

## SENATE STANDING COMMITTEE ON POLICY

**Regular Meeting**

**Wednesday, May 29, 2024**

**2:00 p.m. – 3:00 p.m.**

**MS Teams**

### AGENDA

- |  |                |      |
|--|----------------|------|
| 1. Call to Order and Territorial Acknowledgement .....                         | Aimee Begalka  | 2:00 |
| 2. Approval of Agenda  |                |      |
| 3. Approval of Minutes, May 1, 2024  |                |      |
| 4. Chair's Report .....  | Aimee Begalka  | 2:05 |
| 5. Items for Motion  |                |      |
| 5.1. Draft Policy and Procedure ST1 Student Awards .....                       | Lisa Higashi   | 2:10 |
| 6. Items for Information   |                |      |
| 6.1. Draft Policy and Procedure AD5 Honorary Degrees and Awards .....          | Lily Chong     | 2:20 |
| 6.2. President's Annual Policy Report .....                                    | Josephine Chan | 2:30 |
| 6.3. President's Annual Policy Report – Clerical Changes .....                 | Josephine Chan | 2:40 |
| 6.4. HR24 Protected Disclosure – Revision (Phase One Posting) .....            | Tristan Li     | 2:50 |
| 7. Report of Special Assistant to Provost on Policy and Academic Affairs ..... | Josephine Chan | 3:00 |
| 8. Adjournment   |                |      |

## SENATE STANDING COMMITTEE ON POLICY

**Minutes of Regular Meeting**

**Wednesday, May 1, 2024**

**2:00 p.m. – 3:00 p.m.**

**MS Teams**

Voting Member Quorum: 5		
Aimee Begalka, Chair Bess Wong Iryna Karaush	Josh Mitchell Travis Higo, Vice-Chair	Alan Davis
		<b>Non-voting</b>
		Catherine Schwichtenberg David Burns Jennifer Jordan Josephine Chan Lilian Leite Nadia Henwood Tristan Li
Regrets	Senate Office	Guests
Laurie Detwiler Navleen Kaur	Maggie Ding (recorder) Michelle Molnar	Lori McElroy Meredith Haaf

### 1. Call to Order and Territorial Acknowledgement

The Chair, Aimee Begalka, called the meeting to order at 2:05 p.m.

### 2. Approval of Agenda

**Travis Higo, moved the agenda be confirmed as circulated.**

**The motion carried.**

### 3. Approval of Minutes, April 3, 2024

**Josh Mitchell, moved the minutes be accepted as circulated.**

**The motion carried.**

### 4. Chair's Report

No report.

### 5. Items for Discussion

#### 5.1. Draft Policy and Procedure AC3 Program Review (Revision)

Lori McElroy, AVP Planning & Accountability, provided a concise overview of the proposed policy changes, emphasizing the need for consistency in program review intervals to ensure quality assurance for all programs. She articulated the rationale behind transitioning all programs to a five-year review cycle and highlighted the importance of timely completion to prevent data staleness and maintain quality standards. Following Lori's overview, Meredith Haaf, Director, Planning & Accountability, provided an update on the ongoing phase one consultations, detailing the groups contacted and feedback received. She outlined the incorporated changes, such as clarifying roles and adding definitions for better understanding.

During the discussion, questions were raised about the completion of program reviews and the necessity of follow-up reports. It was clarified that follow-up reports are crucial for demonstrating action taken based on quality assurance plans, ensuring program improvement. Despite outreach efforts, minimal feedback was received from faculty councils regarding policy consultations. However, the importance of involving faculty in policy discussions was acknowledged, emphasizing the significance of clarity in policy implementation.

## **6. Report of Special Assistant to Provost on Policy and Academic Affairs**

Josephine Chan, Special Assistant to Provost on Policy and Academic Affairs, provided a comprehensive overview of recent developments and ongoing initiatives within the graduate studies department. Notable highlights included progress on establishing the Faculty of Graduate Studies and related procedures, which are advancing toward board approval. Additionally, she discussed efforts to ensure policy compliance and accessibility, such as preparing for the policy blackout period and implementing accessibility plugins for the policy blog and the engine. Josephine also outlined plans to enhance policy resources and templates with an accessibility lens, seeking feedback from relevant stakeholders. Furthermore, she emphasized the importance of data analytics and real-time reporting, indicating future integration of Power BI for improved data visualization and analysis.

## **7. Adjournment**

The meeting adjourned at 2:30 p.m.

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## SENATE STANDING COMMITTEE ON POLICY

**Agenda Number: 5.1**

**Meeting Date:** May 29, 2024

**Presenter(s):** Lisa Higashi

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**AGENDA TITLE:** DRAFT POLICY AND PROCEDURE ST1 STUDENT AWARDS

**ACTION REQUESTED:** Motion

### RECOMMENDED RESOLUTION

**That the Senate Standing Committee on Policy recommend that Senate approves Policy and Procedure ST1 Student Awards, effective June 24, 2024.**

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### COMMITTEE REPORT

For Secretariat Use Only

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#### Context and Background

New Policy and Procedure ST1 Student Awards are developed to ensure fair and equitable application of student awards principles and practices across the University.

After an extensive policy development and consultation process, draft Policy and Procedure ST1 was posted on the KPU Policy Blog for a three-week [Phase Two Posting](#) from November 24 to December 14, 2023. During this period, the posting received one comment that was subsequently responded to. Clerical Changes to the drafts were made after the Phase Two Posting to remove some definitions that are not mentioned in the body sections of the Policy and Procedure and to provide clarifications.

#### Key Messages

1. Senate is the proposed approving jurisdiction of Policy and Procedure ST1 Student Awards.
2. Draft Policy and Procedure ST1 was posted on the KPU Policy Blog from November 24 to December 14, 2023. Lisa Higashi, Director, Student Success, is the Policy Developer.
3. The Phase Two Posting received only one comment. The Policy Developer responded to the comment.

#### Resource Requirements

## **Implications/Risks**

## **Consultations**

1. [Phase Two Posting, November 24 – December 14, 2023](#)

## **Attachments**

1. KPU Policy Blog – Phase Two Posting, November 24 – December 14, 2023
  2. Draft ST1 Student Awards Policy
  3. Draft ST1 Student Awards Procedure
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## **Submitted by**

Lilian Leite, Administrative Assistant, Policy and Academic Affairs Specialist

## **Date submitted**

May 17, 2024



# KPU POLICY BLOG



## [PHASE TWO POSTING] ST1 STUDENT AWARDS

### Background

New Policy and Procedure ST1 *Student Awards* is developed to ensure fair and equitable application of student awards principles and practices across the University.

### Consultation

From October 24 to November 14, 2022, a **Phase One Rationale** for the proposed new Policy and Procedure ST1 was posted on the [KPU Policy Blog](#) to invite the University community to opt in for consultation. The following key parties were consulted as part of the policy development and consultation process between November 15, 2022 to November 6, 2023:

- Student Awards and Financial Assistance (SAFA) team.
- KPU Foundation and Office of Advancement: Steve Lewarne, Executive Director, Advancement & Alumni Affairs and team.
- KPU International: Ann Yuan, Director, International Recruitment & Admissions; Zainab Al-koubaisi & Indra Manhas, Director, Global Engagement; Kevin Li, Manager, International Advising.
- KPU Privacy, Risk and Legal.
- Office of the Registrar: Nadia Henwood, Interim AVP Enrollment Services & Registrar; Christine Keys, Assistant Registrar, Records, Graduation & Curriculum.
- Career Development Centre: Melissa Krahn, Manager, Co-operative Education; Michelle Suarez, Administrative Coordinator, Co-operative Education; Michele Matthysen, Coordinator, Career Development Centre.
- Finance: Kristine Kidd, Interim Director, Financial Operations.
- Indigenous Services for Students: Gayle Bedard, AVP Indigenous Leadership; Natalie Wood-Weins, Manager, Indigenous Services for students.
- Todd Mundle, University Librarian.
- Jeff Dyck, Associate Dean, Science & Horticulture.
- Joel Murray, Associate Dean, Trades and Technology.
- Deepak Gupta, AVP Research & Innovation.

### >> PROBLEM SUBMITTING COMMENTS?

If you experience technical difficulties in submitting your comments, please send comments directly to [policy@kpu.ca](mailto:policy@kpu.ca) and your comments will be posted by a member of the Policy Coordination Team.

### PHASE ONE & PHASE TWO

**Phase One (3 weeks):** A rationale document is posted. KPU Employees and Students can comment on the post and request to be included in consultations during the policy development.

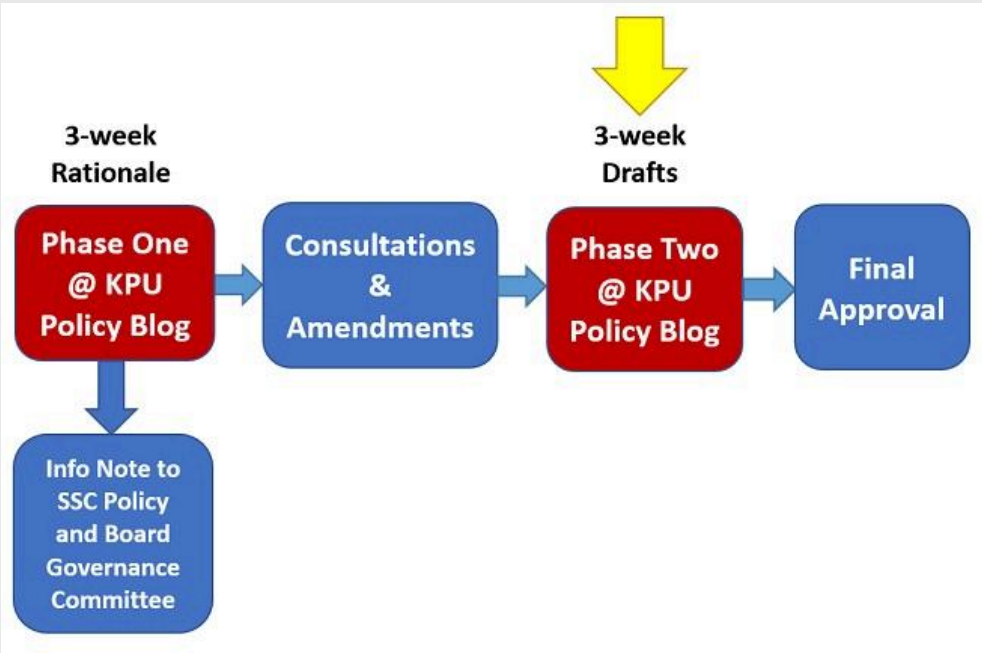
**Phase Two (3 weeks):** A set of drafts are posted for review and feedback (for new/revised Policy and Procedure only).

[List of Policies and Procedures at Consultation Stage](#)

- Orientation and Transition: Paula Broderick, Manager, Student Engagement & Leadership.
- Human Resources: Trina Prince, Manager of Equity, Diversity & Inclusion; Sean Smith, Labour Relations Specialist.
- Nadia Mallay, past Vice President, Equity & Inclusive Communities.
- Joshua Mitchell, Associate Vice President, Student Affairs.
- Board and Senate Student Representatives: Jarman Dhillon, Rajmale Kaur, Rashminder Singh, Harman Jassal, Ishant Goyal & Navleen Kaur.
- SSC Policy: October 4, 2023.
- SSC Tributes: November 6, 2023.
- KPU PUE: November 15, 2023



Drafts for Feedback – Phase Two Posting



The Policy Developer reviewed and considered all feedback and suggestions received to finalize the draft Policy and Procedure. The drafts are now available for feedback from the University community for a three-week Phase Two Posting period. The Policy Developer will review and respond to all comments on the Blog after the posting period is complete.

1. [Draft ST1 Student Awards Policy](#)
2. [Draft ST1 Student Awards Procedure](#)

Comments and feedback are welcomed on this post until Thursday, December 14, 2023 at 11:59pm PST.

Policy Developer

Lisa Higashi, Director, Student Success

Posted in [New Policy/Procedure](#), [Phase Two Posting](#), [Senate](#) and tagged [Awards](#), [Graduate Studies](#), [Senate](#), [Students](#), [Undergraduate](#) on [November 24, 2023](#) by [Tristan](#). > [Edit](#)

RECENT POSTS

[\[PHASE ONE POSTING\] AC3 PROGRAM REVIEW](#) March 8, 2024

[\[PHASE ONE POSTING\] SR4 FLEET AND DRIVER \(NEW\)](#) February 12, 2024

[\[PHASE TWO POSTING\] OMNIBUS POLICY REVISION](#) February 12, 2024

[\[PHASE TWO POSTING\] AC5 GRADUATE DEGREE STUDIES](#) February 12, 2024

[\[PHASE TWO POSTING\] IM7 MANAGEMENT OF SURVEYS](#) January 16, 2024

CATEGORIES

- [Administration](#)
- [Board](#)
- [New Policy/Procedure](#)
- [Phase One Posting](#)
- [Phase Two Posting](#)
- [Policy Amendment](#)
- [Policy/Procedure Elimination](#)
- [President](#)
- [Procedure Amendment](#)
- [Senate](#)
- [Uncategorized](#)

RECENT COMMENTS

Meredith Haaf on [\[PHASE ONE POSTING\] AC3 PROGRAM REVIEW](#)

Melissa Drury on [\[PHASE ONE POSTING\] AC3 PROGRAM REVIEW](#)

Tristan Li on [\[PHASE TWO POSTING\] AC5 GRADUATE DEGREE STUDIES](#)

← [PHASE ONE POSTING] OMNIBUS POLICY REVISION

[PHASE TWO POSTING] HR11 SEARCH ADVISORY AND APPOINTMENT OF ADMINISTRATIVE POSITIONS →



## 2 COMMENTS



**Laura McDonald**

November 28, 2023 at 8:47 am > Edit

The terminology used for Course Load may be exclusionary of Foundations students: “a fulltime course load is equivalent to 60% (minimum 9 credits) of the required course credits of a program for the term”. Please consider adjusting this definition to be inclusive of Vocational level programs.

The terminology used for Grade Point Average may be exclusionary of Foundation students: “grade points for a course by the number of semester credit hours signed to that course”. Consider adjusting the use of “semester”. Also, should this definition use “as-signed” instead of “signed”?



**Lisa Higashi**

December 14, 2023 at 5:51 pm > Edit

Hi Laura, Thank you for your comments, really great points! I’ve brought these points back to members of the policy development working group and we can contact you directly for some suggestions for edits to the language.

COMMENTS ARE CLOSED.

Tristan Li on [\[PHASE TWO POSTING\] AC5 GRADUATE DEGREE STUDIES](#)

David Balandy on [\[PHASE TWO POSTING\] AC5 GRADUATE DEGREE STUDIES](#)

## ARCHIVES

[March 2024](#)

[February 2024](#)

[January 2024](#)

[December 2023](#)

[November 2023](#)

[September 2023](#)

[June 2023](#)

[May 2023](#)

[April 2023](#)

[March 2023](#)

[January 2023](#)

[November 2022](#)

[October 2022](#)

[September 2022](#)

[May 2022](#)

[March 2022](#)

[February 2022](#)

[January 2022](#)

[December 2021](#)

[October 2021](#)

[May 2021](#)

[March 2021](#)

[February 2021](#)

[January 2021](#)

[October 2020](#)

[February 2020](#)

[January 2020](#)

[December 2019](#)

[November 2019](#)



Policy History
<b>Policy No.</b> ST1
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Vice President Students
<b>Effective Date:</b> June 24, 2024

## Student Awards Policy

### A. CONTEXT AND PURPOSE

The purpose of this policy is to outline the governance and process to provide guidance for all student awards at Kwantlen Polytechnic University (KPU).

### B. SCOPE AND LIMITS

1. This policy addresses all student awards administered by the Student Awards and Financial Assistance (SAFA) office at KPU including scholarships, bursaries, awards, tuition discounts, and prizes.
2. This policy applies to both university- and donor-funded student awards.
3. This policy does not apply to student awards governed and/or administered by organizations and associations external to KPU.
4. This policy does not apply to research, innovation grants, and fellowships.

### C. STATEMENT OF POLICY PRINCIPLES

1. In alignment with University goals, SAFA is dedicated to recognizing academic, community, and service excellence, and assisting students who demonstrate financial need and/or have overcome challenges.
2. The University is committed to promoting awareness and ensuring fair and equitable distribution of University and donor funds allocated to supporting students through student awards. Opportunities for student awards are open and available to all students who meet eligibility requirements.
3. KPU student awards programs are centered on and reflective of fostering decolonization and reconciliation, and advancing equity, diversity, inclusion, and accessibility.
4. KPU Student Awards Policy and KPU Student Awards Procedures are intended to support student access and health and wellness as critical contributors to student success.

## **D. DEFINITIONS**

Refer to Section A of *ST1 Student Awards Procedure* for a list of definitions in support of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

*IM8 Privacy*

*Freedom of Information and Protection of Privacy Act*

*Canadian Human Rights Act*

## **F. RELATED PROCEDURES**

*ST1 Student Awards*

DRAFT

Policy History
<b>Policy No.</b> ST1
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Vice President Students
<b>Effective Date:</b> June 24, 2024

## Student Awards Procedure

### A. DEFINITIONS

1. **Award:** a broad range of Student Awards that considers recognition of achievement encompassing academic success, participation in campus activities, community service, demonstration of leadership, and other curricular, co-curricular or extra-curricular activities. Demonstrated financial need may also be a consideration.
2. **Bursary:** financial need-based, non-repayable award.
3. **Donor:** a person or entity, including but not limited to organizations, businesses, institutions, or associations that contribute money or donations-in-kind. KPU can be a donor.
4. **Eligibility Requirements:** the parameters that students must meet to be considered for any student award. Examples include and are not limited to: minimum Grade Point Average (GPA), good academic standing, course load, volunteer/community service, and demonstrated financial need. Also referred to as Award eligibility.
5. **External Award:** direct-to-student award not administered by KPU; funded by third-party donors that may be publicized and accepted by KPU for the benefit of, or on behalf of, students.
6. **Full-time Course Load:** Unless otherwise specified as a criterion for an award’s terms of reference, a full-time course load is equivalent to 60% (minimum 9 credits for undergraduate programs) of the required course load of the term. Students with a verified permanent, persistent, or prolonged disability status may be considered full-time at 40% (minimum 6 credits for undergraduate programs).

7. **Fund Profile:** outlines the details of a donor-funded award and used as a basis for award creation and distribution.
8. **Grade Point Average (GPA):** a weighted average calculated by multiplying the grade points for a course by the number of semester credit hours signed to that course, adding those values for a set of courses, and dividing the result by the total number of semester credit hours for those courses. A separate GPA is calculated for each academic level that includes only courses designated at that academic level. The transcript will reflect each level separately if appropriate.
9. **Internal Award:** award specifically designed for distribution to KPU students, funded by KPU or other donors. Examples of internal awards include:
- a. **Department Award:** funding directed through a KPU department.
  - b. **Donor-Funded Award:** funding directed through Office of Advancement (OoA) or KPU Foundation.
  - c. **Institution-Funded Initiative:** attached to specific KPU initiatives with funding directed through Student Awards and Financial Assistance (SAFA).
  - d. **Program Award:** attached to a specific KPU program with funding directed through OoA or KPU Foundation.
10. **Scholarship:** merit-based award whereby the primary criterion is focused on scholastic or academic achievement.
11. **Student Awards:** for purposes of the Policy and Procedures documents, the broad term *Student Awards* refers to monetary scholarships, bursaries, awards, tuition discounts, and prizes that recognize outstanding achievements, contributions, and/or service to the community; or a combination of merit achievements and demonstrated financial need.
12. **Terms of Reference (TOR):** outlines the scope and limitations of a student award category, and includes award purpose, criteria, and selection process. It is used as a guide for governing the selection and distribution process.
13. **Tuition Award** award applied directly to a student's tuition fees. Can also be referred to as 'tuition discount' or 'tuition waiver' or 'prize.'

## B. PROCEDURES

### 1. Administration

- a. Administrative oversight of KPU Student Awards, also referred to as *internal awards*, falls under the purview of the SAFA office, in collaboration with the OoA and other award owners.
  - i. Other award owners, including KPU Faculty and departments, may create, establish TOR for, implement, monitor, and/or evaluate internal awards, in consultation with SAFA.
- b. The roles and responsibilities of SAFA may include one or more of the following:
  - i. Advising, co-creating, implementing, monitoring, evaluating, and reporting on student awards.
  - ii. Facilitating the disbursement of student awards across the University including but not limited to:
    - 1) Department Awards
    - 2) Donor-Funded Awards
    - 3) Institution-Funded Initiatives
    - 4) Program Awards
  - iii. Setting minimum eligibility requirements for student awards (e.g. minimum GPA, course load, financial need). All registered KPU students can apply for student awards. Unless otherwise defined in the terms of reference, eligibility for institutionally funded bursaries are limited to domestic students.
  - iv. Advising award owners on establishing a TOR.
  - v. Advising and communicating with students regarding SAFA-administered awards.
  - vi. Facilitating the Student Awards appeals process for SAFA-administered awards.
  - vii. Determining student financial need.
- c. The roles and responsibilities of the OoA include:
  - i. Relationship-building and communication with donors.
  - ii. Donation management.
- d. The Student Awards Advisory Committee will meet annually to review and provide advice and recommendations regarding practices that govern the allocation of student awards at KPU. Committee membership includes relevant parties as per *Student Awards Advisory Committee Terms of Reference*.

## 2. Creation or Establishment of a New Student Award

- a. Donors contact the OoA to initiate an award. OoA and SAFA collaborate to create the award scope and criteria and finalize a fund profile.
- b. SAFA provides input on design and creation, distribution timing and method regarding KPU-funded internal awards such as department, program, or institution-wide awards.
- c. A TOR is created to define the scope of roles and responsibilities of the owner/initiator of the student award and SAFA.

### 3. Student Awards Nomination and Selection Process

- a. Student Awards with a nomination process are facilitated through SAFA, faculties, or departments.
- b. Students can be nominated and/or selected for a student award by:
  - i. Self-nomination through an application process.
  - ii. Recommendation from faculties, programs, or departments.
  - iii. Review of KPU student records, based on objective criteria such as cumulative grade-point average, term grade-point average, final grades, or academic standing.
- c. Applications may include submission of a narrative of student experiences, transcripts, references, budgets, and/or portfolios.
- d. Applications are subject to audit to ensure that students and referees represent themselves accurately.
- e. Selection committees are comprised of two or more people who will review and adjudicate awards that require knowledge, expertise, discretion, and judgement based on selection criteria as per *Selection Committee TOR*.
- f. Selection criteria for each award may include one or a combination of the following:
  - i. Academic achievement
  - ii. Financial need
  - iii. Demonstrated experience: professional work achievement, service, community involvement/leadership, volunteer and/or lived experiences.
  - iv. Unique and intergenerational barriers that impact access to post-secondary education for Indigenous and marginalized students.
- g. Verification and determination of financial need are the sole purview of SAFA based on sector best practices including established government and financial aid industry models and needs assessment tools.
- h. To maintain the integrity of the selection process, award donors are not involved in the nomination or selection process. Nomination and committee members must disclose potential conflict of interest issues and will be excluded as necessary.
- i. Validation of award eligibility of selected recipients is the sole purview of SAFA. Validation must occur prior to communication with selected recipients.
- j. Award decisions will be communicated to selected recipients as per *Selection Committee TOR*.
- k. Distribution of awards is the sole purview of SAFA.
- l. Student award recipients must meet all eligibility requirements at the time of distribution; otherwise, the award may be withheld and redistributed.
- m. Personal information collected in the administration of this ST1 Student Awards Policy and Procedure will be managed and protected in accordance with relevant privacy legislation and KPU policies.

#### 4. **Student Appeals**

- a. A student may appeal the outcome of the awards process within five (5) business days of the date indicated on the awards notification.
- b. Students will first discuss their situation and concerns with an Awards Coordinator or a Financial Aid Advisor for clarification or resolution.
- c. If a student is not satisfied with the outcome of the discussion with SAFA, they may submit a written appeal to SAFA within seven (7) business days of the discussion.
- d. Appeal decisions may be escalated to the Manager, Student Awards and Financial Assistance or designate for final decision.

### **C. RELATED POLICY**

*ST1 Student Awards*

*ST6 Academic Standing*

DRAFT

Policy History
<b>Policy No.</b> ST1
<b>Approving Jurisdiction:</b> Senate
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<b>Effective Date:</b> June 24, 2024

## Student Awards Procedure

### A. DEFINITIONS

1. **Award:** a broad range of Student Awards that considers recognition of achievement encompassing academic success, participation in campus activities, community service, demonstration of leadership, and other curricular, co-curricular or extra-curricular activities. Demonstrated financial need may also be a consideration.
2. **Bursary:** financial need-based, non-repayable award.
- ~~3. **Continuance Award:** scholarship or award that must meet continuance requirements, based on achievements demonstrated during a student's educational journey at Kwantlen Polytechnic University (KPU).~~
- ~~4. **Continuance Requirements:** minimum set of requirements students must meet to retain student awards funding. Details are listed in *Terms of Reference* for each award.~~
- ~~5. **Course Load:** where specified as a criterion for an award and except where a specific course load requirement is indicated, a full-time course load is equivalent to 60% (minimum 9 credits) of the required course credits of a program for the term. Students with permanent, persistent, or prolonged disability status may be considered full-time at 40% (minimum 6 credits).~~
- ~~6.3. **Donor:** a person or entity, including but not limited to organizations, businesses, institutions, or associations that contribute money or donations-in-kind. KPU can be a donor.~~
- ~~7.4. **Eligibility Requirements:** the parameters that students must meet to be considered for any student award. Examples include and are not limited to: minimum Grade Point Average (GPA), good academic standing, [course](#) load, volunteer/community service, and~~



- demonstrated financial need. [Also referred to as Award eligibility.](#)
- ~~8.— **Emergency Bursary:** a non-repayable monetary award intended to provide short-term support to students experiencing an unexpected and urgent financial crisis.~~
- ~~9.— **Entrance Scholarship:** an award or scholarship provided to students entering KPU for the first time.~~
- 10.5. External Award:** direct-to-student award not administered by KPU; funded by third-party donors that may be publicized and accepted by KPU for the benefit of, or on behalf of, students.
- 6. Full-time Course Load:** [Unless otherwise specified as a criterion for an award's terms of reference, a full-time course load is equivalent to 60% \(minimum 9 credits for undergraduate programs\) of the required course load of the term. Students with a verified permanent, persistent, or prolonged disability status may be considered full-time at 40% \(minimum 6 credits for undergraduate programs\).](#)
- 11.7. Fund Profile:** outlines the details of a donor-funded award and used as a basis for award creation and distribution.
- 12.8. Grade Point Average (GPA):** a weighted average calculated by multiplying the grade points for a course by the number of semester credit hours signed to that course, adding those values for a set of courses, and dividing the result by the total number of semester credit hours for those courses. A separate GPA is calculated for each academic level that includes only courses designated at that academic level. The transcript will reflect each level separately if appropriate.
- ~~13.— **Graduation Award:** award that recognizes outstanding academic achievement and/or merit including community service and/or leadership of a graduating student.~~
- 14.9. Internal Award:** award specifically designed for distribution to KPU students, funded by KPU or other donors. Examples of internal awards include:
- a. **Department Award:** funding directed through a KPU department.
  - b. **Donor-Funded Award:** funding directed through Office of Advancement (OoA) or KPU Foundation.
  - c. **Institution-Funded Initiative:** attached to specific KPU initiatives with funding directed through Student Awards and Financial Assistance (SAFA).

- d. Program Award: attached to a specific KPU program with funding directed through OoA or KPU Foundation.

**15.1 Scholarship:**

merit-based award whereby the primary criterion is focused on scholastic or academic achievement.

**16.1 Student Awards:**

for purposes of the Policy and Procedures documents, the broad term *Student Awards* refers to monetary scholarships, bursaries, awards, tuition discounts, and prizes that recognize outstanding achievements, contributions, and/or service to the community; or a combination of merit achievements and demonstrated financial need.

**17.1 Terms of Reference (TOR):**

outlines the scope and limitations of a student award category, and includes award purpose, criteria, and selection process. It is used as a guide for governing the selection and distribution process.

**18.1 Tuition Award**

award applied directly to a student's tuition fees. Can also be referred to as 'tuition discount' or 'tuition waiver' or 'prize.'

## B. PROCEDURES

### 1. Administration

- a. Administrative oversight of KPU Student Awards, also referred to as *internal awards*, falls under the purview of the SAFA office, in collaboration with the OoA and other award owners.
  - i. Other award owners, including KPU Faculty and departments, may create, establish TOR for, implement, monitor, and/or evaluate internal awards, in consultation with SAFA.
- b. The roles and responsibilities of SAFA may include one or more of the following:
  - i. Advising, co-creating, implementing, monitoring, evaluating, and reporting on student awards.
  - ii. Facilitating the disbursement of student awards across the University including but not limited to:
    - 1) Department Awards
    - 2) Donor-Funded Awards
    - 3) Institution-Funded Initiatives
    - 4) Program Awards
  - iii. Setting minimum eligibility requirements for student awards. (e.g. minimum GPA, course load, financial need). All registered KPU students can apply for student awards. Unless otherwise defined in the terms of reference, eligibility for institutionally funded bursaries are limited to domestic students.

- iv. Advising award owners on establishing a TOR.
  - v. Advising and communicating with students regarding SAFA-administered awards.
  - vi. Facilitating the Student Awards appeals process for SAFA-administered awards.
  - vii. Determining student financial need.
- c. The roles and responsibilities of the OoA include:
- i. Relationship-building and communication with donors.
  - ii. Donation management.
- d. The Student Awards Advisory Committee will meet annually to review and provide advice and recommendations regarding practices that govern the allocation of student awards at KPU. Committee membership includes relevant parties as per *Student Awards Advisory Committee Terms of Reference*.

## 2. Creation or Establishment of a New Student Award

- a. Donors contact the OoA to initiate an award. OoA and SAFA collaborate to create the award scope and criteria and finalize a fund profile.
- b. SAFA provides input on design and creation, distribution timing and method regarding KPU-funded internal awards such as department, program, or institution-wide awards.
- c. A TOR is created to define the scope of roles and responsibilities of the owner/initiator of the student award and SAFA.

## 3. Student Awards Nomination and Selection Process

- a. Student Awards with a nomination process are facilitated through SAFA, faculties, or departments.
- b. Students can be nominated and/or selected for a student award by:
  - i. Self-nomination through an application process.
  - ii. Recommendation from faculties, programs, or departments.
  - iii. Review of KPU student records, based on objective criteria such as cumulative grade-point average, term grade-point average, final grades, or academic standing.
- c. Applications may include submission of a narrative of student experiences, transcripts, references, budgets, and/or portfolios.
- d. Applications are subject to audit to ensure that students and referees represent themselves accurately.
- e. Selection committees are comprised of two or more people who will review and adjudicate awards that require knowledge, expertise, discretion, and judgement based on selection criteria as per *Selection Committee TOR*.
- f. Selection criteria for each award may include one or a combination of the following:
  - i. Academic achievement

- ii. Financial need
  - iii. Demonstrated experience: professional work achievement, service, community involvement/leadership, volunteer and/or lived experiences.
  - iv. Unique and intergenerational barriers that impact access to post-secondary education for Indigenous and marginalized students.
- g. Verification and determination of financial need are the sole purview of SAFA based on sector best practices including established government and financial aid industry models and needs assessment tools.
  - h. To maintain the integrity of the selection process, award donors are not involved in the nomination or selection process. Nomination and committee members must disclose potential conflict of interest issues and will be excluded as necessary.
  - i. Validation of award eligibility of selected recipients is the sole purview of SAFA. Validation must occur prior to communication with selected recipients.
  - j. Award decisions will be communicated to selected recipients as per *Selection Committee TOR*.
  - k. Distribution of awards is the sole purview of SAFA.
  - l. Student award recipients must meet all eligibility requirements at the time of distribution; otherwise, the award may be withheld and redistributed.
  - m. Personal information collected in the administration of this ST1 Student Awards Policy and Procedure will be managed and protected in accordance with relevant privacy legislation and KPU policies.
4. **Student Appeals**
- a. A student may appeal the outcome of the awards process within five (5) business days of the date indicated on the awards notification.
  - b. Students will first discuss their situation and concerns with [an Awards Coordinator or a Financial Aid Advisor](#) for clarification or resolution.
  - c. If a student is not satisfied with the outcome of the discussion with SAFA, they may submit a written appeal to SAFA within seven (7) business days of the discussion.
  - d. Appeal decisions may be escalated to the Manager, Student Awards and Financial Assistance [or designate](#) for final decision.

## C. RELATED POLICY

*ST1 Student Awards*  
*ST6 Academic Standing*

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## SENATE STANDING COMMITTEE ON POLICY

**Agenda Number:** 6.1

**Meeting Date:** May 29, 2024

**Presenter(s):** Lily Chong

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**AGENDA TITLE:** *DRAFT POLICY AND PROCEDURE AD5 HONORARY DEGREES AND AWARDS*

**ACTION REQUESTED:** Information

**RECOMMENDED RESOLUTION**

N/A

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### COMMITTEE REPORT

For Secretariat Use Only

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#### Context and Background

AD5 Policy and related Procedure were due for a review and revision in 2023 to include all awards approved by the Senate Tributes Committee, including newly created awards currently not referenced in the Policy or Procedure. The revision will also provide clarity on the definition, process and requirements for each award including the following:

1. Minor adjustments to formatting, removal of residual text pertaining to awards no longer applicable to AD5 (teaching, service, team).
2. The consideration period for all awards has been standardized to two years.
3. Clarified access to technology (the type of technology accessible by individuals covered within the policy scope).

#### Key Messages

1. Senate is the approving jurisdiction for Policy and Procedure AD5. The draft revisions are presented to the Senate Standing Committee on Policy for feedback prior to a university wide 3-week Phase Two Posting in June 2024.
2. Senate Standing Committee on Tributes was consulted by the Policy Developer (University Secretary and University Senate), and the committee has endorsed the proposed revisions.

## **Resource Requirements**

## **Implications/Risks**

## **Consultations**

1. Michelle Molnar, Administrative Coordinator, University Senate
2. Laurie Clancy, VP, Human Resources
3. Shelly Kean, Manager, Information Access & Privacy
4. Asma Syed, VP, Equity and Inclusive Communities
5. Trina Prince, Manager, Culture & Wellbeing
6. Romy Kozak, Director of Diversity
7. Gayle Bedard, AVP, Indigenous Leadership
8. Ishan De Silva, Manager, Network Operations
9. Don McGonigal, Manager, Service Desk
10. Senate Standing Committee on Tributes

## **Attachments**

1. Draft AD5 Honorary Degrees and Awards Policy – May 17, 2024 (Clean)
  2. Draft AD5 Honorary Degrees and Awards Policy – May 17, 2024 (Tracked Changes)
  3. Draft AD5 Honorary Degrees and Awards Procedure – May 17, 2024 (Clean)
  4. Draft AD5 Honorary Degrees and Awards Procedure – May 17, 2024 (Tracked Changes)
- 

## **Submitted by**

Michelle Molnar, Administrative Coordinator, University Senate

## **Date submitted**

May 23, 2024



Policy History
<b>Policy No.</b> AD5
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> September 25, 2017

## Honorary Degrees and Awards Policy

### A. CONTEXT AND PURPOSE

Kwantlen Polytechnic University (KPU) (“the University”) recognizes outstanding individuals for their contributions and accomplishments either in or outside of the University Community.

### B. SCOPE AND LIMITS

This policy guides the conferring of honorary degrees and awards at the University, encompassing honorary degrees, distinguished teaching, distinguished scholarship, and emeriti designations.

35.2(5)(b) and (i) of the University Act outlines the power of the Senate which include the power to “set criteria for awarding certificates, diplomas, and degrees, including honorary degrees”, and “set criteria for awards recognizing academic excellence”.

To execute this Policy and Procedure, the Senate has delegated its powers to the Standing Senate Committee of Tributes (SSCT) to regularly review the setting of criteria, and review and adjudicate nominations for Honorary Degrees, Distinguished Teaching and Scholarship awards, and Emeriti designations; and provide recommendations which require approval by the Senate. The Department of Human Resources will regularly review the setting of criteria, and review adjudicate nominations for Distinguished Leadership, Service, and Team awards.

### C. STATEMENT OF POLICY PRINCIPLES

1. The University recognizes the outstanding contributions and accomplishments of individuals both within and outside the University.
2. The University uses various honours such as distinguished leadership awards, distinguished teaching awards, distinguished scholarship awards, honorary degrees, and emeriti designations to draw attention to outstanding contributions and accomplishments.
3. The University will uphold its commitment to equity, diversity, and inclusion, anti-racism, Indigenization and decolonization, by offering training for committee members related to unconscious biases and how to combat them when adjudicating nominations.

The committee will ensure to actively diversify the pool of nominations in a way that reflects the varied interests, backgrounds, and concerns across the University community. As reasonably possible, efforts for diverse and equitable representation will be considered when nominating persons to the Senate Standing Committee on Tributes (SSCT). The Office of Equity and Inclusive Communities is available to provide support and guidance as required.

4. KPU will ensure that only those involved in the nomination process will have access to nominee information during the related processes, and will comply with KPU's obligations under the Freedom of Information and Protection of Privacy Act of BC.
5. The contributions and accomplishments that the University recognizes include, but are not limited to:
  - a. community and public service
  - b. contributions to various fields of studies, including but not limited to the arts, humanities, social sciences, education, science and technology
  - c. long-standing service to the University and/or the educational community served by the University
  - d. examples of outstanding teaching and scholarship
6. The University provides the following awards:
  - a. Distinguished Scholarship Award
  - b. Distinguished Teaching Award
  - c. Emeriti Designation
  - d. Honorary Doctorate Degree
7. The University ensures a fair and open nomination process with a requirement that nominations are supported by evidence of broad support.
8. Selection of these individuals will be accomplished through (an) independent body (or bodies) established within the University for that purpose.
9. Senate has the authority to terminate the designation of emeriti if the individual brings KPU into disrepute. Senate has the authority to rescind any honorary award if the individual brings KPU into disrepute.

## **D. DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

University Act

Freedom of Information and Protection of Privacy Act, R.S.B.C 1996, Ch 165

HR1 Conflict of Interest



*HR6 Service Recognition*  
*HR15 Diversity and Inclusiveness*  
*IM2 Freedom of Information*  
*IM4 Confidentiality*

## **F. RELATED PROCEDURES**

Refer to AD5 *Honorary Degrees and Awards Procedure*



Policy History
<b>Policy No.</b> AD5
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> September 25, 2017

## Honorary Degrees and Awards Policy

### A. CONTEXT AND PURPOSE

Kwantlen Polytechnic University (KPU) (“the University”) recognizes outstanding individuals for their contributions and accomplishments either in or outside of the University Community.

### B. SCOPE AND LIMITS

This policy guides the conferring of honorary degrees and awards at the University, encompassing honorary degrees, distinguished teaching, distinguished scholarship, and emeriti designations.

35.2(5)(b) and (i) of the University Act outlines the power of the Senate which include the power to “set criteria for awarding certificates, diplomas, and degrees, including honorary degrees”, and “set criteria for awards recognizing academic excellence”.

To execute this Policy and Procedure, the Senate has delegated its powers to the Standing Senate Committee of Tributes (SSCT) to regularly review the setting of criteria, and review and adjudicate nominations for Honorary Degrees, Distinguished Teaching and Scholarship awards, and Emeriti designations; and provide recommendations which require approval by the Senate. The Department of Human Resources will regularly review the setting of criteria, and review adjudicate nominations for Distinguished Leadership, Service, and Team awards. This Policy guides the awarding of all honorary degrees and awards conferred by the University. These awards include honorary degrees, distinguished service awards, distinguished teaching awards, distinguished scholarship awards and emeritus/emerita designations.

**Commented [KS1]:** University Act 25.2(5)(b) (b) Senate....set criteria for awarding certificates, diplomas and degrees, including honorary degrees;

### C. STATEMENT OF POLICY PRINCIPLES

1. The University recognizes the outstanding contributions and accomplishments of individuals both within and outside the University.
2. The University uses various honours such as honorary degrees, distinguished service awards, distinguished teaching awards, distinguished scholarship awards, distinguished leadership awards, team service awards, distinguished teaching awards, distinguished

scholarship awards, honorary degrees, -and emeritus/emeriæmeriti designations to draw attention to outstanding contributions and accomplishments.

3. The University will uphold its commitment to equity, diversity, and inclusion, anti-racism, Indigenization and decolonization, by offering training for committee members related to unconscious biases and how to combat them when adjudicating nominations. The committee will ensure to actively diversify the pool of nominations in a way that reflects the varied interests, backgrounds, and concerns across the University community. As reasonably possible, efforts for diverse and equitable representation will be considered when nominating persons to the Senate Standing Committee on Tributes (SSCT). The Office of Equity and Inclusive Communities is available to provide support and guidance as required. is committed to selecting recipients who reflect the diversity of interests, backgrounds, and concerns reflected in the University community.

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3-4. KPU will ensure that only those involved in the nomination process will have access to nominee information during the related processes, and will comply with KPU's obligations under the Freedom of Information and Protection of Privacy Act of BC.

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4-5. The contributions and accomplishments that the University recognizes include, but are not limited to:

- a. community and public service
- b. contributions to various fields of studies, including but not limited to the arts, humanities, social sciences, education, science and technology and other fields of study
- c. long-standing service to the University and/or the educational community served by the University
- d. examples of outstanding teaching and scholarship

5-6. The University provides the following awards:

- ~~a. Distinguished Scholarship Award~~
- ~~b. Distinguished Service Award~~
- ~~c. Distinguished Teaching Award~~
- ~~d. Distinguished Leadership Award~~
- a. Distinguished Scholarship Award
- b. Distinguished Teaching Award
- e. Team Service Award
- ~~c. Emeritus/EmeritaEmeriti~~ Designation
- e-d. Honorary Doctorate Degree

~~6. The University establishes eligibility, criteria and nomination procedures for the awards.~~

Commented [LC3]: Is it necessary to state this since it's already indicated in "B. scope and limits" section?

7. The University ensures a fair and open nomination process with a requirement that nominations are supported by evidence of broad support.

Commented [KS4]: Note the Act requires Senate do this for Honorary Degrees

8. Selection of these individuals will be accomplished through (an) independent body (or bodies) established within the University for that purpose.

~~9.—Senate has the authority to terminate the designation of emeriti if the individual brings KPU into disrepute. The designation of Emeritus/Emerita may be terminated by Senate if the individual brings KPU into disrepute.~~

~~10.9.~~ Senate has the authority to rescind any honorary award if the individual brings KPU into disrepute.

## D. DEFINITIONS

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## E. RELATED POLICIES & LEGISLATION

[University Act](#)

[Freedom of Information and Protection of Privacy Act, R.S.B.C 1996, Ch 165](#)

[HR1 Conflict of Interest](#)

[HR6 Service Recognition](#)

[HR15 Diversity and Inclusiveness](#)

[IM2 Freedom of Information](#)

[IM4 Confidentiality](#)

## F. RELATED PROCEDURES

Refer to AD5 *Honorary Degrees and Awards Procedure*

Policy History
<b>Policy No.</b> AD5
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> December 17, 2018

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## Honorary Degrees and Awards Procedure

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### A. DEFINITIONS

- Distinguished Scholarship Award:** Exemplary teaching is a core element of KPU, and scholarship in its diverse forms is integral to that endeavour: the scholarship of discovery, creativity, application, teaching and learning, and integration. Accordingly, KPU recognizes and celebrates outstanding examples of such scholarship.
- Distinguished Teaching Award:** Exemplary teaching is a core element of KPU and, accordingly, KPU recognizes and celebrates exceptional examples of teaching. This award is intended to recognize remarkable teaching as demonstrated by activities such as the development of new courses and curricula, contributions to the scholarship of teaching, development of effective teaching methods, enrichment of the learning environment at KPU, and contributions that improve the teaching of colleagues.
  - Full-time Category
  - Part-time Category
- Emeriti Designation:** Emeriti is an honorary appointment for life awarded to a retired employee for distinguished service and academic contributions to KPU and establishes a relationship that is both symbolic and active. The emeriti appointment recognizes distinguished performance of an employee, honours the employee's standing of high regard in the eyes of peers and colleagues, and anticipates the continuation of the employee's academic contributions to KPU past retirement.
- Honorary Doctorate Degree:** The honorary doctorate degree is the highest form of recognition granted by KPU to recognize persons who are distinguished by their significant contributions and accomplishments and whose excellence reflect positively upon KPU.
- Senate Standing Committee on Tributes (SSCT):** A committee of Senate with a mandate to develop operational procedures for the selection and recommendation of Distinguished awards, honorary degrees and emeritus designation. The committee invites and evaluates nominations from the KPU community and recommends candidates to Senate.

## B. PROCEDURES

### 1. General

- a. The nomination, selection, and communication processes are diagrammed in [Appendix 1](#).
- b. All individuals nominated as candidates will be considered by the Senate Standing Committee on Tributes (SSCT). Recommendations of the SSCT will be forwarded to Senate for its consideration and selection.
- c. Personal Information will be collected and managed in accordance with the Freedom of Information and Protection of Privacy Act of BC.
  - i. Nomination packages, following approval by Senate, may be shared with the Office of the President, Marketing and/or Communications for the purpose of preparing promotional materials.
- d. Nominations are to remain confidential outside of the collator of materials. Except for honorary degrees, awards are limited to up to two Distinguished Teaching Awards (1 per category) and one Distinguished Scholarship Award, per year.
- e. Honorary degrees and Emeriti Awards will be acknowledged at one of the convocation ceremonies as determined by the Office of the President.
- f. Honorary degrees and awards will not normally be granted posthumously.

### 2. Honorary Doctorate Degree

- a. Categories
  - i. There are three honorary doctorate degrees as decreed by Order of the Lieutenant Governor in Council No. 0447 dated April 4, 1996, and are awarded as follows:
    - 1) Doctor of Laws (*Honoris Causa*), (LL.D.), awarded in recognition of community and public service.
    - 2) Doctor of Letters (*Honoris Causa*), (D.Litt.), awarded in recognition of contributions to the arts, humanities and social sciences.
    - 3) Doctor of Technology (*Honoris Causa*), (D.Tech.), awarded in recognition of contributions to science, technology and other related fields such as design.
- b. Eligibility
  - i. Honorary degrees are not normally awarded to those who currently hold political office, including senators, or to current KPU employees.
- c. Criteria
  - i. Nominees must be exceptionally distinguished scholars, artists, public servants, persons prominent in the community or their profession, and others who have made significant contributions locally, nationally, or globally.
  - ii. Honorary degrees may be awarded for meritorious service to education or to KPU.
  - iii. Honorary degrees are intended to honour individuals who are widely recognized for one or more of the following:
    - 1) outstanding and sustained achievements in their areas of expertise
    - 2) noteworthy public service
    - 3) a standard of excellence in one or more fields of endeavour

- 4) distinguished and noteworthy achievement in their field of study or service during their career
  - 5) dedication to and recognition of academic excellence
  - 6) entrepreneurship
  - 7) a legacy of respect and understanding toward others
  - 8) a legacy of humanitarian contribution(s)
- d. Nominations
- i. Members of the University community and the community-at-large are invited to nominate honorary degree candidates. Normally, nominations or letters of support for the nomination will not be accepted from members of the nominee's family.
  - ii. Nominations must include two to five letters of support and a completed Honorary Degree Nomination Form.
  - iii. Nominations recommended by the SSCT are sent to the Senate for further approval.
  - iv. Nominations that have been approved by Senate, but not awarded to the recipient, will be considered for two years, including the year nominated, and reviewed by the SSCT for applicability and currency.
- e. Listing Honorary Degrees
- i. Honorary Degrees should be listed on a resume or CV under awards, not academic achievements
  - ii. KPU will refer to individuals with Honorary Degrees as "Dr." but the title will not be used elsewhere
  - iii. Honorary Degrees can be listed in signatures:
    - 1) Doctor of Letters: D. Litt.
    - 2) Doctor of Laws: LL.D.
    - 3) Doctor of Technology: D. Tech
 Example: [Insert Name], LL.D.

### **3. Distinguished Teaching Award**

- a. Categories
  - i. The Distinguished Teaching Award is awarded in two categories:
    - 1) full-time teaching
    - 2) part-time teaching
- b. Eligibility
  - i. Employees who have worked at KPU for a minimum of five years are eligible. This may include faculty, staff or administrators that instruct.
- c. Criteria
  - i. There are no fixed criteria for selection, although generally nominees have:
    - 1) contributed to the learning environment of their students, their departments, and their disciplines (e.g., by showing a consistent contribution to developing methodologies, materials, and processes that have contributed to student success).
    - 2) a demonstrated interest in teaching and pedagogy.
    - 3) been a role model for colleagues and students.

- 4) had a recognized and substantial impact on students, colleagues, and the institution (e.g., through letters of support).
- d. Nominations
  - i. Nominations must include a Distinguished Teaching Award Form.
  - ii. Nominations for the award can be made by any faculty, staff member or student of KPU by October 1 of each year. Written permission of the nominee is required.
  - iii. Nominations will be considered by SSCT for a period of two years, including the year nominated, for applicability and currency. If the nomination is not approved by SSCT during that time, it will need to be resubmitted with updated information as a new nomination.

#### **4. Distinguished Scholarship Award**

- a. Eligibility
  - i. Current or former KPU employees are eligible for nomination.
- b. Criteria
  - i. There are no fixed criteria for selection of the award, although generally nominees will, through their scholarship, have had a recognized and substantial impact on any or all of the relevant discipline(s), students, colleagues, the institution, and the community.
- c. Nominations
  - i. Nominations must contain a Distinguished Scholarship Nomination Form.
  - ii. Nominations for the award can be made by any faculty, staff member or student of KPU by October 1 of each year. Written permission of the nominee is required.
  - iii. Nominations will be considered by SSCT for a period of two years, including the year nominated, for applicability and currency. If the nomination is not approved by SSCT during the that time, it will need to be resubmitted with updated information as a new nomination.
  - iv. Nominations should be in the form of a dossier that includes some or all of the following:
    - 1) a *curriculum vitae*
    - 2) evidence of scholarly excellence (e.g., research papers, exhibits, presentations, professional development reports)
    - 3) a statement that articulates the case for the nomination
    - 4) other evidence that substantiates the importance and relevance of the scholarship

#### **8. Emeriti Designation**

- a. Eligibility
  - i. All persons who have demonstrated exemplary and significant academic contributions to KPU or the appropriate faculty, school, or department and who normally have a minimum of ten years service before retirement are eligible for nomination.
- b. Criteria
  - i. There are no fixed criteria for the selection of the designation, although generally nominees will have demonstrated exemplary and significant academic contributions to KPU or the appropriate faculty, school or department.

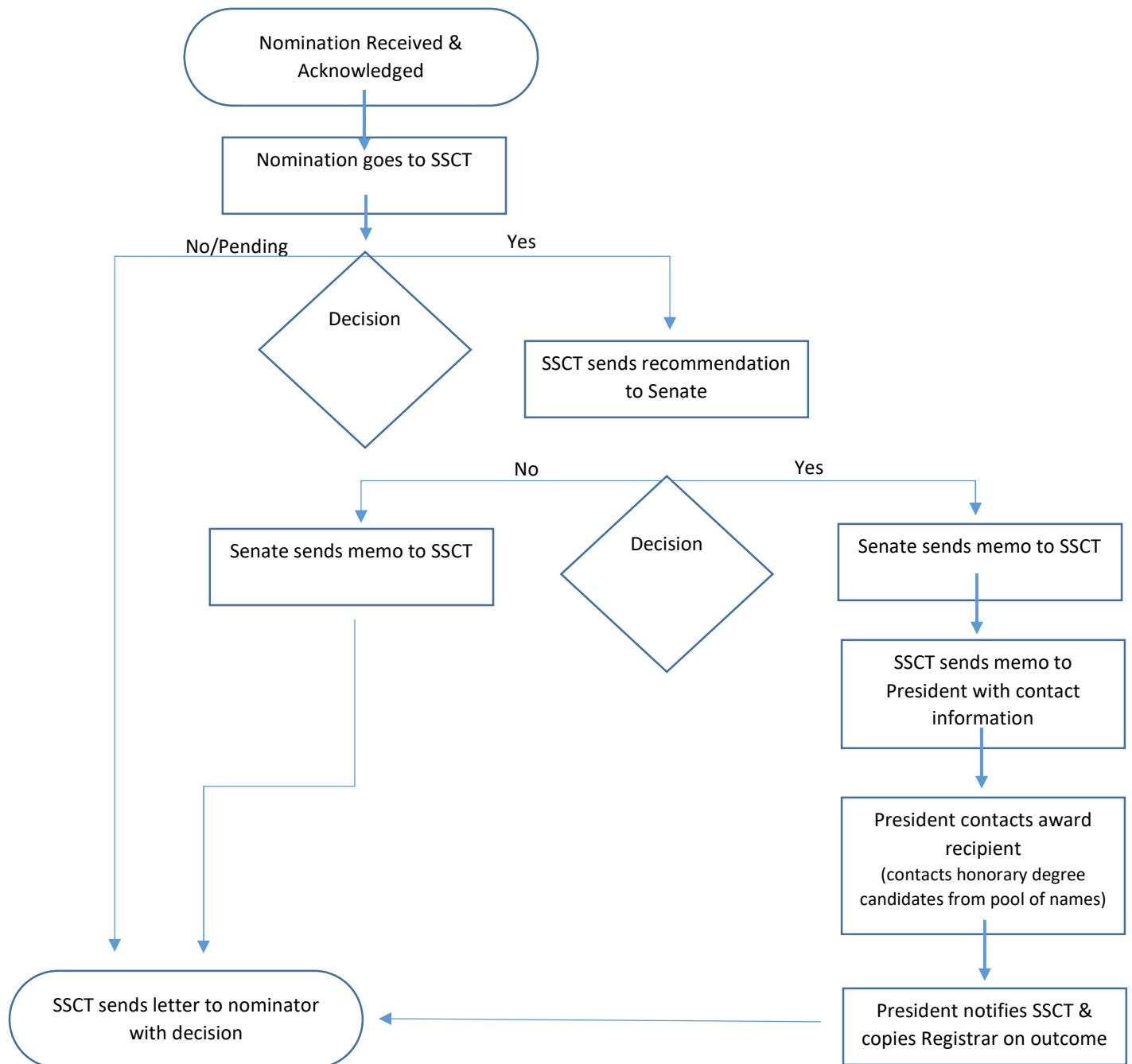


- c. Nominations
  - i. Members of the University community are invited to nominate candidates for the designation.
  - ii. Nominations for the designation must include all of the following:
    - 1) Emeriti Appointment Nomination Form
    - 2) a letter of nomination signed by a minimum of five signatories
    - 3) demonstration of past exemplary and significant academic contributions internal and external to KPU, the faculty, school or department for which the employee is held in high regard
    - 4) a description of the value of the award to facilitate the nominee's ongoing relationship with KPU, the faculty, school or department, as well as the anticipated nature of that ongoing participation
    - 5) a *curriculum vitae*
    - 6) a statement from the nominee outlining how an emeriti appointment would support the nominee's intended future participation with KPU, including specific demonstration of the intent to continue and further contribute
- d. Privileges of the designation
  - i. The designation allows the designee to:
    - 1) be eligible to apply for grants from external agencies through the established University routes of approval. Collaborative applications between the appointee and KPU are encouraged.
    - 2) access to library resources, printing facilities, campus WIFI, and Emeriti Employee Status computing services, subject to resource availability.
    - 3) be eligible to accept assignments or contracts for special projects beneficial to KPU.
    - 4) be entitled to represent KPU at social or fundraising events.
    - 5) be invited to KPU events and receive recognition for contributions to KPU.
    - 6) be eligible to supervise graduate students and honours thesis students.

## **C. RELATED POLICY**

Refer to AD5 *Honorary Degrees and Awards Procedure*.

## Nomination, Selection and Communication Process





Policy History
<b>Policy No.</b> AD5
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> December 17, 2018

## Honorary Degrees and Awards Procedure

### A. DEFINITIONS

1. **Distinguished Scholarship Award:** Exemplary teaching is a core element of KPU, and scholarship in its diverse forms is integral to that endeavour: the scholarship of discovery, creativity, application, teaching and learning, and integration. Accordingly, KPU recognizes and celebrates outstanding examples of such scholarship.

~~1. **Distinguished Service Award:** Distinguished Service Awards honour and recognize exceptional, long-standing service to KPU and/or the educational community that it serves.~~

~~— Staff Category~~

~~2. Faculty Category~~

2. **Distinguished Teaching Award:** Exemplary teaching is a core element of KPU and, accordingly, KPU recognizes and celebrates exceptional examples of teaching. This award is intended to recognize remarkable teaching as demonstrated by activities such as the development of new courses and curricula, contributions to the scholarship of teaching, development of effective teaching methods, enrichment of the learning environment at KPU, and contributions that improve the teaching of colleagues.

a. Full-time Category

b. Part-time Category

~~1. **Distinguished Leadership Award**~~

~~3. **Team Service Award**~~

4.3. ~~Emeritus/Emerita~~**Emeriti Designation:** ~~Emeritus/Emerita~~**Emeriti** is an honorary appointment for life awarded to a retired employee for distinguished service and academic contributions to KPU and establishes a relationship that is both symbolic and active. The ~~emeritus/emerita~~**emeriti** appointment recognizes distinguished performance of an employee, honours the employee’s standing of high regard in the eyes of peers and colleagues, and anticipates the continuation of the employee’s academic contributions to KPU past retirement.

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**5.4. Honorary Doctorate Degree:** The honorary doctorate degree is the highest form of recognition granted by KPU to recognize persons who are distinguished by their significant contributions and accomplishments and whose excellence reflect positively upon KPU.

**6.5. Senate Standing Committee on Tributes (SSCT):** A committee of Senate with a mandate to develop operational procedures for the selection and recommendation of Distinguished awards, honorary degrees and emeritus designation. The committee invites and evaluates nominations from the KPU community and recommends candidates to Senate.

## B. PROCEDURES

### 1. General

a. The nomination, selection, and communication processes ~~are is diagramed diagrammed~~ in Appendix 1.

b. All individuals nominated as candidates will be considered by the Senate Standing Committee on Tributes (SSCT). Recommendations of the SSCT will be forwarded to Senate for its consideration and selection.

c. ~~Personal Information will be collected and managed in accordance with the Freedom of Information and Protection of Privacy Act of BC. Confidentiality is maintained through the nomination and selection process.~~

i. Nomination packages, following approval by Senate, may be shared with the Office of the President, Marketing and/or Communications for the purpose of preparing promotional materials.

i. Nominations are to remain confidential outside of the collator of materials.

d. Except for honorary degrees, awards are limited to up to two Distinguished Teaching Awards (1 per category) and one Distinguished Scholarship Award, per year.

~~e. Except for honorary degrees, awards are limited to up to two Distinguished Teaching Awards (1 per category), up to two Distinguished Service Awards (1 per category) and one each: Distinguished Scholarship Award, Distinguished Leadership and Team Service Award, per year.~~

e. ~~H Awards or honorary degrees and Emeritus Awards~~ will be acknowledged at one of the convocation ceremonies ~~or other suitable occasion~~ as determined by the Office of the President.

e-f. Distinguished and Service Awards will be acknowledged at KPU Day or another suitable occasion, as determined by the Office of the President. Honorary degrees and awards will not normally be granted posthumously.

### 2. Honorary Doctorate Degree

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**Commented [KS2]:** Note on sharing of nominator info with recipient – check what other institutions do and/or with Legal

**Commented [SK3]:** More details about this confidentiality and sharing are required for KPU Privacy to be able to advise. Some of the reasons and outstanding questions are noted below. Please contact KPU Privacy to discuss process.

Nomination Forms and Packages contain lots of Personal Information about the Nominee and some about the Nominator or other contributor(s) (i.e. their name and contact information, the fact that they nominated someone, and potentially some of the content of their nomination). In addition to the Personal Information collected about Nominees, the Personal Information of Nominators and other contributors needs to be considered and treated in accordance with FIPPA.

If the identities (and other Personal Information) of nominators, other contributors, or nominees are disclosed to any party other than the KPU employees who need the information in order to do their jobs at KPU, we will need to consider a consent mechanism. (What is the process for engaging with Nominees? Do we advise all Nominees that they have been nominated? Or perhaps only the successful Nominees? There is an opportunity here to create a form that allows us to obtain their acceptance of the nomination and written consent for disclosure of their PI through the various methods contemplated. Also, when contributors that are not subject to FIPPA are involved (students, members of community), we need to ensure that we do not disclose the Nominee's or other people's PI without FIPPA authorization.

KPU Privacy can review and advise on the Nomination Forms and any other forms that are created, where we may ensure this and other FIPPA obligations are met. **Please contact KPU Privacy to request this support.**

Instead of the current wording of B 1 (c), I would like to recommend that the following language be used: **"Personal information will be collected and managed in accordance with the Freedom of Information and Protection of Privacy Act of BC."**

While the following does not need to be reflected in the Policy or Procedure, it should be considered when developing or revising business practices around how to manage these nominations: Receiving and sharing Personal Information by email creates several FIPPA risks, including risk of privacy breach (i.e. when the email is sent to someone not authorized to receive it or if KPU's email system is hacked) and liability for FOI requests (i.e. when a nominee, nominator, or other person requests records relating to nominations). Privacy risk and FOI liability can be mitigated ... [1]

**Commented [SK4]:** March 6: Beware of using the word "anonymous" – "confidential" is a better term. This statement appears misplaced in this location. Perhaps, if you want to emphasize confidentiality of the process, you could add a sentence to "c" above (following the current statement there) to read **"Confidentiality will be maintained through the nomination"** ... [2]

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**Commented [LC5]:** To maintain consistent to HD Degree's current policy – included it in general.

a. Categories

- i. There are three honorary doctorate degrees as decreed by Order of the Lieutenant Governor in Council No. 0447 dated April 4, 1996, and are awarded as follows:
  - 1) Doctor of Laws (*Honoris Causa*), (LL.D.), awarded in recognition of community and public service.
  - 2) Doctor of Letters (*Honoris Causa*), (D.Litt.), awarded in recognition of contributions to the arts, humanities and social sciences.
  - 3) Doctor of Technology (*Honoris Causa*), (D.Tech.), awarded in recognition of contributions to science, technology and other related fields such as design.

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b. Eligibility

- i. Honorary degrees are not normally awarded to those who currently hold political office, including senators, or to current KPU employees.

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~~ii. Awards will not normally be granted posthumously.~~

Commented [LC6]: Stated in "general" B.1(e)

c. Criteria

- i. Nominees must be exceptionally distinguished scholars, artists, public servants, persons prominent in the community or their profession, and others who have made significant contributions locally, nationally, or globally.
- ii. Honorary degrees may be awarded for meritorious service to education or to KPU.
- iii. Honorary degrees are intended to honour individuals who are widely recognized for one or more of the following:
  - 1) outstanding and sustained achievements in their areas of expertise
  - 2) noteworthy public service
  - 3) a standard of excellence in one or more fields of endeavour
  - 4) distinguished and noteworthy achievement in their field of study or service during their career
  - 5) dedication to and recognition of academic excellence
  - 6) entrepreneurship
  - 7) a legacy of respect and understanding toward others
  - 8) a legacy of humanitarian contribution(s)

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d. Nominations

- i. Members of the University community and the community-at-large are invited to nominate honorary degree candidates. Normally, nominations or letters of support for the nomination, will not be accepted from members of the nominee's family.
- ii. Nominations must include two to five letters of support and a completed [Honorary Degree Nomination Form](#).
- iii. Nominations recommended by the SSCT are sent to the Senate for further approval. Nominations that have been approved by Senate, but not awarded to the recipient, will be reconsidered ~~after for three two~~ years, including the year nominated, and reviewed by the SSCT for applicability and currency.
- iv.

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Commented [SK7]: For each of the provisions in this Procedure that speaks to reconsideration at a later date, I recommend that you consider adding a clause about when the nomination packages will be deleted from KPU's records. You may choose not to include it in the Policy or Procedure but should consider it among your business practices. Under FIPPA, records must be retained for a minimum of one year following any decision about an individual based on the records but, unless there are legislative requirements or operational needs to retain them for longer, you should consider ensuring there is a time at which it makes sense to securely destroy them to avoid potential privacy breaches. Retention periods could be different for successful and unsuccessful nominations. (And, while the following doesn't need to be reflected in the Policy or Procedure: you should ensure that wherever the nomination packages and related materials are stored, they can be accessed only by the KPU employees who need to access them.)

Commented [LC8]: Honorary Degree nominations have a 3-year window, whereas Distinguished Awards have a 2-year window. Would it be prudent to make them the same? Why would one be considered longer than another?

e. Listing Honorary Degrees

- i. Honorary Degrees should be listed on a resume or CV under awards, not academic achievements
- ii. KPU will refer to individuals with Honorary Degrees as "Dr." but the title will not be used elsewhere

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iii. Honorary Degrees can be listed in signatures:

- 1) Doctor of Letters: D. Litt.
- 2) Doctor of Laws: LL.D.
- 3) Doctor of Technology: D. Tech  
Example: [Insert Name], LL.D.

— Doctor of Letters: D. Litt.

— Doctor of Laws: LL.D.

— Doctor of Technology: D. Tech

— Example: John Doe, LL.D.

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**3.— Distinguished Service Award**

a.— Categories

i.— The Distinguished Service Award is awarded in two categories: 1) staff and 2) faculty.

b.— Eligibility

c.— Current and former employees and others associated with KPU are eligible for nomination.

d.— Criteria

i.— The criteria of this award are one or more of the following:

- 1) significant contributions to KPU over many years of service
- 2) outstanding accomplishments that have benefited KPU and/or the community
- 3) important contributions in support of KPU's mandate, mission, and values

e.— Nominations

i.— Members of the University community and the community at large are invited to nominate Distinguished Service Award candidates by November ~~October 1~~ of each year. Normally, nominations will not be accepted from members of the nominee's family.

— Nominations must include a completed Distinguished Service Award Nomination Form.

ii.— Nominations will be reconsidered by SSCT after a period of two years, including the year nominated, for applicability and currency. If the nomination is not approved by SSCT during the reconsideration, it will need to be resubmitted with updated information as a new nomination.

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**4.3. Distinguished Teaching Award**

a. Categories

i. The Distinguished Teaching Award is awarded in two categories:

- 1) full-time teaching
- 2) part-time teaching

b. Eligibility

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~~ii.~~ Employees who have worked at KPU for a minimum of five years are eligible. This may include faculty, staff or administrators that instruct.

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~~i.~~

c. Criteria

i. There are no fixed criteria for selection, although generally nominees have:

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- 1) contributed to the learning environment of their students, their departments, and their disciplines (e.g., by showing a consistent contribution to developing methodologies, materials, and processes that have contributed to student success).
- 2) a demonstrated interest in teaching and pedagogy.
- 3) been a role model for colleagues and students.
- 4) had a recognized and substantial impact on students, colleagues, and the institution (e.g., through letters of support).

d. Nominations

~~i.~~ Nominations must include a Distinguished Teaching Award Form.

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~~ii.~~ Nominations for the award can be made by any faculty, staff member or student of KPU by ~~November~~ ~~October~~ 1 of each year. Written permission of the nominee is required.

Commented [SK9]: There is an opportunity here to meet some FIPPA obligations if a form is created to obtain this "written permission." This applies elsewhere that "written permission" is referenced in this document.

~~ii.~~ Nominations must include a Distinguished Teaching Award Form.

Commented [LC10]: Keep this here, but ensure that the form is updated to meet FIPPA obligations.

iii. Nominations will be reconsidered by SSCT ~~after~~ ~~for~~ a period of two years, including the year nominated, for applicability and currency. If the nomination is not approved by SSCT during ~~the reconsideration~~ ~~that time~~, it will need to be resubmitted with updated information as a new nomination.

#### 5.4. Distinguished Scholarship Award

a. Eligibility

~~i.~~ Current or former KPU employees are eligible for nomination.

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b. Criteria

i. There are no fixed criteria for selection of the award, although generally nominees will, through their scholarship, have had a recognized and substantial impact on any or all of the relevant discipline(s), students, colleagues, the institution, and the community.

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c. Nominations

~~i.~~ Nominations must contain a Distinguished Scholarship Nomination Form.

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~~ii.~~ Nominations for the award can be made by any faculty, staff member or student of KPU by ~~November~~ ~~October~~ 1 of each year. Written permission of the nominee is required.

~~ii.~~ Nominations should be in the form of a dossier that includes some or all of the following:

~~Distinguished Scholarship Nomination Form~~

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~~1) a curriculum vitae~~

~~2) evidence of scholarly excellence (e.g., research papers, exhibits, presentations, professional development reports)~~

~~3) a statement that articulates the case for the nomination~~

~~4) other evidence that substantiates the importance and relevance of the scholarship~~

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iii. Nominations will be reconsidered by SSCT after-for a period of two years, including the year nominated, for applicability and currency. If the nomination is not approved by SSCT during the reconsiderationthat time, it will need to be resubmitted with updated information as a new nomination.

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iv. Nominations should be in the form of a dossier that includes some or all of the following:

- 1) a curriculum vitae
- 2) evidence of scholarly excellence (e.g., research papers, exhibits, presentations, professional development reports)
- 3) a statement that articulates the case for the nomination
- 4) other evidence that substantiates the importance and relevance of the scholarship

iii.—

#### ~~— Distinguished Leadership Award~~

##### ~~— Eligibility~~

~~— Current or former KPU employees are eligible for nomination.~~

##### ~~— Criteria~~

~~— Embodied Leadership~~

~~— Empathetic Leadership~~

~~— Inspirational Leadership~~

~~— Impactful Leadership~~

~~— Courageous Leadership~~

##### ~~— Nominations~~

~~— Nominations for the award can be made by members of the University community and community at large~~

#### ~~6. Team Service Award~~

##### ~~— Eligibility~~

~~Any team at KPU is eligible to be nominated including formal units~~

##### ~~— Criteria~~

~~— The team will have made a significant contribution to the achievement of the mission and goals of the university, whether through innovation, continuous improvement, or otherwise going “above and beyond”~~

~~— The team exhibits the highest standards of professionalism, commitment, integrity, and accountability in their work~~

~~— The team will have a reputation for being mutually supportive and collaborative~~

~~— The team builds on individual and shared strength~~

##### ~~— Nominations~~



~~Nominations for the award can be made by members of the University community and community-at-large~~

- ~~Team Service Nomination Form~~
- ~~Letters of support from faculty, staff or students that reflect the team's significant accomplishments (no more than five)~~
- ~~Evidence of significant team service~~
- ~~Nominations will be considered by SSCT for a period of two years, including the year nominated, for applicability and currency. If the nomination is not approved by SSCT during the reconsideration, it will need to be resubmitted with updated information as a new nomination.~~

### 8. ~~Emeritus/Emerita~~Emeriti Designation

a. Eligibility

~~i.~~ All persons who have demonstrated exemplary and significant academic contributions to KPU or the appropriate faculty, school, or department and who normally have a minimum of ten years service before retirement are eligible for nomination.

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b. Criteria

i. There are no fixed criteria for the selection of the designation, although generally nominees will have demonstrated exemplary and significant academic contributions to KPU or the appropriate faculty, school or department.

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c. Nominations

~~i.~~ Members of the University community are invited to nominate candidates for the designation.

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~~i.~~ Nominations for the designation must include all of the following:

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~~Emeritus/Emerita Appointment Nomination Form~~

1) ~~Emeritus/Emerita~~Emeriti Appointment Nomination Form

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2) a letter of nomination signed by a minimum of five signatories

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3) demonstration of past exemplary and significant academic contributions internal and external to KPU, the faculty, school or department for which the employee is held in high regard

4) a description of the value of the award to facilitate the nominee's ongoing relationship with KPU, the faculty, school or department, as well as the anticipated nature of that ongoing participation

5) a curriculum vitae

6) a statement from the nominee outlining how an ~~Emeritus/Emerita~~emeriti appointment would support the nominee's intended future participation with KPU, including specific demonstration of the intent to continue and further contribute

d. Privileges of the designation

Commented [KS11]: Clarify access to KPU e-mail, printing

i. The designation allows the designee to:

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- 1) be eligible to apply for grants from external agencies through the established University routes of approval. Collaborative applications between the appointee and KPU are encouraged.
- ~~2) have access to library, technical, and computing services consistent with KPU's activities and policies, resources permitting.~~
- 2) access to library resources, printing facilities, campus WIFI, and Emeriti Employee Status computing services, subject to resource availability.
- 3) be eligible to accept assignments or contracts for special projects beneficial to KPU.
- 4) be entitled to represent KPU at social or fundraising events.
- 5) be invited to KPU events and receive recognition for contributions to KPU.
- 6) be eligible to supervise graduate students and honours thesis students.

**Commented [SK12]:** I'm not sure what KPU policies might permit access to these resources as non-employees but please note: As a retired employee the designee would no longer be subject to FIPPA (or many KPU policies). Providing them with KPU resources creates privacy and access-to-information risks, such as receiving emails that they should not (i.e. privacy breach); accessing records that are considered KPU records, some of which may have Personal Information or confidential KPU or third party business information – all of which KPU is responsible for protecting from unauthorized disclosure under FIPPA.

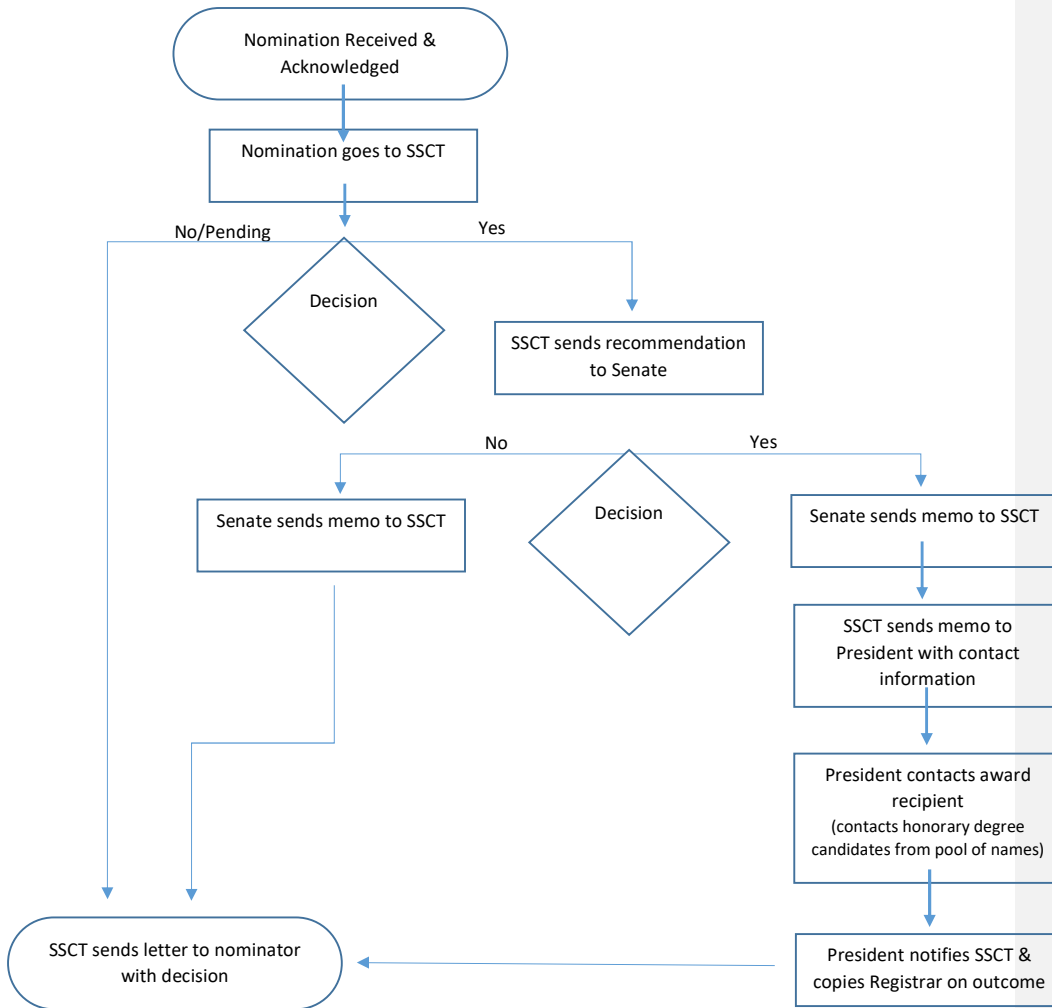
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### C. RELATED POLICY

Refer to AD5 *Honorary Degrees and Awards Procedure*.

## Nomination, Selection and Communication Process



**More details about this confidentiality and sharing are required for KPU Privacy to be able to advise. Some of the reasons and outstanding questions are noted below. Please contact KPU Privacy to discuss process.**

Nomination Forms and Packages contain lots of Personal Information about the Nominee and some about the Nominator or other contributor(s) (i.e. their name and contact information, the fact that they nominated someone, and potentially some of the content of their nomination). In addition to the Personal Information collected about Nominees, the Personal Information of Nominators and other contributors needs to be considered and treated in accordance with FIPPA.

If the identities (and other Personal Information) of nominators, other contributors, or nominees are disclosed to any party other than the KPU employees who need the information in order to do their jobs at KPU, we will need to consider a consent mechanism. (What is the process for engaging with Nominees? Do we advise all Nominees that they have been nominated? Or perhaps only the successful Nominees? There is an opportunity here to create a form that allows us to obtain their acceptance of the nomination and written consent for disclosure of their PI through the various methods contemplated. Also, when contributors that are not subject to FIPPA are involved (students, members of community), we need to ensure that we do not disclose the Nominee's or other people's PI without FIPPA authorization.

KPU Privacy can review and advise on the Nomination Forms and any other forms that are created, where we may ensure this and other FIPPA obligations are met. **Please contact KPU Privacy to request this support.**

Instead of the current wording of B 1 (c), I would like to recommend that the following language be used: **"Personal Information will be collected and managed in accordance with the Freedom of Information and Protection of Privacy Act of BC."**

While the following does not need to be reflected in the Policy or Procedure, it should be considered when developing or revising business practices around how to manage these nominations: Receiving and sharing Personal Information by email creates several FIPPA risks, including risk of privacy breach (i.e. when the email is sent to someone not authorized to receive it or if KPU's email system is hacked) and liability for FOI requests (i.e. when a nominee, nominator, or other person requests records relating to nominations). Privacy risk and FOI liability can be mitigated by establishing a more secure way – instead of email – to receive the nomination packages and to share them amongst the KPU employees (i.e. SSCT, Senate, President, others) who need to see them in order to perform their duties relating to

the nomination process. A more secure way to share the materials within KPU could involve the SSCT setting up a Sharepoint site with managed access and providing restricted links to the site for internals, as required. SSCT could consult with IT on a secure way for externals to upload nomination packages.

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Page 2: [2] Commented [SK4]

Shelly Kean

3/6/2024 1:24:00 PM

March 6: Beware of using the word “anonymous” – “confidential” is a better term. This statement appears misplaced in this location. Perhaps, if you want to emphasize confidentiality of the process, you could add a sentence to “c” above (following the current statement there) to read “**Confidentiality will be maintained through the nomination and selection process.**” Then you can delete “Nominations are to remain anonymous...” from “d”.

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## SENATE STANDING COMMITTEE ON POLICY

**Agenda Number:** 6.2

**Meeting Date:** May 29, 2024

**Presenter(s):** Josephine Chan

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**AGENDA TITLE:** *PRESIDENT'S ANNUAL POLICY REPORT*

**ACTION REQUESTED:** Information

**RECOMMENDED RESOLUTION**

**N/A**

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### COMMITTEE REPORT

For Secretariat Use Only

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#### Context and Background

Per GV2, the Policy Coordination Team is to prepare an annual report for the President to present to Senate Standing Committee on Policy, Senate, Board Governance Committee and Board of Governors in May/June that “summarizes the status of all KPU Policies, including approvals, revisions, eliminations, jurisdictional disputes and all Clerical changes during the past 12 months” ([see GV2 Procedure B.1.1 and B.12.i](#)).

The Policy Coordination Team has prepared an annual report in the form of a spreadsheet to provide an overview of status updates for the academic year 2023-2024.

#### Key Messages

1. The attached annual report presents an overview on the current status of all KPU Policies in color coded format.
2. The annual report will also be presented to the Board Governance Committee on June 19, and to the Board of Governors on June 26, 2024 for information.

#### Resource Requirements

N/A

**Implications/Risks**

N/A

**Consultations**

1. Lily Chong, University Secretary

**Attachments**

1. KPU Policy and Procedure Annual Status Report 2023-2024
- 

**Submitted by**

Josephine Chan, Special Assistant to the Provost on Policy and Academic Affairs

Tristan Li, Policy and Academic Affairs Specialist

Lilian Leite, Administrative Assistant, Policy and Academic Affairs

**Date submitted**

May 9, 2024

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
AC1	Program Advisory Committee	Senate & Board	Provost	03/28/23	09/01/26	Current	-
AC2	Guided Study	President	Provost	05/12/23	05/01/27	Current	<b>Effective date updated upon review completion</b> 2023-05-12 Policy + Procedure Review   Date Renew Approved 2023-05-12
AC3	Program Review	Senate & Board	Provost	10/19/22	10/01/26	Policy + Procedure Amendment In Progress ▶	Policy + Procedure Amendment   In Progress ▶ 03/08/24 to 03/28/24 Phase One Posting
AC4	Student Evaluation and Grading	Senate	Provost	09/01/22	09/01/26	Current	-
AC5	Graduate Degree Studies	Senate	Provost	09/01/24	09/01/27	Current	<b>Developed - Policy</b> 2024-09-01 Policy Development   Approved 2024-04-22
AC6	Recognition for Prior Learning	Senate	Provost	09/01/20	09/01/24	Current	-
AC8	Principles of Academic Freedom and Responsibility	Senate & Board	Provost	06/07/23	06/01/27	Current	<b>Effective date updated upon review completion</b> 2023-06-07 Policy + Procedure Review   Date Renew Approved 2023-06-07
AC9	Skills and Outcomes	Senate	Provost	09/01/24	04/01/27	Current	<b>Amended - Policy</b> 2024-09-01 Policy Amendment   Approved 2024-04-22
AC10	Development and Change of Senate-Approved Programs	Senate & Board	Provost	07/07/23	01/01/26	Procedure Amendment In Progress ▶	<b>Procedure Amendment   In Progress ▶</b> 09/26/23 to 10/18/23 Phase One Posting 02/12/24 to 03/04/24 Phase Two Posting 04/22/24 Senate Recommended Submitted for Board approval  <b>Clerical Changes - Procedure</b> 2023-07-07 Procedure Clerical Changes   Approved 2023-07-06



## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
AC11	General Education in Degree Programs	Senate	Provost	09/01/23	NA	Eliminated	<b>Eliminated</b> 2023-09-01 Policy Elimination   Approved 2020-04-27
AC12	Naming, Academic Units	President	Provost	08/10/12	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 05/19/23 to 06/09/23 Phase One Posting
AC13	Minimum Qualifications for Faculty Members	Senate & Board	Provost	09/29/22	09/01/26	Procedure Amendment In Progress ▶	<b>Procedure Amendment   In Progress ▶</b> 09/26/23 to 10/18/23 Phase One Posting 02/12/24 to 03/04/24 Phase Two Posting 04/22/24 Senate Recommended Submitted for Board approval
AC14	KPU Credential Framework	Senate	Provost	09/01/23	09/01/27	Current	<b>Implemented</b> 2023-09-01 Policy + Procedure Development   Approved 2020-04-27 2023-09-01 Procedure Amendment   Approved 2022-06-27
AC15	Micro-credentials	Senate & Board	Provost	09/30/21	09/01/25	Current	-
AD2	Complaints about Instruction, Services, Employees or University Policies	President	Provost	02/01/06	01/09/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 09/06/22 to 09/27/22 Phase One Posting 04/26/23 to 05/19/23 Phase Two Posting
AD3	Procurement	President	Chief Financial Officer	10/27/21	10/01/25	Current	-
AD4	Continuing Education & Contract Services	Senate & Board	Provost	05/01/02	09/01/22	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
AD5	Honorary Degrees and Awards	Senate	President	12/17/18	09/01/22	Policy + Procedure Amendment In Progress ►	<b>Policy + Procedure Amendment   In Progress ►</b> 05/08/23 to 05/29/23 Phase One Posting
AR2	Admission	Senate	VP Students	03/20/23	03/01/27	Current	-
AR5	Dean's Honour Roll	Senate	Provost	09/01/24	09/01/28	Current	<b>Amended - Policy</b> 2024-09-01 Policy Amendment   Approved 2023-05-29
AR7	Graduation with Distinction	Senate	Provost	04/01/04	09/01/22	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>
AR10	Priority and Scheduling of Registration	Senate	Provost	08/23/23	08/23/27	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>  <b>Clerical Changes - Procedure</b> 2023-08-23 Procedure Clerical Changes   Approved 2023-08-22
AR14	Standard for Academic Dress at Convocation	President	Provost	02/21/24	02/21/28	Procedure Amendment In Progress ►	<b>Procedure Amendment   In Progress ►</b> 03/27/23 to 04/18/23 Phase One Posting  <b>Clerical Changes - Procedure</b> 2024-02-21 Procedure Clerical Changes   Approved 2024-02-21
AR16	Requirements for Graduation	Senate	Provost	09/01/23	-	Eliminated	<b>Eliminated</b> 2023-09-01 Policy + Procedure Elimination   Approved 2020-04-27
AR17	Academic Schedule and Course Timetables	Senate & Board	VP Students	09/01/23	06/01/23	Current	<b>Clerical Changes – Policy + Procedure</b> 2023-09-01 Policy + Procedure Clerical Changes   Approved 2023-08-16
AR18	Final Examination and Overloads	Senate	Provost	11/01/06	09/01/22	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
BP1	Student Events Involving the Consumption of Alcohol	President	VP Admin	10/01/99	09/01/22	Policy + Procedure Elimination In Progress ▶	<b>Policy + Procedure Elimination   In Progress ▶</b> 04/05/23 to 04/27/23 Phase One Posting
BP2	Student Events Held on University premises	President	VP Admin	01/01/04	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 04/05/23 to 04/27/23 Phase One Posting
BP4	Campus Planning	Board of Governors	VP Admin	01/30/13	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 04/05/23 to 04/27/23 Phase One Posting
BP5	Use of University Property	President	VP Admin	11/20/14	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 04/05/23 to 04/27/23 Phase One Posting
BP6	Energy Conservation	President	VP Admin	09/11/15	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 04/05/23 to 04/27/23 Phase One Posting
BP7	University Space	President	VP Admin	06/28/22	06/01/26	Current	-
ER1	Fundraising	President	VP External Affairs	11/27/19	09/01/22	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>
ER8	Asset Naming Opportunities	Board of Governors	VP External Affairs	08/01/11	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 05/19/23 to 06/09/23 Phase One Posting
ER9	Political Fundraising Expenses	Board of Governors	President	11/01/22	11/01/26	Current	-

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
FM1	Financial : Annual Expenditure Plan	President	Chief Financial Officer	06/03/15	03/01/23	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>
FM2	Investment	Board of Governors	Chief Financial Officer	03/02/22	03/01/26	Current	-
FM5	Business Travel and Expense	President	Chief Financial Officer	04/01/24	07/01/24	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>  <b>Clerical Changes - Procedure</b> 2024-04-01 Procedure Clerical Changes   Approved 2024-04-01 2024-01-01 Procedure Clerical Changes   Approved 2024-01-01 2023-10-01 Procedure Clerical Changes   Approved 2023-10-01 2023-07-01 Procedure Clerical Changes   Approved 2023-07-01
FM6	Banking	President	Chief Financial Officer	12/10/19	12/01/23	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>
FM8	Student Tuition and Fees	President	Chief Financial Officer	09/01/21	03/01/23	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>
FM9	Financial Structure of Revenue Based Activities	President	Chief Financial Officer	11/01/04	03/01/23	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>
GV1	Selection and Appointment of Auditors	Board of Governors	Chief Financial Officer	02/05/20	02/01/24	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
GV2	Protocol for the Development of University Policies and Procedures	Senate & Board	President	09/01/22	09/01/26	Current	<b>Clerical Changes - Procedure</b> 2024-04-12 Procedure Clerical Changes   Approved 2024-04-11
GV4	Signing Authority	Board of Governors	Chief Financial Officer	10/27/21	09/01/22	Policy Amendment In Progress ▶	<b>Policy Amendment   In Progress ▶</b> 06/09/23 to 06/29/23 Phase One Posting
GV6	Use of Institutional Name, Coat of Arms, Crest, Logo, Seal & Other	President	President	11/27/03	03/01/23	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>
GV8	Memorandum of Understanding / Letter of Intent	President	President	06/05/23	06/01/27	Current	<b>Effective date updated upon review completion</b> 2023-06-05 Policy + Procedure Review   Date Renew Approved 2023-06-05
GV9	Establishment and/or Discontinuance of Faculties and Departments	Senate & Board	Provost	11/30/22	11/01/26	Current	-
GV10	Mission, Vision and Values Development and Amendment	Senate & Board	President	03/31/22	03/01/26	Current	-
HR1	Conflict of Interest	President	VP HR	07/13/22	07/01/26	Current	-
HR2	Workplace Accessibility	President	VP HR	-	TBD	Policy + Procedure Development In Progress ▶	<b>Policy + Procedure Development   In Progress ▶</b> 01/11/23 to 01/30/23 Phase One Posting

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
HR3	Flexible Work	President	VP HR	09/14/23	09/01/27	Current	<b>Developed – Policy + Procedure</b> 2023-09-14 Policy + Procedure Development   Approved 2023-08-24
HR4	Bereavement / Employees & Students	President	VP HR	04/11/23	04/01/27	Current	-
HR6	Service Recognition Policy	President	President	04/01/05	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 09/16/22 to 10/11/22 Phase One Posting
HR7	Representation by Kwantlen Employees at Conferences & Related Activities	President	VP HR	03/30/23	03/01/27	Current	
HR8	Employee Exchange/Secondment Leaves	President	VP HR	09/13/89	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 06/12/23 to 06/30/23 Phase One Posting
HR9	Illness Leave	President	VP HR	12/15/22	12/01/26	Current	-
HR11	Search Advisory and Appointment of Administrative Positions	President	VP HR	01/08/24	01/01/27	Current	<b>Amended – Policy + Procedure</b> 2024-01-08 Policy + Procedure Amendment   Approved 2024-01-06
HR14	Employment / Students	President	VP HR	03/20/23	03/01/27	Current	-
HR15	Diversity and Inclusiveness	President	President	06/30/16	09/01/22	Policy Amendment In Progress ▶	<b>Policy Amendment   In Progress ▶</b> 03/22/23 to 04/13/23 Phase One Posting

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
HR16	Employment Equity	President	VP HR	05/06/97	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 01/10/23 to 01/30/23 Phase One Posting
HR18	Job Accommodation for Employees	President	VP HR	11/28/00	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 01/10/23 to 01/30/23 Phase One Posting
HR20	Search Advisory, Appointment and Re-appointment of Senior Academic Administrator Positions	Board of Governors	VP HR	02/01/24	02/01/28	Current	<b>Amended – Policy + Procedure</b> 2024-02-01 Policy + Procedure Amendment   Approved 2024-01-31
HR21	Respectful Workplace	Board of Governors	VP HR	11/23/23	06/01/24	Current	<b>Amended – Policy + Procedure</b> 2023-11-23 Policy + Procedure Amendment   Approved 2023-11-23
HR22	Presidential Search Advisory, Appointment and Re-appointment	Board of Governors	Board of Governors	02/01/24	02/01/28	Current	<b>Amended – Policy + Procedure</b> 2024-02-01 Policy + Procedure Amendment   Approved 2024-01-31
HR24	Protected Disclosure	Board of Governors	President	11/22/22	11/01/26	Current	-
HR25	Search Advisory and Appointment of Senior Administrative Positions	President	VP HR	01/08/24	01/08/28	Current	<b>Amended – Policy + Procedure</b> 2024-01-08 Policy + Procedure Amendment   Approved 2024-01-06

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
HR26	Responsibilities and Compliance Requirements for the Appointment and Termination of Administrative Staff	Board of Governors	VP HR	04/11/23	04/01/27	Current	-
IM1	Copyright Compliance	President	Provost	03/15/23	03/01/27	Current	-
IM2	Freedom of Information & Protection of Privacy	President	President	11/30/22	11/01/26	Current	-
IM3	Information and Educational Technology Usage	President	VP Admin	07/13/22	07/01/26	Current	-
IM4	Confidentiality	President	VP HR	11/30/22	11/01/26	Current	-
IM5	Identification Cards	President	VP Admin	06/01/03	09/01/22	Policy + Procedure Amendment In Progress ►	<b>Policy + Procedure Amendment   In Progress ►</b> 04/05/23 to 04/23/23 Phase One Posting
IM6	Guidelines for the Kwantlen Weblog	President	President	06/21/23	-	Eliminated	<b>Eliminated</b> 2023-06-21 Policy + Procedure Elimination   Approved 2023-06-21
IM7	Management of Surveys	President	President	03/08/24	03/01/28	Current	<b>Amended – Policy + Procedure</b> 2024-03-08 Policy + Procedure Amendment   Approved 2024-03-08
IM8	Privacy	President	President	11/30/22	11/01/26	Current	-



## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
IM9	Information Security	President	VP Admin	12/07/20	12/01/24	Current	-
IM10	Records and Information Management	President	President	-	TBD	Policy + Procedure Development In Progress ▶	<b>Policy + Procedure Development   In Progress ▶</b> 06/09/23 to 06/29/23 Phase One Posting
RS1	Research Involving Human Participants	President	Provost	03/01/19	03/01/23	Policy Amendment In Progress ▶	<b>Policy Amendment   In Progress ▶</b> 09/23/22 to 10/17/22 Phase One Posting
RS2	Integrity in Research and Scholarship	President	Provost	08/31/12	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 06/09/23 to 06/29/23 Phase One Posting
RS3	Indirect Costs of Research	President	Provost	05/19/10	09/01/22	Policy Elimination In Progress ▶	<b>Policy Elimination   In Progress ▶</b> 06/09/23 to 06/29/23 Phase One Posting
RS4	Administration and Control of Research and Special Funds	President	Provost	10/21/11	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 06/09/23 to 06/29/23 Phase One Posting
RS5	Intellectual Property	Board of Governors	Provost	06/27/19	09/01/22	Policy + Procedure Review In Progress ▲	<b>Policy + Procedure Review   In Progress ▲</b>
RS6	Animal Use and Ethics in Teaching and Research	President	Provost	06/02/21	06/01/25	Current	-

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
RS7	Governance and Administration of Research Centres and Institutes	Senate & Board	Provost	-	TBD	Policy + Procedure Development In Progress ▶	<b>Policy + Procedure Development   In Progress ▶</b> 06/09/23 to 06/29/23 Phase One Posting
SR1	Consumption of Alcoholic Beverages & the Non-Medical Use of Drugs on University Premises	President	VP Admin	02/01/00	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 04/05/23 to 04/27/23 Phase One Posting
SR2	Threat Assessment Team	President	President	-	TBD	Policy + Procedure Development In Progress ▶	<b>Policy + Procedure Development   In Progress ▶</b> 03/22/23 to 04/13/23 Phase One Posting
SR3	Smoke Free Campuses and Properties	President	VP Admin	03/13/23	03/01/27	Current	-
SR4	Fleet and Driver	President	VP HR	-	TBD	Policy + Procedure Development In Progress ▶	<b>Policy + Procedure Development   In Progress ▶</b> 02/12/24 to 03/04/24 Phase One Posting
SR5	Insurance / Students	President	VP HR	03/15/23	03/01/27	Current	-
SR6	Insurance / Employees	President	VP HR	03/15/23	03/01/27	Current	-
SR7	Occupational Health and Safety	President	VP HR	06/22/23	06/01/27	Current	<b>Amended – Policy + Procedure</b> 2023-06-22 Policy + Procedure Amendment   Approved 2023-06-21

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
SR8	Emergency Response to Inappropriate, Disruptive or Threatening Behaviour	President	VP HR	03/15/23	03/01/27	Current	-
SR9	Violence in the Workplace	President	VP HR	03/15/23	03/01/27	Current	-
SR10	International Travel and Security	President	VP HR	03/15/23	03/01/27	Current	-
SR12	Emergency Planning	President	VP HR	03/15/23	03/01/27	Current	-
SR13	Closed Circuit Video Equipment (CCVE)	President	VP HR	03/15/23	03/01/27	Current	-
SR14	Sexual Violence and Misconduct	Board of Governors	President	05/03/23	05/01/27	Policy + Procedure Amendment In Progress ▶	<p><b>Policy + Procedure Amendment   In Progress ▶</b> 12/06/23 to 01/04/24 Phase One Posting</p> <p><b>Clerical Changes</b> 2023-05-03 Procedure Clerical Changes   Approved 2023-05-03</p>
ST1	Student Awards	Senate	VP Students	-	TBD	Policy + Procedure Development In Progress ▶	<p><b>Policy + Procedure Development   In Progress ▶</b> 10/24/22 to 11/14/22 Phase One Posting 11/24/23 to 12/14/23 Phase Two Posting</p>

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
ST2	Student Academic Integrity	Senate	Provost	09/01/24	06/01/27	Current	<p><b>Amended – Policy + Procedure</b>            2024-09-01 Procedure Amendment   Approved 2024-04-22            2023-06-26 Policy + Procedure Amendment   Approved 2023-06-26</p> <p><b>Clerical Changes – Procedure</b>            2023-07-07 Procedure Clerical Changes   Approved 2023-07-06            2023-07-07 Procedure Clerical Changes   Approved 2024-02-05            2023-07-07 Procedure Clerical Changes   Approved 2024-03-25</p>
ST3	Grade Appeals	Senate	Provost	09/01/24	06/01/27	Current	<p><b>Amended – Policy + Procedure</b>            2024-09-01 Procedure Amendment   Approved 2024-04-22            2023-06-26 Procedure Amendment   Approved 2023-06-26            2023-06-26 Policy Amendment   Approved 2023-06-26</p>
ST4	Picket Lines / Practicum & Work Experience Students	President	VP HR	03/20/23	03/01/27	Current	-
ST5	Work by Students in Vocational Programs	President	Provost	02/21/18	09/01/22	Policy Amendment In Progress ▶	<p><b>Policy Amendment   In Progress ▶</b>            09/26/23 to 10/18/23 Phase One Posting</p>
ST6	Minimum Academic Standards for Programs in which letter grades are assigned (Academic Standing)	Senate	Provost	09/01/24	09/01/28	Current	<p><b>Amended – Policy</b>            2024-09-01 Policy Amendment   Approved 2023-05-29</p>
ST7	Student Conduct (Non-Academic)	Senate & Board	VP Students	09/28/23	09/01/27	Current	<p><b>Amended – Policy + Procedure</b>            2023-09-28 Procedure Amendment   Approved 2023-09-27            2023-09-28 Policy + Procedure Amendment   Approved 2023-09-27</p>

## Kwantlen Polytechnic University Annual Policy Status Report 2023-2024

Policy	Policy Name	Approval Jurisdiction	Sponsor	Last Effective Date	Next Review Date	Overall Status	Progress made in reporting period (May 2023 - April 2024)
ST11	Attendance and Participation in Courses	Senate	Provost	09/01/24	05/01/27	Current	<b>Amended – Policy</b> 2024-09-01 Policy Amendment   Approved 2024-04-22  <b>Effective date updated upon review completion</b> 2023-05-12 Policy + Procedure Review   Date Renew Approved 2023-05-12
ST12	Academic Renewal	Senate	Provost	09/01/24	05/01/27	Current	<b>Amended – Policy + Procedure</b> 2024-09-01 Procedure Amendment   Approved 2024-04-22 2023-05-29 Policy + Procedure Amendment   Approved 2023-05-29
ST13	Course Withdrawal	Senate	VP Students	09/01/24	09/01/27	Current	<b>Amended – Policy + Procedure</b> 2024-09-01 Procedure Amendment   Approved 2024-04-22 2023-09-01 Procedure Amendment   Approved 2023-06-26 2023-09-01 Policy + Procedure Amendment   Approved 2023-06-26
ST14	Services for Students with Disabilities	President	VP Students	05/01/06	09/01/22	Policy + Procedure Amendment In Progress ▶	<b>Policy + Procedure Amendment   In Progress ▶</b> 09/13/22 to 10/04/22 Phase One Posting
ST15	Student Access to Interpreting Service	President	VP Students	04/01/04	09/01/22	Policy + Procedure Elimination In Progress ▶	<b>Policy + Procedure Elimination   In Progress ▶</b> 09/13/22 to 10/04/22 Phase One Posting
ST16	Work-Integrated Learning	Senate	Provost	10/25/22	10/01/26	Current	-
ECC	Employee Code of Conduct	Board of Governors	President	06/15/23	06/01/27	Current	<b>Clerical Changes - Policy</b> 2023-06-15 Policy Clerical Changes   Approved 2023-06-15

Current
In Progress
Under Review
Eliminated

## SENATE STANDING COMMITTEE ON POLICY

**Agenda Number:** 6.3

**Meeting Date:** May 29, 2024

**Presenter(s):** Josephine Chan

**AGENDA TITLE:** *PRESIDENT'S ANNUAL POLICY REPORT – CLERICAL CHANGES*

**ACTION REQUESTED:** Information

**RECOMMENDED RESOLUTION**

**N/A**

### COMMITTEE REPORT

For Secretariat Use Only

#### Context and Background

In academic year 2023/2024, clerical changes were made to nine KPU policies and procedures, which are listed below along with the dates when these clerical changes became effective.

Policy/Procedure Name	Date of Clerical Change
AC10 Development and Change of Senate-Approved Programs Procedure	July 7, 2023
AR10 Priority and Scheduling of Registration Procedure	August 23, 2023
AR14 Standard for Academic Dress at Convocation Procedure	February 21, 2024
AR17 Academic Schedule and Course Timetables Policy	September 1, 2023
AR17 Academic Schedule and Course Timetables Procedure	September 1, 2023
FM5 Business and Travel Expense Procedure	July 1, 2023, October 1, 2023, January 1, 2024, April 1, 2024
GV2 Protocol for the Development of University Policies Procedure	April 12, 2024
KPU Code of Conduct	June 15, 2023
ST2 Student Academic Integrity Procedure	July 7, 2023, February 5, 2024, March 25, 2024

## Key Messages

1. Per GV2, the Policy Coordination Team is to prepare an annual report for the President to present to SSC Policy and Board Governance in May/June that “summarizes the status of all KPU Policies, including approvals, revisions, eliminations, jurisdictional disputes and **all Clerical changes** during the past 12 months” ([see Procedure B.1.1](#)).
2. A clerical change is a change that does not alter the scope or nature of a Policy and Procedure. These changes normally include: nomenclature changes, correction of typographical errors and language clarifications that do not alter requirements or responsibilities or updates to external links, titles or references, changes to the Policy Sponsor or classification due to organizational changes.
3. As part of the annual report requirement per GV2, all policy/procedural clerical changes that took place in 2023-2024 will also be presented to the Board Governance Committee on June 19, and to the Board of Governors on June 26, 2024 for information.

## Resource Requirements

N/A

## Implications/Risks

N/A

## Consultations

1. Lily Chong, University Secretary

## Attachments

1. Compilation of Clerical Changes: KPU Policies and Procedures 2023-2024
- 

## Submitted by

Josephine Chan, Special Assistant to the Provost on Policy and Academic Affairs

Tristan Li, Policy and Academic Affairs Specialist

Lilian Leite, Administrative Assistant, Policy and Academic Affairs

## Date submitted

May 9, 2024

Policy History
<b>Policy No.</b> AC10
<b>Approving Jurisdiction:</b> Board of Governors, with Senate advice
<b>Administrative Responsibility:</b> Provost and Vice-President, Academic
<b>Effective Date:</b> December 7, 2022

## Development and Change of Senate-Approved Programs Procedure

### A. DEFINITIONS

1. **Department:** An educational administrative sub-unit of a Faculty and/or School within a university dealing with a particular field of knowledge.
2. **Faculty:** An educational administrative division constituted by the Board of the University.
3. **Intake Cancellation:** Closing an intake of admission for a single intake cycle. Intake cancellation is an emergency action subject to regulation in AC10's procedures.
4. **Program:** A defined set of courses of instruction that lead to a credential approved by KPU Senate. A program also consists of a) a unit of study, under the governance of Senate, that results in the granting of a degree or a non-degree credential or b) a unit of study that constitutes the designation of major or minor, or c) a unit of study that constitutes a department.
5. **Program Discontinuance:** Permanent closure of a program which includes removal from future University Calendars and cessation of admission or declaration to the designated program.
6. **Program Suspension:** A temporary cessation of a program whereby students will not be admitted to or declare into a program for a defined period of time.
7. **Program Revision:** Any changes to a program that alter admission, declaration, curricular or credential requirements.
8. **School:** An educational administrative division that may be constituted by the Board of the University to function in the full capacity of a Faculty.
9. **Concept Paper:** The first of two documents normally written to propose a new Senate approved program. The Concept Paper seeks to address



such questions as the strategic suitability of a program and potential demand for it.

10. **Full Program Proposal:** The second of two documents normally written to propose a new Senate approved program. The Full Program Proposal contains, among other information, the proposed program's curriculum.
11. **Stage 1 Review:** The review conducted by the Ministry of Advanced Education, Skills and Training at the Concept Paper stage.

## B. PROCEDURES

### 1. Proposing New Programs

- a. A Proponent, after consulting with their Department and their Dean, propose development of a new program to the Provost [or designate] with a Concept Paper.
- b. The Provost, after consulting with other senior leaders and services areas as the Provost deems necessary, determines whether development of the new program should proceed. If so, the Provost will name a designate to coordinate the program development process and will authorize the Office of Planning and Accountability to produce a Feasibility Report to be included in the Concept Paper.
- c. The Provost determines, on receipt of the Feasibility Report, whether the proposal is viable.
  - i. For new degrees: if the program is judged to be viable the Proponent and Provost's designate together author, if required by the Ministry, a Stage 1 Review. The Concept Paper and Stage 1 Review may, if authorized by the Provost, proceed concurrently with the Full Program Proposal.
  - ii. For new non-degrees: if a program is judged to be viable the process proceeds to step *d*.
  - iii. For new minor degrees or honours degrees, in fields of study for which KPU already has a major program: the Provost will, if the program is deemed viable, indicate whether the program should be proposed through a Program Revision or Full Program Proposal (step *f*).
- d. The Proponent and Provost's designate seek the approval of the Concept Paper by the relevant Faculty Council and Senate (on the advice of the Senate Standing Committee on Academic Planning and Priorities, Senate Standing Committee on Curriculum and, if the program is at the graduate level **and includes research components**, the Senate Standing Committee on Research ~~and Graduate Studies~~).
- e. The Senate forwards endorsed Concept Paper (and, if applicable, Stage 1 Review) to the Board of Governors for approval. Stage 1 Reviews are also submitted to the Ministry for approval to proceed to the Full Program Proposal Stage.
- f. The Proponent drafts the Full Program Proposal and requests Curriculum Consultation Forms from other academic areas.

- g. The Proponent, supported by the Provost (or designate), consults with relevant service areas and collects impact assessments. The procedure for the collection of service area feedback and support can be determined by the Provost and is outside the scope of Senate policy.
- h. The Provost and Proponent jointly seek the approval of the Full Program Proposal from the relevant Faculty Council, which forwards the endorsed proposal to Senate for approval.
- i. Senate's standing committees on Curriculum and University Budget review the Full Program Proposal and provide advice to Senate. If the program is at the graduate level and includes research components, the SSC Research ~~and Graduate Studies~~ also provides advice.
- j. The Senate forwards endorsed program proposals to the Board of Governors for approval, and to the Ministry for ministerial consent. Any budgetary adjustment associated with an approved proposal will be made in the next annual budget development cycle for the university.
- k. The Proponent, Dean and Provost (or designate) continue to collaborate in the preparing of the program for implementation.

## 2. Revising Programs

- a. Program revisions at KPU begin either 1) as actions arising from an approved Quality Assurance Plan developed through the program review process or 2) in response to specific issue whose solution cannot be delayed until a Program Review.
- b. A Proponent acting in response to either (1) or (2) consults with their Dean and the Office of the Provost to determine what documents and processes will be required by the Ministry of Advanced Education, Skills and Training. The timeline for approval may vary based on the approval process requested by the Ministry.
- c. In addition to the processes required by the Ministry, the Proponent prepares a Program Change Form.
- d. The Proponent seeks approval from their respective Faculty Council, which then forwards the proposal to the Senate Standing Committee on Curriculum. If the program is at the graduate level and includes research components, the SSC Research ~~and Graduate Studies~~ also provides advice.
- e. The Senate Standing Committee on Curriculum reviews the proposal and forwards to Senate for approval. Any budgetary adjustment associated with an approved proposal will be made in the next annual budget development cycle for the university.

## 3. Cancelling Intakes, Suspending Programs, and Discontinuing Programs

- a. Cancelling Intakes
  - i. A Dean, in consultation with the Provost, may cancel up to three intakes, together representing cancellation of no more than 2 consecutive years of intakes, if:
    - 1) the number of students applying for the intake is too small to meet the program's learning outcomes or to maintain the sustainability of the program, or

- 2) access to key learning activities or resources has been compromised, or
  - 3) funding on which the program relies has been lost.
- ii. Any further cancellation of intakes requires the approval of Senate on the advice of the Senate Standing Committee on Academic Planning and Priorities.
- b. Suspending and Discontinuing Programs
    - i. A Department, Faculty, Dean or Provost may propose that a program be suspended for a defined period of time, or that it be permanently discontinued. Such proposals must include the information included in Appendix A and will be adjudicated through the following approval process:
      - 1) The Proponent sends the proposal to the relevant Faculty Council which, if it endorses the proposal, forwards it to the Senate Standing Committee on Academic Planning and Priorities [SSC APP] and the Senate Standing Committee on the University Budget [SSC UB].
      - 2) The above-named committees (including the Faculty Council) provide their advice to Senate, which considers either approval (for suspensions) or recommendation to the Board of Governors for approval (for discontinuances). Any budgetary adjustment associated with an approved discontinuance proposal will be made in the next annual budget development cycle for the university. In some cases, KPU may also require consultation with, or approval from, external bodies such as accrediting organizations, government. Program Advisory Committees should be consulted when appropriate.
      - 3) A proposal that discontinues the only program in a Department or Faculty may concurrently discontinue the given Department or Faculty if this consequence is explicitly stated in the approved proposal.

## **C. RELATED POLICY**

*AC3 Program Review*

*AC14 KPU Credential Framework*

*AR16 Requirements for Graduation*

*GV9 Establishment and/or Discontinuance of Faculties and Departments*

University Act [RSBC 1996], Chapter 468, section 35.2 (6) (b), (6) (d)



Policy History
<b>Policy No.</b> AR10
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> December 15, 2014

## Priority and Scheduling of Registration Procedure

### A. DEFINITIONS

- Continuing registration period:** The registration period during which all newly admitted students to the University, who were not part of the scheduled registration period ~~have missed the early application deadline, but have been admitted to the University~~ can register.
- Declared student:** A student who has formally declared their chosen program of ~~intended~~ completion.
- General interest registration date:** The date ~~after which time tickets will not apply~~ and seats are available on a first-come, first served basis.
- Good academic standing** See “Good Academic Standing” in Procedures for Policy ST6, *Minimum Academic Standards for Programs in Which Letter Grades are Assigned*.
- Institutional GPA:** See “Institutional Grade Point Average” in Procedures for Policy AC4, *Student Evaluation and Grading*.
- Late registration date:** The date after which registration in a course requires the permission of the instructor, and may require the approval of the Dean and the University Registrar.
- New student:** The University classifies new students as:

- Students who have not been previously admitted to the University per the applicant categories defined in KPU's *Procedures in Support of the Admission Policy (Policy AR2)*; or
- Students who have been admitted to the University through KPU's re-application requirements as defined in KPU's *Procedures in Support of the Admission Policy (Policy AR2)*.

**8. Scheduled registration period:**

The registration period during which all continuing students and new students who have been admitted prior to the assignment of time tickets met University deadlines will register.

**9. Time ticket:**

The earliest time and date that a student can begin registering for courses in an instructional cycle.

## B. PROCEDURES

Prior to the scheduling of registration and assignment of time tickets, students will be classified into one of the following groups based on credits completed. When calculating credits completed for declared students, transferable credits will be included.

Order	Description
<b>First</b>	Individual students or groups of students requiring priority access to courses as defined by the Provost. Priority standing of an individual or group must be renewed each semester.
<b>Second</b>	New students.
<b>Third</b>	Declared students with 90 or more credits completed and in good academic standing.
<b>Fourth</b>	Declared students with 60 or more credits completed and in good academic standing.
<b>Fifth</b>	Students with 30 or more credits completed and in good academic standing.
<b>Sixth</b>	Students with less than 30 credits completed and in good academic standing.
<b>Seventh</b>	Any other student not previously identified.

1. The registration schedule will be ordered by group. Within each group, students will be ordered by Institutional GPA and assigned a registration time ticket. The order of registration considers only completed courses/grades.
2. In the event the quantity of students receiving the same time ticket is too large for the University's systems to accommodate, the University Registrar will identify appropriate methods to distribute time tickets.

## **C. RELATED POLICY**

*Policy AC4 Student Evaluation and Grading*

*Policy AR2 Admission Policy*

*Policy ST6 Minimum Academic Standards for Programs in Which Letter Grades are Assigned*



Policy History
<b>Policy No.</b> AR14
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Provost and Vice President Academic
<b>Effective Date:</b> December 8, 2021

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## Standard for Academic Dress at Convocation Procedure

### A. PROCEDURES

The standard of academic dress for Kwantlen Polytechnic University convocation shall be as follows:

1. Degree Graduates
  - a. Gown: for degree graduates, the gown shall be of black Oxford shape with traditional fluting around the yoke with a flowing body and full, open-fronted sleeves. The gown shall extend within twelve to fifteen inches off the ground and shall have a front closure.
  - b. Headgear: degree graduates will wear a black cap or mortar board with a black tassel.
  - c. Hood: graduates of KPU’s bachelor’s degree programs wear hoods in the Aberdeen style, made of black pilgrim cloth and bordered with a one half inch border. The border of each hood is a specific colour that identifies a particular area of study as indicated on the KPU Convocation/Graduation webpage under [“Regalia”](#).
  - d. ~~Honours Honorary~~ Degrees: a silver cord with tassels at both ends.
2. Non-Degree Graduates
  - a. Gown: non-degree graduates wear a black gown of Oxford shape with traditional fluting around the yoke with a flowing body and full, open-fronted sleeves. The gown shall extend within twelve to fifteen inches off the ground and shall have a front closure.
  - b. Headgear: non-degree graduates will wear a black cap or mortar board with a black tassel.
  - c. Stole: graduates of KPU’s non-degree programs will wear satin stoles. Each stole is a specific colour that identifies a particular area of study as indicated on the KPU Convocation/Graduation webpage under [“Regalia”](#).

3. Chair of KPU's Board of Governors

- a. Gown: the Board Chair wears a maroon gown made of pilgrim cloth that has bell sleeves and black velvet panels down the front with gold piping.
- b. Headgear: eight sided tam of maroon with gold bullion cord tassels

4. Members of KPU's Board of Governors

- a. Gown: Members of the Board of Governors wear a black gown of Oxford shape.
- b. Stole: Two-colour satin vee stole in maroon and silver metallic.

5. Honorary Degree Recipients

- a. Gown: Honorary Degree recipients wear a black gown of an Oxford shape.
- b. Headgear: Black cap or mortar board with a black tassel with a custom removable cover featuring the circle Salmon and Wolf Art in Charcoal and Grey.
- c. Hood: Custom hood provided by KPU featuring the circle Salmon and Wolf Art in Charcoal and Grey.

6. Academic Procession

Members of the academic procession must wear regalia that abide by one of the following three options:

- a. Regalia which is owned by the individual and which correctly represents his/her highest earned credential.
- b. Regalia provided by KPU: a black, Oxford shape gown and a hood or stole provided that corresponds as closely as possible to the individual's highest earned credential
- c. Individuals who do not have a post-secondary credential will be provided with KPU's designated non-degree satin stole in maroon with a black gown of Oxford shape.

7. First Nation Representatives

First Nation representatives who are part of the academic procession must wear one of the following two options:

- a. Ceremonial Dress
- b. Special Regalia provided by KPU

## **B. RELATED POLICY**

Refer to *AR14 Standard for Academic Dress at Convocation Policy*.



Policy History
<b>Policy No.</b> AR17
<b>Approving Jurisdiction:</b> Board of Governors, with Senate advice
<b>Administrative Responsibility:</b> Vice President Students
<b>Effective Date:</b> <del>June 27, 2019</del> September 1, 2023

## Academic Schedule and Course Timetables Policy

### A. CONTEXT AND PURPOSE

The purpose of this Policy is to assist in the establishment of an Academic Schedule that meets the educational programming priorities of Kwantlen Polytechnic University (KPU). The Academic Schedule serves as the framework for course timetabling and scheduling of Senate-approved instructional activities. Both the Academic Schedule and the Course Timetable will maximize the utilization of campus space and provide students with the ability to complete their studies in a timely fashion.

*The University Act Section 35.2(6)(h) states that ‘The senate of a special purpose teaching university must advise the board, and the board must seek advice from the senate, on the development of educational Policy for the setting of the academic schedule.’*

### B. SCOPE AND LIMITS

1. KPU has three distinct instructional cycles:
  - a. standard terms,
  - b. fixed-terms, and
  - c. continuous ~~intake~~term.
2. This Policy sets standards for the creation of the Academic Schedule and the associated Course Timetables for all three instructional cycles, instructional activities and space.
3. University instructional activities include KPU’s Senate-approved course offerings at all academic levels.
4. Scheduling of space for Continuing / Professional Studies, Apprenticeship offerings, non-instructional activities and campus events is outside the scope of this Policy.

## **C. STATEMENT OF POLICY PRINCIPLES**

1. Classes will be scheduled to optimize student access to courses so they are able to complete their studies in a timely fashion.
2. Classes will be scheduled to maximize student choice while minimizing individual schedule conflicts.
3. Classes will be scheduled to make the best possible use of teaching facilities and resources, which reflect student demand. Spaces utilized for instructional activities will therefore be assigned on the basis of room capacity, resource requirements and room characteristics.
4. The University will establish multiple standard meeting patterns in recognition of appropriate pedagogy.
5. When establishing Course Timetables, the University will endeavor to provide all instructional faculty the ability to engage in teaching, scholarly activity and service.
6. Decisions about Course Timetables are based on ongoing assessment and evaluation of space utilization.

## **D. DEFINITIONS**

Refer to Section A in the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

*University Act Section 35.2(6)(h)*  
*BP7 University Space*

## **F. RELATED PROCEDURES**

Refer to Procedure *AR17 Academic Schedule and Course Timetables*.

Policy History
<b>Policy No.</b> AR17
<b>Approving Jurisdiction:</b> Board of Governors, with Senate advice
<b>Administrative Responsibility:</b> Vice President Students
<b>Effective Date:</b> <del>June 27, 2019</del> <u>September 1, 2023</u>

## Academic Schedule and Course Timetables Procedure

### A. DEFINITIONS

1. **Academic Schedule:** The major dates and deadlines of each of the standard terms within the academic year.
2. **Course Timetables:** The lists of Senate-approved courses and the times they are offered in a particular instructional cycle.
3. **Department:** An educational administrative sub-unit of a Faculty and/or School within the university dealing with a particular field of knowledge.
4. **Instructional Activities:** Classes, lectures, laboratories, tutorials, seminars, studios, examinations, clinicals, simulation labs, theory, mentorship, supervised practice, and praxis.
5. **Instructional Days:** Monday to Saturday inclusive.
6. **Instructional Cycles:** The period during which instructional activities occur. There are three instructional cycles at KPU:
  - a. *Standard Term:*  
At KPU, standard terms are defined as Fall (September-December), Spring (January - April) and Summer (May - August). Standard terms also include intersessions. Each intersession is half the length of the full standard term.
  - b. *Fixed Term:*  
Fixed term instructional activities have a fixed start date and end date that are typically different from standard term-based dates.

- c. *Continuous Term Intake*:  
Studies that utilize rolling admission/registration with individualized start and end dates falling within the academic year. ~~whereby each student starts and ends courses on an individual basis. Continuous intake offerings have a limited number of seats that are filled as space becomes available.~~

7. **Instructional Hours:** Monday through Friday 7:00am to 10:00pm and Saturday 8:30am to 7:00pm.  
a. **Daytime Hours:** 7:00am to 4:00pm.  
b. **Evening Hours:** 4:00pm to 10:00pm.  
c. **Peak Hours:** 10:00am to 2:30pm.
8. **Instructional Space:** Space used for Senate-approved instructional activities.
9. **Reading Break:** KPU schedules a Reading Break during each spring term, immediately following the BC Family Day statutory holiday. The Reading Break will not result in the lengthening of the term. No lectures, tutorials, labs or other regularly scheduled course-related academic activities may be held during the Reading Break. In addition, no academic evaluations may be scheduled or have a deadline during the Reading Break. This includes essays, quizzes, tests, examinations, lab reports, or evaluations of any other kind.
10. **Room Regions:** Rooms that may be assigned to a particular Faculty for the purpose of establishing Course Timetables.
11. **Sections:** The dates, times and location within a particular instructional cycle specific to when a course is offered.
12. **Standard Meeting Pattern:** The weekly pattern for the scheduling of a course. This will include the time blocks along with the frequency of meeting times in a given week.
13. **Student:** An individual who is registered in credit courses or has commenced studies in non-credit courses and has maintained his/her eligibility to register.
14. **Service Course:** A course required for programs that doesn't reside in the program's Department and/or Faculty.

## B. PROCEDURES

### 1. Academic Schedule

- a. The Academic Schedule is produced by the Office of the Registrar.
- b. Standard terms are established as 13 instructional weeks in duration, plus the formal final examination period. The number of instructional days of the week (Monday to Saturday, inclusive) will be maximized at 13 per term where possible.
- c. A non-instructional day each January will precede the start of the Spring term for Student Orientation activities.
- d. The impact of statutory holidays will be considered when establishing the length of the term.
- e. When a statutory holiday falls on a weekend, the following work day is observed as the statutory holiday. As such, observing Labour Day, Thanksgiving and Remembrance Day on a Monday will result in a fall term with 11 instructional Mondays. Observing Victoria Day, Canada Day and BC Day on a Monday will result in a summer term with 11 instructional Mondays.
- f. Voluntary withdrawal dates will be consistently established ~~at 66% of the way into the instructional cycle~~ as the last day of classes for the instructional cycle.
- g. A reading break does not reduce the number of weeks within a term. The Spring reading break will align with BC Family Day to minimize the loss of instructional Mondays.
- h. The Academic Schedule will be published for the upcoming and subsequent academic year.
- i. The Academic Schedule will be presented each September to the Senate Standing Committee on Academic Planning and Priorities and subsequently reported to Senate and the Board of Governors.

### 2. Allocation and Assignment of Space

- a. Allocation of University Space
  - i. The Office of University Space Administration, operating under the authority of the Vice President Finance and Administration, is responsible for strategic space planning related to the allocation and reallocation of university space in consultation with the Provost and Vice President Academic.
- b. Assignment of Instructional Space
  - i. The assignment of instructional space is centrally managed by the Scheduling unit within the Office of the Registrar, based upon the allocation of space as determined by the Office of University Space Administration.
  - ii. A course that is not using its assigned room to its capacity may be reassigned to a smaller room by the Scheduling unit.
  - iii. A Faculty's allocated room region(s) are given first priority to the Faculty to schedule their instructional activities.

- iv. Unassigned instructional space for the term reverts to the Scheduling unit in order to maximize its use for instructional activities.
- v. Any unassigned instructional space that remains available after publishing of the timetable for the term reverts to Facilities Services to allow for room bookings of non-instructional activities.

### **3. Course Timetable**

- a. Courses that have not received Senate approval will not be scheduled as part of Course Timetables.
- b. Course Timetables will be established and published by the Office of the Registrar based on the University's standard meeting patterns.
- c. Courses and Final examinations will be held at times and locations noted in the Course Timetable.
- d. The Course Timetable will be published prior to the start of registration for each instructional cycle.
- e. The Office of the Registrar will produce an annual Timetable Production Schedule to aid academic units in the timely establishment of the Course Timetable.
- f. Every effort will be made to equally distribute classes across all days of the week.
- g. No more than 60% of a Faculty's instructional activities should be scheduled during peak times.
- h. The Office of the Registrar may require that departments change the times of classes as room scheduling complexities warrant.
- i. Changes to the Course Timetable after the publication must be kept to a minimum to provide certainty to students. After the schedule is published, all schedule changes, including section cancellations, must be approved by the appropriate Dean or designate.

### **4. Section Reserves and Restrictions**

- a. Section Reserves  
Section reserves are temporary registration limitations placed on designated sections. Reserved capacities are approved by both the department and Office of the Registrar. Reserves are used to manage enrolment to ensure specific registration access for a defined period of time during the registration cycle for the term.
  - i. Reserves are used to assist with enrolment management and can be removed throughout the registration period.
  - ii. Reserves must be established prior to the publication of the Course Timetable.
  - iii. Reserve information must be provided to the Scheduling unit no later than three weeks in advance of the formal registration period.
  - iv. Reserve removal dates are chosen from a list of predetermined dates established by the Scheduling unit and must be selected no later than three weeks in advance to the formal registration period. A request for a removal date not on the list would need to be approved by the Scheduling unit.

- v. If there are multiple reserves on a section, only one removal date is allowed for the group of reserves.
  - vi. Reserves cannot be overridden for students who do not meet the reserve criteria.
  - vii. A waitlist can be set up for students who do not meet the reserve criteria; those students on the waitlist will get first priority for open seats once the reserves are removed.
- b. Section Restrictions
- Section restrictions are limitations placed on designated sections for the duration of the registration cycle for the term. Examples include restrictions for students in particular programs, students who have declared, students in a particular field of study (e.g. majors or minors).
- i. Restrictions are pedagogical and cannot be removed for enrolment purposes.
  - ii. Restriction information must be provided to the Scheduling unit no later than three weeks in advance to the formal registration period.
  - iii. Restrictions can be overridden on a student by student basis.

## 5. Standard Meeting Patterns

- a. Standard meeting patterns are established through this Policy. KPU's standard meeting patterns are as follows:
  - i. Full-term Patterns:
    - One-and-a-half hour time blocks, offered as:
      - a) 1.5 hours, twice per week as follows: Mon/Wed, or Tues/Thurs, or Wed/Fri
      - b) 1.5 hour duration classes will start at 8:30, 10:00, 11:30, 13:00, 14:30, 16:00, 17:30, 19:00 or 20:30
    - Two hour time blocks, offered as:
      - a) 2 hours, twice per week as follows: Mon/Wed, or Tues/Thurs, or Wed/Fri
      - b) 2 hour duration classes will start at 8:00, 10:00, 12:00, 14:00, 16:00, 18:00 or 20:00
    - Three hour time blocks:
      - a) 3 hour duration classes will start at 10:00, 13:00, 16:00 or 19:00
      - b) Three hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.
    - Four hour time blocks:
      - a) 4 hour duration classes will start at 8:00, 10:00, 12:00, 14:00, 16:00 or 18:00
      - b) Four hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.

- Six hour time blocks:
      - a) 6 hour duration classes will start at 10:00, 13:00 or 16:00
      - b) Six hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.
  - ii. Intersession Patterns:
    - One-and-a-half hour time blocks, offered as:
      - a) 1.5 hours, four times per week as follows: Tues/Wed/Thurs/Fri
      - b) 1.5 hour duration classes will start at 8:30, 10:00, 11:30, 13:00, 14:30, 16:00, 17:30, 19:00 or 20:30
    - Two hour time blocks, offered as:
      - a) 2 hours, four times per week as follows: : Tues/Wed/Thurs/Fri
      - b) 2 hour duration classes will start at 8:00, 10:00, 12:00, 14:00, 16:00, 18:00, 20:00
    - Three hour time blocks, offered as:
      - a) 3 hours, twice per week as follows: Mon/Wed, or Tues/Thurs, or Wed/Fri
      - b) 3 hour duration classes will start at 10:00, 13:00, 16:00 or 19:00
      - c) Three hour classes on Mondays will be minimized, due to the frequent occurrence of statutory holidays.
  - iii. Fixed-term Patterns:
    - Trades instructional activities scheduled on a fixed term instructional cycle are established on a program-by-program basis, based on the length and delivery requirements of the program.
  - iv. Meeting patterns for purpose-built spaces:
    - Instructional activities scheduled in purpose-built spaces (such as labs, studios, trades workshops, etc.) may establish meeting times outside of the patterns listed above, in accordance with pedagogical needs. Such purpose-built spaces must be identified within KPU's scheduling software rooming inventory.
- b. Exceptions to the use of standard meeting patterns will only be made upon approval of the Provost and Vice President Academic or designate. The Scheduling unit will provide guidance as to where exceptions could best be accommodated in the Course Timetable.

## 6. Final Exams / Assessments

- a. A formal final examination / assessment period will be scheduled at the end of each instructional cycle and is the only time at which final examinations / assessments may be scheduled.
- b. The scheduling of final examinations / assessments is centrally managed by the Scheduling unit within the Office of the Registrar. Faculties and/or instructors may not schedule their own final examinations / assessments or change the days / time / rooms of their examinations / assessments as posted.



- c. Meeting patterns for final examination / assessments are established by the Office of the Registrar to best facilitate conflict-free exam schedules for students.
- d. Faculty requests for final examinations / assessments will accompany the submission of the Course Timetable for that instructional cycle.
- e. Final examination / assessment dates will be published in the online Course Timetable.
- f. The final examination / assessment period for academic term-based courses will be scheduled to start after a one instructional day break between the last scheduled day of classes and the start of the final examination / assessment period and will run for eight instructional days. The final examination / assessment period for non-term-based programs or courses will be scheduled according to program requirements.
- g. Final examinations / assessments for classes offered in the daytime will normally be scheduled during the day from Monday to Saturday and evenings from Monday to Friday.
- h. Final examinations / assessments for evening classes will, where possible, be scheduled on the same night that the class is held.

## **7. Rescheduling of Final Exams / Assessments**

If there is a campus-wide cancellation of final examinations / assessments, the cancellation will be communicated to affected students and faculty via KPU-issued email. Notices will be placed on the KPU website homepage and through official KPU social media channels.

- a. The Provost and Vice President Academic will confirm any rescheduling with the University Registrar and notify the Deans' offices. The Office of the Registrar will notify affected students and faculty.
- b. The University Registrar will delay the end-of-term and academic standing process if necessary.
- c. Final examinations / assessments will be rescheduled as follows:
  - i. If an entire day of final examinations / assessments is to be rescheduled, that day will be moved to the end of the examination / assessment period. If necessary, the examination / assessment period will be extended by one day.
  - ii. If a 3 hour block of final examinations / assessments is to be rescheduled, the portion of the day to be rescheduled will be added to the last day of the examination / assessment period, or if space does not permit, the examination / assessment period will be extended by one day.
  - iii. If two or more days of final examinations / assessments are to be rescheduled, they will be moved to the end of the examination / assessment period in the same sequence as originally scheduled.
  - iv. In the event the University reschedules a final exam/assessment, students with pre-scheduled travel plans should contact their course instructor for approval to make alternate examination / assessment arrangements. Proof of travel will be required. All other students are expected to attend their rescheduled examination(s) / assessment(s) on the rescheduled date. Students, who received approval to not attend the rescheduled examination / assessment will

be assigned an Incomplete (I) grade for the course until the final grade can be submitted.

#### **8. Responsibility of Academic Units**

- a. Academic units have the responsibility to:
  - i. Provide a term of course offerings to the Office of the Registrar in accordance with the published Timetable Production Schedule.
  - ii. Initiate service course requests with relevant department two weeks prior to the deadline for submission of the term's course offerings to the Office of the Registrar.

#### **9. Accommodations and/or Modifications to Instructional Spaces**

- a. Instructional employees with a verified need for an accommodation who require modification or reallocation of space may liaise with the Dean's office to work with Human Resources to identify an appropriate room to modify within a Faculty's assigned region of rooms. Human Resources will:
  - i. Engage Facilities and Information Technology regarding requirements for accommodation modifications. Facilities and IT will implement the required modifications to the room.
  - ii. Inform the Scheduling unit to ensure the scheduling software maintains an inventory of temporary and/or permanent instructional space modifications. The Dean's office may request that Scheduling create a rule within the software that pairs the instructional employee with the modified room on an ongoing basis.
- b. In cases where courses are moved to accommodate classroom maintenance or upgrades, every effort will be made to find a suitable replacement space.
- c. Class scheduling will not accommodate requests submitted in order to allow external teaching opportunities for instructional employees. This will apply to all NR1, NR2 or full time and part time regularized faculty.

### **C. RELATED POLICY**

Refer to Policy AR17 *Academic Schedule and Course Timetables Policy*.



Policy History
<b>Policy No.</b> FM5
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Chief Financial Officer
<b>Effective Date:</b> <del>April</del> July 1, 2023

# Business and Travel Expense Procedure

## A. DEFINITIONS

- Employee Engagement Fund:** An amount equal to \$50 per employee per calendar year is set aside within each department’s budget for Employee Engagement. These funds are to be used at the discretion of the Department Head for employee engagement. Examples of reimbursable expenses in this category include: team lunch, holiday lunch, team-building event, meeting refreshments, cake and card for employee farewell gathering, and flowers in the case of bereavement. Please note that gifts for employees are not reimbursable under this category (please see Table A4 in this Procedure) and alcohol is not reimbursable. Additionally, these funds are not directly payable to employees, nor are the funds spent at the employees’ discretion.
- External client:** A guest, visitor, prospective employee or student, benefactor or stakeholder (spouses/partners/family members of University employees are not considered external clients).
- Flexible travel arrangement:** Arranging for travel such that the individual combines personal travel with business travel. This must be approved by the direct Supervisor and is only permitted as long as no additional expenses are incurred by KPU.
- Hospitality:** The provision of food and beverages for social or recreational activities, events and functions. Events that only involve KPU personnel are specifically excluded.
- One-over-one approval requirement:** Individuals claiming a payment to themselves or for their own benefit are expected to obtain a signature from their direct supervisor as well as an individual who has signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees where the grantee is also a claimant on their own fund.
- Reasonable Expense:** An expense that, in its amount and nature, demonstrates prudence, good judgement, and due diligence; reflects moderation and

defensibility to an impartial observer. KPU will accept and reimburse out-of-pocket, University business travel and related expenses that are legitimate, reasonable, and appropriate for the business activity undertaken. The claimant may not request reimbursement on behalf of another individual.

7. **Travel status:** Travel by an employee, outside the University region, on University business where authorization for such travel has been requested in advance on the appropriate form, and has received one-over-one approval. Does not include travel to other KPU campuses.
8. **University region** Also known as the [Metro Vancouver Regional District](#).
9. **University-wide Agreement or UWA:** A mandatory arrangement negotiated by Procurement Services with external suppliers. A full list of university-wide agreements can be found on the Procurement Services website.

## B. RELATED FORMS

1. Employees should review the relevant forms and instructions before incurring business expenses or planning travel:
  - a. [Travel Request Authorization Form](#)
  - b. [Expense Claim and Mileage Form \(Expense Report\)](#)
  - c. [Intercampus Mileage Guideline](#)
  - d. [Honarium Request Form](#)
  - e. [Hospitality and Entertainment Pre-Approval Form](#)
  - f. [Missing Receipt Declaration Form](#)
  - g. [Weekly Timetable and Kilometer Report](#)
  - h. [Request for Reimbursement for ICBC Business Rate Class Insurance](#)

## C. PROCEDURES

1. **Prior to Travel Procedures**
  - a. Pre-approval
    - i. The employee completes and submits the online Trip Request via the Concur/Vision Travel website, or completes the Travel Request Authorization Form, to obtain one-over-one pre-approval at the earliest available opportunity **prior** to the expected travel date.
    - ii. International travel plans, including annual international recruitment travel plans, require **pre-approval** from the corresponding Vice President. Those employee's reporting directly to the President require the President's pre-approval. The President's travel plans require approval from the Board Chair.
    - iii. Employees can contact the Director, Financial Operations to request a travel advance. Advances will only be based on per diem meal rates and anticipated local travel costs (i.e. taxis, ride sharing) for the number of days the employee will be on travel status. The minimum travel advance is \$200.

- iv. In the event that the actual costs incurred for a business trip exceed the original dollar amount approved through the pre-approval process by the greater of 15% or \$500, the reimbursement of the expense(s) will be put on hold. At this time Financial Services will follow-up with the employee and the employee's one-over-one approver for additional details on why the actual amount incurred exceeds the amount approved. If the difference is deemed reasonable, the reimbursement will proceed. If not, the excess amount over what was approved may not be approved or reimbursed.

If an employee seeks reimbursement above what was approved, by the greater of 15% or \$500, more than two times in a 12-month period, and the difference was not deemed reasonable on those two occasions, the employee's ability to travel on University business may be suspended for a period not to exceed one-year. Continued violation of this procedure, beyond the initial one-year travel suspension, may result in disciplinary measures, including but not limited to further travel suspensions.

b. Flexible Travel Arrangements

- i. If flexible travel arrangements are approved by a direct Supervisor, the employee must retain evidence and calculations of savings and/or incremental costs for submission for payment of expenses. The University will only pay the lesser of:
  - a. the actual travel expenses; or
  - b. an estimate of the minimum acceptable expenses that would have been incurred if the flexible travel arrangements were not made.

c. Travel Insurance

- i. KPU employees with Extended Health Care ("EHC") Benefits are eligible for Emergency Travel Assistance services through Manulife without preapproval from Human Resources. KPU employees without EHC Benefits require preapproval through a Health and Benefits Specialist within Human Resources in advance of any business travel. If an employee is unsure as to whether or not they have EHC Benefits, they should check with Human Resources.
- ii. Employees are encouraged to review the Employee Travel Assistance brochure available on the Human Resources SharePoint site prior to planning travel to ensure appropriate travel coverage.
- iii. KPU does not provide, or reimburse for, travel insurance for lost or damaged personal property.

d. Flight Cancellation Insurance

Flight cancellation insurance enables travelers to be reimbursed for the cost of cancelled airline flights when the cancellation was due to events that are not under the control of the traveler (i.e. medical reasons). The cost of flight cancellation insurance is a reimbursable expenditure. In the event that such insurance is used (e.g. the travel cancels their flight for medical reasons) that amount reimbursed by the insurance provider is to be remitted to KPU.

e. Tickets Purchased using Loyalty Program Points or personal airline vouchers/credits

Travelers should not use their personal points from loyalty programs or personal airline vouchers/credits for KPU related travel. Should they choose to do so, they shall not claim reimbursement for the 'equivalent' cost of the airline ticket. KPU will only reimburse the cost of taxes and surcharges actually paid by the traveler.

f. Visas and Travel Papers

Travelers are eligible for reimbursement for expenses related to securing travel visas and travel papers for KPU related travel.

**2. Original Receipts**

- a. Original itemized receipts must be submitted for all Purchase Card (PCard) charges and expense claim charges, with the exception of the per diems listed in Table A3 below. In circumstances where the original itemized receipt is missing or lost, a Missing Receipt Declaration form must be completed and signed by the PCard holder, or the person claiming the expense, as well as their one-over-one supervisor.
- b. Employees who fail to submit original itemized receipts more than three times in a 12-month period may have their travel and/or expense charging privileges revoked.

**3. Travel Expenses**

- a. Obtaining rental vehicle insurance
  - i. For insurance purposes, the value of the vehicle must be less than \$75,000 CAD.
  - ii. Employees shall book economy class vehicles, unless four or more persons are travelling together, or there is a need to transport a significant amount of work-required equipment or materials, or the traveler is driving in northern British Columbia in winter conditions (October to March). The rental of luxury or sports cars will not be reimbursed.
  - iii. Wherever possible, employees shall secure rental vehicles under a University-wide Agreement (“UWA”) which already includes some insurance for employees of KPU.

When renting a vehicle in British Columbia, travelers should select a provider by consulting the Province of BC’s Daily Vehicle Rental Suppliers by Community. Renters need to ensure that the Corporate Identifier Number (found on the Daily Vehicle Rental Suppliers by Community list) appears on the rental agreement. Renters must identify that they work for the university.

When renting a vehicle outside of British Columbia, travelers should use an international car rental agency that is listed in the Province of BC’s Daily Vehicle Rental Suppliers by Community list whenever possible.

- iv. Employees shall ensure that the names of all drivers are provided to the rental agency (officers or employees of KPU only) and are covered by any available insurance.
- v. Rental vehicle insurance for periods greater than 30 days is the responsibility of the employee and is reimbursable.
- vi. For rental periods less than 30 days, refer to one of the three categories below:
  - a. *Rental vehicles under a UWA*
    - i) Third party Liability: Do not purchase third party liability insurance as this is covered under the UWA.
    - ii) Collision damage waiver/loss damage waiver: Do not purchase this insurance as it is covered under the UWA.
  - b. *Rental vehicles in Canada or the USA not under a UWA*
    - i) Third party Liability: Purchase a minimum limit of \$1 million third party liability if available.
    - ii) Collision damage waiver/loss damage waiver: If charging the rental to a corporate credit card that provides insurance for rental vehicles as a benefit,

confirm with Credit Card Company that vehicle type and use is covered. Even if no credit card insurance is available, decline the Collision Damage Waiver/ Loss Damage Waiver coverage.

c. *Rental vehicles outside Canada or the USA*

- i) Third party Liability: Purchase a minimum limit of \$1 million third party liability if available.
  - ii) Collision damage waiver/loss damage waiver: If charging the rental to a corporate credit card that provides insurance for rental vehicles as a benefit, confirm with Credit Card Company that vehicle type and use is covered. Purchase an appropriate amount of insurance if credit card insurance is not available or to supplement credit card insurance.
- vii. For questions regarding rental vehicles, or other insurance related questions, employees can contact the Risk Management Department.

b. Booking Accommodation

Reimbursement for accommodations is limited to reasonable amounts in the circumstances and normally will not exceed the rate of a single standard room unless pre-approved by the President, the Provost and Vice President Academic, or the Vice President, Finance and Administration. Government rates or Canadian Association of University Business Officers (“CAUBO”) rates are to be requested at hotels in Canada. KPU is a CAUBO member and, as such, its employees are entitled to various discounts at hotels within Canada. A listing of such hotels can be found on the CAUBO Member Discounts webpage.

Employees are only eligible for reimbursement for accommodation that has been pre-approved and is outside of the University region.

c. Meal Per Diem

- i. Receipts are not required to claim the meal per diem. Employees may not use their University PCards (Purchase Cards) to pay for meals unless the meal qualifies as a Hospitality expense as defined above and has been pre-approved. The applicable rate can be found in [Appendix A, Table A3](#).
- ii. When claiming per diem expenses for reimbursement for international travel, the traveler converts the amount to Canadian dollars at the exchange rate in effect at the time of reimbursement. See Appendix A, Table A3 for international per diem rates and 6.b. for additional information on foreign exchange transactions
- iii. Meal per diems may only be claimed where meals have actually been consumed.
- iv. The traveler shall not claim meal per diems in respect of a meal that was provided at no expense to the traveler, such as meals already included in conference fees, transportation carriers, hosts, or as a part of field or course work. Where a per diem is claimed, no additional amount may be claimed for the same meal.

d. Acceptable Modes of Transportation

- i. KPU employees travelling on University business can use, and will be reimbursed for, the following modes of transportation:
  - a. Air
  - b. Bus
  - c. Train
  - d. Rental Car
  - e. Taxi

- f. Uber/Lyft or other recognized commercial ride hailing service
  - g. Use of personal vehicle, when the reimbursement for such does not exceed the cost of full economy airfare to the same destination
  - ii. Receipts are required for all transportation charges, with the exception of the per km rate applicable to the use of personal vehicles.
- e. Other Travel-related Procedures
- i. To ensure appropriate telecommunication expenses, employees who travel internationally shall contact relevant IT staff prior to travelling, in order to determine the most cost effective means of internet connectivity.
  - ii. Employees shall use the lowest cost alternatives available such as SKYPE, e-mails instead of faxes, and free wireless hot spots where available.
- f. Travel Expenses that are not reimbursable include, but are not limited to:
- i. Interest charges on outstanding charge card balances whether or not such interest is calculated on reimbursable expenses
  - ii. Loss or damage to personal items
  - iii. Personal expenses for kennel fees, movies and mini-bar charges
  - iv. Expenses of family members unless pre-authorized as KPU business
  - v. Expenses for failure to cancel transportation or hotel reservations
  - vi. Passport expenses
  - vii. Excess personal baggage

#### 4. Business Expenses

##### a. Mileage

- i. When a personal vehicle is used for travel inside the Metro Vancouver Regional District and Lower Mainland on University business, for authorized travel from one's normal place of work to a destination and return, mileage is calculated by applying the mileage (kilometer) rate ([Appendix A, Table A4](#)) to the driving distance travelled.
- ii. Appendix A, Table A2 outlines eligible mileage expenses as well as additional parameters of claiming mileage for reimbursement. Employees are required to provide support for any mileage claim outside of the standard distances between KPU campuses provided in Appendix B, table B1 (i.e. distances listed through Google Maps).
- iii. Where the use of a personal vehicle for University business outside the Metro Vancouver Regional District and Lower Mainland is selected by personal preference, employees can claim the mileage driven by the most direct route which should not exceed full economy airfare. Mileage is calculated by applying the mileage (kilometer) rate ([Appendix A, Table A4](#)) to the driving distance travelled.
- iv. To verify that the correct insurance rate class has been applied on personal vehicles used for KPU business, employees must consult with an ICBC representative. In the event that an ICBC representative deems it necessary for an employee to obtain business class vehicle insurance due to their KPU related work requirements, KPU will reimburse the employee for the difference between the cost of such insurance and that which would have been paid without the business class insurance by having the Request for Reimbursement for ICBC Business Rate Class Insurance form completed and submitted with their expense report.
- v. Faculty claim mileage when traveling between campuses for teaching purposes using the Weekly Timetable and Kilometer Report. All other kilometers traveled by faculty



(for meetings, conferences, other off-campus travel, etc.) is to be claimed using the standard Expense Report form.

- vi. Parking and traffic fines are not reimbursable.
  
- b. Hospitality
  - i. Hospitality charges incurred in support of the University's mission will be paid by the University provided the expenses are authorized, reasonable and appropriately documented. KPU employees will not be reimbursed for tips/gratuities in excess of 15%.
    - a. Preapproval is required for all hospitality expenses by the administrator or department head responsible (one-over-one approval is required) by using the Hospitality and Entertainment Pre-Approval form.
    - b. Refreshments and meals for internal meetings attended only by University employees are not normally considered business expenses. Exceptions require Dean or department head pre-approval.
    - c. Purchases of alcohol will not be reimbursed by KPU.
  
- c. Donations
  - i. Incidental charitable donations receipts obtained as a result of attending an externally hosted event must be filed with the related expense claim and may not exceed \$100. By requesting payment, the claimant is not eligible to use the charitable donation receipt for personal income tax purposes. Donations can only be made and claimed by Directors, Deans, Vice Presidents and Presidents.
  
- d. Honoraria
  - i. Preapproval is required for any payment for honoraria and must be obtained using the Honoraria Approval form.
    - a. Employees are paid honoraria payments through Payroll, subject to statutory source deductions, without KPU benefits (i.e. no pension benefits).
    - b. Non-employees are paid honoraria payments through Accounts Payable.

## **5. Expense Reimbursement**

- a. A completed and approved Expense Report is required for reimbursement of all expenses. Where required, original receipts must be attached to the expense report, including itemized receipts for hospitality expenses.
- b. Any expense submitted without a receipt is not reimbursable by the KPU, with the exception of meal per diems, mileage and private accommodation or a duly approved Missing Receipt form.
- c. Approval of the Expense Claim and Mileage form is completed by the fund/organization signing authority or delegate. The President's expenses are approved by the Board Chair.
- d. Any employee claiming reimbursement to themselves or for their own benefit must obtain a signature from their direct supervisor and a signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees who are expensing their own fund. Approvals will be reviewed by Financial Services for compliance with policies.
- e. The original completed and approved Travel Request Authorization Form is kept with the employee or with their assistant. A copy of the completed and approved form is then attached to the employees' Expense Claim and Mileage, which is then sent to Financial Services.

- f. Expense Reports submitted more than one year after the travel occurred may not be reimbursed without the approval of the Executive Director, Financial Services. All expense reports must be submitted for payment in the same financial (fiscal) year as the expenses were incurred.

## **6. General**

- a. WorkSafe BC Insurance Coverage
  - i. WorkSafe BC coverage may be applicable and available to employees who are injured while performing University business away from their normal place of work. Inquiries about this coverage should be directed to the Occupational Health and Safety department.
- b. Foreign Exchange Rate
  - i. For expenses that were incurred in a currency other than Canadian dollars, one of the two following methods will be used to calculate the foreign exchange:
    - i. Where supporting documentation (i.e. a credit card statement) has been provided that clearly shows the foreign exchange rate used and the Canadian dollar equivalent charged, this rate will be used for reimbursement purposes. Please note that personal declarations of the foreign exchange rate will not be accepted.
    - ii. When supporting documentation, such as a credit card statement, has not been provided, Accounts Payable will use the Bank of Canada's ending day exchange rate for the date on which the transaction occurred.
- c. Technology and Software Purchases
  - i. All technology and software purchases must be purchased through KPU's Information Technology (IT) department.
  - ii. Employees will not be reimbursed for technology or software purchases through the expense report submission process unless they are an employee of the IT department and the purchase has been pre-approved by a Director in IT, or the employee has been directed by IT to purchase the item on their own (proof of such direction from IT is required in order for reimbursement to occur).
  - iii. A University PCard may not be used to purchase technology or software. Failure to follow these procedures may result in the employee's PCard being suspended or canceled.
- d. Capital Expenses
  - i. Employees will not be reimbursed for capital asset purchases, such as: computers, furniture and equipment, through the expense report submission process. All capital purchases must follow the Procurement policies and guidelines.
  - ii. A University PCard may not be used to purchase capital assets. Failure to follow these procedures may result in the employee's PCard being suspended or canceled.

## **D. RELATED POLICY**

*AD3 Purchasing Policy*

*FM5 Business and Travel Expense Policy*

*GV4 Signing Authority Policy / Procedures*

*HR6 Service Recognition Policy*

*RS4 Administration and Control of Research and Special Funds Policy / Procedures*

*Human Resource Relocation Guidelines*

## Appendix A: Eligible Expenses

The following rates apply except in those circumstances where otherwise specified in a collective agreement or contract:

**Table A1: Eligible Expenses**

Travel
<ul style="list-style-type: none"> <li>• Mileage driven in a personal vehicle (not to exceed full economy airfare)</li> <li>• Rental vehicle fees and insurance (when used to save time and costs and not strictly for personal convenience) – refer to <a href="#">Section 2(a)</a></li> <li>• Economy class air travel (including one checked luggage and one seat selection fee)</li> <li>• Taxis, parking fees, tolls (if incurred outside of the individual’s normal route to/from their designated home campus), ferries and airport shuttles</li> <li>• Overnight accommodation, including private accommodation as listed in and in <a href="#">Appendix A, Table A4</a>.</li> <li>• Meals according to the per diem rates listed in <a href="#">Appendix A, Table A3</a>.</li> <li>• Communication expenses for business purposes (e.g. internet)</li> <li>• Dry cleaning and laundry costs are allowable after seven days of travel</li> </ul>
Business
<ul style="list-style-type: none"> <li>• Mileage (rates outlined in <a href="#">Appendix B, Table B1</a>)</li> <li>• Meals for persons other than the traveler for mealtime business meetings may be reimbursable</li> <li>• Gifts under certain circumstances – refer to <a href="#">Appendix A, Table A4</a>.</li> <li>• Donations – refer to <a href="#">Section 3(c)</a></li> <li>• Employee Engagement Fund – per person maximum listed in <a href="#">Appendix A, Table A4</a>.</li> <li>• Additional cost of the insurance required for a personal vehicle when used for business purposes – refer to <a href="#">Appendix A, Table A4</a>.</li> <li>• Honoraria – refer to <a href="#">Section 3(d)</a> and <i>Honorarium Request Form</i></li> </ul>

**Table A2: Eligible Mileage Expenses**

Travel From	Travel To	Claimable
Home	Designated home campus	Cannot be claimed
Home - Call Out (outside of regular working hours)	Worksite(s)	Traveler claims
Home	Alternate campus/worksite/business meeting/trip	Traveler claims
Home	Airport on approved travel status	Traveler claims
Home Campus	Alternate Campus/worksite/business meeting/trip	Traveler claims

**Table A3: Meal / Per Diems (including tips and taxes) while on Travel Status**

Meals received without charge or paid for from public funds should not be claimed (e.g., when an outside party covers the costs or the meal included as part of a conference fee).

The Incidental allowance listed in the table below is meant to provide for gratuities and other minor fees or costs that are attributed to a period of work related travel, but for which no other reimbursement or allowance is provided. Examples of incidental expenses that would be covered by this allowance include: bagger handler tips, hotel staff gratuities (i.e. room cleaning service), water, coffee, light snacks, bus/tram tickets, phone calls, plant watering, and home security checks.

Maximum Rates (including taxes & gratuities)	Travel within Canada CAD \$	Travel within USA USD \$	Travel within Great Britain GB £	Travel within Europe Euros €	Travel rest of the world CAD \$
Breakfast	\$22.80	\$22.80	£20.55	€20.55	\$22.80
Lunch	\$23.05	\$23.05	£34.70	€34.70	\$23.05
Dinner	\$56.60	\$56.60	£45.55	€45.55	\$56.60
Incidental allowance	\$17.30	\$17.30	£32.26	€32.26	\$17.30
<b>Total for Day</b>	<b>\$119.75</b>	<b>\$119.75</b>	<b>£133.06</b>	<b>€133.06</b>	<b>\$119.75</b>

**Table A4: Other Expenses**

Reimbursement	Rates
Private Accommodation	<p>\$50.00/night</p> <p>This amount is intended to allow the employee to afford a gesture of appreciation for hosts who have provided accommodations at no cost. Claimants must familiarize themselves with <b>Policy No. HR1 Conflict of Interest.</b></p>
Gratuities on Meals (Business meeting expense)	15% maximum
Personal Vehicle Usage	<p>\$0.54555/kilometer</p> <p>Receipts not required</p> <p>Insurance on personal vehicles is included in the mileage (per kilometer) reimbursement rate.</p> <p>Additional cost of insurance coverage beyond to and from work is reimbursable at the department's expense only where the frequency of use necessitates this coverage. For externally funded research projects, the expense is conditional on this being defined as an eligible expense by the funding agency.</p>

<p><b>Gifts for KPU Employees</b></p>	<p style="text-align: center;">\$75.00 maximum,</p> <p style="text-align: center;"><b>Gifts for employees are reimbursable only for employee recognition such as retirements, achievements, and similar purposes. All other employee gifts are not reimbursable.</b></p> <p><b>Exceptions:</b> Entertainment and gifts are ineligible on externally sponsored grants and contracts unless written sponsor approval has been provided.</p> <p>Gifts of alcohol or gift cards of a direct supplier of alcohol are not reimbursable.</p>
<p><b>Employee Engagement Fund</b></p>	<p style="text-align: center;">\$50.00 per employee per year</p> <p style="text-align: center;">Please refer to section A.1. above for examples of reimbursable items.</p>
<p><b>Honoraria</b></p>	<p style="text-align: center;">\$500.00 maximum</p> <p style="text-align: center;">Up to \$2,500.00 with Presidential approval</p>

## Appendix B: Standard Distances between KPU Campuses

**Table B1**

	Civic Plaza Campus	Richmond Campus	Langley Campus	Cloverdale Campus	Surrey Campus
<b>From SURREY Campus to:</b>					
<i>One Way</i>	8 km	24 km	19 km	14 km	-
<i>Return</i>	16 km	48 km	38 km	28 km	-
<b>From LANGLEY Campus to:</b>					
<i>One way</i>	22 km	43 km	-	7 km	19 km
<i>Return</i>	44 km	86 km	-	14 km	38 km
<b>From CLOVERDALE Campus to:</b>					
<i>One Way</i>	17 km	37 km	7 km	-	14 km
<i>Return</i>	34 km	74 km	14 km	-	28 km
<b>From RICHMOND Campus to:</b>					
<i>One Way</i>	34 km	-	43 km	37 km	24 km
<i>Return</i>	68 km	-	86 km	74 km	48 km
<b>From CIVIC PLAZA Campus to:</b>					
<i>One Way</i>	-	34 km	22 km	17 km	8 km
<i>Return</i>	-	68 km	44 km	34 km	16 km

Policy History
<b>Policy No.</b> FM5
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Chief Financial Officer
<b>Effective Date:</b> <del>July</del> <u>October</u> 1, 2023

## Business and Travel Expense Procedure

### A. DEFINITIONS

- 1. Employee Engagement Fund:** An amount equal to \$50 per employee per calendar year is set aside within each department’s budget for Employee Engagement. These funds are to be used at the discretion of the Department Head for employee engagement. Examples of reimbursable expenses in this category include: team lunch, holiday lunch, team-building event, meeting refreshments, cake and card for employee farewell gathering, and flowers in the case of bereavement. Please note that gifts for employees are not reimbursable under this category (please see Table A4 in this Procedure) and alcohol is not reimbursable. Additionally, these funds are not directly payable to employees, nor are the funds spent at the employees’ discretion.
  
- 2. External client:** A guest, visitor, prospective employee or student, benefactor or stakeholder (spouses/partners/family members of University employees are not considered external clients).
  
- 3. Flexible travel arrangement:** Arranging for travel such that the individual combines personal travel with business travel. This must be approved by the direct Supervisor and is only permitted as long as no additional expenses are incurred by KPU.
  
- 4. Hospitality:** The provision of food and beverages for social or recreational activities, events and functions. Events that only involve KPU personnel are specifically excluded.
  
- 5. One-over-one approval requirement:** Individuals claiming a payment to themselves or for their own benefit are expected to obtain a signature from their direct supervisor as well as an individual who has signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees where the grantee is also a claimant on their own fund.
  
- 6. Reasonable Expense:** An expense that, in its amount and nature, demonstrates prudence, good judgement, and due diligence; reflects moderation and

defensibility to an impartial observer. KPU will accept and reimburse out-of-pocket, University business travel and related expenses that are legitimate, reasonable, and appropriate for the business activity undertaken. The claimant may not request reimbursement on behalf of another individual.

7. **Travel status:** Travel by an employee, outside the University region, on University business where authorization for such travel has been requested in advance on the appropriate form, and has received one-over-one approval. Does not include travel to other KPU campuses.
8. **University region** Also known as the [Metro Vancouver Regional District](#).
9. **University-wide Agreement or UWA:** A mandatory arrangement negotiated by Procurement Services with external suppliers. A full list of university-wide agreements can be found on the Procurement Services website.

## B. RELATED FORMS

1. Employees should review the relevant forms and instructions before incurring business expenses or planning travel:
  - a. [Travel Request Authorization Form](#)
  - b. [Expense Claim and Mileage Form \(Expense Report\)](#)
  - c. [Intercampus Mileage Guideline](#)
  - d. [Honarium Request Form](#)
  - e. [Hospitality and Entertainment Pre-Approval Form](#)
  - f. [Missing Receipt Declaration Form](#)
  - g. [Weekly Timetable and Kilometer Report](#)
  - h. [Request for Reimbursement for ICBC Business Rate Class Insurance](#)

## C. PROCEDURES

1. **Prior to Travel Procedures**
  - a. Pre-approval
    - i. The employee completes and submits the online Trip Request via the Concur/Vision Travel website, or completes the Travel Request Authorization Form, to obtain one-over-one pre-approval at the earliest available opportunity **prior** to the expected travel date.
    - ii. International travel plans, including annual international recruitment travel plans, require **pre-approval** from the corresponding Vice President. Those employee's reporting directly to the President require the President's pre-approval. The President's travel plans require approval from the Board Chair.
    - iii. Employees can contact the Director, Financial Operations to request a travel advance. Advances will only be based on per diem meal rates and anticipated local travel costs (i.e. taxis, ride sharing) for the number of days the employee will be on travel status. The minimum travel advance is \$200.



- iv. In the event that the actual costs incurred for a business trip exceed the original dollar amount approved through the pre-approval process by the greater of 15% or \$500, the reimbursement of the expense(s) will be put on hold. At this time Financial Services will follow-up with the employee and the employee's one-over-one approver for additional details on why the actual amount incurred exceeds the amount approved. If the difference is deemed reasonable, the reimbursement will proceed. If not, the excess amount over what was approved may not be approved or reimbursed.

If an employee seeks reimbursement above what was approved, by the greater of 15% or \$500, more than two times in a 12-month period, and the difference was not deemed reasonable on those two occasions, the employee's ability to travel on University business may be suspended for a period not to exceed one-year. Continued violation of this procedure, beyond the initial one-year travel suspension, may result in disciplinary measures, including but not limited to further travel suspensions.

b. Flexible Travel Arrangements

- i. If flexible travel arrangements are approved by a direct Supervisor, the employee must retain evidence and calculations of savings and/or incremental costs for submission for payment of expenses. The University will only pay the lesser of:
  - a. the actual travel expenses; or
  - b. an estimate of the minimum acceptable expenses that would have been incurred if the flexible travel arrangements were not made.

c. Travel Insurance

- i. KPU employees with Extended Health Care ("EHC") Benefits are eligible for Emergency Travel Assistance services through Manulife without preapproval from Human Resources. KPU employees without EHC Benefits require preapproval through a Health and Benefits Specialist within Human Resources in advance of any business travel. If an employee is unsure as to whether or not they have EHC Benefits, they should check with Human Resources.
- ii. Employees are encouraged to review the Employee Travel Assistance brochure available on the Human Resources SharePoint site prior to planning travel to ensure appropriate travel coverage.
- iii. KPU does not provide, or reimburse for, travel insurance for lost or damaged personal property.

d. Flight Cancellation Insurance

Flight cancellation insurance enables travelers to be reimbursed for the cost of cancelled airline flights when the cancellation was due to events that are not under the control of the traveler (i.e. medical reasons). The cost of flight cancellation insurance is a reimbursable expenditure. In the event that such insurance is used (e.g. the travel cancels their flight for medical reasons) that amount reimbursed by the insurance provider is to be remitted to KPU.

e. Tickets Purchased using Loyalty Program Points or personal airline vouchers/credits

Travelers should not use their personal points from loyalty programs or personal airline vouchers/credits for KPU related travel. Should they choose to do so, they shall not claim reimbursement for the 'equivalent' cost of the airline ticket. KPU will only reimburse the cost of taxes and surcharges actually paid by the traveler.

f. Visas and Travel Papers

Travelers are eligible for reimbursement for expenses related to securing travel visas and travel papers for KPU related travel.

**2. Original Receipts**

- a. Original itemized receipts must be submitted for all Purchase Card (PCard) charges and expense claim charges, with the exception of the per diems listed in Table A3 below. In circumstances where the original itemized receipt is missing or lost, a Missing Receipt Declaration form must be completed and signed by the PCard holder, or the person claiming the expense, as well as their one-over-one supervisor.
- b. Employees who fail to submit original itemized receipts more than three times in a 12-month period may have their travel and/or expense charging privileges revoked.

**3. Travel Expenses**

- a. Obtaining rental vehicle insurance
  - i. For insurance purposes, the value of the vehicle must be less than \$75,000 CAD.
  - ii. Employees shall book economy class vehicles, unless four or more persons are travelling together, or there is a need to transport a significant amount of work-required equipment or materials, or the traveler is driving in northern British Columbia in winter conditions (October to March). The rental of luxury or sports cars will not be reimbursed.
  - iii. Wherever possible, employees shall secure rental vehicles under a University-wide Agreement (“UWA”) which already includes some insurance for employees of KPU.

When renting a vehicle in British Columbia, travelers should select a provider by consulting the Province of BC’s Daily Vehicle Rental Suppliers by Community. Renters need to ensure that the Corporate Identifier Number (found on the Daily Vehicle Rental Suppliers by Community list) appears on the rental agreement. Renters must identify that they work for the university.

When renting a vehicle outside of British Columbia, travelers should use an international car rental agency that is listed in the Province of BC’s Daily Vehicle Rental Suppliers by Community list whenever possible.

- iv. Employees shall ensure that the names of all drivers are provided to the rental agency (officers or employees of KPU only) and are covered by any available insurance.
- v. Rental vehicle insurance for periods greater than 30 days is the responsibility of the employee and is reimbursable.
- vi. For rental periods less than 30 days, refer to one of the three categories below:
  - a. *Rental vehicles under a UWA*
    - i) Third party Liability: Do not purchase third party liability insurance as this is covered under the UWA.
    - ii) Collision damage waiver/loss damage waiver: Do not purchase this insurance as it is covered under the UWA.
  - b. *Rental vehicles in Canada or the USA not under a UWA*
    - i) Third party Liability: Purchase a minimum limit of \$1 million third party liability if available.
    - ii) Collision damage waiver/loss damage waiver: If charging the rental to a corporate credit card that provides insurance for rental vehicles as a benefit,

confirm with Credit Card Company that vehicle type and use is covered. Even if no credit card insurance is available, decline the Collision Damage Waiver/ Loss Damage Waiver coverage.

c. *Rental vehicles outside Canada or the USA*

- i) Third party Liability: Purchase a minimum limit of \$1 million third party liability if available.
  - ii) Collision damage waiver/loss damage waiver: If charging the rental to a corporate credit card that provides insurance for rental vehicles as a benefit, confirm with Credit Card Company that vehicle type and use is covered. Purchase an appropriate amount of insurance if credit card insurance is not available or to supplement credit card insurance.
- vii. For questions regarding rental vehicles, or other insurance related questions, employees can contact the Risk Management Department.

b. Booking Accommodation

Reimbursement for accommodations is limited to reasonable amounts in the circumstances and normally will not exceed the rate of a single standard room unless pre-approved by the President, the Provost and Vice President Academic, or the Vice President, Finance and Administration. Government rates or Canadian Association of University Business Officers (“CAUBO”) rates are to be requested at hotels in Canada. KPU is a CAUBO member and, as such, its employees are entitled to various discounts at hotels within Canada. A listing of such hotels can be found on the CAUBO Member Discounts webpage.

Employees are only eligible for reimbursement for accommodation that has been pre-approved and is outside of the University region.

c. Meal Per Diem

- i. Receipts are not required to claim the meal per diem. Employees may not use their University PCards (Purchase Cards) to pay for meals unless the meal qualifies as a Hospitality expense as defined above and has been pre-approved. The applicable rate can be found in [Appendix A, Table A3](#).
- ii. When claiming per diem expenses for reimbursement for international travel, the traveler converts the amount to Canadian dollars at the exchange rate in effect at the time of reimbursement. See Appendix A, Table A3 for international per diem rates and 6.b. for additional information on foreign exchange transactions
- iii. Meal per diems may only be claimed where meals have actually been consumed.
- iv. The traveler shall not claim meal per diems in respect of a meal that was provided at no expense to the traveler, such as meals already included in conference fees, transportation carriers, hosts, or as a part of field or course work. Where a per diem is claimed, no additional amount may be claimed for the same meal.

d. Acceptable Modes of Transportation

- i. KPU employees travelling on University business can use, and will be reimbursed for, the following modes of transportation:
  - a. Air
  - b. Bus
  - c. Train
  - d. Rental Car
  - e. Taxi

- f. Uber/Lyft or other recognized commercial ride hailing service
  - g. Use of personal vehicle, when the reimbursement for such does not exceed the cost of full economy airfare to the same destination
  - ii. Receipts are required for all transportation charges, with the exception of the per km rate applicable to the use of personal vehicles.
- e. Other Travel-related Procedures
- i. To ensure appropriate telecommunication expenses, employees who travel internationally shall contact relevant IT staff prior to travelling, in order to determine the most cost effective means of internet connectivity.
  - ii. Employees shall use the lowest cost alternatives available such as SKYPE, e-mails instead of faxes, and free wireless hot spots where available.
- f. Travel Expenses that are not reimbursable include, but are not limited to:
- i. Interest charges on outstanding charge card balances whether or not such interest is calculated on reimbursable expenses
  - ii. Loss or damage to personal items
  - iii. Personal expenses for kennel fees, movies and mini-bar charges
  - iv. Expenses of family members unless pre-authorized as KPU business
  - v. Expenses for failure to cancel transportation or hotel reservations
  - vi. Passport expenses
  - vii. Excess personal baggage

#### **4. Business Expenses**

##### **a. Mileage**

- i. When a personal vehicle is used for travel inside the Metro Vancouver Regional District and Lower Mainland on University business, for authorized travel from one's normal place of work to a destination and return, mileage is calculated by applying the mileage (kilometer) rate ([Appendix A, Table A4](#)) to the driving distance travelled.
- ii. Appendix A, Table A2 outlines eligible mileage expenses as well as additional parameters of claiming mileage for reimbursement. Employees are required to provide support for any mileage claim outside of the standard distances between KPU campuses provided in Appendix B, table B1 (i.e. distances listed through Google Maps).
- iii. Where the use of a personal vehicle for University business outside the Metro Vancouver Regional District and Lower Mainland is selected by personal preference, employees can claim the mileage driven by the most direct route which should not exceed full economy airfare. Mileage is calculated by applying the mileage (kilometer) rate ([Appendix A, Table A4](#)) to the driving distance travelled.
- iv. To verify that the correct insurance rate class has been applied on personal vehicles used for KPU business, employees must consult with an ICBC representative. In the event that an ICBC representative deems it necessary for an employee to obtain business class vehicle insurance due to their KPU related work requirements, KPU will reimburse the employee for the difference between the cost of such insurance and that which would have been paid without the business class insurance by having the Request for Reimbursement for ICBC Business Rate Class Insurance form completed and submitted with their expense report.
- v. Faculty claim mileage when traveling between campuses for teaching purposes using the Weekly Timetable and Kilometer Report. All other kilometers traveled by faculty

(for meetings, conferences, other off-campus travel, etc.) is to be claimed using the standard Expense Report form.

- vi. Parking and traffic fines are not reimbursable.
  
- b. Hospitality
  - i. Hospitality charges incurred in support of the University's mission will be paid by the University provided the expenses are authorized, reasonable and appropriately documented. KPU employees will not be reimbursed for tips/gratuities in excess of 15%.
    - a. Preapproval is required for all hospitality expenses by the administrator or department head responsible (one-over-one approval is required) by using the Hospitality and Entertainment Pre-Approval form.
    - b. Refreshments and meals for internal meetings attended only by University employees are not normally considered business expenses. Exceptions require Dean or department head pre-approval.
    - c. Purchases of alcohol will not be reimbursed by KPU.
  
- c. Donations
  - i. Incidental charitable donations receipts obtained as a result of attending an externally hosted event must be filed with the related expense claim and may not exceed \$100. By requesting payment, the claimant is not eligible to use the charitable donation receipt for personal income tax purposes. Donations can only be made and claimed by Directors, Deans, Vice Presidents and Presidents.
  
- d. Honoraria
  - i. Preapproval is required for any payment for honoraria and must be obtained using the Honoraria Approval form.
    - a. Employees are paid honoraria payments through Payroll, subject to statutory source deductions, without KPU benefits (i.e. no pension benefits).
    - b. Non-employees are paid honoraria payments through Accounts Payable.

## **5. Expense Reimbursement**

- a. A completed and approved Expense Report is required for reimbursement of all expenses. Where required, original receipts must be attached to the expense report, including itemized receipts for hospitality expenses.
- b. Any expense submitted without a receipt is not reimbursable by the KPU, with the exception of meal per diems, mileage and private accommodation or a duly approved Missing Receipt form.
- c. Approval of the Expense Claim and Mileage form is completed by the fund/organization signing authority or delegate. The President's expenses are approved by the Board Chair.
- d. Any employee claiming reimbursement to themselves or for their own benefit must obtain a signature from their direct supervisor and a signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees who are expensing their own fund. Approvals will be reviewed by Financial Services for compliance with policies.
- e. The original completed and approved Travel Request Authorization Form is kept with the employee or with their assistant. A copy of the completed and approved form is then attached to the employees' Expense Claim and Mileage, which is then sent to Financial Services.

- f. Expense Reports submitted more than one year after the travel occurred may not be reimbursed without the approval of the Executive Director, Financial Services. All expense reports must be submitted for payment in the same financial (fiscal) year as the expenses were incurred.

## **6. General**

- a. WorkSafe BC Insurance Coverage
  - i. WorkSafe BC coverage may be applicable and available to employees who are injured while performing University business away from their normal place of work. Inquiries about this coverage should be directed to the Occupational Health and Safety department.
- b. Foreign Exchange Rate
  - i. For expenses that were incurred in a currency other than Canadian dollars, one of the two following methods will be used to calculate the foreign exchange:
    - i. Where supporting documentation (i.e. a credit card statement) has been provided that clearly shows the foreign exchange rate used and the Canadian dollar equivalent charged, this rate will be used for reimbursement purposes. Please note that personal declarations of the foreign exchange rate will not be accepted.
    - ii. When supporting documentation, such as a credit card statement, has not been provided, Accounts Payable will use the Bank of Canada's ending day exchange rate for the date on which the transaction occurred.
- c. Technology and Software Purchases
  - i. All technology and software purchases must be purchased through KPU's Information Technology (IT) department.
  - ii. Employees will not be reimbursed for technology or software purchases through the expense report submission process unless they are an employee of the IT department and the purchase has been pre-approved by a Director in IT, or the employee has been directed by IT to purchase the item on their own (proof of such direction from IT is required in order for reimbursement to occur).
  - iii. A University PCard may not be used to purchase technology or software. Failure to follow these procedures may result in the employee's PCard being suspended or canceled.
- d. Capital Expenses
  - i. Employees will not be reimbursed for capital asset purchases, such as: computers, furniture and equipment, through the expense report submission process. All capital purchases must follow the Procurement policies and guidelines.
  - ii. A University PCard may not be used to purchase capital assets. Failure to follow these procedures may result in the employee's PCard being suspended or canceled.

## **D. RELATED POLICY**

*AD3 Purchasing Policy*

*FM5 Business and Travel Expense Policy*

*GV4 Signing Authority Policy / Procedures*

*HR6 Service Recognition Policy*

*RS4 Administration and Control of Research and Special Funds Policy / Procedures*

*Human Resource Relocation Guidelines*

## Appendix A: Eligible Expenses

The following rates apply except in those circumstances where otherwise specified in a collective agreement or contract:

**Table A1: Eligible Expenses**

Travel
<ul style="list-style-type: none"> <li>• Mileage driven in a personal vehicle (not to exceed full economy airfare)</li> <li>• Rental vehicle fees and insurance (when used to save time and costs and not strictly for personal convenience) – refer to <a href="#">Section 2(a)</a></li> <li>• Economy class air travel (including one checked luggage and one seat selection fee)</li> <li>• Taxis, parking fees, tolls (if incurred outside of the individual’s normal route to/from their designated home campus), ferries and airport shuttles</li> <li>• Overnight accommodation, including private accommodation as listed in and in <a href="#">Appendix A, Table A4</a>.</li> <li>• Meals according to the per diem rates listed in <a href="#">Appendix A, Table A3</a>.</li> <li>• Communication expenses for business purposes (e.g. internet)</li> <li>• Dry cleaning and laundry costs are allowable after seven days of travel</li> </ul>
Business
<ul style="list-style-type: none"> <li>• Mileage (rates outlined in <a href="#">Appendix B, Table B1</a>)</li> <li>• Meals for persons other than the traveler for mealtime business meetings may be reimbursable</li> <li>• Gifts under certain circumstances – refer to <a href="#">Appendix A, Table A4</a>.</li> <li>• Donations – refer to <a href="#">Section 3(c)</a></li> <li>• Employee Engagement Fund – per person maximum listed in <a href="#">Appendix A, Table A4</a>.</li> <li>• Additional cost of the insurance required for a personal vehicle when used for business purposes – refer to <a href="#">Appendix A, Table A4</a>.</li> <li>• Honoraria – refer to <a href="#">Section 3(d)</a> and <i>Honorarium Request Form</i></li> </ul>

**Table A2: Eligible Mileage Expenses**

Travel From	Travel To	Claimable
Home	Designated home campus	Cannot be claimed
Home - Call Out (outside of regular working hours)	Worksite(s)	Traveler claims
Home	Alternate campus/worksite/business meeting/trip	Traveler claims
Home	Airport on approved travel status	Traveler claims
Home Campus	Alternate Campus/worksite/business meeting/trip	Traveler claims

**Table A3: Meal / Per Diems (including tips and taxes) while on Travel Status**

Meals received without charge or paid for from public funds should not be claimed (e.g., when an outside party covers the costs or the meal included as part of a conference fee).

The Incidental allowance listed in the table below is meant to provide for gratuities and other minor fees or costs that are attributed to a period of work related travel, but for which no other reimbursement or allowance is provided. Examples of incidental expenses that would be covered by this allowance include: bagger handler tips, hotel staff gratuities (i.e. room cleaning service), water, coffee, light snacks, bus/tram tickets, phone calls, plant watering, and home security checks.

Maximum Rates (including taxes & gratuities)	Travel within Canada CAD \$	Travel within USA USD \$	Travel within Great Britain GB £	Travel within Europe Euros €	Travel rest of the world CAD \$
Breakfast	\$22.80	\$22.80	£20.55	€20.55	\$22.80
Lunch	\$23.05	\$23.05	£34.70	€34.70	\$23.05
Dinner	\$56.60	\$56.60	£45.55	€45.55	\$56.60
Incidental allowance	\$17.30	\$17.30	£32.26	€32.26	\$17.30
<b>Total for Day</b>	<b>\$119.75</b>	<b>\$119.75</b>	<b>£133.06</b>	<b>€133.06</b>	<b>\$119.75</b>

**Table A4: Other Expenses**

Reimbursement	Rates
Private Accommodation	<p>\$50.00/night</p> <p>This amount is intended to allow the employee to afford a gesture of appreciation for hosts who have provided accommodations at no cost. Claimants must familiarize themselves with <b>Policy No. HR1 Conflict of Interest.</b></p>
Gratuities on Meals (Business meeting expense)	15% maximum
Personal Vehicle Usage	<p>\$0.565/kilometer</p> <p>Receipts not required</p> <p>Insurance on personal vehicles is included in the mileage (per kilometer) reimbursement rate.</p> <p>Additional cost of insurance coverage beyond to and from work is reimbursable at the department's expense only where the frequency of use necessitates this coverage. For externally funded research projects, the expense is conditional on this being defined as an eligible expense by the funding agency.</p>



<p><b>Gifts for KPU Employees</b></p>	<p style="text-align: center;">\$75.00 maximum,</p> <p style="text-align: center;"><b>Gifts for employees are reimbursable only for employee recognition such as retirements, achievements, and similar purposes. All other employee gifts are not reimbursable.</b></p> <p><b>Exceptions:</b> Entertainment and gifts are ineligible on externally sponsored grants and contracts unless written sponsor approval has been provided.</p> <p>Gifts of alcohol or gift cards of a direct supplier of alcohol are not reimbursable.</p>
<p><b>Employee Engagement Fund</b></p>	<p style="text-align: center;">\$50.00 per employee per year</p> <p style="text-align: center;">Please refer to section A.1. above for examples of reimbursable items.</p>
<p><b>Honoraria</b></p>	<p style="text-align: center;">\$500.00 maximum</p> <p style="text-align: center;">Up to \$2,500.00 with Presidential approval</p>

## Appendix B: Standard Distances between KPU Campuses

**Table B1**

	Civic Plaza Campus	Richmond Campus	Langley Campus	Cloverdale Campus	Surrey Campus
<b>From SURREY Campus to:</b>					
<i>One Way</i>	8 km	24 km	19 km	14 km	-
<i>Return</i>	16 km	48 km	38 km	28 km	-
<b>From LANGLEY Campus to:</b>					
<i>One way</i>	22 km	43 km	-	7 km	19 km
<i>Return</i>	44 km	86 km	-	14 km	38 km
<b>From CLOVERDALE Campus to:</b>					
<i>One Way</i>	17 km	37 km	7 km	-	14 km
<i>Return</i>	34 km	74 km	14 km	-	28 km
<b>From RICHMOND Campus to:</b>					
<i>One Way</i>	34 km	-	43 km	37 km	24 km
<i>Return</i>	68 km	-	86 km	74 km	48 km
<b>From CIVIC PLAZA Campus to:</b>					
<i>One Way</i>	-	34 km	22 km	17 km	8 km
<i>Return</i>	-	68 km	44 km	34 km	16 km

Policy History
<b>Policy No.</b> FM5
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Chief Financial Officer
<b>Effective Date:</b> <del>October</del> January 1, 2024

## Business and Travel Expense Procedure

### A. DEFINITIONS

- 1. Employee Engagement Fund:** An amount equal to \$50 per employee per calendar year is set aside within each department’s budget for Employee Engagement. These funds are to be used at the discretion of the Department Head for employee engagement. Examples of reimbursable expenses in this category include: team lunch, holiday lunch, team-building event, meeting refreshments, cake and card for employee farewell gathering, and flowers in the case of bereavement. Please note that gifts for employees are not reimbursable under this category (please see Table A4 in this Procedure) and alcohol is not reimbursable. Additionally, these funds are not directly payable to employees, nor are the funds spent at the employees’ discretion.
  
- 2. External client:** A guest, visitor, prospective employee or student, benefactor or stakeholder (spouses/partners/family members of University employees are not considered external clients).
  
- 3. Flexible travel arrangement:** Arranging for travel such that the individual combines personal travel with business travel. This must be approved by the direct Supervisor and is only permitted as long as no additional expenses are incurred by KPU.
  
- 4. Hospitality:** The provision of food and beverages for social or recreational activities, events and functions. Events that only involve KPU personnel are specifically excluded.
  
- 5. One-over-one approval requirement:** Individuals claiming a payment to themselves or for their own benefit are expected to obtain a signature from their direct supervisor as well as an individual who has signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees where the grantee is also a claimant on their own fund.
  
- 6. Reasonable Expense:** An expense that, in its amount and nature, demonstrates prudence, good judgement, and due diligence; reflects moderation and

defensibility to an impartial observer. KPU will accept and reimburse out-of-pocket, University business travel and related expenses that are legitimate, reasonable, and appropriate for the business activity undertaken. The claimant may not request reimbursement on behalf of another individual.

7. **Travel status:** Travel by an employee, outside the University region, on University business where authorization for such travel has been requested in advance on the appropriate form, and has received one-over-one approval. Does not include travel to other KPU campuses.
8. **University region** Also known as the [Metro Vancouver Regional District](#).
9. **University-wide Agreement or UWA:** A mandatory arrangement negotiated by Procurement Services with external suppliers. A full list of university-wide agreements can be found on the Procurement Services website.

Field Code Changed

## B. RELATED FORMS

1. Employees should review the relevant forms and instructions before incurring business expenses or planning travel:
  - a. [Travel Request Authorization Form](#)
  - b. [Expense Claim and Mileage Form \(Expense Report\)](#)
  - c. [Intercampus Mileage Guideline](#)
  - d. [Honorarium Request Form](#)
  - e. [Hospitality and Entertainment Pre-Approval Form](#)
  - f. [Missing Receipt Declaration Form](#)
  - g. [Weekly Timetable and Kilometer Report](#)
  - h. [Request for Reimbursement for ICBC Business Rate Class Insurance](#)

## C. PROCEDURES

1. **Prior to Travel Procedures**
  - a. Pre-approval
    - i. The employee completes and submits the online Trip Request via the Concur/Vision Travel website, or completes the Travel Request Authorization Form, to obtain one-over-one pre-approval at the earliest available opportunity **prior** to the expected travel date.
    - ii. International travel plans, including annual international recruitment travel plans, require **pre-approval** from the corresponding Vice President. Those employee's reporting directly to the President require the President's pre-approval. The President's travel plans require approval from the Board Chair.
    - iii. Employees can contact the Director, Financial Operations to request a travel advance. Advances will only be based on per diem meal rates and anticipated local travel costs (i.e. taxis, ride sharing) for the number of days the employee will be on travel status. The minimum travel advance is \$200.

- iv. In the event that the actual costs incurred for a business trip exceed the original dollar amount approved through the pre-approval process by the greater of 15% or \$500, the reimbursement of the expense(s) will be put on hold. At this time Financial Services will follow-up with the employee and the employee's one-over-one approver for additional details on why the actual amount incurred exceeds the amount approved. If the difference is deemed reasonable, the reimbursement will proceed. If not, the excess amount over what was approved may not be approved or reimbursed.

If an employee seeks reimbursement above what was approved, by the greater of 15% or \$500, more than two times in a 12-month period, and the difference was not deemed reasonable on those two occasions, the employee's ability to travel on University business may be suspended for a period not to exceed one-year. Continued violation of this procedure, beyond the initial one-year travel suspension, may result in disciplinary measures, including but not limited to further travel suspensions.

- b. Flexible Travel Arrangements

- i. If flexible travel arrangements are approved by a direct Supervisor, the employee must retain evidence and calculations of savings and/or incremental costs for submission for payment of expenses. The University will only pay the lesser of:
  - a. the actual travel expenses; or
  - b. an estimate of the minimum acceptable expenses that would have been incurred if the flexible travel arrangements were not made.

- c. Travel Insurance

- i. KPU employees with Extended Health Care ("EHC") Benefits are eligible for Emergency Travel Assistance services through Manulife without preapproval from Human Resources. KPU employees without EHC Benefits require preapproval through a Health and Benefits Specialist within Human Resources in advance of any business travel. If an employee is unsure as to whether or not they have EHC Benefits, they should check with Human Resources.
- ii. Employees are encouraged to review the Employee Travel Assistance brochure available on the Human Resources SharePoint site prior to planning travel to ensure appropriate travel coverage.
- iii. KPU does not provide, or reimburse for, travel insurance for lost or damaged personal property.

- d. Flight Cancellation Insurance

Flight cancellation insurance enables travelers to be reimbursed for the cost of cancelled airline flights when the cancellation was due to events that are not under the control of the traveler (i.e. medical reasons). The cost of flight cancellation insurance is a reimbursable expenditure. In the event that such insurance is used (e.g. the travel cancels their flight for medical reasons) that amount reimbursed by the insurance provider is to be remitted to KPU.

- e. Tickets Purchased using Loyalty Program Points or personal airline vouchers/credits

Travelers should not use their personal points from loyalty programs or personal airline vouchers/credits for KPU related travel. Should they choose to do so, they shall not claim reimbursement for the 'equivalent' cost of the airline ticket. KPU will only reimburse the cost of taxes and surcharges actually paid by the traveler.

f. Visas and Travel Papers

Travelers are eligible for reimbursement for expenses related to securing travel visas and travel papers for KPU related travel.

**2. Original Receipts**

- a. Original itemized receipts must be submitted for all Purchase Card (PCard) charges and expense claim charges, with the exception of the per diems listed in Table A3 below. In circumstances where the original itemized receipt is missing or lost, a Missing Receipt Declaration form must be completed and signed by the PCard holder, or the person claiming the expense, as well as their one-over-one supervisor.
- b. Employees who fail to submit original itemized receipts more than three times in a 12-month period may have their travel and/or expense charging privileges revoked.

**3. Travel Expenses**

- a. Obtaining rental vehicle insurance
  - i. For insurance purposes, the value of the vehicle must be less than \$75,000 CAD.
  - ii. Employees shall book economy class vehicles, unless four or more persons are travelling together, or there is a need to transport a significant amount of work-required equipment or materials, or the traveler is driving in northern British Columbia in winter conditions (October to March). The rental of luxury or sports cars will not be reimbursed.
  - iii. Wherever possible, employees shall secure rental vehicles under a University-wide Agreement (“UWA”) which already includes some insurance for employees of KPU.

When renting a vehicle in British Columbia, travelers should select a provider by consulting the Province of BC’s Daily Vehicle Rental Suppliers by Community. Renters need to ensure that the Corporate Identifier Number (found on the Daily Vehicle Rental Suppliers by Community list) appears on the rental agreement. Renters must identify that they work for the university.

When renting a vehicle outside of British Columbia, travelers should use an international car rental agency that is listed in the Province of BC’s Daily Vehicle Rental Suppliers by Community list whenever possible.

- iv. Employees shall ensure that the names of all drivers are provided to the rental agency (officers or employees of KPU only) and are covered by any available insurance.
- v. Rental vehicle insurance for periods greater than 30 days is the responsibility of the employee and is reimbursable.
- vi. For rental periods less than 30 days, refer to one of the three categories below:
  - a. *Rental vehicles under a UWA*
    - i) Third party Liability: Do not purchase third party liability insurance as this is covered under the UWA.
    - ii) Collision damage waiver/loss damage waiver: Do not purchase this insurance as it is covered under the UWA.
  - b. *Rental vehicles in Canada or the USA not under a UWA*
    - i) Third party Liability: Purchase a minimum limit of \$1 million third party liability if available.
    - ii) Collision damage waiver/loss damage waiver: If charging the rental to a corporate credit card that provides insurance for rental vehicles as a benefit,

confirm with Credit Card Company that vehicle type and use is covered. Even if no credit card insurance is available, decline the Collision Damage Waiver/ Loss Damage Waiver coverage.

c. *Rental vehicles outside Canada or the USA*

- i) Third party Liability: Purchase a minimum limit of \$1 million third party liability if available.
  - ii) Collision damage waiver/loss damage waiver: If charging the rental to a corporate credit card that provides insurance for rental vehicles as a benefit, confirm with Credit Card Company that vehicle type and use is covered. Purchase an appropriate amount of insurance if credit card insurance is not available or to supplement credit card insurance.
- vii. For questions regarding rental vehicles, or other insurance related questions, employees can contact the Risk Management Department.

b. *Booking Accommodation*

Reimbursement for accommodations is limited to reasonable amounts in the circumstances and normally will not exceed the rate of a single standard room unless pre-approved by the President, the Provost and Vice President Academic, or the Vice President, Finance and Administration. Government rates or Canadian Association of University Business Officers ("CAUBO") rates are to be requested at hotels in Canada. KPU is a CAUBO member and, as such, its employees are entitled to various discounts at hotels within Canada. A listing of such hotels can be found on the CAUBO Member Discounts webpage.

Employees are only eligible for reimbursement for accommodation that has been pre-approved and is outside of the University region.

c. *Meal Per Diem*

- i. Receipts are not required to claim the meal per diem. Employees may not use their University PCards (Purchase Cards) to pay for meals unless the meal qualifies as a Hospitality expense as defined above and has been pre-approved. The applicable rate can be found in [Appendix A, Table A3](#).
- ii. When claiming per diem expenses for reimbursement for international travel, the traveler converts the amount to Canadian dollars at the exchange rate in effect at the time of reimbursement. See Appendix A, Table A3 for international per diem rates and 6.b. for additional information on foreign exchange transactions
- iii. Meal per diems may only be claimed where meals have actually been consumed.
- iv. The traveler shall not claim meal per diems in respect of a meal that was provided at no expense to the traveler, such as meals already included in conference fees, transportation carriers, hosts, or as a part of field or course work. Where a per diem is claimed, no additional amount may be claimed for the same meal.

d. *Acceptable Modes of Transportation*

- i. KPU employees travelling on University business can use, and will be reimbursed for, the following modes of transportation:
  - a. Air
  - b. Bus
  - c. Train
  - d. Rental Car
  - e. Taxi

- f. Uber/Lyft or other recognized commercial ride hailing service
  - g. Use of personal vehicle, when the reimbursement for such does not exceed the cost of full economy airfare to the same destination
  - ii. Receipts are required for all transportation charges, with the exception of the per km rate applicable to the use of personal vehicles.
- e. Other Travel-related Procedures
- i. To ensure appropriate telecommunication expenses, employees who travel internationally shall contact relevant IT staff prior to travelling, in order to determine the most cost effective means of internet connectivity.
  - ii. Employees shall use the lowest cost alternatives available such as SKYPE, e-mails instead of faxes, and free wireless hot spots where available.
- f. Travel Expenses that are not reimbursable include, but are not limited to:
- i. Interest charges on outstanding charge card balances whether or not such interest is calculated on reimbursable expenses
  - ii. Loss or damage to personal items
  - iii. Personal expenses for kennel fees, movies and mini-bar charges
  - iv. Expenses of family members unless pre-authorized as KPU business
  - v. Expenses for failure to cancel transportation or hotel reservations
  - vi. Passport expenses
  - vii. Excess personal baggage

#### 4. Business Expenses

- a. Mileage
- i. When a personal vehicle is used for travel inside the Metro Vancouver Regional District and Lower Mainland on University business, for authorized travel from one's normal place of work to a destination and return, mileage is calculated by applying the mileage (kilometer) rate ([Appendix A, Table A4](#)) to the driving distance travelled.
  - ii. Appendix A, Table A2 outlines eligible mileage expenses as well as additional parameters of claiming mileage for reimbursement. Employees are required to provide support for any mileage claim outside of the standard distances between KPU campuses provided in Appendix B, table B1 (i.e. distances listed through Google Maps).
  - iii. Where the use of a personal vehicle for University business outside the Metro Vancouver Regional District and Lower Mainland is selected by personal preference, employees can claim the mileage driven by the most direct route which should not exceed full economy airfare. Mileage is calculated by applying the mileage (kilometer) rate ([Appendix A, Table A4](#)) to the driving distance travelled.
  - iv. To verify that the correct insurance rate class has been applied on personal vehicles used for KPU business, employees must consult with an ICBC representative. In the event that an ICBC representative deems it necessary for an employee to obtain business class vehicle insurance due to their KPU related work requirements, KPU will reimburse the employee for the difference between the cost of such insurance and that which would have been paid without the business class insurance by having the Request for Reimbursement for ICBC Business Rate Class Insurance form completed and submitted with their expense report.
  - v. Faculty claim mileage when traveling between campuses for teaching purposes using the Weekly Timetable and Kilometer Report. All other kilometers traveled by faculty



(for meetings, conferences, other off-campus travel, etc.) is to be claimed using the standard Expense Report form.

- vi. Parking and traffic fines are not reimbursable.
  - b. Hospitality
    - i. Hospitality charges incurred in support of the University's mission will be paid by the University provided the expenses are authorized, reasonable and appropriately documented. KPU employees will not be reimbursed for tips/gratuities in excess of 15%.
      - a. Preapproval is required for all hospitality expenses by the administrator or department head responsible (one-over-one approval is required) by using the Hospitality and Entertainment Pre-Approval form.
      - b. Refreshments and meals for internal meetings attended only by University employees are not normally considered business expenses. Exceptions require Dean or department head pre-approval.
      - c. Purchases of alcohol will not be reimbursed by KPU.
  - c. Donations
    - i. Incidental charitable donations receipts obtained as a result of attending an externally hosted event must be filed with the related expense claim and may not exceed \$100. By requesting payment, the claimant is not eligible to use the charitable donation receipt for personal income tax purposes. Donations can only be made and claimed by Directors, Deans, Vice Presidents and Presidents.
  - d. Honoraria
    - i. Preapproval is required for any payment for honoraria and must be obtained using the Honoraria Approval form.
      - a. Employees are paid honoraria payments through Payroll, subject to statutory source deductions, without KPU benefits (i.e. no pension benefits).
      - b. Non-employees are paid honoraria payments through Accounts Payable.
- 5. Expense Reimbursement**
- a. A completed and approved Expense Report is required for reimbursement of all expenses. Where required, original receipts must be attached to the expense report, including itemized receipts for hospitality expenses.
  - b. Any expense submitted without a receipt is not reimbursable by the KPU, with the exception of meal per diems, mileage and private accommodation or a duly approved Missing Receipt form.
  - c. Approval of the Expense Claim and Mileage form is completed by the fund/organization signing authority or delegate. The President's expenses are approved by the Board Chair.
  - d. Any employee claiming reimbursement to themselves or for their own benefit must obtain a signature from their direct supervisor and a signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees who are expensing their own fund. Approvals will be reviewed by Financial Services for compliance with policies.
  - e. The original completed and approved Travel Request Authorization Form is kept with the employee or with their assistant. A copy of the completed and approved form is then attached to the employees' Expense Claim and Mileage, which is then sent to Financial Services.

- f. Expense Reports submitted more than one year after the travel occurred may not be reimbursed without the approval of the Executive Director, Financial Services. All expense reports must be submitted for payment in the same financial (fiscal) year as the expenses were incurred.

#### **6. General**

- a. WorkSafe BC Insurance Coverage
  - i. WorkSafe BC coverage may be applicable and available to employees who are injured while performing University business away from their normal place of work. Inquiries about this coverage should be directed to the Occupational Health and Safety department.
- b. Foreign Exchange Rate
  - i. For expenses that were incurred in a currency other than Canadian dollars, one of the two following methods will be used to calculate the foreign exchange:
    - i. Where supporting documentation (i.e. a credit card statement) has been provided that clearly shows the foreign exchange rate used and the Canadian dollar equivalent charged, this rate will be used for reimbursement purposes. Please note that personal declarations of the foreign exchange rate will not be accepted.
    - ii. When supporting documentation, such as a credit card statement, has not been provided, Accounts Payable will use the Bank of Canada's ending day exchange rate for the date on which the transaction occurred.
- c. Technology and Software Purchases
  - i. All technology and software purchases must be purchased through KPU's Information Technology (IT) department.
  - ii. Employees will not be reimbursed for technology or software purchases through the expense report submission process unless they are an employee of the IT department and the purchase has been pre-approved by a Director in IT, or the employee has been directed by IT to purchase the item on their own (proof of such direction from IT is required in order for reimbursement to occur).
  - iii. A University PCard may not be used to purchase technology or software. Failure to follow these procedures may result in the employee's PCard being suspended or canceled.
- d. Capital Expenses
  - i. Employees will not be reimbursed for capital asset purchases, such as: computers, furniture and equipment, through the expense report submission process. All capital purchases must follow the Procurement policies and guidelines.
  - ii. A University PCard may not be used to purchase capital assets. Failure to follow these procedures may result in the employee's PCard being suspended or canceled.

## **D. RELATED POLICY**

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**Table A1: Eligible Expenses**

Travel
<ul style="list-style-type: none"> <li>• Mileage driven in a personal vehicle (not to exceed full economy airfare)</li> <li>• Rental vehicle fees and insurance (when used to save time and costs and not strictly for personal convenience) – refer to <a href="#">Section 2(a)</a></li> <li>• Economy class air travel (including one checked luggage and one seat selection fee)</li> <li>• Taxis, parking fees, tolls (if incurred outside of the individual’s normal route to/from their designated home campus), ferries and airport shuttles</li> <li>• Overnight accommodation, including private accommodation as listed in and in <a href="#">Appendix A, Table A4</a>.</li> <li>• Meals according to the per diem rates listed in <a href="#">Appendix A, Table A3</a>.</li> <li>• Communication expenses for business purposes (e.g. internet)</li> <li>• Dry cleaning and laundry costs are allowable after seven days of travel</li> </ul>
Business
<ul style="list-style-type: none"> <li>• Mileage (rates outlined in <a href="#">Appendix B, Table B1</a>)</li> <li>• Meals for persons other than the traveler for mealtime business meetings may be reimbursable</li> <li>• Gifts under certain circumstances – refer to <a href="#">Appendix A, Table A4</a>.</li> <li>• Donations – refer to <a href="#">Section 3(c)</a></li> <li>• Employee Engagement Fund – per person maximum listed in <a href="#">Appendix A, Table A4</a>.</li> <li>• Additional cost of the insurance required for a personal vehicle when used for business purposes – refer to <a href="#">Appendix A, Table A4</a>.</li> <li>• Honoraria – refer to <a href="#">Section 3(d)</a> and <i>Honorarium Request Form</i></li> </ul>

**Table A2: Eligible Mileage Expenses**

Travel From	Travel To	Claimable
Home	Designated home campus	Cannot be claimed
Home - Call Out (outside of regular working hours)	Worksite(s)	Traveler claims
Home	Alternate campus/worksite/business meeting/trip	Traveler claims
Home	Airport on approved travel status	Traveler claims
Home Campus	Alternate Campus/worksite/business meeting/trip	Traveler claims

**Table A3: Meal / Per Diems (including tips and taxes) while on Travel Status**

Meals received without charge or paid for from public funds should not be claimed (e.g., when an outside party covers the costs or the meal included as part of a conference fee).

The Incidental allowance listed in the table below is meant to provide for gratuities and other minor fees or costs that are attributed to a period of work related travel, but for which no other reimbursement or allowance is provided. Examples of incidental expenses that would be covered by this allowance include: bagger handler tips, hotel staff gratuities (i.e. room cleaning service), water, coffee, light snacks, bus/tram tickets, phone calls, plant watering, and home security checks.

Maximum Rates (including taxes & gratuities)	Travel within Canada CAD \$	Travel within USA USD \$	Travel within Great Britain GB £	Travel within Europe Euros €	Travel rest of the world CAD \$
Breakfast	\$22.80	\$22.80	£20.55	€20.55	\$22.80
Lunch	\$23.05	\$23.05	£34.70	€34.70	\$23.05
Dinner	\$56.60	\$56.60	£45.55	€45.55	\$56.60
Incidental allowance	\$17.30	\$17.30	£32.26	€32.26	\$17.30
<b>Total for Day</b>	\$119.75	\$119.75	£133.06	€133.06	\$119.75

**Table A4: Other Expenses**

Reimbursement	Rates
Private Accommodation	\$50.00/night This amount is intended to allow the employee to afford a gesture of appreciation for hosts who have provided accommodations at no cost. Claimants must familiarize themselves with <b>Policy No. HR1 Conflict of Interest.</b>
Gratuities on Meals (Business meeting expense)	15% maximum
Personal Vehicle Usage	\$0. <del>565</del> 58/kilometer Receipts not required  Insurance on personal vehicles is included in the mileage (per kilometer) reimbursement rate. Additional cost of insurance coverage beyond to and from work is reimbursable at the department's expense only where the frequency of use necessitates this coverage. For externally funded research projects, the expense is conditional on this being defined as an eligible expense by the funding agency.

<p><b>Gifts for KPU Employees</b></p>	<p style="text-align: center;">\$75.00 maximum,</p> <p><b>Gifts for employees are reimbursable only for employee recognition such as retirements, achievements, and similar purposes. All other employee gifts are not reimbursable.</b></p> <p><b>Exceptions:</b> Entertainment and gifts are ineligible on externally sponsored grants and contracts unless written sponsor approval has been provided.</p> <p>Gifts of alcohol or gift cards of a direct supplier of alcohol are not reimbursable.</p>
<p><b>Employee Engagement Fund</b></p>	<p style="text-align: center;">\$50.00 per employee per year</p> <p>Please refer to section A.1. above for examples of reimbursable items.</p>
<p><b>Honoraria</b></p>	<p style="text-align: center;">\$500.00 maximum Up to \$2,500.00 with Presidential approval</p>

## Appendix B: Standard Distances between KPU Campuses

**Table B1**

	Civic Plaza Campus	Richmond Campus	Langley Campus	Cloverdale Campus	Surrey Campus
<b>From SURREY Campus to:</b>					
<i>One Way</i>	8 km	24 km	19 km	14 km	-
<i>Return</i>	16 km	48 km	38 km	28 km	-
<b>From LANGLEY Campus to:</b>					
<i>One way</i>	22 km	43 km	-	7 km	19 km
<i>Return</i>	44 km	86 km	-	14 km	38 km
<b>From CLOVERDALE Campus to:</b>					
<i>One Way</i>	17 km	37 km	7 km	-	14 km
<i>Return</i>	34 km	74 km	14 km	-	28 km
<b>From RICHMOND Campus to:</b>					
<i>One Way</i>	34 km	-	43 km	37 km	24 km
<i>Return</i>	68 km	-	86 km	74 km	48 km
<b>From CIVIC PLAZA Campus to:</b>					
<i>One Way</i>	-	34 km	22 km	17 km	8 km
<i>Return</i>	-	68 km	44 km	34 km	16 km

Policy History
<b>Policy No.</b> FM5
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Chief Financial Officer
<b>Effective Date:</b> <del>January</del> April 1, 2024

## Business and Travel Expense Procedure

### A. DEFINITIONS

- 1. Employee Engagement Fund:** An amount equal to \$50 per employee per calendar year is set aside within each department’s budget for Employee Engagement. These funds are to be used at the discretion of the Department Head for employee engagement. Examples of reimbursable expenses in this category include: team lunch, holiday lunch, team-building event, meeting refreshments, cake and card for employee farewell gathering, and flowers in the case of bereavement. Please note that gifts for employees are not reimbursable under this category (please see Table A4 in this Procedure) and alcohol is not reimbursable. Additionally, these funds are not directly payable to employees, nor are the funds spent at the employees’ discretion.
  
- 2. External client:** A guest, visitor, prospective employee or student, benefactor or stakeholder (spouses/partners/family members of University employees are not considered external clients).
  
- 3. Flexible travel arrangement:** Arranging for travel such that the individual combines personal travel with business travel. This must be approved by the direct Supervisor and is only permitted as long as no additional expenses are incurred by KPU.
  
- 4. Hospitality:** The provision of food and beverages for social or recreational activities, events and functions. Events that only involve KPU personnel are specifically excluded.
  
- 5. One-over-one approval requirement:** Individuals claiming a payment to themselves or for their own benefit are expected to obtain a signature from their direct supervisor as well as an individual who has signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees where the grantee is also a claimant on their own fund.
  
- 6. Reasonable Expense:** An expense that, in its amount and nature, demonstrates prudence, good judgement, and due diligence; reflects moderation and

defensibility to an impartial observer. KPU will accept and reimburse out-of-pocket, University business travel and related expenses that are legitimate, reasonable, and appropriate for the business activity undertaken. The claimant may not request reimbursement on behalf of another individual.

- 7. **Travel status:** Travel by an employee, outside the University region, on University business where authorization for such travel has been requested in advance on the appropriate form, and has received one-over-one approval. Does not include travel to other KPU campuses.
- 8. **University region** Also known as the [Metro Vancouver Regional District](#).
- 9. **University-wide Agreement or UWA:** A mandatory arrangement negotiated by Procurement Services with external suppliers. A full list of university-wide agreements can be found on the Procurement Services website.

## B. RELATED FORMS

- 1. Employees should review the relevant forms and instructions before incurring business expenses or planning travel:
  - a. [Travel Request Authorization Form](#)
  - b. [Expense Claim and Mileage Form \(Expense Report\)](#)
  - c. [Intercampus Mileage Guideline](#)
  - d. [Honorary Request Form](#)
  - e. [Hospitality and Entertainment Pre-Approval Form](#)
  - f. [Missing Receipt Declaration Form](#)
  - g. [Weekly Timetable and Kilometer Report](#)
  - h. [Request for Reimbursement for ICBC Business Rate Class Insurance](#)

Field Code Changed

Field Code Changed

Field Code Changed

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Field Code Changed

## C. PROCEDURES

- 1. **Prior to Travel Procedures**
  - a. Pre-approval
    - i. The employee completes and submits the online Trip Request via the Concur/Vision Travel website, or completes the Travel Request Authorization Form, to obtain one-over-one pre-approval at the earliest available opportunity **prior** to the expected travel date.
    - ii. International travel plans, including annual international recruitment travel plans, require **pre-approval** from the corresponding Vice President. Those employee's reporting directly to the President require the President's pre-approval. The President's travel plans require approval from the Board Chair.
    - iii. Employees can contact the Director, Financial Operations to request a travel advance. Advances will only be based on per diem meal rates and anticipated local travel costs (i.e. taxis, ride sharing) for the number of days the employee will be on travel status. The minimum travel advance is \$200.



- iv. In the event that the actual costs incurred for a business trip exceed the original dollar amount approved through the pre-approval process by the greater of 15% or \$500, the reimbursement of the expense(s) will be put on hold. At this time Financial Services will follow-up with the employee and the employee's one-over-one approver for additional details on why the actual amount incurred exceeds the amount approved. If the difference is deemed reasonable, the reimbursement will proceed. If not, the excess amount over what was approved may not be approved or reimbursed.

If an employee seeks reimbursement above what was approved, by the greater of 15% or \$500, more than two times in a 12-month period, and the difference was not deemed reasonable on those two occasions, the employee's ability to travel on University business may be suspended for a period not to exceed one-year. Continued violation of this procedure, beyond the initial one-year travel suspension, may result in disciplinary measures, including but not limited to further travel suspensions.

- b. Flexible Travel Arrangements
  - i. If flexible travel arrangements are approved by a direct Supervisor, the employee must retain evidence and calculations of savings and/or incremental costs for submission for payment of expenses. The University will only pay the lesser of:
    - a. the actual travel expenses; or
    - b. an estimate of the minimum acceptable expenses that would have been incurred if the flexible travel arrangements were not made.
- c. Travel Insurance
  - i. KPU employees with Extended Health Care ("EHC") Benefits are eligible for Emergency Travel Assistance services through Manulife without preapproval from Human Resources. KPU employees without EHC Benefits require preapproval through a Health and Benefits Specialist within Human Resources in advance of any business travel. If an employee is unsure as to whether or not they have EHC Benefits, they should check with Human Resources.
  - ii. Employees are encouraged to review the Employee Travel Assistance brochure available on the Human Resources SharePoint site prior to planning travel to ensure appropriate travel coverage.
  - iii. KPU does not provide, or reimburse for, travel insurance for lost or damaged personal property.
- d. Flight Cancellation Insurance

Flight cancellation insurance enables travelers to be reimbursed for the cost of cancelled airline flights when the cancellation was due to events that are not under the control of the traveler (i.e. medical reasons). The cost of flight cancellation insurance is a reimbursable expenditure. In the event that such insurance is used (e.g. the travel cancels their flight for medical reasons) that amount reimbursed by the insurance provider is to be remitted to KPU.
- e. Tickets Purchased using Loyalty Program Points or personal airline vouchers/credits

Travelers should not use their personal points from loyalty programs or personal airline vouchers/credits for KPU related travel. Should they choose to do so, they shall not claim reimbursement for the 'equivalent' cost of the airline ticket. KPU will only reimburse the cost of taxes and surcharges actually paid by the traveler.

f. Visas and Travel Papers

Travelers are eligible for reimbursement for expenses related to securing travel visas and travel papers for KPU related travel.

**2. Original Receipts**

- a. Original itemized receipts must be submitted for all Purchase Card (PCard) charges and expense claim charges, with the exception of the per diems listed in Table A3 below. In circumstances where the original itemized receipt is missing or lost, a Missing Receipt Declaration form must be completed and signed by the PCard holder, or the person claiming the expense, as well as their one-over-one supervisor.
- b. Employees who fail to submit original itemized receipts more than three times in a 12-month period may have their travel and/or expense charging privileges revoked.

**3. Travel Expenses**

- a. Obtaining rental vehicle insurance
  - i. For insurance purposes, the value of the vehicle must be less than \$75,000 CAD.
  - ii. Employees shall book economy class vehicles, unless four or more persons are travelling together, or there is a need to transport a significant amount of work-required equipment or materials, or the traveler is driving in northern British Columbia in winter conditions (October to March). The rental of luxury or sports cars will not be reimbursed.
  - iii. Wherever possible, employees shall secure rental vehicles under a University-wide Agreement (“UWA”) which already includes some insurance for employees of KPU.

When renting a vehicle in British Columbia, travelers should select a provider by consulting the Province of BC’s Daily Vehicle Rental Suppliers by Community. Renters need to ensure that the Corporate Identifier Number (found on the Daily Vehicle Rental Suppliers by Community list) appears on the rental agreement. Renters must identify that they work for the university.

When renting a vehicle outside of British Columbia, travelers should use an international car rental agency that is listed in the Province of BC’s Daily Vehicle Rental Suppliers by Community list whenever possible.

- iv. Employees shall ensure that the names of all drivers are provided to the rental agency (officers or employees of KPU only) and are covered by any available insurance.
- v. Rental vehicle insurance for periods greater than 30 days is the responsibility of the employee and is reimbursable.
- vi. For rental periods less than 30 days, refer to one of the three categories below:
  - a. *Rental vehicles under a UWA*
    - i) Third party Liability: Do not purchase third party liability insurance as this is covered under the UWA.
    - ii) Collision damage waiver/loss damage waiver: Do not purchase this insurance as it is covered under the UWA.
  - b. *Rental vehicles in Canada or the USA not under a UWA*
    - i) Third party Liability: Purchase a minimum limit of \$1 million third party liability if available.
    - ii) Collision damage waiver/loss damage waiver: If charging the rental to a corporate credit card that provides insurance for rental vehicles as a benefit,

confirm with Credit Card Company that vehicle type and use is covered. Even if no credit card insurance is available, decline the Collision Damage Waiver/ Loss Damage Waiver coverage.

c. *Rental vehicles outside Canada or the USA*

- i) Third party Liability: Purchase a minimum limit of \$1 million third party liability if available.
  - ii) Collision damage waiver/loss damage waiver: If charging the rental to a corporate credit card that provides insurance for rental vehicles as a benefit, confirm with Credit Card Company that vehicle type and use is covered. Purchase an appropriate amount of insurance if credit card insurance is not available or to supplement credit card insurance.
- vii. For questions regarding rental vehicles, or other insurance related questions, employees can contact the Risk Management Department.

b. *Booking Accommodation*

Reimbursement for accommodations is limited to reasonable amounts in the circumstances and normally will not exceed the rate of a single standard room unless pre-approved by the President, the Provost and Vice President Academic, or the Vice President, Finance and Administration. Government rates or Canadian Association of University Business Officers ("CAUBO") rates are to be requested at hotels in Canada. KPU is a CAUBO member and, as such, its employees are entitled to various discounts at hotels within Canada. A listing of such hotels can be found on the CAUBO Member Discounts webpage.

Employees are only eligible for reimbursement for accommodation that has been pre-approved and is outside of the University region.

c. *Meal Per Diem*

- i. Receipts are not required to claim the meal per diem. Employees may not use their University PCards (Purchase Cards) to pay for meals unless the meal qualifies as a Hospitality expense as defined above and has been pre-approved. The applicable rate can be found in [Appendix A, Table A3](#).
- ii. When claiming per diem expenses for reimbursement for international travel, the traveler converts the amount to Canadian dollars at the exchange rate in effect at the time of reimbursement. See Appendix A, Table A3 for international per diem rates and 6.b. for additional information on foreign exchange transactions
- iii. Meal per diems may only be claimed where meals have actually been consumed.
- iv. The traveler shall not claim meal per diems in respect of a meal that was provided at no expense to the traveler, such as meals already included in conference fees, transportation carriers, hosts, or as a part of field or course work. Where a per diem is claimed, no additional amount may be claimed for the same meal.

d. *Acceptable Modes of Transportation*

- i. KPU employees travelling on University business can use, and will be reimbursed for, the following modes of transportation:
  - a. Air
  - b. Bus
  - c. Train
  - d. Rental Car
  - e. Taxi

- f. Uber/Lyft or other recognized commercial ride hailing service
  - g. Use of personal vehicle, when the reimbursement for such does not exceed the cost of full economy airfare to the same destination
  - ii. Receipts are required for all transportation charges, with the exception of the per km rate applicable to the use of personal vehicles.
- e. Other Travel-related Procedures
- i. To ensure appropriate telecommunication expenses, employees who travel internationally shall contact relevant IT staff prior to travelling, in order to determine the most cost effective means of internet connectivity.
  - ii. Employees shall use the lowest cost alternatives available such as SKYPE, e-mails instead of faxes, and free wireless hot spots where available.
- f. Travel Expenses that are not reimbursable include, but are not limited to:
- i. Interest charges on outstanding charge card balances whether or not such interest is calculated on reimbursable expenses
  - ii. Loss or damage to personal items
  - iii. Personal expenses for kennel fees, movies and mini-bar charges
  - iv. Expenses of family members unless pre-authorized as KPU business
  - v. Expenses for failure to cancel transportation or hotel reservations
  - vi. Passport expenses
  - vii. Excess personal baggage

#### 4. Business Expenses

- a. Mileage
- i. When a personal vehicle is used for travel inside the Metro Vancouver Regional District and Lower Mainland on University business, for authorized travel from one's normal place of work to a destination and return, mileage is calculated by applying the mileage (kilometer) rate ([Appendix A, Table A4](#)) to the driving distance travelled.
  - ii. Appendix A, Table A2 outlines eligible mileage expenses as well as additional parameters of claiming mileage for reimbursement. Employees are required to provide support for any mileage claim outside of the standard distances between KPU campuses provided in Appendix B, table B1 (i.e. distances listed through Google Maps).
  - iii. Where the use of a personal vehicle for University business outside the Metro Vancouver Regional District and Lower Mainland is selected by personal preference, employees can claim the mileage driven by the most direct route which should not exceed full economy airfare. Mileage is calculated by applying the mileage (kilometer) rate ([Appendix A, Table A4](#)) to the driving distance travelled.
  - iv. To verify that the correct insurance rate class has been applied on personal vehicles used for KPU business, employees must consult with an ICBC representative. In the event that an ICBC representative deems it necessary for an employee to obtain business class vehicle insurance due to their KPU related work requirements, KPU will reimburse the employee for the difference between the cost of such insurance and that which would have been paid without the business class insurance by having the Request for Reimbursement for ICBC Business Rate Class Insurance form completed and submitted with their expense report.
  - v. Faculty claim mileage when traveling between campuses for teaching purposes using the Weekly Timetable and Kilometer Report. All other kilometers traveled by faculty

(for meetings, conferences, other off-campus travel, etc.) is to be claimed using the standard Expense Report form.

- vi. Parking and traffic fines are not reimbursable.
  - b. Hospitality
    - i. Hospitality charges incurred in support of the University's mission will be paid by the University provided the expenses are authorized, reasonable and appropriately documented. KPU employees will not be reimbursed for tips/gratuities in excess of 15%.
      - a. Preapproval is required for all hospitality expenses by the administrator or department head responsible (one-over-one approval is required) by using the Hospitality and Entertainment Pre-Approval form.
      - b. Refreshments and meals for internal meetings attended only by University employees are not normally considered business expenses. Exceptions require Dean or department head pre-approval.
      - c. Purchases of alcohol will not be reimbursed by KPU.
  - c. Donations
    - i. Incidental charitable donations receipts obtained as a result of attending an externally hosted event must be filed with the related expense claim and may not exceed \$100. By requesting payment, the claimant is not eligible to use the charitable donation receipt for personal income tax purposes. Donations can only be made and claimed by Directors, Deans, Vice Presidents and Presidents.
  - d. Honoraria
    - i. Preapproval is required for any payment for honoraria and must be obtained using the Honoraria Approval form.
      - a. Employees are paid honoraria payments through Payroll, subject to statutory source deductions, without KPU benefits (i.e. no pension benefits).
      - b. Non-employees are paid honoraria payments through Accounts Payable.
- 5. Expense Reimbursement**
- a. A completed and approved Expense Report is required for reimbursement of all expenses. Where required, original receipts must be attached to the expense report, including itemized receipts for hospitality expenses.
  - b. Any expense submitted without a receipt is not reimbursable by the KPU, with the exception of meal per diems, mileage and private accommodation or a duly approved Missing Receipt form.
  - c. Approval of the Expense Claim and Mileage form is completed by the fund/organization signing authority or delegate. The President's expenses are approved by the Board Chair.
  - d. Any employee claiming reimbursement to themselves or for their own benefit must obtain a signature from their direct supervisor and a signing authority on the fund/organization paying for the expenditure, who may be the same individual. This is also a requirement for grantees who are expensing their own fund. Approvals will be reviewed by Financial Services for compliance with policies.
  - e. The original completed and approved Travel Request Authorization Form is kept with the employee or with their assistant. A copy of the completed and approved form is then attached to the employees' Expense Claim and Mileage, which is then sent to Financial Services.

- f. Expense Reports submitted more than one year after the travel occurred may not be reimbursed without the approval of the Executive Director, Financial Services. All expense reports must be submitted for payment in the same financial (fiscal) year as the expenses were incurred.

#### **6. General**

- a. WorkSafe BC Insurance Coverage
  - i. WorkSafe BC coverage may be applicable and available to employees who are injured while performing University business away from their normal place of work. Inquiries about this coverage should be directed to the Occupational Health and Safety department.
- b. Foreign Exchange Rate
  - i. For expenses that were incurred in a currency other than Canadian dollars, one of the two following methods will be used to calculate the foreign exchange:
    - i. Where supporting documentation (i.e. a credit card statement) has been provided that clearly shows the foreign exchange rate used and the Canadian dollar equivalent charged, this rate will be used for reimbursement purposes. Please note that personal declarations of the foreign exchange rate will not be accepted.
    - ii. When supporting documentation, such as a credit card statement, has not been provided, Accounts Payable will use the Bank of Canada's ending day exchange rate for the date on which the transaction occurred.
- c. Technology and Software Purchases
  - i. All technology and software purchases must be purchased through KPU's Information Technology (IT) department.
  - ii. Employees will not be reimbursed for technology or software purchases through the expense report submission process unless they are an employee of the IT department and the purchase has been pre-approved by a Director in IT, or the employee has been directed by IT to purchase the item on their own (proof of such direction from IT is required in order for reimbursement to occur).
  - iii. A University PCard may not be used to purchase technology or software. Failure to follow these procedures may result in the employee's PCard being suspended or canceled.
- d. Capital Expenses
  - i. Employees will not be reimbursed for capital asset purchases, such as: computers, furniture and equipment, through the expense report submission process. All capital purchases must follow the Procurement policies and guidelines.
  - ii. A University PCard may not be used to purchase capital assets. Failure to follow these procedures may result in the employee's PCard being suspended or canceled.

## **D. RELATED POLICY**

*AD3 Purchasing Policy*

*FM5 Business and Travel Expense Policy*

*GV4 Signing Authority Policy / Procedures*

*HR6 Service Recognition Policy*

*RS4 Administration and Control of Research and Special Funds Policy / Procedures*

*Human Resource Relocation Guidelines*

## Appendix A: Eligible Expenses

The following rates apply except in those circumstances where otherwise specified in a collective agreement or contract:

**Table A1: Eligible Expenses**

Travel
<ul style="list-style-type: none"> <li>• Mileage driven in a personal vehicle (not to exceed full economy airfare)</li> <li>• Rental vehicle fees and insurance (when used to save time and costs and not strictly for personal convenience) – refer to <a href="#">Section 2(a)</a></li> <li>• Economy class air travel (including one checked luggage and one seat selection fee)</li> <li>• Taxis, parking fees, tolls (if incurred outside of the individual’s normal route to/from their designated home campus), ferries and airport shuttles</li> <li>• Overnight accommodation, including private accommodation as listed in and in <a href="#">Appendix A, Table A4</a>.</li> <li>• Meals according to the per diem rates listed in <a href="#">Appendix A, Table A3</a>.</li> <li>• Communication expenses for business purposes (e.g. internet)</li> <li>• Dry cleaning and laundry costs are allowable after seven days of travel</li> </ul>
Business
<ul style="list-style-type: none"> <li>• Mileage (rates outlined in <a href="#">Appendix B, Table B1</a>)</li> <li>• Meals for persons other than the traveler for mealtime business meetings may be reimbursable</li> <li>• Gifts under certain circumstances – refer to <a href="#">Appendix A, Table A4</a>.</li> <li>• Donations – refer to <a href="#">Section 3(c)</a></li> <li>• Employee Engagement Fund – per person maximum listed in <a href="#">Appendix A, Table A4</a>.</li> <li>• Additional cost of the insurance required for a personal vehicle when used for business purposes – refer to <a href="#">Appendix A, Table A4</a>.</li> <li>• Honoraria – refer to <a href="#">Section 3(d)</a> and <i>Honorarium Request Form</i></li> </ul>

**Table A2: Eligible Mileage Expenses**

Travel From	Travel To	Claimable
Home	Designated home campus	Cannot be claimed
Home - Call Out (outside of regular working hours)	Worksite(s)	Traveler claims
Home	Alternate campus/worksite/business meeting/trip	Traveler claims
Home	Airport on approved travel status	Traveler claims
Home Campus	Alternate Campus/worksite/business meeting/trip	Traveler claims

**Table A3: Meal / Per Diems (including tips and taxes) while on Travel Status**

Meals received without charge or paid for from public funds should not be claimed (e.g., when an outside party covers the costs or the meal included as part of a conference fee).

The Incidental allowance listed in the table below is meant to provide for gratuities and other minor fees or costs that are attributed to a period of work related travel, but for which no other reimbursement or allowance is provided. Examples of incidental expenses that would be covered by this allowance include: bagger handler tips, hotel staff gratuities (i.e. room cleaning service), water, coffee, light snacks, bus/tram tickets, phone calls, plant watering, and home security checks.

Maximum Rates (including taxes & gratuities)	Travel within Canada CAD \$	Travel within USA USD \$	Travel within Great Britain GB £	Travel within Europe Euros €	Travel rest of the world CAD \$
Breakfast	\$22.80	\$22.80	£20.55	€20.55	\$22.80
Lunch	\$23.05	\$23.05	£34.70	€34.70	\$23.05
Dinner	\$56.60	\$56.60	£45.55	€45.55	\$56.60
Incidental allowance	\$17.30	\$17.30	£32.26	€32.26	\$17.30
<b>Total for Day</b>	\$119.75	\$119.75	£133.06	€133.06	\$119.75

**Table A4: Other Expenses**

Reimbursement	Rates
Private Accommodation	\$50.00/night This amount is intended to allow the employee to afford a gesture of appreciation for hosts who have provided accommodations at no cost. Claimants must familiarize themselves with <b>Policy No. HR1 Conflict of Interest.</b>
Gratuities on Meals (Business meeting expense)	15% maximum
Personal Vehicle Usage	\$0.5658/kilometer Receipts not required Insurance on personal vehicles is included in the mileage (per kilometer) reimbursement rate. Additional cost of insurance coverage beyond to and from work is reimbursable at the department's expense only where the frequency of use necessitates this coverage. For externally funded research projects, the expense is conditional on this being defined as an eligible expense by the funding agency.



<p><b>Gifts for KPU Employees</b></p>	<p>\$75.00 maximum,</p> <p><b>Gifts for employees are reimbursable only for employee recognition such as retirements, achievements, and similar purposes. All other employee gifts are not reimbursable.</b></p> <p><b>Exceptions:</b> Entertainment and gifts are ineligible on externally sponsored grants and contracts unless written sponsor approval has been provided.</p> <p>Gifts of alcohol or gift cards of a direct supplier of alcohol are not reimbursable.</p>
<p><b>Employee Engagement Fund</b></p>	<p>\$50.00 per employee per year</p> <p>Please refer to <a href="#">S-section A.1.</a> above for examples of reimbursable items.</p>
<p><b>Honoraria</b></p>	<p>\$500.00 maximum</p> <p>Up to \$2,500.00 with Presidential approval</p>

## Appendix B: Standard Distances between KPU Campuses

**Table B1**

	Civic Plaza Campus	Richmond Campus	Langley Campus	Cloverdale Campus	Surrey Campus
<b>From SURREY Campus to:</b>					
<i>One Way</i>	8 km	24 km	19 km	14 km	-
<i>Return</i>	16 km	48 km	38 km	28 km	-
<b>From LANGLEY Campus to:</b>					
<i>One way</i>	22 km	43 km	-	7 km	19 km
<i>Return</i>	44 km	86 km	-	14 km	38 km
<b>From CLOVERDALE Campus to:</b>					
<i>One Way</i>	17 km	37 km	7 km	-	14 km
<i>Return</i>	34 km	74 km	14 km	-	28 km
<b>From RICHMOND Campus to:</b>					
<i>One Way</i>	34 km	-	43 km	37 km	24 km
<i>Return</i>	68 km	-	86 km	74 km	48 km
<b>From CIVIC PLAZA Campus to:</b>					
<i>One Way</i>	-	34 km	22 km	17 km	8 km
<i>Return</i>	-	68 km	44 km	34 km	16 km

Policy History
<b>Policy No.</b> GV2
<b>Approving Jurisdiction:</b> Board of Governors, with Senate’s advice
<b>Administrative Responsibility:</b> President
<b>Effective Date:</b> September 1, 2022

## Protocol for the Development of University Policies Procedure

### A. DEFINITIONS

1. **All Applicable Law:** All applicable federal, provincial and municipal law including statutes, regulations, bylaws, directives, guidelines and public sector reporting requirements and any contractual or other legal obligations.
2. **Clerical Change:** A change that does not alter the scope or nature of a Policy or Procedure. Such changes typically include, nomenclature changes, the correction of typographical errors and language clarifications that do not alter requirements or responsibilities or updates to external links, titles or references. This includes changes to the Policy Sponsor or classification due to organizational changes.
3. **Develop/Amend/Eliminate:** The creation of a new KPU Policy or Procedure, the revision of an existing KPU Policy or Procedure, the removal of a KPU Policy or Procedure.
4. **Effective Date:** Date on which the Policy or Procedure is approved or deemed current by the Policy Sponsor or approving governing body.
5. **Policy:** A concise, formal statement of principles that directs how the University will act in a particular area of operation. Policies focus on principles and those principles address broad, long-term issues and values which should serve the University over an extended period of time without the need for frequent review of change. Policies are approved by the Board, Senate or President and are binding on all members of the University Community.
6. **KPU Policy Blog** An online forum for KPU employees and students to comment on draft Policy and Procedure during Phase One and Phase Two postings and contact a Policy Developer to opt in to consultations.

7. **Policy Coordination Team:** Inclusive of the University Secretary, with a reporting relationship to the Board of Governors, and administrators responsible for supporting the Board of Governors, Senate and Policy.
8. **Policy Developer:** An individual assigned by a Policy Sponsor to develop, amend or eliminate Policy or Procedure in line with this Procedure.
9. **Policy Sponsors:** The President, Vice Presidents and Chief Financial Officer (CFO).
10. **Procedure:** Define the manner in which a policy is to be implemented. Procedures communicate acceptable practice, set boundaries and establish who is responsible for any required action. Procedures ensure clarity around actions to support the Policies and will be directly linked to the Policies they support. Procedures, by their nature, must reflect current organizational structure and regulatory framework of the University. The processes necessary to amend Procedures are less stringent in order to recognize organizational, regulatory or other issues without, in most cases, the need to review the principles imbedded in the Policy statement itself.
11. **Substantive Change:** A significant modification or expansion of the nature and scope of a Policy and/or Procedure.
12. **University:** Kwantlen Polytechnic University (KPU).
13. **University Community:** Employees current and former, including those hired on casual service and other contracts, all current and prospective students, members of the Board of Governors, volunteers, visitors, contractors who provide services to KPU, alumni, members of the Foundation Board, suppliers, post-doctoral fellows, visiting academics, and any other persons on KPU premises and at KPU sponsored and sanctioned activities and events, both domestic and abroad.

## B. PROCEDURES

1. **Policy Coordination Team:**
  - a. maintains the master, official record of all Policies. Each official Policy will be posted online and there will be only one online version. In the case of discrepancy, the publicly posted online version will be deemed the official Policy and/or Procedure;
  - b. acts as the University's official Policy holder. All new Policies and Procedures, and changes to existing Policies and Procedures will be managed through this office;
  - c. acts as the designated office to receive "Request for New Policy or Modifications to Existing Policy" document;
  - d. provides advice regarding the determination of Policy classification between the jurisdictions of the Board, Senate and President;

- e. maintains a log to determine the status of Policy development/modification and monitors timelines to ensure that Policy issues are being handled expeditiously;
- f. brings information about delays or non-action to the attention of the person with administrative responsibility for the Policy within each of the jurisdictions for their follow-up;
- g. arranges distribution of draft Policies through the official approval process;
- h. ensures that all new and revised Policies have followed the required processes including appropriate approvals and signatures within each of the respective jurisdictions;
- i. maintains an online policy register of existing Policies and their review dates, and monitors the review process to ensure that action is taken in a timely manner;
- j. may attend Senate and Senate Standing Committee meetings where policy development matters are discussed;
- k. approves Clerical changes and reports them to the appropriate Policy Sponsor.
- l. Prepares annually, normally in June, a report for the President to present to SSC Policy and Board Governance committee summarizing the status of all KPU Policies, including approvals, revisions and eliminations, jurisdictional disputes and all Clerical changes during the past 12 months.

## **2. Policy Authority and Jurisdiction**

Policies will be classified into one of three jurisdictions, based on the role of each jurisdiction as determined by the *University Act* and other pertinent legislation:

- a. Board of Governors
- b. Senate
- c. President

The Policy Coordination Team will provide advice regarding the determination of Policy jurisdiction. Legal advice may be sought to clarify the appropriate classification through the Office of General Counsel.

See Section 11.

Policies may be classified into categories on the KPU website to assist readers in locating them.

## **3. Policy Sponsors**

The President, Vice Presidents and CFO are Policy Sponsors at KPU.

Policy Sponsors are determined by the Policy Coordination Team based on alignment between Policy scope and KPU's organizational structure. The appropriate Policy Sponsor can be changed as required to better align with changes to KPU's organizational structure. Policy Sponsors:

- a. Review Policy and Procedure development requests for merit.
- b. Assign a Policy Developer to Policies and/or Procedures.
- c. Approve draft Policies and Procedures as outlined in this Procedure.
- d. Determine, in consultation with the Policy Coordination Team, if proposed changes to a Policy or Procedure are Substantive or Clerical.

#### **4. Policy Developers**

Policy Developers are assigned by a Policy Sponsor to:

- a. Develop KPU Policy and Procedures, including new policy, amendments and eliminations.
- b. Conduct research in the course of developing Policy and Procedure.
- c. Conduct consultations for the purpose of developing Policy and Procedure.
- d. Respond to and, if appropriate, incorporate feedback from consultations and comments on the KPU Policy Blog.
- e. Consult with Risk and the Office of General Counsel, including KPU Privacy, as required in the development of Policy and Procedure outlined below.
- f. Consult with KPU's Labour Relations Department to ensure that new policy language is in alignment with existing Collective Agreement language.
- g. Develop and consult on how new, amended or eliminated Policy or Procedure will be implemented into practice at KPU.

#### **5. Requesting a Policy or Procedure Review**

- a. Individuals, bodies, or groups who perceive the need for the amendment of a policy or procedure outside the regular 4-year review cycle must submit a formal request to the Policy Coordination Team using the form on the KPU website. The Policy Sponsor will review requests to determine merit.
- b. If there is merit to the request, the Policy Sponsor will identify an appropriate Policy Developer to assume full responsibility for the amendment of the policy or procedure. Unapproved request(s) will be logged and archived and included in the Policy Status report presented annually by the President to SSC Policy and Board Governance committee.

#### **6. Developing a New KPU Policy and Procedure**

- a. The Policy Coordination Team receives a request to develop a new KPU Policy and/or Procedure.
- b. The Policy Coordination Team submits the request to a Policy Sponsor, based on best alignment with the Policy scope, KPU's current organizational structure and the nature of the request.
- c. The Policy Sponsor reviews the request for merit and if in agreement, approves the requests and assigns a Policy Developer.
- d. The Policy Developer prepares the following to be posted on the KPU Policy Blog:
  - i. Rationale for the Policy and/or Procedure development.
  - ii. Proposed Policy jurisdiction.
  - iii. Proposed scope and content of the Policy and/or Procedure.
  - iv. List of proposed consultations with individuals and groups.

- v. Contact information for consultation requests.
- e. The proposal with the above information is posted on the KPU Policy Blog for 3 weeks “Phase One Posting”
  - i. KPU Employees and Students can comment on the proposal and request to be included in consultations during development.
- f. During the Phase One 3-week posting, a cover sheet is prepared and sent to the next Senate Standing Committee on Policy (SSC Policy) and Board Governance Committee meetings.
  - i. The Chairs of SSC Policy and Board Governance will determine if the Policy Developer is required to attend the meeting and speak to the proposal.
  - ii. SSC Policy and Board Governance committee may request that additional group(s) or individuals be added to the proposed consultation list and/or raise relevant governance questions.
- g. Following the conclusion of the Phase One 3-week posting, the Policy Developer will begin consultations and drafting. All individuals and groups who were initially identified by the Policy Developer, opted in through the Policy Blog and were added by SSC Policy or Board Governance committee, must be consulted.
- h. The Policy Developer will conduct research, including but not limited to: All Applicable Law, best practices, Collective Agreements and other relevant information and data.
- i. The Policy Developer will consult with the Office of General Counsel, including KPU Privacy and Risk for review and advice on the draft being developed;
  - i. General Counsel will determine if a review by external counsel is warranted due to subject matter expertise.
- j. The draft policy and/or procedure is submitted to the Polytechnic University Executive (PUE) for advice.
- k. The draft policy and/or procedure is submitted by the Policy Developer to the Policy Sponsor for approval to post on the KPU Policy Blog.
- l. The draft policy and/or procedure is posted on the KPU Policy Blog for 3 weeks “Phase Two Posting”.
  - i. Comments regarding consideration given to diversity, equity and inclusion in relation to the draft should be provided by the Policy Developer.
- m. The Policy Developer will respond to comments posted on the Policy Blog and make changes deemed appropriate to the draft.
  - i. Clerical Changes or other non-substantive changes can be made and the draft proceed to the next stage in development.
  - ii. If Substantive Changes are made as a result of the KPU Policy Blog feedback, the Policy Developer may need to hold additional consultations on the revised draft and will be required to post the revised draft for an additional 3 weeks “Phase Two Posting”.

- n. Following the completion of the Phase Two 3 week posting with no Substantive Changes, the Policy Developer submits the draft to the Policy Sponsor for approval.
- o. Following approval from the Policy Sponsor, the draft is submitted to the Polytechnic University Executive (PUE) for advice.
- p. Following advice from the PUE, the draft is submitted to the appropriate governing committees for advice based on the draft's Policy Jurisdiction (see Sections 2 and 11).
- q. Following advice from the governing committees, if required, the draft is submitted to the final approving jurisdiction (President, Board of Governors, Senate) based on its Policy Classification.
- r. If during steps "m" or "n" the draft undergoes Substantive Changes, the Policy Developer may need to hold additional consultations on the revised draft and will be required to post the revised draft for an additional 3 weeks and restart the development process from that step.
- s. Following approval from the President, Senate or Board of Governors, the draft is deemed final and posted on the KPU Policy Website.
- t. Policy Sponsors are required to ensure the new Policy and/or Procedure is implemented into KPU Practice and that individuals and departments are provided with training and awareness as needed and/or requested.

## **7. Amending a KPU Policy**

### **Significant Change**

- a. The Policy Coordination Team receives a request to amend an existing KPU Policy.
- b. The Policy Coordination Team submits the request to the Policy Sponsor.
- c. The Policy Sponsor reviews the request for merit and determines if the scope of changes will be Significant or Clerical in nature.
  - i. If the changes will be Significant, a Policy Developer is assigned.
  - ii. If the changes are Clerical, see Clerical Change below.
- d. The Policy Developer prepares the following to be posted on the KPU Policy Blog:
  - i. Rationale for the Policy Amendment.
  - ii. Proposed scope and content of the Policy Amendment.
  - iii. List of proposed consultations with individuals and groups.
  - iv. Contact information for consultation requests.
- e. The rationale with the above information is posted on the KPU Policy Blog for 3 weeks "Phase One Posting"
  - i. KPU Employees and Students can comment on the rationale and request to be included in consultations during development.
- f. During the Phase One 3 week posting, a cover sheet is prepared and sent to the next Senate Standing Committee on Policy (SSC Policy) and Board Governance Committee meetings.



- 1) The Chairs of SSC Policy and Board Governance will determine if the Policy Developer is required to attend the meeting and speak to the proposal.
  - i. SSC Policy and Board Governance committee may request that additional group(s) or individuals be added to the proposed consultation list and/or raise relevant governance questions.
- g. Following the conclusion of the Phase One 3 week posting, the Policy Developer will begin consultations and amendments. All individuals and groups who were initially identified by the Policy Developer, opted in through the Policy Blog and were added by SSC Policy or Board Governance committee, must be consulted.
- h. The Policy Developer will conduct research, including but not limited to: All Applicable Law, best practices, Collective Agreements and other relevant information and data.
  - i. The Policy Developer will connect with the Office of General Counsel, including KPU Privacy, and Risk for review and advice on the draft being developed;
    - 1) General Counsel will determine if a review by external counsel is warranted due to subject matter expertise.
  - j. The draft policy is submitted to the Polytechnic University Executive (PUE) for advice.
- k. The revised draft Policy is submitted by the Policy Developer to the Policy Sponsor for approval to post on the KPU Policy Blog.
- l. The draft policy is posted on the Policy Blog for 3 weeks “Phase Two Posting”.
  - m. Comments regarding consideration given to diversity, equity and inclusion in relation to the draft should be provided by the Policy Developer.
- n. The Policy Developer will respond to comments posted on the Policy Blog and make changes deemed appropriate to the draft.
  - i. Clerical Changes or other non-substantive changes can be made and the draft proceed to the next stage in development.
  - ii. If Substantive Changes are made as a result of the Policy Blog feedback, the Policy Developer may need to hold additional consultations on the revised draft and will be required to post the revised draft for an additional 3 weeks.
- o. Following the completion of the Phase Two 3 week posting with no Substantive Changes, the Policy Developer submits the draft to the Policy Sponsor for approval.
- p. Following approval from the Policy Sponsor, the draft is submitted to the Polytechnic University Executive (PUE) for advice.
- q. Following advice from the PUE, the draft is submitted to the appropriate governing committees for advice based on the draft’s Policy Classification (see Section 2).
- r. Following advice from the governing committees, if required, the draft is submitted to the final approving jurisdiction (President, Board of Governors, Senate) based on its Policy Classification.

- s. If during steps m or n the draft undergoes Substantive Changes, the Policy Developer may need to hold additional consultations on the revised draft and will be required to post the revised draft for an additional 3 weeks and restart the development process from that step.
- t. Following approval from the President, Senate or Board, the draft is deemed final and posted on the KPU Policy Website.
- u. Policy Sponsors are required to ensure the new Policy and/or Procedure is implemented into KPU Practice and that individuals and departments are provided with training and awareness as needed and/or requested.

### **Clerical Change**

These steps will be followed if step 7.C.ii. above determines that the changes to the KPU Policy are Clerical:

- a. The Policy Developer determines the full list of Clerical changes required for the KPU Policy and submits it to the Policy Sponsor.
- b. If the Policy Sponsor approves the changes, they are submitted to the Policy Coordination Team, which will update the Policy documents and website accordingly.
- c. The Policy Coordination Team will include the changes in the annual report to SSC Policy and Board Governance committee.

## **8. Amending a KPU Procedure**

### **Significant Change**

- a. The Policy Coordination Team receives a request to amend an existing KPU Procedure.
- b. The Policy Coordination Team submits the request to the Policy Sponsor.
- c. The Policy Sponsor reviews the request for merit and determines if the scope of changes will be Significant or Clerical in nature.
  - i. If the changes will be Significant, a Policy Developer is assigned.
  - ii. If the changes are Clerical, see “Clerical Change”, below.
- d. The Policy Developer will conduct consultations and research and draft the revised Procedure.
- e. The revised draft is submitted to the Policy Sponsor for approval to be posted on the KPU Policy Blog for 3 weeks “Phase One Posting”.
- f. The Policy Developer prepares the following to be posted on the KPU Policy Blog:
  - i. Rationale for the Procedure Amendment.
  - ii. Summary of changes that have been made.
  - iii. Contact information for the Policy Developer.
- g. The rationale with the above information is posted on the KPU Policy Blog for 3 weeks “Phase One Posting”

- i. KPU Employees and Students can comment on the rationale and summary of changes.
- h. Following the conclusion of the Phase One 3 week posting, the Policy Developer will respond to the feedback on the KPU Policy Blog and, in consultation with the Policy Coordination Team, determine whether the draft can proceed to approval or if further consultations are needed. If further consultations are needed and significant changes to the draft made as a result, then the revised draft will be posted for an additional 3 weeks.
- i. Following the completion of a 3 week posting with no Substantive Changes, the Policy Developer submits the draft to the Polytechnic University Executive (PUE) for advice.
- j. The Policy Developer submits the draft to the Policy Sponsor for approval.
- k. Once approved by the Policy Sponsor, the draft is deemed final and posted on the KPU Policy Website.
- l. Policy Sponsors are required to ensure the revised Procedure is implemented into KPU Practice and that individuals and departments are provided with training and awareness as needed and/or requested.

#### **Clerical Change**

These steps will be followed if step 8.C.ii above determines that the changes to the KPU Procedure are Clerical

- m. The Policy Developer determines the full list of Clerical changes required for the KPU Procedure and submits it to the Policy Sponsor.
- n. If the Policy Sponsor approves the changes, they are submitted to the Policy Coordination Team, who will update the Procedure documents and website accordingly.
- o. The Policy Coordination Team will include the changes in the annual report to SSC Policy and Board Governance committee.

#### **9. Eliminating a KPU Policy and Procedure**

- a. The Policy Coordination Team receives a request to eliminate an existing KPU Policy and corresponding Procedure.
- b. The Policy Coordination Team submits the request to the Policy Sponsor.
- c. The Policy Sponsor reviews the request for merit and, if in agreement, assigns a Policy Developer.
- d. The Policy Developer will consult with the Office of General Counsel, including KPU Privacy, regarding any concerns with the proposed Policy Elimination.
- e. The Policy Developer prepares the following to be posted on the KPU Policy Blog:
  - i. Rationale for the Policy Elimination.
  - ii. Proposed impact and mitigating strategy following the Policy elimination.
  - iii. Contact information for Policy Developer.

- f. The rationale with the above information is posted on the KPU Policy Blog for 3 weeks “Phase One Posting”
  - i. KPU Employees and Students can comment on the rationale.
- g. The Policy Developer will respond to comment on the Policy Blog.
- h. Following the conclusion of the Phase One 3 week posting, the Policy Developer will summarize the feedback received on the Policy Blog and make a recommendation to the Policy Sponsor on the elimination of the Policy.
- i. Following approval from the Policy Sponsor, the draft is submitted to the Polytechnic University Executive (PUE) for advice.
- j. Following advice from the PUE, the draft is submitted to the appropriate governing committees for advice based on the draft’s Policy Classification (see Section 2).
- k. Following advice from the governing committees, if required, the draft is submitted to the final approving jurisdiction (President, Board of Governors, Senate) based on its Policy Classification.
- l. Following approval from the President, Senate or Board of Governors, the elimination is deemed final and the Policy and Procedure removed from the KPU website.
- m. Policy Sponsors are required to ensure the Policy Elimination is implemented into KPU Practice and that individuals and departments are provided with training and awareness as needed and/or requested.

#### **10. Public Posting/Blog**

- a. The Policy Blog will be on hiatus in July and August. Policies and Procedures posted during July and August will not have that time counted towards their 3 week postings.
- b. Policies and Procedures are posted in 3 week segments:
  - i. 3 weeks means 15 working days, not including weekends, statutory holidays or other times KPU is officially closed.
- c. In the case of unexpected campus closures due to incidents including but not limited to: power outage, inclement weather or other unforeseen circumstances, the Policy Coordination Team will work with the Policy Sponsors to determine if the closure merits extending the KPU Policy Blog posting period of Policies and Procedures. Typically, closures less than 8 hours will not merit an extension.

#### **11. Role of the Board of Governors, Senate, PUE and governing Committees**

- a. KPU Policies will be assigned a jurisdiction per Section 2 of this Procedure.
- b. **Approval versus Advice**
  - i. If the *University Act* requires that the Board of Governors or Senate approve a KPU Policy, then the governing body must approve the draft Policy for it to be deemed final and posted on the KPU Website.
  - ii. If the *University Act* requires that the Board of Governors or Senate provide advice on a KPU Policy, then that advice must be sought, received and

considered before the Policy can be approved, deemed final and posted on the KPU Website.

**c. Role of Governing Committees and PUE**

- i. KPU Policies that are classified under the Board of Governors for approval or advice, will be reviewed by the Board Governance Committee and other Board Committees if appropriate.
- ii. KPU Policies that are classified under the Senate for approval or advice, will be reviewed by the Senate Standing Committee on Policy Review and other Senate Committees if appropriate.
- iii. All KPU Policies will be submitted to PUE for advice.
- iv. All governing committees are reviewing draft Procedures for the purpose of providing advice to Senate or the Board of Governors.
  - 1) Drafts can proceed to the Board of Governors and/or Senate for approval, even if one or more governing committees are not supportive of the draft.
  - 2) The decision to move a draft forward against the advice of a governing committee or PUE will be made by the Policy Developer in consultation with the Policy Sponsor.

**d. Policy Classification Dispute**

- i. KPU Policies will be classified per Section 2 of this Procedure.
- ii. The Policy Classification will be included on all posts on the KPU Policy Blog.
- iii. Members of the KPU Community can raise questions or concerns regarding a Policy Classification by: posting on the KPU Policy Blog, contacting the Policy Developer and/or contacting the Policy Coordination Team.
- iv. The Policy Coordination Team may seek advice from the Office of General Counsel on Policy Classifications.
- v. If a concern persists regarding a Policy Classification, the following steps may be taken by a member of the KPU Community in concert with the Policy Coordination Team:
  - 1) Written rationale for the Policy Classification, including the proposed alternate classification, link to the *University Act*, explanation given by the Policy Developer for current Classification and any advice from the Office of General Counsel sought.
  - 2) The written rationale is provided to the Chair of the Senate Standing Committee on Policy Review and/or the Chair of the Board Governance committee if the existing and/or proposed Classification includes the Senate and/or Board of Governors.
  - 3) The Chair reviews the rationale for merit and, if in agreement, brings the discussion forward to the next scheduled governance meeting.

- 4) The Committee(s) will review the rationale and either confirm the current Policy Classification or approve a recommendation to change the Policy Classification to the Board of Governors and/or Senate.
- 5) The final decision on a Policy Classification will rest with Senate and the Board of Governors.

## **12. Policy and Procedure Review**

- a. Policies and Procedures are reviewed regularly, at least every 4 years, to ensure they continue to be relevant, accurate and current.
- b. The review will be coordinated through the Policy Coordination Team, which will provide notice to the Policy Sponsor six months before the 4-year review deadline approaches.
- c. The Policy Sponsor will have six months (until the review deadline) to provide a response to the Policy Coordination Team inclusive of:
  - i. A review of new data, all applicable law, KPU Policy changes, KPU organizational changes, and any other applicable information.
  - ii. A determination of whether changes are required to the Policy or Procedures
- d. The Policy Sponsor may assign a Policy Developer to complete the review.
- e. If the Policy or Procedure is deemed current, the Effective Date will be updated and the review logged by the Policy Coordination Team.
- f. If the Policy or Procedure is deemed to need updating, the Policy Sponsor will assign a Policy Developer if they have not already done so.
- g. The Policy Developer will have 3 months following the review deadline to submit to the Policy Coordination Team:
  - i. Formal request for Policy or Procedure Review.
  - ii. Rationale for Review which will be included on the Policy Blog.
  - iii. List of consultations to be included on the Policy Blog.
  - iv. Contact information for the Policy Developer to be included on the Policy Blog.
- h. Following the formal request for review, the Policy Developer will follow the appropriate review steps as outlined in this Procedure.
- i. The Policy Coordination Team will post a schedule of Policy and Procedure reviews on the KPU website, which will indicate the status of the review and contact information for the Policy Developer.
- j. The President will report annually to the Board of Governors and the Senate on University Policies developed and reviewed during the year and the action taken or recommended.

### 13. Appendices

- a. Appendices, including flow charts, diagrams or other data, should only be included if needed to assist the reader and if they are specifically mentioned in the Policy or Procedure.
- b. Appendices, which are approved with a Procedure and posted with the Procedure on the KPU Policy Website, will be subject to the same development requirements as outlined in GV2 Policy and Procedure.
- c. Materials that are referenced by name or URL in a KPU Policy or Procedure but are not included on the KPU Policy Website (i.e. external websites, reports or data) may be updated in accordance with the Clerical Changes section of this Procedure.

## C. RELATED POLICY

Refer to Policy GV2 *Protocol for the Development of University Policies*

### ~~D. Appendices~~

~~Flowcharts (new, amendment, elimination)~~

~~Policy template~~

~~Procedure template~~

Policy History
<b>Policy No.</b> ST2
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost & Vice President, Academic
<b>Effective Date:</b> June 26, 2023

## Student Academic Integrity Procedure

### A. DEFINITIONS

1. **Academic Assessment:** any instrument used for measuring a Student’s attainment of specified educational objectives—e.g., examinations, assignments, tests, essays, projects, clinical and practicum performances, research, projects/papers.
2. **Applicant:** for the purpose of this policy, an applicant is anyone who makes a formal application for admission to the university, or pursues the intake process to register in coursework.
3. **Breach of Academic Integrity:** engaging in, attempting to engage in, or assisting others to engage or attempt to engage in conduct that violates the standard of academic integrity required from Students by the University, generally as set out in the Policy, and including but not limited to, engaging in, attempting to engage in, or assisting others to engage or attempt to engage in the following behaviours:
  - a. **Cheating:** an act of deception by which a Student misrepresents that they or others have mastered information for an Academic Assessment that the Student or others have not mastered, including but not limited to:
    - i. exchanging information with another person during an examination or using unauthorized material during or relating to an examination; submitting an Academic Assessment containing a reference to a source which does not exist;
    - ii. using any unauthorized information, materials, devices, or aids, or generative Artificial Intelligence tools in the preparation of or completion of an Academic Assessment, unless expressly permitted by the University or the University Official administering the Academic Assessment;
    - iii. **Contract Cheating:** outsourcing (or attempting to outsource) all or part of an academic assessment to a



third party (e.g., pay-for-profit sites, homework sites, or personal acquaintances).

- b. Plagiarism: presenting the ideas, words, images, and/or other materials or work of others as one's own without giving proper credit to the original sources.
  - i. making unacknowledged use of words, images, ideas or data regardless of source (texts, internet, material created by generative Artificial Intelligence tools, etc.). Academic Assessments that include the words, ideas or data of others must cite the source of that information using complete, accurate and specific references;
  - ii. submitting all or part of any Academic Assessment as the Student's own which has been co-authored without first obtaining a University Official's approval or appropriately citing the co-author;
  - iii. purchasing or otherwise obtaining work prepared by another person or artificial intelligence technology and submitting all or a portion of the work as the Student's own;
  - iv. Submitting all or part of the same Academic Assessment more than once, or in more than one course or academic setting without first obtaining a University Official's approval (self-plagiarism).
- c. Fabrication: the intentional use of invented information or the falsification of research or other findings.
- d. Forgery and Falsification of Documents: falsely completing, altering or falsifying any documentation related to academic assessment.
- e. Deception: providing misleading information or omitting information in order to gain an unfair advantage.
- f. Assisting Another Student in Committing a Breach of Academic Integrity: allowing another Student to see examination answers, impersonating another student or agreeing to be impersonated (in person or online) on an Academic Assessment, online posting, or course-related activity; helping another student falsify documents, or assisting another student in any other Breach of Academic Integrity Violation; extorting or attempting to extort a student while assisting another student in a Breach of Academic Integrity.
- g. Collusion/Unauthorized collaboration: working with a student or students without authorization of the instructor on an academic assessment that is meant to be completed individually.

- h. **Infringement of Copyright**: failing to comply with the provisions of the Canadian Copyright Act or any University policy pertaining to copyright compliance, in the preparation of an Academic Assessment.
4. **Grade Penalty**: a grade-related resolution assessed on an Academic Assessment on the basis of a Breach of Academic Integrity. Any Grade Penalty proposed during the course of an Investigation is not confirmed or imposed until and unless the Supervisor has issued their decision under these procedures confirming the Grade Penalty.
  5. **Investigation**: an inquiry into an alleged Breach of Academic Integrity conducted under the Policy and these procedures.
  6. **Policy**: *ST2 Student Academic Integrity Policy.*
  7. **Restorative Justice**: an approach to addressing and preventing academic integrity breaches based on a recognition of the importance of building and repairing relationships and addressing the needs of all key parties.
  8. **Student**: an individual who is registered in credit courses at the University or has commenced studies in non-credit courses at the University and has maintained their eligibility to register.
  9. **Supervisor**: the individual to whom a University Official reports, specifically:
    - a. in the case of a faculty member or an instructional staff, their Dean or designate;
    - b. in the case of a Dean or designate, the Provost; and
    - c. in the case of an Associate Vice President, the Provost;
  10. **Suspension**: denial of access to academic programs, University property and services, and University and University-related activities.
  11. **University Official**: an instructor, or member of the University community evaluating a Student's Academic Assessment or, where an alleged Breach of Academic Integrity does not involve an Academic Assessment, the instructor, Dean or designate, Vice President Students, or Registrar or designate made aware of an alleged Breach of Academic Integrity.  
  
In the case of an applicant, the University Official is the Registrar.
  12. **University**: Kwantlen Polytechnic University.

## B. PROCEDURES

### 1. Supporting Academic Integrity

- a. The University provides the following resources and support to all applicants, students and employees at KPU on understanding academic integrity. Applicants, students and employees at KPU are encouraged to access the KPU Academic Integrity resource website by clicking here: [Academic Integrity - Learning with Integrity Tips](#).

- b. In order to promote a positive culture and an educative approach to academic integrity at KPU, faculty, instructional staff and students should be engaged in continued dialogue on academic integrity throughout the duration of the academic term.
- c. With the exception of extenuating circumstances, faculty and instructional staff must make an attempt to communicate with the student about a suspected breach prior to or at the time of reporting.
- d. The University recognizes that faculty members, acting as University Officials, may choose to resolve potential academic integrity breaches informally with their students if they believe that the breach can be resolved with an educative approach and without a grade penalty. These informal resolutions, which may include a Restorative Justice process, must include a student's admitting to a breach and consenting to the resolution proposed by the University Official. University Officials have a responsibility to inform the student that if they do not consent to the resolution that the formal process will be followed.

## 2. Breaches of Academic Integrity: Reporting and Investigating an Allegation

### *Report by the University Official and Incomplete (I) Grade*

- a. The University Official will provide a written report regarding the allegation of a Breach of Academic Integrity and the assessed Grade Penalty, if applicable, to their Supervisor. Normally, this report will be submitted within fifteen (15) business days of the University Official's discovery of the alleged Breach of Academic Integrity. The report will include:
  - i. the circumstances of the alleged Breach of Academic Integrity;
  - ii. the date when the incident occurred or was detected;
  - iii. the course number and section, if applicable;
  - iv. the name and contact information of the Student who committed the alleged Breach of Academic Integrity;
  - v. the names and contact information of witnesses, if applicable;
  - vi. the University Official's proposed resolution (if any) and reasons for such proposed resolution; and
  - vii. all relevant supporting documentation (for example, samples of allegedly plagiarized work, photocopies of, or actual, unpermitted aids or materials, as applicable).
- b. The University Official who discovers that an alleged Breach of Academic Integrity has occurred and that an active academic integrity investigation has not concluded before the grade submission deadline for the term, may issue an Incomplete Grade (I Grade) and accompanying I Grade Contract to the Student who committed the alleged Breach of Academic Integrity, if applicable.

### *Investigation of an Alleged Breach of Academic Integrity*

- c. After receiving a report from a University Official of an alleged Breach of Academic Integrity, the Supervisor will commence an Investigation to determine whether:
  - i. A Breach of Academic Integrity has occurred;

- ii. the proposed resolutions (if any) made by the University Official are reasonable; and/or
    - iii. there should be any resolutions or further resolutions in addition to or instead of the proposed resolutions that are appropriate in the circumstances.
  - d. As soon as possible after receiving the report from the University Official, the Supervisor will contact the Student alleged to have committed a Breach of Academic Integrity to inform them that an Investigation has commenced, to provide a copy of the University Official's written report, and to provide the student with an opportunity to meet with the Supervisor. Normally, this contact will occur within ten (10) business days after the University Official has received the report.
  - e. During the Investigation, the Supervisor will provide an opportunity for the student to attend a meeting with the Supervisor to be held as soon as possible after the alleged Breach of Academic Integrity in order to afford the Student an opportunity to discuss the allegation.
    - i. The Student may bring one support person (e.g., a family member, a friend, an Indigenous Elder) to the meeting, but the support person may not speak on behalf of the Student.
    - ii. Individuals acting as a support person during an Investigation are expected to conduct themselves in a professional and respectful manner. Failure to do so may result in that support person being asked to withdraw from a meeting, in which case the Student can agree to proceed with the meeting without a support person or request the meeting be postponed until an alternate support person has been identified. Any postponement and the length of such postponement will be at the discretion and determination of the Supervisor.
  - f. The Investigations and meetings conducted in connection with an Investigation are intended to be closed-door and access is given only to individuals pertinent to the matter unless otherwise permitted by the Supervisor at their sole discretion. In the event that the Supervisor permits an individual to attend a meeting who is in support of the person being interviewed, that individual will not be given access to KPU records nor entitled to seek any records in the matter, may not speak on behalf of the individual being interviewed, shall be bound by the terms of this Policy including the possibility of entering an agreement to ensure confidentiality of any information received during the meeting, and are expected to conduct themselves in a professional and respectful manner. Such discretion may be withdrawn by the Supervisor at any time.
  - g. In the event that the student withdraws from the course before a decision is reached, fails to attend the meeting, declines to participate in a meeting, and/or chooses not to participate or fully cooperate in the Investigation after ten (10) business days of receiving notification of the alleged breach and being offered the opportunity to meet with the Supervisor, the Supervisor will proceed with the Investigation without the benefit of the Student's participation. In such a case, the Supervisor's decision will be based on the other information that they have gathered from other sources.
  - h. If the student withdraws from the course before the meeting, the Supervisor will continue to proceed with the decision-making process as though the student has not withdrawn from the course. If it is determined at the end of the decision-making

process that the student will receive a failing grade in the course, the W grade will change to an F grade.

*Decision from the Investigation*

- i. Within fifteen (15) business days of the completion of the Investigation, the Supervisor will send a decision letter to the Student, with a copy to the University Official, and to Student Records, by email. The decision letter will outline:
  - i. a description of the allegation(s)
  - ~~ii.~~ ~~whether a Breach of Academic Integrity has occurred;~~
  - ~~iii.~~ ii. the Supervisor's findings regarding the allegation(s);
  - ~~iv.~~ iii. the Supervisor's decision as to whether a Breach of Academic Integrity has occurred;
  - ~~v.~~ iv. the Grade Penalty assessed (if any). For clarity, if the Supervisor finds that there has been a Breach of Academic Integrity, the Supervisor may confirm the Grade Penalty assessed by the University Official (if any) or the Supervisor may assess and impose their own Grade Penalty or other resolutions, as determined by the Supervisor;
  - ~~vi.~~ v. the resolutions imposed on the Student (if any), as described in section 3.e below, other than the Grade Penalty (if any);
  - ~~vii.~~ vi. that the Supervisor has recommended a Suspension to the President for review under section 3.e.iv.2.o of these procedures, if applicable; and
  - ~~viii.~~ vii. the reasons for the decision, the resolutions (if any), and, if applicable, the recommendation under 3.e.iv.2.o of these procedures.
  - ~~ix.~~ viii. the outcomes for not completing the resolutions satisfactorily.
- j. In the event that the Supervisor finds that there has been no Breach of Academic Integrity and the University Official has assessed a Grade Penalty with respect to the applicable Academic Assessment, the Supervisor will direct the University Official to re-assess the Academic Assessment and issue a grade for the Academic Assessment to the Student in light of the finding that no Breach of Academic Integrity occurred.
- k. If the Supervisor determines a Breach of Academic Integrity has occurred, the Supervisor will determine what resolutions will be applied (with the exception of a Suspension, which, if recommended by the Supervisor, will be determined by the President pursuant to section B.2.o. of these procedures) by considering the following factors:
  - i. the nature and severity of the Breach of Academic Integrity;
  - ii. the impact of the Breach of Academic Integrity on the University community;
  - iii. the premeditated or deliberate nature of the Breach of Academic Integrity;
  - iv. whether the Student accepts responsibility for the Breach of Academic Integrity;
  - v. whether the Breach of Academic Integrity is an isolated incident or not; and
  - vi. any other mitigating or aggravating circumstances.

## *Resolutions*

- i. Students may receive more than one resolution for a Breach of Academic Integrity. Resolutions may include, but are not limited to:
  - i. receiving a Grade Penalty (which may be the Grade Penalty assessed by the University Official and confirmed by the Supervisor or an alternate Grade Penalty assessed and imposed by the Supervisor, at the Supervisor's discretion);
  - ii. receiving an academic penalty other than a Grade Penalty, including, but not limited to, failure of a course, removal from a research team, denial of admission, and/or a hold or cancellation of registration;
  - iii. writing a letter of apology;
  - iv. writing a reflection paper;
  - v. receiving a Suspension from the University by the President;
  - vi. participating in a Restorative Justice process:
    - 1) A Restorative Justice resolution process can be used provided that all parties harmed must mutually agree to the approach.
    - 2) The outcomes of the Restorative Justice process will be educative, reparative, non-punitive and based on the needs of those most affected.
    - 3) The details of the alleged or founded Breach of Academic Integrity and the resolution determined by the Restorative Justice resolution must be provided to the Student and the Supervisor in writing.
  - vii. any combination of the above.
- m. With the exception of a Grade Penalty or a Suspension, the Supervisor may assign a Grade Penalty if any of the assigned resolutions in B.2.1 were not completed satisfactorily.
- n. Subject to section B.2.o of these procedures, a Supervisor can, at their discretion, apply the resolution(s) they deem appropriate in the circumstances, with consideration of the following guidelines for circumstances where it is determined that a grade penalty should be used as a resolution
  - i. For most first Breaches of Academic Integrity that have a grading implication, a standard grade-related resolution of a score of zero on the impacted assessment will be assigned.
  - ii. for most second Breaches of Academic Integrity that have a grading implication, whether it be in the same or a different course, a failing grade will be assigned to the course in which the second breach occurred.
- o. If the Supervisor deems it appropriate in the circumstances, the Supervisor may recommend to the President that the Student receive a Suspension. In this case, the Supervisor will submit to the President a memo recommending the Suspension along with the reasons for the recommended Suspension and a copy of the Supervisor's decision letter issued pursuant to section B.2.i. of these procedures. Upon considering the recommendation and hearing from the Student, the Supervisor, the University Official and any other party(-ies) the President determines appropriate, the President will send a decision letter to the Student by email regarding the Suspension, copied to the Supervisor. That letter will outline the decision concerning the Suspension, and, if a Suspension has been instituted, the reasons for the Suspension, the length of the Suspension and any

conditions to be completed to return to KPU after the term of the suspension.

- p. If a Suspension is instituted, the letter will be copied to the Registrar for placement on the Student's student record. If the President determines that a Suspension is not required, the Supervisor will determine what, if any, lesser alternative disciplinary resolutions are required and communicate that decision in writing to the Student.

### **3. Reconsideration of a Decision**

- a. If new information becomes available, which was not available at the time the original decision was made, that could reasonably impact the original decision, a Student may request in writing to [appeals@kpu.ca](mailto:appeals@kpu.ca) that the original decision be reconsidered. The request must be submitted by the Student within six (6) months of receiving the original decision. The Supervisor and/or the President (in the case of a suspension) will re-review the original decision, taking into account the new information.

### **4. Appeal of a Decision**

- a. Within six (6) months of receiving the original decision, a Student may appeal a decision of the Supervisor and/or the President in writing to [appeals@kpu.ca](mailto:appeals@kpu.ca) on the basis of procedural unfairness, which means that the established procedures were not followed or were improperly applied during the Investigation and/or decision-making process.
  - i. The Chair of the Senate Standing Committee on Appeals will review each request for eligibility based on procedural unfairness to determine whether the request will go before the Appeal Hearing panel.
  - ii. If the Chair of the Senate Standing Committee on Appeals deems that the claim to procedural unfairness is not merited, the Supervisor's and/or the President's original decision will be upheld. The Chair's decision is final and there is no further mechanism for appeal. The student will be informed of the decision.
  - iii. If the Chair of the Senate Standing Committee on Appeals determines the appeal is eligible to go before the Appeal Hearing Panel, a panel will be convened.
    - 1) All appeals under the Policy and these procedures will be subject to and will proceed in accordance with the published mandate of the Senate Standing Committee on Appeals and these procedures. Students seeking to file an appeal under the Policy and these procedures should refer to the Committee's mandate and these procedures prior to filing an appeal.
    - 2) Any decision of the Senate Standing Committee on Appeals in respect of a Student's appeal under the Policy and these procedures is final and there is no further right to appeal.
- b. A Respondent who is in continuing and professional studies courses may appeal a decision of the Director or designate and/or the President with the appeal process that will be published on the appropriate department website.

### **5. Records Retention**

- a. Records created as a result of actions taken under the Policy and these procedures shall be marked as confidential, treated as confidential to the extent outlined in section 7 of the Policy, and managed in a centralized location as approved by the Office of the Provost.
- b. In addition, any record of resolutions resulting from a Breach of Academic Integrity under the Policy and these procedures will be included in the Student's student record held by the Office of the Registrar.

## **D. RELATED POLICY**

*IM8 Privacy*

*RS2 Integrity in Research and Scholarship*

*ST2 Student Academic Integrity*



Policy History
<b>Policy No.</b> ST2
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost & Vice President, Academic
<b>Effective Date:</b> July 7, 2023

## Student Academic Integrity Procedure

### A. DEFINITIONS

1. **Academic Assessment:** any instrument used for measuring a Student’s attainment of specified educational objectives—e.g., examinations, assignments, tests, essays, projects, clinical and practicum performances, research, projects/papers.
  
2. **Applicant:** for the purpose of this policy, an applicant is anyone who makes a formal application for admission to the university, or pursues the intake process to register in coursework.
  
3. **Breach of Academic Integrity:** engaging in, attempting to engage in, or assisting others to engage or attempt to engage in conduct that violates the standard of academic integrity required from Students by the University, generally as set out in the Policy, and including but not limited to, engaging in, attempting to engage in, or assisting others to engage or attempt to engage in the following behaviours:
  - a. **Cheating:** an act of deception by which a Student misrepresents that they or others have mastered information for an Academic Assessment that the Student or others have not mastered, including but not limited to:
    - i. exchanging information with another person during an examination or using unauthorized material during or relating to an examination; submitting an Academic Assessment containing a reference to a source which does not exist;
    - ii. using any unauthorized information, materials, devices, or aids, or generative Artificial Intelligence tools in the preparation of or completion of an Academic Assessment, unless expressly permitted by the University or the University Official administering the Academic Assessment;
    - iii. **Contract Cheating:** outsourcing (or attempting to outsource) all or part of an academic assessment to a

third party (e.g., pay-for-profit sites, homework sites, or personal acquaintances).

- b. Plagiarism: presenting the ideas, words, images, and/or other materials or work of others as one's own without giving proper credit to the original sources.
  - i. making unacknowledged use of words, images, ideas or data regardless of source (texts, internet, material created by generative Artificial Intelligence tools, etc.). Academic Assessments that include the words, ideas or data of others must cite the source of that information using complete, accurate and specific references;
  - ii. submitting all or part of any Academic Assessment as the Student's own which has been co-authored without first obtaining a University Official's approval or appropriately citing the co-author;
  - iii. purchasing or otherwise obtaining work prepared by another person or artificial intelligence technology and submitting all or a portion of the work as the Student's own;
  - iv. Submitting all or part of the same Academic Assessment more than once, or in more than one course or academic setting without first obtaining a University Official's approval (self-plagiarism).
- c. Fabrication: the intentional use of invented information or the falsification of research or other findings.
- d. Forgery and Falsification of Documents: falsely completing, altering or falsifying any documentation related to academic assessment.
- e. Deception: providing misleading information or omitting information in order to gain an unfair advantage.
- f. Assisting Another Student in Committing a Breach of Academic Integrity: allowing another Student to see examination answers, impersonating another student or agreeing to be impersonated (in person or online) on an Academic Assessment, online posting, or course-related activity; helping another student falsify documents, or assisting another student in any other Breach of Academic Integrity ~~Violation~~; extorting or attempting to extort a student while assisting another student in a Breach of Academic Integrity.
- g. Collusion/Unauthorized collaboration: working with a student or students without authorization of the instructor on an academic assessment that is meant to be completed individually.

- h. **Infringement of Copyright**: failing to comply with the provisions of the Canadian Copyright Act or any University policy pertaining to copyright compliance, in the preparation of an Academic Assessment.
4. **Grade Penalty**: a grade-related resolution assessed on an Academic Assessment on the basis of a Breach of Academic Integrity. Any Grade Penalty proposed during the course of an Investigation is not confirmed or imposed until and unless the Supervisor has issued their decision under these procedures confirming the Grade Penalty.
  5. **Investigation**: an inquiry into an alleged Breach of Academic Integrity conducted under the Policy and these procedures.
  6. **Policy**: *ST2 Student Academic Integrity Policy.*
  7. **Restorative Justice**: an approach to addressing and preventing academic integrity breaches based on a recognition of the importance of building and repairing relationships and addressing the needs of all key parties.
  8. **Student**: an individual who is registered in credit courses at the University or has commenced studies in non-credit courses at the University and has maintained their eligibility to register.
  9. **Supervisor**: the individual to whom a University Official reports, specifically:
    - a. in the case of a faculty member or an instructional staff, their Dean or designate;
    - b. in the case of a Dean or designate, the Provost; and
    - c. in the case of an Associate Vice President, the Provost;
  10. **Suspension**: denial of access to academic programs, University property and services, and University and University-related activities.
  11. **University Official**: an instructor, or member of the University community evaluating a Student's Academic Assessment or, where an alleged Breach of Academic Integrity does not involve an Academic Assessment, the instructor, Dean or designate, Vice President Students, or Registrar or designate made aware of an alleged Breach of Academic Integrity.  
  
In the case of an applicant, the University Official is the Registrar.
  12. **University**: Kwantlen Polytechnic University.

## B. PROCEDURES

### 1. Supporting Academic Integrity

- a. The University provides the following resources and support to all applicants, students and employees at KPU on understanding academic integrity. Applicants, students and employees at KPU are encouraged to access the KPU Academic Integrity resource website by clicking here: [Academic Integrity - Learning with Integrity Tips](#).

- b. In order to promote a positive culture and an educative approach to academic integrity at KPU, faculty, instructional staff and students should be engaged in continued dialogue on academic integrity throughout the duration of the academic term.
- c. With the exception of extenuating circumstances, faculty and instructional staff must make an attempt to communicate with the student about a suspected breach prior to or at the time of reporting.
- d. The University recognizes that faculty members, acting as University Officials, may choose to resolve potential academic integrity breaches informally with their students if they believe that the breach can be resolved with an educative approach and without a grade penalty. These informal resolutions, which may include a Restorative Justice process, must include a student's admitting to a breach and consenting to the resolution proposed by the University Official. University Officials have a responsibility to inform the student that if they do not consent to the resolution that the formal process will be followed.

## 2. Breaches of Academic Integrity: Reporting and Investigating an Allegation

### *Report by the University Official and Incomplete (I) Grade*

- a. The University Official will provide a written report regarding the allegation of a Breach of Academic Integrity and the assessed Grade Penalty, if applicable, to their Supervisor. Normally, this report will be submitted within fifteen (15) business days of the University Official's discovery of the alleged Breach of Academic Integrity. The report will include:
  - i. the circumstances of the alleged Breach of Academic Integrity;
  - ii. the date when the incident occurred or was detected;
  - iii. the course number and section, if applicable;
  - iv. the name and contact information of the Student who committed the alleged Breach of Academic Integrity;
  - v. the names and contact information of witnesses, if applicable;
  - vi. the University Official's proposed resolution (if any) and reasons for such proposed resolution; and
  - vii. all relevant supporting documentation (for example, samples of allegedly plagiarized work, photocopies of, or actual, unpermitted aids or materials, as applicable).
- b. The University Official who discovers that an alleged Breach of Academic Integrity has occurred and that an active academic integrity investigation has not concluded before the grade submission deadline for the term, may issue an Incomplete Grade (I Grade) and accompanying I Grade Contract to the Student who committed the alleged Breach of Academic Integrity, if applicable.

### *Investigation of an Alleged Breach of Academic Integrity*

- c. After receiving a report from a University Official of an alleged Breach of Academic Integrity, the Supervisor will commence an Investigation to determine whether:
  - i. A Breach of Academic Integrity has occurred;

- ii. the proposed resolutions (if any) made by the University Official are reasonable; and/or
    - iii. there should be any resolutions or further resolutions in addition to or instead of the proposed resolutions that are appropriate in the circumstances.
  - d. As soon as possible after receiving the report from the University Official, the Supervisor will contact the Student alleged to have committed a Breach of Academic Integrity to inform them that an Investigation has commenced, to provide a copy of the University Official's written report, and to provide the student with an opportunity to meet with the Supervisor. Normally, this contact will occur within ten (10) business days after the University Official has received the report.
  - e. During the Investigation, the Supervisor will provide an opportunity for the student to attend a meeting with the Supervisor to be held as soon as possible after the alleged Breach of Academic Integrity in order to afford the Student an opportunity to discuss the allegation.
    - i. The Student may bring one support person (e.g., a family member, a friend, an Indigenous Elder) to the meeting, but the support person may not speak on behalf of the Student.
    - ii. Individuals acting as a support person during an Investigation are expected to conduct themselves in a professional and respectful manner. Failure to do so may result in that support person being asked to withdraw from a meeting, in which case the Student can agree to proceed with the meeting without a support person or request the meeting be postponed until an alternate support person has been identified. Any postponement and the length of such postponement will be at the discretion and determination of the Supervisor.
  - f. The Investigations and meetings conducted in connection with an Investigation are intended to be closed-door and access is given only to individuals pertinent to the matter unless otherwise permitted by the Supervisor at their sole discretion. In the event that the Supervisor permits an individual to attend a meeting who is in support of the person being interviewed, that individual will not be given access to KPU records nor entitled to seek any records in the matter, may not speak on behalf of the individual being interviewed, shall be bound by the terms of this Policy including the possibility of entering an agreement to ensure confidentiality of any information received during the meeting, and are expected to conduct themselves in a professional and respectful manner. Such discretion may be withdrawn by the Supervisor at any time.
  - g. In the event that the student withdraws from the course before a decision is reached, fails to attend the meeting, declines to participate in a meeting, and/or chooses not to participate or fully cooperate in the Investigation after ten (10) business days of receiving notification of the alleged breach and being offered the opportunity to meet with the Supervisor, the Supervisor will proceed with the Investigation without the benefit of the Student's participation. In such a case, the Supervisor's decision will be based on the other information that they have gathered from other sources.
  - h. If the student withdraws from the course before the meeting, the Supervisor will continue to proceed with the decision-making process as though the student has not withdrawn from the course. If it is determined at the end of the decision-making

process that the student will receive a failing grade in the course, the W grade will change to an F grade.

#### *Decision from the Investigation*

- i. Within fifteen (15) business days of the completion of the Investigation, the Supervisor will send a decision letter to the Student, with a copy to the University Official, and to Student Records, by email. The decision letter will outline:
  - i. a description of the allegation(s)
  - ii. the Supervisor's findings regarding the allegation(s);
  - iii. the Supervisor's decision as to whether a Breach of Academic Integrity has occurred;
  - iv. the Grade Penalty assessed (if any). For clarity, if the Supervisor finds that there has been a Breach of Academic Integrity, the Supervisor may confirm the Grade Penalty assessed by the University Official (if any) or the Supervisor may assess and impose their own Grade Penalty or other resolutions, as determined by the Supervisor;
  - v. the resolutions imposed on the Student (if any), as described in section 3.e below, other than the Grade Penalty (if any);
  - vi. that the Supervisor has recommended a Suspension to the President for review under section 2.o of these procedures, if applicable; and
  - vii. the reasons for the decision, the resolutions (if any), and, if applicable, the recommendation under 2.o of these procedures.
  - viii. the outcomes for not completing the resolutions satisfactorily.
- j. In the event that the Supervisor finds that there has been no Breach of Academic Integrity and the University Official has assessed a Grade Penalty with respect to the applicable Academic Assessment, the Supervisor will direct the University Official to re-assess the Academic Assessment and issue a grade for the Academic Assessment to the Student in light of the finding that no Breach of Academic Integrity occurred.
- k. If the Supervisor determines a Breach of Academic Integrity has occurred, the Supervisor will determine what resolutions will be applied (with the exception of a Suspension, which, if recommended by the Supervisor, will be determined by the President pursuant to section B.2.o. of these procedures) by considering the following factors:
  - i. the nature and severity of the Breach of Academic Integrity;
  - ii. the impact of the Breach of Academic Integrity on the University community;
  - iii. the premeditated or deliberate nature of the Breach of Academic Integrity;
  - iv. whether the Student accepts responsibility for the Breach of Academic Integrity;
  - v. whether the Breach of Academic Integrity is an isolated incident or not; and
  - vi. any other mitigating or aggravating circumstances.

#### *Resolutions*

- I. Students may receive more than one resolution for a Breach of Academic Integrity. Resolutions may include, but are not limited to:
  - i. receiving a Grade Penalty (which may be the Grade Penalty assessed by the University Official and confirmed by the Supervisor or an alternate Grade Penalty assessed and imposed by the Supervisor, at the Supervisor's discretion);
  - ii. receiving an academic penalty other than a Grade Penalty, including, but not limited to, failure of a course, removal from a research team, denial of admission, and/or a hold or cancellation of registration;
  - iii. writing a letter of apology;
  - iv. writing a reflection paper;
  - v. receiving a Suspension from the University by the President;
  - vi. participating in a Restorative Justice process:
    - 1) A Restorative Justice resolution process can be used provided that all parties harmed must mutually agree to the approach.
    - 2) The outcomes of the Restorative Justice process will be educative, reparative, non-punitive and based on the needs of those most affected.
    - 3) The details of the alleged or founded Breach of Academic Integrity and the resolution determined by the Restorative Justice resolution must be provided to the Student and the Supervisor in writing.
  - vii. any combination of the above.
- m. With the exception of a Grade Penalty or a Suspension, the Supervisor may assign a Grade Penalty if any of the assigned resolutions in B.2.I were not completed satisfactorily.
- n. Subject to section B.2.o of these procedures, a Supervisor can, at their discretion, apply the resolution(s) they deem appropriate in the circumstances, with consideration of the following guidelines for circumstances where it is determined that a grade penalty should be used as a resolution
  - i. For most first Breaches of Academic Integrity that have a grading implication, a standard grade-related resolution of a score of zero on the impacted assessment will be assigned.
  - ii. for most second Breaches of Academic Integrity that have a grading implication, whether it be in the same or a different course, a failing grade will be assigned to the course in which the second breach occurred.
- o. If the Supervisor deems it appropriate in the circumstances, the Supervisor may recommend to the President that the Student receive a Suspension. In this case, the Supervisor will submit to the President a memo recommending the Suspension along with the reasons for the recommended Suspension and a copy of the Supervisor's decision letter issued pursuant to section B.2.i. of these procedures. Upon considering the recommendation and hearing from the Student, the Supervisor, the University Official and any other party(-ies) the President determines appropriate, the President will send a decision letter to the Student by email regarding the Suspension, copied to the Supervisor. That letter will outline the decision concerning the Suspension, and, if a Suspension has been instituted, the reasons for the Suspension, the length of the Suspension and any conditions to be completed to return to KPU after the term of the suspension.

- p. If a Suspension is instituted, the letter will be copied to the Registrar for placement on the Student's student record. If the President determines that a Suspension is not required, the Supervisor will determine what, if any, lesser alternative disciplinary resolutions are required and communicate that decision in writing to the Student.

### 3. Reconsideration of a Decision

- a. If new information becomes available, which was not available at the time the original decision was made, that could reasonably impact the original decision, a Student may request in writing to [appeals@kpu.ca](mailto:appeals@kpu.ca) that the original decision be reconsidered. The request must be submitted by the Student within six (6) months of receiving the original decision. The Supervisor and/or the President (in the case of a suspension) will re-review the original decision, taking into account the new information.

### 4. Appeal of a Decision

- a. Within six (6) months of receiving the original decision, a Student may appeal a decision of the Supervisor and/or the President in writing to [appeals@kpu.ca](mailto:appeals@kpu.ca) on the basis of procedural unfairness, which means that the established procedures were not followed or were improperly applied during the Investigation and/or decision-making process.
  - i. The Chair of the Senate Standing Committee on Appeals will review each request for eligibility based on procedural unfairness to determine whether the request will go before the Appeal Hearing panel.
  - ii. If the Chair of the Senate Standing Committee on Appeals deems that the claim to procedural unfairness is not merited, the Supervisor's and/or the President's original decision will be upheld. The Chair's decision is final and there is no further mechanism for appeal. The student will be informed of the decision.
  - iii. If the Chair of the Senate Standing Committee on Appeals determines the appeal is eligible to go before the Appeal Hearing Panel, a panel will be convened.
    - 1) All appeals under the Policy and these procedures will be subject to and will proceed in accordance with the published mandate of the Senate Standing Committee on Appeals and these procedures. Students seeking to file an appeal under the Policy and these procedures should refer to the Committee's mandate and these procedures prior to filing an appeal.
    - 2) Any decision of the Senate Standing Committee on Appeals in respect of a Student's appeal under the Policy and these procedures is final and there is no further right to appeal.
- b. A Respondent who is in continuing and professional studies courses may appeal a decision of the Director or designate and/or the President with the appeal process that will be published on the appropriate department website.

### 5. Records Retention



- a. Records created as a result of actions taken under the Policy and these procedures shall be marked as confidential, treated as confidential to the extent outlined in section 7 of the Policy, and managed in a centralized location as approved by the Office of the Provost.
- b. In addition, any record of resolutions resulting from a Breach of Academic Integrity under the Policy and these procedures will be included in the Student's student record held by the Office of the Registrar.

## **D. RELATED POLICY**

*IM8 Privacy*

*RS2 Integrity in Research and Scholarship*

*ST2 Student Academic Integrity*

Policy History
<b>Policy No.</b> ST2
<b>Approving Jurisdiction:</b> Senate
<b>Administrative Responsibility:</b> Provost & Vice President, Academic
<b>Effective Date:</b> July 7, 2023

## Student Academic Integrity Procedure

### A. DEFINITIONS

1. **Academic Assessment:** any instrument used for measuring a Student’s attainment of specified educational objectives—e.g., examinations, assignments, tests, essays, projects, clinical and practicum performances, research, projects/papers.
  
2. **Applicant:** for the purpose of this policy, an applicant is anyone who makes a formal application for admission to the university, or pursues the intake process to register in coursework.
  
3. **Breach of Academic Integrity:** engaging in, attempting to engage in, or assisting others to engage or attempt to engage in conduct that violates the standard of academic integrity required from Students by the University, generally as set out in the Policy, and including but not limited to, engaging in, attempting to engage in, or assisting others to engage or attempt to engage in the following behaviours:
  - a. **Cheating:** an act of deception by which a Student misrepresents that they or others have mastered information for an Academic Assessment that the Student or others have not mastered, including but not limited to:
    - i. exchanging information with another person during an examination or using unauthorized material during or relating to an examination; submitting an Academic Assessment containing a reference to a source which does not exist;
    - ii. using any unauthorized information, materials, devices, or aids, or generative Artificial Intelligence tools in the preparation of or completion of an Academic Assessment, unless expressly permitted by the University or the University Official administering the Academic Assessment;
    - iii. **Contract Cheating:** outsourcing (or attempting to outsource) all or part of an academic assessment to a

third party (e.g., pay-for-profit sites, homework sites, or personal acquaintances).

- b. Plagiarism: presenting the ideas, words, images, and/or other materials or work of others as one's own without giving proper credit to the original sources.
  - i. making unacknowledged use of words, images, ideas or data regardless of source (texts, internet, material created by generative Artificial Intelligence tools, etc.). Academic Assessments that include the words, ideas or data of others must cite the source of that information using complete, accurate and specific references;
  - ii. submitting all or part of any Academic Assessment as the Student's own which has been co-authored without first obtaining a University Official's approval or appropriately citing the co-author;
  - iii. purchasing or otherwise obtaining work prepared by another person or artificial intelligence technology and submitting all or a portion of the work as the Student's own;
  - iv. Submitting all or part of the same Academic Assessment more than once, or in more than one course or academic setting without first obtaining a University Official's approval (self-plagiarism).
- c. Fabrication: the intentional use of invented information or the falsification of research or other findings.
- d. Forgery and Falsification of Documents: falsely completing, altering or falsifying any documentation related to academic assessment.
- e. Deception: providing misleading information or omitting information in order to gain an unfair advantage.
- f. Assisting Another Student in Committing a Breach of Academic Integrity: allowing another Student to see examination answers, impersonating another student or agreeing to be impersonated (in person or online) on an Academic Assessment, online posting, or course-related activity; helping another student falsify documents, or assisting another student in any other Breach of Academic Integrity ~~Violation~~; extorting or attempting to extort a student while assisting another student in a Breach of Academic Integrity.
- g. Collusion/Unauthorized collaboration: working with a student or students without authorization of the instructor on an academic assessment that is meant to be completed individually.

- h. **Infringement of Copyright**: failing to comply with the provisions of the Canadian Copyright Act or any University policy pertaining to copyright compliance, in the preparation of an Academic Assessment.
4. **Grade Penalty**: a grade-related resolution assessed on an Academic Assessment on the basis of a Breach of Academic Integrity. Any Grade Penalty proposed during the course of an Investigation is not confirmed or imposed until and unless the Supervisor has issued their decision under these procedures confirming the Grade Penalty.
  5. **Investigation**: an inquiry into an alleged Breach of Academic Integrity conducted under the Policy and these procedures.
  6. **Policy**: *ST2 Student Academic Integrity Policy.*
  7. **Restorative Justice**: an approach to addressing and preventing academic integrity breaches based on a recognition of the importance of building and repairing relationships and addressing the needs of all key parties.
  8. **Student**: an individual who is registered in credit courses at the University or has commenced studies in non-credit courses at the University and has maintained their eligibility to register.
  9. **Supervisor**: the individual to whom a University Official reports, specifically:
    - a. in the case of a faculty member or an instructional staff, their Dean or designate;
    - b. in the case of a Dean or designate, the Provost; and
    - c. in the case of an Associate Vice President, the Provost;
  10. **Suspension**: denial of access to academic programs, University property and services, and University and University-related activities.
  11. **University Official**: an instructor, or member of the University community evaluating a Student's Academic Assessment or, where an alleged Breach of Academic Integrity does not involve an Academic Assessment, the instructor, Dean or designate, Vice President Students, or Registrar or designate made aware of an alleged Breach of Academic Integrity.  
  
In the case of an applicant, the University Official is the Registrar.
  12. **University**: Kwantlen Polytechnic University.

## B. PROCEDURES

### 1. Supporting Academic Integrity

- a. The University provides the following resources and support to all applicants, students and employees at KPU on understanding academic integrity. Applicants, students and employees at KPU are encouraged to access the KPU Academic Integrity resource website by clicking here: [Academic Integrity - Learning with Integrity Tips](#).

- b. In order to promote a positive culture and an educative approach to academic integrity at KPU, faculty, instructional staff and students should be engaged in continued dialogue on academic integrity throughout the duration of the academic term.
- c. With the exception of extenuating circumstances, faculty and instructional staff must make an attempt to communicate with the student about a suspected breach prior to or at the time of reporting.
- d. The University recognizes that faculty members, acting as University Officials, may choose to resolve potential academic integrity breaches informally with their students if they believe that the breach can be resolved with an educative approach and without a grade penalty. These informal resolutions, which may include a Restorative Justice process, must include a student's admitting to a breach and consenting to the resolution proposed by the University Official. University Officials have a responsibility to inform the student that if they do not consent to the resolution that the formal process will be followed.

## 2. Breaches of Academic Integrity: Reporting and Investigating an Allegation

### *Report by the University Official and Incomplete (I) Grade*

- a. The University Official will provide a written report regarding the allegation of a Breach of Academic Integrity and the assessed Grade Penalty, if applicable, to their Supervisor. Normally, this report will be submitted within fifteen (15) business days of the University Official's discovery of the alleged Breach of Academic Integrity. The report will include:
  - i. the circumstances of the alleged Breach of Academic Integrity;
  - ii. the date when the incident occurred or was detected;
  - iii. the course number and section, if applicable;
  - iv. the name and contact information of the Student who committed the alleged Breach of Academic Integrity;
  - v. the names and contact information of witnesses, if applicable;
  - vi. the University Official's proposed resolution (if any) and reasons for such proposed resolution; and
  - vii. all relevant supporting documentation (for example, samples of allegedly plagiarized work, photocopies of, or actual, unpermitted aids or materials, as applicable).
- b. The University Official who discovers that an alleged Breach of Academic Integrity has occurred and that an active academic integrity investigation has not concluded before the grade submission deadline for the term, may issue an Incomplete Grade (I Grade) and accompanying I Grade Contract to the Student who committed the alleged Breach of Academic Integrity, if applicable.

### *Investigation of an Alleged Breach of Academic Integrity*

- c. After receiving a report from a University Official of an alleged Breach of Academic Integrity, the Supervisor will commence an Investigation to determine whether:
  - i. A Breach of Academic Integrity has occurred;

- ii. the proposed resolutions (if any) made by the University Official are reasonable; and/or
    - iii. there should be any resolutions or further resolutions in addition to or instead of the proposed resolutions that are appropriate in the circumstances.
  - d. As soon as possible after receiving the report from the University Official, the Supervisor will contact the Student alleged to have committed a Breach of Academic Integrity to inform them that an Investigation has commenced, to provide a copy of the University Official's written report, and to provide the student with an opportunity to meet with the Supervisor. Normally, this contact will occur within ten (10) business days after the University Official has received the report.
  - e. During the Investigation, the Supervisor will provide an opportunity for the student to attend a meeting with the Supervisor to be held as soon as possible after the alleged Breach of Academic Integrity in order to afford the Student an opportunity to discuss the allegation.
    - i. The Student may bring one support person (e.g., a family member, a friend, an Indigenous Elder) to the meeting, but the support person may not speak on behalf of the Student.
    - ii. Individuals acting as a support person during an Investigation are expected to conduct themselves in a professional and respectful manner. Failure to do so may result in that support person being asked to withdraw from a meeting, in which case the Student can agree to proceed with the meeting without a support person or request the meeting be postponed until an alternate support person has been identified. Any postponement and the length of such postponement will be at the discretion and determination of the Supervisor.
  - f. The Investigations and meetings conducted in connection with an Investigation are intended to be closed-door and access is given only to individuals pertinent to the matter unless otherwise permitted by the Supervisor at their sole discretion. In the event that the Supervisor permits an individual to attend a meeting who is in support of the person being interviewed, that individual will not be given access to KPU records nor entitled to seek any records in the matter, may not speak on behalf of the individual being interviewed, shall be bound by the terms of this Policy including the possibility of entering an agreement to ensure confidentiality of any information received during the meeting, and are expected to conduct themselves in a professional and respectful manner. Such discretion may be withdrawn by the Supervisor at any time.
  - g. In the event that the student withdraws from the course before a decision is reached, fails to attend the meeting, declines to participate in a meeting, and/or chooses not to participate or fully cooperate in the Investigation after ten (10) business days of receiving notification of the alleged breach and being offered the opportunity to meet with the Supervisor, the Supervisor will proceed with the Investigation without the benefit of the Student's participation. In such a case, the Supervisor's decision will be based on the other information that they have gathered from other sources.
  - h. If the student withdraws from the course before the meeting, the Supervisor will continue to proceed with the decision-making process as though the student has not withdrawn from the course. If it is determined at the end of the decision-making

process that the student will receive a failing grade in the course, the W grade will change to an F grade.

#### *Decision from the Investigation*

- i. Within fifteen (15) business days of the completion of the Investigation, the Supervisor will send a decision letter to the Student, with a copy to the University Official, and to Student Records, by email. The decision letter will outline:
  - i. a description of the allegation(s)
  - ii. the Supervisor's findings regarding the allegation(s);
  - iii. the Supervisor's decision as to whether a Breach of Academic Integrity has occurred;
  - iv. the Grade Penalty assessed (if any). For clarity, if the Supervisor finds that there has been a Breach of Academic Integrity, the Supervisor may confirm the Grade Penalty assessed by the University Official (if any) or the Supervisor may assess and impose their own Grade Penalty or other resolutions, as determined by the Supervisor;
  - v. the resolutions imposed on the Student (if any), as described in section ~~3-e2.1~~ below, other than the Grade Penalty (if any);
  - vi. that the Supervisor has recommended a Suspension to the President for review under section 2.o of these procedures, if applicable; and
  - vii. the reasons for the decision, the resolutions (if any), and, if applicable, the recommendation under 2.o of these procedures.
  - viii. the outcomes for not completing the resolutions satisfactorily.
- j. In the event that the Supervisor finds that there has been no Breach of Academic Integrity and the University Official has assessed a Grade Penalty with respect to the applicable Academic Assessment, the Supervisor will direct the University Official to re-assess the Academic Assessment and issue a grade for the Academic Assessment to the Student in light of the finding that no Breach of Academic Integrity occurred.
- k. If the Supervisor determines a Breach of Academic Integrity has occurred, the Supervisor will determine what resolutions will be applied (with the exception of a Suspension, which, if recommended by the Supervisor, will be determined by the President pursuant to section B.2.o. of these procedures) by considering the following factors:
  - i. the nature and severity of the Breach of Academic Integrity;
  - ii. the impact of the Breach of Academic Integrity on the University community;
  - iii. the premeditated or deliberate nature of the Breach of Academic Integrity;
  - iv. whether the Student accepts responsibility for the Breach of Academic Integrity;
  - v. whether the Breach of Academic Integrity is an isolated incident or not; and
  - vi. any other mitigating or aggravating circumstances.

#### *Resolutions*

- I. Students may receive more than one resolution for a Breach of Academic Integrity. Resolutions may include, but are not limited to:
  - i. receiving a Grade Penalty (which may be the Grade Penalty assessed by the University Official and confirmed by the Supervisor or an alternate Grade Penalty assessed and imposed by the Supervisor, at the Supervisor's discretion);
  - ii. receiving an academic penalty other than a Grade Penalty, including, but not limited to, failure of a course, removal from a research team, denial of admission, and/or a hold or cancellation of registration;
  - iii. writing a letter of apology;
  - iv. writing a reflection paper;
  - v. receiving a Suspension from the University by the President;
  - vi. participating in a Restorative Justice process:
    - 1) A Restorative Justice resolution process can be used provided that all parties harmed must mutually agree to the approach.
    - 2) The outcomes of the Restorative Justice process will be educative, reparative, non-punitive and based on the needs of those most affected.
    - 3) The details of the alleged or founded Breach of Academic Integrity and the resolution determined by the Restorative Justice resolution must be provided to the Student and the Supervisor in writing.
  - vii. any combination of the above.
- m. With the exception of a Grade Penalty or a Suspension, the Supervisor may assign a Grade Penalty if any of the assigned resolutions in B.2.I were not completed satisfactorily.
- n. Subject to section B.2.o of these procedures, a Supervisor can, at their discretion, apply the resolution(s) they deem appropriate in the circumstances, with consideration of the following guidelines for circumstances where it is determined that a grade penalty should be used as a resolution
  - i. For most first Breaches of Academic Integrity that have a grading implication, a standard grade-related resolution of a score of zero on the impacted assessment will be assigned.
  - ii. for most second Breaches of Academic Integrity that have a grading implication, whether it be in the same or a different course, a failing grade will be assigned to the course in which the second breach occurred.
- o. If the Supervisor deems it appropriate in the circumstances, the Supervisor may recommend to the President that the Student receive a Suspension. In this case, the Supervisor will submit to the President a memo recommending the Suspension along with the reasons for the recommended Suspension and a copy of the Supervisor's decision letter issued pursuant to section B.2.i. of these procedures. Upon considering the recommendation and hearing from the Student, the Supervisor, the University Official and any other party(-ies) the President determines appropriate, the President will send a decision letter to the Student by email regarding the Suspension, copied to the Supervisor. That letter will outline the decision concerning the Suspension, and, if a Suspension has been instituted, the reasons for the Suspension, the length of the Suspension and any conditions to be completed to return to KPU after the term of the suspension.



- p. If a Suspension is instituted, the letter will be copied to the Registrar for placement on the Student's student record. If the President determines that a Suspension is not required, the Supervisor will determine what, if any, lesser alternative disciplinary resolutions are required and communicate that decision in writing to the Student.

### **3. Reconsideration of a Decision**

- a. If new information becomes available, which was not available at the time the original decision was made, that could reasonably impact the original decision, a Student may request in writing to [appeals@kpu.ca](mailto:appeals@kpu.ca) that the original decision be reconsidered. The request must be submitted by the Student within six (6) months of receiving the original decision. The Supervisor and/or the President (in the case of a suspension) will re-review the original decision, taking into account the new information.

### **4. Appeal of a Decision**

- a. Within six (6) months of receiving the original decision, a Student may appeal a decision of the Supervisor and/or the President in writing to [appeals@kpu.ca](mailto:appeals@kpu.ca) on the basis of procedural unfairness, which means that the established procedures were not followed or were improperly applied during the Investigation and/or decision-making process.
  - i. The Chair of the Senate Standing Committee on Appeals will review each request for eligibility based on procedural unfairness to determine whether the request will go before the Appeal Hearing panel.
  - ii. If the Chair of the Senate Standing Committee on Appeals deems that the claim to procedural unfairness is not merited, the Supervisor's and/or the President's original decision will be upheld. The Chair's decision is final and there is no further mechanism for appeal. The student will be informed of the decision.
  - iii. If the Chair of the Senate Standing Committee on Appeals determines the appeal is eligible to go before the Appeal Hearing Panel, a panel will be convened.
    - 1) All appeals under the Policy and these procedures will be subject to and will proceed in accordance with the published mandate of the Senate Standing Committee on Appeals and these procedures. Students seeking to file an appeal under the Policy and these procedures should refer to the Committee's mandate and these procedures prior to filing an appeal.
    - 2) Any decision of the Senate Standing Committee on Appeals in respect of a Student's appeal under the Policy and these procedures is final and there is no further right to appeal.
- b. A Respondent who is in continuing and professional studies courses may appeal a decision of the Director or designate and/or the President with the appeal process that will be published on the appropriate department website.

### **5. Records Retention**

- a. Records created as a result of actions taken under the Policy and these procedures shall be marked as confidential, treated as confidential to the extent outlined in section 7 of the Policy, and managed in a centralized location as approved by the Office of the Provost.
- b. In addition, any record of resolutions resulting from a Breach of Academic Integrity under the Policy and these procedures will be included in the Student's student record held by the Office of the Registrar.

## **D. RELATED POLICY**

*IM8 Privacy*

*RS2 Integrity in Research and Scholarship*

*ST2 Student Academic Integrity*

# KWANTLEN POLYTECHNIC UNIVERSITY

## EMPLOYEE CODE OF CONDUCT

### Introduction

Our students and communities count on KPU to provide high quality educational opportunities that meet the needs of a wide range of students, and to conduct all its business with the highest level of professionalism, efficiency, and courtesy.

KPU's Employee Code of Conduct is built upon the principles of excellence, citizenship, and concern for the welfare of others. It embeds KPU's core values of honesty, integrity, transparency, and the maintenance of high ethical and professional standards in all of its activities.

KPU believes in the talents and good judgment of its employees. The Code is a tool intended to illustrate putting KPU's values into action at work every day and to ensure consistent treatment of similar issues and situations.

The Code is supported by KPU policies and procedures that set out expectations and responsibilities in more detail. KPU policies are crafted in the context of a polytechnic university with a mandate to serve its region through teaching, research and

services and its commitment to academic freedom, synergistic community relationships and achieving the goals of its strategic plan: relevance, quality and reputation.

**The Code is not intended to override or derogate from but to complement University policies, procedures, regulations, as well as collective agreements, terms and conditions of employment, and professional codes with which employees must comply.**

The Code applies to all KPU employees: full-time, part-time, temporary, on-call, and those providing services on contract. Each employee is responsible for familiarizing him/her self with the provisions of the Code and ensuring that she/he complies with them.

Any employee who is unsure whether an action may be contrary to the Code, is responsible for confirming this by reviewing KPU's supporting policies and procedures and/or by consulting a University official.

## 1. Working Environment

Kwantlen Polytechnic University is committed to providing a safe and inclusive learning and working environment characterized by respect for others, honesty, and dedication consistent with KPU's Mission, Vision and Values.

Related KPU policies and documents:

HR15 [Diversity and Inclusiveness / Procedures](#)

HR21 [Respectful Workplace / Procedures](#)

[KPU – BCGEU Collective Agreement](#)

~~[KFA – KPU Collective Agreement, 2014 – 2019, Article 23.01 and 23.02](#)~~

## 2. Conflict of Interest

- 2.1. KPU employees are expected to avoid or remove themselves from situations that constitute, or create the appearance of, a conflict of interest or a situation where they are, or appear to be, under an obligation to a person who might benefit or seek to gain special consideration or favour. A conflict of interest is any situation where personal interest interferes in any way, or even appears to interfere, with the interests of KPU and making decisions with honesty and impartiality.
- 2.2. KPU employees are expected to carry out their responsibilities in the best interest of the University and its students, and to conduct themselves in a way that does not either compromise the ability of the University to accomplish its work or undermine confidence in the employee's ability to discharge ~~his or her~~their responsibilities.
- 2.3. The University has established a Conflict of Interest Policy to assist employees to recognize possible conflict of interest situations so that they can disclose, manage and resolve such situations. Employees are expected to understand their responsibilities as set out in the Conflict of Interest Policy and related procedures.

Related KPU Policies and documents:

HR1 [Conflict of Interest / Procedures](#)

HR24 [Protected Disclosure / Procedures](#)

~~[KFA – KPU Collective Agreement, 2014 – 2019KFA – KPU Collective Agreement, Article 18.07](#)~~

## 3. Outside Interests and Activities

- 3.1. KPU encourages employees to engage in professional, technical and other activities to enhance their professional growth and to participate in community service; employees are free to engage in political, professional, interest group and charitable activities. KPU recognizes that employees may also have alternate employment, participate in businesses, or receive remuneration of funds for activities outside of their employment at Kwantlen Polytechnic University. Such outside activities and interests are generally supported provided that KPU employees:
  - a. avoid situations of actual or perceived conflict of interest; and

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- b. ensure such participation does not impede the performance of the employee's University duties or interfere with regular University operations; and
- c. not imply that the activity is an official act of the University or University support for or sponsorship of the outside organization or its initiatives; and
- d. ensure that the activity does not negatively impact upon the University's reputation or bring the University into disrepute.

3.2. Within the Conflict of Interest Policy the University has provided guidance for KPU employees regarding the identification and disclosure of outside interests and activities which could put a University employee in a conflict of commitment.

Related KPU Policies and documents:  
 BP5 [Use of University Property / Procedures](#)  
 ER9 [Political Fundraising Expenses](#)  
 HR1 [Conflict of Interest / Procedures](#)  
 HR24 [Protected Disclosure / Procedures](#)

#### 4. Gifts and Entertainment

The onus is on all KPU employees to act with integrity, use good judgement, and consider all implications before accepting gifts, entertainment, or similar favours. Specific guidelines to employees regarding gifts and entertainment related to their position at KPU are provided within the University's Conflict of Interest Policy.

Related KPU Policies and documents:  
 HR1 [Conflict of Interest / Procedures](#)  
[KFA – KPU Collective Agreement](#)  
[KFA – KPU Collective Agreement, 2014 – 2019, Article 18.07](#)

#### 5. Confidential Information

- 5.1. Confidential information refers to information that becomes available to an employee as a result of ~~his or her~~their employment, and is not otherwise generally available. Confidential information includes business, proprietary, technical, operational, financial, and legal, as well as personal information relating to personnel or students. Security and confidentiality of this information are matters of concern to KPU employees, students, and those with whom the University has working relationships.
- 5.2. KPU employees are expected to maintain the confidentiality of information with which they work or have access to and must protect such information from loss, theft, misuse, damage, and improper disclosure. Employees who are not certain whether information is confidential should seek guidance from their immediate supervisor or the next level supervisor/manager.
- 5.3. Employees are expected to immediately notify their immediate supervisor or the next level supervisor/manager, or other University official if they have reason to believe that confidential information has been lost, stolen, misused or improperly disclosed.

- 5.4. KPU's Confidentiality Policy clarifies the responsibilities of all employees with regard to protecting confidential information. Employees are expected to be familiar with and comply with specific policies and guidelines on confidentiality related to their responsibilities.
- 5.5. The requirements with respect to use, disclosure and protection of confidential information apply throughout and continue after employment with Kwantlen Polytechnic University ends.

Related KPU Policies and documents:

- ~~AR3 Confidentiality of Student Records and Files~~
- IM4 [Confidentiality / Procedures](#)
- RS2 [Integrity in Research and Scholarship / Procedures](#)

## 6. Privacy

6.1. Kwantlen Polytechnic University is committed to protecting the privacy of individuals from whom it collects personal information. In general, employees may access personal information only when and to the extent it is required by their job, and may only disclose personal information for authorized purposes. Employees are expected to take all reasonable steps available to protect the privacy of anyone whose personal information is held by Kwantlen Polytechnic University.

6.2. KPU employees are expected to be aware of and comply with KPU's Freedom of Information and Protection of Privacy Policy and related privacy management guidelines and procedures. KPU's Policy reflects the provisions of the British Columbia *Freedom of Information and Protection of Privacy Act* (FOIPPA) which protects personal information.

6.3. KPU's Privacy Policy clarifies the responsibilities of all employees with regard to protecting personal information. Employees are expected to be familiar with and comply with specific policies and guidelines on privacy related to their responsibilities.

~~6.2:~~

Related KPU Policies and documents:

- ~~AR3 Confidentiality of Student Records and Files~~
- IM2 [Freedom of Information / Procedure](#)
- ~~IM2 Freedom of Information and Protection of Privacy~~
- IM4 [Confidentiality / Procedures](#)
- IM8 [Privacy / Procedure](#)
- RS2 [Integrity in Research and Scholarship / Procedures](#)

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## 7. Use of University Property and Resources

### General

7.1. University property and resources are provided for University work and purposes, including teaching, learning, research and administrative purposes. KPU employees are expected to use KPU property and resources responsibly and safely in compliance with applicable University policies. University property and resources can be both tangible (e.g., buildings, furniture, equipment, vehicles, supplies, computer systems) and intangible (e.g.,

intellectual property, patents, use of facilities and services).

Related KPU Policies and documents:

BP5 [Use of University Property / Procedures](#)

~~FM7 Disposal of Surplus Assets~~

GV6 [Use of Institutional Name, Coat of Arms, Crest, Logo, Seal and Other Graphic Images](#)

HR1 [Conflict of Interest / Procedures](#)

IM3 [Information and Educational Technology Usage / Procedures](#)

[KPU Mobile Devices Guidelines](#)

Records and Records Retention

- 7.2. Records are valuable University resources as they provide evidence of KPU’s business activities, decisions, operations, and internal and external communications. Employees are responsible for careful preparation and maintenance of accurate and complete records.
- 7.3. The University is committed to the efficient and effective management of its records in accordance with approved retention and disposition schedules. Employees are responsible for compliance with the University’s Records Management Program regarding the management of records in their care.
- 7.4. As KPU is required to comply with the information access requirements established in FOIPPA, records created by employees may be subject to an access to information request. Any records, regardless of their source, media, format or location, are the property of Kwantlen Polytechnic University and remain the property of the University at the end of an individual’s employment or contract.

Related KPU Policies and documents:

- BP5 [Use of University Property / Procedures](#)  
IM2 [Freedom of Information and Protection of Privacy / Procedure](#)  
[IM8 Privacy / Procedure](#)  
[Directory of Records and Retention Schedule](#)

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Intellectual Property ~~(Policy and Procedures Under Development)~~

- 7.5. ~~Kwantlen Polytechnic University~~ has established a policy and associated procedures that apply to intellectual property created by staff, faculty, administrators and students of Kwantlen Polytechnic University, and other creators of intellectual property.
- 7.6. ~~KPU’s~~ Intellectual Property Policy establishes appropriate recognition for intellectual property rights, proper management of intellectual property by the University, as well as compliance with applicable intellectual property rights law. Employees are required to be aware of and understand their rights and responsibilities as described in the Intellectual Property Policy.

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Related KPU policies and documents:

- ~~Intellectual Property Policy and Procedures (IN DEVELOPMENT)~~ [RS5 Intellectual Property / Procedures](#)  
~~KFA – KPU Collective Agreement~~ [KFA – KPU Collective Agreement, 2014 – 2019, Article 18.02](#)

Copyright

- 7.7. Kwantlen Polytechnic University has established a policy and guidelines to address copyright permission, reproduction and use of copyright protected materials in accordance with applicable copyright laws. Employees are expected to be aware of and understand their rights and responsibilities as described in the Copyright Policy.

Related KPU policies and documents:

- IM1 [Copyright Compliance](#)  
~~KFA – KPU Collective Agreement, Article 18.02~~



## 8. Knowledge and Compliance: Legislation, Policies and Regulations

- 8.1. KPU employees are expected to be familiar, and to conduct themselves in a manner consistent, with all University policies and procedures relevant to their responsibilities.
- 8.2. KPU employees are expected to be aware of and comply with provincial and federal legislation and regulations and other contractual or legal obligations that affect how they carry out their duties and how the University conducts business.
- 8.3. KPU employees are expected to be aware of and comply with all safety legislation and policies related to maintaining a healthy and safe workplace and to take all reasonable precautions to ensure their own safety and that of others.
- 8.4. Employees are encouraged to seek guidance from their immediate supervisor or any University official where there is a question about compliance with University policies, regulations and/or applicable legislation.

### Related KPU policies and documents:

- SR1 [Consumption of Alcoholic Beverages and the Non-Medical Use of Drugs on University Premises](#)  
SR3 [Smoke Free Campuses and Properties / Procedures](#)  
SR7 [Safety and Health](#)  
SR8 [Emergency Response to Inappropriate, Disruptive or Threatening Behavior](#)  
SR9 [Violence in the Workplace](#)  
SR13 [Closed Circuit Video Equipment \(CCVE\) / Procedures](#)  
SR14 [Sexual Violence and Misconduct / Procedures](#)

## 9. Knowledge and Compliance: With the Employee Code of Conduct

- 9.1. Kwantlen Polytechnic University will take all reasonable steps to make the Employee Code of Conduct known to all employees. It is each KPU employee's responsibility to be familiar with the provisions of the Code and to uphold and comply with it at all times. Employees found to have violated the requirements of this Code or other University policies may be subject to disciplinary action up to and including dismissal.
- 9.2. KPU's Employee Code of Conduct offers guidance to employees on standards of conduct but cannot address every situation an employee may encounter. Employees who are uncertain about the appropriate course of action in a situation or who have any questions or concerns about the Code are encouraged to discuss these with their immediate supervisor, the next level supervisor/manager, or with any senior University official. Should an employee feel that these options are not appropriate for any reason, he or she may also contact the University's General Counsel or the Chair of the Finance and Audit Committee of the Board of Governors.
- 9.3. The President will monitor the University's compliance with this Code.

## 10. Reporting Breaches of the Code of Conduct

- 10.1 Any employee who has observed or learned of a breach of the Code or a supporting KPU policy is encouraged to report the situation to ~~his/her~~their immediate supervisor/manager, or a senior University official as soon as possible. There will be no reprisal against an employee for making a report in good faith, and such reports will be treated in confidence. All reports will be investigated in accordance with procedures laid out in the relevant KPU policies or, if there is no applicable policy, in the Protected Disclosure Policy and Procedures.
- 10.2 Kwantlen Polytechnic University has developed a Protected Disclosure Policy to provide mechanisms through which members of the University community can confidentially disclose any suspected wrongdoing or irregularity. The Policy sets out KPU's requirements for investigation of such disclosures and confirms KPU's obligation to protect the confidentiality of persons making the disclosures and the rights of the persons against whom allegations of wrongdoing or irregularity are made.
- 10.3 Members of the University community are encouraged to use the special provisions of the Protected Disclosure Policy to disclose suspected wrongdoing or irregularity only if regular channels prove ineffective or are inappropriate in the circumstances. An employee who is unsure what channel is appropriate in a particular instance may seek advice from any senior University official or the Chair of the Audit and Finance Committee of the Board of Governors. Whatever channel is used for disclosure, the principles of impartial investigation will apply.

Related KPU policies and documents:  
HR24 [Protected Disclosure](#) / [Procedures](#)

## Approval and Review of the Code

**History:** This Employee Code of Conduct was developed in fall 2014 to comply with the requirements of the Government of British Columbia (Minister responsible for the Public Sector Employers Act) for all BC public sector employees.

Original Effective Date:	November 30, 2014
Revised and Approval Date:	<del>March 28, 2018</del> <u>June XX, 2023</u>
Last Posted on University Website:	<del>April 16, 2018</del> <u>June XX, 2023</u>
Next Scheduled Date for Review:	<del>January 2019</del> <u>June 2027</u>

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## Supporting or Related Policies and Documents

KPU Policies Currently in Force (<http://www.kpu.ca/policies>):

~~AR3 Confidentiality of Student Records/Files Policy~~  
BP5 Use of University Property Policy / Procedures  
ER9 Political Fundraising Expenses Policy  
~~FM7 Disposal of Surplus Assets Policy~~  
GV6 Use of Institutional Name, Coat of Arms, Crest, Logo, Seal and Other Graphic Images Policy  
HR1 Conflict of Interest Policy / Procedures  
HR15 Diversity and Inclusiveness Policy / Procedures  
HR21 Respectful Workplace Policy / Procedures  
HR24 Protected Disclosure Policy / Procedures  
IM1 Copyright Compliance Policy  
IM2 Freedom of Information ~~and Protection of Privacy Policy /~~  
Procedures  
IM3 Information and Educational Technology Usage Policy / Procedures  
IM4 Confidentiality Policy / Procedures  
~~IM8 Privacy Policy / Procedures~~  
RS2 Integrity in Research and Scholarship Policy / Procedures  
~~RS5 Intellectual Property / Procedures~~  
SR1 Consumption of Alcoholic Beverages and the Non-Medical Use of Drugs on University Premises  
SR3 Smoke Free Campuses and Properties / Procedures  
SR7 Safety and Health Policy  
SR8 Emergency Response to Inappropriate, Disruptive or Threatening Behavior  
SR9 Violence in the Workplace  
SR13 Closed Circuit Video Equipment (CCVE) / Procedures  
SR14 Sexual Violence and Misconduct / Procedures  
ST7 Student Conduct (Non-Academic) Policy  
Intellectual Property Policy and Procedures (in development)

### Other Relevant Documents

[Directory of Records and Retention Schedule \(2000\)](#)  
[Freedom of Information and Protection of Privacy Act \(BC\)](#)  
~~[KPU – BCGEU Collective Agreement](#)~~

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~~KFA – KPU Collective Agreement~~  
~~KFA – KPU Collective Agreement, 2014 – 2019, Section 18.02~~  
~~(Copyright and Intellectual Property)~~  
~~KFA – KPU Collective Agreement, 2014 – 2019, Section 18.07 (Conflict of Interest)~~  
~~KPU Mobile Device Guidelines~~

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## SENATE STANDING COMMITTEE ON POLICY

**Agenda Number:** 6.4

**Meeting Date:** May 29, 2024

**Presenter(s):** *Tristan Li*

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**AGENDA TITLE:** *HR24 PROTECTED DISCLOSURE – REVISION (PHASE ONE POSTING)*

**ACTION REQUESTED:** Information

**RECOMMENDED RESOLUTION**

**N/A**

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### COMMITTEE REPORT

For Secretariat Use Only

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#### Context and Background

##### **3-week Phase One Posting: Background**

A rationale for the policy/procedure development, proposed scope and content, and a list of proposed key parties for consultation, will be posted on the KPU Policy Blog for a 3-week period. An information note regarding the proposed policy/procedure development is sent to both the Senate Standing Committee on Policy and Board Governance Committee where both committees may request that additional key parties be added to the consultation list. During this phase, KPU employees and students can comment on the Policy Blog in order to request to be consulted during the policy development process.

##### **Phase One Posting @ KPU Policy Blog**

The Phase One Rationale document for HR24 Protected Disclosure is posted on the [KPU Policy Blog](#) for a 3-week Phase One Posting from May 21 to June 10, 2024 at 11:59pm PST.

##### **Policy Developer**

Jennifer Duprey, General Counsel ([Jennifer.duprey@kpu.ca](mailto:Jennifer.duprey@kpu.ca))

## **Key Messages**

1. During the Phase One Posting period, the Committee can request to be included in the consultation during the policy development process. It can also request that additional group(s) or individuals be added to the proposed consultation list in the Rationale document.
2. The Rationale document is posted on the KPU Policy Blog for the Phase One Posting from May 21 to June 10, 2024 at 11:59pm PST (3 weeks), where KPU employees and students can request to be included in consultations during the policy development process.
3. [KPU Policy Blog – Phase One Posting HR24 Protected Disclosure](#)

## **Resource Requirements**

N/A

## **Implications/Risks**

N/A

## **Consultations**

1. N/A

## **Attachments**

1. Rationale – Phase One Posting: HR24 Protected Disclosure
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## **Submitted by**

Lilian Leite, Administrative Assistant, Policy and Academic Affairs

## **Date submitted**

May 16, 2024

## PHASE ONE RATIONALE – REVISION

Policy number and name: HR24 Protected Disclosure

Approving jurisdiction: Board

Policy Sponsor: President

Anticipated Policy approval date: November Board meeting

Anticipated Policy implementation date: November 2024

### **A. Rationale for the Policy and/or Procedure Amendment.**

Policy and Procedures require amendments to incorporate references and requirements of the Public Interest Disclosure Act (PIDA).

### **B. Proposed scope and content of the Policy and/or Procedure Amendment.**

Amendments will be to incorporate rights to bring disclosures of "serious wrongdoing" as defined under the Public Interest Disclosure Act to the Office of the Ombudsperson and KPU "Designated Officer", and to harmonize procedures currently in HR24 for disclosures with the requirements related to disclosures under PIDA.

### **C. List of consultations with individuals and groups.**

#### **Mandatory per GV2 Policy Protocol:**

Legal ([Legal@kpu.ca](mailto:Legal@kpu.ca))

Privacy ([Privacy@kpu.ca](mailto:Privacy@kpu.ca))

Risk ([Risk@kpu.ca](mailto:Risk@kpu.ca))

Labour Relations

Gayle Bedard, Associate Vice President, Indigenous Leadership

Office of Equity and Inclusive Communities ([OEIC@kpu.ca](mailto:OEIC@kpu.ca))

Opt-in consultees requested via the Policy Blog, and SSC Policy and Board Governance Committee during Phase One  
Senate Standing Committee on Policy (mandatory for policies that require recommendation or approval from Senate)

#### **Proposed:**

Finance/Business Practices Audit Services

Human Resources

### **D. Contact information for consultation requests and for the Policy Developer.**

Name: Jennifer Duprey

Department: Office of General Counsel

Email: [jennifer.duprey@kpu.ca](mailto:jennifer.duprey@kpu.ca)



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## SENATE STANDING COMMITTEE ON POLICY

**Agenda Item: 7**

**Meeting Date: May 29, 2024**

**Presenter: Josephine Chan**

### **Report of Special Assistant to the Provost on Policy and Academic Affairs to Senate Standing Committee on Policy**

#### **Draft Policy AC5 *Graduate Degree Studies*, Omnibus Policy Revision**

On May 8, 2024, the Board Governance Committee reviewed two submissions that are part of the omnibus policy revision in support of future graduate studies at KPU: revised Procedure AC10 (*Development and Change of Senate-Approved Programs*) and revised Procedure AC13 (*Minimum Qualifications for Faculty Members*). The committee passed the motion to make a recommendation to the Board, and the two revised Procedures will proceed to the Board of Governors meeting on May 22 for final approval.

#### **Progress on annual report, policy review in AY2024-2025**

Per Procedure GV2 Policy Protocol, the President will report annually to the Board and Senate on University policies developed and reviewed during an academic year and the action taken or recommended, including all Policies and Procedures that went through the clerical change process. Status updates for all 101 KPU Policies and Procedures have been consolidated and with the President's approval, they will be presented to the Senate Standing Committee on Policy, Senate, Board Governance Committee, and Board of Governors between May and June 2024 for information.

In addition, the team has consolidated progress reports and policy review requests for individual Policy Sponsors at KPU for the upcoming academic year 2024-2025. In compliance with GV2 Policy Protocol, the team has reached out to the Policy Sponsors in late May to initiate the AY 2024-2025 policy review process, and will continue to support Policy Sponsors and Policy Developers in this work between now and late Spring 2025.

#### **Policies under consultation**

Please visit the following link for a list of Policies and Procedures currently in consultation and amendment stage (between Phase One and Phase Two):

Link:

<https://kpuemp.sharepoint.com/sites/avpa/Shared%20Documents/List%20of%20Policies%20at%20Consultation%20Stage.pdf>.

## **Updates to enhance accessibility on policy development at KPU**

The Policy and Academic Affairs team has committed to creating a more person-centered and inclusive space for meaningful and effective service and resources for the KPU community. This goal is in close alignment with the Vision 2026 goals identified in Accessibility Plan 2023. The team has put together a draft project plan and will continue to consult with Dr. Fiona Whittington-Walsh (Lead Advisor on Disability, Accessibility, and Inclusion) and the Office of Equity and Inclusive Committee (OEIC) in the coming weeks to solicit their suggestions and guidance.

The team is currently working on the development of a new SharePoint site that will allow for more accessible sharing of real-time progress updates and reports for Policy Sponsors, Policy Developers and the KPU community. Lilian Leite is currently spearheading this project, and the team looks forward to providing further updates in September 2025.

The team will continue to provide ongoing updates to the committee as continuous updates and adjustments are made to enhance accessibility for policy development at KPU.

### **Communication**

Questions and feedback can be directed to [policy@kpu.ca](mailto:policy@kpu.ca) (policy and academic initiatives) or [graduatestudies@kpu.ca](mailto:graduatestudies@kpu.ca) (graduate studies).

The Policy and Academic Affairs team (Lilian, Tristan and Josephine) would like to thank the committee for their ongoing feedback and continued support to the team and in policy development at KPU over the past year.

Prepared by:

Josephine Chan  
Special Assistant to the Provost on Policy and Academic Affairs