



SCHOOL OF GRADUATE STUDIES  
AND RESEARCH

# Memo

TO: Department Heads with graduate programs, Graduate Coordinators,  
Graduate Assistants

FROM: Janice Deakin, Associate Vice-Principal and Dean,  
Graduate Studies

c.c.: Patrick Deane, Vice-Principal (Academic)  
Jo-Anne Brady, University Registrar  
SGPS Executive

DATE: July 10, 2009

RE: **Communications to graduate students about increased tuition**

Gordon Hall, Room 425  
Queen's University  
Kingston, Ontario, Canada K7L 3N6  
Tel 613-533-6100  
Fax 613-533-6015  
www.queensu.ca/sgr

---

The purpose of this memo is to bring to your attention the fact that tuition for all graduate programs increased as of May 1, 2009. This increase, like all tuition matters, was reviewed and approved by the University's Board of Trustees and reported to Senate.

As you know, tuition increases occur based on the University's fiscal year (May 1 to April 30) and not on the academic year. As a result, the May tuition increase will occur during a graduate student's academic year since graduate students base their study period from September to August 31 and tend to budget their financial resources accordingly.

The School of Graduate Studies has received some complaints from graduate students since the May 1, 2009 tuition increase. I want to ensure that graduate students are fully aware of the amount and timing of tuition increases in order for them to adequately budget and plan their finances.

The School of Graduate Studies will be working closely with the Office of the University Registrar to improve our communications to graduate students about tuition and tuition increases. At the same time, I would request that you consider such increases as you create financial packages to both attract and support graduate students.

You can find tuition information on the Office of the University Registrar's website under Fee Tables at <http://www.queensu.ca/registrar/fees>. Students can also be directed to the online Guide to Registration and Fees for tuition information which is offered on WebCT as OUR 301. Please provide any feedback to the University Registrar if the information contained on its website or on the WebCT guide could be presented more clearly to help students.

APPENDIX 2 – Submitted by the Graduate Student Senator  
DRAFT GUIDELINES ON GRADUATE STUDENT VACATION

Vacation for Graduate Students

Scheduled leaves and vacations are a recognized benefit in terms of personal health and workplace productivity. Thus we recommend that graduate students think about and plan vacation leaves. Graduate students are not employees of the SGS and thus there is no mandated entitlement for a vacation benefit. However, we propose the following guidelines to graduate coordinators, program directors, department heads, and graduate student supervisors.

Students should be able to take up to 10 working days off, over and above statutory holidays per academic year provided that:

- the time off should not compromise the progress of the students studies.
- the time off does not interfere with the running of the research project or lab.
- the time off is negotiated and approved well in advance. As a rule of thumb, 6-8 weeks notice should be given prior to scheduling a leave.
- the time off is compatible with terms and conditions of the governing grant, or contract under which the student is being paid.
- time off cannot be carried forward from year to year.

We anticipate that normally negotiations for time off for vacation will be free from controversy or disagreement. In the case of disputes the usual dispute resolution as described in section 10 (currently it is section 10) will apply.



SCHOOL OF GRADUATE STUDIES  
AND RESEARCH

# Memo

TO: Department Heads with graduate programs, Graduate Coordinators,  
Graduate Assistants

FROM: Janice Deakin, Associate Vice-Principal and Dean,  
Graduate Studies

c.c.: Society of Graduate and Professional Students Executive

DATE: July 7, 2009

RE: **New vacation guidelines for Queen's graduate students**

Gordon Hall, Room 425  
Queen's University  
Kingston, Ontario, Canada K7L 3N6  
Tel 613-533-6100  
Fax 613-533-6015  
[www.queensu.ca/sgr](http://www.queensu.ca/sgr)

---

The purpose of this memo is to communicate new guidelines created by the School of Graduate Studies related to vacation for Queen's graduate students.

These guidelines are the result of a request by the Society of Graduate and Professional Students and an examination of how the issue of vacation for graduate students is dealt with by other Canadian universities, particularly those with a similar level of research intensity as Queen's.

We produced these guidelines as a way of recognizing the importance of graduate students working collegially with their supervisors to arrange for time off, and of the importance of graduate students being permitted to take vacation time.

I would encourage you to communicate these guidelines to faculty in your department who supervise graduate students and include this information in your regular communications to new and continuing graduate students. We will be posting these new guidelines on our website as well as in the next edition of the Guide for Graduate Departments.

Meanwhile, if you have any questions or concerns, please contact me or one of our Associate Deans, Brenda Brouwer or David Rappaport.

**Guidelines for student vacation**  
**Approved by the Queen's School of Graduate Studies**  
**July 2009**

Scheduled leaves and vacations are a recognized benefit in terms of personal health and workplace productivity. We recommend that graduate students think about and plan regular vacation leaves. Graduate students are not employees of the School of Graduate Studies and as a result, there is no mandated entitlement for a vacation benefit. However, the following guidelines are offered to students, graduate coordinators, program directors, department heads and graduate student supervisors.

Student should be able to take up to 10 working days off, over and above statutory holidays and/or periods when the University is officially close (i.e. the period between the December-January holidays) provided that the time off:

- Should not compromise the progress of a student's studies;
- Is negotiated and approved well in advance. As a rule of thumb, one month's notice should be given prior to scheduling a leave;
- Is compatible with terms and conditions of the governing grant, or contract under which the student is being paid;
- Cannot be carried forward from year to year

Vacation periods do not result in any changes to registered student status; students remain registered and pay all fees during the vacation period in the academic session until completion or withdrawal.

It is expected that negotiations for time off for vacation will be free from controversy or disagreement. In the case of dispute, the usual dispute resolution procedures will apply. These procedures can be found in the Guide to Graduate Supervision booklet (section 10) published by the School of Graduate Studies or through the School's website at [www.queensu.ca/sgs](http://www.queensu.ca/sgs)

## **DISCUSSION DOCUMENT**

The following is a list of general principles the SGPS Executive would like to see incorporated into a general non-tuition student fee protocol for Queen's students:

- a) Fees (new, increased, or decreased) are self-assessed by student societies without university interference;
- b) Sub-sets of societies (e.g., LSS, EngSoc) may assess their own specific fees, to be brought to Board by the parent society (AMS or SGPS) for approval;
- c) The Board of Trustees does not alter fee amounts, but approves as presented; if they have concerns, can send back to student societies for reconsideration, but no unilateral alterations can be made, and alterations must be approved second time;
- d) Student societies make annual external audits publicly available (as recipient of some of the fees);
- e) University makes annual external audits publicly available (as recipient of some of the fees);
- f) Student societies make own rules/procedures for fees, but must involve a majority vote at referendum and/or general meeting to establish a fee;
- g) Students pay only the fees assessed by their current society;
- h) If a fee is to be decreased or removed, the fee recipient, the Registrar, the Secretariat, and the other student society (AMS or SGPS) must be notified;
- i) If a fee is decreased or eliminated without the recipient's prior written consent, the recipient must be compensated for the loss during the first "transition" year;
- j) If both societies assess fees for same recipient/service, both societies should endeavor to keep the fee levels compatible where there is no reason (e.g., access, applicability, etc.) for a difference;
- k) If both societies assess a fee for a service administered by one society, the administering society must include the other paying society in the oversight and decision making for that service;
- l) If the societies should become deadlocked in disagreement over a fee, there should be an agreed mediation and arbitration process, with the mediators (internal or external) and arbitrators (external only) agreed to by both societies;
- m) If it's a shared fee, then the society administering it should be responsible for notifying all parties of any increase, otherwise they are responsible for paying any costs resulting from lack of notice;

# **SGPS, ESS, and SGPS Constituent Society Student Fees 2009/2010**

**Report on decisions reached regarding student fees as a result  
of the Education Students' Society change in affiliation from  
AMS to SGPS.**

Prepared by Jeff Welsh, SGPS President, for Vice-Principal (Academic)  
Patrick Deane

May 26, 2009

Dr. Patrick Deane, PhD.  
Vice-Principal (Academic)  
Queen's University  
Kingston, Ontario

May 26, 2009

Re: Education Students Society fees

Vice Principal Deane,

The following brief report summarizes the decisions reached by Executives of the SGPS, ESS, AMS, and representatives of your office regarding non-tuition student fees for registered BEd Students in the Education Students' Society (ESS) as they transition from AMS to SGPS membership in 2009/2010. The report includes a final set of student fees to be approved by the Board of Trustees for 2009/2010, as well as details of amounts to be paid by the SGPS to the AMS and other student fee recipients to compensate for revenues lost due to changes in ESS affiliation and fee structure.

Where appropriate, details have been inserted to explain particular items, decisions and actions. If any detail requires further clarification, please do not hesitate to contact me.

Sincerely,

Jeff Welsh  
President  
Society of Graduate and Professional Students

cc: Jo-Anne Brady, University Registrar  
Michael Brinkworth, CESA President  
Bob Burge, Registrar, Faculty of Education  
Michael Ceci, AMS President  
Roxy Denniston-Stewart, Assoc. Dean of Student Affairs  
Leora Jackson, Rector  
Amanda Leonard, ESS President  
Georgina Moore, University Secretary

## **Background**

In Winter Term 2009, members of the Education Students' Society (ESS) approved by referendum a motion to secede from AMS affiliation and join the SGPS effective in Fall Term 2009. The SGPS voted at its 2009 annual general meeting to accept the Education Students' Society as SGPS members.

The AMS and Student Affairs each raised concerns about the negative impact on the budgets of various student fee recipients stemming both from the differences between the AMS and SGPS student fee schedules as well as from the desire of the SGPS to seek reduced non-tuition student fees on behalf of the ESS in recognition of ESS students' limited time on campus.

## **Summary**

Following discussions involving Executives of the SGPS, AMS, and ESS, Assoc. Dean of Student Affairs Roxy Denniston-Stewart, and Vice-Principal (Academic) Patrick Deane, it was agreed that:

- 1) students should pay fees commensurate with their membership in either the AMS or SGPS, and should not be liable for fees specific to another student Society;
- 2) ESS members will be assessed most SGPS mandatory student fees at a reduced (50%) rate (see below);
- 3) ESS members will be assessed the full SGPS rate for some mandatory fees for 2009/2010, after which reduced rates may be implemented pending further discussion (see below);
- 4) ESS members will be assessed the full SGPS rate for all optional student fees;
- 5) there should be a "transition year" during which the SGPS is obligated to seek to mitigate the loss of student fee revenue to various fee recipients for 2009/2010 only (see below); and
- 6) a general protocol regarding student fees should be negotiated by the AMS, SGPS, and the Office of the Vice-Principal (Academic).

Specific fee amounts and, where relevant, explanations are provided below.

## Fee Tables

### Table 1A: SGPS Mandatory Fees 2009/2010

As an initial basis for comparison, Tables 1A and 1B list non-tuition student fees for all non-ESS SGPS members:

**Fee Group Amount** (Note: Class A, B, and C refer to internal SGPS fee categories)

#### ***Class A Mandatory Fees***

Campus Observation Room \$0.50  
 Telephone Aid Line Kingston \$0.75  
 AMS Accessibility Task Force \$3.00  
 Queen's Legal Aid \$4.50  
 Sexual Assault Crisis Centre \$1.25  
 CFRC Radio \$3.75  
 Queen's Journal \$3.50

#### ***Class B Mandatory Fees***

Queen's Work Bursary \$4.86  
 AMS WalkHome \$13.83  
 (Note: The SGPS WalkHome fee is slightly lower than the AMS fee for 2009/2010 due to the lack of adequate notice by the AMS to approve a fee increase by the SGPS. The SGPS will vote in 2009/2010 on an increase for 2010/2011)  
 Athletics and Recreation \$101.90  
 Queen's Oxfam \$0.79  
 Health Counselling Disability \$53.33

#### ***Class C Mandatory Fees***

Bus-It \$44.50  
 Canadian Federation of Students \$14.64  
 SGPS Society Fee \$60.00  
 University Centre \$19.36  
 SGPS Student Advisors \$6.00

**Mandatory Fee Total** \$336.46

### Table 1B: SGPS Optional Fees 2009/2010

#### **Fee Group Amount**

#### ***Class A Optional Fees***

International Affairs Ass. \$1.00  
 SGPS Sports Fund \$2.00  
 Grad Club \$20.00  
 AMS Food Bank \$1.00

Ban Righ Centre \$1.00  
 KCAP \$2.50  
 HIV Aids Regional Services \$1.00  
 Union Gallery \$1.50  
 Queen's Daycare \$1.00  
 Aboriginal Student Centre \$1.00

***Class B Optional Fees***

Dawn House Women's Shelter \$0.52  
 QISS Bursary Program \$0.64  
 Student Refugee Support \$3.04  
 Reelout \$1.62  
 Positive Space Program \$0.27  
 OPIRG \$4.28  
 Kingston Youth Shelter \$0.91  
 Yellow Bike Action Group \$0.53

**Class A & B Optional Total** \$43.81

***Class C Optional Fees***

SGPS Health Plan \$247.31  
 SGPS Dental Plan \$186.89

**Health & Dental Fee Total** \$434.20

**Table 2A: ESS Mandatory Fees 2009/2010**

Tables 2A and 2B indicate the agreed fees for ESS members for 2009/2010. It was agreed that ESS students would pay half (50%) of the standard SGPS rate for all mandatory non-tuition student fees, with the following exceptions: Athletics and Recreation (\$101.90), Health Counselling Disability (\$53.33), Bus-It (\$44.50), and Canadian Federation of Students (\$14.64) would be assessed at the standard SGPS rate. It was felt that a reduced fee for Bus-It was not feasible. The possibility of reduced fees for A&R, HCDS, and CFS was left open to future negotiation for 2010/2011 and afterwards.

**Fee Group Amount**

***Class A Mandatory Fees***

Campus Observation Room \$0.25  
 Telephone Aid Line Kingston \$0.38  
 AMS Accessibility Task Force \$1.50  
 Queen's Legal Aid \$2.25  
 Sexual Assault Crisis Centre \$0.63  
 CFRC Radio \$1.86  
 Queen's Journal \$1.75

***Class B Mandatory Fees***

Queen's Work Bursary \$2.43  
 AMS WalkHome \$6.92

Athletics and Recreation \$101.90  
 Queen's Oxfam \$0.40  
 Health Counselling Disability \$53.33

***Class C Mandatory Fees***

Bus-It \$44.50  
 Canadian Federation of Students \$14.64  
 SGPS Society Fee \$30.00  
 University Centre \$9.68  
 SGPS Student Advisors \$3.00

**Mandatory Fee Total** \$275.42

**Table 2B: ESS Optional Fees 2009/2010**

It was agreed that ESS students would be assessed optional fees at the standard SGPS rate given that the fees are discretionary. It was also felt that the Health & Dental insurance fees should remain uniform given that ESS students may utilize covered services throughout the year. The optional fees are listed below:

**Fee Group Amount**

***Class A Optional Fees***

International Affairs Ass. \$1.00  
 SGPS Sports Fund \$2.00  
 Grad Club \$20.00  
 AMS Food Bank \$1.00  
 Ban Righ Centre \$1.00  
 KCAP \$2.50  
 HIV Aids Regional Services \$1.00  
 Union Gallery \$1.50  
 Queen's Daycare \$1.00  
 Aboriginal Student Centre \$1.00

***Class B Optional Fees***

Dawn House Women's Shelter \$0.52  
 QISS Bursary Program \$0.64  
 Student Refugee Support \$3.04  
 Reelout \$1.62  
 Positive Space Program \$0.27  
 OPIRG \$4.28  
 Kingston Youth Shelter \$0.91  
 Yellow Bike Action Group \$0.53

**Class A & B Optional Total** \$43.81

***Class C Optional Fees***

SGPS Health Plan \$247.31  
 SGPS Dental Plan \$186.89

**Health & Dental Fee Total** \$434.20

## Faculty Specific Fees

An anomalous situation presented itself with regard to faculty-specific student society fees for both ESS and Concurrent Education Students' Association (CESA) members. This past year (2008/2009) all final year Concurrent Education students from Queen's (i.e. those who did their undergraduate work in Con-Ed and then entered teacher's college) paid two sets of faculty society fees:

\$7.50 to the Education Students' Society; and  
\$10.00 to the Concurrent Education Students' Association.

Due to the fact that Education students will no longer be affiliated with the AMS next year, there was concern that if final year Con-Ed students were paying a fee to CESA they might feel as though they were entitled to AMS jobs, privileges, etc because those final year Con-Ed students would still be considered as CESA constituents (by virtue of paying the CESA fee). The CESA constitution does say that members of CESA are also members of the AMS. Therefore, it might be reasonable for ESS students paying CESA fees to assume that they are members of the AMS through their association with CESA. However, the CESA constitution also says that CESA members must pay CESA, ASUS, and AMS fees, and recognizes the preeminence of the AMS constitution. The AMS constitution also contains a requirement that members pay AMS fees to receive the full services of the AMS. What this means is that, despite paying the CESA fee, Con-Ed stream ESS students would not be AMS members and therefore not entitled to its benefits and services through payment of a fee to CESA. In fact, since ESS students would not pay ASUS or AMS fees, they technically would not even be full members of CESA. Furthermore, there are staff at the Faculty of Education who think that the double-fee assessment was a mistake made in transition from the former Education Registrar to the present one.

Therefore, it was agreed by the President of CESA that final year Con-Ed stream ESS members should NOT be assessed the CESA fee, but will continue to pay the ESS fee. The Faculty of Education will need to ensure that Con-Ed stream ESS members are only assessed the ESS fee, and not the CESA fee.

The following table indicates the faculty-specific student society fees:

### Table 3: Faculty Specific Fees 2009/2010

#### ***Faculty Specific Fees***

Education Graduate Students (MEd, PhD) \$25.00  
Education Graduate Students (Part-Time) \$12.50  
Education Students' Society (Bed) \$7.50  
Graduate Computing Society \$10.00  
Law \$75.35  
School of Rehabilitation Therapy \$28.00  
Theology \$100.00

## Transition Year Payments

In the interest of maintaining fee-recipient service levels, the AMS preference was to follow the action taken when the LSS joined the SGPS, which would be to continue assessing the seceding society (in this case, the ESS) the same fees paid during the last year of membership in the AMS for one year. The ESS preference was for reduced fees immediately. In the end, it was agreed that ESS fees could be reduced the first year, but that the SGPS would undertake to provide compensation to student fee recipients for lost revenue due to the ESS change from AMS to SGPS affiliation, as well as reduced ESS fees. This would occur for a single "transition year" (2009/2010) in order to give the fee recipients time to make suitable arrangements (e.g., adjusting budgets, seeking fee increases, etc.). To that end, the SGPS Council voted on May 12, 2009 to pay the amount indicated to the fee recipients listed in Table 4 below. Amounts over \$1000 must be ratified by a second vote of SGPS Council in August 2009. All funds are to come from SGPS financial reserves, to be paid to the various recipients following receipt of student fee monies from the University Registrar in Fall 2009.

### Table 4: SGPS Transition Year Payments 2009/2010

(Note: Payment amounts were calculated based on the 2008/2009 BEd enrolment of 683 students.)

#### ***Shared AMS/SGPS-supported services that are AMS-run:***

Campus Accessibility Fund (\$1024.50)  
 Walk Home Service (\$4719.53)  
 CFRC radio (\$1290.87)  
 The Journal (\$1195.25)

#### ***Other shared AMS/SGPS-supported services:***

Campus Observation Room (\$273.20)  
 Legal Aid (\$1536.75)  
 Sexual Assault Crisis Centre (\$252.71)  
 Telephone Aid Line Kingston (\$423.46)  
 Work Bursary Program (\$1632.37)

#### ***Services that receive AMS fees, but for which there is no SGPS fee:***

After Hours Medical Clinic (\$2561.25)  
 Queen's Bands (\$2390.50)  
 Queen's First Aid Unit (\$2390.50)  
 Golden Words (\$1366.00)  
 Sexual Health Resource Centre (\$580.55)

There was one fee recipient in the last category, Student Constables, which did not win approval of transition-year funds (\$5443.51) from SGPS Council. It was agreed, therefore, that the AMS would be invited to send spokespeople to make a presentation on the Student Constables to SGPS Council in August in an effort to win approval of transition year funds. If this should prove unsuccessful, the SGPS Executive will work with the AMS Executive to find another mutually satisfactory arrangement.

A final category of fee recipients receives fees which are mandatory for AMS members, but which are optional for SGPS members. Because it is not known if the four fee recipients will, in fact, lose student fee revenue as a result of the change in ESS affiliation, the SGPS will await final numbers from the University Registrar in Fall 2009 to determine if transition year compensation is needed. Once those numbers become available from the University Registrar, the SGPS Executive will bring motions to SGPS Council to cover any actual declines in student fee revenue for 2009/2010.

***Services for which fees are mandatory for AMS members and optional for SGPS members:***

Ban Righ Foundation  
International Affairs Association  
Student Refugee Support  
Union Gallery

## **Next Steps**

Two sets of discussions remain to be started:

- 1) discussions involving the SGPS and the Vice-Principal (Academic) regarding the A&R and HCDS fees to be paid by ESS members after 2009/2010; and
- 2) discussions involving the AMS, SGPS, and Vice-Principal (Academic) regarding a general protocol for student fees.

Both sets of discussions await notice from the Office of the Vice-Principal (Academic).