



Lakehead
UNIVERSITY

International

Superior Arrival Guide - Thunder Bay



EXCEPTIONAL.
UNCONVENTIONAL.

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MESSAGE FROM LAKEHEAD UNIVERSITY INTERNATIONAL

Welcome,

On behalf of Lakehead University International it gives us great pleasure to welcome you to Lakehead University. You are now part of an internationally rich and diverse student community of about several hundred students representing many different countries.

We wish you all the very best as you prepare for this life changing experience! We will be with you in this important time. This manual will help you with the first steps necessary in order to start your academic life in Thunder Bay, Ontario, Canada. Please read them carefully and contact us for any further pre-arrival questions you may have. You can write us at:

internationaladvisor@lakeheadu.ca

Or

international@lakeheadu.ca

When you arrive in Thunder Bay, we will meet you at the airport as long as you have completed your airport pick up form ahead of time. You will then participate in our Superior Orientation and you will be given a handbook about life on campus and in our city. Until then, good luck in your preparations for coming to Canada. We are here to help you with your "Superior Arrival"

Lakehead International Team



IMMIGRATION MATTERS



Please note that the information below was valid at the time of printing. Be sure to check Citizenship and Immigration Canada (CIC) website at cic.gc.ca regularly for updates.

Study Permit

Once you have received your official Letter of Acceptance from Admissions, Lakehead University, you should begin procedures to obtain your Study Permit. You must apply for a Study Permit from the appropriate Canadian Embassy, High Commission, or Consulate (www.dfait-maeci.gc.ca) (A Study Permit is not required if you will be studying in Canada for less than six months). There is an application fee and this fee is payable at the time the application is made but does not guarantee a Permit will be issued. Citizens of the United States may obtain a Study Permit at the border when they enter Canada, with their letter of acceptance, proof of citizenship and proof of funds.

Temporary Resident Visa or Electronic Travel Authorization – TRV or (eTA)

In addition to a Study Permit, citizens of certain countries require a Temporary Resident Visa or a Electronic Travel Authorization to enter Canada. To find out whether you require an entry visa, please refer to: <http://www.cic.gc.ca/english/visit/apply-how.asp>

Canadian visa office

Canadian visa offices can answer questions about applications processed outside Canada. If you live outside Canada, Canadian visa offices can answer questions about CIC services and programs.

<http://www.cic.gc.ca/english>

Immigration Resources
Citizenship & Immigration Canada
(CIC)
Webpage: www.cic.gc.ca

Arrival in Canada

Before you land in Canada the airline will provide you with a Canada Customs Declarations form. The Border Security Agency website provides information of this declarations form at: <http://cbsa-asfc.gc.ca>

On arrival at the airport, follow the signs for Arrivals to Customs and Immigration area. At Canada Customs, you must indicate that you are coming to Canada to study and you will be required to present your travel documents and your letter of introduction that confirms your Study Permit was approved. You will then speak to an immigration officer at your Port of Entry. There are three main ports of entries in to Canada which are Toronto, Montreal, and Vancouver. The closest one to Thunder Bay is the port in Toronto. The airport has displays, signs, and directions in English as well as in French that will guide you from your flight to the customs as well as to the baggage claim. At customs, an immigration official will examine your documents. If everything is in order, the immigration official will issue your Study Permit.

Although you will probably be tired from your trip to Canada, be sure to read your Study Permit carefully and ask the immigration official to explain anything you do not understand. It is your responsibility to understand and comply with immigration regulations while you are in Canada. Carry the following documents with you so that you will be able to show them to an examining officer at Canada Customs and/or an immigration official at your Port of Entry:

1. A valid passport or travel document
2. A valid Temporary Resident Visa (also referred to as a Canadian entry visa), if required
3. An original or copy of your Lakehead University – Letter of Acceptance.
4. Evidence of adequate funds for your stay in Canada
5. Your letter of introduction issued by Citizenship and Immigration Canada
6. Any other documents recommended by the visa office that processed your Study Permit application
7. A list, in duplicate, of all items you are bringing with you to Canada , including the approximate value of each item and serial numbers where applicable

If any of your documents are missing or if any of the information on your application or documents is incorrect, you may not be allowed into Canada. For this reason, it is important to make sure all of your documents are accurate before you leave home. Since you will be required to present your documents upon entry into Canada, be sure to carry these documents with you during your travels – do not pack them in your checked baggage.



For more information on arriving to Canada go to:
<http://www.cic.gc.ca/english/visit/arriving.asp>

Toronto Pearson International Airport (YYZ)

There are two terminals at Toronto Airport: Terminal 1 and Terminal 3. The Link Train connects both terminals.

Terminal 1

This terminal is divided into four levels: 1,2, 3 and G. ATMs, currency exchange bureaus, information points and restrooms can be found on all levels of the terminal building.

Level 1 - Arrivals

Gates 101-112 are on this level but they are accessible from Level 2. Baggage Claim, customs, travellers aid and an interfaith centre are on this level. The ground transportation services available are: Taxis, Limousines and the Downtown Express service.

Level 2 – Gates, Parking, Link Train

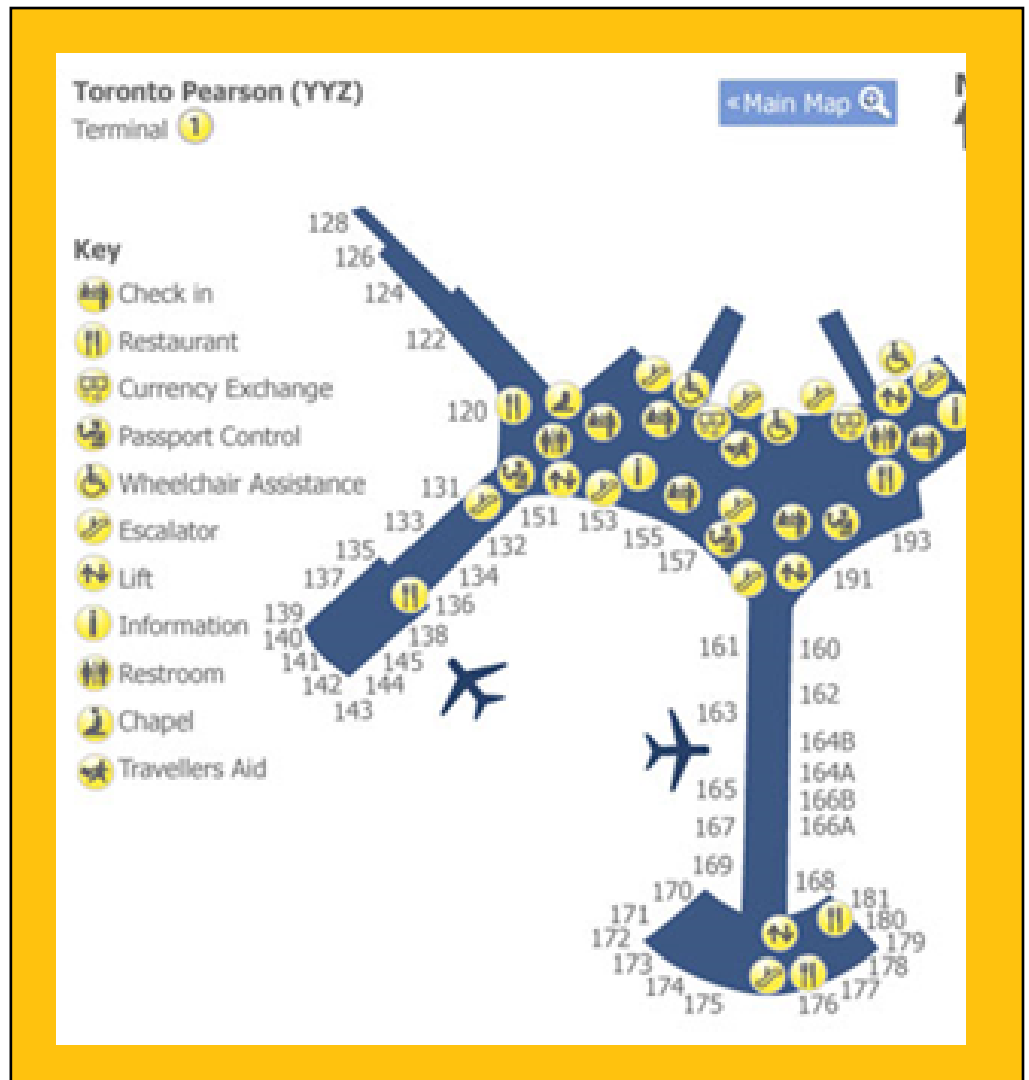
There are three branches to this level. Gates 120-193 are located on this level and a shuttle service takes passengers to gates 200-299. The ground transportation services accessible on this level are: Car Rental, Parking, Valet Parking and Link Train. Art Exhibitions and Customs are on this level as are the vast majority of the shops and restaurants in Terminal 1.

Level 3 – Departures

This level is where the check-in gates are based. US Customs and the baggage storage and mail box are also based here. Elevators and lifts take passengers from the other levels to this area.

Level G – Ground Transportation

Group check-in is based here, as well as the terminal's Lost and Found office. The following transportation options are based here: Hotel Shuttle, Out of Town Vans, Parking Shuttle and all public transport. Elevators and escalators take passengers up to the departure levels.



Terminal 3

There are two levels on this terminal (1 and 2) and each has the following services available: Information Counters, ATMs, currency exchange bureaus and restrooms. There are three branches to the terminal; a tunnel connects the smallest branch with the others.

Level 1 - Arrivals

All immigration and customs services are on this level as well as the baggage claim area and lost and found office.

Level 1 is host to all ground transportation services apart from parking and the LINK Train, which are on Level 2.

Level 2 – Departures

Gates A2-A6, B7-B23 and C24-C41 are based on this level with each located on a separate branch of the building. The vast majority of passenger services, shops and restaurants are based on Level 2 including mail, baggage storage and the interfaith centre. The only transportation options directly accessible on this level are the LINK Train and the airport parking.



Filling out a Customs Card

Upon arrival you will have to fill out a declaration card when entering Canada. The card can be intimidating but is manageable if you are prepared. Below is the card you will be given on the plane upon arrival. More information about the custom can be found online at: <http://travel.gc.ca/returning/customs/entering-canada>

Instructions

All travellers must be identified on a Canada Border Services Agency (CBSA) Declaration Card. You may list up to four people living at the same address on one card. **Each traveller is responsible for his or her own declaration. Each traveller is responsible for reporting currency and/or monetary instruments totaling CAN\$10,000 or more that are in his or her actual possession or baggage.**

Under the law, failure to properly declare goods, currency and/or monetary instruments brought into Canada may result in seizure action, monetary penalties and/or criminal prosecution.

Information from this declaration will be used for CBSA control purposes, and may be shared with other government departments to enforce Canadian laws. For more information see *Info Source* (ref. no. CBSA PPU 018), at a public library or visit <http://infosource.gc.ca>.

Part B – Visitors to Canada

The following duty-free allowances apply to each visitor entering into Canada:

- Gifts (excludes alcohol and tobacco) valued at no more than CAN\$60 **each**.
- 1.5 L of wine or 1.14 L of liquor or 24 x 355 ml cans or bottles (8.5 L) of beer or ale.
- 200 cigarettes, 200 tobacco sticks, 50 cigars or cigarillos **and** 200 grams of manufactured tobacco.

Part C – Residents of Canada

Each resident returning to Canada is entitled to **one of the following personal exemptions** based on his/her time absent from Canada (include all goods and/or gifts purchased or received abroad):

- **24 hours: CAN\$200**
Not claimable if goods exceed CAN\$200. Alcohol and tobacco cannot be claimed.
- **48 hours: CAN\$800**
This includes alcohol and tobacco (see table below).
- **7 days: CAN\$800**
This includes alcohol and tobacco (see table below) and unaccompanied goods.

Alcohol and tobacco exemption table
1.5 L of wine or 1.14 L of liquor or 24 x 355 ml cans or bottles (8.5 L) of beer or ale. (You must be of legal age in the province of importation.)
200 cigarettes, 200 tobacco sticks, 50 cigars or cigarillos and 200 grams of manufactured tobacco (Special Duty may apply).

Fold along line and detach

Fold along line and detach

Canada Border Services Agency / Agence des services frontaliers du Canada		Declaration Card	
- For Agency Use Only -			
FAX: <input type="text"/>		R <input type="checkbox"/> U.S. V <input type="checkbox"/> OV <input type="checkbox"/> Cr <input type="checkbox"/> O <input type="checkbox"/>	
Part A All travellers (living at the same address) – Please print in capital letters.			
Last name, first name and initials			
1	Date of birth: YY - MM - DD	YY	MM
Citizenship: <input type="text"/>			
Last name, first name and initials			
2	Date of birth: YY - MM - DD	YY	MM
Citizenship: <input type="text"/>			
Last name, first name and initials			
3	Date of birth: YY - MM - DD	YY	MM
Citizenship: <input type="text"/>			
Last name, first name and initials			
4	Date of birth: YY - MM - DD	YY	MM
Citizenship: <input type="text"/>			
HOME ADDRESS – Number, street, apartment No.		City/Town	
Prov/State		Country	
		Postal/Zip code	
Arriving by:		Purpose of trip:	
Air <input type="checkbox"/> Rail <input type="checkbox"/> Marine <input type="checkbox"/> Highway <input type="checkbox"/>		Study <input type="checkbox"/> U.S. only <input type="checkbox"/>	
Airline/flight No., train No. or vessel name		Personal <input type="checkbox"/> Other country direct <input type="checkbox"/>	
		Business <input type="checkbox"/> Other country via U.S. <input type="checkbox"/>	
I am/we are bringing into Canada:			
Firearms or other weapons (e.g. switchblades, Mace or pepper spray) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Commercial goods, whether or not for resale (e.g. samples, tools, equipment) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Meat/meat products; dairy products; fruits; vegetables; seeds; nuts; plants and animals or their parts/products; cut flowers; soil; wood/wood products; birds; insects <input type="checkbox"/> Yes <input type="checkbox"/> No			
Currency and/or monetary instruments totaling CAN\$10,000 or more <input type="checkbox"/> Yes <input type="checkbox"/> No			
I/we have unaccompanied goods. <input type="checkbox"/> Yes <input type="checkbox"/> No			
I/we have visited a farm and will be going to a farm in Canada. <input type="checkbox"/> Yes <input type="checkbox"/> No			
Part B Visitors to Canada			
Duration of stay in Canada days		Do you or any person listed above exceed the duty-free allowances per person? (See instructions on the left.)	
<input type="text"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Part C Residents of Canada			
Do you or any person listed above exceed the exemptions per person? (See instructions on the left.)		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Complete in the same order as Part A			
Date left Canada YY - MM - DD		Value of goods – CAN\$ purchased or received abroad (including gifts, alcohol & tobacco)	
YY		YY - MM - DD	
MM		YY	
DD		MM	
1		3	
2		4	
Part D Signatures (age 16 and older): I certify that my declaration is true and complete.			
1		Date YY - MM - DD	
2		YY	
3		MM	
		DD	
		4	

E311 (12/06)

Protected A when completed BSF311
Do not fold Declaration Card



MONEY MATTERS

Paying Your Student Account

Payments to Lakehead University are made through Financial Services. Payment can be made using different methods, which are detailed on their webpage <https://www.lakeheadu.ca/faculty-and-staff/departments/services/finance>

- It is the responsibility of the student to be aware of payment and enrolment deposit deadlines. A late fee will be charged on overdue payments.
- Outstanding balances will block enrolment in future courses and restrict the issuance of official university documents. You can check your student account through the “MYINFO” section on the Lakehead University website.
- It is the students’ responsibility to keep copies of all account statements and read all relevant communications issued by the Financial Services office.

Financial Services
Main Phone +1-807-343-8243
Office UC 0002A
Student Account Inquiries +1807-343-8140

FINANCIAL SUGGESTIONS

- Draw up a budget of available funds
- Re-evaluate your expenditures to ensure that your expenses do not exceed your funds available
- Be conscious of necessity and luxury
- Use credit cards wisely
- Avoid borrowing and lending money
- Take advantage of less expensive entertainment
- Never leave your problem until the last minute
- Consider available options carefully
- Keep in mind that there is little direct funding assistance available for international students



Examples of Canadian Coins

Currency and Sales Tax

Try to have at least \$300 (Canadian or U.S.) in cash when you arrive for your immediate needs like food and transportation. Prices quoted in stores, restaurants, hotels, etc. are base price, and a 13% Harmonized Sales Tax (HST) will be added on when you pay for an item.

BANKING IN CANADA

Steps to opening a bank account in Canada:

- Shop around for good services. Usually, a nearby bank is the first consideration
- Take all the necessary documents
- Take money to deposit in the bank
- To better facilitate our International students, some banks will be present at our orientation to give you details about their student plans.

Necessary documents for opening an account:

- Your passport
- Proof of Canadian immigration status (Study permit)
- Letter of Acceptance from Lakehead University and/or your student ID card

Transferring money to Canada:

- When opening a bank account, check the bank's policies and procedures regarding international money transfers
- Check the least expensive mode of transfer

Services offered by a bank or financial institution:

- Safety deposit box
- Computerized banking including Interact (direct deposit payment)
- Term deposits
- Currency exchange
- Online banking

Types of accounts

- Personal chequing account
- Savings account
- Savings-chequing account

You should be aware of:

- Service charges for use of bank machines, cash withdrawals, direct payment, cheques and transfer funds

Canadian Banks

The most popular commercial banks in Canada are:

- 1.Royal Bank of Canada www.royalbank.com
- 2.Scotia bank www.scotiabank.com
- 3.TD Canada Trust www.tdcanadatrust.com
- 4.CIBC (Canadian Imperial Bank of Commerce) www.cibc.com

HEALTH INSURANCE

As part of your admission to Lakehead University, the University Health Insurance Plan is mandatory for you and your family who come to Canada. For information on coverage and current premium rates, please see www.uhip.ca. The cost is approximately \$660.00 for 12 months. The yearly coverage starts September 1st and lasts until August 31st. If you arrive Thunder Bay before September, you will be provided with a monthly coverage.

The University Health Insurance Plan (UHIP)

UHIP is the University Health Insurance Plan in place for international students and others who are not covered by Ontario's provincial health care plan. You are covered as long as you are registered and active in a program of full-time study at Lakehead University.

Prescription drugs are covered (check website for percentage) by the mandatory health insurance plan provided by the Lakehead University Students' Union for undergraduate students. There is an additional fee for this mandatory insurance. Check LUSU's website for more info, <http://www.lusu.ca/thunderbay/health-dental-plan/>



SHORT-TERM ACCOMMODATION

There are a variety of hotels, hostel and bed & breakfast options available to you for short-term accommodation. You can access further information on locations and prices at <http://www.travelinontario.com/ThunderBay.cfm>

If you need accommodation from the beginning of May to the third week in August, you can book a room at Lakehead through Conference Services. For further information see <http://conferenceservices.lakeheadu.ca/guest-accommodations/>

ON-CAMPUS ACCOMMODATION

Information regarding on-campus accommodation is mailed to you along with your Letter of Acceptance and the Superior Arrival Handbook. PLEASE BE AWARE THAT THERE IS A DEADLINE FOR RESIDENCE APPLICATIONS AND DEPOSITS. Additional information about living on campus in one of Lakehead's residences is available on the Department of Residences website at: <https://www.lakeheadu.ca/current-students/residence>

OFF-CAMPUS ACCOMMODATION

Information about off-campus housing is available on the Off-campus housing website at: <http://offcampus.lakeheadu.ca/roch/index.php>. We cannot assist you in finding off campus housing, however many landlords require you to sign a one year lease, so please read the legal documents thoroughly before signing them.

WHAT TO PACK

Temperatures in the winter months can vary from -10 to -30 degrees Celsius.

Temperatures in the summer can vary from 14 to 35 degrees Celsius. As you can see, you will need a variety of clothing (pants, sweaters, shorts, coats and t-shirts).

Do not worry if you do not have all the right clothes. You can buy anything you need here and it is advised that you buy winter clothing here so that is made for “Canadian winters” .

Lakehead International suggests that the students pack light and travel easy. There are a lot of resources here where you can buy affordable items necessary for students. Try not to bring too much to Canada.



DRIVER'S LICENCE

If you intend to drive in Canada, you should obtain an international driver's license in your country before coming to Canada. It will be valid for 90 days. After that, you will have to apply for an Ontario driver's license. For more information see www.mto.gov.on.ca

LUSU (LAKEHEAD UNIVERSITY STUDENTS' UNION)

LUSU will be there in your student experience, quality of life as a student, or anything else related to academics, education, or your experience transitioning to or from university. LUSU is here to help you. For information, please visit www.lusu.ca



Code of Student Behaviour and Disciplinary Procedures

PREAMBLE

As stated in An Act Respecting Lakehead University (1965), the objects and purposes of the University are:

1. The advancement of learning and the dissemination of knowledge; and
2. The intellectual, social, moral and physical development of its members and the betterment of society.

Lakehead University is dedicated to learning and the advancement of knowledge. The University expects and requires of its students behaviour compatible with its high standards of scholarship and conduct. By accepting admission to Lakehead University, every student accepts its policies and regulations and acknowledges the right of the University to take disciplinary action, including suspension or expulsion, for conduct judged unsatisfactory or disruptive and not in accordance with the principles of this preamble. Freedom to learn can be preserved only through respect for the rights of others, for the free expression of ideas, and for the law. University discipline is limited to behaviour incompatible with those standards and which adversely affects the University's attainment of its purposes and objectives.

The Code of Student Behaviour and Disciplinary Procedures (hereinafter, Code) is intended to ensure consistency and fairness for every student in the University through the consistent application of the procedures for the adjudication of cases of student academic and non-academic misconduct. Students shall not engage in or encourage any activity or action that is contrary to the principles expressed herein. All individuals and/or groups of the Lakehead University community are expected to speak and act with scrupulous respect for the human dignity of others, both within the classroom and outside it, in social and recreational as well as academic activities.

Jurisdiction over violations of this Code includes actions on University premises, at University sponsored events, or elsewhere when a substantial, identifiable interest of the University is concerned. Lakehead University will not tolerate any form of harassment or discrimination on the basis of the following prohibited grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, visible or not visible disability, age, marital status, family status, the receipt of public assistance and record of offences or other grounds as may be established in accordance with the Ontario Human Rights Code. In addition, it will not tolerate acts of assault, intimidation or personal harassment against individuals or groups because they express different points of view. The University encourages the free exchange of ideas and opinions, but insists that the free expression of views must be made with respect for the human dignity and freedom of others. Complaints of discrimination or harassment will be handled in accordance with the Harassment & Discrimination Policy & Procedures found on the Human Resources website.

Students and their organizations shall conduct their activities in a manner compatible with the commitment of the University to maintain an intellectual and cultural environment conducive to personal development and critical awareness, and in compliance with the laws of Canada and Ontario, and University policies and regulations. Action taken under this Code does not preclude the University from notifying the appropriate authorities and initiating other actions in accordance with the laws of Ontario and/or Canada. This Code shall not be construed to prohibit peaceful assemblies, demonstrations, or free speech.

ARTICLE I

EXAMPLES OF MISCONDUCT

The following are examples of misconduct. They are not intended to define misconduct in exhaustive or exclusive terms and should be construed broadly. The following actions, or any actions that violate the principles of the preamble to this document, violate University standards of conduct, as do attempts to commit any actions that violate these principles.

1. Academic Misconduct

Academic misconduct includes, but is not limited to:

1. Plagiarism (see University Regulation IX of the Calendar for definition), including, but not limited to, submitting a work of which the student is not the author, in whole or in part, whether written, oral or in any other form (except for duly cited quotations or references). Such work may include a thesis, an academic paper, a seminar presentation, a test, an examination, a laboratory or technical report;
2. cheating of any kind;
3. presenting research data that have been falsified or concocted in any way;
4. attributing a purported statement of fact or reference to a source that has been concocted;
5. submitting the same piece of work or a significant part of that work for more than one course, or a thesis or other work which has already been submitted elsewhere, without written authorization of the instructors concerned and/or of the academic unit concerned;
6. falsifying an academic evaluation, misrepresenting an academic evaluation, using a forged or falsified academic record or supporting document, or facilitating the use of a falsified academic record or supporting document;
7. undertaking any other action for the purpose of falsifying an academic evaluation;
8. disruption of academic activities during a class or component of a course.

Note: Students are also subject to the academic requirements of their respective programs and should refer to any additional regulations governing their Faculty and/or Department/School. Students enrolled in the Northern Ontario School of Medicine (NOSM) should refer to the NOSM Code of Student Conduct for policy and procedures concerning professional misconduct, including academic dishonesty and plagiarism.

2. NON-ACADEMIC MISCONDUCT

Non-academic misconduct includes, but is not limited to:

1. hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization, or team. "Hazing" is defined as any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy. Hazing includes, but is not limited to (a) any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity; (b) any physical activity such as sleep deprivation, exposure to the elements, confinement, callisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of the student; (c) any activity involving consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk or harm, or that adversely affects the mental or physical health or safety of a student; (d) any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; (e) coerced sexual activity; and (f) any activity in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident;

2. abuse, sexual misconduct, threats, intimidation, harassment, stalking, coercion and/or other conduct (malicious or otherwise) which submits any person to indignity, or unreasonable pain or discomfort, or threatens or endangers the physical or mental health or safety of any person on University premises or at University functions. "Sexual Misconduct" is defined as any unwanted sexual exploitation, which may include but is not limited to, non-consensual sexual intercourse and non-consensual sexual contact. Examples of sexual harassment may include, but are not limited to, unwanted physical contact, unwanted attention, unwelcome demands for dates, leering, inappropriate staring, displays of sexually offensive images or graffiti, repeated and vulgar sexual comments, distribution of pornographic material, inappropriate gender-related comments, unwelcome remarks about a person's appearance, solicitation of sexual favours, demands for sexual favours, implied or express promise of reward or benefit in return for sexual favours, and implied or express threat or act of reprisal if sexual favours are denied. (Refer to the Harassment & Discrimination Policy & Procedures found on the Human Resources website);
3. interference, obstruction or disruption of teaching, field and/or community placements, practicums, research, administration, disciplinary proceedings, or other University activities, including public service functions, and other authorized activities;
4. theft from or deliberate damage to University premises or theft of or deliberate damage to property of a member of the University community on University premises;
5. possession of University property or property of any member of the University community without the consent or authority of the University or the rightful owner;
6. unauthorized possession and/or consumption of alcoholic beverages;
7. disruptive behaviour including, but not limited to, physical violence, aggression, refusal to cooperate with any University staff member performing his or her duties, destruction of property, or violation of any other section of the Code of Student Behaviour and Disciplinary Procedures;
8. manufacture, sale, delivery, possession, or use, in any amount, of any controlled substance (e.g. drug, chemical, or product), and/or possession of drug paraphernalia, except as permitted by law;
9. failure to comply with directions of members of the University administration or of authorized university personnel acting in the proper performance of their particular duties;
10. failure to comply with the directions of members of the Lakehead University Security Services acting in the proper performance of their duties;
11. unauthorized access to or use of University space, facilities, or equipment;
12. unauthorized alteration or deliberate misappropriation of records, data, software, or official information of the University or of any of its members;
13. violation of published rules governing the use of the Library (The Library Code of Conduct can be found on the University's Library website under the Students link);
14. breach or misuse of the Code of Computing Practice (A copy of the Code of Computing Practice may be found under General Policies on the University website);
15. violation of published rules governing University residences (Rights and Responsibilities related to residence life can be found under the Community Standards link on the Residence website);
16. violation of published University policies or regulations or provincial or federal law.

ARTICLE II

SANCTIONS DEFINED

Possible sanctions include, but are not limited to:

Admonition. Notice to the student, orally or in writing, that he/she has violated University rules and that continuation or repetition of the conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action.

Censure. Written reprimand for violation of a specified regulation, including the possibility of a more severe disciplinary sanction in the event of conviction for the violation of any University regulation within a period of time stated in the letter of reprimand.

Disciplinary Probation. Exclusion from participation in privileges or extracurricular University activities as set forth in the notice of disciplinary probation for a specified period of time.

Fine. A financial penalty levied for a violation of the Code.

Compulsory Service. Requirement for unpaid service based on violation of the Code.

Restitution. Reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

Submission of a zero on a course component. Submission of a zero for an examination, test, or other component of a course. This is the minimum penalty sanctioned under the Code for a student found guilty of plagiarism or cheating.

Submission of a zero for a final grade. Submission of a zero for a final course grade in academic misconduct cases.

Suspension. Exclusion from classes or activities of the University, or from the University itself, for a defined period of time as set forth in the notice of suspension.

Suspension sanctions may range as follows:

- suspension from attendance at certain, or at all activities associated with a particular course (for example, lectures, laboratories, seminars, field placements, etc.); or
- suspension from attendance at all activities associated with all courses in a Department/School, or Faculty; or
- suspension from attendance at all activities associated with all courses in the University;
- suspension from attendance at all activities (academic and non-academic, both on and off campus) associated with the University.

In cases where a student is suspended from all activities associated with all courses in the University, or is suspended from the University itself, a notation of "Suspension" will be recorded on the student's official transcript. It is the student's responsibility to request in writing to the Registrar to have the annotation removed after two years from the end of the academic year in which the suspension was imposed.

Expulsion. Permanent termination of student status in a particular course, Department/School, or Faculty, or at the University. Expulsion from the University requires the approval of the President. The student's official transcript will be updated with "Expelled", which will remain as a permanent annotation.

Expulsion sanctions may range as follows:

- expulsion from a particular course; or
- expulsion from all or certain courses in a particular Department/School or Faculty; or
- expulsion from the University.

Note: A trespass notice may be issued in conjunction with any level of suspension or expulsion.

Rescission of degree, diploma or certificate. There may be circumstances when the University discovers that there was some academic misconduct or fraud involved in meeting program requirements, and consequently, the awarding of a degree, diploma or certificate. In exceptional circumstances such as these, the University may rescind the degree, diploma, or certificate.

ARTICLE III

ENFORCEMENT PROCEDURES

1. Any faculty member, staff member, or student of the University can file in writing an incident report documenting a complaint against a student of the University for misconduct. Prior to filing an incident report for academic misconduct, the instructor shall contact the student to set up a meeting to discuss the complaint. The incident report shall be filed with an appropriate Judicial Officer (as listed in III.2 below) within 20 working days after the incident has come to the attention of the complainant. Please note that time limits may be extended as set out in Article V.1 of this Code. ("Working days" are defined as Monday to Friday inclusive, but excluding University closures.)

2. Following are Lakehead University's Judicial Officers:

(a) At the Thunder Bay campus:

- the Faculty Deans primarily for complaints about behaviour related to academic misconduct or disruption of any academic activities in their respective Faculties;
- the Executive Director of University Services primarily for complaints about student behaviour concerning property or security offences;
- the Manager of Residence and Conference Services primarily for complaints about student behaviour occurring in all residence facilities;
- the Chief Librarian primarily for complaints about behaviour occurring in the library or concerning property of the library;
- the Director of Athletics primarily for complaints about behaviour related to athletics;
- the Director of Technology Services Centre primarily for complaints about the misuse of University technology;
- the Vice-Provost (Student Affairs) for all other complaints about student behaviour.

(b) At the Orillia campus:

- the Dean of the Orillia campus primarily for complaints about behaviour related to academic misconduct or disruption of academic activities;
- the Assistant Vice-President (Administration and Finance) or the Assistant Dean (Student Affairs) for all other complaints about student behaviour.

In addition, the President or the Vice-President (Academic) and Provost can appoint a person to serve in an acting capacity in the absence of any of the above-named Judicial Officers. Furthermore, the President has the authority to amend the list of Judicial Officers from time to time as administrative changes occur.

3. Pending an investigation under III.4, any Judicial Officer may suspend a student temporarily if, in the opinion of the Judicial Officer, the safety of others is endangered, damage to University property is likely, or the continued presence of the student would be disruptive.

4. A Judicial Officer shall inform a student of a complaint against him/her within 10 working days after the incident report bearing the complaint has been filed with the Judicial Officer. The Judicial Officer shall ascertain the facts surrounding it and shall afford the student a reasonable opportunity to be heard regarding any relevant evidence about the facts. Having satisfied himself/herself of the validity or non-validity of the complaint, the Judicial Officer shall within 20 working days of informing the student of the complaint:

- Dismiss the complaint; or
- Uphold the complaint and apply an appropriate sanction or sanctions. The Judicial Officer shall document the details of the sanction along with the reasons for the decision to apply the sanction. A copy of this shall be filed with the Vice-Provost (Student Affairs) and the Office of the Director of Risk Management and Access to Information. The student shall be informed by the Judicial Officer, in writing, of the right to appeal, and the process that will be followed. The Judicial Officer shall ensure the sanction is carried out.

In situations where expulsion from the University is considered to be warranted, the Judicial Officer shall:

- Document the reasons for the decision to apply the sanction, and;
- Forward a copy of these, along with the written recommendation, within 10 working days of receiving the complaint, to the President.

The President shall review the documentation and advise the Judicial Officer of his/her decision within 10 working days of receiving the recommendation. If the President does not approve the recommendation, the President shall so advise the Judicial Officer, and the Judicial Officer shall then have a further 10 working days to apply an alternate sanction following the procedures outlined in Article III.4. In such a circumstance, the timelines shall be deemed to have been modified so as to permit this action.

If the President approves the recommendation for expulsion, the President shall notify the Judicial Officer in writing to proceed with the sanction. The Judicial Officer shall forward a letter to the student notifying the student of the expulsion, the reasons for the decision, the right to appeal, and the process that will be followed. A copy of the letter shall be filed with the Vice-Provost(Student Affairs) and the Office of the Director of Risk Management and Access to Information. The Registrar shall be notified for the purpose of updating the academic record.

When a Judicial Officer concludes that a complaint warrants the rescission of a degree, diploma or certificate, the Judicial Officer shall:

- Document the reason(s) for the recommendation to rescind, and;
- Forward a copy of the recommendation and reason(s) to the President within 10 working days of receiving the complaint.

The President, acting under the authority of Senate, is the only individual with the authority to rescind a degree, diploma, or certificate. The President shall review the documentation and forward a decision to the appropriate person(s) within 15 working days of receiving the recommendation.

If the President does not approve the recommendation, the President shall forward the rationale for the decision to refrain from rescinding the degree, diploma, or certificate back to the Judicial Officer and the case shall be dismissed.

If the President approves the recommendation, the President shall send a letter to the former student at the student's last address known to the University, providing notification of the rescission, the reasons for the decision, the right to appeal, and the process that will be followed. A copy of the letter shall be filed with the Vice-Provost (Student Affairs) and the Office of the Director of Risk Management and Access to Information. The Registrar shall be notified for the purpose of updating the academic record.

6. In the case of a full hearing, either party to the proceedings before the Appeal Tribunal may call witnesses and cross-examine witnesses called by another party. A majority of the Tribunal may limit the number of witnesses or amount of cross-examination where further evidence or cross-examination will be repetitive or irrelevant.
7. The Appeal Tribunal shall have control over its own procedures. The Appeal Tribunal may address questions to any witness in the pursuit of clarification or fairness.
8. The Appeal Tribunal is empowered to affirm or dismiss the appeal or to reduce but not to increase the sanction. In the case of a decision that affirms the appeal or reduces the sanction, the Tribunal shall provide instructions detailed enough to ensure that the decision is given full effect. The Appeal Tribunal's decision and instructions shall be final and binding.
9. The decision of a majority (two affirmative votes) shall be the decision of the Appeal Tribunal. In the absence of a majority decision, the decision of the Chief of the Appeal Tribunal shall be the decision of the Appeal Tribunal.
10. i) Within ten working days of the Appeal Tribunal reaching a decision, the Chief of the Appeal Tribunal shall, by hand delivery or by registered mail, submit a report in writing of the Tribunal's decision to the parties involved in the hearing, and to the President. ii) If any of the parties involved in the hearing requests the reasons for the decision, they shall be incorporated into the Appeal Tribunal's report or delivered separately within five working days thereafter.

ARTICLE V

ADMINISTRATIVE PROCEDURES

1. In the administration of this Code, strict compliance with time requirements specified in this Code may be dispensed with, as necessary, in the interests of fairness and justice.
2. The Office of the Vice-Provost (Student Affairs) and the Office of the Director of Risk Management and Access to Information, shall store records related to actions taken under the Code.
3. In cases of academic misconduct, the Registrar shall be notified of the disciplinary decision for purposes of updating the student's record and for providing an annual summary report to Senate on academic misconduct at the University.
4. The President shall report to the Senate and the Board of Governors an annual summary of the number of appeals made to sanctions under the Code. The report shall include the number of cases related to academic and non-academic misconduct, and the number of cases where the sanction was a) upheld, b) overturned, and/or c) amended.

THUNDER BAY

Located on the north shore of Lake Superior, under the protective watch of the Sleeping Giant, Thunder Bay is rich in people and resources, and connects Northwestern Ontario to the world. Thunder Bay has five Sister Cities through which economic development, education, friendship, goodwill, education, and tourism are promoted.

We value our high quality of life and promote a clean, green, beautiful and healthy community that provides economic opportunity, respects diversity and provides affordable and safe neighborhoods that are accessible to all. The 4th Annual Demographic International Housing Affordability Survey ranked Thunder Bay number one out of 227 international cities in Major Urban Markets for affordable housing.



Thunder Bay is the largest community on Lake Superior. With a population of 109,140, it is the most populous municipality in Northwestern Ontario.

The City of Thunder Bay provides a balance of services that improves our quality of life and supports our economy in a responsible manner. From parks and recreation to transportation, clean drinking water or waste management, Thunder Bay is always working to live up to our motto, Superior By Nature. To meet the future needs of our community, Thunder Bay is taking a strategic approach that makes the most of our City's strengths. Together, our community is working to achieve our top priorities:

- A stronger and more diversified economy
- A cleaner, greener, more beautiful and proud Thunder Bay
- A high quality of life, and
- Being one of the best-run cities in Canada.

Time Zone

Thunder Bay is in the Eastern Time zone (UTC -5hrs), the same as Toronto and New York. It observes Daylight Saving Time like everyone else. Thunder Bay lies far west in its time zone. In high summer, the sun sets after 10pm in the summer months. In December, conversely, the sun does not come up until 8:47 in the morning.

SUPERIOR ORIENTATION

It is very important that all new international and exchange students attend the "Superior Orientation" workshop organized by Lakehead University International to learn about the academic and culture at Lakehead University, banking, payment and fees, as well as learn about the international clubs on campus and the many social activities for international students. Orientation is mandatory for all international students so please plan to arrive ahead of time. Details of dates are provided in your welcome letter.

Electrical Outlets

Like every other city in Canada, Thunder Bay provides 120v electricity from the electrical outlets. The outlets are flat based, but it is easy to buy a converter from any department store in Thunder Bay.

Thunder Bay Transit

Thunder Bay Transit provides low-cost public transportation within the City and has buses that are 100% accessible. You can save both the environment and money by riding City buses. Transit provides a route map, individual pocket schedules, fares and other information to assist riders. The maps and schedules are available at the main depot at 570 Fort William Road, from City Hall, and at many bus pass outlets throughout the City. Through the telephone number below, you can get information on specific bus routes and schedules, including when the next bus will arrive at your stop and which bus(es) to take you to your destination. Special 'Night Stop' services and services for persons with disabilities are provided. Transit installs and maintains bus stop signs, bus shelters and the two major terminals. Your student card will be the place where you will put on your bus pass so you can ride the buses during the academic year without additional charges.

OFFICE INFORMATION

Lakehead University Front Office (001)(807) 346-7848

international@lakeheadu.ca

International Student Advisor (001) (807) 343-8068

internationaladvisor@lakeheadu.ca

Associate Director Lakehead University International (001) (807) 346-7848

Associatedirector.international@lakeheadu.ca

Balmoral 1294, NO 1003

Open Monday to Friday

8:30 a.m. To 4:30 p.m.

USEFUL WEBSITES

Canadian Government - www.canada.gc.ca

Currency Converter - www.xe.com/ucc/

Canadian News www.cbc.ca

Time Zone Website www.worldtimezone.com

City of Thunder Bay www.thunderbay.ca

CHECK LIST

- Obtain passports, visas and other travel documents - Obtain/renew all required documentation well ahead of time, and make copies.
- View the details of your itinerary - Verify your date, time, fare and seat assignment, and make any necessary changes.
- Check your photo ID(s) - The government issued identification you present at the boarding gate must be valid for the duration of your travels, and must include your name, date of birth and gender. For international travel and flights between Canada and the U.S., identification must also include a photo. Remember that the name on your ID must match your name as it appears on the ticket. Learn more about travel document requirements.
- Buy travel insurance (if you need it) - Enjoy extra peace of mind when travelling away from home.
- Plan your Onboard Café and Duty-free purchases (if applicable) - Purchase Onboard Café vouchers in advance and pre-order Duty-free items for your next international flight, or wait and make your selection during your flight.
- Let the airline know about your special needs if you have any - Travelling with a guide dog? Need wheelchair access? For any special needs, let airplane customer services know 48 hours or more before your flight.
- Follow travel updates - Check online to see if there are any travel updates such as weather or security alerts that you should be aware of.
- Read rules and restrictions that apply to infants and children (if you are travelling with one) - Read up on the latest safety regulations that apply to travel with an infant or child, and learn how to organize travel for an unaccompanied minor.
- Be aware of security requirements - Be aware of any security requirements in effect for the places and times you're travelling.
- Familiarize yourself with customs and immigration information - View useful customs and immigration information and links for Canada, and satisfy all the requirements that apply to you.
- Request a special meal for your flight - Find out about special meal availability on international flights.
- Get vaccinated - Schedule an appointment with your doctor 6-8 weeks before travelling for vaccinations that are recommended or required for the places you plan on visiting. Visit the Public Health Agency of Canada for more information.

- Bring contact information for your embassy and/or consulate abroad - Bring the address and phone number of your home country's Embassy, High Commission or Consulate for each country you plan to visit.

- Pack your carry-on baggage - Familiarize yourself with the latest carry-on baggage restrictions and regulations of the airline you intend to fly with. Always pack valuable items such as money, travel documents, keys, and medication in your carry-on baggage so that, in the unlikely event that your checked baggage is misrouted, you will not be without them. Be-aware medication must be properly labeled or accompanied by a prescription.

- Pack your checked baggage - Familiarize yourself with the latest checked baggage restrictions and regulations, and learn more about additional checked baggage (including oversized and overweight items), sports equipment, hunting equipment and musical instruments.

- Leave gifts unwrapped - In the event that security and/or customs agents need to inspect the contents of your baggage, all the items in your possession should be unwrapped and easy to access so that the inspection process can be conducted as quickly and efficiently as possible.

- Read about restricted and prohibited items - Find out what qualifies as a restricted or prohibited item when it comes to packing your carryon or checked baggage.

- Check in for your flight - Check in online or with your mobile device anytime within 24 hours of departure. You can also print your boarding pass from the comfort of your home or receive an electronic version of it on your mobile device. Check with your airline if you have the option to take advantage of such great options.

- Get to the airport on time - Familiarize yourself with official deadlines for check-in and boarding. Failure to meet them may result in reassigned seating and cancellations.

- Check your flight status - Check your flight status online, or by calling your airline's customer services.