
Council Meeting Agenda
March 18th, 2019 4:45-6:00 pm
402 Brodie

- 1) **Call to Order** at 4:50pm
- 2) **Approval of minutes** (February 19th, 2019)
Minutes to be uploaded later and approved as agreed by council.
- 3) **Approval of agenda**
Moved: Colin Graydon, 2nd: Crystal Acosta, All in favor
- 4) **Business arising from minutes**
None
- 5) **New business**
 - a.) HSGSA elections - Carmine briefed the council about the Election forum that happened today. He also briefed the council about the election issue with UMGSA about improper advertisement of position according to By-Laws. CRO did not advertise the election but sent in a newsletter by the current executive. These issues were not deemed valid by the CRO. This was followed up by appeal to the Elections Committee from HSGSA Senator Prajwal. The appeal was rejected by the Elections committee. These concerns were expressed by Carmine to UMGSA executives in their executive committee, and they agreed to revise the Election Policy Manual and Bylaws for the next year. It is important to note that current HSGSA executives in no way suggest any wrong doing by the UMGSA executives, office staff or CRO, but were rather concerned if any students express any perception of bias.
 - b.) Departmental grants - 2nd disbursement coming up. Financial report and general report mandatory for disbursement. These documents are due April 1st.

- c.) Council documents – Prajwal briefed the council about low participation from HSGSA students in all HSGSA related matter (that also includes Annual General Meeting and Elections). Previously, Colin had sent out a survey to HSGSA students to get a feedback and suggestions regarding various HSGSA activities. The common theme of answers showed that students often did not know the responsibilities that executives undertake and their outcomes. This was noticed again in the HSGSA industry fair, where the HSGSA representatives were asked questions by students regarding their role and responsibilities. To give a better understanding of each executive's role, we have decided in our executive committee last week to upload Council minutes in our website. These documents remain accessible to students and in addition, a link to them will be sent out in the monthly newsletter (in the 1st week of every month). Also, information on the departmental councilors are provided in the website to increase communication between students and their respective councilor.
- d.) Distinguished lecturer – Dr. Finlay's lecture is scheduled for Mar 22nd who has a h-index of 125 at 12pm. We also have a Dinner social with Dr. Finlay at Chaise Café, where free food is provided. Transport is also provided to students from Bannatyne campus, if needed. After Friday's lecture, there is small group interactions for students interested.
- e.) Academic Integrity statement – Jayden (Pharmacy councilor) addressed the council about draft position statement to address an issue about academic integrity surrounding academic publication ethics and questionable authorship. Statement attached end of document (**Page 19**).
Colin moved the motion that HSGSA council agrees the Academic Integrity statement in the appended. Seconded by Jayden. All in favor. Motion passed. Execs thank Jayden for the draft of statement.

6) Exec reports

- a) President – Attending meetings, council, dealing with election issues, slowly getting into transition mode soon for new incoming executives. Missed few office hours (will make up soon). (**Report on Page 05-06**)

- b) VP External – Debrief about career fair at Fort Garry campus this week. Campaigns committee meeting this week. Strategic plan committee meeting this week. Office hours and exec. **(Report on Page 09)**
- c) VP Academic – Distinguished Lecture work. Social, lecture and lunch. Last debate club went very well with 12 participants. Next debate club will be next Friday. Elections issue hogged up some time too. **(Report on Page 07)**
- d) VP Internal – Feb finance meeting attended by Alli. Crystal will attend this month. We recently email Jessica and Dr. Kroeger for the money from CSHRF events owed to HSGSA (2017 and 2018). Requested for 2018 first, followed by 2017 amount (close to 7000CAD). We have informed that we will not pay for events anymore if we don't receive the money anymore. **(Report on Page 08)**
- e) VP St. Boniface – 3rd career building session. Education Manitoba came in and did skill development. It was a gradsteps workshop. Planning the Alumina panel (3 confirmed), 3 waiting. ByLaws meeting with UMGSA. Changes to amount of conference grant (cap it). Already exceeded 33,000CAD exceeded from their budget this year. Cap from next year will be monthly intake, previously been funded by UMGSA. **(Report on Page 11)**
- f) VP ME – Location for the Banquet is The Met. Really underbudget. We are currently quoted at 7500. Transportation additional to be added. Any suggestions welcome. Tavern booked for welcome night. Food for event to be decided. Next year research days to be planned before transition. **(Report on Page 10)**
- g) Senator – March Student Senate meeting was cancelled by chair due to no pressing issues. Attended Senate meeting, which was very brief. Senate report attached in the end of the document. Reviewed applications for CIHR-CGSM Master's scholarship as part of FGS Awards committee, which occupied my majority of time. Attended the HSGSA executive committee meeting and regular office hours. **(Report on Page 12-18)**

7) Departmental report

- a) *Arnold* (Pathology) – Nothing to report
- b) *Javed* (Human anatomy & cell science) –Regular seminars. Internal meeting for Dept head search
- c) *Christine* (OT) – Career fair in the last week of March

- d) *Adam* (PT) – Placement this week and course ends
- e) *Ashley* (Immunology) – All our sponsors and guest speaker were finalized for 50th anniversary. 1 key note and 10 small sessions. This thursday St. Boniface undergrad seminar and tour day. 8 individuals. Rotations around the lab. Seminar and journal club ongoing
- f) *Chloe* (BMG) – Peer mentorship group. Experienced grad students with 4 new students. Practice talks for their departmental seminar.
- g) *Jayelle* (Med Micro) – Seminars ongoing. Bowling event in Uptown alley. Food and drinks provided. Students on conference and poster workshop in April
- h) *Chris* (Physiology and Pathophysiology) – Journal club ongoing
- i) *Jayden* (Pharmacy) – Regular seminars ongoing. Last night faculty member hosted dinner for Pharmaco-epigenetics group, where two students graduated.
- j) *Aseem* (Pharmacology) –MSSS volunteers needed. Pharmacology and therapeutics conference in
- k) *Olawale* (CHS) – nothing much last month. This Friday colloquium series. Biostatistician talk. BMSB Theatre B 12-1pm 1-2 exec meeting
- l) *Jana* (PA) – MMI prep course this Friday for pre-PA's.
- m) *Manoj* (Oral Bio) – Departmental seminars. Recent theft took place in oral biology department. This happened last Wednesday where master key was found stolen. Camera is deemed necessary. For now, department head and physical plant have agreed to install access card swipe. Clinic attached to the department is a concern.

8) Other business: None

9) Adjournment at 5:41pm

Next Council Meeting: **April 15th, 2019 4:45 p.m. in 402 Brodie**

**Executive Report
Carmine Slipski HSGSA President
February Report**

From: Carmine Slipski, HSGSA President
To: Graduate Students of the University of Manitoba
Re: February 1st- February 28th, 2019

Executive Summary of Work:

- Ran Industry Fair at Bannatyne campus along with the office of Career Services
- Helped with RFHS Open House coffee meet and greet with prospective graduate students

Housekeeping

- Handed out executive payments, and attended all meetings and office hours

Executive Summary of Hours:

2019-02-06	Office Hours	2.0
2019-02-11	UMGSA Executive Meeting	2.0
2019-02-11	HSGSA Executive Meeting	1.5
2019-02-13	Office Hours	2.0
2019-02-13	Bannatyne Industry Fair	6.0
2019-02-19	HSGSA Council Meeting	2.0
2019-02-20	Office Hours	2.0
2019-02-20	RFHS Open House Coffee meet and greet	1.0
2019-02-25	UMGSA Executive Meeting	2.0
2019-02-27	Office Hours	2.0
2019-02-27	UMGSA Council Meeting	1.5
Monthly Total	24.0 hours	

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

February 11, 2019	UMGSA Executive Meeting	2.0 hours
February 11, 2019	HSGSA Executive Meeting	1.5 hours
February 19, 2019	HSGSA Council Meeting	2.0 hours
February 25, 2019	UMGSA Executive Meeting	2.0 hours
February 21, 2019	HSGSA Executive Meeting	2.0 hours
February 23, 2019	UMGSA Executive Meeting	2.0 hours
February 27, 2019	UMGSA Council Meeting	1.5 hours

Time spent in meetings: 13.0 hours

Meetings Cancelled:0

Meetings Missed: I had to send regrets to FGS council Feb14th since It was unable to be linked to Bannatyne campus and I was unable to get to Fort Garry.

Office Hours: Wednesday: 9:00 - 11:00 a.m.

Time spent in the office: 8 hrs

Total Hours Spent on HSGSA/UMGSA for February: 24.0 hours

Executive Report
Colin Graydon, HSGSA VP Academic
February Report

From: Colin Graydon, VP Academic
To: HS Graduate Students of the University of Manitoba
Date: Council Meeting
Re: Feb 1 2019– Feb 28 2019

Executive Summary of Work:

- Prepared debate club topic and posters (genetically enhanced babies)
- Work drafting emails to elections committee at Fort Garry about extending deadline due to improper advertisement of positions
- Regular duties (Biosafety meeting- BSAC, office hours, council and executive)

Executive Summary of Hours:

2019-02-19	HSGSA Executive Meeting	0.75
2019-02-19	Make up office hours	2
2019-02-19	HSGSA Council	1
2019-02-20	Prepare joint letter on academic integrity	1.5
2019-02-21	BSAC biosafety	
2019-02-24	Debate club prep	1.75
2019-02-25	Make up office hours	2
2019-02-25	HSGSA Executive Meeting	1
2019-02-25	Drafting of Election email	1.5
2019-02-26	Drafting of Election email	1
Monthly Total		14.5

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

Feb. 19, 2019	HSGSA Exec	0.75 hour
Feb. 19, 2019	HSGSA Council	1 hour
Feb. 21, 2019	BSAC	2 hours
Feb. 25, 2019	HSGSA Executive meeting	1 hour

Time spent in meetings: 4.75 hours

Meetings Cancelled:

Meetings Missed: HSGSA executive on Feb. 4th

Office Hours: Monday: 11:00 - 12:00

Time spent in the office/lounge: 6hrs

Total Hours Spent on HSGSA: 14.5 hrs

Executive Report
Allison Balasko and Crystal Acosta, HSGSA - VP Internal Position

February Report

From: Allison Balasko and Crystal Acosta, co-VP Internal
To: Health Science Graduate Students of the University of Manitoba
Re: February 1 2019 – 28 February 28 2019

Executive Summary of Work:

- UMGSA Finance Committee
- Reorganization of budget folders/sheets
- Regular duties - Executive meetings, council meetings, committee meetings, office hours
- Allison was absent for a U of M course in Colombia from Feb 2 - 16, 2019

Executive Summary of Hours:

2019-02-__	Office Hours	1
2019-02-__	Office Hours	1
2019-02-11	Exec Meeting	1
2019-02-19	Office hours	1
2019-02-19	Exec Meeting	1
2019-02-19	Council Meeting	1
2019-02-21	UMGSA Finance Meeting (time including commute, meeting was ~30min)	2
2019-02-25	Office hours	1
2019-02-25	Exec Meeting	1.5
Other	Reorganizing budget, emails	2
Monthly Total		12.5

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Time spent in meetings: 5 hours

Meetings Cancelled:

Meetings Missed:

Office Hours: Monday 10:00 - 11:00 am (AB)

Time spent in the office: 4 hrs

Total Hours Spent on HSGSA for January: 12.5 hours

Executive Report
Allison Balasko, HSGSA – VP External

February Report

From: Allison Balasko, VP External

To: Health Science Graduate Students of the University of Manitoba

Re: February 1 2019 – 28 February 28 2019

Executive Summary of Work:

- Regular duties - Executive meetings, council meetings, committee meetings, office hours
- Industry Fair preparations - Carried out day-of by exec (Feb 13th) as I was away in Colombia for school
- Office of Sustainability document reviews
- Note: I was in Colombia for a U of M course from February 2 - 16, 2019

Executive Summary of Hours:

2019-02-19	Office Hours	2
2019-02-19	Exec Meeting	1
2019-02-19	Council Meeting	1
2019-02-20	Rady Faculty Open House Volunteer	3
2019-02-25	Office Hours	2
2019-02-25	Exec Meeting	1.5
Other	2019 industry fair preparations, emails, document review	9
Monthly Total		19.5

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Time spent in meetings: 3.5 hours

Meetings Cancelled:

Meetings Missed:

Office Hours: Monday 9:00 - 10:00 am

Office Hours Missed: Feb 4 and Feb 11 - I was in Colombia for School

Time spent in the office: 4 hrs

Total Hours Spent on HSGSA for February: 19.5 hours

Executive Report
Andrew Plesniarski, HSGSA Vice-president Marketing and Events
February Report

From: Andrew Plesniarski, HSGSA Vice-President Marketing and Events
To: Health Science Graduate Students of the University of Manitoba
Re: February 1st, 2019 – February 28th 2019

Executive Summary of Work:

Leave of Absence (Feb. 4 - Feb. 15)

- I was away at a statistics and epidemiology course in Colombia for the first two full weeks of February.

Research Days Venues

- Began contacting different venues. Managed to secure a tentative booking with the Metropolitan Centre downtown, but it took quite a bit of phone tag. Booking was done on a 'tentative basis', as they already had someone with a temporary hold on the day.

Executive Summary of Hours:

02-01-19	Office Hours	1.0
02-19-19	HSGSA Council	1.5
02-22-19	Office Hours	2.0
02-25-19	HSGSA Executive Meeting	1.0
	Research into Research Days Venues	5.0
Monthly Total		10.5

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

Feb. 19th, 2019	HSGSA Council	1.5 hours
Feb. 25th, 2019	HSGSA Executive Meeting	1.0 hour

Time spent in meetings: 2.5 hrs

Meetings Cancelled:

Meetings Missed:

Office Hours:

Friday: 4:00 - 5:00 p.m.

Time spent in the office: 3.0 hrs

Total Hours Spent on HSGSA for February: 10.5 hrs

**Executive Report
Crystal Acosta, VPSTB
February Report**

From: Crystal Acosta, VPSTB
To: HSGSA members
Date: February 1 - 28, 2019

Executive Summary:

Regular monthly activities such as executive meetings, council meeting, and regular office hours.

Meetings Attended:

February 19, 2019	HSGSA Exec Meeting	0.75 hours
February 19, 2019	HSGSA Council Meeting	2 hours
February 25, 2019	HSGSA Exec Meeting	1 hour

Meetings Missed:

February 7, 2019	UMGSA Bylaws Meeting
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Time spent in meetings: 3.75 hours

Office Hours:

Mondays (9 - 10 AM): 4 hours

Missed Office Hours: None

Summary: Career Building series at St. B #3 planning, Alumni event planning, inquiries about screamer tags

Time spent in the office: 4 hours

Additional Hours:

February 13, 2019	HSC Industry Fair	2 hours
February 19, 2019	Plan/pick-up food supplies for St. B. Career Building series	2 hours
February 20, 2019	St. B. Career Building Series #2	4 hours

Additional hours: 8

Total time spent on HSGSA work: 15.75 hours

Executive Report
Prajwal Raghunatha, HSGSA Senator
February Report

From: Prajwal Raghunatha, HSGSA Senator
To: HS Graduate Students of the University of Manitoba
Date: Council Meeting
Re: Feb 01 2019- Feb 28 2019

Executive Summary of Work:

- Office hours (Made up for 8 hours of office hours missed in January)
- Attended and assisted Carmine in HSGSA Industry fair by representing HSGSA at a volunteer booth
- Attended Senate Meeting, HSGSA Executive Meeting and HSGSA Council Meeting.
- Personal and email communication with fellow HSGSA Executives on clear violations of UMGSA Election Policy Manual for the current elections and apprising and filing an appeal with CRO and Elections committee respectively to re-open the nomination process.

Executive Summary of Hours:

2019-02-05	Office Hours (Making up for yesterday)	2
2019-02-06	Office Hours (Making up for Jan)	2
2019-02-06	Senate Meeting	1
2019-02-07	Office Hours (Making up for Jan)	2
2019-02-08	Office Hours (Making up for Jan)	2
2019-02-12	Office Hours (Making up for yesterday - was unwell)	2
2019-02-13	Office Hours (Making up for Jan)	2
2019-02-13	HSGSA Industry Fair	3.5
2019-02-19	Office Hours (Making up for yesterday - Louis Riel Day)	2
2019-02-19	HSGSA Exec Meeting	1
2019-02-19	HSGSA Council Meeting	1
2019-02-25	Office Hours	2
2019-02-25	HSGSA Exec Meeting	1.5
2019-02-26	UMGSA Election Issues (email communication and execs communication)	1
Monthly Total		25

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

Feb 06, 2019	Senate Meeting	1 hour
Feb 19, 2019	HSGSA Exec Meeting	1 hour
Feb 19, 2019	HSGSA Council Meeting	1 hour
Feb 25, 2019	HSGSA Exec Meeting	1.5 hour

Time spent in meetings: 4.5 hrs

Meetings Cancelled: None

Meetings Missed: Student Senate Caucus (Feb 04) - Out of Country (Regrets sent).

Office Hours: Mondays, 12:00-2:00pm

Time spent in the office: 16 hrs

Total Hours Spent on HSGSA for Sep: 25 hrs

Senate Report Feb 06th, 2019

Written by: Prajwal Raghunatha

To: Graduate Students of the University of Manitoba

Date: Feb 06th, 2019

Re: Feb 06th, 2019 Senate Report

Link to Senate agenda:

https://www.umanitoba.ca/admin/governance/media/2019_02_06_Senate_Agenda.pdf

Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students. All motions presented in this report were carried during the Feb 06th, 2019 Senate Meeting.

MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

- **Report of the Faculty Council of Graduate Studies on Program, Curriculum and Regulation Changes: Faculty of Music and Department of Physical Therapy**
 - Students from Faculty of Music must demonstrate consistently the ability to produce written work and to communicate orally in English at a level appropriate for the Master's level, and ability to complete work in a timely manner and meet such deadlines as would be expected of successful practitioners in the field. Students must also demonstrate a level of mastery in their major area (performance, conducting, composition), including technical mastery and the ability to produce work and solve professional problems independently, commensurate with current professional standards in the field.
 - Students from Department of Physical Therapy should demonstrate acceptable communication skills, produce legible documents which are technically accurate, demonstrate advocacy for right of others and show teamwork skills and collaboration.

- **Request to Change Effective Date of Academic Regulations for Postgraduate Medical Education Program, Max Rady College of Medicine**

- Items approved by Senate in December to be effective immediately instead of Fall 2019.

MATTERS FORWARDED FOR INFORMATION

SENATE COMMITTEE ON AWARDS

- **Bruce Whittlesea Graduate Scholarship**
 - is enrolled full-time in any year of study in the Faculty of Graduate Studies, in a Master's or Ph.D. program delivered by the Department of Psychology and demonstrate the intention to conduct basic experimental research into human cognitive processes.
- **Eirikur and Thorbjorg Stephanson Scholarship**
 - is enrolled full-time in the FGS in any Ph.D. program at the University of Manitoba and has an outstanding academic record and has demonstrated an aptitude for conducting research directly related to finding a treatment or cure for Alzheimer's disease.
- **Pamela Hardisty Graduate Fellowship**
 - is enrolled full-time in the first year of any doctoral program in the FGS and achieved a minimum grade point average of 3.75 based on the most recent 60 credit hours (or equivalent) of study and show high research potential, strong communication, interpersonal, and leadership abilities
- **William Carlyle Jaquith Bursary in Interior Design**
 - Is enrolled the FGS in any year of study in the Master of Interior Design program offered by the Faculty of Architecture and demonstrate financial need on the University of Manitoba general bursary application form.
- **Winnifred May Johnson Scholarship**

- as a graduate student, is enrolled full-time in the FGS in the Master of Science program offered through the Asper School of Business, specializing in Supply Chain Management with a minimum grade point average of 3.5 based on the last 60 credit hours of study (or equivalent).
- Annual Report of Student Accessibility Services for the year 2017-18 showed 118 graduate students have registered and accessed it.

REPORT OF THE PRESIDENT

- The President informed the Senate about the report from the Board of Governors regarding the proposal by the senate to change the closed Presidential search to Open. The letter quoted “The Board considered the advantages of a confidential search, recognizing that the Board has a fiduciary duty to act in the best interests of the University. With respect to a presidential search, the best interests of the University lie in a process that enables the recruitment of the strongest and most diverse possible candidate pool. Professional advice, and the practice at most Canadian universities indicate that this will be best achieved by means of a confidential search combined with a robust community consultation process.
- After lengthy discussion on the matter, the Senate moved a motion that “Senate strongly recommends that the Board of Governors modify its procedures for the presidential search to stipulate that the names of the short-listed candidates be made known to Senate in Closed Session, that each short-listed candidate deliver a presentation of their vision of the University to a Closed Session of Senate, and that Senators be permitted to make submissions to the Search committee regarding their assessments of the short-listed candidates”.

REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS

1. Faculty of Architecture

- Introduction of a graduate Co-op program and its 3 related zero-credit hour courses.

2. Asper School of Business

- Master of Science, Doctor of Philosophy in Management
 - i. change of application deadline to February 1st (from Jan 10);
 - ii. Raising of GMAT score from 550 to 600 in the M.Sc.;
 - iii. Imposing a maximum credit hour limit in the Ph.D. to 30 credit hours (min remain 12); in the PhD Finance option, to 36 credit hours (there is a greater need for strong skills in micro and macro-economics).
- Master of Business Administration
 - i. Amending the course exemption policy (one course can only be applied once, including audits; 2 non-registered undergrad courses to exempt 1 grad; max 30 credit hours exemption) Master of Science, Doctor of Philosophy in Management
 - ii. Raising some of the English Language Test score minimums (IELTS band score now is 6 – not 5; included the options of CanTEST and AEPUCE).
- Master of Finance
 - i. Allowing admission of 3-year bachelor degree holders (MBA already does);
 - ii. Raising one of the English Language Test score minimums (increased the number of tests permitted; IELTS from 7 to 6.5, but with a minimum of 6 on the speaking band).
 - iii. Allowing for GMAT exemptions (for those who passed a CFA Level 1 – failure rate currently at 61% - and for students who graduated from the UofM with a 3.25+ GPA).

3. Department of Environment and Geography

- M.Env. students do not need to take the required GEOG 7360 due to broad nature of the very broad. However, note that only the requirement is removed and not to deleted (in the event they need it back).

4. Department of Occupational Therapy

- Changes to the supplemental regulations
 - i. Now 20% are to be Canadian Indigenous people increased to 20% from present 15%
 - ii. Require adult abuse check
 - iii. Inclusion of CASPer tool for screening students for the interview).

5. Department of Pathology

- 10 changes to the supplemental regulations, affecting MSc thesis-based students and Pathologists' Assistant programs. This includes asking for criminal record and child abuse check; increase admission GPA to 3.2 among others.

6. Department of Physiology and Pathophysiology

- Changes to the supplemental regulations (to increase the stipend to \$18,400 to offset cost of International Health Care)
- Not allow supplemental exams in the graduate level
- Minimum credit hours in the PhD program from direct-entry should be 12.

Position Statement with Recommendations for Improving Academic Integrity in Graduate Studies Research Publications

The Health Sciences Graduate Students Association (HSGSA) firmly supports principles of honesty, transparency, fairness and rigor in all scholarly research activity. We proudly stand by the University of Manitoba's policies for creating a standard culture of academic integrity for all students. However, while we as students are mandated to complete the academic integrity course, occasionally it is our advisors who have the power to uphold principles of academic integrity.

As graduate students, we recognize the important contributions and mentorship our primary advisors and committee members provide us through the progression of our thesis/dissertation work. Nonetheless, many of us observe and feel held hostage to socio-political factors that result in questionable authorship assignments. We sympathize with faculty members who face the pressure to "publish or perish". This pervasive culture incentivizes, and sometimes leads to, quid-pro-quo authorship arrangements that are dishonest – namely by including authors who do not contribute substantially to the work. It is frustrating and unjust to graduate students who must bear this moral burden in silence for fear of reprisal should they blow the whistle on their supervisors.

We call upon the administration in the Faculty of Graduate Studies to recognize this problem and take corrective action to promote a culture of academic integrity inclusive of ALL parties involved in scholarly research. We recommend consideration of the following three options:

1) Make mandatory an academic integrity tutorial video on scholarly publishing to be viewed and discussed by each graduate student and their primary advisor at the beginning of their program. Unethical authorship should be *explicitly* discussed with detailed case-examples.

2) Part 4 of the advisor-student guideline agreement documents, regarding publications, should be updated with explicit mention and definition of unethical authorship.

3) Create an annual process of holding a routine sample of 'exit-interviews' from graduating students in various departments to more proactively understand graduate student concerns and receive internal feedback about the graduate studies training programs.

We hope to work openly and collaboratively with the Faculty of Graduate Studies in promoting honest scholarly practice in the pursuit of academic excellence for students and staff alike.