



The next open meeting of the Senate of the University of Victoria is scheduled for Friday, October 4, 2024 at 3:30 p.m. This meeting will be held in the Senate and Board Chambers, Jamie Cassels Centre and via Zoom.

**AGENDA** as reviewed by the Senate Committee on Agenda and Governance.

1. **APPROVAL OF THE AGENDA** **ACTION**
2. **REMARKS FROM THE CHAIR**
  - a. President's Report **INFORMATION**
3. **MINUTES** **ACTION**
  - a. Special June 6, 2024 meeting (**SEN-OCT 4/24-1**)

Motion: That the minutes of the special open session of the meeting of the Senate held on June 6, 2024 be approved and that the approved minutes be circulated in the usual way.
4. **BUSINESS ARISING FROM THE MINUTES**
5. **CORRESPONDENCE**
  - a. University of Victoria Financial Statements as at March 31, 2024 (**SEN-OCT 4/24-2**) **INFORMATION**

*(Note: the Schedule of Employees' Remuneration and Expenses is available for viewing by [clicking here](#).)*

Advance notice of questions is appreciated. The Vice-President Finance and Operations will be pleased to answer any questions received *prior to* noon on the day of the Senate meeting. Please email questions to Kathy MacDonald in the Office of the University Secretary at [usec2@uvic.ca](mailto:usec2@uvic.ca).

## 6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES

### a. Senate Committee on Academic Standards – Danu Stinson, Chair

- |     |  |                    |
|-----|--|--------------------|
| i.  | 2023/2024 Annual Report ( <b>SEN-OCT 4/24-3</b> )                            | <b>INFORMATION</b> |
| ii. | Undergraduate Application Date, Returning Students ( <b>SEN-OCT 4/24-4</b> ) | <b>ACTION</b>      |

Motion: That Senate approve the revisions to the Undergraduate Application Dates for returning students to the Bachelor of Engineering or Bachelor of Software Engineering programs in the Undergraduate Academic Calendar.

### b. Senate Committee on Agenda and Governance - Kevin Hall, Chair

- |     |  |                    |
|-----|--|--------------------|
| i.  | Senate Meeting Schedule ( <b>SEN-OCT 4/24-5</b> )                                  | <b>INFORMATION</b> |
| ii. | Appointments to the 2024/2025 Senate standing committees ( <b>SEN-OCT 4/24-6</b> ) | <b>ACTION</b>      |

Motion: That Senate approve the appointments to the 2024/2025 Senate standing committees for the terms indicated in the attached document.

### c. Senate Committee on Awards - Maureen Ryan, Chair

- |    |  |               |
|----|--|---------------|
| i. | New and Revised Awards ( <b>SEN-OCT 4/24-7</b> ) | <b>ACTION</b> |
|----|--|---------------|

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, the new and revised awards set out in the attached document:

- Bob Peart Graduate Scholarship in Terrestrial Parks & Protected Areas\* (Revised)
- Computer Science Co-op Report Prize\* (Revised)
- Ella Brown Memorial Annual Scholarship (New)
- Hartwig Industries Graduate Award in Concussion Research (Revised)
- Howard & Donna Denike Memorial Award\* (Revised)
- Madden Family Graduate Scholarship in the Cognitive Neuroscience of Aging (New)
- Nicholas V. Galichenko Scholarship\* (Revised)
- Richard L. Williams Memorial Scholarship\* (Revised)

- Royal Jubilee Hospital School of Nursing Alumnae Assoc Student Award\* (Revised)
- RPIA ACE Finance Award for BIPOC Students (Revised)
- Samit & Reshma Sharma Scholarship in Astronomy\* (New)
- Samit & Reshma Sharma Scholarship in Earth and Ocean Sciences\* (New)
- Samit & Reshma Sharma Scholarship in Mental Health and Addiction\* (New)
- Barry Gough Scholarship for Marine Environmental History (New)
- Bentley Nichvolodoff Memorial Book Prize (Revised)
- Dr. Marion Porath Memorial Graduate Scholarship in Voice (Revised)
- Faculty of Humanities Travel and Learning Scholarship (Revised)
- Hartwig Industries Graduate Award in Concussion Research (Revised)
- Hutchinson Graduate Scholarship (Revised)
- Jeffrey Rubinoff Art as a Source of Knowledge Graduate Scholarship (Revised)
- Jim Ounsworth Undergraduate Award for Part-time Indigenous Students (Revised)
- Joseph Arvay Social Justice Award (Revised)
- Joseph Chell Graduate Scholarship in Mathematics (New)
- Joyce Clearihue Graduate Co-op Scholarship (Revised)
- Joyce Clearihue Undergraduate Co-op Scholarship (Revised)
- McCarthy Tetrault Scholarship in Memory of John Finlay (Revised)
- Rosy & Steven Chan Memorial Bursary (Revised)
- Joseph D. Clearihue Graduate Scholarship in Law (New)
- Dr. Stephen Anthony Welch Art History Scholarship (New)

*\* Administered by the University of Victoria Foundation*

d. Senate Committee on Continuing Studies – Jo-Anne Clarke, Chair

i. 2023-24 Annual Report (**SEN-OCT 4/24-8**)

**INFORMATION**

e. Senate Committee on Curriculum - David Scoones, Chair

i. 2023-2024 Annual Report (**SEN-OCT 4/24-9**)

**INFORMATION**

ii. 2024/2025 Cycle 3 Curriculum Submissions (**SEN-OCT 4/24-10**)

**ACTION**

Motion: That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the January 2025 academic calendars.

Motion: That Senate authorize the Chair of the Senate Committee on Curriculum to make small changes and additions that would otherwise unnecessarily delay the submission of items for the academic calendars.

**Note: The summaries of the curriculum changes from the faculties have been included in the docket. To view the complete curriculum submissions, please email Kathy MacDonald, Senate Coordinator, at [usec2@uvic.ca](mailto:usec2@uvic.ca).**

f. Senate Committee on Learning and Teaching – Li-Shih Huang, Chair

- i. Academic Course Scheduling and Timetable Sequence Pattern Principles **(SEN-OCT 4/24-11)** **ACTION**

Motion: That Senate approve the addition of the academic course scheduling principles and approved timetable sequence patterns to the academic calendar effective May 2025.

g. Senate Committee on Planning – Elizabeth Adjin-Tettey, Chair

- i. Proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency **(SEN-OCT 4/24-12)** **ACTION**

Motion: That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency to Bachelor of Arts Indigenous Language Proficiency in SENĆOŦEN, as described in the memorandum dated August 1, 2024.

**7. PROPOSALS AND REPORTS FROM FACULTIES**

**8. PROPOSALS AND REPORTS FROM THE VICE-PRESIDENT ACADEMIC AND PROVOST**

- a. Office of the Vice-President Academic and Provost Update **INFORMATION**
- b. 2023/24 Annual Report on Status of External Reviews of Academic Units **(SEN-OCT 4/24-13)** **INFORMATION**
- c. Presentation – Transnational Education **INFORMATION**

## 9. OTHER BUSINESS

- |    |   |               |
|----|---|---------------|
| a. | Academic Important Dates ( <b>SEN-OCT 4/24-14</b> ) | <b>ACTION</b> |
|----|---|---------------|

Motion: That Senate approve the Academic Important Dates for the period January 2026 through April 2026 for submission to the January 2025 undergraduate and graduate academic calendar publications.

- |    |                            |                    |
|----|----------------------------|--------------------|
| b. | Update on Senate Vacancies | <b>INFORMATION</b> |
|----|----------------------------|--------------------|

- |    |                                  |               |
|----|----------------------------------|---------------|
| c. | Election of Vice-Chair of Senate | <b>ACTION</b> |
|----|----------------------------------|---------------|

- |    |                            |                    |
|----|----------------------------|--------------------|
| d. | Joint Senate Board Retreat | <b>INFORMATION</b> |
|----|----------------------------|--------------------|

## 10. ADJOURNMENT



Special Meeting of Senate  
June 6, 2024

MINUTES

A special meeting of the Senate of the University of Victoria was held on June 6, 2024 at 10:00 a.m. via Zoom.

Kevin Hall called the meeting to order and offered a territorial acknowledgement.

**1. APPROVAL OF THE AGENDA**

The agenda was approved as circulated.

**2. MINUTES**

**a. May 3, 2024**

Motion: (J. Salinas/S. Minshall)

That the minutes of the open session of the meeting of the Senate held on May 3, 2024 be approved and that the approved minutes be circulated in the usual way.

**CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

There was none.

**4. REMARKS FROM THE CHAIR**

**a. President's Report**

K. Hall expressed his gratitude to members of Senate for their work over the academic year. As this was the last meeting for the year, he also thanked all outgoing members and the University Secretary's office for their work.

K. Hall advised members that the term for the Acting Registrar would be coming to completion at the end of the calendar year. In accordance with policy on the Procedures for the Selection of the Registrar, the Office of the Vice-President Academic and Provost would be convening an appointment committee to begin meeting June 2024.

K Hall provided members with an update on the encampment which he acknowledged was an incredibly fraught and complex situation. He informed Senators that work was underway with many stakeholders in order to make informed decisions while maintaining a commitment to the safety of the campus community.

K. Hall advised that Digital Research Alliance of Canada has awarded the university an \$81M upgrade to the academic supercomputers to be shared with Simon Fraser University. Regarding the University of Victoria, this funding would be used to upgrade Arbutus, the largest cloud computing installation for academic research in the country.

K. Hall provided members with an update on a number of awards:

- Trefor Bazett, assistant teaching professor in the Department of Mathematics and Statistics, received the Pacific Institute for the Mathematics Sciences Education Prize.
- Craig Brown, professor in the Division of Medical Sciences, received the 2023 Alumnus of the Year Award from the University of Calgary's Hotchkiss Brain Institute.
- Kate Moran, President and CEO of Ocean Networks Canada, was elected as a Fellow of the Canadian Academy of Engineering for her leadership as President & CEO of Ocean Networks Canada.
- Phalguni Mukhopadhyaya, professor in Civil Engineering, was elected as a Fellow of the Canadian Academy of Engineering for his research in construction materials, testing, and innovative design.
- The Climate Disaster Project, a UVic initiative created by Sean Holman, Associate Professor in the Department of Writing, won the National Newspaper Award 2023 Special Recognition Citation.

K. Hall provided members with an update on the campus overdose earlier this Spring. A member of Senate commented on the communication and transparency around the situation.

## **5. CORRESPONDENCE**

There was none.

## **6. PROPOSALS AND REPORTS FROM SENATE COMMITTEES**

### **a. Senate Committee on Academic Standards**

#### **i. Consultation on the Proposed Revisions to the Academic Integrity Policy for the Undergraduate and Graduate Academic Calendars**

Yasmine Kandil, Chair of the Senate Committee on Academic Standards introduced the proposal and asked for Senate's feedback before a final proposal was recommended for approval.

Members of Senate provided feedback on clarity surrounding vocabulary used, support systems for students, responsibility for Instructors and Chairs/Directors, and penalties incurred during an investigation. Senators also cautioned against a policy defined by consequences.

In response to a question on the position of Academic Integrity Advisor, Y. Kandil explained that the Office of the Vice-President Academic and Provost would be responsible.

Y. Kandil agreed to take Senate's feedback back to the committee for further discussion and consideration.

**b. Senate Committee on Agenda and Governance**

**i. Appointments to the 2024/2025 Senate Standing Committees**

Phalguni Mukhopadhyaya, Chair of the Senate Committee on Agenda and Governance Nominations Subcommittee, introduced the listing of appointments. There were no questions.

Motion: (P. Mukhopadhyaya/R. Hancock)

That Senate approve the appointment to the 2024/2025 Senate standing committees for the terms indicated in the attached document.

**CARRIED**

**c. Senate Committee on Awards**

**i. New and Revised Awards**

Maureen Ryan, Chair of the Senate Committee on Awards, introduced the new and revised awards.

In response to a question on gender specifications, M. Ryan advised Senate that work was underway with the Office of Equity and Human Rights, the Development Office and the standing committee in reviewing terms for each award.

Motion: (F. Kodar/C. Harding)

That Senate approve, and recommend to the Board of Governors that it also approve, the new and revised awards set out in the attached document:

- BME Elevate Award (New)
- CPA Education Foundation Diversity Award (New)
- CPA Education Foundation Inclusion Award (New)
- Florence Women's Scholarship\* (New)
- Marg Eastman Undergraduate Award in Nursing (New)

*\* Administered by the University of Victoria Foundation*

**CARRIED**

**d. Senate Committee on Learning and Teaching**

**i. Recommendations for Revisions to the Course Experience Survey**

Alexandra D'Arcy, Chair of the Senate Committee on Learning and Teaching, reviewed the revisions put forward and thanked Senators for their previous feedback which had been incorporated into this new proposal.

A. D'Arcy thanked the committee for their work, especially the late Rebecca Warburton who made significant contributions toward this proposal.



In response to a question about the order of questions, A. D'Arcy said there was not a prescribed order proposed but this was a matter for the Learning and Teaching Support and Innovation office, who will implement the survey, to consider.

Motion: (D. Curran/E. Kelly)

That Senate approve the revisions to the Course Experience Survey questions effective September 2024.

**CARRIED**

**e. Ad-hoc Senate Committee on Academic Health Programming**

**i. Committee closeout report**

Helga Hallgrímsdóttir, Chair of the Ad-hoc Senate Committee on Academic Health Programming, provided highlights of the committee's closeout report, including the presentation of what will take place now that the committee's work was complete. She thanked Senate for their thoughtful engagement throughout the process.

**7. PROPOSALS AND REPORTS FROM FACULTIES**

There was none.

**8. PROPOSALS AND REPORTS FROM THE VICE-PRESIDENT ACADEMIC AND PROVOST**

**a. Office of the Vice-President Academic and Provost Update**

Elizabeth Croft, Vice-President Academic and Provost, thanked Senate and colleagues for their support throughout the year and reminded members of Senate of the "Let's Talk about Teaching" event. She encouraged faculty and colleagues to attend.

**b. Academic Accommodation and Access for Students with Disabilities (AC1205) Policy Renewal**

H. Hallgrímsdóttir introduced the policy renewal and reminded Senate of the policy consultation at the May meeting. She noted that the document distributed with the agenda contained an error in Appendix B, that being the Procedural Authority should be Senate, not the Vice-President Academic and Provost. She noted this would be corrected if the proposal was approved.

Joel Lynn, Executive Director of Student Development and Success, referred to the chart which highlighted the changes. He thanked those who worked on the revisions, including feedback received from Student Senators and the Centre on Accessible Learning (CAL).

A Senator thanked those involved in the renewal and noted they could see where feedback had been incorporated. They remarked that this was a good step in the right direction.

A member of Senate expressed concern that the policy lacked clarity on what supports would be in place for instructors. H. Hallgrímsdóttir said there was a need to ensure there was the appropriate information in the policy and that this information was intended for the CAL website. J. Lynn reported hearing from

stakeholders that there was a need to centralize services to aid in instructor support in addition to a stronger commitment regarding communication to ensure all stakeholders were kept informed.

A member of Senate expressed concern on instructor workload as it appeared further resources were not being provided. Another member of Senate expressed concern on conflicting information being provided to instructors and the need to ensure consistent messaging.

H. Hallgrímsdóttir acknowledged these were important observations. J. Lynn added there was a need to move forward with clear communication tools for feedback in both academic and non-academic areas.

K. Hall noted the policy needed to be a living document, however, comments on workload were well taken.

Motion: (F. Kodar/H. Brown)

That Senate approve the revisions to the policy on Academic Accommodation and Access for Students with Disabilities (AC1205) effective September 1, 2024.

**CARRIED**

## **9. OTHER BUSINESS**

Carrie Andersen, University Secretary, advised Senate that the President's first term would be ending within the next 18 months. She noted that in accordance with policy, a committee would be struck in the Fall and more information would be provided at that time.

There being no other business the meeting was adjourned at 11:26 a.m.

Special Senate Meeting June 6, 2024				SEN-OCT 4/24-1
Name	In Attendance	Regrets		Page 6 of 7 Position
Adjin-Tetty, Elizabeth			Associate Vice-President Academic Programs	By Invitation
Aikau, Hokulani	X		Faculty of Human and Social Development	Elected by the Faculty
Andersen, Carrie	X		University Secretary	Secretary of Senate
Andreotti, Vanessa	X		Dean, Faculty of Education	Ex officio
Anyaegbunam, Chekwube	X		Student Senator	Elected from the student societies
Bengtson, Jonathan	X		University Librarian	Ex officio
Bhappu, Anita	X		Dean, Peter B. Gustavson School of Business	Ex officio
Brown, Hannah	X		Student Senator	Elected from the student societies
Buller, Marion	X		Chancellor	Ex officio
Campbell, Erin	X		Faculty of Fine Arts	Elected by the faculty members
Clarke, Jo-Anne	X		Dean, Division of Continuing Studies	Ex officio
Croft, Elizabeth	X		Vice-President Academic and Provost	Ex officio
Curran, Deborah	X		Faculty of Law	Elected by the Faculty
Diether, Kelly	X		Convocation Senator	Elected by the convocation
Dunsdon, Jim	X		Associate Vice-President Student Affairs	By Invitation
Eagle, Chris	X		Faculty of Science	Elected by the faculty members
Empringham, Kyle		X	Student Senator	Elected from the student societies
Fyfe, Benjamin			Student Senator	Elected from the student societies
Gaudet, Loren	X		Faculty of Humanities	Elected by the Faculty
Gupta, Rishi		X	Faculty of Engineering and Computer Science	Elected by the Faculty
Hall, Kevin	X		President and Vice-Chancellor	Chair of Senate
Hallgrimsdottir, Helga	X		Deputy Provost	By invitation
Hancock, Rob	X		Faculty of Social Sciences	Elected by the Faculty
Harder, Lois	X		Dean, Faculty of Social Sciences	Ex officio
Harding, Catherine	X		Faulty of Fine Arts	Elected by the Faculty
Harris, Moronke		X	Student Senator	Elected from the student societies
Hicks, Robin		X	Dean, Faculty of Graduate Studies	Ex officio
Hier, Sean	X		Faculty of Social Sciences	Elected by the faculty members
Holdaway, Anais		X	Convocation Senator	Elected by the convocation
Hoorfar, Mina	X		Dean, Faculty of Engineering and Computer Science	Ex officio
Hope Tucker, Nathaniel			Student Senator	Elected from the student societies
Huang, Li-Shih	X		Faculty of Humanities	Elected by the faculty members
Humphreys, Sara	X		Faculty of Humanities	Elected by the faculty members
Hundza, Sandra		X	Faculty of Education	Elected by the Faculty
Jeffery, Donna	X		Faculty of Human and Social Development	Elected by the faculty members
Kalynchuk, Lisa			Vice-President Research and Innovation	Ex officio
Kandil, Yasmine	X		Faculty of Fine Arts	Elected by the faculty members
Kelly, Erin	X		Faculty of Humanities	Elected by the faculty members
Kennedy, Cole	X		Student Senator	Elected from the student societies
Koch, Matthew	X		Continuing Sessional	Elected by the Continuing Sessionals
Kodar, Freya	X		Dean, Faculty of Law	Ex officio
Laidlaw, Mark	X		Faculty of Science	Elected by the Faculty
Lee, Kelvin			Student Senator	Elected from the student societies
Lepp, Annalee			Dean, Faculty of Humanities	Ex officio
Lindgren, Allana		X	Dean, Faculty of Fine Arts	Ex officio
Loock, Peter			Dean, Faculty of Science	Ex officio
Mallidou, Anastasia	X		Faculty of Human and Social Development	Elected by the faculty members
Marks, Lynne			Faculty of Humanities	Elected by the Faculty
Martin, Travis	X		Faculty of Science	Elected by the Faculty
McGinnis, Martha	X		Faculty of Graduate Studies	Elected by the Faculty
Minshall, Simon	X		Faculty of Human and Social Development	Elected by the Faculty
Mukhopadhyaya, Phalguni	X		Faculty of Engineering and Computer Science	Elected by the faculty members
Nair, Sudhir	X		Peter B. Gustavson School of Business	Elected by the Faculty
Newcombe, Andrew	X		Faculty of Law	Elected by the Faculty
Pavlik, Sophie			Student Senator	Elected from the student societies
Prendergast, Monica		X	Faculty of Education	Elected by the Faculty
Prince, Michael		X	A/Dean, Faculty of Human and Social Development	Ex officio
Rose-Redwood, CindyAnn	X		Faculty of Socia Sciences	Elected by the Faculty
Saab, Ada	X		Associate University Secretary	By Invitation
Salem, Joseph	X		Faculty of Fine Arts	Elected by the Faculty
Salinas, Justin	X		Student Senator	Elected from the student societies
Sirois Ennis, Daniela			Student Senator	Elected from the student societies
Smith, Brock	X		Peter B. Gustavson School of Business	Elected by the Faculty
Stinson, Danu	X		Faculty of Graduate Studies	Elected by the Faculty
Struchtrup, Henning	X		Faculty of Engineering and Computer Science	Elected by the Faculty
Sukhdeo, Nathaniel			Student Senator	Elected from the student societies
Taylor, Wendy	X		Acting Registrar	By Invitation
Voss, Graham	X		Faculty of Social Sciences	Elected by the faculty members
Wang, Alivia	X		Convocation Senator	Elected by the convocation
Wang, Emily	X		Student Senator	Elected from the student societies
Wilson, Lara	X		Professional Librarian	Elected by the Professional Librarians
Wright, Bruce			Head, Division of Medical Sciences	Additional Member
Zhou, Lina	X		Faculty of Engineering and Computer Science	Elected by the faculty members

## MEMBERSHIP OF THE SENATE OF THE UNIVERSITY OF VICTORIA

**Effective April 5, 2024**EX OFFICIO MEMBERS - University Act: Section 35 (2) (a-f)

Chancellor: Marion Buller (31/12/24)  
 President and Vice-Chancellor: Kevin Hall, Chair  
 Vice-President Academic and Provost: Elizabeth Croft  
 Vice-President Research and Innovation: Lisa Kalynchuk  
 Dean of Peter B. Gustavson School of Business: Anita Bhappu  
 Dean of Education: Vanessa Andreotti  
 Dean of Engineering: Mina Hoorfar  
 Dean of Continuing Studies: JoAnne Clarke  
 Dean of Fine Arts: Allana Lindgren  
 Dean of Graduate Studies: Robin Hicks (Vice-Chair)  
 Dean of Humanities: Annalee Lepp  
 Acting Dean of HSD: Michael Prince  
 Dean of Law: Freya Kodar  
 Dean of Science: Peter Loock  
 Dean of Social Sciences: Lois Harder  
 University Librarian: Jonathan Bengtson

MEMBERS ELECTED BY THE FACULTIES

- Section 35 (2) (g)

BUSI: Sudhir Nair (30/6/25)  
 Brock Smith (30/6/24)  
 EDUC: Sandra Hundza (30/6/25)  
 Monica Prendergast (30/6/26)  
 ENGR: Rishi Gupta (30/6/25)  
 Henning Struchtrup (30/6/26)  
 FINE: Catherine Harding (30/6/25)  
 Joseph Salem (30/6/24)  
 GRAD: Martha McGinnis (30/6/26)  
 Danu Stinson (30/6/25)  
 HSD: Hokulani Aikau (30/6/24)  
 Simon Minshall (30/6/25)  
 HUMS: Loren Gaudet (30/6/25)  
 Lynne Marks (30/6/24)  
 LAW: Deborah Curran (30/6/25)  
 Andrew Newcombe (30/6/26)  
 SCIE: Mark Laidlaw (30/6/26)  
 Travis Martin (30/6/26)  
 SOSC: Rob Hancock (30/6/24)  
 CindyAnn Rose-Redwood (30/6/26)

MEMBERS ELECTED BY THE FACULTY MEMBERS

- Sections 35 (2) (g)

Erin Campbell (FINE) (30/6/26)  
 Chris Eagle (SCIE) (30/6/26)  
 Sean Hier (SOSC) (30/6/24)  
 Sara Humphreys (HUM) (30/6/26)  
 Li-Shih Huang (HUM) (30/6/24)  
 Donna Jeffery (HSD) (30/6/24)  
 Yasmine Kandil (FINE) (30/6/26)  
 Erin Kelly (HUM) (30/6/24)

MEMBERS ELECTED BY THE FACULTYMEMBERS (continued)

Anastasia Mallidou (HSD) (30/6/26)  
 Phalguni Mukhopadhyaya (ENGR) (30/6/25)  
 Graham Voss (SOSC) (30/6/24)  
 Lina Zhou (ENGR) (30/6/26)

MEMBERS ELECTED FROM THE STUDENTSOCIETIES – Section 35 (2) (h)

Chekwube Anyaegbunam (GRAD) (30/6/24)  
 Hannah Brown (GRAD) “  
 Kyle Empringham (GRAD) “  
 Benjamin Fyfe (BUSI) “  
 Moronke Harris (GRAD) “  
 Nathaniel Hope Tucker (SOSC) “  
 Cole Kennedy (GRAD) “  
 Kelvin Lee (ENGR) “  
 Sophie Pavlik (SCIE) “  
 Justin Salinas (HUMS) “  
 Daniela Sirois Ennis (SOSC) “  
 Nathaniel Sukhdeo (LAW) “  
 Emily Wang (LAW) “  
 Vacancy (EDUC) “  
 Vacancy (FINE) “  
 Vacancy (HSD) “

MEMBERS ELECTED BY THE CONVOCATION

– Section 35 (2) (i)

Kelly Diether (30/06/24)  
 Anaïs Holdaway (30/06/24)  
 Alivia Wang (30/06/24)  
 Vacancy (30/06/24)

ADDITIONAL MEMBERS - Section 35 (2) (k)

Head, Division of Medical Sciences: Bruce Wright

Member elected by the Professional Librarians:

Lara Wilson (30/06/24)

Continuing Sessional: Matthew Koch (30/06/26)

SECRETARY OF SENATE - Section 64 (2)

University Secretary: Carrie Andersen

BY INVITATION - Seated with specified speaking rights

Deputy Provost: Helga Hallgrímsdóttir

Assoc. VP Student Affairs: Jim Dunsdon

Assoc. VP Academic Programs: Elizabeth Adjin-Tettey

A/Registrar: Wendy Taylor

Associate University Secretary: Ada Saab

**UNIVERSITY OF VICTORIA**

**2023 - 2024 Management Discussion and Analysis (Unaudited)**

**2023 – 2024 Audited Financial Statements**



# University of Victoria

## 2024 Management Discussion and Analysis (Unaudited)

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University  
of Victoria



## Introduction to Management Discussion and Analysis

The attached financial statements present the financial results of the university for the year ended March 31, 2024 in accordance with Public Sector Accounting Standards, supplemented by directives set out by the Province of British Columbia and consistent with Section 23.1 of the *Budget Transparency and Accountability Act* (BTAA) of the Province of British Columbia. These statements are the consolidation of all university operations, including the results of general operations, ancillary operations, capital projects, endowment returns and spending, research grants and expenditures, etc. As required by Public Sector Accounting Standards, they also include the financial results of each of the university's 12 external entities as well as the staff pension plan. While these entities are required to be included in the financial statements, their assets are restricted for specific purposes (e.g., pension) and therefore are not available to support general operations of the university.

The objective of this Management Discussion and Analysis (MD&A) document is to assist readers of the university's financial statements to better understand the financial position and operating activities of the university for fiscal year March 31, 2024, as presented in accordance with the above reporting framework. This discussion should be read in conjunction with the annual audited financial statements and accompanying notes.

The operations of the University have been guided by our teaching and research priorities and institutional plans such as Aspiration 2030: Research and Creative Works Plan, Equity Action Plan, Campus Plan and the Climate and Sustainability Action Plan. In 2023 the University launched Distinctly UVic: A Strategy for the University of Victoria and a new Indigenous plan—Xʷkʷənəŋ istəl W̱ ŁENENISTEL: Helping to move each other forward. These plans underpin our approach and priorities as a community and a university and that will guide our decision making in the coming years

The university annually develops a Planning and Budget Framework (P&BF), which is informed by these institutional plans. The P&BF and associated financial models are developed within the context of a three-year planning cycle which provides a more realistic time frame for the development of university initiatives and allows for greater flexibility than permitted within an annual process.

The MD&A provides an overview of the university's

- financial highlights,
- financial information,
- operating environment,
- financial reporting environment,
- risks and uncertainties, and
- related entities.

Along with many other post-secondary institutions in BC and Canada, national and global factors continue to create pressure and uncertainty with our enrolment and budget outlook. Our priority, as we

diversify enrolments and position ourselves for the future with our new strategic plan, is to deliver quality education and innovative research and ensure faculty and staff are well equipped to do so.

Our domestic enrolment has recovered following a decline in 2022/23 and is at its highest level to date. In contrast to the positive domestic outlook, we are graduating more international students than we are able to recruit due to many contributing and ongoing factors including:

- changes to study permit requirements with respect to new financial requirements, limits to hours worked in a week, limits to online studying and a new attestation requirement;
- increased competition globally; and
- geopolitical factors and diplomatic disputes may be impacting international interest.

The notable impacts, from a financial perspective, is overall tuition revenue decreased as international enrolment was lower than anticipated, however, this was partially offset by domestic and non-credit tuition increases due to strong enrolments. Overall expenses increased year over year mostly due to salaries and associated benefits collectively bargained under the shared recovery mandate but also reflecting a return to more normal activity levels for certain expenses such as travel, supplies, utilities and cost of goods sold. Overall, the University ended the year with a modest positive operating result which is slightly lower than the prior year. Through another challenging financial year, we are grateful for work undertaken by our campus leaders to respond to the enrolment challenge and to the dedication, creativity and resilience of our faculty, staff and students.



## Financial Highlights

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### Financial Statement Summary

The university ended the year with a modest consolidated operating surplus before donations and other adjustments related to the endowment of \$8.1 million(M) or 1.1% of total revenues, down from \$10.5 million in the prior year.

Consolidated revenue increased by \$60.6M (9%) to \$761M. This increase reflects a \$74.3M (23%) increase in government grants due to provincial funding related to salary increases, as well as increased federal funding for research. Investment income decreased by \$19.8M (33%) as 2022/23 included \$34.7M of investment income from the settlement of an interest rate swap derivative on debt related to the student housing and dining (SHD) project. This decrease was offset by increases in investment income related to endowments and the university's working capital. Sales, mainly within ancillary operations, increased by \$6.7M (10%).

Consolidated Expenses increased by \$63.0M (9%) to \$754M reflecting increased salaries and benefits, supplies and services, travel and scholarships, fellowships and bursaries expense.

Consolidated assets total \$2.0 billion, an increase of \$125M (7%) from prior year, mainly as a result of \$60.9M (6%) growth in tangible capital assets resulting from investments in new buildings and infrastructure renewal, a \$28.3M (19%) increase in cash and cash equivalents and a \$22.7M (11%) increase in portfolio investments due to strong financial markets.

Debt decreased by \$5.4M as a result of regular debt repayments and a \$3.8M bond which was

repaid in December 2023. During the year, \$18M of short-term commercial paper loans were converted to a 30-year bond.

Each year the university is required to invest in capital expenditures to meet program requirements and/or address deferred maintenance. While these expenditures are made each year, for accounting purposes the expenditures are not shown as an expense in the year made. Instead, the expenditure is expensed, or amortized, over the future life of the asset. The University received approval to restrict \$15M of provincial grants for capital expenditures to provide for better matching of revenues and amortization. This restriction only reflects a portion of total capital spending and therefore the year's operating surplus is higher as capital expenditures are not reflected in the operating surplus.

### Government Grants

Revenue from the Government in the form of grants increased by 74.3M (23%) over the previous year. Annual grants received from the Province for capital purposes including routine capital and specific project funding were \$20.8M.

### Tuition and Enrolment

Overall, credit tuition decreased by 3.8M (2%) to \$160.4M. This reflects a decrease in undergraduate international enrolment, offset by a 2% increase in domestic fees (Provincial Government policy limits annual domestic increases to 2%) and graduate international fees, and a 6.75% increase in undergraduate international fees. Non-credit tuition increased by \$1.9M (8%) due to increased enrolment.

### Investments

Investment income is comprised of both returns on endowments and returns on short-term investments. The university's endowment investments are held in the University of Victoria Foundation and have a fair value of \$555M. The endowments had a return of 13.4% for the year (2022/23 – return of 3.8%) across its eight investment mandates. Working capital investments held within the university generated a return of 5.4%% for the year (2022/23 – return of 2.2%).

### Major Capital Activity

The second student housing building, Sngequ House, opened in summer 2023 to complete a 620 bed expansion as part of a student housing and dining project. The first building, Cheko'nien House, opened in fall 2022. Cheko'nien House and Sngequ House are the first passive house buildings on campus, reflecting the university's commitment to sustainability and carbon reduction. They are also the first buildings to be gifted an indigenous name by the Songhees and Esquimalt Nations.

### Financial Information

#### Financial Assets

Financial assets are defined as assets available to discharge existing liabilities or finance future operations. During the year, they increased 9% to \$523M.

<i>In thousands of dollars</i>	<b>2024</b>	<b>2023</b>
Cash and cash equivalents	175,040	146,757
Accounts receivable	19,526	15,693
Due from governments	20,040	32,272
Inventories for resale	1,415	1,275
Portfolio investments	232,564	209,869
Derivatives	88	4,893

Loans receivable	33,321	33,594
Employee future benefits	36,677	32,738
Investments in gov't business enterprises	4,131	3,370
<b>Total Financial Assets</b>	<b>522,802</b>	<b>480,461</b>

Cash and cash equivalents increased by \$28.3M, as a result of optimizing investment income with higher short-term yields. Due from governments decreased by \$12.2M, reflecting timing differences and year end funding. Portfolio investments, which include the university's working capital, investments underlying endowment expendable funds, investments related to sinking funds held for provincial debt, and supplemental pension obligations, increased by \$22.7M due largely to strong performance within the UVic Foundation's endowment investments and the university's working capital. In 2020/21, the university entered into two interest rate swaps for the debt related to the SHD project in order to reduce the risk of higher interest rates and subsequent higher debt payments. Interest rates have risen across 5-, 10- and 30-year terms and the swaps have performed as expected. During 2023/24, the University settled the last interest rate swap derivative which resulted in a \$5.8M gain.

Employee future benefits represent a future asset for the Staff Pension Plan and liabilities for supplemental pension obligations, vested sick leave entitlements, and group life insurance plans. Investments in government business enterprises represent the equity held in controlled business operations of Heritage Realty Properties Ltd, the Vancouver Island Technology Park (VITP) Trust, and GSB Executive Education Inc.

## Liabilities

Liabilities increased by 10% to \$1,102M.

<i>In thousands of dollars</i>	<b>2024</b>	<b>2023</b>
Accounts payable	49,733	58,737
Due to governments	8,750	8,120
Deferred revenue	26,991	22,866
Deferred contributions	306,553	239,460
Deferred capital contributions	528,693	494,607
Debt	127,481	132,914
Asset retirement obligations	53,712	48,829
<b>Total Liabilities</b>	<b>1,101,913</b>	<b>1,005,533</b>

Deferred contributions are externally restricted revenue that is not recognized until related expenses are incurred (e.g. research grants). Deferred contributions increased by \$67.1M mainly due to research (increase of \$15.8M) and specific purpose (increase of \$37.6M) from deferred contributions related to endowment investments. Deferred capital contributions are externally restricted contributions for investment in capital assets amortized over the life of the related tangible capital assets. During the year, deferred capital contributions increased by a net \$34.1M resulting from contributions for capital of \$59.5M less amortization. Debt decreased by \$5.4M resulting from regular debt repayments and a \$3.8M bond which was repaid in December 2023. Asset retirement obligations related to buildings containing asbestos and other hazardous materials increased by \$4.8M due to accretion (inflation) expense and revaluing of the asset retirement obligation as at March 31, 2024.

## Non-financial Assets

Non-financial assets increased by 6% to \$1,520M.

<i>In thousands of dollars</i>	<b>2024</b>	<b>2023</b>
Tangible capital assets	1,037,200	976,296
Restricted endowment investments	455,457	436,144
Inventories held for use	3,461	3,151
Prepaid expense	23,908	21,849
<b>Total Non-Financial Assets</b>	<b>1,520,026</b>	<b>1,437,440</b>

Tangible capital assets include land, buildings, site improvements, library holdings, computers, equipment and furnishings but excludes \$12.2M of artwork and collections, as these are expensed under PSAS accounting. The net increase in tangible capital assets of \$60.9M is due to additions of \$109.6M less amortization of \$48.7M. The largest single capital asset addition was related to the SHD Project.

Restricted endowment investments represent the portion of endowment investments related to the restricted principal funds (i.e., original donations) plus capitalized inflation. During the year, they increased \$19.3M due to donations of \$6.3M and capitalized investment income of \$13M.

## Accumulated surplus

Accumulated surplus represents the university's residual interest in its assets after deducting liabilities (net assets). It increased by \$28.5M to \$941M.

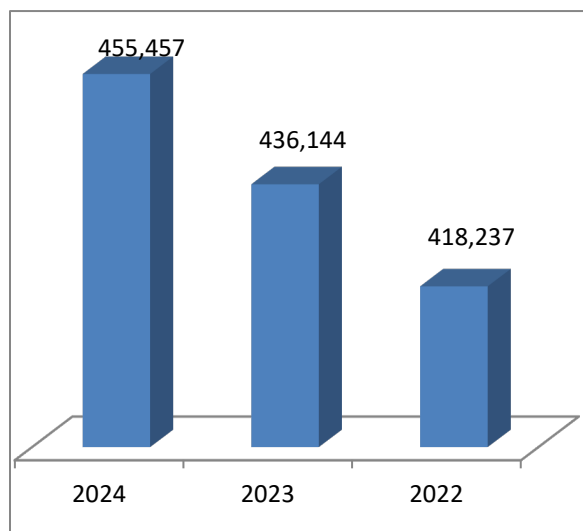
<i>In thousands of dollars</i>	<b>2024</b>	<b>2023</b>
Endowments	455,457	436,144
Invested in capital assets	347,941	318,977
Internally restricted	116,907	111,705
Unrestricted	13,309	39,346
Remeasurement gains	7,301	6,196
<b>Accumulated surplus</b>	<b>940,915</b>	<b>912,368</b>

The majority of accumulated surplus is unavailable to fund operations as it is either restricted or has already been used to invest in

buildings, equipment and other capital assets. Endowment, Invested in capital assets, and internally restricted are described in the following sections. Unrestricted surplus, which consists primarily of balances arising from ancillary operations such as student housing and other entities that are consolidated in the Financial Statements (see related entities below), declined by \$26M. Remeasurement gains represent unrealized gains on university unrestricted or quasi endowment funds and the university's working capital arising after April 1, 2012 (the effective date of the new Public Sector Accounting Standard financial instrument standard).

#### Accumulated Surplus – Endowment

Endowments increased by 4.4% to \$455M.



The university's endowments are held by the UVic Foundation. Accumulated surplus-endowment consists of restricted donations and capitalized investment income, which is required to be maintained intact in perpetuity in order to support donor specified activities. The investment earnings generated from endowments must be used in accordance with

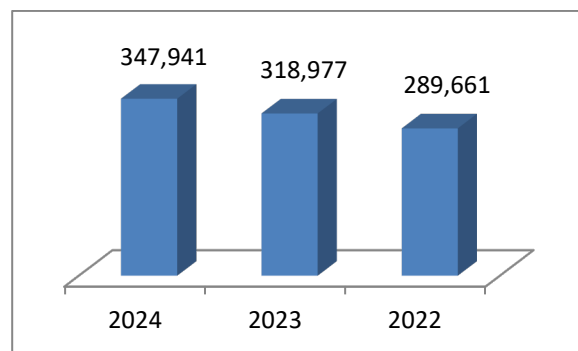
the various purposes stipulated by the donors. At March 31, 2024 there were 1,565 individual endowment funds providing \$17.3M (2022/23 - \$18.8M) in annual funding.

Per donor wishes and UVic Foundation policies, the economic value of the endowments must be protected by restricting the amounts that can be expended and capitalizing a portion of investment income in order to maintain purchasing power against inflation.

Each endowment has an income stabilization account which is recorded as deferred contributions in order to provide a cushion against market fluctuations. At March 31, 2024 the stabilization account balance is \$114.3M (2022/23 - \$78.5M) or 25% of endowment principal.

#### Accumulated Surplus – Invested in Capital Assets

Accumulated surplus invested in capital assets increased by 9.1% to \$348M.



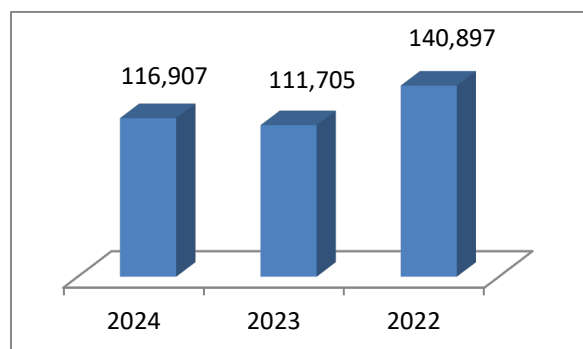
Accumulated surplus invested in capital assets is the amount of internal university funds used for the acquisition of capital assets less amortization of those capital assets and future asset retirement obligations.

The following comprises the balance of accumulated surplus invested in capital assets:

<i>(in thousands of dollars)</i>	2024	2023
Land	20,364	20,364
Site development	13,102	12,316
Buildings	438,271	411,610
Equipment	27,057	26,055
Computer equipment	1,556	2,080
Library acquisitions	8,157	9,264
Sinking funds	14,695	12,290
Less debt	(121,549)	(126,173)
Less asset retirement obligations	(53,712)	(48,829)
<b>Invested in capital assets</b>	<b>347,941</b>	<b>318,977</b>

#### Accumulated Surplus – Internally Restricted

Accumulated surplus – internally restricted increased by 5% to \$117M.



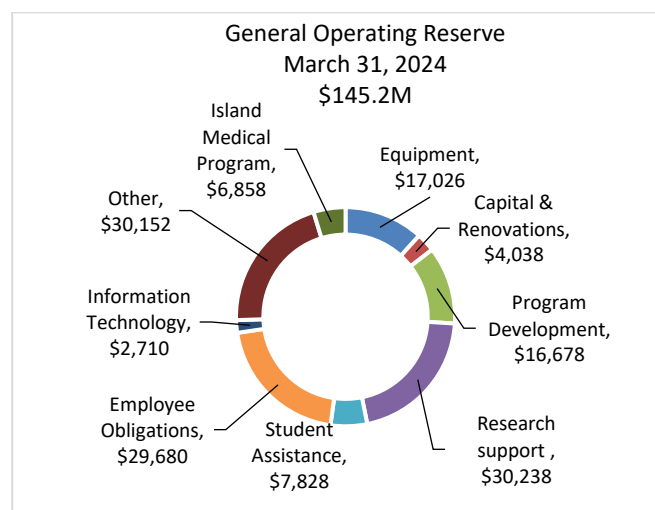
Accumulated surplus – internally restricted consists of balances appropriated by the university Board of Governors for employee commitments, equipment replacement, capital improvements, program development, research support and other non-recurring expenditures. Due to Provincial Government restrictions on external borrowing by the university, these funds are used on a temporary basis to finance capital projects that will generate future revenues. The reserves are also offset by future liabilities for certain employee benefits..

Balances are made up as follows:

<i>(in thousands of dollars)</i>	2024	2023
General operating	145,208	125,703
Ancillary enterprises	23,813	21,956
Capital	(88,841)	(68,808)
Less: Vacation pay	(12,810)	(11,897)
Add: Staff pension	49,537	44,751
<b>Total internally restricted</b>	<b>116,907</b>	<b>111,705</b>

General operating reserves increased by 15.5% to \$145.2M.

General operating funds consist of:



#### Operating Surplus

The operating surplus was \$8.1M or 1.1% of total revenues (\$10.5M or 1.5% for the prior year). The main reasons for the surplus, with comparison to the prior year, are as follows:

<i>(in thousands of dollars)</i>	2024	2023
<u>Designated Items</u>		
Staff Pension actuarial gain	4,786	7,702
Ancillary fund surplus	6,147	5,332
Invested in tangible capital assets	7,302	8,029
<u>Non-Designated Items</u>		
Operating fund surplus (deficit)	8,711	(1,903)
Gain from settlement of derivative	5,793	34,662

Operating fund restriction for capital	(15,000)	(40,000)
Other	(9,610)	(5,219)
<b>Operating surplus</b>	<b>8,129</b>	<b>10,506</b>

### Revenue

Revenue increased by 9% to \$762M.

<i>(in thousands of dollars)</i>	<b>2024</b>	<b>2023</b>
Government grants & contracts	395,664	321,348
Tuition & student fees	184,888	186,834
Donations, non-government grants & contracts	26,285	26,375
Sales of services & products	77,275	70,552
Investment income	40,190	59,959
Income/(loss) from business enterprises	1,081	(48)
Amortization of deferred capital contributions	26,672	27,015
Other revenue	9,697	9,060
<b>Total Revenue</b>	<b>761,752</b>	<b>701,105</b>

Government grants and contracts revenue is received from the Province of B.C. (70%), the Government of Canada (25%), and other governments (5%). Revenue from the Province increased by \$60.2M overall, due mainly to an increase for targeted program growth and funding related to salary increases resulting from collective bargaining. Tuition and student fees decreased by \$1.9M, or 1%. Sales of services & products increased by \$6.7M.

### Expenses

Expenses increased by 9% to \$753.6M. Expenses reported by object were as follows:

<i>(in thousands of dollars)</i>	<b>2024</b>	<b>2023</b>
Salaries and benefits	492,485	455,077
Travel	17,306	13,276
Supplies and services	103,388	92,611

Equipment rental and maintenance	9,880	8,639
Utilities	9,050	8,358
Scholarships and bursaries	56,688	51,070
Cost of goods sold	10,591	10,615
Interest on long term debt	5,574	3,231
Amortization	48,661	47,722
<b>Total Expenses</b>	<b>753,623</b>	<b>690,599</b>

Salaries and benefits represent 65% of total expenses and increased by \$37.4M due to progression through the ranks, negotiated settlements and hiring during the year. Travel, supplies and services, and cost of goods sold all increased as on-campus activities normalized.

Expenses reported by function were as follows:

<i>(in thousands of dollars)</i>	<b>2024</b>	<b>2023</b>
Instruction and non-sponsored research	301,274	283,714
Academic and student support	185,622	166,675
Administrative support and general expenses	31,171	28,801
Facilities operations and maintenance	70,268	63,651
Sponsored Research	146,209	129,051
External engagement	19,079	18,707
<b>Total Expenses</b>	<b>753,623</b>	<b>690,599</b>

### Sponsored Research Contributions

Sponsored research revenue increased by 12% to \$144.5M.

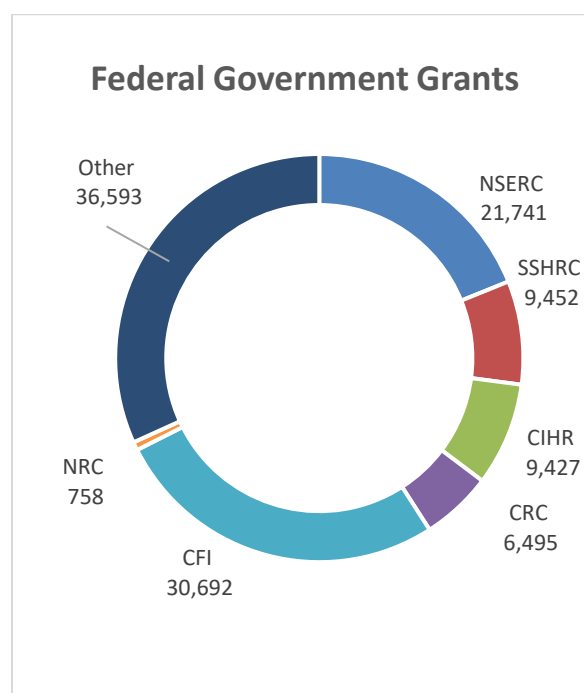
<i>(in thousands of dollars)</i>	<b>2024</b>	<b>2023</b>
Province of B.C.	11,708	15,432
Federal government	115,157	87,215
Other governments	13,042	10,766
Gifts, grants & bequests	17,208	15,178
Sales of services	2,776	2,381



Other revenue	1,054	1,658
Total contributions	160,945	132,630
Transfer to deferred contributions	(16,460)	(4,075)
Sponsored research revenue	144,485	128,555

In addition to the above, the university also received Federal Government research support funds, which is recorded in the general operating fund.

Federal government grants are comprised of the following:



## Operating Environment

Tuition revenue for 2024/25 is budgeted to be less than that budgeted in 2023/24. Our domestic enrolment has recovered following a decline in 2022/23 and is at its highest level to date. This is a result of strategic investments in entrance scholarships, earlier admission offers,

and significant efforts within the faculties and in the Division of Student Affairs. Graduate enrolment is also tracking well, ahead of previous years, thanks in part to our research reputation and the quality of our faculty and graduate programs. Domestic applications remain strong for 2024/25, and we continue to prioritize investments in scholarships to attract and support a diverse and talented student population.

While the approach shown above provides for domestic undergraduate enrolment growth, the decrease in undergraduate international tuition more than offsets domestic growth and the total enrolment projections are significantly less than budgeted in 2023/24. Although tuition revenue is down, overall operating revenue is projected to increase. This is due to funding from the provincial government for collectively bargained salary and benefits increases and funded enrolment for the technology expansion in software engineering and computer science programs. Significant work has been put into recruitment for the coming year with a focus on undergraduate international recruitment. While best efforts are being made base budget reductions equal to 4% of the 2024/25 operating budget were required. In order to provide protection in the continued enrolment risk environment, the 2024/25 budget includes a \$7.2M enrolment contingency. We will continue to carefully monitoring student enrolment levels throughout the year so we can respond to enrolment changes and minimize institutional impacts.

Ancillary operations largely returned to pre-pandemic results, with residence services and parking services ending the 2023/24 year with modest surpluses while food services, childcare and the bookstore had small deficits which will

be covered by existing reserves or future unappropriated funds.

UVic's physical infrastructure requires further renewal and enhancement. Two significant capital projects are underway – the National Centre for Indigenous Laws (NCIL) and the Engineering and Computer Science expansion project. Both projects will provide key space to support teaching and research capacity. Future capital priorities have been identified in the Capital Plan and include addressing deferred maintenance, increasing student housing, enhance or repurpose current spaces and increase academic and research space for those areas with the greatest pressures. Government contributes towards these capital costs; however, fundraising and university resources are important funding sources for these infrastructure priorities.

### Financial Reporting Environment

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The university is part of the Government Reporting Entity (GRE) of the Province of B.C. and, as such, is required to present its financial statements in accordance with Section 23.1 of the Budget Transparency and Accountability Act supplemented by directives set out by the Province. The Province has directed that PSAS be adopted without the PS4200 not-for-profit elections and that all restricted contributions received for acquiring tangible capital assets be deferred as Deferred Capital Contributions and recognized in revenue at the same rate that the amortization of the related tangible capital asset is recorded. Some highlights of the reporting framework presentations are as follows:

The Statement of Financial Position reflects a "Net Debt model" that presents Net Debt as the difference between liabilities and financial assets

and is intended to measure the university's future revenue requirements or its ability to finance its activities. Net debt at March 31, 2024 is \$(579M) but includes \$529M of Deferred Capital Contribution liabilities that would likely never be repaid, thus bringing into question its relevance. The Statement of Financial Position also presents an Accumulated Surplus of \$941M, representing the university's net assets. A breakdown of this balance is disclosed on the Statement of Financial Position, and in the notes, to communicate to readers of the financial statements that this figure mostly represents restricted, spent or committed funds.

The Statement of Operations reports revenues, functional expenses and budget figures for the university's consolidated operations. Endowment donations and investment income capitalized to endowment principal, that used to be recorded as direct increases in net assets, are recorded on the Statement of Operations as Restricted Endowment Contributions and included in Annual Operating Surplus, even though they are not available to fund operational expenses.

Remeasurement gains and losses, representing unrealized gains and losses on unrestricted investments, derivatives and foreign currency, are reported on a separate statement and as a separate category of Accumulated Surplus rather than being included with the other components of investment income on the Statement of Operations. This effectively limits the ability to fund expenses from unrealized gains. Accumulated remeasurement gains commenced as of April 1, 2012 onward reflect the prospective implementation of the PSAS financial instrument standard.

A Statement of Changes in Net Debt summarizes the key changes in Net Debt and provides



information on how Net Debt is impacted by expenditures for, and amortization of, capital assets, changes in other non-financial assets, net remeasurement gains/losses and the annual surplus.

## Risks and Uncertainties

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The university operates in an increasingly more complex environment with many factors that are outside of the control of the university. The university uses an Enterprise Risk Management approach and develops risk mitigation strategies to reduce the impact where possible. The major risks that can affect the university from a financial perspective are as shown below. The university has institutional risk appetite statements that help guide decision making across all areas of campus.

### Student recruitment and retention

The top institutional risk continues to be enrolment management. Our priority, for the coming budget year is to attain our budgeted enrolment levels in order to stabilize our financial position. This work has included changing admission processes and making significantly earlier offers to students. hDue to reduced undergraduate international enrolment, to balance the budget for 2024/25, reductions to general operating expenditures are required. To protect against operational impact from the current risky enrolment environment, the budget includes an enrolment contingency of \$7.2M.

### Provincial funding

Provincial Government grants are a significant component of revenue in the university's operating budget. Funding for this source is not guaranteed year to year and provincial policy

changes can significantly affect institutional budgets. Examples could include limits to tuition increases or unexpected grants reductions. As operating grants are provided and approved for one year only, there is uncertainty year to year with respect to the university's operating funding.

### Inflation

Stressed global supply chains in 2023/24 led to significant inflation globally, including in Canada. This inflation is moderating after being at its highest level in Canada since 1991. This is being closely monitored for institutional impacts and the most significant inflation risk is with respect increasing costs of capital for both the National Centre for Indigenous Laws and the Engineering expansion projects.

### Pensions and Employee Future Benefits

The university has two pension plans for its faculty, Professional Employee Association members, management exempt and executive (Combination Plan and Money Purchase Plan) and one plan for members of CUPE and exempt clerical staff (Staff Plan). The actuarial valuation of the Combination Plan, with an effective date of December 31, 2022, shows that the Plan is fully funded. The last valuation for the Staff Pension Plan was December 31, 2022, which resulted in a going concern surplus funded ratio of 114% of liabilities but a solvency funded ratio of 85.1%. The Pension Benefits Standards Regulation was amended effective December 31, 2019, introducing new going concern and funding methodologies. The solvency funding target is now 85%, and a letter of credit may be secured in lieu of making payments in the plan falls below that threshold. As at the latest valuation the plan exceeds the 85% target a letter of credit is no longer required to secure the solvency deficiency payment.

The solvency test requirement for the university resulted in a cost of \$276,000 for the portion of 2023/24 when a letter of credit was required (2022/23 - \$693,000). The next valuation date is December 31, 2025, with a filing requirement of September 2026.

#### Deferred Maintenance

As the university ages, the risk related to deferred maintenance increases. Over the last year the age of our infrastructure resulted in a few instances of key building equipment failures. Priority projects to address deferred maintenance include renewal and seismic upgrading of some of our older buildings. Some priority deferred maintenance projects are addressed annually, but these budgets are limited and have not kept up with inflation. Significant major capital renewal funding is needed as outlined in the university's 5-year capital plan.

#### Related Entities

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The university's consolidated financial statements include the following related entities:

##### University Foundations

The University of Victoria Foundation, Foundation for the University of Victoria and U.S. Foundation for the University of Victoria receive and manage the university's endowment funds. The Foundations are tax exempt as a registered charity, agent of the Crown or charitable organization, respectively. They are consolidated in the university's financial statements.

##### WCUMSS

The Western Canadian Universities Marine Sciences Society (WCUMSS) operates a marine research facility located at Bamfield, B.C. The university is one of five members. The

university's interest in this government partnership is proportionately consolidated in the university's financial statements.

##### Heritage Realty Properties and VITP Trust

The university controls three taxable business enterprises. Heritage Realty Properties Ltd. manages the rental properties, hotel and brew-pub operation donated by the late Michael C. Williams. The Vancouver Island Technology Park Trust (VITP) provides leased space to high-technology companies on Vancouver Island. Both enterprises are accounted for in the university's financial statements on the modified equity basis.

##### GSB Executive Education Inc.

This taxable business enterprise was created to deliver executive education services by the UVic Gustavson School of Business. It is accounted for in the university's financial statements on the modified equity basis.

##### UVic Properties Investments Inc.

University of Victoria Properties Investments Inc. manages the university's real estate holdings including the Marine Technology Centre and the Queenswood Campus and acts as trustee for the Vancouver Island Technology Park Trust. UVic Properties is consolidated in the university's financial statements.

##### UVic Industry Partnerships

UVic Industry Partnerships is a taxable corporation that facilitates research partnerships between the private sector and the university by assisting with intellectual property management and commercialization of research discoveries. It is consolidated in the university's financial statements.

#### **Oceans Network Canada Society**

Oceans Network Canada Society is a non-profit society that manages the university's two ocean observatories VENUS and NEPTUNE. It is consolidated in the university's financial statements.

#### **Pacific Climate Impacts Consortium**

The Pacific Climate Impacts Consortium is a non-profit organization that furthers the understanding of the climate system, its variability and potential for change and the application of that understanding to decision making in both the public and private sectors. It is consolidated in the university's financial statements.

#### **Byron Price & Associates Ltd.**

Byron Price and Associates Ltd. is a taxable business enterprise donated to the university, which holds land located in North Saanich. It is consolidated in the university's financial statements.

Consolidated Financial Statements of

# UNIVERSITY OF VICTORIA

And Independent Auditor's Report Thereon

Year ended March 31, 2024



University  
of Victoria



## STATEMENT OF ADMINISTRATIVE RESPONSIBILITY FOR FINANCIAL STATEMENTS

The University is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and Treasury Board direction outlined in Note 2(a). This responsibility includes selecting appropriate accounting principles and methods and making decisions affecting measurement of transactions in which objective judgment is required. In fulfilling its responsibilities and recognizing the limits inherent in all systems, the University's management has developed and maintains a system of internal controls designed to provide reasonable assurance that the University assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of financial statements. The system of internal controls is monitored by the University's management.

The Board of Governors carries out its responsibility for review of the financial statements principally through its audit committee. The members of the Audit Committee are not officers or employees of the University. The Audit Committee meets with management and with the internal and external auditors to discuss the results of audit examinations and financial reporting matters. The auditors have full access to the Audit Committee, with and without the presence of management.

The consolidated financial statements have been examined by KPMG LLP, an independent firm of Chartered Professional Accountants. The Independent Auditor's Report outlines the nature of the examination and the opinion on the consolidated financial statements of the University for the year ended March 31, 2024.

On behalf of the University:

\_\_\_\_\_ Chair, Board of Governors

\_\_\_\_\_ Vice-President Finance and Operations



University  
of Victoria





**KPMG LLP**

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800-730 View Street  
Victoria BC V8W 3Y7  
Canada  
Telephone 250 480 3500  
Fax 250 480 3539

## **INDEPENDENT AUDITOR'S REPORT**

To the Board of Governors of the University of Victoria, and  
To the Minister of the Ministry of Post-Secondary Education and Future Skills, Province of British Columbia

### ***Opinion***

We have audited the consolidated financial statements of the University of Victoria (the "Entity"), which comprise:

- the consolidated statement of financial position as at March 31, 2024
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of remeasurement gains and losses for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2024 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

### ***Basis for Opinion***

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

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

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

### ***Emphasis of Matter - Financial Reporting Framework***

We draw attention to Note 2(a) to the financial statements which describes the applicable financial reporting framework and the significant differences between that financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.



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### ***Other Information***

Management is responsible for the other information. Other information comprises:

- Information, other than the financial statements and the auditor's report thereon, included in the Management Discussion and Analysis.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the information, other than the financial statements and the auditor's report thereon, included in the Management Discussion and Analysis as at the date of this auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditor's report.

We have nothing to report in this regard.

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

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

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

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

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

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

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

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

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



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We also:

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

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

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

Chartered Professional Accountants

Victoria, Canada  
May 29, 2024



# UNIVERSITY OF VICTORIA

## Consolidated Statement of Financial Position

As at March 31, 2024

(in thousands of dollars)

		2024	2023
<b>Financial Assets</b>			
Cash and cash equivalents	(Note 3)	\$ 175,040	\$ 146,757
Accounts receivable	(Note 4)	19,526	15,693
Due from governments	(Note 5)	20,040	32,272
Inventories for resale		1,415	1,275
Portfolio investments	(Note 6)	232,564	209,869
Derivatives	(Note 6)	88	4,893
Loans receivable	(Note 7)	33,321	33,594
Employee future benefits	(Note 8)	36,677	32,738
Investments in government business enterprises	(Note 9)	4,131	3,370
		522,802	480,461
<b>Liabilities</b>			
Accounts payable and accrued liabilities	(Note 11)	49,733	58,737
Due to governments		8,750	8,120
Deferred revenue		26,991	22,866
Deferred contributions	(Note 12)	306,553	239,460
Deferred capital contributions	(Note 13)	528,693	494,607
Debt	(Note 14)	127,481	132,914
Asset retirement obligations	(Note 15)	53,712	48,829
		1,101,913	1,005,533
Net debt		(579,111)	(525,072)
<b>Non-financial Assets</b>			
Tangible capital assets	(Note 16)	1,037,200	976,296
Restricted endowment investments	(Note 6)	455,457	436,144
Inventories held for use		3,461	3,151
Prepaid expenses		23,908	21,849
		1,520,026	1,437,440
Accumulated surplus	(Note 18)	\$ 940,915	\$ 912,368
Accumulated surplus is comprised of:			
Endowments	(Note 19)	\$ 455,457	\$ 436,144
Invested in tangible capital assets		347,941	318,977
Internally restricted		116,907	111,705
Unrestricted		13,309	39,346
Accumulated operating surplus		933,614	906,172
Accumulated remeasurement gains		7,301	6,196
Accumulated surplus		\$ 940,915	\$ 912,368

Contractual rights (Note 20)      Contractual obligations (Note 21)      Contingent liabilities (Note 22)

On behalf of the Board:

The accompanying notes are an integral part of these financial statements.

# UNIVERSITY OF VICTORIA

## Consolidated Statement of Operations and Accumulated Surplus

Year ended March 31, 2024

(in thousands of dollars)

	Budget	2024	2023
	(Note 2(p))		
Revenue:			
Province of British Columbia grants	\$ 277,839	\$ 275,974	\$ 215,756
Government of Canada grants	90,000	101,116	87,877
Other government grants	21,100	18,574	17,715
Student tuition - credit courses	164,672	160,362	164,224
Student tuition - non-credit courses	21,800	24,526	22,610
Donations, non-government grants and contracts	21,100	26,285	26,375
Sales of services and products	72,808	77,275	70,552
Investment income	36,800	40,190	59,969
Income/(loss) from government business enterprises (Note 9)	-	1,081	(48)
Other revenue	5,000	9,697	9,060
Revenue recognized from deferred capital contributions (Note 13)	27,050	26,672	27,015
	738,169	761,752	701,105
Expenses: (Note 23)			
Instruction and non-sponsored research	302,259	301,274	283,714
Academic and student support	177,569	185,622	166,675
Administrative support and general expenses	30,684	31,171	28,801
Facility operations and maintenance	67,811	70,268	63,651
Sponsored research	137,486	146,209	129,051
External engagement	19,930	19,079	18,707
	735,739	753,623	690,599
Annual operating surplus	2,430	8,129	10,506
Restricted endowment contributions			
Endowment principal donations (Note 19)	8,000	6,288	5,469
Donations capitalized (Note 19)	8,000	13,025	12,438
	16,000	19,313	17,907
Annual surplus	18,430	27,442	28,413
Accumulated operating surplus, beginning of year	906,172	906,172	877,759
Accumulated operating surplus, end of year	\$ 924,602	\$ 933,614	\$ 906,172



# UNIVERSITY OF VICTORIA

## Consolidated Statement of Changes in Net Debt

Year ended March 31, 2024

(in thousands of dollars)

	Budget (Note 2(p))	2024	2023
Annual surplus	\$ 18,430	\$ 27,442	\$ 28,413
Acquisition of tangible capital assets	(108,960)	(106,210)	(109,820)
Increase in tangible capital assets related to asset retirement obligations		(3,355)	-
Transfer of tangible capital assets to investment in government	-	-	3,948
Amortization of tangible capital assets	49,985	48,661	47,722
	(58,975)	(60,904)	(58,150)
Increase in restricted endowment investments	-	(19,313)	(17,907)
Acquisition of inventories held for use	-	(1,588)	(1,400)
Acquisition of prepaid expense	-	(22,580)	(21,028)
Consumption of inventories held for use	-	1,278	1,058
Use of prepaid expense	-	20,521	16,404
	-	(21,682)	(22,873)
Net remeasurement gains (losses)	-	1,105	(19,982)
Increase in net debt	(40,545)	(54,039)	(72,592)
Net debt, beginning of year	(525,072)	(525,072)	(452,480)
Net debt, end of year	\$ (565,617)	\$ (579,111)	\$ (525,072)



**UNIVERSITY OF VICTORIA**

**Consolidated Statement of Remeasurement Gains and Losses**

Year ended March 31, 2024

*(in thousands of dollars)*

	2024	2023
Accumulated remeasurement gains, beginning	\$ 6,196	\$ 26,178
Unrealized gains attributed to:		
Portfolio investments	5,418	205
Derivatives	988	13,747
Foreign currency translation	492	728
Realized gains reclassified to the Consolidated Statement of Operations, attributed to:		
Derivatives	(5,793)	(34,662)
Net remeasurement gains (losses) for the year	1,105	(19,982)
Accumulated remeasurement gains, end of year	\$ 7,301	\$ 6,196



**UNIVERSITY OF VICTORIA**  
Consolidated Statement of Cash Flows

Year ended March 31, 2024

(in thousands of dollars)

	2024	2023
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 27,442	\$ 28,413
Items not involving cash		
Amortization of tangible capital assets	48,661	47,722
Revenue recognized from deferred capital contributions	(26,672)	(27,015)
Change in employee future benefits	(3,939)	(8,435)
Change in investments in government business enterprises	(761)	5,166
Unrealized remeasurement gains on foreign exchange	492	728
Transfer of tangible capital assets to investment in government business enterprises	-	3,948
Accretion expense	1,528	1,482
Changes in non-cash operating working capital:		
Increase in accounts receivable	(3,833)	(1,775)
Decrease (increase) decrease in loans receivable	273	(9,099)
Increase in inventories	(450)	(253)
Increase in prepaid expenses	(2,059)	(4,624)
(Decrease) increase in accounts payable and accrued liabilities	(9,004)	3,993
Increase (decrease) in due to/from government organizations	12,862	(12,408)
Increase (decrease) in deferred revenue	4,125	(1,705)
Increase (decrease) in deferred contributions	67,093	(17,332)
Net change from operating activities	115,758	8,806
Capital activities:		
Acquisition of tangible capital assets	(106,210)	(109,820)
Net change from capital activities	(106,210)	(109,820)
Investing activities:		
Net sale of portfolio investments	(17,277)	48,887
Net acquisition of restricted endowment investments	(19,313)	(17,907)
Net change from investing activities	(36,590)	30,980
Financing activities:		
Proceeds of debt	23,876	75,326
Repayment of debt	(29,309)	(106,684)
Receipt of deferred capital contributions	60,758	85,249
Net change from financing activities	55,325	53,891
Net change in cash and cash equivalents	28,283	(16,143)
Cash and cash equivalents, beginning of year	146,757	162,900
Cash and cash equivalents, end of year	\$ 175,040	\$ 146,757



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

### 1. Authority and purpose

The University of Victoria (the “University”) operates under the authority of the *University Act* of British Columbia. The University is a not-for-profit entity governed by a 15 member Board of Governors, eight of whom are appointed by the government of British Columbia including two on the recommendation of the Alumni Association. The University is a registered charity and is exempt from income taxes under section 149 of the *Income Tax Act*.

### 2. Summary of significant accounting policies

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

#### (a) Basis of accounting

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

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

Regulation 257/2010 requires all taxpayer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS4200 elections related to not-for-profit accounting standards.

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

- Contributions for the purposes of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.
- Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the period in which the stipulation or restriction on the contributions have been met.

For British Columbia taxpayer supported organizations, these contributions include government transfers and externally restricted contributions.



## UNIVERSITY OF VICTORIA

### Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

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

##### (a) Basis of accounting (continued)

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

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

As a result, revenue recognized in the consolidated statement of operations and accumulated surplus and certain related deferred capital contributions would be recorded differently under Canadian public sector accounting standards.

##### (b) Basis of consolidation

###### (i) Consolidated entities

The consolidated financial statements reflect the assets, liabilities, revenues, and expenses of organizations which are controlled by the University. Controlled organizations are consolidated except for government business enterprises which are accounted for by the modified equity method. Inter-organizational transactions, balances, and activities have been eliminated on consolidation.

The following organizations are controlled by the University and fully consolidated in these financial statements:

- UVic Industry Partnerships (formerly University of Victoria Innovation and Development Corporation) which facilitates research partnerships between the private sector and the University.
- University of Victoria Properties Investments Inc. which manages the University's real estate holdings including the Vancouver Island Technology Park Trust.
- Ocean Networks Canada Society which manages the University's VENUS and NEPTUNE ocean observatories.
- Pacific Climate Impacts Consortium which stimulates collaboration to produce climate information for education, policy and decision making.



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

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

#### (b) Basis of consolidation (continued)

##### (i) Consolidated entities (continued)

- University of Victoria Foundation, the Foundation for the University of Victoria, and the U.S. Foundation for the University of Victoria which encourage the financial support of the University and administer the University's endowment funds.
- Byron Price & Associates Ltd. which holds land in North Saanich.

##### (ii) Investment in government business enterprises

Government business enterprises are accounted for by the modified equity method. Under this method, the University's investment in the business enterprise and its net income and other changes in equity are recorded. No adjustment is made to conform the accounting policies of the government business enterprise to those of the University other than if other comprehensive income exists, it is accounted for as an adjustment to accumulated surplus (deficit). Inter-organizational transactions and balances have not been eliminated, except for any profit or loss on transactions between entities of assets that remain within the entities controlled by the University.

The following organizations are controlled by the University and consolidated in these financial statements using the modified equity basis:

- Heritage Realty Properties Ltd. which manages the property rental and downtown hotel and brew-pub operation donated by the late Michael C. Williams.
- Vancouver Island Technology Park Trust which provides leased space to high-technology companies on Vancouver Island.
- GSB Executive Education Inc. provides executive training and other non-credit education.

##### (iii) Investment in government partnerships

Government partnerships that are business partnerships are accounted for by the modified equity method. Accounting policies of the business partnership are not conformed to those of the partners before the equity pick-up. The University is not party to any government business partnerships.

Government partnerships that are not wholly controlled business partnerships are accounted for under the proportionate consolidation method. The University accounts for its share of the partnership on a line by line basis on the financial statements and eliminates any inter-organizational transactions and balances. Accounting policies of the partnership, which is not a business partnership, are conformed to those of the University before it is proportionately consolidated.





## UNIVERSITY OF VICTORIA

### Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

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

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(b) Basis of consolidation (continued)

(iii) Investment in government partnerships (continued)

The following organization is a government partnerships and is proportionately consolidated in these financial statements:

- Western Canadian Universities Marine Sciences Society (WCUMSS) which operates a marine research facility at Bamfield on the west coast of Vancouver Island. These financial statements include the University's 20% interest.

(iv) Trusts under administration

Trusts administered by the University are not consolidated in the financial statements as the assets are not held for the benefit of the University.

(v) Funds held in trust

Funds held in trust by the University as directed by agreement or statute for certain beneficiaries are not included in the University's consolidated financial statements.

(c) Cash and cash equivalents

Cash and cash equivalents include highly liquid investments readily convertible to known amounts of cash and subject to insignificant risk of changes in value. They are held for the purpose of meeting short-term cash commitments rather than investing.

(d) Loans receivable

Loans receivable are recorded at amortized cost. Interest is accrued on loans receivable to the extent it is deemed collectable.

(e) Financial instruments

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

(i) Fair value category

Portfolio instruments that are quoted in an active market and derivative instruments are reflected at fair value as at the reporting date. Other financial instruments designated to be recorded at fair value are endowment and portfolio investments. Transaction costs related to the acquisition of investments are recorded as an expense. Sales and purchases of investments are recorded at trade date.



**UNIVERSITY OF VICTORIA**  
**Notes to Consolidated Financial Statements**

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

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

(e) Financial instruments (continued)

(i) Fair value category (continued)

Unrealized gains and losses on financial assets are recognized in the consolidated statement of remeasurement gains and losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the consolidated statement of operations and accumulated surplus and related balances reversed from the consolidated statement of remeasurement gains and losses. Unrealized gains and losses in endowment investments, where earnings are restricted as to use, are recorded as deferred contributions and recognized in revenue when disposed and when related expenses are incurred. Restricted unrealized gains spent to meet current year endowment expenses or capitalization transfers are recorded in the consolidated statement of remeasurement gains and losses. Canadian public sector accounting standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

- Level 1 – Unadjusted quoted market prices in an active market for identical assets or liabilities;
- Level 2 – Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in active markets or market data for substantially the full term of the assets or liabilities; and
- Level 3 – Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

(ii) Cost category

Gains and losses are recognized in the consolidated statement of operations and accumulated surplus when the financial asset is derecognized due to disposal or impairment and the gains and losses are recognized at amortized cost using the effective interest method; accounts payable and accrued liabilities and debt are measured at amortized cost using the effective interest method.

The underwriting discount along with consulting fees relating to the debenture issuances are capitalized and amortized to match the term of the long-term debenture. Amortization is calculated based on the effective interest rate method.

(f) Short-term investments

Short-term investments are comprised of money market securities and other investments with maturities that are capable of prompt liquidation. Short-term investments are cashable on demand and are recorded at cost based on the transaction price on the trade date. All interest income, gains and losses are recognized in the period in which they arise.



**UNIVERSITY OF VICTORIA**  
**Notes to Consolidated Financial Statements**

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

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

(g) Inventories for resale

Inventories held for resale, including books, merchandise and food are recorded at the lower of cost or net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated selling price less any costs to sell.

(h) Asset retirement obligations

An asset retirement obligation (“ARO”) is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset
- The past transaction or event giving rise to the liability has occurred
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made

Certain buildings owned by the University contain asbestos and other hazardous materials. The ARO liability for the removal of asbestos and other hazardous materials in buildings owned by the University has been recognized based on the estimated future expenses to remediate the buildings.

Under the modified retrospective method, the assumptions used on initial recognition are those as of the date of adoption of the standard. Assumptions used in the subsequent calculations are revised annually. When the amount and timing of future cash flows of a remediation or demolition of a project are known, the liability is discounted using a present value calculation, and adjusted yearly for accretion expense up to the time the project commences.

The recognition of the ARO liability resulted in an accompanying increase to the respective tangible capital assets. The increase in building assets is being amortized in accordance with the amortization accounting policy outlined in Note 2(i)(i).

(i) Non-financial assets

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

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest is capitalized during construction whenever external debt is issued to finance the construction of tangible capital assets.



**UNIVERSITY OF VICTORIA**  
Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

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

(i) Non-financial assets (continued)

(i) Tangible capital assets (continued)

The cost, less residual value of the tangible capital assets, are amortized on a straight line basis over their estimated useful lives. Land is not amortized as it is deemed to have a permanent value.

Asset	Straight line Rate
Buildings - Concrete	50 years
Buildings - Woodframe	30 years
Buildings - Heritage	35 years
Site Improvements	30 years
Equipment - Computing	3 years
Equipment - Other	8 years
Information Systems	8 years
Furnishings	8 years
Library Holdings	10 years
Ships/Vessels	25 years

Donated assets are recorded at fair value at the date of donation. In unusual circumstances where fair value cannot be reasonably determined, the tangible capital asset would be recorded at a nominal value.

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the University's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.

(ii) Works of art and historic assets

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

(iii) Leased capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.



## UNIVERSITY OF VICTORIA

### Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

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

(i) Non-financial assets (continued)

(iv) Inventories held for use

Inventories held for use are recorded at the lower of cost and replacement cost.

(j) Employee future benefits

The costs of pension and other future employee benefits are recognized on an accrual basis over the working lives of employees as detailed in Note 8.

(k) Revenue recognition

Tuition and student fees and sales of goods and services are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured.

Unrestricted donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured.

Restricted donations and grants are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

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

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



**UNIVERSITY OF VICTORIA**  
**Notes to Consolidated Financial Statements**

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

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

(l) Pledges, gifts-in-kind and contributed services

Pledges from donors are recorded when payment is received by the University or the transfer of property is completed since their ultimate collection cannot be reasonably assured until that time. Gifts-in-kind include securities and equipment which are recorded in the financial statements at their fair market value at the time of donation. The value of contributed services is not determinable and is not recorded in the financial statements.

(m) Use of estimates

Preparation of the financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Key areas where management has made estimates and assumptions include those related to the amortization period of tangible capital assets, asset retirement obligations, valuation allowances for receivables and inventories, the valuation of financial instruments and assets and obligations related to employee future benefits. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

(n) Foreign currency translation

Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets and liabilities denominated in foreign currencies and non-monetary assets and liabilities which were designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the statement of financial position date. Any gain or loss resulting from a change in rates between the transaction date and the settlement date or statement of financial position date is recognized in the consolidated statement of remeasurement gains and losses. In the period of settlement, any exchange gain or loss is reversed out of the consolidated statement of remeasurement gains and losses, and reflected in the consolidated statement of operations and accumulated surplus.

(o) Functional classification of expenses

Expenses on the consolidated statement of operations and accumulated surplus have been classified based on functional lines of service provided by the University. The outline of services provided by each function is as follows:

- (i) Instruction and non-sponsored research - This function includes expenses related to all direct educational delivery within the institution. This would include credit and non-credit courses, diploma, certificate and degree granting programs; continuing education; developmental education and on-line delivery. Costs associated with this function include the Deans, Directors and Chairs; instructional administration; and support staff and support costs related to these activities. Non-sponsored research is research activity funded by the university and includes faculty research start-ups; the Office of the Vice President of Research and Innovation and associated research projects; and research centres.



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

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

#### (o) Functional classification of expenses (continued)

- (ii) Academic and student support - This function includes activities that directly support the academic functions of the University as well as centralized functions that support individual students or groups of students. These include: libraries; records and admissions; scheduling; student service administration; student recruitment; co-op programming; counseling and career services; financial aid administration; scholarships and bursaries; student social development and recreation; Office of Indigenous Affairs; student computer labs. Also included are costs associated with Ancillary Operations (including interest and amortization) such as the bookstore and regalia; residence housing, food, conference and child care services.
- (iii) Administrative support and general expenses - This function includes activities that support the institution as a whole such as the Office of the President; the University Secretary and the Board of Governors; finance and financial operations; internal audit; budget and planning; human resources; general counsel; institutional research; and a portion of informational technology and telecommunications.
- (iv) Facility operations and maintenance - This function includes the operations and maintenance of the physical plant and plant equipment for all institutional activities; capital asset amortization expense for building, site and plant equipment; accretion expense on asset retirement obligations; utilities; facilities administration; custodial services; landscaping and grounds keeping; major repairs and renovations; security services and capital-related interest. This function also includes the ancillary operations of parking services and the University of Victoria Broad St. properties; Heritage Realty Properties Ltd.; and University of Victoria Properties Investments Inc.
- (v) Sponsored research - This function includes research activities specifically funded by contracts with and/or grants from external organizations and undertaken within the institution to produce research outcomes. Also included are joint ventures such as WCUMSS and subsidiaries such as the Pacific Climate Impacts Consortium and Ocean Networks Canada Society, solely incorporated for sponsored research.
- (vi) External engagement - This function includes all activities provided in support of ongoing external relations. These activities include advancement and development (fundraising); alumni relations; community and government relations; corporate relations; marketing and communications; ceremonies; and art galleries.



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

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

(p) Budget figures

Budget figures have been provided for comparative purposes. The budget was approved by the Board of Governors of the University on September 27, 2023 and provided to the Province. The budget is reflected in the consolidated statement of operations and accumulated surplus and the consolidated statement of changes in net debt.

(q) Adoption of new accounting standards

- (i) On April 1, 2023, the University adopted Canadian Public Sector Accounting Standard PS 3160, Public Private Partnerships (“PS 3160”). The new accounting standard addresses the recognition, measurement, presentation, and disclosure of infrastructure procured by public sector entities through certain types of public private partnership arrangements. Management has assessed the impact of adopting PS 3160 and found that at present no such items meet the criteria to be recognized as a public private partnership.
- (ii) On April 1, 2023, the University adopted Canadian Public Sector Accounting Standard PS 3400, Revenue (“PS 3400”). Under the new accounting standard, there are two categories of revenue – exchange and non-exchange. If the transaction gives rise to one or more performance obligations, it is an exchange transaction. If no performance obligations are present, it is a non-exchange transaction. Management has assessed the impact of adopting PS 3400 on the consolidated financial statements of the University and has found that there is no resulting impact to the consolidated financial statements.
- (iii) On April 1, 2023, the University adopted Public Sector Guideline PSG-8, Purchased Intangibles. PSG-8 defines purchased intangibles as identifiable nonmonetary economic resources without physical substance acquired through an arm’s length exchange transaction between knowledgeable, willing parties who are under no compulsion to act. Intangibles acquired through a transfer, contribution, or inter-entity transaction, are not purchased intangibles. Management has assessed the impact of adopting PSG-8 and found that at present no such items meet the criteria to be recognized as a purchased intangible.





UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

3. Cash and cash equivalents

	2024	2023
Cash	\$ 40,665	\$ 10,144
Short-term investments	134,375	136,613
	\$ 175,040	\$ 146,757

4. Accounts receivable

	2024	2023
Revenues receivable	\$ 23,339	\$ 19,270
Accrued interest receivable	737	642
Less: provision for doubtful accounts	(4,550)	(4,219)
	\$ 19,526	\$ 15,693

5. Due from governments

	2024	2023
Federal government	\$ 14,076	\$ 17,817
Provincial government	5,492	14,266
Other	472	189
	\$ 20,040	\$ 32,272



**UNIVERSITY OF VICTORIA**  
Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

**6. Financial instruments**

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

(a) Portfolio investments

Fair Value Hierarchy		2024	2023
Portfolio investments carried at fair value:			
Various pooled bond and mortgage funds	Level 1	\$ 133,088	\$ 131,741
Canadian equities	Level 1	2,085	1,867
Global equities	Level 1	63,048	51,078
Infrastructure, real estate and private equity	Level 3	32,320	24,206
		230,541	208,892
Portfolio investments at cost which approximates fair value:			
Short-term investments		1,276	-
Cash		662	767
Other		85	210
Total portfolio investments		\$ 232,564	\$ 209,869

(b) Restricted endowment investments

Fair Value Hierarchy		2024	2023
Restricted endowment investments carried at fair value:			
Various pooled bond and mortgage funds	Level 1	\$ 67,273	\$ 104,915
Global equities	Level 1	270,979	235,945
Infrastructure and real estate	Level 3	108,640	91,829
		446,892	432,689
Restricted endowment investments at cost which approximates fair value:			
Short-term investments		5,859	-
Cash		2,706	3,455
Total restricted endowment investments		\$ 455,457	\$ 436,144



**UNIVERSITY OF VICTORIA**  
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

**6. Financial instruments (continued)**

(c) Derivatives (See note 14 for breakdown of debt related to derivatives):

	Fair Value Hierarchy	2024	2023
Derivatives - interest rate swaps on debt quoted at fair value:			
Province of BC floating interest rate fixed at 1.90%, commencing 2024 through 2054, unsecured	Level 2	\$ -	\$ 4,960
Royal Bank of Canada floating interest rate fixed at 5.38%, through an interest rate swap due in 2025, unsecured	Level 2	-	(15)
BC Immigrant Investment Fund floating interest rate fixed at 3.56%, commencing 2024 through 2034, unsecured	Level 2	88	(52)
Total derivatives		\$ 88	\$ 4,893

**7. Loans receivable**

	2024	2023
Various employees		
Electric bike loans to employees, interest free for 1-2 years, no renewal option, unsecured	\$ 96	\$ 128
Various faculty and senior administrators		
Home relocation loans, interest free for 5 years with option for further renewal unless employment ceases, secured by second mortgages	6,511	5,745
Heritage Realty Properties Ltd.		
Promissory note receivable, interest at Royal Bank Prime + 2.0%, due March 31, 2026, secured by an unregistered equitable mortgage	10,634	10,634
Vancouver Island Technology Park Trust loans receivable		
Promissory note, secured by an unregistered equitable mortgage	8,648	8,648
Interest at 5.13%, due April 2030, unsecured	5,931	6,741
Interest at 6.13%, due April 2030, unsecured	1,501	1,698
	\$ 33,321	\$ 33,594



## UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)***8. Employee future benefits**

Employee future benefits arise in connection with the University's group life insurance and accumulated sick leave plans. The University also maintains pension plans, and other retirement and supplementary benefit arrangements for substantially all of its continuing employees.

Summary of employee future benefit assets:

		2024	2023
Staff pension plan	(Note 8(a)(ii))	\$ (49,538)	\$ (44,751)
Supplemental pension obligations	(Note 8(a)(i))	9,751	8,547
Special accumulated sick leave	(Note 8(b))	2,541	2,565
Basic group life insurance plan		569	901
		\$ (36,677)	\$ (32,738)

**(a) Pension benefits****(i) Combination plan**

The pension fund for full-time continuing faculty and administrative and academic professional staff is referred to as the Combination Plan. The plan's benefits are derived primarily from defined contributions with a defined benefit minimum. The plan has been accounted for as a defined contribution plan. The employees make contributions equal to 4.00% of salary up to the year's maximum pensionable earnings ("YMPE") plus 6.00% of salary in excess of the YMPE. The University makes contributions equal to 6.37% of salary up to the YMPE plus 8.00% of salary in excess of the YMPE. The university also contributes 4.00% of salary to fund the defined benefit minimum. The latest actuarial valuation for funding purposes as at December 31, 2021 showed that the accrued formula pension benefit liabilities of the Combination Plan were fully funded. The next valuation will be as at December 31, 2024 and is expected to be completed in September 2025. A solely defined contribution plan is available for part-time faculty and administrative and academic professional staff who meet certain eligibility criteria. The University has made contributions to these two plans during the year of \$30,408,000 (2023 - \$26,769,000) and recorded them as a pension expense.

The University provides supplemental pensions in excess of those provided under registered plans. They are fully funded out of the general assets of the University. The accrued liabilities of these arrangements total \$9,751,000 as at March 31, 2024 (2023 - \$8,547,000). The University paid supplemental benefits of \$611,000 in the year (2023 - \$171,000) and recorded employee benefit expense of \$1,045,000 (2023 - \$406,000).



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

### 8. Employee future benefits (continued)

#### (a) Pension benefits (continued)

#### (ii) Staff plan

The Staff Pension Plan (the "Plan") is a contributory defined benefit pension plan made available to regular staff employees that are eligible to join the Plan. The Plan provides pensions based on credited service and final average salary. Based on membership data as at the last actuarial valuation as at December 31, 2022, the average age of the 1,132 active employees covered by the Plan is 48.3. In addition, there are 745 former employees who are entitled to deferred pension benefits averaging \$298 per month. At December 31, 2022, there were 986 pensioners receiving an average monthly pension of \$1,089. The employees make contributions equal to 4.53% of salary that does not exceed the YMPE plus 6.28% of salary in excess of the YMPE. A separate pension fund is maintained. The University makes contributions to the plan in line with recommendations contained in the actuarial valuation. Though the University and the employees both contribute to the pension fund, the University retains the full risk of the accrued benefit obligation. The pension fund assets are invested primarily in Universe bonds and equities.

The University has made contributions to the Plan during the year of \$6,526,000 (2023 – \$6,110,000). The Plan paid benefits in the year of \$15,670,000 (2023 – \$15,776,000).

The net pension asset at March 31 includes the following components:

	2024	2023
Accrued benefit obligation	\$ 274,396	\$ 273,303
Pension fund assets	(340,147)	(315,459)
	(65,751)	( 42,156)
Unamortized actuarial gains (losses)	16,213	(2,595)
<b>Net asset</b>	<b>\$ ( 49,538)</b>	<b>\$ ( 44,751)</b>

Actuarial valuations are performed triennially using the projected benefit prorated method. The latest triennial actuarial valuation completed as at December 31, 2022 reported a going concern surplus and a solvency deficiency (i.e. if the plan were to be wound up on that date) of \$57,243,000. The next required valuation will be as at December 31, 2025, which will be completed in the summer of 2026. As of March 31, 2024, The *Pension Benefits Standards Act* of British Columbia requires minimum annual contributions or the use of letters of credit to fund a portion of the solvency deficiency if the plan's solvency ratio is below 85%. The University no longer has a letter of credit at March 31, 2024 (2023 – \$30.0 million line of credit) as a result of this change.



**UNIVERSITY OF VICTORIA**  
Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

**8. Employee future benefits (continued)**

(a) Pension benefits (continued)

(ii) Staff plan (continued)

This requirement for a letter of credit will be reassessed in conjunction with the next plan valuation and updated solvency funding level. The accrued benefit obligation shown for 2024 is based on an extrapolation of that 2022 valuation. There is an unamortized gain to be amortized on a straight-line basis over the expected average remaining service life of the related employee group (9 years).

The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect the University's best estimates. The expected inflation rate is 2%. The discount rate used to determine the accrued benefit obligation is 6.6%. Pension fund assets are valued at market value as at March 31, 2024.

The expected rate of return on pension fund assets is 5.7%. The actual rate of return on Plan assets in 2024 was 10.0%. The total expenses related to pensions for the fiscal year ending, include the following components:

	2024	2023
Current period benefit cost	\$ 8,923	\$ 8,395
Amortization of actuarial gains	( 1,295)	( 3,572)
	7,628	4,823
Less: Employee contributions	( 2,564)	( 2,367)
<b>Pension benefit expense</b>	5,064	2,456
Interest cost on the average accrued benefit obligation	17,243	15,117
Expected return on average pension plan assets	( 20,479)	( 18,308)
<b>Pension interest income</b>	( 3,236)	( 3,191)
<b>Total pension expense (income)</b>	\$ 1,828	\$ (735)

The Supplementary Retirement Benefit Account is a separate fund available to provide pensioners over the age of 65 with supplemental indexing against inflation beyond that provided by the basic plan above. It is accounted for as a defined contribution plan, with University contributions during the year of \$142,000 (2023 – \$124,000).



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

### 8. Employee future benefits (continued)

#### (b) Special accumulated sick leave benefit liability

Certain unionized employees of the University are entitled to a special vested sick leave benefit in accordance with the terms and conditions of their collective agreements. Employees who accumulate and maintain a minimum balance of regular sick leave may opt to transfer sick days into this special accumulating and vested benefit. The University recognizes a liability and an expense as days are transferred into this benefit. At March 31, 2024 the balance of this special accumulated sick leave was \$2,541,000 (2023 – \$2,565,000).

#### (c) Other long-term disability plan

An insured long-term disability plan funded entirely by the University was commenced for other staff on July 1, 2000. The University's contribution for the year ending March 31, 2024 was \$1,407,000 (2023 – \$1,291,000).

### 9. Investments in government business enterprises

The University controls three profit-oriented subsidiaries which are recorded using the modified equity method of accounting. The three entities are Heritage Realty Properties Ltd., Vancouver Island Technology Park Trust and GSB Executive Education Inc.

Change in equity in government business enterprises:

	2024	2023
Equity at beginning of year	\$ 643	\$ 1,087
Dividends/distributions paid	-	(396)
Surplus (deficit) for the year	1,081	(48)
<b>Equity at end of year</b>	<b>1,724</b>	<b>643</b>
Dividends/distributions payable	7,040	7,360
Eliminate gain on property transfer	(4,633)	(4,633)
<b>Investment in government business enterprises</b>	<b>\$ 4,131</b>	<b>\$ 3,370</b>

Condensed financial information of these government business enterprises are as follows:

#### Consolidated Statement of Financial Position

	2024	2023
Assets	\$ 43,301	\$ 44,008
Liabilities	(41,577)	(43,365)
Equity	\$ 1,724	\$ 643



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

### 9. Investments in government business enterprises (continued)

#### Consolidated Statement of Operations

	2024	2023
Revenue	\$ 16,464	\$ 15,392
Expenses	(15,383)	(15,440)
Surplus (deficit) for the year	\$ 1,081	\$ (48)

### 10. Investments in government partnerships

The University is one of five university members of the Western Canadian Universities Marine Sciences Society (WCUMSS) for marine field research. The University provided a grant to the Society in 2024 of \$273,400 (2023 – \$273,400). WCUMSS financial results are proportionately consolidated with those of the University based upon the University's share of its total contributions of 20% (2023 – 20%).

The proportionate amounts included in these consolidated financial statements are as follows:

#### Consolidated Statement of Financial Position

	2024	2023
Financial assets	\$ 309	\$ 268
Liabilities	(371)	(354)
<b>Net debt</b>	(62)	(86)
Non-financial assets	1,209	1,312
<b>Accumulated surplus</b>	\$ 1,147	\$ 1,226

#### Consolidated Statement of Operations

	2024	2023
Revenue	\$ 696	\$ 722
Expenses	(860)	(867)
Deficit for the year	\$ (164)	\$ (145)





# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

### 11. Accounts payable and accrued liabilities

	2024	2023
Accounts payable and accrued liabilities	\$ 30,608	\$ 28,755
Salaries and benefits payable	5,337	17,088
Accrued vacation pay	13,788	12,894
	\$ 49,733	\$ 58,737



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

### 12. Deferred contributions

Deferred contributions are comprised of funds restricted for the following purposes:

	2024	2023
Specific purpose (including endowment earnings)	\$ 165,486	\$ 127,868
Research	125,045	109,241
Capital	16,022	2,351
	\$ 306,553	\$ 239,460

	2024				2023
	Specific Purpose	Research	Capital	Total	
Balance, beginning of year	\$ 127,868	\$ 109,241	\$ 2,351	\$ 239,460	\$ 256,792
Contributions and endowment investment income	90,507	146,790	15,675	252,972	153,989
Revenue recognized from deferred contributions	(52,889)	(130,986)	(714)	(184,589)	(160,705)
Transfer to deferred capital	-	-	(1,290)	(1,290)	(10,616)
Balance, end of year	\$ 165,486	\$ 125,045	\$ 16,022	\$ 306,553	\$ 239,460

The balance shown under specific purpose includes accumulated unrealized gains of \$101,011,000 (2023 – \$58,633,000) from endowment investments.

### 13. Deferred capital contributions

Contributions that are restricted for capital are referred to as deferred capital contributions. Amounts are recognized into revenue at the same rate that amortization of the related tangible capital asset is recorded.

Treasury Board provided direction on accounting treatment as disclosed in Note 2(a). Changes in the deferred capital contributions balance are as follows:

	2024	2023
Balance, beginning of year	\$ 494,607	\$ 436,373
Contributions received during the year	59,468	74,633
Transfers from deferred contributions	1,290	10,616
Revenue from amortization of deferred capital contributions	(26,672)	(27,015)
Balance, end of year	\$ 528,693	\$ 494,607



## UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

**14. Debt**

Debt reported on the consolidated statement of financial position is comprised of the following (see note 6 (c) for related derivative information):

	2024	2023
Province of British Columbia Commercial paper financing for Student Housing and Dining project converted in 2023 and 2024 to term loans due in 2053 and 2054, unsecured ( <i>Note 14(c)</i> )	\$ -	\$ 17,965
Province of British Columbia 4.43% bond due 2053, unsecured, with annual sinking fund payments of \$1,565,000 ( <i>Note 14(c)</i> )	104,000	104,000
Province of British Columbia 4.17% bond due 2054, unsecured ( <i>Note 14(c)</i> )	18,000	-
Royal Bank of Canada 5.38% term loan due 2025, unsecured	1,209	2,350
Province of British Columbia 2.28% bond due 2024, unsecured	-	3,785
British Columbia Immigrant Investment Fund 2.48% term loan due 2024, unsecured	-	5,741
Province of British Columbia 3.56% term loan due 2034, unsecured	5,259	-
Province of British Columbia 4.82% bond due 2028, unsecured, with annual sinking fund payments of \$327,000	10,800	10,800
Province of British Columbia 4.74% bond due 2039, unsecured, with annual sinking fund payments of \$302,000	10,000	10,000
Great West Life Insurance Company 5.13% term loan due 2030, unsecured	5,931	6,741
Total debt issued	\$ 155,199	\$ 161,382
Unamortized debt discounts ( <i>Note 14(c)</i> )	(27,718)	(28,468)
Debt	\$ 127,481	\$ 132,914



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

### 14. Debt (continued)

#### (a) Principal repayments

Anticipated annual principal repayments, including sinking fund instalments and maturities, due over the next five years and thereafter are as follows:

	Sinking Fund	Other	Total
2025	\$ 2,194	\$ 2,550	\$ 4,744
2026	2,194	1,404	3,598
2027	2,194	1,470	3,664
2028	2,194	1,538	3,732
2029	2,194	1,610	3,804
Thereafter	37,862	21,827	59,689
	\$ 48,832	\$ 30,399	\$ 79,231

#### (b) Sinking Fund Investments

Sinking fund investments are held and invested by the Province of British Columbia. These funds totaling \$14,696,000 (2023 – \$12,290,000) will provide for the retirement at maturity of \$124,800,000 of debt issued to the Province. The amount forms part of the portfolio investments balance shown on the Consolidated Statement of Financial Position.

#### (c) Student Housing and Dining project financing

The University is authorized by the Province of British Columbia to borrow \$122,654,000 in order to finance a portion of the construction costs of the Student Housing and Dining (SHD) project. The debt related to the SHD project is \$122,000,000 as at March 31, 2024 (2023 – \$121,965,000). During the year, short term commercial paper loans were converted to a 30 year bond with a face value of \$18,000,000 (2023 – \$104,000,000 of short term commercial paper loans were converted with and an unamortized debt discount of \$28,468,000)



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

*(tabular figures in thousands of dollars)*

### 15. Asset Retirement Obligations

The University owns and operates buildings that are known to contain asbestos and other hazardous materials, which represents a health hazard when undergoing certain repairs and maintenance work and upon demolition of the building. As there is a legal obligation to remove hazardous materials, the University has recognized a liability relating to the removal and post-removal care of the asbestos and other hazardous materials in these buildings. Such estimated costs have been discounted to the present value using a discount rate of 3.49% per annum (2023 - 3.13%).

Changes to the asset retirement obligations in the year are as follows:

	2024	2023
Balance, beginning of year	\$ 48,829	\$ 47,347
Accretion expense	1,528	1,482
Changes in assumptions	3,355	-
Balance, end of year	\$ 53,712	\$ 48,829



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

16. Tangible capital assets

	Balance as at March 31, 2023	Additions	Disposals	Balance as at March 31, 2024
<b>Cost</b>				
Land	\$ 20,364	\$ -	\$ -	\$ 20,364
Site improvements	58,920	3,120	-	62,040
Buildings	1,148,191	82,687	-	1,230,878
Equipment and furnishings	204,193	20,524	(33,311)	191,406
Information systems	18,441	-	-	18,441
Computer equipment	13,542	1,812	(3,722)	11,632
Library holdings	31,017	1,422	(3,945)	28,494
<b>Total</b>	<b>\$ 1,494,668</b>	<b>\$ 109,565</b>	<b>\$ (40,978)</b>	<b>\$ 1,563,255</b>

	Balance as at March 31, 2023	Disposals	Amortization	Balance as at March 31, 2024
<b>Accumulated amortization</b>				
Site improvements	\$ 26,613	\$ -	\$ 1,697	\$ 28,310
Buildings	338,055	-	22,932	360,987
Equipment and furnishings	106,808	(33,311)	18,637	92,134
Information systems	18,441	-	-	18,441
Computer equipment	9,242	(3,722)	2,783	8,303
Library holdings	19,213	(3,945)	2,612	17,880
<b>Total</b>	<b>\$ 518,372</b>	<b>\$ (40,978)</b>	<b>\$ 48,661</b>	<b>\$ 526,055</b>

	March 31, 2024	March 31, 2023
<b>Net book value</b>		
Land	\$ 20,364	\$ 20,364
Site improvements	33,730	32,307
Buildings	869,891	810,136
Equipment and furnishings	99,272	97,385
Computer equipment	3,329	4,300
Library holdings	10,614	11,804
<b>Total</b>	<b>\$ 1,037,200</b>	<b>\$ 976,296</b>



**UNIVERSITY OF VICTORIA****Notes to Consolidated Financial Statements**

Year ended March 31, 2024

*(tabular figures in thousands of dollars)***16. Tangible capital assets (continued)**

## (a) Contributed tangible capital assets:

Additions to equipment and furnishings include the following contributed tangible capital assets:

	2024	2023
Equipment and furnishings	\$ 250	\$ 20

## (b) Assets under construction

Assets under construction comprised of buildings having a value of \$38,711,000 (2023 – \$99,147,000), leasehold improvement having a value of \$3,014,000 (2023 – \$nil) and equipment having a value of \$26,362,000 (2023 – \$19,738,000) have not been amortized. Amortization of these assets will commence when the asset is available for productive use.

## (c) De-recognition of tangible capital assets

The de-recognition of tangible capital assets during the year had an original cost of \$40,978,000 (2023 – \$26,414,000) and related to fully amortized assets with a net book value of \$nil (2023 – \$nil).

## (d) Interest capitalized during construction

The University capitalized interest during the year of \$190,000 (2023 - \$1,293,000) related to the construction of the Student Housing and Dining (SHD) project.

**17. Financial risk management**

The University has exposure to the following risks from its use of financial instruments: credit risk, price risk and liquidity risk. The Board of Governors ensures that the University has identified major risks and management monitors and controls them.

## (a) Credit risk

Credit risk is the risk of financial loss to the University if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from the amounts receivable and from fixed income assets held by the University.

The University manages amounts receivable by using a specific bad debt provision when management considers that the expected recovery is less than the account receivable.

The entity is exposed to credit risk through its accounts receivable from students. This risk is managed by limiting the extent of credit granted to students and by monitoring the collection of receivables.



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

### 17. Financial risk management (continued)

#### (a) Credit risk (continued)

The University limits the risk in the event of non-performance related to fixed income holdings by dealing principally with counter-parties that have a credit rating of A or higher as rated by the Dominion Bond Rating Service or equivalent. The credit risk of the University investments at March 31, 2024 is \$349,005,000 (2023 – \$359,106,000).

The following shows the percentage of fixed income holdings in the portfolio by credit rating:

Credit Rating	%
AAA	9.5%
AA	6.6%
A	6.7%
BBB	9.0%
BB and below	2.0%
Mortgages	14.3%
Foreign exchange	0.2%
Cash and short-term	
R1 high	39.2%
R1 mid	1.0%
R1 low	11.5%
	100.0%

#### (b) Price risk

Price risk includes market risk and interest rate risk.

Market risk relates to the possibility that the investments will change in value due to fluctuations in market prices. The objective of market risk management is to mitigate market risk exposures within acceptable parameters while optimizing the return on risk. This risk is mitigated by the investment policies for the respective asset mixes to be followed by the investment managers, the requirements for diversification of investments within each asset class and credit quality constraints on fixed income investments. Market risk can be measured in terms of volatility, i.e., the standard deviation of change in the value of a financial instrument within a specific time horizon.





# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

### 17. Financial risk management (continued)

#### (b) Price risk (continued)

Based on the volatility of the University's current asset class holdings, the net impact on market value of each asset class is shown below.

Asset Class		Estimated Volatility (% change)
Bonds	+/-	5.8%
Canadian equities	+/-	20.0%
Global equities	+/-	18.0%
Real estate	+/-	12.5%
Infrastructure	+/-	12.5%
Private equity	+/-	21.0%
Benchmark for Investments		Net Impact on Market Value
FTSE Canada Universe Bond index	+/-	\$ 10,748
S&P/TSX Composite index	+/-	417
MSCI All Country World Index	+/-	60,837
MSCI/REALPAC Canada Quarterly Property Fund Index	+/-	7,237
Canadian Consumer Price Index (Infrastructure)	+/-	2,136
Canadian Consumer Price Index (Private Equity)	+/-	185

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The value of fixed-income and debt securities, such as bonds, debentures, mortgages or other income-producing securities is affected by interest rates. Generally, the value of these securities increases if interest rates fall and decreases if interest rates rise.

It is management's opinion that the University is exposed to market or interest rate risk arising from its financial instruments. Duration is an appropriate measure of interest rate risk for fixed income funds as a rise (fall) in interest rates will cause a decrease (increase) in bond prices; the longer the duration, the greater the effect. Duration is managed by the investment manager at the fund level. At March 31, 2024, the modified duration of all fixed income in aggregate was 2.5 years. Therefore, if interest rates were to increase by 1% across all maturities, the value of the bond portfolio would drop by 2.5%; contrarily, if interest rates were to decrease by 1% across all maturities, the value of the bond portfolio would increase by 2.5%.

The University's debt is fixed rate; accordingly, changes in interest rates do not impact interest payments but may impact the fair value of such debt and the fair value of related derivatives (interest rate swaps on debt). The University uses interest rate swaps to lock in interest rates on future debt issues to protect against rising interest rates.



# UNIVERSITY OF VICTORIA

## Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

### 17. Financial risk management (continued)

#### (c) Liquidity risk

Liquidity risk is the risk that the University will not be able to meet its financial obligations as they become due. The University manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the University's reputation.

### 18. Accumulated surplus

Accumulated surplus is comprised of the following:

	2024	2023
Endowments	\$ 455,457	\$ 436,144
Invested in tangible capital assets	347,941	318,977
Internally restricted	116,907	111,705
Unrestricted	13,309	39,346
Accumulated remeasurement gains	7,301	6,196
	<b>\$ 940,915</b>	<b>\$ 912,368</b>

Endowments consist of restricted donations and capitalized investment income to be held in perpetuity.

Invested in tangible capital assets consist of unrestricted funds previously spent on capital assets, debt repayment, and asset retirement obligations.

Internally restricted funds consist of balances set aside or appropriated by the Board of Governors for equipment replacement, capital improvements and other non-recurring expenditures.

Unrestricted funds consist primarily of balances arising from the University's ancillary and specific purpose funds, and consolidated entities.



**UNIVERSITY OF VICTORIA****Notes to Consolidated Financial Statements**

Year ended March 31, 2024

*(tabular figures in thousands of dollars)***19. Endowments**

Changes to the endowment principal balances, not including remeasurement gains/losses, (see note 12 for accumulated unrealized gains/ losses on restricted endowment investments) are as follows:

	2024	2023
Balance, beginning of year	\$ 436,144	\$ 418,237
Contributions received during the year	6,288	5,469
Invested income and donations capitalized	13,025	12,438
<b>Balance, end of year</b>	<b>\$ 455,457</b>	<b>\$ 436,144</b>

The balance shown does not include endowment principal with fair value of \$8,413,000 (2023 – \$7,953,000) and book value of \$4,820,000 (2023 – \$4,820,000) held by the Vancouver Foundation. The excluded principal is not owned or controlled by the University, but income from it is paid to the University to be used for specific purposes.

**20. Contractual rights**

The University may, from time to time, enter into contracts or agreements in the normal course of operations that result in future assets or revenue. One example of such agreements is multi-year research funding agreements, whereby the University has the opportunity to earn revenue in future years by incurring qualified expenditures. These funding agreements do not abnormally impact the University's financial position and do not guarantee the university the right to future funding.

**21. Contractual obligations**

The nature of the University's activities can result in multiyear contracts and obligations whereby the University will be committed to make future payments. Significant contractual obligations related to operations that can be reasonably estimated are as follows:

	2025	2026	2027	2028	2029
Construction contracts	\$ 87,267	\$ 52,135	\$ 12,258	\$ -	\$ -
Operating leases	1,351	1,321	1,182	1,091	81
<b>Total</b>	<b>\$ 88,618</b>	<b>\$ 53,456</b>	<b>\$ 13,440</b>	<b>\$ 1,091</b>	<b>\$ 81</b>



## UNIVERSITY OF VICTORIA

### Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

#### 22. Contingent liabilities

The University may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of business. It is management's opinion that the aggregate amount of any potential liability is not expected to have a material adverse effect on the University's financial position or results.

The University is one of 58 Canadian university subscribers to CURIE, which has provided property and liability insurance coverage to most campuses other than Quebec and Prince Edward Island since 1988. The anticipated cost of claims based on actuarial projections is funded through member premiums. Subscribers to CURIE have exposure to premium retro-assessments should the premiums be insufficient to cover losses and expenses.

#### 23. Expenses by object

The following is a summary of expenses by object:

	2024	2023
Salaries and wages	\$ 416,797	\$ 390,637
Employee benefits	75,688	64,440
Travel	17,306	13,276
Supplies and services	103,388	92,611
Equipment rental and maintenance	9,880	8,639
Utilities	9,050	8,358
Scholarships, fellowships and bursaries	56,688	51,070
Cost of goods sold	10,591	10,615
Interest on long-term debt	5,574	3,231
Amortization of tangible capital assets	48,661	47,722
	\$ 753,623	\$ 690,599

#### 24. Trusts under administration

##### (a) University of Victoria Long-Term Disability Trust

The University administers an employee-funded long-term disability plan for faculty and administrative and academic professional staff. The University does not contribute to or control the plan. The long-term disability plan's assets and liabilities have not been included in the consolidated statement of financial position. The plan's operations have not been included in the consolidated statement of operations and accumulated surplus.



**UNIVERSITY OF VICTORIA****Notes to Consolidated Financial Statements**

Year ended March 31, 2024

*(tabular figures in thousands of dollars)***24. Trusts under administration (continued)**

## (a) University of Victoria Long-Term Disability Trust (continued)

As of March 31, 2024, the balances of the long-term disability plan are as follows:

	2024	2023
Assets	\$ 23,260	\$ 21,216
Accrued benefit obligation	(33,467)	(27,835)
	\$ (10,207)	\$ (6,619)

## (b) Funds held in trust

Funds held in trust are funds held on behalf of autonomous organizations, agencies, and student societies having a close relationship with the University. These funds are not reported on the University's consolidated statement of financial position (2024 – \$2,236,000; 2023 – \$4,113,000).

**25. Supplemental cash flow information**

	2024	2023
Cash paid for interest	\$ 4,919	\$ 2,274

**26. Related party transactions**

The University is related through common control to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount. The university accounts for its controlled entities, government business enterprises and government partnerships as outlined in Note 2(b). During the year ended March 31, 2024, there have been no material transactions between the University and its key management personnel or their close family members.





**Date:** September 18, 2024

**To:** Senate

**From:** Senate Committee on Academic Standards

**Re:** **2023/2024 Annual Report**

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The [Terms of Reference for the Senate Committee on Academic Standards](#) define its scope and relationship with Senate and other Senate committees. Each fall term the committee presents an annual report to Senate on its business and proceedings over the previous academic year.

The Senate Committee on Academic Standards met nine times in 2023/24. Meetings occurred on September 15, 2023, October 18, 2023, November 10, 2023, December 7, 2023, January 10, 2024, February 7, 2024, March 6, 2024, April 11, 2024, and May 24, 2024. During the year, the committee approved the convocation lists of faculties, made a number of recommendations to Senate, initiated projects in areas of the committee's concern, and received proposals for the committee's input from other areas.

Through 2023/2024 academic year, the committee undertook the following items for review and recommendation to Senate:

#### **Approval of the convocation lists of the Faculties:**

The committee approves, on behalf of Senate, the granting of degrees. At its October 2023 and May 2024 meetings, the committee approved the Fall 2023 and Spring 2024 convocation lists. At its May 2024 meeting, the committee approved the credit-bearing micro-certificates for Spring 2024.

At its February 2024 meeting, the committee approved an exceptional request in the granting of a Certificate in Business Administration.

#### **Recommendations to Senate:**

##### **Revision of admission requirements for the Bachelor of Science, Computer Science**

At its September meeting, the committee reviewed and approved the proposal to change the admission requirements for the Bachelor of Science Computer Science effective May 1, 2024. The proposal was approved by Senate at the October 6, 2023 meeting.

##### **Revision to the Examination Cancellation Policy and Guidelines**

At its September meeting, the committee reviewed and approved revisions to the Examination Cancellation Policy and Guidelines. The proposal was approved by Senate at the October 6, 2023 meeting.

##### **Revisions to the Undergraduate Academic Calendar regarding Examinations, Deferred Status**

At its September and October meetings, the committee reviewed and approved revisions to the Undergraduate Academic Calendar regarding Examinations, Deferred Status. The proposal was approved by Senate at the November 3, 2023 meeting.

**Revisions to the French and Francophone Studies, Honours Program**

At its October meeting, the committee reviewed and approved changes to the Honours Program in French and Francophone Studies. The proposal was approved by Senate at the November 3, 2023 meeting.

**Revisions to the Year 1 admission requirements to the BSc Kinesiology program**

At its October meeting, the committee reviewed and approved changes to the admission requirements for Year 1 to the Kinesiology Program. The proposal was approved by Senate at the November 3, 2023 meeting.

**Revisions to the definition of the Aegrotat Grade Notation**

At its November and January meetings, the committee reviewed and approved revisions to the definition of the Aegrotat Grade Notation. The proposal was approved by Senate at the February 2, 2024 meeting.

**Proposal to pilot for a Centrally Scheduled Midterm Examination Period**

At its December meeting, the committee reviewed and approved a proposal to pilot a centrally scheduled midterm examination period during the second term of 2023/2024 Winter Session. The proposal was approved by Senate at the special December 13, 2024 meeting. At its April meeting, the committee reviewed a report on the pilot.

**Revisions to the admission requirements to the MA and Med in Educational Psychology**

At its December meeting, the committee reviewed and approved a proposal from the Faculty of Education for changes to the admission requirements to the Master of Arts and Master of Education programs in Educational Psychology. The proposal was approved by Senate at the January 5, 2024 meeting.

**Proposal to update the DELF B2 requirements for the French Immersion Practicum**

At its December meeting, the committee reviewed and approved a proposal from the Faculty of Education on revisions to the DELF B2 requirements for the undergraduate French Immersion Practicum option. The proposal was approved by Senate at the January 5, 2024 meeting.

**Proposal to add a course to the Academic Writing Requirement**

At its December meeting, the committee reviewed and approved a proposal from the Faculty of Humanities, Academic and Technical Writing Program to add ATWP 110, "Academic Reading and Writing Support and Development", to the Academic Writing Requirement. The proposal was approved by Senate at the January 5, 2024 meeting.

**Revisions to the admission requirements to the MN Indigenous Wellness stream**

At its January meeting, the committee reviewed and approved a proposal from the Faculty of Human and Social Development, School of Nursing on changes to the admission requirements for the Master of Nursing Indigenous Wellness stream. The proposal was approved by Senate at the February 2, 2024 meeting.

**Revisions to the admission requirements to the BSc Psychology and Computer Science Major**

At its January meeting, the committee reviewed and approved a joint proposal from the Faculty of Engineering and Computer Science and Faculty of Science to change the admission requirements for the Bachelor of Science Psychology and Computer Science Major. The proposal was approved by Senate at the March 1, 2024 meeting.

### **Revisions to the admission requirements to the BSc Geography and Computer Science (Geomatics) Major**

At its January meeting, the committee reviewed and approved a joint proposal from the Faculty of Engineering and Computer Science and the Faculty of Social Sciences to change the admission requirements for the Bachelor of Science Geography and Computer Science (Geomatics) Major. The proposal was approved by Senate at the March 1, 2024 meeting.

### **Removal of a pre-requisite for Science teaching areas in the Bachelor of Education Secondary Post-Degree Programs**

At its January meeting, the committee reviewed and approved a proposal from the Faculty of Education to remove the History of Science pre-requisites for Science teaching areas in the Bachelor of Education Secondary Post-Degree Program in the May 2024 undergraduate academic calendar. The proposal was approved by Senate at its February 2, 2024 meeting.

### **Revisions to the eligibility requirements of the BSc (Honours) in Biology**

At its January meeting, the committee reviewed and approved a proposal from the Faculty of Science, Department of Biology regarding changes to the eligibility requirements for the Bachelor of Science (Honours) degree in the May 2024 undergraduate academic calendar. The proposal was approved by Senate at the February 2, 2024 meeting.

### **Proposal to removal a progression requirement for the BFA Major in Theatre**

At its January meeting, the committee reviewed and approved a proposal from the Faculty of Fine Arts for the change to the academic progression requirements for the Bachelor of Fine Arts Major Theatre Program in the May 2024 undergraduate academic calendar. The proposal was approved by Senate at the February 2, 2024 meeting.

### **Revisions to the admission requirements to the Faculty of Science undergraduate Cooperative Education program**

At its February meeting, the committee reviewed and approved a proposal from the Faculty of Science on changes to the removal of the GPA admission requirements for the Faculty of Science Co-operative Education programs in the September 2024 undergraduate academic calendar. The proposal was approved by Senate at the March 1, 2024 meeting.

### **Proposal to add a course to the Academic Writing Requirement**

At its February meeting, the committee reviewed and approved a proposal from the Faculty of Faculty of Humanities for the addition of ENSH 103, "Writing Culture, Power", to the Academic Writing Requirement effective the September 2024 undergraduate academic calendar. The proposal was approved by Senate at the March 1, 2024 meeting.

### **Proposal to institute a new process to maintain the integrity of the UVic Parchment**

At its February meeting, the committee reviewed and approved a proposal from the Office of the Registrar and Enrolment Management on a proposed process to maintain the integrity of the UVic Parchment. The proposal was approved by Senate at the March 1, 2024 meeting.

### **Revisions to the admission requirements to the BSc Physics and Computer Science Major**

At its March meeting, the committee reviewed and approved a joint proposal from the Faculties of Engineering and Computer Science, and Science to change the admission requirements for the Bachelor of Science Physics and Computer Science Major. The proposal was approved by Senate at the April 5, 2024 meeting.

### **Proposal to establish the admission requirements for the West Shore Computing Gateway program**

At its March meeting, the committee reviewed and approved a proposal from the Faculty of Engineering and Computer Science to establish admission requirements for the West Shore Computing Gateway program. The proposal was approved by Senate at the April 5, 2024 meeting.



### **Revisions to the admission requirements to the BEd, Indigenous Language Revitalization**

At its March meeting, the committee reviewed and approved a proposal from the Faculty of Education on changes to the admission requirements for the Bachelor of Education: Indigenous Language Revitalization program. The proposal was approved by Senate at the April 5, 2024 meeting.

### **Revisions to the admission requirements to the MA and PhD in Greek and Roman Studies**

At its March meeting, the committee reviewed and approved a proposal from Department of Greek and Roman Studies on revisions to the admissions and readmission requirements for the Masters of Arts and Doctor of Philosophy programs for the September 2024 graduate academic calendar. The proposal was approved by Senate at the April 5, 2024 meeting.

### **Proposal to remove a progression requirement in Political Science Major degree program**

At its April meeting, the committee reviewed and approved a proposal from the Faculty of Social Science, Political Science on the removal of the minimum C+ requirement in the Political Science Major program. The proposal was approved by Senate at the May 3, 2024 meeting.

### **Revisions to the admission requirements to the Greek and Roman Studies Honours Program and Greek and Latin Language and Literature Honours Program**

At its April meeting, the committee reviewed and approved a proposal from the Department of Greek and Roman Studies on revisions to the Greek and Roman Studies Honours Program and the Greek and Latin Language and Literature Honours Program effective September 2024. The proposal was approved by Senate at the May 3, 2024 meeting.

### **Proposal to create a recognition of completion for credit-bearing micro-certificates**

At its April meeting, the committee reviewed and approved a proposal from the Associate Vice-President Academic Programs and the Acting Registrar on the recognition of completion process for credit-bearing micro-certificates. The proposal was approved by Senate at the April 5, 2024 meeting.

### **Provided Feedback from Other Areas:**

At its September meeting, the committee provided feedback to the Faculty of Science on suggested changes to the requirements common to all Faculty of Science bachelor's degrees.

At its October meeting, the committee reviewed and provided feedback on a communication received by the Senate Committee on Agenda and Governance regarding the section in the academic calendars on the Evaluation of Student Achievement – Assessment Techniques.

At its November meeting, the committee provided feedback to the Associate Vice-President Academic Programs on the university's position statement for the use of generative artificial intelligence for learning and teaching.

At its December meeting, the committee reviewed a proposal from the Faculty of Education on the grading scheme for EPLS courses that serve Teacher Education. While the committee was supportive of the concept, more information was requested to address identified assessment concerns.

At its February meeting, the committee provided feedback on a proposal from the Faculties of Science, Social Sciences, and Humanities for establishing a Dean's List Notation on UVic student transcripts.

At its April meeting, the committee reviewed a proposal to revise the admission

requirements to the School of Nursing, Master of Nursing, Nurse Practitioner Post-Degree stream. The committee identified concerns with the proposal for the program's consideration.

### **Continued Projects in 2023/24**

#### **Academic Integrity Policy**

Throughout the academic year, the committee received updates and proposed revisions to the Academic Integrity Policy. At the special June 2024 Senate meeting, the committee requested feedback on the progressing revisions.

#### **Annual Review of Grading Report**

At its February meeting, the committee reviewed the 2022/23 grading report.

#### **Report on Academic Integrity Violations**

At its February meeting, the committee reviewed a report from the Office of Registrar and Enrolment Management on academic integrity violations from September 2022 through August 2023.

Respectfully submitted,

#### **2024/2025 Senate Committee on Academic Standards**

Danu Stinson (Chair), Faculty of Graduate Studies  
 Elizabeth Adjin-Tettey, Associate Vice-President Academic Programs  
 Hōkūlani Aikau, Faculty of Human and Social Development  
 Sarah Buchanan, UVSS representative  
 Ashley de Moscoso, Acting Associate Registrar  
 Jade Fischer, GSS representative  
 Andrea Giles, Executive Director, Coop Education and Career Services  
 Rob Hancock, Faculty of Social Sciences  
 Tim Haskett, Faculty of Humanities  
 Yasmine Kandil, Faculty of Fine Arts  
 Cedric Littlewood, Faculty of Graduate Studies / VPAC designate  
 Evan Maher, Student Senator  
 Andrew Newcombe, Faculty of Law  
 Sorin Rizeanu, Peter B. Gustavson School of Business  
 Tim Pelton, Faculty of Education  
 Yang Shi, Faculty of Engineering and Computer Science  
 Wendy Taylor, Registrar  
 Paige Thombs, Student Senator  
 Diana Varela, Acting Associate Dean, Academic Advising (Faculties of SCIE, SOSC and HUM)  
 Laura Vizina, Division of Continuing Studies  
 Alivia Wang, Convocation Senator  
 Ada Saab (Secretary), Associate University Secretary

#### **2023/2024 Senate Committee on Academic Standards**

Yasmine Kandil (Chair), Faculty of Fine Arts  
 Elizabeth Adjin-Tettey, Associate Vice-President Academic Programs  
 Hōkūlani Aikau, Faculty of Human and Social Development  
 Chekwube Anyaegbunam, Student Senator  
 Ashley de Moscoso, Acting Associate Registrar  
 Dennine Dudley, President's nominee  
 Steve Evans, Faculty of Graduate Studies / VPAC designate  
 Jade Fischer, GSS representative  
 Andrea Giles, Executive Director, Coop Education and Career Services  
 Rob Hancock, Faculty of Social Sciences

Tim Haskett, Faculty of Humanities  
Julio Navarro, Faculty of Science  
Andrew Newcombe, Faculty of Law  
Sorin Rizeanu, Peter B. Gustavson School of Business  
Tim Pelton, Faculty of Education  
Cleo Philp, UVSS representative  
David Scoones, Acting Associate Dean, Academic Advising (Faculties of SCIE, SOSC and HUM)  
Yang Shi, Faculty of Engineering and Computer Science  
Danu Stinson, Faculty of Graduate Studies  
Nathaniel Sukhdeo, Student Senator  
Wendy Taylor, Acting Registrar  
Laura Vizina, Division of Continuing Studies  
Alivia Wang, Convocation Senator  
Ada Saab (Secretary), Associate University Secretary



University  
of Victoria

Senate Committee on  
Academic Standards

**MEMO**

**Date:** September 18, 2024

**To:** Senate

**From:** Senate Committee on Academic Standards

**Re:** **Undergraduate Application Date, Returning Students**

---

At its meeting on September 5, 2024 the Senate Committee on Academic Standards reviewed and approved a proposal submitted by the Associate Dean, Undergraduate Programs, Faculty of Engineering and Computer Science for revisions to the Undergraduate Application Dates for returning students in the Undergraduate Academic Calendar.

**Recommended Motion:**

That Senate approve the revisions to the Undergraduate Application Dates for returning students to the Bachelor of Engineering or Bachelor of Software Engineering programs in the Undergraduate Academic Calendar.

Respectfully submitted,

**2024/2025 Senate Committee on Academic Standards**

Danu Stinson (Chair), Faculty of Graduate Studies  
Elizabeth Adjin-Tettey, Associate Vice-President Academic Programs  
Hōkūlani Aikau, Faculty of Human and Social Development  
Sarah Buchanan, UVSS representative  
Ashley de Moscoso, Acting Associate Registrar  
Jade Fischer, GSS representative  
Andrea Giles, Executive Director, Coop and Career Services  
Rob Hancock, Faculty of Social Sciences  
Tim Haskett, Faculty of Humanities  
Cedric Littlewood, Faculty of Graduate Studies/VPAC designate  
Evan Maher, Student Senator  
Andrew Newcombe, Faculty of Law  
Sorin Rizeanu, Peter B. Gustavson School of Business  
Tim Pelton, Faculty of Education  
Yang Shi, Faculty of Engineering and Computer Science  
Wendy Taylor, Registrar  
Paige Thombs, Student Senator  
Diana Varela, Associate Dean Advising (Faculties of SCIE, SOSC and HUMS)  
Laura Vizina, Division of Continuing Studies  
Alivia Wang, Convocation Senator  
Ada Saab (Secretary), Associate University Secretary

DATE: July 16, 2024  
TO: Senate Committee on Academic Standards (SCAS)  
FROM: Dr. LillAnne Jackson, Associate Dean Undergraduate Programs, Faculty of Engineering and Computer Science  
RE: Undergraduate Application Date, Returning Students

## Senate Committee on Academic Standards:

This is a request to adjust the date listed in the Undergraduate Application Dates for returning students, as listed in the [Academic Calendar](#), to conform to the long-term practice that directly follows the operations of the programs in the Faculty of Engineering and Computer Science.

Currently, the [Academic Calendar](#) indicates that the latest date to apply, as a returning student to the May entry point, is July 31<sup>st</sup>. This makes sense as there are courses in the May – August term that run only in the month of August. Thus, students applying for admission near July 31<sup>st</sup> that are granted admission can register in August courses. The Faculty of Engineering and Computer Science does not run courses in the month of August. Potential returning students regularly delay applying for admission after seeing the published July 31<sup>st</sup> admission deadline and are not able to register in May – August courses, as they had otherwise planned.

This problem affects the Bachelor of Engineering and Bachelor of Software Engineering program students most acutely because of the prescriptive nature of their programs. In particular, these students do not have ‘elective’ course credits available in their programs. As such, they are not able to make use of any short summer courses even as electives, effectively delaying their admissions to the September entry point.

The proposed change affects this portion of the page:

Resuming studies or non-degree

Program	Entry point	Application deadline
Returning to the same program or Non-degree studies (upgrading)	September	April 30
	January	September 30
	May	July 31

We propose that this item indicate that the dates listed are for all programs, except the Bachelor of Engineering and Bachelor of Software Engineering, as follows:

All programs, except Bachelor of Engineering and Bachelor of Software Engineering	Entry Point	Application Deadline
Returning to the same program or Non-degree studies (upgrading)	September	April 30
	January	September 30
	May	July 31

Then, include a separate item for Bachelor of Engineering and Bachelor of Software Engineering admission deadlines. The point where dates differ are highlighted.

Bachelor of Engineering and Bachelor of Software Engineering	Entry Point	Application Deadline
Returning to the Bachelor of Engineering or Bachelor of Software Engineering program	September	April 30
	January	September 30
	May	March 31

Sincerely,



LillAnne Jackson, PhD, P.L.Eng.  
Associate Dean Undergraduate Programs  
Faculty of Engineering and Computer Science  
University of Victoria

Cc: Jennifer Holmes, *Engineering Undergraduate Administrative Officer*



**Date:** September 20, 2024

**To:** Senate

**From:** Senate Committee on Agenda and Governance

**Re:** **Senate Meeting Schedule**

---

At the August and May 2024 Senate Committee on Agenda and Governance meetings, committee members discussed a request from two incoming members of Senate to move the first Senate meeting of the 2024/2025 year, October 4, 2024. This date was noted to fall on Rosh Hashanah, a Jewish high holy day. Jewish observance of this day begins at sunset on Wednesday, October 2 and runs through to nightfall on Friday, October 4. One member of Senate requested that Senate be rescheduled to the following week. The second request was to reschedule the October meeting to the week prior, September 27, 2024, as the week following Rosh Hashanah would interfere with the lead into to Yom Kippur, another important day of observance.

The Senate Committee on Agenda and Governance reflected on the [religious observances](#) reported by the Office of Equity and Human Rights (EQHR), most pointedly the bolded dates which indicate religious accommodation consideration which University community members are advised to consider alternate days when planning what is termed as a significant event. Committee members discussed the matter over the course of two meetings and while members were sensitive to the issue and did not dispute the importance of the day, decided that the schedule of Senate meetings was a set of regular business meetings and not significant events that would warrant amendment due to various major dates of religious observance.

In addition to the reporting of religious observances by EQHR, the committee is also aware the university has a legal obligation to take reasonable measures to accommodate [employees](#) and [students](#) who request time off for religious observances for which a day of observance is not provided by statute. Committee members acknowledged the need to meaningfully accommodate members of Senate. As a result, the University Secretary's office was asked to investigate accommodation options that could be provided to Senate to ensure members felt included and valued in the planning of future Senate scheduling.

The Senate Committee on Agenda and Governance has asked the University Secretary's office to work with EQHR to provide options to guide our governing bodies (both the Senate and the Board of Governors) and to return to the committee before the end of the academic year. Before this work is completed, any accommodation requests for Senate will come before the Senate Committee on Agenda and Governance for consideration.

Respectfully submitted,

**2024/2025 Senate Committee on Agenda and Governance**

Kevin Hall, Chair, President and Vice-Chancellor

Robin Hicks, Vice-Chair, Faculty of Graduate Studies

Carrie Andersen, University Secretary

Jason Colby, Faculty of Humanities

Elizabeth Croft, Vice-President Academic and Provost

Moronke Harris, Student Senator

Inba Kehoe, Libraries

Mark Laidlaw, Faculty of Science

Martha McGinnis, Faculty of Graduate Studies

Phalguni Mukhopadhyaya, Faculty of Engineering and Computer Science

Alivia Wang, Convocation Senator

Ada Saab (Secretary), Associate University Secretary

Kathy MacDonald, (Recording Secretary), Senator Coordinator





University  
of Victoria

Senate Committee on  
Agenda and Governance

**MEMO**

**Date:** September 20, 2024

**To:** Senate

**From:** Senate Committee on Agenda and Governance

**Re:** **Appointments to the 2024/2025 Senate standing committees**

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The Senate Committee on Agenda and Governance nominations sub-committee met on September 20, 2024 to consider appointments to the 2024/2025 Senate standing committees.

The Senate Committee on Agenda and Governance recommends to Senate the approval of appointments indicated in bold text in the attached document. Most new members are appointed for 3-year terms from July 1, 2024 to June 30, 2027. Committee chairs and student members appointed for one-year terms from July 1, 2024 to June 30, 2025.

**Recommended Motion:**

That Senate approve the appointments to the 2024/2025 Senate standing committees for the terms indicated in the attached document.

Respectfully submitted,

**2024/2025 Senate Committee on Agenda and Governance**

Kevin Hall, Chair, President and Vice-Chancellor\*

Robin Hicks, Vice-Chair, Faculty of Graduate Studies\*

Carrie Andersen, University Secretary

Jason Colby, Faculty of Humanities

Elizabeth Croft, Vice-President Academic and Provost

Moronke Harris, Student Senator\*

Inba Kehoe, Libraries\*

Mark Laidlaw, Faculty of Science

Martha McGinnis, Faculty of Graduate Studies

Phalguni Mukhopadhyaya, Faculty of Engineering and Computer Science\*

Alivia Wang, Convocation Senator

Ada Saab (Secretary), Associate University Secretary\*

Kathy MacDonald, (Recording Secretary), Senator Coordinator\*

\*members of the Nominations Sub-committee

/attachment

2024- 2025 Senate CommitteesSenate Committee on Academic Standards

Name	Faculty or Department	Term
<b>Danu Stinson (S) (Chair)</b>	<b>Graduate Studies</b>	<b>2025 (2022)</b>
<b>Dennine Dudley (S)</b>	<b>Fine Arts</b>	<b>2027 (2024)</b>
<b>Irina Paci (NS)</b>	<b>Science</b>	<b>2027 (2024)</b>
Andrew Newcombe (S)	Law	2027 (2021)
Tim Haskett (NS)	Humanities	2025 (2022)
Robert Hancock (S)	Social Sciences	2027 (2021)
Sorin Rizeau (NS)	Peter B. Gustavson School of Business	2026 (2020)
Laura Vizina (NS)	Continuing Studies	2026 (2023)
Tim Pelton (NS)	Education	2025 (2022)
Yang Shi (NS)	Engineering and Computer Science	2026 (2022)
Hökūlani Aikau (S)	Human & Social Development	2026 (2023)
Vacancy	Medical Sciences	2027 (2024)
Evan Maher (S)	Student Senator	2025 (2024)
Paige Thombs (S)	Student Senator	2025 (2024)
<b>Sarah Buchanan (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2025 (2024)</b>
<b>Jade Fischer (NS)</b>	<b>Student Representative (GSS)</b>	<b>2025 (2023)</b>
Alivia Wang (S)	Convocation Senator	2027 (2021)
Cedric Littlewood (NS)	Vice-President Academic and Provost's designate	(ex officio)
Vacancy	President or nominee	(ex officio)
Andrea Giles (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Elizabeth Adjin-Tettey (NS)	Associate Vice-President Academic Programs	(ex-officio)
Wendy Taylor (NS)	Registrar	(ex officio)
Ashley de Moscoso (NS)	Acting Associate Registrar	(ex officio)
Diana Varela (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator

(NS) – non Senator

## Senate Committee on Admission, Re-registration And Transfer Appeals

Name	Faculty or Department	Term
Erin Kelly (NS) (Chair)	Humanities	2026 (2020)
Stuart MacDonald (NS) (Vice-Chair)	Social Sciences	2025 (2019)
Rana El-Sabaawi (NS)	Science	2025 (2022)
Shemine Gulamhusein (NS)	Human & Social Development	2025 (2022)
Michael Zastre (NS)	Engineering & Computer Science	2026 (2023)
Carmen Galang (NS)	Peter B. Gustavson School of Business	2026 (2020)
Lee Henderson (NS)	Fine Arts	2026 (2023)
Ralf St. Clair (NS)	Education	2026 (2023)
Ayla Starkey (S)	Student Senator	2025 (2024)
Justin Salinas (S)	Student Senator	2025 (2024)
<b>Khushi Wadhwa (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2025 (2023)</b>
Vacancy	President or nominee	(ex officio)
Diana Varela (NS)	Associate Dean Academic Advising (Faculties of Science, Social Sciences and Humanities)	(ex officio)
Trisha Best (NS)	Director or equivalent of International Centre for Students	(ex officio)
Vacancy	Director or equivalent of an Advising Centre	(ex officio)
Ai-Lan Chia (NS)	Representative from Counselling Services	(ex officio)
Wendy Taylor (NS)	Registrar	(ex officio)
LillAnne Jackson (NS)	Representative to the BC Council on Admission and Transfer, Transfer and Articulation Committee	(ex officio)
Zane Robison (Secretary)	Associate Registrar	
Heidi Neeves (Acting Recording Secretary)	Undergraduate Admissions and Records	

(S) – Senator  
(NS) – non Senator

## Senate Committee on Agenda and Governance

Name	Faculty or Department	Term
Kevin Hall (S) (Chair)	Chair of Senate	(ex officio)
TBD (Vice-Chair) (S)	Vice-Chair of Senate	(ex officio)
Inba Kehoe (S)	Librarian	2027 (2024)
Martha McGinnis (S)	Graduate Studies	2026 (2023)
Phalguni Mukhopadhyaya (S)	Engineering and Computer Science	2025 (2022)
<b>Jason Colby (S)</b>	<b>Humanities</b>	<b>2027 (2024)</b>
Mark Laidlaw (S)	Science	2026 (2023)
Moronke Harris (S)	Student Senator	2025 (2024)
Alivia Wang (S)	Convocation Senator	2027 (2023)
Elizabeth Croft (S)	Vice-President Academic and Provost	(ex officio)
Carrie Andersen (S)	University Secretary	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	
Kathy MacDonald (Recording Secretary)	Senate Coordinator	

(S) – Senator  
(NS) – non Senator

## Senate Committee on Appeals

Name	Faculty or Department	Term
Kathy Chan (co-Chair) (NS) Janna Promislow (co-Chair) (NS)	Law	2026 (2020)
Mauricio Garcia-Barrera (Vice-Chair) (NS)	Graduate Studies	2025 (2018)
Kenneth Stewart (NS)	Social Sciences	2025 (2022)
Lina Zhou (S)	Engineering and Computer Science	2026 (2023)
Stuart Snaith (NS)	Peter B. Gustavson School of Business	2026 (2023)
Leslee Francis Pelton (NS)	Education	2027 (2024)
Mark Laidlaw (S)	Science	2026 (2020)
<b>Jill Walshaw (S)</b>	<b>Humanities</b>	<b>2027 (2024)</b>
<b>Simon Minshall (S)</b>	<b>Human &amp; Social Development</b>	<b>2027 (2024)</b>
Vacancy (S)	Fine Arts	2027 (2024)
Norman Kaminski (S)	Student Senator	2025 (2024)
Artem Kuklev (S)	Student Senator	2025 (2024)
Vacancy	Student Senator	2025 (2024)
<b>Jeffrey Bruton (NS)</b>	<b>Student Representative (GSS)</b>	<b>2025 (2023)</b>
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator

(NS) – non Senator

## Senate Committee on Awards

Name	Faculty or Department	Term
Maureen Ryan (S) (Chair)	Human & Social Development	2027 (2021)
Rishi Gupta (S)	Engineering and Computer Science	2025 (2022)
<b>Mark Bridge (NS)</b>	<b>Peter B. Gustavson School of Business</b>	<b>2027 (2024)</b>
CindyAnn Rose-Redwood (S)	Social Sciences	2026 (2023)
<b>Leslee Francis Pelton (NS)</b>	<b>Graduate Studies</b>	<b>2027 (2021)</b>
Alyssa Manankil (NS)	Alumni Association	2027 (2021)
Justin Salinas	Student Senator	2025 (2023)
<b>Sarah Roberts (NS)</b>	<b>Student Representative (GSS)</b>	<b>2025 (2023)</b>
John Dower (NS)	Chair, Faculty of Graduate Studies Awards Committee	(ex officio)
Donja Roberts (NS)	Scholarships Officer, Faculty of Graduate Studies	(ex officio)
Wendy Taylor (NS)	Registrar	(ex officio)
Vacancy	President or nominee	(ex officio)
Lori Hunter (NS)	Director, Student Awards and Financial Aid	(ex officio)
Amanda Thornborough (Secretary)	Student Awards & Financial Aid	

(S) – Senator

(NS) – non Senator

## Senate Committee on Continuing Studies

Name	Faculty or Department	Term
Jo-Anne Clarke (S) (Chair)	Dean, Continuing Studies	(ex officio)
<b>Brock Smith (S)</b>	<b>Peter B. Gustavson School of Business</b>	<b>2027 (2024)</b>
Doug Magnuson (NS)	Education	2025 (2022)
Jens Weber (NS)	Engineering and Computer Science	2026 (2023)
Alexis Luko (NS)	Fine Arts	2026 (2023)
Vacancy	Human & Social Development	2027 (2024)
<b>Li-Shih Huang (NS)</b>	<b>Humanities</b>	<b>2027 (2021)</b>
Vacancy	Law	2027 (2024)
Chris Eagle (S)	Science	2026 (2023)
Helen Kurki (NS)	Social Sciences	2025 (2022)
Vacancy	Student Senator	2025 (2024)
<b>Jeffrey Bruton (NS)</b>	<b>Student Representative (GSS)</b>	<b>2025 (2023)</b>
<b>Solange Nicholson (NS)</b>	<b>Student Representative from diploma or certificate program in Continuing Studies</b>	<b>2025 (2024)</b>
Natasha Thambirajah (NS)	Alumni Association	2025 (2022)
Kate Donovan (S)	Convocation Senator	2027 (2024)
Vacancy	President or nominee	(ex officio)
Elizabeth Adjin-Tettey (NS)	Chair, Senate Committee on Planning	(ex-officio)
Kirsten Kopp (Secretary)	Continuing Studies	

(S) – Senator  
(NS) – non Senator

Senate Committee on Curriculum

Name	Faculty or Department	Term
David Scoones (NS) (Chair)	Social Sciences	2025 (2024)
<b>Vacancy (S) Vice-Chair</b>	<b>TBD</b>	<b>2027 (2024)</b>
Graham Brown (NS)	Peter B. Gustavson School of Business	(ex officio)
Leslee Francis Pelton (NS)	Education	(ex officio)
LillAnne Jackson (NS)	Engineering and Computer Science	(ex officio)
Catherine Harding (S)	Fine Arts	(ex officio)
Cedric Littlewood (NS)	Graduate Studies	(ex officio)
Maureen Ryan (NS)	Human & Social Development	(ex officio)
Lisa Surridge (NS)	Humanities	(ex officio)
Geoffrey Loomer (NS)	Law	(ex officio)
Reuben Rose-Redwood (NS)	Social Sciences	(ex officio)
Chris Eagle (S)	Science	(ex officio)
Michele Martin (NS)	Medical Sciences	(ex-officio)
Vacancy	President or nominee	(ex officio)
Vacancy	Vice-President Academic and Provost or designate	(ex officio)
<b>Danu Stinson</b>	<b>Chair, Senate Committee on Academic Standards</b>	<b>(ex officio)</b>
TBD	Student Senator from the Senate Committee on Academic Standards	(ex officio)
Sara Henderson (NS)	Acting Calendar Coordinator	(ex officio)
<b>Chelsey Evans (NS)</b>	<b>Executive Director's designate, Cooperative Education and Career Services</b>	<b>(ex officio)</b>
Wendy Taylor (NS)	Registrar	(ex officio)
Ashley de Moscoso (NS)	A/Associate Registrar	(ex officio)
Ada Saab (NS)	Associate University Secretary	(ex officio)
Asia Longphee (Secretary)	A/Director, Curriculum and Calendar	

(S) – Senator

(NS) – non Senator



## Senate Committee on Honorary Degrees and Other Forms of Recognition

Name	Faculty or Department	Term
Marion Buller (S) (Chair)	Chancellor	(ex officio)
<b>Anita Prest (S)</b>	<b>Education</b>	<b>2027 (2024)</b>
Denise Cloutier (NS)	Social Sciences	2026 (2020)
Jonathan Bengtson (S)	University Librarian	2025 (2022)
Elena Pnevmonidou (NS)	Humanities	2025 (2019)
Andrew Weaver (S)	Science	2027 (2024)
Sara Humphreys (S)	Humanities	2026 (2020)
Vacancy	Student Senator	2025 (2024)
Saeed Rezvani (NS)	Alumni Association	2027 (2024)
Kevin Hall (S)	Chair of Senate	(ex officio)
Jennifer Vornbrock (NS)	Executive Director, Community & Governance Relations	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator  
(NS) – non Senator

Senate Committee on Learning and Teaching

Name	Faculty or Department	Term
Li-Shih Huang (NS) (Chair)	Graduate Studies	2027 (2024)
Kirstin Lane (NS)	Education	2026 (2023)
Travis Martin (S)	Science	2026 (2023)
Vacancy	Engineering and Computer Science	2027 (2024)
Erin Campbell (S)	Fine Arts	2026 (2020)
Brock Smith (S)	Peter B. Gustavson School of Business	2025 (2022)
Miranda Angus (NS)	Continuing Studies	2025 (2022)
April Nowell (S)	Social Sciences	2027 (2024)
Lynne Marks (S)	Humanities	2027 (2021)
Anastasia Mallidou (S)	Human & Social Development	2026 (2023)
Deborah Curran (S)	Law	2025 (2022)
Vacancy	Medical Sciences	2027 (2024)
Emily Goodman (S)	Student Senator	2025 (2024)
Cole Kennedy (S)	Student Senator	2025 (2024)
<b>Isabelle Easton (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2025 (2024)</b>
<b>Bunni Williams (NS)</b>	<b>Student Representative (UVSS)</b>	<b>2025 (2023)</b>
<b>Nahid Pourdolat Safari</b>	<b>Student Representative (GSS)</b>	<b>2025 (2023)</b>
Saeed Rezvani (NS)	Alumni Association	2026 (2023)
Matt Huculak (NS)	Library, (FALC)	2025 (2022)
Victoria Wyatt (S)	Convocation Senator	2027 (2024)
<b>Courtney Lundrigan (NS)</b>	<b>University Librarian's designate</b>	<b>(ex officio)</b>
Wency Lum (NS)	Associate Vice-President Systems & Chief Information Officer	(ex officio)
Andrea Giles (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
Shailoo Bedi (NS)	Executive Director, Learning and Teaching Support and Innovation	(ex officio)
Vacancy	Technology Integrated Learning Centre	(ex officio)
Vacancy	President or nominee	(ex officio)
Elizabeth Adjin-Tettey (NS)	Associate Vice-President Academic Programs	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator

(NS) – non Senator

## Senate Committee on Libraries

Name	Faculty or Department	Term
<b>Adrienne Boyarin (NS) (Chair)</b>	<b>Humanities</b>	<b>2026 (2020)</b>
Deborah Curran (S)	Law	2025 (2022)
<b>Martha McGinnis (S)</b>	<b>Graduate Studies</b>	<b>2027 (2021)</b>
Catherine McGregor (NS)	Education	2026 (2023)
Tatiana Shumilina (NS)	Continuing Studies	2026 (2023)
Lina Zhou (S)	Engineering and Computer Science	2026 (2023)
Danielle Geller (NS)	Fine Arts	2026 (2023)
Brian Thom (NS)	Social Sciences	2025 (2022)
Sudhir Nair (S)	Peter B. Gustavson School of Business	2026 (2023)
Simon Minshall (S)	Human & Social Development	2025 (2022)
Vacancy	Medical Sciences	2027 (2024)
Andrew Weaver (S)	Science	2027 (2024)
Jenn Hodge (S)	Student Senator	2025 (2024)
<b>Sansal Gumuspala (NS)</b>	<b>Student Representative (GSS)</b>	<b>2025 (2024)</b>
<b>Victor Ramraj (NS)</b>	<b>Representative of Council of Centre Directors</b>	<b>2027 (2021)</b>
Matt Huculak (NS)	Librarian selected by Faculty Association Librarians' Committee (FALC)	2026 (2023)
Ry Moran (NS)	Associate University Librarian	(ex-officio)
Lisa Goddard (NS)	Associate University Librarian	(ex-officio)
Lisa Petrachenko (NS)	Associate University Librarian	(ex officio)
Vacancy	President or nominee	(ex officio)
Wency Lum (NS)	Associate Vice-President Systems & Chief Information Officer	(ex officio)
Jonathan Bengtson (S)	University Librarian	(ex officio)
Kaelan Smith (Secretary)	University Librarian's Office	

(S) – Senator  
(NS) – non Senator

## Senate Committee on Planning

Name	Faculty or Department	Term
Elizabeth Adjin-Tettey (NS) (Chair)	Associate Vice-President Academic Programs	(ex officio)
<b>Jie Zhang (NS)</b>	<b>Peter B. Gustavson School of Business</b>	<b>2027 (2021)</b>
<b>Breanna Lawrence (S)</b>	<b>Education</b>	<b>2027 (2024)</b>
Pablo Restrepo Gauthier (NS)	Humanities	2026 (2023)
Adam Con (NS)	Fine Arts	2025 (2019)
Alexandrine Boudreault-Fournier (NS)	Social Sciences	2026 (2023)
Maureen Ryan (NS)	Human & Social Development	2025 (2022)
Annalee Lepp (S)	Dean	2025 (2022)
Henning Struchtrup (S)	Engineering and Computer Science	2026 (2023)
Geoff Loomer (NS)	Law	2026 (2024)
Alexandre Brolo (NS)	Science	2027 (2021)
Vacancy	Graduate Studies	2027 (2024)
Vacancy	Medical Sciences	2027 (2024)
Tania Muir (NS)	Continuing Studies	2026 (2023)
Anthony Ryan (S)	Student Senator	2025 (2024)
<b>Rosemary Webb (NS)</b>	<b>Student Representative (GSS)</b>	<b>2025 (2024)</b>
Vacancy	President or nominee	(ex officio)
Wendy Taylor (NS)	Registrar	(ex officio)
Andrea Giles (NS)	Executive Director, Cooperative Education and Career Services	(ex officio)
<b>Kristin Semmens (NS)</b>	<b>Vice-President Academic and Provost's designate</b>	<b>(ex officio)</b>
<b>Fraser Hof (NS)</b>	<b>Vice-President Research and Innovation's designate</b>	<b>(ex officio)</b>
Robin Hicks (S)	Dean, Faculty of Graduate Studies	(ex officio)
Ada Saab (NS)	Associate University Secretary	(ex officio)
Sandra Duggan (Secretary)	Office of the Vice-President Academic and Provost	

(S) – Senator  
(NS) – non Senator

## Senate Committee on University Budget

Name	Faculty or Department	Term
Catherine McGregor (NS) (Chair)	Education	2026 (2023)
<b>Qianqian Du (NS)</b>	<b>Peter B. Gustavson School of Business</b>	<b>2027 (2024)</b>
Loren Gaudet (S)	Humanities	2026 (2023)
Phalguni Mukhopadhyaya (S)	Engineering and Computer Science	2025 (2022)
David Scoones (NS)	Social Sciences	2027 (2024)
Catherine Harding (S)	Fine Arts	2025 (2022)
John Dower (NS)	Science	2027 (2024)
Sonja Foss (S)	Student Senator	2025 (2024)
Kelly Diether (S)	Convocation Senator	2027 (2021)
Kevin Hall (S)	Chair of Senate	(ex officio)
Ada Saab (Secretary)	Associate University Secretary	

(S) – Senator

(NS) – non Senator



**Date:** September 18, 2024

**To:** Senate

**From:** Senate Committee on Awards

**Re:** **New and Revised Awards**

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The Senate Committee on Awards met on June 19, August 21, and September 11 and approved a number of new and revised awards for Senate's approval. Terms contained within this document are defined in Appendix 1 and Terms of Reference for these awards are in Appendix 2.

### **Recommended Motion:**

That the Senate approve, and recommend to the Board of Governors that it also approve, the new and revised awards set out in the attached document:

- Bob Peart Graduate Scholarship in Terrestrial Parks & Protected Areas\* (Revised)
- Computer Science Co-op Report Prize\* (Revised)
- Ella Brown Memorial Annual Scholarship (New)
- Hartwig Industries Graduate Award in Concussion Research (Revised)
- Howard & Donna Denike Memorial Award\* (Revised)
- Madden Family Graduate Scholarship in the Cognitive Neuroscience of Aging (New)
- Nicholas V. Galichenko Scholarship\* (Revised)
- Richard L. Williams Memorial Scholarship\* (Revised)
- Royal Jubilee Hospital School of Nursing Alumnae Assoc Student Award\* (Revised)
- RPIA ACE Finance Award for BIPOC Students (Revised)
- Samit & Reshma Sharma Scholarship in Astronomy\* (New)
- Samit & Reshma Sharma Scholarship in Earth and Ocean Sciences\* (New)
- Samit & Reshma Sharma Scholarship in Mental Health and Addiction\* (New)
- Barry Gough Scholarship for Marine Environmental History (New)
- Bentley Nichvolodoff Memorial Book Prize (Revised)
- Dr. Marion Porath Memorial Graduate Scholarship in Voice (Revised)
- Faculty of Humanities Travel and Learning Scholarship (Revised)
- Hartwig Industries Graduate Award in Concussion Research (Revised)
- Hutchinson Graduate Scholarship (Revised)
- Jeffrey Rubinoff Art as a Source of Knowledge Graduate Scholarship (Revised)
- Jim Ounsworth Undergraduate Award for Part-time Indigenous Students (Revised)
- Joseph Arvay Social Justice Award (Revised)
- Joseph Chell Graduate Scholarship in Mathematics (New)
- Joyce Clearihue Graduate Co-op Scholarship (Revised)
- Joyce Clearihue Undergraduate Co-op Scholarship (Revised)
- McCarthy Tetrault Scholarship in Memory of John Finlay (Revised)
- Rosy & Steven Chan Memorial Bursary (Revised)

- Joseph D. Clearihue Graduate Scholarship in Law (New)
- Dr. Stephen Anthony Welch Art History Scholarship (New)

*\* Administered by the University of Victoria Foundation*

Respectfully submitted,

**2024/2025 Senate Committee on Awards**

Maureen Ryan (Chair), Faculty of Human and Social Development

John Dower, Faculty of Graduate Studies

Leslee Francis Pelton, Faculty of Education

Rishi Gupta, Faculty of Engineering and Computer Science

Lori Hunter, Student Awards and Financial Aid

Alyssa Manankil-Lakusta, Alumni Association Representative

Donja Roberts, Faculty of Graduate Studies

Sarah Roberts, GSS Representative

CindyAnn Rose-Redwood, Faculty of Social Sciences

Justin Salinas, Student Senator

Wendy Taylor, Registrar

Amanda Thornborough (Secretary), Student Awards and Financial Aid

## **Appendix 1**

### **Scholarships, medals and prizes**

Scholarships, medals and prizes are awarded to students primarily on the basis of academic merit. Other additional eligibility criteria, as specified in the terms of reference, will be considered when selecting recipients. Scholarships, medals and prizes for undergraduate students are administered by Student Awards and Financial Aid (SAFA). Detailed information about the terms of reference and application process (if applicable) for undergraduate scholarships, medals and prizes is available on the SAFA [website](#).

### **Awards**

UVic also offers non-repayable funding referred to as awards. Recipients are selected on the basis of the eligibility criteria specified in the terms of reference for each award. Eligibility criteria may include, but are not limited to, a minimum academic achievement, financial need, identifying with a group with historical and/or current barriers to equity, program of study or participation in a varsity sport.

Recipients of athletic awards are selected on the basis of the eligibility criteria specified in the terms of reference for the award and the requirements stipulated by U SPORTS; an organization external to UVic that establishes the funding rules for student athletes in varsity sport at participating universities in Canada. Please note, student-athletes receiving an athletic award in their entering year who have never participated in varsity sport at a **post-secondary** institution have no GPA requirement (U SPORTS regulation).

Returning student athletes must have passed a minimum of 9.0 units for credit, with a minimum GPA of 3.0, in the preceding September to August terms of study. The total combined value of athletic awards cannot exceed the student's assessed tuition and mandatory fees for the academic year in which they receive the funding.

### **Bursaries**

Bursaries are non-repayable financial assistance awarded on the basis of financial need and satisfactory academic standing. There may be additional selection criteria specified in the terms of reference, but financial need is the primary selection criteria.

Detailed information about the online bursary application process is available on the SAFA [website](#).



## Appendix 2

### Terms for New and Revised Awards

Additions are underlined

Deletions are ~~struck through~~

#### **Bob Peart Graduate Scholarship in Terrestrial Parks & Protected Areas\* (Revised)**

One ~~or more~~ scholarships, of at least \$1,000, is ~~may be awarded annually to a~~ an academically outstanding graduate student enrolled in a Masters or PhD program in the Department of Geography and one scholarship, of at least \$1,000, is awarded to an academically outstanding graduate student enrolled in a Masters or PhD program in the ~~or~~ School of Environmental Studies. ~~The applicants', and whose~~ research must be ~~is~~ related to terrestrial parks and protected areas. Preference will be given to a student who conducts applied or field research, and to a student whose research includes a focus on:

- Terrestrial parks management;
- Large landscape connectivity;
- The engagement of children and youth in nature; and/or
- Advocacy for children to develop a meaningful connection to the natural world.

Selection will be based on a statement prepared by applicants showing evidence of academic achievement and intended research focus. Applicants will each apply to their "home" units by September 8th. Approval will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Geography and the School of Environmental Studies.

#### **Computer Science Co-op Report Prize\* (Revised)**

A prize of \$100 is awarded to a student ~~deemed to have submitted an outstanding work term report~~ in a Computer Science cooperative degree program. Students are adjudicated based on assignments submitted during the work term. Supported by contributors to the Computer Science 10th Anniversary Fund. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Engineering and Computer Science Co-op office. This prize is supported by contributors to the Computer Science 10<sup>th</sup> Anniversary Fund.

#### **Ella Brown Memorial Annual Scholarship (New)**

One or more scholarships are awarded to academically outstanding woman graduate students in the Master of Global Business program in the Peter B. Gustavson School of Business. Students must submit a one-page statement (maximum 500 words) outlining a time when they faced a personal or financial hardship and what they learned/are learning through the experience. The statement may include how they are applying this learning to help achieve their academic and career goals. Applications must be submitted by November 15 to the Master of Global Business office. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Peter B. Gustavson School of Business.

#### **Hartwig Industries Graduate Award in Concussion Research (Revised)**

An award of ~~\$1,500~~ \$2,000 is given annually to a graduate student doing concussion-related research in the Graduate Program in Neuroscience or the School of Exercise Science, Physical & Health Education. Selection of the recipient will be made by the Faculty of Graduate Studies

Graduate Awards Committee upon the recommendation of the Director of the Concussion Lab Graduate Program in Neuroscience.

**Howard & Donna Denike Memorial Award\* (Revised)**

One or more awards are given to students continuing in ~~entering~~ second, third or fourth year of the Bachelor of Music program, ~~with preference for students in Music Education~~. Further preference is for students with demonstrated financial need. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Music.

**Madden Family Graduate Scholarship in the Cognitive Neuroscience of Aging (New)**

A scholarship will be awarded to an academically outstanding PhD student whose research is in the cognitive neuroscience of aging and who is affiliated with the Institute on Aging and Lifelong Health (IALH). Preference will be given to students whose research focuses on human brain structure and function associated with healthy cognitive aging. Further preference will be given to students who are in the last year of their program or whose total award funding in the academic year does not exceed \$5,000. Students must apply to the IALH.

Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the IALH.

**Nicholas V. Galichenko Scholarship\* (Revised)**

A scholarship is awarded to an academically outstanding undergraduate student to study Russian language and culture at universities abroad, ~~in the countries of the former Soviet Union~~. Preference will be given to full-time students majoring or minoring in Slavic Studies. Students must apply to the Department of Germanic and Slavic Studies by March 31st. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Germanic and Slavic Studies.

**Richard L. Williams Memorial Scholarship\* (Revised)**

One or more scholarships are awarded to post degree (Secondary) students who have declared a preference to teaching area in Chemistry or Physics. Preference will be given to students who have demonstrated involvement and/or leadership in the community, ~~and have an outstanding grade point average in their chemistry or physics courses or have evidence of teaching some chemistry or physics during their 6-week practicum~~. ~~Application forms are available on the Faculty of Education's website and must be submitted via email to [adasst@uvic.ca](mailto:adasst@uvic.ca) by May 31.~~

Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Education.

**Royal Jubilee Hospital School of Nursing Alumnae Assoc Student Award\* (Revised)**

One or more awards are given to undergraduate or graduate students continuing in the School of Nursing or enrolled in a program related to Nursing in ~~either Health Information Science or the School of Public Health and Social Policy~~.

Eligibility is based on the following order or priority:

1. Alumnae of the Royal Jubilee School of Nursing,
2. Descendants of an alumna of the Royal Jubilee Hospital School of Nursing. Applicants

must state their relationship to the alumna, their alumna's maiden name (if applicable) and the year the alumna graduated,

3. Undergraduate students in the BSN program.

Undergraduate students can apply via Online tools ~~the online transfer application via MyPage~~ under Student Awards and Financial Aid. Graduate students can apply by April 30 at the School of Nursing Dean of Human and Social Development office. Approval of the recipients will be made by either the Senate Committee on Awards or the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Nursing, Faculty of Human and Social Development. Undergraduate students registered in at least 4.50 academic units and Graduate students registered in at least 1.5 ~~3.0~~ academic units are eligible for this award.

### **RPIA ACE Finance Award for BIPOC Students (Revised)**

One award of \$5,000 is given to an undergraduate student continuing in third or fourth year in the Department of Economics, the Department of Mathematics and Statistics or the Peter B. Gustavson School of Business who self-identifies as Black, Indigenous or a Person of Colour (BIPOC), and has an interest in pursuing a career in the financial industry.

Applicants must provide a personal statement (maximum 500 words) that demonstrates:

1. an intent to pursue a career in the financial services industry by summarizing relevant coursework, extracurricular involvement and industry work experience through co-op placements, internships, etc, and
2. a commitment to diversity, equity and inclusion by creating inclusive environments free of hate, violence and discrimination. This could be, for example, through volunteer or paid work, social media communications or participating in community events.

Preference is for students with demonstrated financial need. Students with a GPA of 3.0 or above are eligible. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Economics, the Department of Mathematics and Statistics or the the Peter B. Gustavson School of Business.

### **Samit & Reshma Sharma Scholarship in Astronomy\* (New)**

One or more scholarships are awarded to academically outstanding graduate students in the Department of Physics and Astronomy, within the Faculty of Science, whose focus of research is enhancing societal knowledge and understanding of stars, galaxies and the universe. Preference will be given to students who are working with the Herzberg Astronomy and Astrophysics Research Centre. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Physics and Astronomy.

### **Samit & Reshma Sharma Scholarship in Earth and Ocean Sciences\* (New)**

One or more scholarships are awarded to academically outstanding graduate students in the Faculty of Science whose focus of research is on discoveries and solutions that support the sustainability of our oceans and planet. Preference will be given to students in the School of Earth & Ocean Sciences. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Science.

**Samit & Reshma Sharma Scholarship in Mental Health and Addiction\* (New)**

One or more scholarships are awarded to academically outstanding graduate students whose focus of research builds and supports community-wide knowledge that promotes wellbeing with reference to substance use and mental health. Students may apply by submitting a statement (maximum 250 words) describing how their research builds community knowledge and promotes wellbeing with reference to substance use and mental health to the Director, Canadian Institute for Substance Use Research between July 1 and September 15. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Director of the Canadian Institute for Substance Use Research.

**Barry Gough Scholarship for Marine Environmental History\* (New)**

One or more scholarships are awarded to academically outstanding undergraduate Major or Honours students in the Department of History who have written an essay or created an equivalent project (such as a website), that address the area of marine environmental history of the Pacific Coast. Applications must be submitted to the Department of History by March 31. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of History.

**Bentley Nichvolodoff Memorial Book Prize\* (Revised)**

A book prize is awarded to the student with the highest aggregate grade in THEA 237 and THEA 247 ~~Theatre 246 and Theatre 347~~. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Theatre.

**Dr. Marion Porath Memorial Graduate Scholarship in Voice (Revised)**

One or more ~~Two~~ scholarships of ~~\$2,500 each~~ are awarded to academically outstanding graduate students in the School of Music Voice Program, with preference for students who are actively engaged in the study and performance of operatic repertoire. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Music.

**Faculty of Humanities Travel and Learning Scholarship (Revised)**

One or more scholarships are awarded to academically outstanding undergraduate students in the Faculty of Humanities to assist with regional, national or international travel outside of Southern Vancouver Island (defined as the area south of Nanaimo and not including any of the Gulf Islands) in relation to a UVic course in the Faculty of Humanities. Coursework can be part of an exchange, study abroad, field school or co-op placement in a program supported by a program in the Faculty.

Students must submit a budget for the amount requested (maximum ~~\$2,000~~ \$2,000 ±,000), a statement of no more than 350 words describing the purpose of the coursework and its relevance to the student's program of study and one letter of support from appropriate instructors familiar with the student's academic work. The deadline for applications is March 1 (for summer travel) and June 1 (for fall or winter travel). All application materials should be addressed and submitted to the Associate Dean Academic, Faculty of Humanities. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Humanities.

**Hartwig Industries Graduate Award in Concussion Research (Revised)**

An award of ~~\$1,500~~ \$2,000 is given annually to a graduate student doing concussion-related research in the Graduate Program in Neuroscience ~~or the School of Exercise Science, Physical & Health Education~~. Selection of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Director of the Concussion Lab Graduate Program in Neuroscience.

**Hutchinson Graduate Scholarship\* (Revised)**

Two scholarships of ~~at least \$2,000 each~~, are awarded to academically outstanding graduate students in the Department of History who are studying immigration to Western Canada. Preference is for students with demonstrated financial need. Selection of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of History.

**Jeffrey Rubinoff Art as a Source of Knowledge Graduate Scholarship (Revised)**

A minimum of two ~~and a maximum of four~~ scholarships of ~~up to \$10,000 each~~ are awarded to academically outstanding graduate students in each of the five departments (Art History and Visual Studies, Music, Theatre, Writing, Visual Arts) in the Faculty of Fine Arts. Students with a GPA of 6.0/9.0 and above are eligible. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards committee upon the recommendation from each department in the faculty of Fine Arts.

**Jim Ounsworth Undergraduate Award for Part-time Indigenous Students (Revised)**

Two awards payable at \$5,000 per year ~~up to a maximum of \$35,000~~, are given to Canadian-born Indigenous undergraduate students entering the University of Victoria as a part-time student (registered in a minimum of 6.0 graded units in two terms of study), with preference for students with demonstrated financial need. Applicants must submit a letter (maximum 400 words) reflecting on how they see post-secondary education empowering them to help others and their community.

Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Office of Indigenous Academic and Community Engagement (IACE).

To be automatically renewed a student must have completed a minimum of 6.0 or more graded units in any two terms of study between May and April and maintained a GPA of 5.0/9.0 or higher. The award is automatically renewed for each year of the student's study until completion of a first undergraduate degree or for a maximum of six years, whichever is the shorter period.

Students registered in a co-op or work experience work term will automatically be renewed when they next complete a minimum of 6.0 or more graded units in two terms, provided they have maintained a GPA of a minimum of 5.0/9.0. Any student who takes neither a co-op, work experience work term, nor academic units for more than one term may forfeit their award.

**Joseph Arvay Social Justice Award (Revised)**

One or more awards of at least \$1,000 each are given to Indigenous undergraduate students in the Faculty of Law with demonstrated commitment to equality and human rights ~~and who self-identify as Black, Indigenous or a person of colour (BIPOC), with preference for Indigenous students~~. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

**Joseph Chell Graduate Scholarship in Mathematics\* (New)**

One or more scholarships are awarded to academically outstanding graduate students entering the Department of Mathematics and Statistics. Approval of the recipients is made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Mathematics and Statistics.

**Joyce Clearihue Graduate Co-op Scholarship\* (Revised)**

One or more scholarships are awarded to academically outstanding graduate students who completed a co-op term where the focus of work was environmental protection or climate change, with a preference for work that involved the restoration and preservation of forests. Eligible students will have completed the work term in the academic year (May to April) prior to the disbursement of the scholarship. Preference will be given to students with demonstrated financial need. ~~Applications must be submitted to the Dean's Office, Faculty of Graduate Studies no later than April 15.~~ Students may apply via the online graduate scholarship application between July 1st and September 15th. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee, upon the recommendation of the Co-operative Education Program.

**Joyce Clearihue Undergraduate Co-op Scholarship\* (Revised)**

One or more scholarships are awarded to undergraduate students who completed a co-op term where the focus of work was environmental protection or climate change, with a preference for work that involved the restoration and preservation of forests. Eligible students will have completed the work term in the academic year (May to April) prior to the disbursement of the scholarship. Preference will be given to students with demonstrated financial need. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Co-operative Education Program.

**McCarthy Tetrault Scholarship in Memory of John Finlay\* (Revised)**

One or more scholarships of \$1,000 in total are is-awarded to students in the Faculty of Law for outstanding performance in a legal skills, ethics or advocacy course or in the mooted program. This award may be given to a graduating student. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

**Rosy & Steven Chan Memorial Bursary\* (Revised)**

One or more bursaries are awarded to be given to students of minority ancestral groups entering or continuing at the University of Victoria. Preference will be given to students of Asian Ancestry or those Aboriginal who are First Nations, Inuit and Métis peoples and all other Indigenous peoples or Asian Ancestry.

**Joseph D. Clearihue Graduate Scholarship in Law (New)**

One scholarship will be awarded to an academically outstanding graduate student in the Faculty of Law. Part-time students are eligible (minimum 1.5 units per term). Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Law.

**Dr. Stephen Anthony Welch Art History Scholarship (New)**

One or more scholarships are awarded to academically outstanding undergraduate students continuing in the Department of Art History and Visual Studies. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Department of Art History and Visual Studies.



**Date:** September 3, 2024  
**To:** Senate  
**From:** Senate Committee on Continuing Studies  
**Re:** **2023-24 Annual Report**

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The [Terms of Reference for the Senate Committee on Continuing Studies](#) define its scope and relationship with Senate and other Senate committees. Annually in October, the committee presents a report to Senate on its business and proceedings over the previous academic year.

The Senate Committee on Continuing Studies met five times during the academic year: October 12, 2023, November 22, 2023, December 12, 2023, March 12, 2024 and May 15, 2024. All meetings were held in person with the option to attend remotely. The committee reviewed academic programs and considered other issues over the course of the year, including:

- approval of modifications to the Pathway program model;
- discussion about micro-credentials at UVic;
- approval of a new non-credit professional specialization certificate in Intellectual and Cultural Property Law and a new credit micro-certificate in Professional Communication in the Workplace;
- approval to offer two advanced English language courses for credit for students who are conditionally admitted to UVic;
- a proposed name change from the Division of Continuing Studies to the Division of Professional and Continuing Education.

### **Bullets of Major Issues:**

- **Modifications to the Pathway Program (October 12, 2023)**

The committee reviewed and discussed proposed modifications to the Pathway program including: 1) continuing with a hybrid co-location model; 2) offering a curated list of approved credit course options for students to choose from; 3) separating the science stream from engineering and computer science; and 4) adding a business stream. The proposal was tabled for a future meeting to allow the committee to gain a more comprehensive understanding of how this change would impact student advising and on-campus support services.

- **Intellectual and Cultural Property Law Professional Specialization Certificate (November 27, 2023 – special e-vote)**

This four-course non-credit certificate enables professional learners to enroll in courses current law students already take. Some course content has been revised with a stronger emphasis on Indigenous property laws, customs and traditions.

Due to a lack of quorum at the November meeting, a special e-vote was held on November 27, 2023. The committee approved this new offering, referring to the Senate Committee on Planning for approval.

- **Modifications to Pathway Program (December 12, 2023)**

The committee received additional information regarding student supports and advising, and subsequently approved the changes presented by Dr. Seppy Masoodi. These changes were forwarded to the Senate Committee on Planning for approval.

- **Credit for Advanced English courses – Pathway Program (March 12, 2024)**

The committee discussed a proposal to award credit for two advanced English courses (levels 5 and 6) for international students who have received an offer of conditional admission to UVic. Granting credit would allow students who complete the Pathway program to finish their first year of undergraduate studies. The committee viewed this as a positive move and approved advancing the proposal to appropriate senate committees.

- **New Micro-Credential: Professional Communication in the Workplace (May 5, 2024)**

The committee expressed strong support for this credit micro-credential offering, noting that significant consultation took place with sector partners. These courses will also benefit undergraduate students who plan to take them as part of a minor in Professional Communications. The committee approved the new micro-credential Professional Communication in the Workplace and forward to the Senate Committee on Planning for approval.

- **Division name change (May 5, 2024)**

Based on recommendations made by Propero Learning Systems Inc. in the fall of 2023, findings from two brand awareness studies and a competitive analysis of other continuing education units across Canada, Dr. Clarke proposed a motion to change the division's name. After some discussion, the decision was made to table the motion until further consultations with university faculties could be conducted.

*Respectfully submitted,*

**2024-25 Senate Committee on Continuing Studies**

Jo-Anne Clarke, (Chair), Division of Continuing Studies  
Elizabeth Adjin-Tettey, Chair, Senate Committee on Planning  
Jeffrey Bruton, GSS Representative  
Kate Donovan, Convocation Senator  
Christopher Eagle, Faculty of Science  
Li-Shih Huang, Faculty of Humanities  
Helen Kurki, Faculty of Social Sciences  
Alexis Luko, Faculty of Fine Arts  
Doug Magnuson, Faculty of Human and Social Development  
Solange Nicholson, Continuing Studies Student Representative  
Brock Smith, Gustavson School of Business  
Natasha Thambirajah, Alumni Association  
Jens Weber, Faculty of Engineering and Computer Science  
Kirsten Kopp (Secretary), Division of Continuing Studies

**2023-24 Senate Committee on Continuing Studies**

Jo-Anne Clarke, (Chair), Division of Continuing Studies  
Elizabeth Adjin-Tettey, Chair, Senate Committee on Planning  
Jeffrey Bruton, GSS Representative  
Dzifa Dordunoo, President's Nominee  
Christopher Eagle, Faculty of Science  
Mark Gillen, Faculty of Law



Anaïs Holdaway, Convocation Senator  
Doug Magnuson, Faculty of Human and Social Development  
Helen Kurki, Faculty of Social Sciences  
Li-Shih Huang, Faculty of Humanities  
Alexis Luko, Faculty of Fine Arts  
Sophie Pavlik, UVSS Representative  
Monica Prendergast, Curriculum and Instruction  
Natasha Thambirajah, Alumni Association  
Jens Weber, Faculty of Engineering and Computer Science  
Kirsten Kopp (Secretary), Division of Continuing Studies



**Date:** 12 September 2024

**To:** Senate

**From:** Senate Committee on Curriculum

**Re:** **2023-2024 Annual Report**

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The [Terms of Reference for the Senate Committee on Curriculum](#) define its scope and relationship with Senate and other Senate committees. Annually in October, the committee presents a report to Senate on its business and proceedings over the previous academic year.

The Senate Committee on Curriculum met three times in 2023/2024:  
Cycle 3 - August 25, 2023  
Cycle 1 - December 8, 2023  
Cycle 2 - March 15, 2024

Through the 2023/24 academic year, the committee undertook the following work:

**Review and approval of curriculum change submissions:**

The Committee approved, and recommended that Senate approve, 925 submissions over the three Cycles (5 in C3, 488 in C1, 432 in C2).

An additional 432 change submissions were created to support the transition of the Departments of French, Germanic and Slavic Studies, Hispanic and Italian Studies, and Linguistics to the new School of Languages, Linguistics, and Cultures in the Faculty of Humanities. These submissions allowed for the reassignment of all courses/programs/etc. to the new School, as previously approved by Senate.

**Consultation with other Senate sub-committees:**

There were discussions at multiple SCC meetings regarding the intersections between various Senate committees, and how to ensure that calendar items are routed to the appropriate committee (particularly SCAS) for review and approval. At the request of the committee, the Curriculum and Calendar unit has updated supporting documentation and forms within the curriculum management software to direct users to the appropriate SCAS contacts and information.

**Projects and discussion topics:**

Special topics course-titles: there were discussions at multiple SCC meetings this year around the titles used for sections within special topics courses. These section-based titles do not appear in the calendar but do appear on the transcript. As AC1120 states that "*Course titles must accurately and concisely describe the content of the course using formal*

*language suitable for inclusion on official student transcripts.*", the committee questioned whether SCC should have oversight of the section-based course-titles of special topics courses. This item is scheduled for further discussion at the Cycle 1 – May 2025 meeting.

Special-topics usage scenarios: The committee identified a need to explore current usages and best practices for variable-topic courses, as policy AC1120 currently only outlines rules and processes for one usage-type. OREM has committed to initiating an investigation of the various current usages across academic units to inform any necessary updates to the policy and best practices going forward.

Proposal submission timelines: FCC Chairs were reminded that academic units are required to adhere to the submission/approval dates/deadlines outlined within the appendices of AC1120.

Respectfully submitted,

**2024-2025 Senate Committee on Curriculum** David

Scoones, Chair, Faculty of Social Sciences  
Graham Brown, Peter B. Gustavson School of Business  
Ashley de Moscoso, Acting Associate Registrar  
Chris Eagle, Faculty of Science  
Chelsey Evans, Co-operative Education & Career Services  
Leslee Francis-Pelton, Faculty of Education  
Sara Henderson, Acting Calendar Coordinator  
LillAnne Jackson, Faculty of Engineering and Computer Science  
Cedric Littlewood, Faculty of Graduate Studies  
Geoffrey Loomer, Faculty of Law  
Michele Martin, Division of Medical Sciences Reuben  
Rose-Redwood, Faculty of Social Sciences  
Maureen Ryan, Faculty of Human and Social Development  
Ada Saab, Associate University Secretary  
Danu Stinson, Chair, Senate Committee on Academic Standards  
Lisa Surridge, Faculty of Humanities  
Wendy Taylor, Registrar  
Asia Longphee (Secretary), Acting Director, Curriculum and Calendar

**2023-2024 Senate Committee on Curriculum**

Adam Con, Chair, Faculty of Fine Arts  
Gary MacGillivray, Vice Chair, Vice-President Academic and Provost's Designate  
Eva Baboula, Faculty of Fine Arts  
Graham Brown, Peter B. Gustavson School of Business  
Ashley de Moscoso, Acting Associate Registrar  
Stephen Evans, Faculty of Graduate Studies  
Chelsey Evans, Co-operative Education & Career Services  
Leslee Francis-Pelton, Faculty of Education  
LillAnne Jackson, Faculty of Engineering and Computer Science

Sara Henderson, Acting Calendar Coordinator  
Cindy Holder, Faculty of Humanities (January 1, 2024 – June 30, 2024)  
Geoffrey Loomer, Faculty of Law  
Michele Martin, Division of Medical Sciences  
Adam Monahan, Faculty of Science  
Maureen Ryan, Faculty of Human and Social Development  
Reuben Rose-Redwood, Faculty of Social Sciences  
Ada Saab, Associate University Secretary  
Lisa Surridge, Faculty of Humanities (July 1, 2023 – December 31, 2023)  
Nathaniel Sukhdeo, Student Senator  
Wendy Taylor, Acting Registrar  
Asia Longphee (Secretary), Acting Director, Curriculum and Calendar



University  
of Victoria

Senate Committee on  
Curriculum

# MEMO

**Date:** 09 September 2024  
**To:** Members of Senate  
**From:** Senate Committee on Curriculum  
**Re:** **2024/2025 Cycle 3 Curriculum Submissions**

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All curriculum submissions are available for viewing by Senate on its SharePoint site using the following link: <https://uvic.sharepoint.com/sites/Senate>.

To access the submissions, in the middle of the SharePoint site there is a section titled '2024 - 2025 Senate agendas and materials'; click on the folder 'Curriculum Changes effective January 1, 2025'.

## Recommended motions:

That Senate approve the curriculum changes recommended by the Faculties and the Senate Committee on Curriculum for inclusion in the January 2025 academic calendars.

That Senate authorize the Chair of the Senate Committee on Curriculum to make small changes and additions that would otherwise unnecessarily delay the submission of items for the academic calendar.

Respectfully submitted,

## **2024/2025 Senate Committee on Curriculum**

David Scoones (Chair), Faculty of Social Sciences  
Graham Brown, Peter B. Gustavson School of Business  
Ashley de Moscoso, Acting Associate Registrar  
Chris Eagle, Faculty of Science  
Chelsey Evans, Co-op Education and Career Services  
Leslee Francis-Pelton, Faculty of Education  
Catherine Harding, Faculty of Fine Arts  
Sara Henderson, Acting Curriculum and Calendar Coordinator  
LillAnne Jackson, Faculty of Engineering and Computer Science  
Cedric Littlewood, Faculty of Graduate Studies  
Geoffrey Loomer, Faculty of Law  
Michele Martin, Division of Medical Sciences  
Reuben Rose-Redwood, Faculty of Social Sciences  
Maureen Ryan, Faculty of Human and Social Development  
Ada Saab, Associate University Secretary  
Lisa Surridge, Faculty of Humanities  
Danu Stinson, Chair, Senate Committee on Academic Standards  
Wendy Taylor, Registrar  
Asia Longphee (Secretary), Acting Director, Curriculum and Calendar



**University  
of Victoria**

Senate Committee on  
Learning and Teaching

**MEMO**

**Date:** September 18, 2024

**To:** Senate

**From:** Senate Committee on Learning and Teaching

**Re:** **Academic Course Scheduling and Timetable Sequence Pattern Principles**

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At its meeting on September 9, 2024 the Senate Committee on Learning and Teaching reviewed and approved a proposal submitted by the Associate Vice-President Academic Programs and the Registrar regarding the Academic Course Scheduling and Timetable Sequence Pattern Principles effective May 2025.

**Recommended Motion:**

That Senate approve the addition of the academic course scheduling principles and approved timetable sequence patterns to the academic calendar effective May 2025.

Respectfully submitted,

**2024/2025 Senate Committee on Learning and Teaching**

Li-Shih Huang (Chair), Faculty of Graduate Studies

Elizabeth Adjin-Tettey, Associate Vice-President Academic Programs

Miranda Angus, Division of Continuing Studies

Shailoo Bedi, Executive Director, Division of Learning and Teaching Support and Innovation

Erin Campbell, Faculty of Fine Arts

Deborah Curran, Faculty of Law

Izzy Easton, UVSS representative

Andrea Giles, Executive Director, Coop and Career Services

Emily Goodman, Student Senator

Matt Huculak, Library, Systems Services

Cole Kennedy, Student Senator

Kirstin Lane, faculty of Education

Wency Lum, Associate Vice-President Systems & Chief Information Officer

Anastasia Mallidou, Faculty of Human and Social Development

Lynne Marks, Faculty of Humanities

Travis Martin, Faculty of Science

April Nowell, Faculty of Social Sciences

Nahid Pourdolat Safari, GSS representative

Saeed Rezvani, Alumni Association

Brock Smith, Peter B. Gustavson School of Business

Bunni Williams, UVSS representative

Victoria Wyatt, Convocation Senator

Ada Saab (Secretary), Associate University Secretary

## Office of the Vice-President Academic and Provost

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**TO:** Senate Committee on Learning and Teaching

**FROM:** Elizabeth Adjin-Tettey, AVP Academic Programs  
Wendy Taylor, Acting Registrar

**CC:**

**DATE:** August 28, 2024

**RE:** **Academic Course Scheduling and Timetable Sequence Pattern Principles**


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UVic has utilized the same process for academic course scheduling for many years. Over time, our academic course scheduling practices have evolved. These practices have not been captured in writing, either through the academic calendar or through guidelines, to support the creation of the academic timetable.

The intention of this proposal is to add academic course scheduling principles and approved timetable sequence patterns to the academic calendar effective May 2025 and in time for the creation of the Summer Session 2025 academic timetable. Adding these principles and timetable sequence patterns to the academic calendar will ensure that students, faculty and staff all have access to the same information about academic course scheduling. It also ensures that the current timetable sequence patterns are reflected properly in the calendar. Over time, the current Winter Session and Summer Session Term 1 timetable sequence pattern has evolved. The current, updated timetable incorporates patterns noted in our university's current practice.

The academic course scheduling principles will also be supported by academic course scheduling and space utilization guidelines and procedures. The guidelines and procedures have been included here for information but are not intended for publication in the university calendar (see Appendix A).

Both the new principles and guidelines will bring with them improved processes to support the academic course scheduling process. The improved processes also provide the opportunity for regular reviews of



principles and practices. These reviews will provide much needed data and analysis to support potential future changes for the academic scheduling process in ways that better serve our students, faculty and staff.

**Recommended Motion: *That the Senate Committee on Learning and Teaching approve, and recommend to Senate that it also approve, the addition of the academic course scheduling principles and approved timetable sequence patterns to the academic calendar effective May 2025.***



## **Academic Course Scheduling and Timetable Sequence Pattern Principles – Proposed Calendar Entry**

These principles apply to UVic's Academic Course Scheduling and Senate approved Academic Timetable Sequence Patterns. It also articulates principles for scheduling outside of the approved timetable sequence patterns and standard term dates.

An effective course schedule is one that facilitates learning, maximizes access for students, accommodates a range of pedagogies and facilitates timely program completion.

### **Term Dates and Timetable Scheduling Considerations**

Students must take Courses across disciplines to complete degree requirements. Academic Units are expected to co-ordinate their class offerings to avoid substantial timetable conflicts with related Academic Units.

Winter Session and Summer Session Term 1 (May – August) utilize the same Timetable Sequence Pattern. There is a different timetable sequence pattern for Summer Session Terms 2-7.

All Academic Units and programs must follow the Senate approved standard Timetable Sequence Pattern and the Standard Term Dates for the term in which the courses are offered, unless a request for a different timetable sequence and/or term dates has been approved as outlined in the following method (subject to operational considerations).

- Requests for Non-standard Timetable Sequence Patterns must be approved by the Dean of the Faculty for submission to the Vice-President Academic and Provost (or designate). Relevant considerations for approving a non-standard Timetable Sequence Pattern may include pedagogical rationale and impact on course scheduling within and across Academic Units and programs.
- Larger scale requests for a longer-term Non-standard Timetable Sequence Pattern at the Academic Unit-level requires faculty and then Senate approval.
- Requests for Non-standard Term Dates must be approved by the Dean of the Faculty for submission to the Vice-President Academic and Provost (or designate).
- Larger scale requests for longer-term Non-standard Term Dates at the Academic Unit-level require faculty and then Senate approval.

UVIC Winter Session and Summer Session Term 1 Timetable Sequence Pattern

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME
8:30						8:30
9:30	A	H	H	A	H	9:30
10:00						10:00
10:30	B	I	I	B	I	10:30
11:30		J	J		J	11:30
12:30	C	K	K	C	K	12:30
1:00						1:00
1:30	D	L	L	D	L	1:30
2:30		M	M		M	2:30
3:30	E	N	E	E	N	3:30
4:00	F		F	F		4:00
4:30						4:30
6:00	G	O	G	O	Z	6:00
6:30						6:30
	V	W	X	Y		
9:30						9:30

### UVIC Summer Session Terms 2-7 Timetable Sequence Pattern

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TIME
8:30						8:30
	1	1	1	1	1	
10:30						10:30
	2	2	2	2	2	
12:30						12:30
	3	3	3	3	3	
2:30						2:30
	4	4	4	4	4	
4:30						4:30
	5	5	5	5	5	
6:30						6:30
	6	6	6	6	6	
9:30						9:30

#### Definitions (to be added/updated in the Term Used at UVic section of the calendar)

**Academic Unit:** a Faculty, Division, Department or School.

**Course:** a particular offering of an individual subject (denoted by a subject code and course number) that contributes to the completion of a student's academic program. A course may be comprised of multiple components (e.g., lecture and laboratory).

**Class:** a timetabled teaching activity for a course (i.e., lectures, assessments, tutorials, workshops, laboratories). Classes are scheduled for a particular day and time in accordance with the university Senate approved timetable. Class registration will form an individual student's timetable for the academic term.

**Timetable Sequence Pattern:** the Senate-approved time blocks during which classes are scheduled for a given term.

**Non-standard Timetable Sequence Pattern:** a timetable block for classes which falls outside the Senate-approved Timetable Sequence Pattern.

**Standard Term Dates:** the Senate-approved start and end dates (found in the [ten-year calendar](#)) for the term in which the course is offered.

**Non-standard Term Dates:** a class with a start and/or end date that is outside the Senate-approved start and end dates (found in the [ten-year calendar](#)) for the term in which the course is offered.

## Appendix A - Academic Course Scheduling and Space Utilization Guidelines

### Purpose

- Establish principles for academic course scheduling and classroom space utilization;
- Establish guidelines for classroom space allocation;
- Facilitate students' learning, degree progression and optimum time to program completion; within constraints of classroom space and instructional hours;
- Recognize range of pedagogies and learner needs;
- Optimize classroom utilization across UVic.

### Scope

These guidelines are intended to apply to UVic's academic course scheduling systems and practices. Courses that are jointly offered as Undergraduate Courses and Graduate Courses will be subject to these guidelines.

Graduate Courses (except those that are jointly offered as Undergraduate and Graduate) are scheduled by the Office of the Registrar and Enrolment Management (OREM) but may have unique requirements.

### Principles

An effective course schedule is one that facilitates learning, maximizes access for students within the constraints of classroom space and the number of instructional hours available, and supports a range of pedagogies.

The academic course scheduling process will be efficient, responsive to student and program needs, and guided by the following principles:

1. Classroom space is a University resource.
2. The University is accountable and responsible for the management and use of all University space.
3. The University will schedule courses to balance the following objectives:
  - a. Students should be able to take courses needed to graduate in their program in a timely manner.
  - b. Classes should be scheduled to allow students as much choice as possible and to avoid as many course conflicts as possible.
  - c. Classes should be scheduled to reflect the heterogeneity of students' activities, where possible.
  - d. Classes should be scheduled to make the best possible use of teaching resources and classroom facilities.
  - e. When scheduling classes, these guidelines require all Academic Units to share the responsibility to promote equality, remove barriers, and create a respectful and inclusive learning environment.
  - f. Determinations of course scheduling and appropriate classroom space will be informed by factors including but not limited to capacity limits, expected enrolment, program requirements, course sequencing, pedagogical approaches, approved Term Dates and Timetable Sequence Patterns, teaching modality and room facilities (e.g., required technical equipment, etc.).
  - g. The University recognizes its legal duty to make legally required accommodations under the *BC Human Rights Code* (on protected grounds) up to the point of undue

hardship. UVic will consider and facilitate the process of accommodation once a request has been made.

### **Classroom Space**

1. Classroom utilization and scheduling are overseen by the Vice-President Academic and Provost (or designate). All Academic and Academic support Units share access to these classroom spaces to teach credit courses and non-credit courses, including regularly scheduled courses offered by the Division of Continuing Studies.
2. Classroom space that is specialized in nature (e.g., language, science or computer labs, and music studios) is normally controlled and managed by the specific Academic Unit using the space for its instructional activities. Specialized space is not typically available for use by other Academic Units.
3. Some restricted and priority space is controlled and managed by specific Academic Units. This space should be used efficiently and made available for use by other groups within the university community as appropriate when not in use by the unit managing it. The conditions of this alternate use are specified in a Room Agreement.
4. Classroom space in the academic timetable is reserved for courses that utilize course modalities that are fully or primarily delivered in-person (e.g., face-to-face, blended, multi-access). Courses delivered fully or primarily online (e.g., mostly online with some face-to-face) are not eligible for an assigned classroom through the academic timetable process.

### **Publication of the Academic Timetable**

The University will provide scheduling information to students, staff and faculty in a timely and accurate manner. The timetable for any given session is normally published approximately four weeks before registration begins.

### **Deadline for Changes to the Academic Timetable and Course Offerings**

Requests for changes will be considered based on the above-noted principles. Changes to the academic timetable after registration begins must be kept to a minimum to provide certainty to students, faculty, and instructors.

The deadline to request changes to the Winter Session academic timetable is one (1) week prior to the start of the registration period.

Request for timetable changes after the registration period begins must be approved by the Dean (or designate) prior to submission to OREM.

Changes to assigned classrooms may be made when:

1. Actual enrolment needs to increase beyond the capacity of the classroom assigned and a larger classroom is available;
2. The assigned classroom does not have all or some of the room facilities (technical or other) requested and a classroom with the facilities and capacity is available;
3. The number of students enrolled in a course can be reasonably accommodated in a smaller classroom, allowing another course with more students to use the larger classroom;
4. The assigned instructor requires an Accommodation.

### **Conflict Resolution**

OREM works with Academic Units to facilitate changes to the academic timetable based on the needs and requirements of all parties. Where agreement cannot be reached between OREM and the timetabling experts across Academic Units to complete a timetable swap:

1. The Chair/Director of the Academic Units and the Director of Registrar Information Systems shall make a decision regarding the solution to be utilized for the timetable swap based on the principles outlined in these guidelines.
2. If agreement cannot be reached by the Chairs/Directors, the Deans (or designates) of the respective faculty(ies) in collaboration with the Associate Registrar (or designate) shall make a decision regarding the solution to be utilized for the timetable swap based on the principles outlined in these guidelines.
3. Where the Deans (or designates) disagree, the matter shall be submitted to the AVP Academic Programs, who shall make a final decision regarding the timetable swap.

**Reporting on Classroom Utilization**

The Office of Institutional Planning and Analysis will prepare an annual report on classroom utilization which will be distributed to Deans, Chairs and Directors, and Departmental Assistants, in addition to being posted on the VPAC website.

## Academic Course Scheduling and Space Utilization Procedures

### Purpose of Procedures

These Procedures are intended to accompany the Academic Course Scheduling and Space Utilization Guidelines. They provide context to assist in the consistent interpretation and application of the guidelines.

### Definitions

For the purposes of these guidelines:

**Academic Unit** – will link to definition in Terms Used at UVic in the academic calendar.

**Accommodation** is defined by appropriate measures to ensure an individual who has a demonstrated need can access the space.

**Course** - will link to definition in Terms Used at UVic in the academic calendar.

**Undergraduate Courses** are defined by those numbered 499 and below and including Education's 700 level Courses (Education practicum Courses).

**Graduate Courses** are defined by those numbered 500 and above, excluding Education's 700 level courses (Education practicum Courses).

**Events** are defined as non-credit Courses, faculty and staff bookings and activities booked by community groups using UVic facilities.

**Prime Time** is defined as Monday-Friday 8:30 – 14:30. The precise hours may vary slightly from session to session depending upon demand.

**Priority Space** is defined as a room for which an Academic Unit has first right of refusal. Once the Academic Unit has scheduled their courses in the priority space, the remaining available timeslots are available to other Academic Units. There are room agreements specified for some rooms but not all.

**Restricted Space** is defined as a room that an Academic Unit has for its exclusive use. This is usually because of the specialized nature of the equipment in each room or its configuration. There are room agreements specified for some rooms but not all.

**Specialized Space** is classroom space that is specialized in nature (e.g., language, science or computer labs, and music studios).

**Standard Term Dates** - will link to definition in Terms Used at UVic in the academic calendar.



**Timetable Sequence Pattern** - will link to definition in Terms Used at UVic in the academic calendar.

**Timetable Swap** is defined as a request where one (or more) Academic Units change their originally assigned classroom in order to facilitate requests for changes based on accommodation, enrolment capacities or available technology.

### **Procedures regarding use of Classroom Space**

#### Classrooms with specialized technology

1. Classrooms with specialized technology include multi-access classrooms, active learning classrooms, video conference space and computer labs.
2. Requests for classrooms with specialized technology must be submitted to the correct department for review and approval in addition to being requested through the academic timetabling process:
  - a. [Technology enhanced classrooms](#) (multi-access classrooms and active learning classrooms) are requested through Learning and Teaching Support and Innovation.
  - b. [Video conference space](#) and [computer labs](#) are requested through University Systems.

#### Classroom space for courses delivered fully or primarily online

1. Courses delivered either fully online or primarily online (e.g., [course modality](#) is either fully online or online with some face-to-face) are not eligible for an assigned classroom through the academic timetable process.
2. If a classroom is required for any in-person components, one can be requested through the [Room Bookings](#) form.

#### Restricted and Priority Classrooms

1. Some Restricted and Priority Space is controlled and managed by specific Academic Units. These spaces are not the same as Specialized Spaces which are specifically designed or earmarked for particular uses and not easily adaptable for other uses (e.g., language, science or computer labs, and music studios).
2. The conditions of this alternate use are specified in a Room Agreement. Requests for changes to Restricted or Priority Space or Room Agreements should be made through application to the Vice-President Academic and Provost (or designate).
3. Room agreements will be reviewed every five years. The scope of review will include but not be limited to:
  - a. Determining the continuing relevance of the agreement and/or room designation.
  - b. Assessing historical utilization rates and anticipated future uses by the relevant Academic Unit(s).
  - c. Reviewing information submitted from Academic Units to justify their use of space.

4. The Learning and Teaching Infrastructure Planning Committee (LTIPC) will be responsible for the review of room agreements, and will decide whether the room agreement will continue, change or cease. The decision of the LTIPC will be final.
5. A list of Restricted and Priority Space will be published on the UVic [Academic Timetabling and Scheduling](#) website.

#### **Course Scheduling Priority**

1. Priority will be given to larger Courses (currently 250 or more) because there are limited options at that capacity level.
2. OREM reserves the right to ask Academic Units to change class times and enrolment levels if scheduling difficulties warrant.
3. The following prioritized (but not exhaustive) list identifies criteria that can affect scheduling priority:
  - a. The need to accommodate the individual for any situations or circumstances covered by Human Rights legislation;
  - b. Credit courses and non-credit term courses will receive priority over events for classrooms during the Fall and Spring terms;
  - c. A large class will have priority for a given classroom (to the upper limit of classroom capacity) over a smaller class, regardless of requests for permanent (installed in the room) technical equipment.



**University  
of Victoria**

Senate Committee on  
Planning

# MEMO

**Date:** September 18, 2024

**To:** Senate

**From:** Senate Committee on Planning

**Re:** **Proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency**

---

At its meeting on September 11, 2024, the Senate Committee on Planning considered the proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency to Bachelor of Arts Indigenous Language Proficiency in SENĆOŦEN.

In August 2023, the Bachelor of Arts in Indigenous Language Proficiency was approved by the Ministry of Post-Secondary Education and Future Skills. Currently, the diploma in Indigenous Language Proficiency that ladders into the Bachelor program is in the SENĆOŦEN language. The department expects to continue to offer the program in SENĆOŦEN in the future and is proposing that the name of the degree be changed to reflect this and that this be reflected on the parchment.

**The following motion is recommended:**

That Senate approve, and recommend to the Board of Governors that it also approve, the proposal to change the name of the Bachelor of Arts in Indigenous Language Proficiency to Bachelor of Arts Indigenous Language Proficiency in SENĆOŦEN, as described in the memorandum dated August 1, 2024.

Respectfully submitted,

**2024 / 2025 Senate Committee on Planning**

Dr. Elizabeth Adjin-Tettey, Chair, Associate Vice-President Academic Programs

Dr. Alexandrine Boudreault-Fournier, Faculty of Social Sciences

Dr. Alexandre Brolo, Faculty of Science

Dr. Adam Con, Faculty of Fine Arts

Ms. Andrea Giles, Executive Director, Co-op. Education & Career Services

Dr. Robin Hicks, Dean, Faculty of Graduate Studies

Mr. Anthony Ryan, Student Senator

Dr. Annalee Lepp, Dean, Faculty of Humanities

Dr. Geoff Loomer, Faculty of Law

Dr. Fraser Hof, Vice-President Research and Innovation designate

Ms. Tania Muir, Division of Continuing Studies

Dr. Pablo Restrepo Gautier, Department of Humanities

Dr. Maureen Ryan, Faculty of Human and Social Development

Ms. Ada Saab, Associate University Secretary

Dr. Henning Struchtrup, Faculty of Engineering and Computer Science

Ms. Wendy Taylor, Acting Registrar

Ms. Rosemary Webb, GSS representative

Ms. Sandra Duggan, Secretary, Office of the Vice-President Academic and Provost



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# MEMO

August 1, 2024

To: Senate Committee on Planning

Subject: Program Name Change



*"Honouring those  
Indigenous to Vancouver  
Island — Coast Salish,  
Kwakwaka'wakw and  
Nuu-chah-nulth — while  
recognizing the presence  
of the Métis and Inuit  
peoples."  
Artist: Chris Paul of the  
Tsartlip First Nation*

The four-year Bachelor of Arts in Indigenous Language Proficiency received Senate, Board of Governors and Ministry approvals in 2023 as a degree pathway for graduates of the Diploma in Indigenous Language Proficiency. The first cohort started in January 2024 and is expected to graduate in 2025. The Diploma that is laddering into the Bachelor program is currently in the SENĆOŦEN language. The department expects to continue to offer the program in SENĆOŦEN in the coming years. We would like to alter the name of the degree to reflect the specific language it will be offered in. We are therefore proposing to change the name of the degree to Bachelor of Arts, Indigenous Language Proficiency in SENĆOŦEN.

We recognize that we should have added this specificity in the original proposal, as we are planning to offer the degree in an ongoing way to the SENĆOŦEN community. It is vital to the language community that we ensure SENĆOŦEN is reflected on the parchment for graduating students in this program effective May 2025. If approved, the proposed new name for the degree would be in effect by the time the first cohort of students graduate in fall 2025 and the students will see their SENĆOŦEN language reflected on their UVIC degree.

This proposed change was approved by the Department of Indigenous Education on September 21, 2023, the Faculty of Education Undergraduate Curriculum Committee on October 23, 2023, and the Faculty of Education Council on November 3, 2023.

Thank you so much for your support and guidance with this process.

Name: Jean-Paul Restoule  
Chair of Indigenous Education

Signature: Original signed by Jean-Paul Restoule

Name: Leslee Francis-Pelton  
Chair of the Faculty of Education Undergraduate Curriculum Committee

Signature: Original signed by Leslee Francis-Pelton

Name: Vanessa de Oliveira Andreotti  
Dean of the Faculty of Education

Signature: Original signed by Vanessa de Oliveira Andreotti



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## memo

Date: September 18, 2024

To: Senate

From: Dr. Elizabeth Croft, Vice-President Academic and Provost

Re: **2023/24 Annual Report on the Status of External Reviews of Academic Units**

Under policy AC1145, the Provost reports annually to the Senate Committee on Planning, Senate, and the Board of Governors on the status of external reviews of academic units.

UVic's external review process assists academic units in evaluating the quality of their programs and provides for internal and external accountability of academic programs. In 2023/24 the University continued its implementation of recommendations from the fall 2018 Quality Assurance Process Audit (QAPA) conducted by the Degree Quality Assessment Board (DQAB). The assessors' report including recommendations is available [here](#).

### Scheduling of Reviews

The following is a summary of academic units that underwent external reviews both virtually and in-person during the 2023/24 academic year, and academic units up for review in 2024/25. Executive summaries of the assessors' reports may be found on the Quality Assurance website:

<https://www.uvic.ca/vpacademic/program-planning/program-reviews/index.php>

Due to the impacts of COVID-19, site visits for the 2021/22 academic year were conducted virtually rather than in-person. As this proved to be a successful and more environmentally sustainable option, external reviews conducted in 2023/24 were largely virtual by default, with exception given to academic programs with physical spaces tied to their discipline such as labs, studios, research spaces, or cultural significance of territory. The changes implemented to the AC1145 policy and associated procedures in October 2020 allowed for this flexibility. It is anticipated that in 2024/25 review site visits will be conducted under the same practice.

Reviews Scheduled/Conducted in 2023/24	Schedule of Reviews to Initiate in 2024/25
Department of Curriculum Instruction & Teacher Education Program	Department of Religion, Culture and Society
School of Health and Information Science	Department of Geography
Global Development Studies	Department of Biology
Department of Indigenous Education	School of Music
Department of Gender Studies	Department of Philosophy
Medical Science Neuroscience Graduate Programs	Department of English
Libraries Service Area Review	Department of Indigenous Studies
	Academic and Technical Writing Program
	Department of Physics and Astronomy
	School of Nursing
	Department of Art History and Visual Studies
	School of Public Health and Social Policy
	Department of History
	Department of Biochemistry and Microbiology

	Department of Pacific and Asian Studies
	School of Public Administration



# MEMO

## Office of the University Secretary

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Victoria British Columbia Canada  
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usec2@uvic.ca | [uvic.ca/universitysecretary/](http://uvic.ca/universitysecretary/)

---

**Date:** September 18, 2024

**To:** Members of Senate

**From:** Carrie Andersen, University Secretary

**Re:** **Academic Important Dates**

---

Attached for Senate's approval is a revised Academic Important Dates for the period January 2026 through April 2026. The key dates in the attached calendar are drawn from the 10-Year Sessional Calendar previously approved by Senate.

Please note there has been a change to the format of the term dates to the Summer Session to align with the terminology used by the Office of the Registrar and Enrolment Management.

**Recommended motion:**

*That Senate approve the Academic Important Dates for the period January 2026 through April 2026 for submission to the January 2025 undergraduate and graduate academic calendar publications.*

/Attachment

# Academic important dates

In recognition of the fact that the University of Victoria is a diverse community, the Office of Equity and Human Rights has compiled a list of [high holy days](#). Faculty and staff may wish to refer to this list in responding to requests from members of religious groups for variations in examination schedules due to religious observances.

Classes are cancelled on all public holidays and during reading breaks. Administrative offices and academic departments are closed on public holidays. Holidays that fall on a weekend are observed on the next available weekday, normally on a Monday. The UVic Libraries are normally closed on holidays; exceptions are posted in advance.

## 2024/2025 Academic Year

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### Winter session - second term

#### January 2025

University closed (Winter Break)

Wednesday, January 1<sup>st</sup>

---

Senate meets

Friday, January 3<sup>rd</sup>

---

Second term classes begin for all faculties

Monday, January 6<sup>th</sup>

---

Last day for adding or dropping courses in the Faculty of Law

Thursday, January 16<sup>th</sup>

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Last day for 100% reduction of second term fees for standard courses

Sunday, January 19<sup>th</sup>

50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) course add and drop dates.

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Last day for graduate students to register in a personal leave in second term

Sunday, January 19<sup>th</sup>

---

Last day for adding courses that begin in the second term (except Faculty of Law)

Wednesday, January 22<sup>nd</sup>

---

Last day for paying second term fees without penalty

Friday, January 31<sup>st</sup>

---

#### February 2025

Senate meets

Friday, February 7<sup>th</sup>

---

Last day for 50% reduction of tuition fees for standard courses

Sunday, February 9<sup>th</sup>

100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) course add and drop dates.

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Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation

Saturday, February 15<sup>th</sup>

Students completing in the Spring term only

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University Closed (Family Day)

Monday, February 17<sup>th</sup>

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Reading Break for all faculties

Monday, February 17<sup>th</sup> – Friday, February 21<sup>st</sup>

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Last day for withdrawing from full year and second term courses without penalty of failure

Friday, February 28<sup>th</sup>

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## March 2025

Senate meets

Friday, March 7<sup>th</sup>

---

First registration date for Summer Session 2025

Monday, March 10<sup>th</sup>

[Course registration](#) important dates and deadlines

---

## April 2025

Senate meets

Friday, April 4<sup>th</sup>

---

Last day of classes for all faculties

Friday, April 4<sup>th</sup>

---

S.E.L. days (Student Experience of Learning survey)

Saturday, April 5<sup>th</sup> and Sunday, April 6<sup>th</sup>

---

Examinations begin for all faculties

Monday, April 7<sup>th</sup>

---

University Closed (Good Friday)

Friday, April 18<sup>th</sup>

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University Closed (Easter Monday)

Monday, April 21<sup>st</sup>

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Examinations end for all faculties

Friday, April 25<sup>th</sup>

End of Winter Session

---

2025/2026 Official academic year begins

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## Summer session

See [undergraduate](#) and [graduate](#) Summer Session add and drop dates.

---

## May 2025

Senate meets

Friday, May 2<sup>nd</sup>

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---

May - August [\(Term 1\)](#) courses begin for all faculties  
Wednesday, May 7<sup>th</sup>

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May [\(Term 2\)](#) and May-June [\(Term 4\)](#) courses begin  
Monday, May 12<sup>th</sup>

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Last day for Faculty of Law course changes  
Wednesday, May 14<sup>th</sup>  
See [Summer 2025 Important Dates](#) for more details

---

University Closed (Victoria Day)  
Monday, May 19<sup>th</sup>

---

Last day for graduate students to register in a personal leave in summer  
Tuesday, May 20<sup>th</sup>

---

Senate Committee on Academic Standards meets to approve Convocation lists  
Thursday, May 22<sup>nd</sup>

---

Fees deadlines for summer  
Saturday, May 31<sup>st</sup>  
See [undergraduate](#) and [graduate](#) add and drop dates for standard summer courses

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## June 2025

May [\(Term 4\)](#) Courses End  
Wednesday, June 4<sup>th</sup>

---

June [\(Term 5\)](#) Courses Begin  
Thursday, June 5<sup>th</sup>

---

First registration date for Winter Session 2025/2026  
Monday, June 9<sup>th</sup>  
[Course registration](#) important dates and deadlines

---

Spring Convocation  
Monday, June 9<sup>th</sup> – Friday, June 13<sup>th</sup>

---

May-June [\(Term 2\)](#) and June [\(Term 5\)](#) Courses End  
Friday, June 27<sup>th</sup>

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Reading Break May-August [\(Term 1\)](#) sections only (except Law)  
Monday, June 30<sup>th</sup>

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## July 2025

University Closed (Canada Day)  
Tuesday, July 1<sup>st</sup>

---

Reading Break May-August [\(Term 1\)](#) sections only (except Law)  
Tuesday, July 1<sup>st</sup>

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July [\(Term 3\)](#) and July-August [\(Term 6\)](#) courses begin  
Thursday, July 3<sup>rd</sup>

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Deadline to apply to graduate for Fall Convocation (all faculties)

Tuesday, July 15<sup>th</sup>

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July [\(Term 6\)](#) courses end

Friday, July 25<sup>th</sup>

---

August [\(Term 7\)](#) courses begin

Monday, July 28<sup>th</sup>

---

Supplemental and deferred examinations for Winter Session 2024-2025 (except for Business and Law courses)

Tuesday, July 29<sup>th</sup> – Thursday, July 31<sup>st</sup>

---

## August 2025

May-August [\(Term 1\)](#) classes end for all faculties

Friday, August 1<sup>st</sup>

---

S.E.L. days (Student Experience of Learning survey)

Saturday, August 2<sup>nd</sup> and Sunday, August 3<sup>rd</sup>

---

University Closed (British Columbia Day)

Monday, August 4<sup>th</sup>

---

May-August [\(Term 1\)](#) examinations begin for all faculties

Tuesday, August 5<sup>th</sup>

---

May-August [\(Term 1\)](#) examinations end for all faculties

Saturday, August 16<sup>th</sup>

---

July-August [\(Term 3\)](#) and August [\(Term 7\)](#) courses end

Wednesday, August 20<sup>th</sup>

---

## Winter session - first term

### September 2025

University Closed (Labour Day)

Monday, September 1<sup>st</sup>

---

First year registration and opening assembly for Faculty of Law

Tuesday, September 2<sup>nd</sup>

---

First term classes begin for all faculties

Wednesday, September 3<sup>rd</sup>

---

Last day for adding or dropping courses in the Faculty of Law

Thursday, September 11<sup>th</sup>

---

Last day for 100% reduction of tuition fees for standard first term and full year courses

Tuesday, September 16<sup>th</sup>

50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) course add and drop dates.

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Last day for graduate students to register in a personal leave in first term

Tuesday, September 16<sup>th</sup>

---

---

Last day for adding courses that begin in the first term (except Faculty of Law)

Friday, September 19<sup>th</sup>

---

Last day for paying first term fees without penalty

Tuesday, September 30<sup>th</sup>

---

University Closed (National Day for Truth and Reconciliation)

Tuesday, September 30<sup>th</sup>

---

## October 2025

Senate meets

Friday, October 3<sup>rd</sup>

---

Last day for 50% reduction of tuition fees for standard courses

Tuesday, October 7<sup>th</sup>

100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see undergraduate and graduate course add and drop dates.

---

University Closed (Thanksgiving Day)

Monday, October 13<sup>th</sup>

---

Senate Committee on Academic Standards meets to approve Convocation lists

Wednesday, October 22<sup>nd</sup>

---

Last day for withdrawing from first term courses without penalty of failure

Friday, October 31<sup>st</sup>

---

## November 2025

Senate meets

Friday, November 7<sup>th</sup>

---

University Closed (Remembrance Day)

Tuesday, November 11<sup>th</sup>

---

Reading Break for all faculties

Monday, November 10<sup>th</sup> – Wednesday, November 12<sup>th</sup>

---

Fall Convocation

Monday, November 10<sup>th</sup> and Wednesday, November 12<sup>th</sup>

---

Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation

Saturday, November 15<sup>th</sup>

Students completing in the Fall term only

---

## December 2025

Last day of classes in first term for all faculties

Wednesday, December 3<sup>rd</sup>

---

National Day of Remembrance and Action on Violence Against Women

Wednesday, December 3<sup>rd</sup>

Classes and exams cancelled from 11:30 am - 12:30 pm

---

S.E.L. days (Student Experience of Learning survey)

Thursday, December 4<sup>th</sup> and Friday, December 5<sup>th</sup>

---

To be approved by Senate October 4, 2024

---

Senate meets  
Friday, December 5<sup>th</sup>

---

First-term examinations begin for all faculties  
Saturday, December 6<sup>th</sup>

---

Undergraduate deadline to apply to graduate for Spring Convocation  
Monday, December 15<sup>th</sup>

---

First term examinations end for all faculties  
Saturday, December 20<sup>th</sup>

---

University closed (Winter Break)  
Thursday, December 25<sup>th</sup> – Wednesday, December 31<sup>st</sup>

---

## Winter session - second term

### January 2026

University closed (Winter Break)  
Thursday, January 1<sup>st</sup>

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Senate meets  
Friday, January 2<sup>nd</sup>

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Second term classes begin for all faculties  
Monday, January 5<sup>th</sup>

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Last day for adding or dropping courses in the Faculty of Law  
Thursday, January 15<sup>th</sup>

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Last day for 100% reduction of second term fees for standard courses  
Sunday, January 18<sup>th</sup>  
50% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) course add and drop dates.

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Last day for graduate students to register in a personal leave in second term  
Sunday, January 18<sup>th</sup>

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Last day for adding courses that begin in the second term (except Faculty of Law)  
Wednesday, January 21<sup>st</sup>

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Last day for paying second term fees without penalty  
Sunday, January 31<sup>st</sup>

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## February 2026

Senate meets  
Friday, February 6<sup>th</sup>

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Last day for 50% reduction of tuition fees for standard courses  
Sunday, February 8<sup>th</sup>  
100% of tuition fees will be assessed for courses dropped after this date. For non-standard courses see [undergraduate](#) and [graduate](#) course add and drop dates.

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Faculty of Graduate Studies deadline to apply to graduate for Spring Convocation

Sunday, February 15<sup>th</sup>

Students completing in the Spring term only

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University Closed (Family Day)

Monday, February 16<sup>th</sup>

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Reading Break for all faculties

Monday, February 16<sup>th</sup> – Friday, February 20<sup>th</sup>

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Last day for withdrawing from full year and second term courses without penalty of failure

Saturday, February 28<sup>th</sup>

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## **March 2026**

Senate meets

Friday, March 6<sup>th</sup>

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First registration date for Summer Session 2026

Monday, March 9<sup>th</sup>

[Course registration](#) important dates and deadlines

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## **April 2026**

Last day of classes for all faculties

Thursday, April 2<sup>nd</sup>

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University Closed (Good Friday)

Friday, April 3<sup>rd</sup>

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University Closed (Easter Monday)

Monday, April 6<sup>th</sup>

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S.E.L. days (Student Experience of Learning survey)

Friday, April 3<sup>rd</sup> – Monday, April 6<sup>th</sup>

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Senate meets

Friday, April 10<sup>th</sup>

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Examinations begin for all faculties

Tuesday, April 7<sup>th</sup>

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Examinations end for all faculties

Wednesday, April 22<sup>nd</sup>

End of Winter Session

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UVic Undergraduate Program Changes: January 2025  
Faculty of Law

UVic Undergraduate Course Changes: January 2025

Faculty of Engineering and Computer Science

Academic unit(s)	Course	Title	Type of change	Consultation
Department of Mechanical Engineering	MECH422	Advanced Materials and Processes	New	
Department of Mechanical Engineering	MECH424	Materials for Sustainability	New	
Department of Mechanical Engineering	MECH441	Ship Hydrostatics and Dynamics	New	



UVic Undergraduate Course Changes: January 2025

Faculty of Humanities

Academic unit(s)	Course	Title	Type of change	Consultation
Department of Greek and Roman Studies	GREE493	Directed Study in Greek Language and Literature	New	
Department of Greek and Roman Studies	LATI493	Directed Study in Latin Language and Literature	New	
Department of Pacific and Asian Studies	PAAS231	Gender and Marriage in Chinese Pop Culture	New	Department of Gender Studies
School of Languages, Linguistics and Cultures	SLST113	The Ukrainian Canadian Experience	New	

# UVic Graduate Program Changes: January 2025

## Faculty of Human and Social Development

UVic Graduate Course Changes: January 2025

Faculty of Engineering and Computer Science

Academic unit(s)	Course	Title	Type of change	Consultation
Biomedical Engineering, Department of Mechanical Engineering	BME548	Introduction to Musculoskeletal Mechanics	Mutually exclusive note (MX)	

UVic Graduate Course Changes: January 2025

Faculty of Human and Social Development

Academic unit(s)	Course	Title	Type of change	Consultation
School of Nursing	INDW527	Intergenerational Learning Seminar II	Subject and/or number	
School of Nursing	INDW527A	Intergenerational Learning Seminar II	Subject and/or number, Units, Supplemental note	
School of Nursing	INDW527B	Intergenerational Learning Seminar III	Subject and/or number, Title, Units, Supplemental note, Prerequisite	
School of Nursing	INDW528	Intergenerational Learning Seminar IV	Prerequisite, Title	