenda for your presentation so people have a mental framework for organizing your talk. Point (b) covers the material discussed under 3 and 4 above. For (c) end with a one-page list of "conclusions" so people will know which are the main points you want them to remember.

7. Finally, your first viewgraph/slide should be a "title page" which includes the talk's title, your name, your institutional affiliation (advertise Trent!). Acknowledge supervisors, colleagues, and funding agencies.

8. Type size on your viewgraph (including fractions) should be at least 6mm (1/4", 20 point) high to be visible from the back of a room.

9. Number your viewgraphs sequentially. This lets your audience refer to a page number during questions, and simplifies life for you if you drop them during your talk!

10. Rehearse your talk by yourself to ensure it fits in the allotted time. Leave adequate time for questions. Be prepared to answer questions on areas related to your talk; be aware of recent advances.

11. Give the talk to a small group of friends, representatives of your eventual audience, for critical feedback.

12. Points During Presentation:

- Don't rush your talk.
- Speak to the entire audience, not just the people you know.
- Make eye contact with members of the audience; this involves them personally.
- Set your volume as though you were talking to someone in the back row: you are.
- For correct orientation of your viewgraphs, place them on the projector so you can read them as you face the audience.
- Face your audience, not the screen. It is usually better to use a pointer from the side of the screen rather than a pen on the viewgraph, so you do not block the screen for part of your audience.

For poster presentations, follow steps 1 to 4, and 6 to 7. However, the presentation must be understandable when you are not present, so it must have enough text to explain each of your figures, tables or equations. Type size should be at least 6mm (1/4", 20 point).

# **APPENDIX II: Constitution of the Graduate Students' Association of Trent University**

## **1. THE ASSOCIATION**

1.1 The Association shall be called the Graduate Students' Association of Trent University hereinafter called the 'ASSOCIATION'.

1.2 The objectives of the Association shall be:

- a. to contribute to the intellectual growth and cultural development of the University
- b. to uphold and respect the academic freedom of the University
- c. to provide opportunities for the exchange of ideas between the graduate students of all departments and disciplines of the University
- d. to organize social and cultural events for the benefit of graduate students
- e. to effect communication between the graduate students and governing bodies of the University on matters affecting the interests of graduate students
- f. to encourage the establishment of inter-university contact between graduate students.

### **1.3 Legislative Officers**

The legislative officers of the Association shall be the President, the Vice-President and Secretary-Treasurer, and a representative from each graduate program. All other members shall form part of the Association's General Assembly.

## **2. MEMBERS**

### **2.1 Classes of Members**

2.1.1 A full member shall be any person recognized as a registered graduate student, full or part time, and including those enrolled under the Trent/Queen's Agreement, by Trent University and who has paid the Association fee.

2.1.2 An associate member shall be any person recognized as an alumnus or a qualifying student by Trent University and who has not paid the Association fee.

2.1.3 An honorary member shall be any person the Association might wish to honour.

### **2.2 Rights and Privileges of Members**

2.2.1 A full member shall be able to:

- attend any meeting of the Association and make, second, and vote on motions
- raise any questions of privilege, point of order, or question of appeal
- attend any meetings of the Executive of the Association and discuss any matter presented there upon recognition of the chair, but not to vote there except in his/her capacity as a member of that body
- to hold any office within the gift of the Association
- to vote in any Association election, referendum, or plebiscite
- to enjoy all rights and privileges within the gift of the Association.

2.2.2 An associate member shall enjoy all the rights of a full member except:

- to hold executive office in the Association
- to vote in the Association
- to participate in activities sponsored by the Association fee unless a special fee has been paid

2.2.3 An honorary member shall be able to attend any meeting of the Association's General Assembly.

### 3. LEGISLATIVE BODIES OF THE SOCIETY

#### 3.1 General Assembly

- It shall be the supreme governing body of the Association
- It alone shall be able to make permanent changes to the Constitution of the Association
- It alone shall decide raises in the Association fee upon fourteen days notice given to the Executive
- It alone may remove any member of the Executive or all of the Executive by any act of impeachment carried by two-thirds of the voting body.

#### 3.2 Meetings

- A quorum shall be twenty-five percent of the total memberships
- The General Assembly shall meet at least once a year to elect officers
- The General Assembly shall meet as often as it chooses
- Each full member shall have one vote only, and only full members shall vote
- The General Assembly shall set the date of each subsequent meeting at each present meeting
- Any non-member may speak at the discretion of the General Assembly.

#### 3.3 Executive

The executive shall consist of the President, Vice-President, the Secretary-Treasurer, Social Director(s), Newsletter Editor and a representative from each graduate program. Programs with more than 20 students registered shall be entitled to have two student representatives.

The executive may act on behalf of the Association in an emergency, but it is responsible for its actions to the General Assembly.

##### 3.3.1 Meetings

A quorum shall be two-thirds of the executive members  
Each executive member shall have one vote only  
Meetings shall be held at the will of the General Assembly or the Executive.

#### 4. DUTIES OF OFFICERS

##### 4.1 President

4.1.1 He/she shall preside over and be responsible to the General Assembly and the Executive

4.1.2 He/she shall be a representative of the Association at such meetings where the Association is represented. A substitute approved by the General Assembly may act in his/her stead

4.1.3 He/she shall be in full-time attendance at the University

4.1.4 He/she shall sign all cheques on the General Account of the Association jointly with the Secretary-Treasurer

4.1.5 He/she shall chair meetings of the executive, voting only when it is needed to achieve quorum, or in the event of a tie.

##### 4.2 Vice-President

4.2.1 He/she shall in the absence of the President be empowered to perform any function of the President upon a majority vote of the General Assembly

4.2.2 He/she shall become President if the Presidency falls vacant before a general election

4.2.3 He/she shall chair a committee to seek and receive nominations for any office within the Association.

##### 4.3 Secretary-Treasurer

4.3.1 He/she shall in the absence of both the President and Vice-President of the Association and upon a majority vote of the Assembly, perform any presidential function

4.3.2 He/she shall record and keep for inspection by the members the minutes of the meetings of the Executive and General Assembly

4.3.3 He/she shall keep a file of the documents of the Association

4.3.4 He/she shall handle all financial matters of the Association

4.3.5 He/she shall be responsible to the General Assembly for all expenditures.

##### 4.4 Social Director(s)

4.4.1 He/she shall co-ordinate any social functions of the Graduate Students' Association (dinners, dances, sporting events, field trips, etc.)

4.4.2 He/she shall participate in executive meetings and decisions.

#### 4.5 Newsletter Editor

4.5.1 He/she shall release a regular newsletter for the Graduate Students' Association

4.5.2 He/she shall participate in executive meetings and decisions.

#### 4.5 Program Representatives

4.5.1 He/she shall participate in executive meetings and decisions.

4.5.2 As the need arises, he/she will meet with other program representatives to work as an independent group to discuss problems common to all graduate programs. This group will then offer recommendations to the Graduate Students' Association executive and the university administration on how the difficulties may be resolved.

### 5. ELECTIONS

#### 5.1 Executive Officers

Before the end of the winter term all full members will be required to vote either by assembly or mailed ballot for the positions of President, Vice-President, Secretary-Treasurer for the following year. Persons nominated as program representatives will be elected by mailed ballot within each of the programs.

### 6. TENURE OF OFFICE

#### 6.1 Executive Officers

All turns of office shall consist from May 1 to April 30.

### 7. REMOVAL FROM OFFICE

7.1 Any officer may be impeached after twenty percent of the General Assembly have given a petition of notice one meeting prior to the meeting set aside to hear the impeachment

7.2 The members shall be removed only by secret ballot

7.3 The Executive members shall be removed by a twenty-five percent vote calling for removal.

### 8. FILLING OF VACANCIES

8.1 Should an executive office become vacant during the academic year, said office shall be filled in the following manner:

- a. the assembly shall receive nominations
- b. in the event of one nominee, the Assembly shall be authorized to declare the nominee elected
- c. should the vacancy be the office of the President, said office shall be filled by the Vice-President.

The Assembly shall elect a new Vice-President who shall not succeed to the presidency should this position again become vacant during the academic year. On the second vacancy, a new election shall be held set forth in 8.8.1 (a) and 8.8.1 (b).

#### 9. BY-LAWS

9.1 The General Assembly may enact By-Laws to amplify upon, but not contradict the letter or spirit of the constitution.

#### 10. CONSTITUTIONAL AMENDMENTS

10.1 Constitutional amendments shall be made by the General Assembly upon a twenty-five percent majority vote of all full voting members of the Association

10.2 All full members will be required to vote either in assembly or by mailed ballot which has been properly signed by the full voting members sending the ballot.

#### 11. RESIDUAL CLAUSE

11.2 The General Assembly shall hold all power and make all laws as it sees fit.

## **APPENDIX III: Trent University Guidelines for Graduate Students, Supervisors, Supervisory Committees and Graduate Programs**

### **Preamble**

It is recognized that many individuals bring to our graduate programs a rich and varied experience derived from Universities elsewhere. These guidelines are to provide an indication of the expected practices and principles that should guide the normal interactions within a graduate program at Trent University. The underlying principle is one of mutual respect of the students and faculty in an academic environment governed by traditional standards of research and professional integrity, without prejudice or discrimination based on non-academic considerations. Within this context both the student and the faculty supervisor assume certain responsibilities or obligations and are entitled to expect reciprocal commitments. The guidelines presented are neither exhaustive nor exclusive and should be viewed in the context of "normal" circumstances. As such they are not intended to be formal regulations, limiting or replacing specific Graduate Program guidelines or regulations. The guidelines represent the perspective of the University's Committee on Graduate Studies and will be used by the Committee to exercise judgement.

### **Guidelines Appropriate at the Time of Application**

An applicant to a graduate program should expect to:

1. be informed of all Department/Program and University regulations, policies, and practices concerning the specific graduate program;
2. be advised of the extent or limitations of financial support and the associated requirements for teaching, research, or other services;
3. be informed of the graduate faculty willing to accept students and the areas of research that they are prepared to supervise, and to have an opportunity to request a supervisor of his/her choice;
4. be considered for admission to a graduate program on the basis of previous academic performance, letters of recommendation, and assessed potential for successful completion of the degree requirements.

An applicant is expected to:

1. provide a complete record of his/her academic background and experience;
2. inform the Department/Program of any limitations or commitments that could jeopardize his/her successful completion of the degree requirements; and to indicate any restrictions related to financial support or time available for completion of the program.

### **Guidelines Appropriate at the Time of Admission and Throughout the Program**

At the time of admission to a graduate program the Department/Program Graduate Studies Committee has a responsibility to oversee the student's entry to the program. By this time the research supervisor should be identified and should advise the student on selection of courses if required.

### **Selection of a Supervisory Committee**

The supervisory committee should be established by the Program Director in consultation

with the potential supervisor(s) and in accordance with Graduate Program guidelines.

The Supervisor is expected to discuss with the student:

1. the specific nature and subject of the proposed research;
2. the degree to which such research may be an integral part of a larger research project of the supervisor and the consequential possible implications for authorship of resulting publications, including the aspects or areas of the research project over which the supervisor wishes to exercise rights to pursue and/or publish;
3. the extent to which the supervisor is able to support the research project in space, equipment and facilities, and provide financial support to the student;
4. the expectations of the supervisor for the student's academic performance and progress towards completion of the proposed research.

**The Supervisor is further expected to:**

1. be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems;
2. assist the student in developing a program of study that will allow for completion of all degree requirements within the specified time limits;
3. inform the student of the approximate time it will take for submitted written material to be returned with comments;
4. be thorough in the examination of written material submitted by the student, making constructive suggestions for improvement;
5. indicate when a draft thesis or major paper is satisfactory for submission to the supervisory committee or, if the supervisor believes that it cannot be successfully completed, to so indicate to the student (and the supervisory committee, if appropriate) with reasons;
6. make satisfactory arrangements for the supervision of the student when the supervisor is on leave or extended absence from the campus;
7. make every effort to ensure that all resources (e.g., laboratory/field facilities and essential operating funds) necessary for execution of the thesis research project will be available as required so the student can complete the project without undue delay, and, when necessary, to assist the student in gaining access to facilities or research material;
8. know Graduate Program and University regulations and standards to which a thesis or major paper is required to conform, and to ensure that the student is informed of them;
9. show student round the Program.

**The Supervisory Committee is expected to:**

1. be reasonably accessible to the student for consultation and discussion of the student's

- academic progress and research problems;
2. ensure that a "Program of Study" is established with the student's involvement;
  3. identify potential problems that may arise in the student's program and to help alleviate them;
  4. meet, at least once each year, to review the student's progress and to promote constructively the student's research;
  5. submit progress reports to the Graduate Program and to make recommendations concerning the student's program;
  6. read and comment on drafts of written material in a timely manner and to indicate when a major paper is complete or a thesis is ready for examination.

**The Graduate Student is expected to:**

1. choose a topic of research acceptable to his/her supervisor and to produce a thesis or major paper which is essentially his/her own work, and which meets the University and Graduate Program standards for style and quality, reflecting a capacity for independent scholarship in his/her discipline;
2. In the thesis, students should give evidence that they have made a logical and intelligent approach to the selected problem, and the language of the thesis should be clear and precise. The thesis should be as original as possible;
3. conform to basic principles of academic integrity and professionalism; in particular, to acknowledge assistance, materials and/or data provided by other scholars, including fellow students or technicians;
4. recognize that the supervisor and members of the supervisory committee have a spectrum of educational and research obligations which may result in delays in responding to the graduate student;
5. give serious consideration to the advice and criticisms provided by his/her supervisor or members of his/her supervisory committee;
6. know the Graduate Program and University regulations and standards for academic performance and to which a thesis or major paper is required to conform;
7. maintain a regular work schedule and communications with his/her supervisor (or designate); to meet with the supervisory committee in accordance with program requirements; and to keep the supervisor informed of where he/she may be contacted;
8. to submit to the supervisor for comment any work which has been carried out under his/her supervision and which is intended for publication;
9. to complete all work required for the degree within specified time limits.

**The Supervisor may expect to:**

1. have the student consider seriously his/her advice concerning research methodology and written material, particularly drafts of a thesis or a major paper;

2. have those portions of his/her research which may be included in a student's thesis or major paper properly acknowledged;
3. have a student working as his/her research assistant agree to the incorporation or utilization of the student's research in other related research projects under the supervisor's direction, with the understanding that the student will retain scholarly credit for his/her contributions;
4. request withdrawal as supervisor of a student when for specific reasons he or she feels that continued supervision could not lead to the satisfactory completion of the degree requirements by the student.

In such circumstances, the supervisor should discuss the reasons with the student and the supervisory committee and provide a written statement of the reasons to the student and to the Program Director. The Program Director should meet with the student and the supervisory committee to review the request and to facilitate its resolution.

#### **The Graduate Student may expect to:**

1. be informed by the Supervisor of what is expected in research and the writing of a thesis or major paper, such as the quantity and quality of research required, the length and composition of a thesis or major paper, and the mechanism for reviewing progress;
2. receive guidance from his/her supervisor in establishing a research project, approaching problems in the research, assessing the progress of the research, and producing an acceptable thesis or major paper;
3. receive fair assessment of the completed thesis or major paper, with explanations of criticism and constructive suggestions;
4. retain authorship, singly or jointly as appropriate, to his/her research (recognizing the timely nature of the research and the importance of rapid publication) and to receive credit for significant contributions to other research;
5. have the right to request the reconsideration of a decision regarding his or her program or to lodge an appeal as in the Appeals Section of the Graduate Calendar.
6. to be able to request a change of supervisor when for specific reasons the student feels that he or she would be unable to complete the degree requirements under current supervision, or wishes to pursue another area of research.

In such circumstances, the student should discuss the reasons with the supervisor and the supervisory committee and provide a written statement of the reasons to the supervisor and to the Program Director. The Program Director should meet with the student and the supervisory committee to review the request and to facilitate its resolution.

#### **The Graduate Program**

The Graduate Program has the responsibility to oversee the complete graduate degree program. Its responsibilities may include:

1. making admission decisions based on equitable and uniformly applied standards;
2. overseeing the selection of a supervisor and supervisory committee and any request for their change;
3. routinely monitoring the progress of each student, as reported by the supervisory committee, and encouraging timely completion of degree requirements and the preparation of a thesis or major paper without undue delay;
4. in the event that a supervisor permanently leaves the University or is unavailable for a significant period time, ensuring that the student is not penalized and to facilitate the student's completion of degree requirements;
5. maintaining an overall high quality of academic and professional standards for the program and for the content and style of theses or major papers;
6. ensuring that the Graduate Program guidelines for financial support of students are clearly stated and applied fairly.

### **Program Executive Committee**

Each program must have an Executive Committee of at least 3 members including a minimum of 2 faculty and 1 graduate student with voting privileges. (The latter to be selected by the graduate students in the program.)

[Approved by the Committee on Graduate Studies, January 8, 1986. Revised March 4, 1994.]

### **Appeals**

Appeals procedures for graduate students parallel those established for undergraduates (see Undergraduates section of Calendar). In general, the procedures emphasize consultation and cooperation among the individuals most intimately concerned with any problem, while still allowing for an impartial review of difficult cases. Problems concerning individual courses should first be discussed with the instructor, those concerned with course programs should be discussed with the student's supervisory committee, and problems concerned with the application of program or university regulations should be brought to the attention of the program director or the Graduate Studies Committee. Review is accomplished by the impartial body with the best knowledge of the particular problem, e.g., the program director, the Graduate Studies Committee, or, in exceptional cases, the Special Appeals Committee.

## **APPENDIX IV: Trent University Policy on Scholarly Misconduct**

### **I. Preamble**

Early in 1994, the Medical Research Council (MRC), the Natural Sciences and Engineering Research Council (NSERC), and the Social Sciences and Humanities Research Council (SSHRC), in collaboration produced a tri-council policy statement on Integrity in Research and Scholarship. Those involved in research supported by these councils must comply with the tri-council policy statement (copies of which are available from the Office of Graduate Studies). One aspect of the policy is that any institution which receives grants from any of the Councils is required to promote integrity in research and scholarship, and to have in place, by June 1995, procedures for investigating allegations of misconduct in research and Scholarship.

### **II. Scholarly Misconduct**

Trent University will take allegations of scholarly misconduct seriously and, as quickly as practicable, will determine their validity and take appropriate action. The University recognizes, however, that not all actions that fail to meet the highest standards of scholarship constitute scholarly misconduct. Scholarly misconduct involves actions or omissions constituting deception, gross negligence, or reckless conduct, and even such misconduct has degrees of seriousness. Factors intrinsic to the process of scholarly research such as honest error, conflicting data, differences in interpretation or judgment of data or experimental design, or professional differences concerning appropriate protocols or practices, do not, in themselves, constitute scholarly misconduct.

"Scholarly misconduct" in research and scholarship means:

- a. fabrication, falsification, or plagiarism;
- b. taking unfair advantage of one's access to the work or data of others (for example as a supervisor or peer reviewer), including deliberate damage;
- c. material noncompliance with federal or provincial statutes or regulations, or with University regulations for the protection of researchers, human subjects or the public or for the welfare of laboratory animals, or material failure to meet other reasonable legal and contractual requirements that relate to the conduct of research;
- d. failure to reveal any material conflict of interest to those who commission reviews of research grant applications or manuscripts, or testing of products for sale or distribution to the public;
- e. failure to reveal to the University any material financial interest in a corporation or other entity that contracts with the University to undertake research, particularly research involving the corporation's or other entity's products. Material financial interest includes ownership, substantial stock-holding, directorship, and significant honoraria or consulting fees, but does not include small stock-holding in a large-publicly-traded company.

### III. Procedures

The following procedures are intended to address scholarly misconduct on the part of anyone involved in research within the University. They apply to all faculty, professional librarians and staff, and to undergraduate and graduate students insofar as they are involved in funded research. They do not limit the rights of persons whose terms and conditions of employment are governed by a collective agreement.

Members of the University community are encouraged to resolve misunderstandings or disputes among themselves or with the informal assistance of the Dean of Graduate Studies, hereafter referred to as "Dean" or the Provost and Dean of Arts and Sciences, as appropriate.

1. A formal allegation of scholarly misconduct must be written, dated and signed, and directed to the Dean of Graduate Studies within one month of the evidence on which it is based becoming known. The written allegation must include all pertinent details and supporting evidence. When the Dean of Graduate Studies or Arts and Sciences is named in an allegation, the President or a designate shall replace the Dean wherever they have a role in these procedures.
2. Upon receiving or making a formal allegation, the Dean shall notify the person named in

the allegation. The Dean shall endeavour to clear up misunderstanding and to mediate disputes where possible, maintaining the highest degree of confidentiality so as to protect the reputations and careers of all involved. The Dean shall form a judgment as to whether the allegation should proceed to a formal investigation.

3. If the Dean judges that the allegation should not proceed to a formal investigation, the person named in the allegation, as well as the person making it, shall be advised that the matter is at an end. The file is destroyed.
4. If the Dean judges that the allegation should proceed to a formal investigation, the person named shall be so informed, promptly and in writing.
5. The formal investigation of the allegation begins upon receipt of written notice by the person named. The written notice shall include a copy of the signed allegation and shall invite the person named to respond to the allegation. Where the person named is a member of a bargaining unit, a copy of the signed allegation shall be sent at the same time to the appropriate bargaining agent, and the person named shall be informed that he or she may elect to be represented by the bargaining agent in any of these procedures.
6. The Dean shall investigate the allegation promptly, fairly, discreetly, and judiciously, and may call on appropriate experts or other individuals in the course of the investigation.
7. The Dean shall proceed with due regard for natural justice, and shall ensure that the person named in the allegation is allowed to know any evidence presented and has ample opportunity to respond to that evidence.
8. The investigation shall conclude with a written report to the Dean, normally within 60 days of its commencement. A copy of the report shall be sent at the same time to the person named in the allegation and to the appropriate bargaining agent if the person is a member of a bargaining unit.
9. If the Dean holds that clear and convincing evidence of scholarly misconduct (as provided by section II) is not found, the Dean shall so inform, in writing, the person named in the allegation, and the University shall take reasonable steps to protect and/or restore the reputation(s) and credibility of the person named and of any other person(s) wrongfully implicated during the procedures.
10. If the Dean holds that there is clear and convincing evidence of scholarly misconduct (as provided by section II), the person named shall be notified in writing of the infractions under the policy, with a copy to the appropriate bargaining agent if the person is a member of a bargaining unit.
11. If the Dean proceeds to take disciplinary action, the person named shall be so notified, in writing, with a copy to the appropriate bargaining agent if the person is a member of a bargaining unit. Penalties for employees may include warning, reprimand, restitution, suspension, or dismissal. Penalties for students may include warning, reprimand, restitution, suspension, debarment or expulsion.
12. Upon receipt of written notice of disciplinary action, the person named may appeal to the President in writing within seven (7) days. The President shall respond to the appeal in writing within fourteen (14) days.
13. Discipline imposed under this policy on a member of a bargaining unit is subject to the grievance and arbitration provisions of the applicable collective agreement.

14. If the University decides after formal investigation not to proceed against the person named in the allegation, or if an arbitration decides in favour of the person, the University shall remove all documentation relating to the allegation from the person's personnel files or other equivalent files and, except for arbitration reports which shall be retained, shall at the discretion of that person destroy the documentation or transfer it to that person.
15. No person who honestly and in good faith makes an allegation or gives evidence in accordance with this policy shall be subject to reprisal. An individual making allegations or giving evidence recklessly, maliciously or in bad faith shall be subject to disciplinary action.
16. At all times, the University shall take reasonable steps to protect the funds of any external granting/contracting agencies involved. Where required, the University shall notify the relevant funding agencies.
17. Allegations regarding behaviour and events prior to the adoption of this policy fall outside the scope of the policy.

## **APPENDIX V: Trent University Policy on Research with Human Subjects**

(Approved by Senate, April 13th, 1999 and by Faculty Board, September 27/91)

### **Policy:**

All research conducted under the auspices of Trent University by faculty, staff, or graduate students, funded or unfunded, that involves human subjects require approval by the Research Ethics Committee of Trent University.

### **Terms of Reference for the Research Ethics Committee of Trent University (1999):**

The Research Ethics Committee (REC) is a standing committee of Senate, reporting to and accountable to Senate. The REC will advise Senate and the Dean of Graduate Studies on all matters of research involving human subjects at Trent University.

The role of the REC is to review proposals by members of the university, and others who conduct research involving human subjects at Trent, to determine conformance with the whole of the Tri-Council Policy Statement "Ethical Conduct for Research Involving Human Subjects". This document should serve to safeguard the rights and welfare of human subjects and participants. Accordingly, the scope of the Tri-Council Policy Statement and the required ethics review normally applies only to research involving human subjects who are living. Ethics review is usually not required for research based on materials in the public domain, where interaction with the living human subjects of research is not involved. The University also re-affirms its support of basic guiding values established by the academic community, including a commitment to academic freedom, fairness, and the proportionate approach to ethics assessment and the work of the REC will reflect these values and commitments. In all cases, the REC is to strive to balance the principles of protection of the rights of human subjects and of researchers. In the absence of clear evidence of more than minimal risk to human subjects, constraints on research should likewise be minimal.

All research conducted under the auspices of Trent University by faculty, staff, or graduate students, funded or unfunded, that involves human subjects requires approval in advance from the REC. Research with human subjects at Trent University, but conducted by others, also requires prior approval by the REC.

In the case of undergraduate student research with human subjects, departments/programs shall review student research proposals according to departmental ethics

criteria as approved by the REC. In the case where a department/program has no ethics review procedures, they are mandated to develop these so that undergraduate research proposals involving human subjects can be reviewed. Assistance can be provided by REC to departments/programs in developing such procedures. The REC should meet regularly to discharge its responsibilities and render decisions in a timely manner on applications for approval. In cases where researchers and the REC cannot reach agreement through discussions and reconsideration, an appeal against a decision of the REC may be directed to the Research Ethics Appeal Committee (REAC). This is a standing committee which will be convened only in the case of an appeal. Decisions of the Research Ethics Appeal Committee are final, subject to further procedures as may be provided through collective agreements.

The REC makes an annual report on committee activities to Senate for information, with a copy to the Dean of Graduate Studies. Members and the Chair of the REC will be appointed by the Nominating Committee of the University. Composition of the REC shall be as follows:

- 3 Faculty members (normally one each from each division of Faculty Council) with broad expertise in methods and areas of research covered by the REC;
- 1 (other) Faculty member knowledgeable in ethics;
- 1 Community Representative
- 5 University Research Officer (ex officio)

It is furthermore recommended that the:

1. Senate change the name of the Committee on Human Research (CHR) to the Research Ethics Committee (REC), and that the REC henceforth be designated as a Senate committee.
2. Senate adopt the Tri-Council Policy Statement on "Ethical Conduct for Research Involving Humans", the complete document, as official university policy in this area and that the REC have the mandate to implement this document.
3. Nominating Committee appoint members of the REC for at least a 2-year term. Where possible, membership should be staggered to ensure continuity on the committee. Nominating Committee appoint the Chair of the REC each year, and that he/she be a member of faculty with previous experience on the REC.
4. Vice President-Academic provide appropriate resources for the REC to fulfill its enlarged mandate and Terms of Reference, including additional funds for record keeping, educational outreach, and project monitoring.
5. Senate establish a Research Ethics Appeals Committee (REAC) to provide an independent appeal process against a decision of the REC. Research Ethics Appeals Committee (REAC) should be composed of five members: Associate Dean-Arts and Science (as Chair), the Chair (or his/her designate) of the department of the appellant, two faculty members with previous but not current experience on the REC, and a Community member with previous experience on the REC (selected by the Nominating Committee)
6. Vice President-Academic, through Joint Committee, review the "Policy on Scholarly Misconduct" with the Trent University Faculty Association (TUFA) regarding possible implications of implementing the Tri-Council Policy Statement.
7. Nominating Committee appoint a Community member to the REC each year. The Dean of Graduate Studies will obtain the agreement of such Community member to participate according to the normal operations of the REC, particularly with respect to

such matters of confidentiality and conformance with the Tri-Council Policy Statement

8. Department/program research ethics committees submit an annual statistical report to the Dean of Graduate Studies, for review by the REC. The REC will conduct a quinquennial review of department/program procedures relating to undergraduate research involving human subjects. Department/program offices should keep a copy of approved procedures and consent forms on file.
9. Researchers, in consultation with the REC, develop a simple mechanism to facilitate both ongoing reviews of their research activities with human subjects and a final report.
10. Researchers report any adverse event associated with their research involving human subjects to the REC immediately.
11. REC, through the Office of Graduate Studies, establish and keep an inventory of ongoing research involving human subjects. \
12. REC meet, face-to-face, at least twice a year (or whenever new committee members are appointed) to ensure education of committee members about University policy and procedures. The REC should also develop a system for expedited review of proposals.
13. REC develop a practice of scholarly review on proposals for research that pose more than a minimal risk to human subjects and are not already peer-reviewed.
14. REC continue its practice of forwarding all research proposals which deal specifically with aboriginal people (as a distinct group of living human subjects of research) to the Trent University Aboriginal Education Council for comment.
15. Dean of Graduate Studies, in consultation with appropriate departments, and other groups, develop policy in regard to the study of human remains (bodily remains of deceased individuals) and the rationale for scholarly interests in such study.
16. Dean of Graduate Studies should provide the research community with information about the Tri-Council Policy Statement, the REC, and its policies and procedures.
17. REC amend the application form for "Ethical Review of Proposed Research" to reflect the terms and language in the Tri-Council Policy Statement.
18. University be prepared to provide independent legal advice regarding potential decisions to the REC in cases which have potential legal consequences from a research project involving human subjects. The legal expert must not be the University's counsel.
19. University work with other Canadian institutions of higher education to seek external funding to cover increased administrative costs of implementing the Tri-Council Policy Statement.

Submitted by:

Paul F. Healy, Chair (Dean of Graduate Studies)  
John Bishop (Research Ethics Committee)  
Kathryn Chittick (SSHRC-Committee on Research)  
Jim Jury (Natural Sciences-Committee on Research)  
Carolyn Kapron (Research Ethics Committee)  
Stephen Katz (Research Ethics Committee)

Joe Muldoon (University Research Officer)  
Peter Watson (Research Ethics Committee)  
13 April 1999

Endnotes:

1. The three federal research granting Councils of Canada are the Medical Research Council (MRC), the Social Sciences and Humanities Research Council (SSHRC), and the Natural Sciences and Engineering Research Council (NSERC). The three formed a Tri-Council Working Group to study revisions to the existing guidelines on ethics in research with human subjects in 1994. Intensive consultations were initiated nationally by the Tri-Council Working Group. The group released an Issues Paper (November 1994) endorsing creation of a Tri-Council Code of Ethics, and a Discussion Draft (May 1995), both of which received extensive comment from the academic community. Based on these discussions, the Working Group issued a final report (July 1997). This was discussed by the Councils with the Humanities and Social Sciences Federation of Canada (HSSFC), which sponsored regional meetings across Canada, with various scholarly associations and societies, University Vice Presidents (Research) via the Association of Universities and Colleges of Canada (AUCC), and the Canadian Association of University Teachers (CAUT). The final adopted version of the Policy Statement reflects these meetings, and was revised in light of those discussions.

2. Previous Council guidelines governing research in Canada with human subjects included: SSHRC's Ethics Guidelines: Research with Human Subjects, and MRC's Guidelines on Research Involving Human Subjects (1987).

3. The National Council on Ethics in Human Research (NCEHR) is a non-profit Canadian organization whose mandate is to assist Research Ethics Committees (REC) of universities and hospitals conducting research involving humans. They assist RECs in resolving contentious issues, foster education, dialogue, and understanding in and among institutions, RECs, researchers, professional personnel, organizations that fund research, and the public, on ethical aspects of research involving human subjects. The NCEHR seeks to assist institutions to develop and maintain expertise concerning the evolution of ethical perspectives on all aspects of research involving human subjects. Trent invited, and received, a site visit from a NCEHR panel in November, 1998 to discuss the new Tri-Council Policy Statement. A public forum with NCEHR members was held (November 3, 1998), and advice on Trent policy and practices was received. Much of the advice has been incorporated in the recommendations of this report.

4. The Advisory Committee wishes to thank all members of the University community who participated in this exercise. Their viewpoints have been incorporated wherever possible.

5. In a submission to the Tri-Council, the University has sought an exemption from Article 1.3d, requiring a member of the community to serve on the REC. A response is expected in Spring, 1999. If an exemption is approved, all reference to a Community member will be removed from the REC Terms of Reference and Recommendations. Appendix A. Memorandum to All Faculty on Tri-Council Policy Statement (25 Sept. 1998).

Appendix B. Memorandum on Public Hearings and Invitation for Comment on Tri-Council Policy Statement (8 Jan. 1999).

Appendix C. List of Speakers from Public Meeting on Tri-Council Policy Statement (29 Jan. 1999).

Appendix D. Excerpt from NCEHR Report on Policies and Procedures of the Trent REC.

Appendix E. Current Terms of Reference for the Committee on Human Research (1991).

## **APPENDIX VI :Thesis Guide**

### **Introduction**

This Thesis Guide has been prepared by the Office of Graduate Studies, Trent University, as a supplement to the Graduate Studies Calendar. The Guide incorporates a number of University policies regarding the production of theses, especially the use of computers, and microfiche requirements.

It is hoped that those involved in thesis preparation will find the guide useful. Please note that it is written particularly for those students whose theses are in the final stages of preparation. Students who are just beginning to plan or to write a thesis will probably find the information contained in standard style guides more useful. A number of style guides are listed below.

The Office of Graduate Studies may know of typists who wish to type theses. However, it should be understood that any arrangements made between a student and a typist are independent from the University.

For further information, please contact the Office of Graduate Studies, Suite 344, Gzowski College, 748-1011 x.7245.

### **I. DETAILS OF PREPARATION**

#### **Draft Copy**

The student should obtain the thesis supervisory committee's approval of the draft copy before the final typing. Each program is responsible for setting deadlines which provide sufficient time for this approval.

#### **Format is Important**

A thesis done in improper format will not be approved, and necessary corrections may delay the granting of a degree. Students are encouraged to consult the Graduate Studies and Research Officer for format approval. This saves both time and money for the student.

#### **Manuals**

Any one of the following manuals may be used in the preparation of the thesis:

J.I. Miller and B.J. Taylor, *The Thesis Writer's Handbook*. Oregon: Alcove Publishing Company, 1987.

R.M. Wiles, *Scholarly Reporting in the Humanities*. Toronto: University of Toronto Press for the Humanities Research Council of Canada, 1968.

R.L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*. Chicago: University of Chicago Press, 1973.

MLA\_Handbook. New York: Modern Language Association, 1977.

L. Fieser, *Style Guide for Chemists*. New York: Robert E. Kreiger Publishing Co. Inc., 1960.

AIP Style Manual for Physicists. New York: The American Institute of Physics, 1968.

## II. TECHNICAL REGULATIONS

The following procedures have been adopted in accordance with the guidelines of the National Library of Canada, Canadian Theses Service.

### 1. Legibility

1.1 The theses should be presented on white Bond paper with a hard, bright and even surface. If the thesis is produced on thin computer paper, a photocopy on white Bond paper should be made available for microfilming because it reproduces much better. The opacity is very important to prevent the typing on the following page from showing through.

1.2 Leaves should be printed on the recto side only.

1.3 The size of the pages should be 21.5 x 28 cm (8-1/2 x 11 inches), the type reading across the 21.5 cm dimension.

1.4 We recommend a 38 mm (1-1/2 inch) margin on the left side of the page with 25 mm (1 inch) margin on the remaining sides.

1.5 An original or superior copy should be provided for microfilming. Whether the thesis is typewritten or printed on laser, daisy wheel or dot matrix printers, the best reproduction quality will be achieved if there are 10 to 12 characters per inch, if the characters are black, evenly spaced, neat and dense. Characters lacking in neatness appear to 'bleed' when reproduced in microform.

Printouts produced on dot matrix printers should have letter quality where dots cannot be seen with the naked eye. Otherwise, these dots will appear to be vibrating when reproduced in microform.

1.6 Because many microfiche readers do not permit the rotation of images, illustrations should be positioned as the main text (the type reading across the 21.5 cm dimension). Illustrated material will reproduce well if drawn in dark, opaque ink. On a microfilm colours appear as varying shades of grey. Therefore, labels and symbols should be used rather than colours to identify the lines of a graph; cross-hatching provides sharper contrast than colour to shaded areas, such as countries on a map.

If a thesis submitted to the university includes coloured photographs, the copy of the thesis submitted for microfilming must include black and white photographs of the same subject or, if necessary, black and white photographs reprinted by a photographer from the coloured photographs. Black and white photographs with a full range of contrast reproduce well. Those with limited contrast reproduce satisfactorily on positive microfilm. Photographs with a glossy finish and photographs with dark backgrounds should be avoided.

Charts, graphs, maps and tables that are larger than the standard page might have to be used in the thesis. Such oversize pages complicate microfilming and it is recommended that they be avoided unless absolutely necessary. Oversize pages shall be microfilmed in sections, with the sections numbered and arranged so that they read from left to right, top to bottom. This is not applicable to a considerable number of pages nor to legal size pages (21.5 x 35.5 cm). Large charts, graphs and plates can also be reduced. However, notations or writing on them must be easily legible and no smaller than elite

type.

Overlays must be carefully aligned with underlying maps or charts. In order to produce the most legible image, the underlying sheet is filmed alone. The overlay is then placed on the underlying sheet and both are filmed together.

Slides will not reproduce on microfiche.

1.7 Because they are easier to film, unbound copies of theses are submitted to the National Library.

## 2. Completeness

2.1 The page numbering should be checked for correct sequence and completeness. Errors in pagination should be reported in a covering letter as well as in a note attached to the thesis. The National Library will then be able to film a target notifying the reader of the pagination error. When errors in pagination are not explained the thesis is rejected for microfilming and is returned to the university.

2.2 The author's full name, the thesis title and the date the degree was conferred should be identical on the title-page of the thesis and on the "Non-Exclusive License to Reproduce Theses". Form NL/BN 91 (90-09). This form must carry the author's original signature and must not have been altered. Any thesis for which the author has requested that the distribution be postponed will not be submitted by the university until such period has expired. Inaccurate or incomplete information supplied on the form could delay the reproduction of the thesis.

## 3. Copyright

3.1 The universal copyright notice © must appear on the title-page as indicated in the example below:

© Copyright by John Robert Smith 1985.

3.2 An authorization to reproduce copyright material beyond brief excerpts must be obtained from the copyright owner and submitted with the thesis. Such permission letters should not only allow inclusion of the material in the thesis but should specify the use made of the thesis by the National Library as worded in the "Non-Exclusive License to Reproduce Theses", Form NL/BN 91 (90-09), which states

"...In consideration of the National Librarian making copies of my thesis available to interested persons, I, ..... hereby grant a non-exclusive license to Her Majesty the Queen in right of Canada as represented by the National Librarian...to reproduce, loan, distribute or sell copies of my thesis...in microform, paper or electronic formats..."

## 4. MAJOR REASONS FOR REJECTING A THESIS FOR MICROFILMING

4.1 Poor legibility of any thesis which will not produce a quality micro-image.

4.2 Missing pages (leaves).

4.3 The unauthorized presence of substantial copyrighted material.

4.4 "Non-Exclusive License to Reproduce Theses", Form NL/BN 91 (90-09) missing, altered,

unsigned or signed by a person other than the author.

Failure to comply with these guidelines might result in a rejected thesis.

## **Order of Elements**

For consistency, the order of the front matter should be as follows:-

Title Page  
Abstract  
Preface, if any  
Table of Contents  
List of Illustrations and List of Tables, if any  
List of Abbreviations and Symbols, if any  
Glossary

## **Title Page**

A standard title page is required. The information that should be included and the format are illustrated in Appendix I of the Thesis Guide.

## **Abstract**

Each thesis must contain an abstract, typed on a separate single sheet. It must include the title "ABSTRACT", the thesis title, the author's name, and a summary not exceeding 150 words. The abstract should state the purpose, method, results and conclusions of the thesis.

## **Oversize and Undersize Material**

When the size of drawings, charts, computer tables, etc. does not remain within the normal margins, these margins may be reduced to 1.3cm on the right and 2.54cm on the left. Since a further reduction would not allow the volume to be bound, it may be necessary either to fold the material, making sure the folds lie within the prescribed limits, or to place the material in an envelope which will eventually go into a pocket at the back of the bound volume. Material of a smaller than standard size, such as a photograph, should be securely mounted on standard paper.

## **Mathematical Formulae and Symbols**

When necessary, mathematical formulae and symbols can be legibly written in script. A permanent black ink is recommended.

## **III. SPECIFICATIONS FOR THESES**

### **Number of University Copies**

Four copies are required (one original copy and three photocopies). The bound original copy remains in the Bata Library, one bound copy and one unbound copy is given to the student's program and one bound copy is given to the student's supervisor. The student may also wish to have one or more personal copies of the thesis bound. There is a binding fee, per copy, and the student is responsible for all costs for binding. This is payable at the Office of Graduate Studies at the time the final approved theses are submitted.

### **Language Requirement**

M.A. and Ph.D theses/dissertations will be written and defended in English (or in French, subject

to individual program's policy/practice), unless the Dean of Graduate Studies, acting on the recommendation of the Director of the Graduate program involved, grants an exception to this rule. The Dean must take into account: a) the relevance of this language to the content of the thesis/dissertation, and b) the availability of Trent graduate faculty members fluent in the language (both verbal and written) who can supervise the thesis/dissertation, and c) the availability of External and Internal Examiners fluent in the language (both written and verbal) who can effectively participate in the thesis/dissertation examination. Application to defend in a language other than English or French must be submitted to the Dean of Graduate Studies by the Program Director at least one (1) year in advance of the proposed date of the thesis/dissertation defense. In any case, the Title and Abstract of the Thesis/Dissertation must also be provided in English.

### **Off-Campus Defences**

All graduate thesis/dissertation defences will be conducted on the Trent Campus in Peterborough with the examining committee and the candidate physically present at the examination. Under exceptional circumstances, the Dean of Graduate Studies, acting on the recommendation of the Director of the Graduate Program involved may permit some members of the examining committee and/or the candidate to participate by video or teleconference. Requests for this exam status must be submitted by the Program Director to the Dean of Graduate Studies at least one month in advance of thesis/dissertation defence.

## **IV. PRINCIPLES GOVERNING SUBMISSION AND EXAMINATION OF THESES**

### **1. Submission of Thesis for Examination**

- 1.1 Supervisory committee members shall review a complete typed version of the thesis and send a signed form to the Program Director verifying that the thesis should proceed to examination.
- 1.2 Depending on program requirements, at least 3-5 copies of the thesis shall be deposited with the Program Director not less than ten weeks before the convocation at which the candidate expects to receive the degree.

### **2. Examining Committee**

- 2.1 After the supervisory committee has confirmed that the thesis can proceed to examination, the supervisor identifies three potential external examiners to participate in the thesis examination and defence. The Examining Committee is named by the Graduate Program Director, in consultation with the Graduate Dean, and the date, place and time of the defence determined.
- 2.2 The Examining Committee consists of a chair plus 3-5 members, of whom at least one must be from outside the university.
- 2.3 The candidate's supervisor is a member of the Examining Committee and any or all members of the supervisory committee may be named as members of the Examining Committee, subject to the policy of the program concerned.
- 2.4 The external examiner must not have any affiliation with the university or the candidate that might be construed as creating a conflict of interest.

### **3. Thesis Examination**

- 3.1 Copies of the thesis shall be distributed amongst the Examining Committee by the Program Director at least three weeks before the scheduled date of the oral, along with a covering letter from the Graduate Dean explaining the status of the thesis and the range of options for its disposition.
- 3.2 A form is supplied on which each examiner should verify whether they recommend that the oral examination should proceed. These forms must be returned to the Program Director at least one week before the scheduled date of the oral.
- 3.3 A negative response by any member of the Examining Committee will result in cancellation of the defence and return of the thesis to the student and supervisory committee.

#### **4. Defence**

- 4.1 The thesis will be defended by the candidate in an oral examination before the Examining Committee. In the examination candidates will be required to give evidence that they have a thorough knowledge of the field in which they have been working.
- 4.2 The defence shall be scheduled within a period of no fewer than three, and no more than six weeks from the submission of the thesis.
- 4.3 The Examining Committee, and the thesis defence examination, will be chaired by a person appointed by the Graduate Program Director.
- 4.4 A quorum consists of the external and two other members of the Examining Committee, not including the original Chair.
- 4.5 The parties concerned may agree upon a postponement and the examination rescheduled as soon as possible. If the external examiner cannot be present, the defence is postponed automatically unless arrangements can be made to the satisfaction of the Graduate Dean. The candidate shall not be penalized unduly by a postponement.
- 4.6 Subject to the policy of individual graduate programs, any member of the university is free to attend a master's oral thesis defence examination.
- 4.7 The Chair will give priority to questions from members of the Examining Committee, and will adjourn the examination when the Examining Committee decides that further questioning is unnecessary.
- 4.8 The deliberations of the Examining Committee are held in camera. That is to say, only appointed members of the Examining Committee are present at this stage.
- 4.9 It is the responsibility of the Chair to see that a report on the examination is prepared before the Committee adjourns.
- 4.10 The voting is to be based on a simple majority, with two negative votes resulting in a failure of the defence.
- 4.11 Four recommendations are open to the Examining Committee:
  - i. the thesis is approved as it stands, or
  - ii. the thesis is approved provided certain minor or major revisions are made, or
  - iii. the thesis is not approved as it stands but may be resubmitted, and re-

- examined by some or all of the Examining Committee (this may or may not involve another oral defence), or
- iv. the thesis is not approved.

- 4.12 If revisions are required, each member of the examining committee must provide a written list of required revisions to the Program Director immediately following the oral. Minor revisions are defined as corrections which can be made immediately to the satisfaction of the supervisor. Major revisions are defined as corrections requiring structural changes, or other substantive revision. When a thesis is accepted with major revisions, a precise description of the modifications must be included with the Examining Committee's report. It is then the responsibility of the candidate's supervisor to demonstrate to the Examining Committee that the required revisions have been made.
- 4.13 If the Examining Committee is not prepared to reach a decision concerning the thesis at the time of the thesis defence, it is the responsibility of the Chair to determine what additional information is required by the Committee to reach a decision, to arrange to obtain this information for the Committee, and to call another meeting of the Committee as soon as the required information is available. It is also the Chair's responsibility to inform the candidate that the decision is pending.

## 5. Final Submission

- 5.1 The Program Director, in consultation with the thesis supervisor, must verify that appropriate corrections have been made, and then submits a summary of the thesis defence and examination to the Office of Graduate Studies.
- 5.2 An approved thesis may be submitted at any time following the oral defence. However, for candidates wishing to graduate at a particular convocation, a specific deadline date is printed in the Graduate Academic Calendar section of the Graduate Studies Calendar. The general formula for establishing this date is five weeks before convocation.  
**Candidates not meeting this deadline are required to re-register until the thesis has been formally submitted and approved by the University.**
- 5.3 The formal submission of the thesis to the University is made to the Graduate Studies Officer, Suite 101, Otonabee College. At this point, the thesis should be in its final typed version, but only the original copy should be submitted. The Graduate Studies Officer checks through the thesis with regard to format and then seeks final approval from the Committee on Graduate Studies. If there are any discrepancies in format, the student will be contacted by the Graduate Studies Officer.
- 5.4 After the thesis has been formally approved, the candidate submits the required copies and pays the cost for binding and microfilming.

## 6. Microfilming of Thesis

- 6.1 When the thesis is submitted, the candidate is required to complete a "Non-Exclusive License to Reproduce Theses", Form NL/BN 91 [90-09]. This gives consent for the thesis to be microfilmed by the National Library of Canada. There is a fee for this service and the candidate is billed for this at the time the final approved theses are submitted.

## 7. Binding of Thesis

- 7.1 Theses must be bound in Trent Green with front cover and spine writing in gold.

Binding arrangements are made through the Office of Graduate Studies.

## **8. Copyright Regulations**

- 8.1 For information concerning thesis borrowing and copyright law, please refer to Appendix VII

**THESIS GUIDE...Appendix I**

SAMPLE ONLY: Front Page of Thesis

THE UTILIZATION OF FISH RESOURCES BY THE COAST TSIMSHIAN: PREDICTING  
OPTIMAL PATTERNS OF EXPLOITATION

A Thesis Submitted to the Committee on Graduate Studies  
in Partial Fulfillment of the Requirements for the Degree of Master of Arts  
(or Science) in the Faculty of Arts and Science

TRENT UNIVERSITY

Peterborough, Ontario, Canada

(c) Copyright by Richard William Nolan 1976 (Year formally approved)

Anthropology M.A. Program

June 1977 (Convocation month & year)

**THESIS GUIDE...Appendix II**

SAMPLE ONLY Format for Abstract

ABSTRACT

The Utilization of Fish Resources by the Coast Tsimshian:  
Predicting Optimal Patterns of Exploitation

Richard William Nolan

This thesis is an attempt to explore the explanatory potential of predicting optimal patterns of exploitation. By examining currently available data on hunter-gatherer subsistence behaviour, we may establish a number of generalizations which would seem to legitimately describe hunter-gatherer subsistence. These generalizations provide the theoretical foundation of the analysis....

(Maximum 150 words)

## **APPENDIX VII: Trent University Policy Regarding Thesis Borrowing and Copyright**

### **University Position**

The University's claim on material submitted as a thesis is limited to requirement that the prescribed number of copies be deposited in the University Library, that permission be given for this material to be made available to those who may wish to consult it, and that a Non-Exclusive License to Reproduce Theses be granted for the microfiching of theses by the National Library of Canada. The University makes no claim of ownership on the intellectual content of a thesis, this remaining the property of the author.

### **Library Policy**

The Library copy of the Trent theses will be retained for supervised consultation. In addition, many of the Trent theses are available to be viewed on microfilm in Bata Library. When a student has good reason for delaying the release of the thesis (i.e., reasons related to patent), he/she may request permission for this. The thesis shall be retained by the Graduate Studies Officer for twelve months unless, by mutual agreement between the supervisor of the thesis and the supervisee, it is decided that it may then be released and deposited in the Library. Otherwise, at the end of the twelve months the completed thesis will be deposited in the Library. Any thesis for which you request that the distribution be postponed will not be submitted to the National Library until such period has expired.

### **Microfiching by National Library and Copyright Law**

The student is strongly encouraged to have the thesis microfiched by the National Library of Canada. There is a fee for having the thesis microfiched for which the student is billed at the time of paying binding fees. In order to participate in the NLC's microfiche program, the student must complete a Non-Exclusive License to Reproduce Theses Form, granting permission to the National Library of Canada to microfiche the thesis.

The advantages of having this done are that the thesis thus becomes available to the international academic community, and the student's work is added to the store of scholarly research being accumulated at the National Library. The National Library agrees to reproduce theses and provide access to them through *Canadiana* and *Canadian Theses*; market and distribute them; make them available from the National Library's lending collection; and keep copies for archival conservation. Students who elect not to participate in the National Library's thesis program will see their theses deposited solely in the Trent University library, effectively rendering their work inaccessible to the broader academic community.

Concerning copyright, the Universal Copyright Convention (of which Canada has been a member since 1962) affords protection automatically to unpublished works, without notice or other formalities. Therefore, when a student's thesis is in progress, this copyright law goes into effect and remains so when the thesis is microfiched by the National Library of Canada. By signing the Non-Exclusive License to Reproduce Theses form, the student is granting permission for the thesis or extracts from it (beyond a maximum of approximately 5 lines) to be printed, quoted or reproduced, including sale for profit by third party vendors. While the National Library of Canada license may include lending or selling copies of the microfiche, the copyright principle remains in effect. A list is not kept of borrowers and buyers of any microfiche, thus making it impossible to keep track of those in possession of the material.

## APPENDIX VIII: Trent Postgraduate Degree Recipients

The following is a list of candidates and thesis titles of those who have received Postgraduate degrees at Trent University up to and including the Spring Convocation 2000 (as well as those recently approved for convocation at time of publication). The names of the recipients are arranged alphabetically under the Graduate Program concerned. The bound theses are catalogued in the Thomas J. Bata Library, Trent University. Theses available on microfilm from the Canadian Theses Service, National Library of Canada, have been assigned ISBNs.

### ANTHROPOLOGY

ADEMA, Kendra Mary Ann (ISBN 0-612-40461-7)

The Brilliance of Comitatus: Aesthetics and Society in Early Anglo-Saxon England. M.A. 1999

AIMERS, Jim John (ISBN 0-315-77610-2)

Maya E-Groups. M.A. 1993

ALLUM, Claire Paulette (R)

The Stone Tools and Small Finds Collection From the Loma Alta Site, South-western Ecuador. M.A. 1987

ATKINS, Sandra Erin (ISBN 0-612-67118-6)

The Formation of the League of the Haudenosaunee (Iroquois): Interpreting the Archaeological Record Through the Oral Narrative Gayanashagowa. M.A. 2001

AUSTIN, Patricia Anne (ISBN 0-315-89115-7)

Mercury and the Ancient Maya. M.A. 1994

AWE, Jaime Jose (ISBN 0-315-35423-2)

Archaeological Investigations of Caledonia Cayo, Belize. M.A. 1985

BAKER, Edna Marilyn (0-612-57978-6)

Technical Attributes as Cultural Choices: The textiles associated with an Inca Sacrifice at Cerro Esmeralda, Northern Chile. M.A. 2001

BAKER, Polydora (ISBN 0-315-66047-3)

Subsistence in Northern Italy During the Fifth and Sixth Centuries A.D.: Analysis of the Monte Barro Faunal Collection. M.A. 1991

BECKWITH, Laurie Anne (ISBN 0-315-66045-7)

The Function of the Circular Galleries at Marcahuamachuco, Peru. M.A. 1990

BETTCHEER, Katrina Johanna (ISBN 0-612-57979-4)

Children and Childhood in Ancient Peru. M.A. 2001

BILL, Cassandra Ruth (ISBN 0-315-40508)

Excavation of Structure 23 - A Maya "Palace" at the Site of Pacbitun Belize. M.A. 1987

BLOWER, David (ISBN 0-612-21671-3)

The Quest for Mullu: Concept, Trade, and the Archaeological Distribution, of Spondylus in the Andes. M.A. 1996

BROWNELL, Ward Glen (ISBN 0-315-81538-8)

The Abbott Site: Investigating the Potential of a Surface Collected Lithic Assemblage From

Southern Ontario. M.A. 1993

BUSBY, Anne Melanie (R)

The Pipeline Site: A Component of the Late Ontario Iroquois Stage. M.A. 1979

CAMPBELL-TRITHART, Melissa Jeanne

Ancient Maya Settlement at the Site of Pacbitun, Belize. M.A. 1990

CARMICHAEL, Patrick Henry (ISBN 0-315-35488-7)

Prehistoric Sociopolitical Evolution of Small Polities in the Northern Sierras, Peru. M.A. 1980

CHISWELL, Coreen Ellen (ISBN 0-315-35489-5)

A Study of Prehistoric Andean Storage by Means of Phytolith Analysis. M.A. 1985

COUPLAND, Gary Graham (ISBN 0-315-35486-0)

A Survey of Prehistoric Fortified Sites in the North Highlands of Peru. M.A. 1979

COYSTON, Shannon Louise (ISBN 0-315-98787-1)

An Application of Carbon Isotopic Analysis of Bone Apatite to the Study of Maya Diets and Subsistence at Pacbitun and Lamanai, Belize. M.A. 1995

CRIPPS, Beau Franklin (ISBN 0-612-80839-4)

The Garbage of Gentlemen: Investigations of a Military Refuse Midden From the Shirley Heights Officers' Quarters (PAH) Antigua. WI M.A. 2003

CRUZ, David M. (ISBN 0-612-57983-2)

You Are What You Eat: A Comparative Zooarchaeological Analysis of Two Ceramic Age Sites, Antigua, W.I. M.A. 2001

CZWARNO, Robert Michael (ISBN 0-315-35487-9)

Ceramic Indications of Cultural Interaction: Evidence from Northern Peru. M.A. 1984

DAVIES, Dennis Patrick (ISBN 0-612-09266-6)

Integration Period Chimbo Culture in Bolivar, Ecuador: The Ceramic Evidence. M.A. 1996

DAVIES-OSTROM, Megan Myfanwy (ISBN 0-612-57985-9)

"Doing our Best": Agency, Identity, and Morality in Parental Narratives and Understanding of Children's Bodies. M.A. 2001

DeHETRE, Deborah Anne (ISBN 0-315-35469-0)

Prehistoric Settlement and Fortification Patterns of La Libertad, Peru: An Aerial Photographic Analysis. M.A. 1979

DeMILLE, Christy Nichol (ISBN 0-612-21684-5)

Lithic Raw Material Utilisation Patterns in the Oldman River Valley, Southern Alberta. M.A. 1997

DIBB, Gordon Charles

Late Palaeo-Indian Settlement Patterns Along the Margins of the Simcoe Lowlands in South Central Ontario. M.A. 1986

DOAK, Colin James (R)

Towards a Semiotic Analysis of Huron Ceramic Smoking Pipes: The Le Caron, Robitaille and Ball Assemblages. M.A. 1993

DuVERNET, Timothy Charles (ISBN 0-315-49018-7)  
Photographs as Ethnohistoric Documents: the Use and Construction of Native Ontario Birch Bark Canoes. M.A. 1989

EVANS, Helen Marie (ISBN 0-612-40468-4)  
The Syncretic Continuum: A Model for Understanding the Incorporation of European Goods at Le Caron, a 17th Century Huron Village Site, Ontario. M.A. 1999

FERGUSON, Josalyn (ISBN 0-612-40469-2)  
The Ballgame at Baking Pot, Belize: An Analysis of the Ballcourts at a Maya Civic Centre. M.A. 1999

FISHER-THOMAS, Susan (ISBN 0-315-77605-6)  
Ties That Bind in Close Embrace: A Socio-Semiotic Analysis of Athapaskan Quillwork "Belts" in the Royal Ontario Museum. M.A. 1993

FOSTER, Gary Anthony  
The Wolfe Creek Site: A Prehistoric Neutral Frontier Community. M.A. 1982

FOULKES, Ellen Virginia (ISBN 0-315-35431-3)  
Fulton Island: A Stratified Site in the Saint John River Valley of New Brunswick. M.A. 1981

GALLOWAY, Anne Marie (ISBN 0-612-48573-0)  
(Re)Constructing Inka Understandings of Architectural Space. M.A. 2000

GIBBS, Sheryl Ann (ISBN 0-612-48575-7)  
An Interpretation of the Significance of Human Remains from the Caves of the Southern Maya Lowlands. M.A. 2000

GILLETT, Brandi Lyn (ISBN 0-612-57988-3)  
Situating Aboriginal Tourism as a site of Negotiated Representation. M.A. 2001.

GRANDA, Rita Maria Christina (ISBN 0-612-21688-8)  
The Status of Zenu Women: A Study of Gender Relations in Ancient Colombia. M.A. 1997

GRAY, Nadine Laura (ISBN 0-612-57989-1)  
Into the Darkness: Investigations of Maya Chultunob from X-Ual-Canil (Cayo Y), Belize. M.A. 2001

HALEY, Shawn Dean  
Late Intermediate Period Settlement Patterns on the Carabamba Plateau, Northern Peru. M.A. 1979

HANDLY, Martin James (ISBN 0-315-89106-8)  
Lithic Assemblage Variability at Charlie Lake Cave (HbRf-39): A Stratified Rockshelter in Northeastern British Columbia. M.A. 1994

HOOD, Bryan Cameron (R)  
The Maritime Archaic Occupation of Nukasustok Island, Nain, Labrador. M.A. 1981

HORNE, Malcolm Robert (ISBN 0-315-52735-8)  
A Regional Analysis of Prehistoric Settlement Patterns in the Huamachuco Area, Peru. M.A. 1989

HUFFMAN, James P.

Social Distance Among the Precolombian Moche of Coastal Peru: A Study of Mortuary Variability. M.A. 1999

IANNONE, Gyles John (ISBN 0-315-77609-9)  
Ancient Maya Eccentric Lithics: a Contextual Analysis. M.A. 1993

JACKSON, Laurie James (ISBN 0-315-35435-6)  
Late Wisconsin Environments and Palaeo-Indian Occupation in the North-eastern United States and Southern Ontario. M.A. 1979

JAMES, Dwayne Richard  
The Nineteenth Century Farmer in Upper Canada: A Comparative Butchering Analysis of Four Historical Sites in Ontario. M.A. 1997

JANUSAS, Scarlett Emilie (R)  
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The Accumulation and Significance of Microfauna in an Albanian Cave: Faunal Analysis of the Konispol Site. M.A. 1997

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Utilitarian Ware Production in Selected Northern Andean Areas. M.A. 1987

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Coast to Highland Trade in Pre-Columbian Peru: Dendritic Economic Organisation in the North Sierra. M.A. 1980

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A Study of the Knife Lake Siltstone Quarries on Knife Lake (Mokomoni Saagaiigan), Quetico Provincial Park, Ontario. M.A. 1992

NOLAN, Richard William (ISBN 0-315-35483-6)  
The Utilization of Fish Resources by the Coast Tsimshian: Predicting Optimal Patterns of Exploitation. M.A. 1977

NESBITT, Jason Sean (ISBN 0-612-80857-2)  
Cerro Icchal: An Andean Place of Ritual. M.A. 2003

OBERON, Stephen Jay (R)  
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The Excavations of Two Historic Maya Structures at Negroman-Tipu, Cayo District, Belize.

M.A. 1986

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ROST, Robert (ISBN 0-612-40485-4)  
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XU, Fang (R)

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## TRENT/QUEEN'S

In addition, the following is a list of candidates and thesis titles of those who have received Postgraduate degrees at Queen's University under the "Trent/Queen's Cooperative Agreement for Graduate Studies" up to and including the Spring Convocation 1997. The names of the recipients are arranged alphabetically.

BALCH, Gordon

Fish Carcinogens in the Sediments of Hamilton Harbour, Ontario. Ph.D. Biology (Queen's) 1994

CAVAN, Stephen

Euripidean Dramatic Experimentation and Innovation: a Study of Theme of "Potiphar's Wife" in the Lost Plays and Hippolytus. M.A. Classics (Queen's) 1988

COLYER, Christa Lee

Baseline Shifts, Spontaneous-Marker Peaks in Capillary Electrophoresis. Ph.D. Chemistry (Queen's) 1995

DIXIT, Sushil

Algal Microfossils and Geochemical Reconstruction of History of Sudbury Lakes. Ph.D. Biology (Queen's) 1987

GARROW, Kenneth

High Energy Photoprotons From C12. M.Sc. Physics (Queen's) 1991

HUGHES, Richard

Characterization of Acceleration Region Processes. Ph.D. Chemistry (Queen's) 1991

IMESON, Daniel Howard John

Applications of the Embedded-Atom Method to Clean Gold and Lead Surfaces, and Thin Metal-Film Growth Studies. M.Sc. Physics (Queen's) 1995

KAMAR, Afaf

Application of the Quadrupole Ion Storage Trap (Quistor) to the Study of Gas Phase Ion-Molecule Reaction. Ph.D. Chemistry (Queen's) 1989

KOYANAGI, Gregory Kiyoshi

Theoretical and Experimental Studies in Ion Kinetic Energy Spectroscopy. M.Sc. Chemistry (Queen's) 1989

LAFLEUR, Richard  
The Reactivity of Gas-Phase Neutral Transition Metal Species with Small Hydrocarbons. Ph.D. Chemistry (Queen's) 1997

LAURO, Brook Adair  
Patterns of Habitat Use for Pied (*Haematopus longirostris*) and Sooty (*Haematopus fuliginosus*) Oystercatchers at the Furneaux Islands, Australia: the role of predation and food supply. Ph.D. Biology (Queen's) 1994

McKESOCK, George  
The Development of a E- $\delta$ E Proton Detector. M.Sc. Physics (Queen's) 1989

PLOMLEY, Jeffrey  
Attempted Stereospecific Syntheses of Methylphosphonate Nucleotide Analogues. M.Sc. Chemistry (Queen's) 1993

PREMDAS, Peter David  
Etiology of Epidermal Papilloma in White Suckers. Ph.D. Biology (Queen's) 1996

PUCKRIN, Eldon  
Bismuth Films on the Gold(111) Surface: Absorption and Oxidation, with a Comparison to Bulk Bismuth. M.Sc. Physics (Queen's) 1990

ROBINSON, Michael Craig  
Indium Adsorption of the Au(111) Surface. M.Sc. Physics (Queen's) 1995

TINSON, Jacqueline  
The Usefulness of Women: Marriage Patterns in the Early Empire as an Indicator of Political Change. M.A. Classics (Queen's) 1990

YOUNG, Alexander  
Infrared Multiphoton Dissociation of Gaseous Ions in a Quadrupole Ion Storage Trap. Ph.D. Chemistry (Queen's) 1984

YOUNG, MacDonald  
Adsorption of Ethylene on Mo(110) and the Thermal Evolution of the Surface. M.Sc. Physics (Queen's) 1991

ZHANG, Xiaokui  
Spectroscopic Investigation of Matrix-isolated Isomerization and Fragmentation Products Generated in Ionization Processes. Ph.D. Chemistry (Queen's) 1993

ZOSKI, Cynthia  
Changing Current Compensation in Voltammetric Electroanalysis. Ph.D. chemistry (Queen's) 1985

## **APPENDIX IX: Trent University Policy and Procedures for Appointment of Graduate Faculty**

Preamble:

Graduate Studies began at Trent University in the 1960's, shortly after the University was established. The first master's degree was awarded in 1967, the first doctorate in 1968. Today,

graduate education is offered at the University in six different degree programs: Anthropology (M.A.), Applications of Modelling in the Natural and Social Sciences (M.A./M.Sc), Canadian Studies and Native Studies (M.A.), Methodologies for the Study of Western History and Culture (M.A.), Native Studies (Ph.D.), and Watershed Ecosystems (M.Sc./Ph.D.). The programs are predominantly interdisciplinary in nature, and seek to train future scholars and professional leaders. More than 400 graduate degrees have been awarded by Trent as of 1999.

Graduate education enhances the intellectual vitality and reputation of a university. Graduate students work closely with their faculty supervisors to advance research. To offer a quality graduate program the faculty, individually and as a group, must be active scholars and leaders in their discipline. Trent University has a responsibility to create an intellectual environment and maintain a critical mass of productive scholars in order that Trent graduate students are supervised by faculty who are active in the field(s) of expertise offered by the graduate program. To achieve this, the University maintains a process of appointment to, and regular review of, its graduate faculty. In addition, the province of Ontario conducts periodic appraisals of all graduate degree programs through the Ontario Council on Graduate Studies (OCGS). A significant element of the OCGS appraisal process is an assessment of the scholarly activity of graduate faculty, program by program.

### **Graduate Faculty at Trent**

Ideally, all faculty who teach, supervise, or examine graduate students should be active scholars. However, for various personal, professional, or administrative reasons, some faculty may be less productive in terms of research, publications, or professional activities at different stages of their career. Many of these members of faculty remain highly qualified to teach a graduate course/seminar in their area of specialization. The decision as to who is, or is not, qualified to teach a graduate course should be made by the Graduate Program Director, following consultation with the program. However, in matters pertaining to graduate student research and scholarly activity, the university must ensure that students are supervised and examined only by those faculty members who are active in the discovery and dissemination of new knowledge. Similarly, those involved in establishing and administering policies and procedures that pertain to graduate matters must be active scholars who are committed to research and to the training of future generations of scholars.

With the establishment of a doctoral program in Watershed Ecosystems in 1993, and a doctoral program in Native Studies in 1998, the Committee on Graduate Studies (CGS) deemed it desirable to establish University criteria for appointment of graduate faculty. Such criteria would assist Graduate Programs, and the University, to maintain and ensure academic quality at the graduate level through a process of regular, internal review. The objective of such a review is to guarantee that only active scholars are involved in the supervision of graduate student research, and that specific qualifications are met by all graduate supervisors at Trent.

Under this policy, only appointed graduate faculty are eligible to serve as a:

- a. Supervisor;
- b. Chair of a graduate comprehensive examination committee;
- c. Chair of a graduate thesis or dissertation examination committee;
- d. Member of the Committee on Graduate Studies;
- e. Graduate Program Director;
- f. Dean of Graduate Studies.

### **Eligibility for Appointment as Graduate Faculty**

The minimum criteria for selection as a graduate faculty member are:

1. Holds a Ph.D., or equivalent advanced degree, or a well established record of scholarship, in the discipline or a closely related field.
2. Holds rank of Assistant Professor, or higher, in the discipline or a field of the program.
3. Demonstrates a record of scholarship and research productivity, as defined by the program. While each graduate program will detail their collective expectations in these regards, some examples of scholarship and research productivity would be:

publication of a scholarly book (as an author or editor), or chapters of a scholarly book, published by a commercial or university press;

publication of articles in refereed journals or conference proceedings, that are read and reviewed by academic peers;

regular presentation of papers at scholarly conferences or professional meetings attended by colleagues in the field of expertise;

application for, and award of, peer-reviewed grants (internal or external) and/or fellowships;

receipt of contracts for research and production of technical reports for agencies on the completion of contract research;

supervision of graduate students to the successful completion of theses/dissertations;

service as an editor of a journal, or membership on a journal editorial board;

service as a reviewer for professional journals, university or commercial presses, or granting agencies;

4. Evidence of a current and ongoing research program (reached typically one to three years after appointment as Assistant Professor) and, when appropriate, acquisition of research funds from an external, peer-reviewed source.

### **Term of Appointment (Re-Appointment) of Graduate Faculty**

Appointments will be made at any time. Re-appointments will occur in synchrony with the OCGS graduate program appraisal process.

Regular Faculty (including Professors Emeriti): up to 7 years;

Conjunct Professors: up to 5 years (to coincide with Conjunct Professor term of appointment);

New Assistant Professors: Up to 3 years.

### **Procedures for Appointment (Re-appointment) of Graduate Faculty**

In order to be appointed as a graduate faculty member, application must be made through one of the graduate programs at Trent. Interested faculty should discuss their candidacy and eligibility with the Graduate Program Director of the appropriate graduate program.

Step 1) A letter of application and current CV (in OCGS format) should be submitted to the Graduate Program Director for consideration by the appropriate committee of the graduate

program.

Step 2) The letter of application and CV are reviewed by the appropriate committee of the graduate program and a decision rendered. (Each graduate program determines the best process to reach such decisions, using the minimum university eligibility criteria and any other, more specific program criteria. The latter must be agreed upon by the members of the graduate program, and a copy of text detailing such criteria must be placed on file with the Office of Graduate Studies).

2a) If approved by the graduate program, a copy of the faculty member's letter of application, CV, and a letter of nomination from the Graduate Program Director, are provided to the Dean of Graduate Studies for consideration by Committee on Graduate Studies (through a credentials sub-committee of CGS, chaired by the Dean, and which will meet in a closed session and make a recommendation to CGS).

2b) If not approved for nomination by the graduate program, the Graduate Program Director should provide the applicant with an explanation for the program's negative decision. Faculty may re-apply after 12 months have elapsed.

Step 3) The Committee on Graduate Studies (committee of the whole), meeting in a closed session, will review a nomination from a graduate program and the credentials sub-committee of CGS and approve/reject such by a simple majority vote.

3a) If approved, the Dean of Graduate Studies will issue a letter of appointment to the faculty member, indicating the graduate program affiliation and term of appointment. A copy of the letter will be forwarded to the appropriate Graduate Program Director, Dean of Arts and Science, and undergraduate department/program Chair. The faculty member's name will be added to the Trent University Calendar (under the appropriate graduate program).

3b) If not approved for recommendation by the Committee on Graduate Studies, the Dean of Graduate Studies should provide the applicant with an explanation for the negative decision. Faculty may re-apply after 12 months have elapsed.

### **Native Studies:**

Given the unique nature of the Native Studies Ph.D. program, which is culturally- and community-based, within the aboriginal community, Native elders and very highly regarded Native community leaders, may periodically be appointed as associate graduate faculty in this program following a documented review of culturally-based criteria. This assessment process will include consultation with the aboriginal community and the Graduate Council of the Native Studies doctoral program. Such an appointment will be eligible to serve as a member of a graduate supervisory committee, comprehensive examination committee, or a graduate thesis/dissertation committee. They may not serve as primary supervisors.

### **Additional Considerations:**

It should be noted that appointment as a graduate faculty member of a program does not guarantee that a faculty member will supervise graduate students and their theses/dissertations. The assignment of faculty as supervisors and supervisory committee members is the responsibility of the Graduate Program Director, often in consultation with the student and the appropriate committee of the graduate program.

Normally, non-tenured part-time faculty or faculty with limited term appointments are not eligible to serve as supervisors. However, such faculty may be eligible to teach a graduate course or seminar, and may be eligible to serve on a supervisory committee, a comprehensive examination committee, or a thesis/dissertation examination committee.

Graduate Programs, through the Graduate Program Director, may request early assessment of faculty in their programs (as set out in Step 2, above) if there are concerns that the record of research and supervisory activity no longer meet minimum university or program criteria, or that the faculty member has been inactive in the graduate program. Appeals may be made at any level of the above-described evaluation process, within ten working days of receipt of a negative decision, addressed to the Dean of Graduate Studies and, failing that, to the Vice President-Academic.

Appointment to graduate faculty status expires when an individual no longer holds an academic appointment at Trent University. Special considerations may be made by the Dean of Graduate Studies in order to fulfill obligations to graduate students in progress at the time of the departure of such faculty members.

All faculty involved in graduate programs in 1999-00, will automatically be accorded graduate faculty status. They will need to undergo a re-appointment, however, at the time of the next OCGS appraisal of their graduate program. A schedule of graduate program appraisals is available from the Office of Graduate Studies.

Approved by Committee on Graduate Studies (CGS)  
December 3, 1999

Approved by Faculty Board  
February 11, 2000

Approved by Senate  
March 14, 2000

## **APPENDIX X: Trent University Academic Dishonesty Policy**

### **Application**

This policy applies to students registered in undergraduate courses in the Faculty of Arts and Science and graduate students registered in graduate programs at Trent University.

### **Terminology**

In this policy, "department" is used to cover undergraduate departments, programs, and schools as well as graduate programs. "Chair" is used to cover chairs and directors of undergraduate departments, programs, and schools as well as directors of graduate programs. "Dean" is used to refer to the Dean of Arts and Science in the case of undergraduate students and to the Dean of Graduate Studies in the case of graduate students.

### **Academic Honesty**

All members of the University community share the responsibility for the academic standards and reputation of the University. When students submit work for academic evaluation and credit, they imply that they are the sole authors of the work. Clear and careful attribution of the words and ideas of others is an essential part of academic scholarship. Academic honesty is a cornerstone of the development and acquisition of knowledge and is a condition of continued membership in the University community.

## **Academic Dishonesty**

Academic dishonesty, including plagiarism and cheating, is ultimately destructive of the values of the University. Scholarly integrity is required of all members of the University. Engaging in any form of academic dishonesty or misconduct in order to obtain academic credit or advantage of any kind is an offence under this policy.

### **Plagiarism**

Plagiarism is the presentation of the words, ideas, images, data, or any other form of scholarly work of another person (including essays, theses, lab reports, projects, assignments, presentations, and posters) in a way that represents or could be reasonably seen to represent the work as one's own. Plagiarism covers a wide range of academic offences, from failure to acknowledge sources correctly to submitting materials downloaded from the world wide web.

### **Cheating**

Cheating includes dishonest academic conduct or attempted dishonest academic conduct during tests or examinations or in the preparation of any other course work or in the presentation of credentials for admission to the University or one of its programs. Some common examples are:

- submitting one's own original student work for credit in two or more different courses without the prior agreement of the instructors involved
- bringing aids, including electronic aids, that have not been authorized by the instructor into an examination or test
- impersonating another individual or colluding in an impersonation for an examination or test
- copying from another individual or knowingly permitting another individual to copy from one's test, examination paper, lab report, or assignment
- communicating in any way with another student during a test or examination
- purchasing from, or selling to, another any piece of work for submission, or facilitating the selling and purchasing of such material
- submitting any purchased material as one's own work
- falsifying or tampering with results in laboratory experiments or research assignments
- falsifying transcripts or tampering with documents used to make decisions about admissions to the University or one of its programs
- withholding transcripts or other required documents at the time of application to the University
- submitting false or misrepresentative medical certificates or other documentation in support of requests for concessions on academic work or deadlines

*Students who have any doubt as to what might be considered academic dishonesty in a particular course should consult the instructor of the course to obtain appropriate guidelines.*

### **Penalties**

A student who has been found to have committed an academic offence will be subject to a penalty or penalties commensurate with the offence. Penalties may range from a reprimand to suspension from the University. Examples include the reduction of a mark on work submitted for evaluation, the requirement to submit another piece of work or to retake a test or examination, and a grade of "0 – Academic Dishonesty" on a student's transcript. For academic offences involving loss of marks, penalties more serious than a "0" on a piece of work submitted for evaluation will be imposed only by the Dean. The application of penalties imposed by the Dean will be overseen by the Registrar. In deciding on the appropriate sanction to be imposed for an act of academic dishonesty, consideration may be given to the following factors:

- the extent of the dishonesty
- whether the act in question was inadvertent or deliberate

- the importance of the work in question as a component of the course or program
- whether the student has been found to have committed any previous act of academic dishonesty
- whether the act in question was an isolated incident or part of repeated acts of academic dishonesty
- any other relevant circumstances

## **Procedures**

### 1. *Evaluation of work by course instructors:*

- i. If an instructor has reason to believe academic dishonesty on the part of a student, the instructor will so inform the student within a reasonable time and invite the student to discuss the matter. If, after such discussion and reviewing the evidence, the instructor is satisfied that no academic dishonesty has occurred, no further action will be taken by the instructor unless new evidence comes to the attention of the instructor.
- ii. If, after such discussion or if the student fails to respond to the request for a meeting or does not attend a prearranged meeting, the instructor decides that academic dishonesty has occurred and decides that reduction of the earned mark on an assignment (including a test or examination) is appropriate, the instructor will provide the student with an Academic Dishonesty Form which records the reduced mark and the reason for it. The form, along with the documented evidence, will be filed at the department office. Filing the form constitutes the recording of an academic offence. If the student's name already appears on file at the department office for an incident of academic dishonesty, the student's name will be forwarded to the Office of the Dean. The instructor will explain to the student the consequences of having his/her name forwarded to the Office of the Dean. (See 4 below.) The student may appeal the decision of the instructor by writing to the Chair of the department setting out the grounds for appeal within one week of notification of the instructor's decision. The Chair should respond to the student within one week of receiving the appeal.
- iii. If, after such discussion or if the student fails to respond to the request for a meeting or does not attend a prearranged meeting, the instructor believes that academic dishonesty has occurred that would warrant a grade of "0" on an assignment (including a test or examination) because of the severity of the academic dishonesty, the instructor will report the matter to the Chair. The Chair will notify the student in writing of the allegation and will invite the student to meet within a reasonable time. If the student does not respond to the request for a meeting or does not attend a prearranged meeting, the Chair will proceed to make a decision on the basis of the evidence before him/her. If, after reviewing the evidence, the Chair is not satisfied that academic dishonesty occurred, the Chair will inform the student in writing of his/her decision and no further action will be taken by the Chair unless new evidence comes to the attention of the Chair. If the Chair is satisfied that academic dishonesty occurred, the Chair will decide the appropriate penalty (up to and including a "0" in the piece of work) and inform the student in writing of his/her decision. In the latter case, the Chair will inform the student that his/her name, along with the documented evidence, will be placed on file in the department office. The Chair will also inform the student that his/her name will be forwarded to the Office of the Dean. The Chair will explain to the student the consequences of having his/her name forwarded to the Office of the Dean. (See 4 below.) The student may appeal the decision of the Chair by writing to the Dean setting out the grounds for appeal within two weeks of notification of the Chair's decision. The Dean should respond to the appeal within two weeks of receiving the appeal.

2. *Conduct during examinations or tests:* Where an allegation of academic dishonesty arises during a test or examination, the responsible invigilator will collect the available evidence and report the incident to the Chair of the relevant department. The Chair will notify the student in writing of the allegation and will invite the student to meet within a reasonable time. If the student does not respond to the request for a meeting or does not attend a prearranged meeting, the Chair will proceed to make a decision on the basis of the evidence before

him/her. If, after reviewing the evidence, the Chair is not satisfied that academic dishonesty occurred, the Chair will inform the student in writing of his/her decision and no further action will be taken by the Chair unless new evidence comes to the attention of the Chair. If the Chair is satisfied that academic dishonesty occurred, the Chair will decide the appropriate penalty (up to and including a "0" in the test or examination) and inform the student in writing of his/her decision. In the latter case, the Chair will inform the student that his/her name, along with the documented evidence, will be placed on file in the department office. The Chair will also inform the student that his/her name will be forwarded to the Office of the Dean. The Chair will explain to the student the consequences of having his/her name forwarded to the Office of the Dean. (See 4 below.) The student may appeal the decision of the Chair by writing to the Dean setting out the grounds for appeal within two weeks of notification of the Chair's decision. The Dean should respond to the appeal within two weeks of receiving the appeal.

3. *Applications to the University or one of its programs:* Where the alleged academic dishonesty involves falsifying, misrepresenting, or withholding records for entry into the University or one of its programs, the Registrar will be informed. The Registrar will notify the student in writing of the allegation and will invite the student to meet within a reasonable time. If the student does not respond to the request for a meeting or does not attend a prearranged meeting, the Registrar will proceed to make a decision on the basis of the evidence before him/her. If, after reviewing the evidence, the Registrar is satisfied that no academic dishonesty occurred, the Registrar will inform the student in writing of his/her decision and no further action will be taken by the Registrar unless new evidence comes to the attention of the Registrar. If the Registrar is satisfied that academic dishonesty has occurred, the Registrar will decide the appropriate penalty and inform the student in writing of his/her decision. A written record of the incident, along with the documented evidence, will be kept on file at the Office of the Registrar. The Office of the Dean will be notified. The Registrar will explain to the student the consequences of having his/her name forwarded to the Office of the Dean. (See 4 below.) The student may appeal the decision of the Registrar by writing to the Dean setting out the grounds for appeal within two weeks of notification of the Registrar's decision. The Dean should respond to the appeal within two weeks of receiving the appeal.

4. *Notification to the Office of the Dean:*

i. The Dean will not proceed to consider a notice from the Chair or the Registrar of an incident of academic dishonesty by a student until after any appeal has been determined or the relevant appeal period has expired. If no appeal has been made or if the finding of academic dishonesty has been upheld, the Dean will review the matter to consider whether further penalties should be imposed. If the Dean decides to request a meeting with the student, the student will be invited to meet within a reasonable time. If the student does not respond to a request for a meeting or does not attend a prearranged meeting, the Dean will proceed to make a decision as to whether further penalties should be imposed on the basis of the evidence before him/her. Upon reviewing the evidence, the Dean will impose such further penalties as he/she sees fit, up to and including a grade of "0 – Academic Dishonesty" in any course in which that student is registered and has been found guilty of academic dishonesty. The notation "0 – Academic Dishonesty" will appear on the student's transcript. The Dean will inform the student in writing of his/her decision. The student may appeal a decision of the Dean to impose further penalties to the Special Appeals Committee within four weeks of notification of the decision of the Dean. The decision of the Special Appeals Committee is final.

ii. If, subsequent to any occasion on which the Dean has awarded one or more grades of "0 – Academic Dishonesty" to a student, the Dean receives notice of a further incident of academic dishonesty by that student, the Dean will invite the student to meet within a reasonable time, but not until after any appeal has been determined or the relevant appeal period has expired. If the student does not respond to the request for a meeting or does not attend a prearranged meeting, the Dean will proceed to make a decision as to whether further penalties should be imposed on the basis of the evidence before him/her. Upon reviewing the evidence, the Dean will impose such further penalties as he/she sees fit, up to and including the standing "Suspension - Academic Dishonesty" for a period of up to one

year. The notation "Suspension - Academic Dishonesty" will appear on the student's transcript. The Dean will inform the student in writing of his/her decision. The student may appeal a decision of the Dean to impose further penalties to the Special Appeals Committee within four weeks of notification of the decision of the Dean. The decision of the Special Appeals Committee is final.

- iii. If a student has been readmitted to the University after having served a "Suspension - Academic Dishonesty" penalty and subsequently is reported to the Office of the Dean for academic dishonesty, the Dean will invite the student to meet within a reasonable time, but not until after any appeal has been determined or the relevant appeal period has expired. If the student does not respond to the request for a meeting or does not attend a prearranged meeting, the Dean will proceed to make a decision on the basis of the evidence before him/her. Upon reviewing the evidence, the Dean will impose such further penalties as he/she sees fit, up to and including the standing of "Suspension - Academic Dishonesty" for a period of up to three years. The notation "Suspension - Academic Dishonesty" will appear on the student's transcript. The Dean will inform the student in writing of his/her decision. The student may appeal a decision of the Dean to impose further penalties to the Special Appeals Committee within four weeks of notification of the decision of the Dean. The decision of the Special Appeals Committee is final.
5. *Assistance with the appeals procedure*: For guidance on the appeals procedures at the University, please see the "Petitions and Appeals" section of the calendar.
6. *Other allegations of academic dishonesty*: Any other allegations of academic dishonesty may be made in writing to the Dean. The Dean will determine the appropriate procedure to be followed.
7. *No record of dropped allegations*: At any stage, if, after reviewing the evidence, the instructor, Chair, or Registrar decides that the allegations are not supported by sufficient evidence, no record of the incident will be kept on file at the offices of the department, Registrar, or Dean.
8. *Withdrawal is not a stay of proceedings*: A student's withdrawal from a course, program, or the University does not stay or prevent proceedings for academic dishonesty under this policy. Penalties for academic dishonesty determined under this policy will appear as appropriate on the student's record, including the student's transcript, despite any such withdrawal.

Approved by Senate: May 2003