

Important Dates

Thursday, December 5

“Whats Business Admin” Event
High School Recruitment Event
6th Floor – Education Building

Thursday, December 5

Faculty & Staff Holiday Party
Come & Go from 6:00 – 10:00 pm
Agra Torchinsky Salon at the
Mackenzie Art Gallery

Friday, December 6

Faculty Council meeting
10:00 a.m. – 12:00 noon in
Ad Hum 527 (President’s Boardroom)

December 6 & December 7

EMBA End-of-Semester Party

Thursday, December 12

APT & CUPE Staff Meeting
9:00 – 10:30 a.m. in ED 560

Friday, December 13

Coffee Party
10:00 – 10:30 a.m. in ED 562

Friday, December 13

Children’s Christmas Party
4:30 – 5:30 p.m. in ED 562

Tuesday, December 24

University closes at 3:00 p.m.

Wed. Dec. 25 – Wed. Jan. 1

Christmas Break-University Closed

Thurs. Jan. 2 – Sat. Jan. 4

ICBC Competition at Queen’s
University

Thursday, January 9

APT & CUPE Staff Meeting
9:00 – 10:30 a.m. in ED 560

Faculty Council – December 6

Our final Faculty Council meeting for 2013 is scheduled as follows:

Date: Friday, December 6
Time: 10:00 a.m. – 12:00 noon
Location: Ad Hum 527 (President’s Boardroom)

The agenda has been circulated.

Holiday Party

A reminder that our Holiday Party is being held this Thursday, December 5 from 6:00 to 10:00 at the Mackenzie Art Gallery, upstairs in the Agra Torchinsky Salon. It's a come-and-go reception, so you can drop in any time. There is free parking in the lot (access off 23rd Avenue) and the Mackenzie has agreed to keep the gallery open at no charge for us for a couple of hours. This is a great opportunity to have a look at the current exhibits for any of us who don't usually have the time to do so.

Financial Literacy Fair

Six business students, **Andrew Hongsun Jung, Jordon Mallory, Shelby Puchala, Derek Fleck, Imran Shahid, and Basit Sami**, attended the Financial Literacy Fair at Campbell Collegiate on November 27 to answer various questions from students. Students were mainly curious about two major areas: our business school and financial literacy. Many students asked how to apply for the Faculty of Business Admin, how the Hill School of Business is different from other business schools, and what we like about the program. The students also explained why it is beneficial to get a student loan, what a TFSA account is, and how they should plan for their future. These Hill Students represent a combination of Enactus and BUS388 students who did similar community service work with the Regina Open Door Society.

Dean’s Research Grant – January 15

The next deadline for the Dean’s Research Grant program is **January 15, 2014**. Faculty members can apply for up to \$5,000 once each fiscal year by completing the 2-page Dean’s Research Grant application form at:

<http://www.uregina.ca/business/for-faculty-staff/index.html>

Please see **Ron Camp** if you need the password for the website.

University Closed Dec. 25 – Jan. 1

Please note that the University of Regina will close at 3:00 p.m. on Tuesday, December 24, and will remain closed from Wednesday, December 25 to Wednesday, January 1 inclusive (opening again Thursday, January 2). If you think you will need access to the Education building during these dates and you do not already have an access card, please contact **Devon Anderson** by December 15.

In the News...

The Levene Graduate School was featured in the Metro on November 26 (pg. 13) including an article and ad. You can see the full story at: http://reader.metronews.ca/digital_launch.aspx?eid=43d9f8b3-ca87-4988-9c3a-d11b9ada09dd

Deadline: Expense Reimbursements

If you have a claim for reimbursement that you wish to have paid prior to the Christmas break, you must forward the claim as soon as possible to **Janeen Brown** to be processed and paid. Financial Services would like to receive as many claims as possible by **Friday, December 6**. The final deadline is Wednesday, December 11. Any claim received by 4:30 p.m. on Wednesday, December 11 will be processed and cheques will be received in departments' inter-office mail on December 20. People who have signed up for direct deposit for claims will have their reimbursement deposited to their bank account on December 20. Claims received after December 11 will be processed for payment in January.

Final Exam Changes

Please be sure to let **Marilyn Staseson** know of final exam changes, such as if you plan on giving only a two-hour final exam or a take-home exam. She can then adjust arrangements for special needs exams accordingly.

Walk-Ins

This week's walk-in hours for Faculty and Staff with **Dean Andrew Gaudes** will be:

- Wed. Dec. 4 – 10:00-11:00 am
- Thurs. Dec. 5 – 9:30-10:30 am

International Photo Contest Winners

Thank you to everyone who submitted photos and voted in our *International Photo Contest* (both here and at UR International) during International Education week! The winning photos were chosen based on the votes submitted at both locations throughout the week, and prizes were sponsored jointly by the UR International Office and the Faculty of Business Administration. The overall grand prize winner from voting at the Global



Learning Centre was **Arthur Ward** whose photo was taken during his time at the U of R on an exchange (above) and the grand prize winner based on voting at the Faculty of Business Admin was **Jordan Lee** who participated in an exchange to Japan (to the left). These photos, along with the

other top 2 photos from each voting location can be viewed on our website at: <http://www.uregina.ca/business/about-us/gallery/2013-photos/index.html>

Academic Misconduct & Deferrals

Exam Deferrals: There is very little flexibility regarding deferrals for final exams. Students should be aware of the date and time for final exams as they are registering for courses. We also communicate with students who appear to have a particularly congested final exam period. There are very few final exam deferrals granted and only under very specific circumstances. Final exam deferrals are only granted once the student has followed the appropriate procedures, and it has been approved by the **Associate Dean**. Faculty cannot grant students the right to defer final exams and should refer all such requests to the Associate Dean.

Academic Misconducts: We continue to find students accessing UR Courses via smart phones during exams. This activity constitutes academic misconduct and there are substantial consequences for students should this occur. A simple solution to prevent students from accessing information on your UR Courses page is to close the "eye" next to the material that students may want to access during the exam period. You can "awaken" the material again once the exam is complete. Students may still attempt to access the material, which would still constitute academic misconduct, but the hope is that over time this practice should abate.

Emergency Preparedness

The U of R has produced a short training video depicting the correct actions to take in the event of an armed intruder coming onto our campus. While an armed intruder event is very unlikely to occur at the U of R, it is important that faculty, staff, and students know what to do in the event that it does.

The training video illustrates the University's armed intruder response procedures and Emergency Notification System [ENS]. The video is available on the Emergency Info website at www.uregina.ca/emergency. You are encouraged to view the video and share it with your students.