

## XIV. GENERAL INFORMATION

### Centre for International Programs

The Centre for International Programs (CIP), the first of its kind in Canada, aims to foster international and intercultural learning among members of our campus community to stimulate a sense of partnership and global responsibility as scholars and citizens. This goal is accomplished through facilitating international opportunities for U of G students and faculty, providing expertise to staff and faculty in the development of international experiences for student populations, supporting intercultural competency acquisition on- and off-campus, and developing and maintaining strategic international partnerships.

### Diversity and Human Rights

The Office of Diversity and Human Rights located in room 337 of the University Centre. All enquiries are confidential. Office hours are Monday-Friday: 8:45a.m.- 4:45p.m. Phone: 824-4120, ext. 53000; Website: <https://www.uoguelph.ca/diversity-human-rights/>.

The Office of Diversity and Human Rights (DHR) is a welcoming, safe, and confidential resource for staff, students and faculty seeking information, training and support on issues relating to diversity, inclusion, equity, and human rights.

In accordance with the Ontario Human Rights Code, the University of Guelph's Human Rights Policy and Procedures prohibit harassment or discrimination on the basis of: race, colour, ancestry, place of origin (where you were born), ethnic background, citizenship, creed (religion), sex (including pregnancy), disability, sexual orientation, gender expression, gender identity, age, marital status, and family status. In some cases, discrimination includes unfair treatment on the basis of the receipt of public assistance or a pardoned criminal offense.

These Policy and Procedures documents are available at the Diversity and Human Rights website <https://www.uoguelph.ca/diversity-human-rights/>.

### Definitions

**Harassment** is a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination. (as identified in the preceding section.)

**Discrimination** refers to any form of unequal treatment based on a Code ground that results in disadvantage, whether imposing extra burdens or denying benefits. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face, or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. It may be obvious, or it may occur in very subtle ways. Discrimination needs only to be one factor among many factors in a decision or action for a finding of discrimination to be made.

### Inquiries and Complaints

All members of the University community (including students, staff and faculty) have the right to seek confidential advice and information about concerns or complaints regarding harassment or discrimination. DHR may assist individuals to resolve complaints by serving as a resource to the parties involved, providing mediation, or facilitating the University's human rights concern and complaint resolution procedures. In addition,

any party may consult with DHR regarding any university decision which may relate to human rights.

### Services

DHR delivers training and awareness on inclusion, equity, accessibility and human rights issues to all members of the University community; connects students, staff and faculty involved in human rights disputes with trained and independent support personnel; and in collaboration with university constituents, coordinates the university's compliance with federal and provincial initiatives and legislation relating to human rights, equity, and accessibility.

### Notification of Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrolment demand at postsecondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'.

In order to conduct such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide to Statistics Canada, student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographic characteristics, enrolment information, previous education, and labour force activity.

The Federal Statistics Act provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes only, and the confidentiality provisions of the Statistics Act prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used can ask Statistics Canada to remove their identifying information from the national database. On request by a student, Statistics Canada will delete an individual's contact information (name, address, or other personal identifiers) from the PSIS database. To make such a request, please contact us: Via telephone: Monday to Friday 8:30 A.M. to 4:30 P.M. EST/EDST 1-800-263-1136 (Toll Free) or 1-514-283-8300 Via mail:

Institutional Surveys Section, Centre for Education Statistics, Statistics Canada  
Main Building  
SC 2100-K 100 Tunney's Pasture  
RHC 13th floor  
Ottawa, Ontario  
K1A 0T6

Via e-mail: [PSIS-SIEP\\_contact@statcan.gc.ca](mailto:PSIS-SIEP_contact@statcan.gc.ca) Further details on the use of this information can be obtained from the Statistics Canada website <http://www.statcan.gc.ca/eng/start/>.

### Policy on Intellectual Property

The University's Policy on Intellectual Property can be found online: <https://uoguelph.civicweb.net/document/90631/>. The official

version of this policy is housed with the University Secretariat. In the event of a discrepancy, the official version will prevail.

## Policy on Non-Academic Misconduct

The University's Policy on Non-Academic Misconduct can be found online: <https://www.uoguelph.ca/secretariat/policy/1.6> (<https://www.uoguelph.ca/secretariat/policy/1.6/>). The official version of this policy is housed with the University Secretariat. In the event of a discrepancy, the official version will prevail.

## University ID Cards

A University ID Card is issued to each student registered at the University. The following regulations apply:

1. The University of Guelph Card must have: the University of Guelph logo; the cardholder's surname, first name and identification number; a colour photograph of the cardholder; a bar code for Library check-out privileges; a magnetically encoded stripe on the back of the card; and a brief summary of the rules and regulations for use of the card.
2. The Card is the property of the University of Guelph.
3. The Card is not transferable and the cardholder will be responsible for all use made of the Card unless and until written notice is received by the Campus Card office.
4. Presentation of the Card will be required before certain University services will be extended. University services may be denied to an individual who does not present a valid card.
5. The Card may not be retained as collateral for any University service except for those services holding and displaying a permit, signed by the Registrar authorizing the withholding of the student, faculty or staff identification card for short periods while that person is utilizing the services offered.
6. A University Card will be issued to each new student by the Campus Card office.
7. The University of Guelph ID Card colour photo must show a clear, front view of the applicant's full face. Hats, headbands or sunglasses may not be worn in the photo. The applicant's eyes must be open and looking directly ahead. Head coverings worn for religious or medical reasons can be worn but must not cover any part of the applicant's face. The head covering must not obscure or obstruct a full front view of the applicant's face, nor can it cast a shadow on the face. Persons with a niqab or burka who require their University ID Card be issued at the University of Guelph campus will have a female staff member photograph and verify the individual's identity in a private setting.
8. Loss or finding of the University Card should be reported to the Campus Card office.
9. A service charge will be levied for replacement cards.