

# GRADUATE STUDENT HANDBOOK DEPARTMENT OF ANTHROPOLOGY

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University of Manitoba  
Winnipeg, MB, Canada

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## **IN AN EMERGENCY**

Call 911 first (Ambulance, Fire, Police)

Then call Security Services:

- 555 from any university phone
- #555 from Bell MTS or Rogers Wireless
- 204-474-9341 from all other phones



## Milestones

Master's Program	PhD Program
<b>Year 1</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registration (see Section 4. Registration)</li> <li><input type="checkbox"/> Appointment of an Advisor</li> <li><input type="checkbox"/> Complete Advisor/Student Guidelines</li> <li><input type="checkbox"/> Complete Coursework (4 courses plus Professional Development course)</li> <li><input type="checkbox"/> Selection of Advisory committee</li> <li><input type="checkbox"/> Development of thesis/practicum proposal</li> <li><input type="checkbox"/> Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies, or communities if approval is required.</li> <li><input type="checkbox"/> Proposal approved by Advisory committee</li> </ul> <b>Year 2</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct research</li> <li><input type="checkbox"/> Completion of thesis</li> <li><input type="checkbox"/> Distribution of thesis to Committee</li> <li><input type="checkbox"/> Oral examination within one month of distribution</li> <li><input type="checkbox"/> Further revisions (if applicable)</li> <li><input type="checkbox"/> Revisions approved by Advisor</li> <li><input type="checkbox"/> Submission of final thesis/practicum to FGS</li> </ul>	<b>Year 1</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Registration (see Section 4. Registration)</li> <li><input type="checkbox"/> Appointment of Advisor</li> <li><input type="checkbox"/> Complete Advisor/Student Guidelines</li> <li><input type="checkbox"/> Complete Coursework (3 courses plus Professional Development course)</li> <li><input type="checkbox"/> Selection of Advisory committee</li> </ul> <b>Year 2</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Candidacy examination</li> <li><input type="checkbox"/> Development of thesis proposal</li> <li><input type="checkbox"/> Proposal defence</li> <li><input type="checkbox"/> Obtain letters of approval as needed from Research Ethics Board, other committees from outside agencies, or communities if approval is required.</li> </ul> <b>Year 3</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct research</li> </ul> <b>Year 4</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completion of thesis</li> <li><input type="checkbox"/> Review by advisor/advisory committee to ensure preparedness for examination</li> <li><input type="checkbox"/> Submission of potential external examiners to FGS</li> <li><input type="checkbox"/> Submission of thesis to FGS who distributes to internal examining committee</li> <li><input type="checkbox"/> Upon approval of thesis by the external, the date is set for the Oral Examination</li> <li><input type="checkbox"/> Oral examination and public defence of thesis</li> <li><input type="checkbox"/> Further revisions (if applicable)</li> <li><input type="checkbox"/> Revisions approved by Advisor/Examining committee</li> <li><input type="checkbox"/> Submission of final thesis/practicum to FGS through MSpace</li> </ul>

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## 1. Welcome

Welcome to graduate studies in the Department of Anthropology! Anthropology is one of seventy-eight graduate departments within the Faculty of Graduate Studies at the University of Manitoba. The Department of Anthropology offers undergraduate programs of study and two graduate programs: a [Master's](#) (MA) program and a [Doctoral](#) (PhD) program. Research and teaching activities in the Department are a reflection of its mission to improve our understanding of the cultural and biological dimensions of the human endeavour, present and past. Throughout your academic journey as graduate students within the department, you will have access to resources that will enhance your experience and support your educational success. This Graduate Student Handbook is intended to provide you with the necessary information to help you better understand and access those services and resources.

## 2. Department of Anthropology

### 2.1 General Office Location and Contact Information

The Department of Anthropology is located at the [Fort Garry Campus](#) in the Fletcher Argue Building on the 4<sup>th</sup> floor. The main administrative office for the Department, its mailing address, and our general office contact information is as follows:

Department of Anthropology  
432 Fletcher Argue Building  
15 Chancellor Circle, The University of Manitoba  
Winnipeg, MB R3T 2N2  
Phone: (204) 474-9361      Fax: (204) 474-7600

Both the department administrative assistant and the office assistant work hybrid on campus/work from home schedules. On campus days are posted on office doors and can always be reached via email.

## 3. Orientation

Every semester, offices across the U of M offer orientation to both new and returning graduate students. It is important that you attend all orientations that apply to you to ensure full preparedness for your academic journey.

### 3.1 Graduate Student Orientation

The Faculty of Graduate Studies [Graduate Student Orientation](#) consists of presentations and workshops for graduate students (usually in late August. Be sure to register!

### 3.2 International Student Orientation

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The [International Centre for Students](#) offers an orientation with activities to help international students with their transition to Canada and the U of M. Activities include:

- Meeting ICS staff and new/returning students from around the world
- Learning about ICS programs and services (e.g., International Student Mentorship Program, Intercultural Retreat, events, Advising Services, Workshops & Info Sessions)
- Learning 'survival tips' from experienced students
- Become familiar with the University and the city of Winnipeg
- Learn about cultural differences in educational settings
- Get information about adjusting to Canada, university policies and procedures, finding accommodation, study permits, visas, health matters, and more!

For more information on the ICS Orientation, please contact ICS at:

- Office: 541 University Centre, Phone: 204-474-8501
- E-mail: [international@umanitoba.ca](mailto:international@umanitoba.ca)

### 3.3 Indigenous Student Orientation

Hosted by the Indigenous Student Centre (ISC), [Indigenous Orientation](#) is an opportunity for new (and returning!) Indigenous students to meet and connect with community and get familiar with the Indigenous programs, supports and cultural opportunities available at UM.

The [Indigenous Student Centre](#) welcomes First Nations, Metis, and Inuit Students:

- Office: Migizii Agamik - Bald Eagle Lodge  
114 Sidney Smith St., Phone: 204-474-8850
- E-mail: [isc@umanitoba.ca](mailto:isc@umanitoba.ca)

### 3.4 University of Manitoba Graduate Student Association

The [UMGSA Graduate Student Handbook](#) presents a variety of services available to graduate students.

- Office: 221 University Centre, Phone: 204-474-9181
- E-mail: [pres@umgsa.org](mailto:pres@umgsa.org)

## 4. Registration

### 4.1 Important Dates and Deadlines

[Important U of M dates](#)

### 4.2 Activate all U of M accounts

For more information on Aurora, UMLearn, and U of M e-mails, please see Section 6, Information Services and Technology, of this booklet below.

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### 4.3 Program Approval

All programs, or course selection, must be approved by the advisor prior to being approved by the head of the department, or designate. Completed [course approval forms](#) will need to be emailed to the department (Madeleine Hoskins, Graduate Program Assistant).

For any courses taken outside the department, written permission will be required from the instructor before overrides will be added to allow registration. This permission can be forwarded or emailed directly to Madeleine Hoskins, Graduate Program Assistant.

### 4.4 Student Photo ID Card

Be sure to plan ahead of time when obtaining your [Student Photo ID Card](#) prior to the start of the term. ID offices are often oversaturated with new students, and it can take longer than expected to receive yours. Multi-use card granting access to services such as library services, gym memberships (must be activated through a waiver on Aurora), lounge access, Winnipeg transit services, and printers and photocopiers on campus. **You may not be able to gain access to any of these services without a valid Student Photo ID Card.**

**You will have to go to an ID card office in-person. These are typically set up in the student centre. You can login to an [online queue](#) starting 5 minutes before the ID card office opens. Signing in to this queue for the physical line is the best way to receive your ID card.**

### 4.5 Banking and Financial Information

In order to receive payment for awards and/or to take up a paid position at The University of Manitoba (e.g., Research Assistant, Teaching Assistant, Instructor) graduate students should be aware that the following banking and financial information is required.

- Students are required to have a bank account at a Canadian financial institution.
- Direct Deposit to a Canadian bank account is mandatory at the University of Manitoba. Forms to set this up will be sent by the Admin Assistant if you are hired for a position within the department.
- It is also strongly recommended that International Students apply for a Social Insurance Number as soon as you begin studies at the University of Manitoba. This S.I.N. is required before you can do any work on campus. The sooner you get this number, the quicker and easier it will be to process an appointment on your behalf. Please see the Administrative Assistant in the Department of Anthropology for instructions on how to proceed.

### 4.6 Register for Courses using Aurora Student

You can register for courses in the registration section of Aurora. This can be done via course search in the Anthropology department or by course number. Be sure to select the current term when viewing the course list. Paying Tuition Fees



Find details on how to pay your University of Manitoba tuition and fees, for students both within and outside of Canada, sponsored students, and those paying instalments on the [University Website](#).

#### 4.7 Annual Progress Report (for students re-registering)

Students must meet with their Advisors (and Advisory committee, once it has been formed) to complete a [Progress Report Form](#) toward the end of each academic year. The APR is a record of what you have accomplished during the reporting period, your goals for the coming year, and an assessment of your performance to date (Satisfactory/In Need of Improvement/Unsatisfactory). An email with the internal deadline for progress reports will be emailed out to students and advisors. This deadline is set to allow the department to allow time for processing before FGS's deadline of June 1<sup>st</sup>. ***FGS will apply a hold to accounts of students with missing progress reports.***

#### 4.8 Locate List of Course Textbooks

To locate textbooks:

- 1) Login to Aurora Student, 2) Select 'Enrolment & Academic Records', 3) Select 'Student Records', 4) Select 'Booklist'.

Books can be purchased or sold at the [U of M Bookstore](#).

#### 4.9 Register with Student Accessibility Services for necessary accommodations

After the start of each term, students registered with [SAS](#) must activate their accommodations in the Self-registration module of the student portal. Contact your accessibility coordinator if you need assistance.

#### 4.10 Advisor Student Guidelines

Complete the [Advisor/Student Guidelines](#), which provide a framework for discussion between advisors and graduate students registered in a thesis or practicum program and to establish guidelines to govern their relationship. It may be revisited at any stage of the student's graduate program to accommodate for changes in the student-Advisor relationship.

#### 4.11 Registering for Graduation

Once you have submitted your final thesis on or before the deadline date, you are automatically put on the graduation list. You will receive your graduation information in the mail.

#### 4.12 Register for Daycare if needed

The University of Manitoba has an [on-campus daycare](#) available for staff, students, and faculty to utilize should they need it. Be sure to register as soon as possible.



## 5. Information Services and Technology

### 5.1 Aurora Student

[Aurora Student](#) is where you will register for classes, see tuition and student fees, get enrolment paperwork, obtain tax forms, collect transcripts, see final grades, and more. It is important to make sure that you have access to this early. Starting in the summer of your first year, you will need to use the re-registration course code. Until you graduate, this course code will need to be used every term. As you complete milestones (e.g. candidacy exams and thesis defence) you can add the corresponding course codes on top of the re-registration one. These course codes can be found on Aurora by setting the department you are searching to 'Graduate Studies'.

### 5.2 signUM (to claim your UMnetID)

Almost all systems at the U of M, including email, use the same account (referred to as a UMnetID). You can activate this at [signUM](#). You should do this as soon as you are able.

### 5.3 U of M Email Account

All U of M communications will be through your myumanitoba.ca account; ***it is essential that you monitor this email account on a regular basis.***

### 5.4 UM Learn (UofM online learning environment)

All courses have an associated [UM Learn page](#). This is where instructors can post course resources, assignment information, and grades.

## 6. Graduate Programs

### 6.1 General Regulations

General regulations and criteria for admission to, and continuance in, M.A. and Ph.D. programs are presented in the Admissions, General Academic Regulations and Requirements, and Academic Guide sections of the University of Manitoba's Graduate Calendar. These regulations are available on-line at [Faculty of Graduate Studies - Admissions](#).

The [Supplementary Regulations](#) have been established by the Department of Anthropology and are applicable in addition to the general regulations of the University of Manitoba and the Faculty of Graduate Studies. Please refer to the Supplemental Regulations for information about Appeals, Application and Admission Procedures, Registration, and other Program details and policies.

#### 6.1.1 Evaluation of Student Performance

Student performance is formally evaluated each spring on a Progress Report form required by the Faculty of Graduate Studies. Evaluation is made on several bases that include but are not limited to

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completion of an adequate number of courses each year, completion of courses at the required level of performance, completion of the candidacy examination (Ph.D. students), completion and approval of the thesis proposal, satisfactory progress in thesis research, and satisfactory progress in thesis writing. Other criteria by which satisfactory performance is evaluated are found in the sections entitled Performance not related to Course Work under the sections of the Graduate Calendar governing the M.A. and Ph.D. degrees.

In the first year of a graduate program, the advisor may sign the annual progress report form if an advisory committee has not yet been established. Thereafter, it is expected that an advisory committee will be in place and that the student, and the advisory committee will meet at least once each year to evaluate the student's progress in relation to their Program of Study and Research.

### 6.1.2 Core Academic Requirements

All graduate students and pre-master's students must complete two online tutorials – GRAD 7500 Academic Integrity and GRAD 7300 Research Integrity. Register for the courses in Aurora, then complete them in UM Learn. Do not register for either of these courses in more than one term. Check the academic requirements [here](#).

**You must complete these courses even if:**

- You have already completed a similar departmental seminar course.
- Your thesis is in the middle of distribution, or you have completed the distribution.
- A span of time of one or more terms separates one graduate degree program from another graduate degree program; for example, if you completed GRAD 7500 at the master's level, took a break of one or more terms and were admitted to another master's or PhD program, you must take the course again.
- If you have taken an exceptional, parental, or regular leave of absence, you must register for these courses upon return from leave if you have not already completed the course.

### 6.1.3 Thesis/Dissertation Proposal Guidelines

The [Thesis Toolkit](#) is a gateway to information and learning resources for Graduate Students. [Thesis/Practicum Specifications](#) and Submission Checklist are available online. Ph.D.: When ready to submit a dissertation for distribution to internal examination committee you may now submit it online through the JUMP portal under the FGS tab.

A thesis/dissertation proposal is required for the both the M.A. and Ph.D. programs. The length of the proposal may vary according to the wishes of the advisor, the nature of the topic, and the wishes of the student. The following general guidelines are suggested for proposals.

#### **Designing a Thesis/Dissertation Proposal**

##### **How should I structure the proposal?**

The thesis proposal helps you focus your research aims, clarify its importance and the need, describe the methods, predict problems and outcomes, and plan alternatives and interventions. The aim of the thesis proposal is to convince your committee that:

- There is a need for the research; it is significant and important.

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- You are contributing something original to the field.
- The topic is feasible in terms of availability of funding, equipment, supervisors, and data.
- The research can be completed in the expected time period.
- Ethical issues have been considered and approval has been given for the research by the University Ethics Committee.
- The topic matches your interests and capabilities.

The following sections are recommended for your thesis proposal report. Check with your supervisors for optional sections, variations and additional sections that may be required. Normally, an MA thesis proposal runs 5-8 double-spaced typed pages (before references). PhD proposals can run twice as long. The thesis itself should be no more than 100 double-spaced typed pages (before references) when complete. The PhD dissertation should be approximately 150-300 pages.

**Routine information**

This can be a full cover page or a quarter page header.

- Name and email details
- Degree for which you are a candidate
- Supervisor's and co-supervisor's names
- Thesis proposal title
- Date

**Statement of Topic**

Introduce the reader to the recognized general subject area and how your topic is related. Briefly point out why it is a significant topic and what contribution your work will make.

**Aims of the thesis/dissertation**

Set out specific objectives of the research. Your work will make a worthwhile contribution to the field if it fulfills one or more of the following:

- It provides evidence to support or disprove a concept, theory, or model;
- It contributes new data/information, new or improved solution, analysis procedure or a new improved research methodology;
- It results in a new or improved concept, theory or model.

**Review of the literature**

This, together with the following section on the theoretical orientation, will be the main substance of the proposal and will lay the basis for your discussions of your methods and your total research program.

The literature review should explain the relation of your topic and research aims to significant literature and recent (and current) research in your field. The literature review's form may vary according to the field's nature: experimental, philosophical, theoretical, comparative, etc., but its purpose will be the same in all fields. The literature review should place your proposed research topic clearly in its relevant research context and should demonstrate your awareness of significant similar or relevant research.

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You may need to make qualitative judgments concerning the literature. Be careful not to allow the evaluation of previous work to become a large open-ended task. You should consult with your supervisors on the types of questions you need to be asking and what boundaries you should place on your literature review.

In one sense the literature review for the proposal is incomplete. You will continue to expand and update the literature as your research progresses and as you locate new publications. The final literature review will be included in your thesis. Ask yourself:

- Which pieces of research seem to have been most successful, the most promising and which less so?
- What are the major lines of criticism that can be leveled at previous work?
- What major omissions, gaps or neglected emphases can be identified?

### **Theoretical orientation**

Your aim here is to state your basic ideas on the topic.

- First, state the various theoretical approaches taken in your topic. Which one do you propose to use in your research and why? Where, tentatively do you stand on the topic?
- If there are various theories on your topic or in your field, which one(s) will you use in your conceptual framework for your thesis?
- Which terms or trends do you wish to follow up from the literature review?
- Do you have any fresh suggestions of an explanatory, interpretative, or programmatic kind?

### **Think it through:**

- Perhaps the best way to approach this section is to set down your main insights, hypotheses, hunches, or even hopes about your topic.
- In view of past theory and research, and your emerging issues, what are the areas that you expect to have findings?
- For empirical theses you may need to formulate explicit hypotheses.

### **Methodology**

Describe your proposed methods in sufficient detail so that the reader is clear about the following:

- What kind of information will you be using?
- From what sources will the information be obtained?
- What resources will you require?
- What methodology will you be using?
- Why have you selected this approach?
- What ethical and safety issues have you identified and how do you propose to proceed?

### **Research program timetable: milestones**

This will usually be from the date you began your degree to when you expect to submit the completed thesis. The timeline can be formatted as a table or a list. Include when you will start and finish important aspects of your research, such as: literature research, required training or attending courses, stages of experiments or investigations, beginning and completing chapters, reviews and seminars you will give, and completing the thesis.

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**Tentative thesis chapter outline**

You should check with your supervisor if this is a required section of the thesis proposal. Present the chapter outline as a draft contents page with brief annotations of expected content or stages. Follow the standard sections relevant to your type of research. Look at past theses in your area and discuss your ideas with your supervisor.

**References**

List all publications cited in your proposal. Use the style recommended by the department or your supervisor. This may be a standard style the whole department follows, or it may be the style of the leading journal in your field.

**6.2 Master's Program****6.2.1 Duration**

The master's program normally takes two to three years of full-time study.

**6.2.2 Coursework Requirements**Coursework

Students must complete

- 12 credit hours of coursework at the 7000 level, including at least 9 credit hours of Anthropology courses;
- A mandatory pass/fail professional development course (ANTH 7000); a pass/fail Research Integrity Tutorial (GRAD 7300); a pass/fail Academic Integrity Tutorial (GRAD 7500)
- A thesis.

Elective coursework is selected in consultation with the advisor and must be approved by the Department Head.

Performance in Coursework

Students must earn a minimum grade of B+ in each course. Students who fail to maintain this standard must withdraw from the program unless the Dean of the Faculty of Graduate Studies approves a departmental remedial recommendation.

**6.2.3 Advisor and Advisory Committee**

Students are normally placed with an Advisor when they are admitted to the program. Every effort is made to match the interests of students and faculty members before students are admitted. In cases where the preferred advisor is unable to take a new student (e.g. the faculty member is on research/study leave or medical leave), an interim Advisor may be assigned.

The Advisory Committee must be formed during the first year of a student's program. The committee is required to meet at least once during the first year of a student's program to discuss the student's progress.

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Students, with their Advisors, must establish an Advisory Committee to obtain approval for the thesis proposal. The Advisory Committee must consist of a minimum of three members, at least two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the major department. Committees may include one guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. The student and the Advisor will consult in forming membership of the committee. The committee's membership, including the Advisor, and any changes must be approved by the Department Head. The Advisor is the Chair of the Advisory Committee.

#### **6.2.4 Thesis**

Students may earn the M.A. degree only through the thesis option. Apart from required coursework, a thesis proposal, oral thesis defence, and submission of a final copy of the written thesis to the Faculty of Graduate Studies successfully passed by the Examination Committee are required for completion of the degree under this option.

##### Thesis Proposal

A written thesis proposal is submitted to the Advisory Committee after completion of all course requirements. The Advisory Committee must unanimously approve the proposal in writing. Any proposals requiring ethics approval must be submitted for ethics review at this time, and the proposal is not considered to be finally approved until the ethics review is passed. Once the proposal receives all necessary approvals, thesis research may begin.

##### Oral Thesis Defence

All theses are subject to an oral examination chaired by the Chair of the Graduate Programs Committee or a delegate. When the Graduate Programs Committee Chair is the student's advisor or advisory committee member, a delegate will be found to chair the examination. For the M.A. degree, the Advisory Committee constitutes the Thesis Examination Committee. The M.A. examination begins with a summary by the student and is followed by questions by the examining committee. The exam is limited to 90 minutes.

### **6.3 Ph.D. Program**

#### **6.3.1 Duration**

The doctoral program is intended to be completed in four years.

#### **6.3.2 Coursework**

Students must complete:

- 9 credit hours of coursework at the 7000 level, including at least 6 credit hours of Anthropology courses
- A mandatory pass/fail professional development course (ANTH 7000); a pass/fail Research Integrity Tutorial (GRAD 7300); a pass/fail Academic Integrity Tutorial (GRAD 7500)

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- A thesis.

Elective coursework is selected in consultation with the advisor and must be approved by the Department Head. Students must earn a minimum grade of B+ in each course. Students who fail to maintain this standard will be required to withdraw unless the Dean of the Faculty of Graduate Studies approves a departmental remedial recommendation.

### 6.3.3 Advisor and Advisory Committee

The Head of the department/unit is responsible for the [establishment of an advisory committee](#) for each Ph.D. student. Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during their program. The advisory committee must consist of a minimum of three (3) members, all of whom must be members of the Faculty of Graduate Studies. Advisory committees may, in addition, include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that advisory committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students, Post-Doctoral Fellows, and Research Assistants or Associates may not serve on graduate student advisory committees. A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies on the [“Program of Study and Appointment of Advisory Committee” form](#).

The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings must be held at least annually and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.

### 6.3.4 Candidacy Examinations

Prior to beginning the candidacy process, each student is required:

- a) To have completed all formal course requirements;
- b) To have defined a thesis topic; and
- c) To have formed an Advisory Committee.

Ideally, the provisional timetable for the complete examinations should be included within the individual student's Program of Study and modified, thereafter, as required by the student's progress. Please refer to the [Supplemental Regulations](#) for more information about the Candidacy Examination Process, including the Oral Examination.

#### Candidacy Examination Process:

The candidacy examination process has three main stages:

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- 1) Preparation;
- 2) Examination, and
- 3) Adjudication – and will follow four steps:

- Step 1. Topic Areas

At the beginning of the candidacy process, the student's Advisory Committee must meet with the student to select and confirm the areas of specialization. The student and the Advisory committee should agree on three (3) topic areas of knowledge and/or preparation that encapsulate the areas of specialization.

- Step 2. Topic Area Bibliographies

Once agreement is achieved upon the three topic areas, the student will develop a working bibliography for each of the three areas.

The bibliographies are intended to demonstrate that the student (1) is familiar with the literature relevant to their areas of specialization, which may also include literature in languages other than English, and (2) is suitably prepared to write the Candidacy Examination Papers.

Bibliographies may focus upon critical theoretical, methodological, or other substantive issues pertinent to each area. Each working bibliography will be distributed to the Advisory Committee for review and comment.

The individual assessment and commentary by members of the Advisory Committee should normally be forwarded to the student within two (2) weeks of receiving the bibliographies from the student. Any revisions to the bibliographies required by the Advisory Committee must be completed to the satisfaction of the Advisory Committee prior to scheduling the Examinations.

- Step 3. Candidacy Examination Papers

The Candidacy Examination Papers are the written component of the Candidacy process. Normally, the Candidacy Examination Papers requirement will be administered upon the request of the student. However, the student, in consultation with the Advisor, should make every attempt to adhere to the Program of Study, stipulated, and modified thereafter, in the Student-Advisor Agreement and the student's Progress Reports.

The student and the Chair of the Advisory Committee will ensure that the Advisory Committee agrees to a schedule for the examination and is available to provide assessment and commentary to the student that follows the timetable of the examination period.

Under the administrative direction of the Advisor, the student has three (3) weeks within which to complete and submit three (3) Examination Papers. Each paper is a literature review of one Topic Area on which the bibliographies were based. The submitted papers will reflect the work of the student alone, unaided in any aspect by others, including but not limited to writing, editing, proofing, etc.

Each paper must follow the following requirements:

- a) It must include a list of references cited and formatted in a style appropriate to the student's area of specialization; and

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b) An individual paper should be between 3000-5000 words in length, excluding references, tables, and all illustrative materials.

The Candidacy Examination Papers may be submitted individually or as a group to each member of the Advisory committee before the three-week writing period has elapsed. Each member of the Advisory Committee reads and assesses the Candidacy Examination Papers and makes written comments. The individual assessment and commentary is to be submitted to the student, the Chair of the Advisory Committee (the Advisor or designated Co-Advisor), and the Chair of the Graduate Programs Committee (or designate) within two (2) weeks of receiving the student's examination papers.

If a student does not submit the Examination Papers in the three-week period allotted, this action will constitute a failure of the candidacy examination, unless extenuating circumstances can be demonstrated to the Chair of the Graduate Programs Committee. If there is no acceptable justification for missing the Examination Papers deadline, a decision of failure, with written justification ("Report on Ph.D. Candidacy Examination" form) by the Chair of the Graduate Programs Committee, is conveyed to the student, the Advisor, and the Department Head. The student is then considered to have failed the candidacy examination, is ineligible for a supplementary written and/or oral examination, and, if a failure of the first attempt, must proceed to repeat the written and oral requirements of the Candidacy Examination.

In the event of a second failure, the student will be required to withdraw from the Faculty of Graduate Studies, per the regulations of the Faculty of Graduate Studies.

- Step 4. Candidacy Oral Examination

The Candidacy Oral Examination brings closure to the candidacy examination process by having the student meet with the Advisory Committee to discuss materials relevant to the selected Topic Areas in the student's area(s) of specialization and the student's specific contributions in the Candidacy Examination Papers.

This second part of the Candidacy exam is held following the forwarding of comments by all members of the Advisory Committee on the Candidacy Examination Papers to the student and the Chair of the Advisory Committee. Normally, there should be no more than two (2) weeks between the return of the Candidacy Examination Papers to the student and the Chair of the Advisory Committee and the oral examination.

*Procedure for the Conduct of Candidacy Oral Examinations*

It is the responsibility of the student's Advisor, in consultation with the Advisory Committee to:

- Decide, in consultation with the student and the Chair of the Graduate Programs Committee, appropriate dates for the examination and ensure that all members of the Advisory Committee can attend the oral examination;
- Ensure that the written comments on the written papers of each member of the Advisory Committee are circulated to all members of the Advisory Committee and the Chair of the Graduate Programs Committee a minimum of one (1) week prior to the oral examination;

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- The Candidacy Oral Examination is chaired by the Chair of the Graduate Programs Committee, or a delegate;
- The oral examination is based only upon material relevant to the selected Topic Areas in the student's area(s) of specialization and the student's submitted Candidacy Examination Papers;
- The Candidacy Oral Examination is a closed examination and only the Advisory Committee is permitted to formally question the student;
- The Chair of the Candidacy Oral Examination will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions; and
- The total time for the Candidacy Oral Examination will not exceed two hours in length.

#### Adjudication of the Candidacy Examination

After the formal questioning period of the Candidacy Oral Examination, the student is excused from the room. The Advisory Committee then deliberates and comments on (a) the written examination and (b) the oral examination, to arrive at a fair and just decision.

A final decision on a successful candidacy takes place after the two-hour time limit of the examination.

After the Advisory Committee has completed their deliberations and reached a final decision, the student is invited back into the room and informed of the decision.

The final decision on a successful candidacy examination must be unanimous; that is, a decision that is less than unanimous must be reported as a failure. A pass, with written justification ("Report on Ph.D. Candidacy Examination" form), is conveyed to the student, the Chair of the Graduate Programs Committee, the Department Head, and the Dean of the Faculty of Graduate Studies. A failure, with written justification ("Report on Ph.D. Candidacy Examination" form), is conveyed to the student, the Chair of the Graduate Programs Committee, and the Department Head.

If an advisory committee is unable to advance a positive decision on the basis of the written and oral examinations, a supplementary written and/or oral examination will be scheduled prior to notification of the Faculty of Graduate Studies. If necessary, a supplementary written examination will be administered by the Advisory Committee, normally within one (1) week following the Candidacy Oral Examination.

The supplementary written exam would consist of a revising of the original exam responses, taking into consideration the comments of the committee members, with a time limit to be determined by the committee. The student has one (1) week to address deficiencies outlined in the written justification, and the Advisory Committee has one (1) further week to review and deliberate on a final decision on the candidacy examination. If necessary, a second oral examination will be conducted by the Advisory Committee and will be chaired by the Chair of the Graduate Programs Committee, or a delegate member, normally within 30 days.



The supplementary oral exam would involve the student defending his/her new exam responses, following the structure to the original oral exam. A second oral examination is closed and follows the same format as the Procedures for the Conduct of Candidacy Oral Examinations.

If the student successfully addresses the areas of deficiency in the written and/or oral examinations, he/she will be deemed to have passed the examination. At that point, a pass, with written justification ("Report on Ph.D. Candidacy Examination" form) is conveyed to the student, the Chair of the Graduate Programs Committee, the Department Head, and the Dean of the Faculty of Graduate Studies.

### **6.3.5 Thesis Proposal**

A student must have successfully completed the candidacy process before approval is sought for the thesis proposal.

The thesis proposal approval process is conducted orally and publicly.

The thesis proposal is presented and defended orally in front of the student's Advisory Committee. Normally, the oral defence is open to the public. The format of the Thesis Proposal Examination follows that of the Ph.D. Thesis Oral Examination. The Chair of the Graduate Programs Committee, or a delegate, chairs the Thesis Proposal Defence. When the Graduate Committee Chair is the student's advisor or a member of the Advisory Committee, a delegate will be found to chair the examination.

Any proposals requiring ethics approval must be submitted for ethics review prior to or upon successful completion of the Thesis Proposal Defence. Final approval of the proposal cannot be submitted until the ethics review is passed.

Once the proposal receives all necessary approvals, thesis research may begin.

### **6.3.6 Oral Thesis Examination**

The examination of the doctoral thesis is strictly controlled by the Faculty of Graduate Studies. Students should familiarize themselves with the process well in advance of embarking upon it. Details are available under Format of the Examination in the Graduate Calendar, and in the Academic Guide of the Faculty of Graduate Studies.

## **6.4 PhD Oral Examination**

PhD students must pass an [oral examination](#) on the subject of their thesis before they may obtain their degree. The examining committee consists of the members of the student's advisory committee, plus an examiner external to the University of Manitoba selected by the Faculty of Graduate Studies.

# **7. Financial Support**

## **7.1 Teaching/Research Assistantships**

This document is available in an alternate format upon request. Please contact  
Madeleine Hoskins.



For more information on teaching and research assistantships, grader/marker positions, or other on campus positions available to graduate students' campus wide, please review official notices available at the [Human Resources Office](#): 317 Administration Building

## 7.2 Funding and Awards

Check out the [FGS website](#) or contact FGS for more on [internal awards](#), [external awards](#), or needs-based funding:

- Office: 500 University Centre, Phone: 204-474-9377
- E-mail: [graduate\\_awards@umanitoba.ca](mailto:graduate_awards@umanitoba.ca)

## 7.3 Academic Travel/ Conference Grants

Funds to assist graduate students with costs for travel for presentations of papers, posters, or other creative work pertinent to their studies) include the [FGS Travel Award](#) and [UMGSA Conference Grants](#).

## 7.4 Emergency Loans and Tax Support

### [FGS Emergency Fund](#)

- To assist full-time graduate students with immediate educational & living costs not applicable to Tuition Fees.

### *UMGSA Hardship Fund*

- UMGSA offers limited financial support to students who are not eligible for FGS emergency loans. For more information contact the UMGSA VPA

Office: 221 University Centre, Phone: 204-474-9181

E-mail: [vpa@umgsa.org](mailto:vpa@umgsa.org)

### *U of M Food Bank*

- Students are eligible to collect from the [food bank](#) if they are enrolled in the current academic term and bring their Student Photo ID Card.

Office: 518 University Centre, Phone: 204-474-9850

E-mail: [foodbank@cc.umanitoba.ca](mailto:foodbank@cc.umanitoba.ca)

### *Tuition Fee Tax Rebate*

- If you graduated with a degree, diploma or certificate from a post-secondary institution recognized by the Canada Revenue Agency on or after January 1, 2007 and now work and pay taxes in Manitoba, you can benefit from the [Tuition Fee Income Tax Rebate](#), a 60% income tax rebate on their eligible tuition fees.

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## 8. Transportation

### 8.1 Parking Pass

Reserving and purchasing [parking passes](#) can be done through JUMP. (Register early)

- [FG Parking map](#):

Parking Services Office: Welcome Centre, 423 University Cr.

Ph: 204-474-9483, E-mail: [parking\\_services@umanitoba.ca](mailto:parking_services@umanitoba.ca)

- [Bannatyne Parking map](#):

Bannatyne: free passes available for E Lot (evenings/weekends) through Security

Office: S105 Medical Services Building, Phone: 204-789-3330<sup>[1]</sup><sub>SEP</sub>

Parkade parking is available through the Health Sciences Centre Parking Office

Office: 720 McDermot Ave., Level 1, Phone: 204-787-2715

Email: [hscparkingoffice@hsc.mb.ca](mailto:hscparkingoffice@hsc.mb.ca)

### 8.2 Winnipeg Transit Bus System

Route 36: Express Bus Service between the Fort Garry and Bannatyne Campuses. See the [Winnipeg Transit Website](#) for more information and learn about the [UPass](#) (the subsidized bus pass for all students).

### 8.3 U of M Shuttle Bus

[Free shuttle service](#) loops around campus, including Smartpark, every 15 minutes.

### 8.4 Bike Station Fort Garry

Located on the ground level of the University Parkade, the [Bike Station](#) is a covered and enclosed parking facility for 100 bikes that is secured with a card-lock system.

### 8.5 Bike Station Bannatyne

Open bike parking available in front of Brodie Center off of McDermot Ave.

Caged Bike Station available beside the Dentistry Bldg. off of Bannatyne Ave. Key card-access is required. For further questions please call 204-789-3649.

Locked/heated bike room in Emily Street Parkade. For more info call 204-787-2715.

### 8.6 Carpool

24 carpool-only parking spots on its Fort Garry campus.

- For more information phone 204-474-7963 or e-mail [sean\\_moore@umanitoba.ca](mailto:sean_moore@umanitoba.ca)

### 8.7 Safe Walk Program

This document is available in an alternate format upon request. Please contact  
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Security Services is always available to [accompany an individual](#) from one U of M location to another, or to their vehicle/bus stop on university property on both campuses.

- Office: 423 University Crescent, Welcome Centre
- Ph: 204-474-9312 (both campuses), Email: [emergency\\_response@umanitoba.ca](mailto:emergency_response@umanitoba.ca)

## 9. Courses, Research and Thesis/Dissertation Writing

### 9.1 Printing, Photocopying, Scanning

Printing/Copying/Scanning Fort Garry:

- GSA Office (221 University Centre): 5 cents per page (cash)
- Libraries: 10 cents per page (coin or copy card operated)(Scanning Free)

Poster Printing

- [CAD lab](#), 124 Architecture 2, Phone: 204-474-7482
- Bannatyne Information Technologies Centre (conference posters)

Office: S206 Medical Services Bldg., Phone: 204-789-3896

- Audio-visual and Classroom Technology Support

Fort Garry: 112 Armes Bldg., Phone: 204-474-6466

Bannatyne: S206 Medical Services Bldg., Phone: 204-789-3896

### 9.2 Academic Learning Centre

Visit the [ALC Website](#) for more information on assistance with study skills, writing support (i.e., developing ideas, organizing research projects, synthesizing research, citing sources, preparing thesis proposals, meeting thesis or dissertation deadlines, producing and delivering presentation, editing strategies), or online tutoring for graduate students please visit:

- Fort Garry ALC: 201 Tier Building, Phone: 204-480-1481
- Bannatyne ALC: 245 T-wing, Phone: 204-272-3190
- E-mail: [academic\\_learning@umanitoba.ca](mailto:academic_learning@umanitoba.ca)

#### [Library Workshops](#)

Sample topics: Literature searches, reference management, thesis writing.

### 9.3 English Language Centre

For more [information](#) on programs to help students improve their English:

- Office: 520 University Centre, Phone: 204-474-9251
- Email: [elc@umanitoba.ca](mailto:elc@umanitoba.ca)

### 9.4 Statistics

This document is available in an alternate format upon request. Please contact Madeleine Hoskins.



Free library workshops are provided to help learn SPSS, Refworks, SCOPUS, INVIVO, SAS and other useful skills. For training, advice or more information in statistical experiments, planning a survey, analysing data, and interpreting results contact the [Statistical Consulting Service](#):

- Phone: 204-474-8205, E-mail: [sas@stats.umanitoba.ca](mailto:sas@stats.umanitoba.ca)

## 9.5 Ethics Approval

The approval from a [U of M Research Ethics Board](#) (REB) may be required prior to the student proceeding with the information gathering procedures for the thesis or practicum.

## 9.6 iThenticate

[Plagiarism detection software](#) designed for researchers to ensure the originality of written work before publication.

# 10. Additional Resources

## 10.1 Faculty of Graduate Studies (FGS)

[FGS Academic Guide](#): To answer general regulations about your graduate program, leaves of absence, appeals, and policies related to application, admission or registration etc.

[FGS Workshops](#): Financial Aid and Awards, Strategic Consideration of Career Opportunities Upon Graduating With a Doctoral Degree, Refworks and more!

## 10.2 University of Manitoba Graduate Students' Association (UMGSA) or Health Sciences Graduate Student Association (HSGSA)

[UMGSA](#) is the official voice of graduate students. Their mission focuses on graduate student advocacy, student involvement, providing services and benefits, financial assistance, and support to students.

- Fort Garry: 221 University Centre, 204-474-9181
- Bannatyne: 114 Brodie Centre, 204-480-1313
- The HSGSA Student Lounge: 402 Brodie Centre
- TV, video games, mini fridge, microwave, sink, and coffee available. Available for booking for small scale student events. For more information, email [vpmarketingevents@hsgsa.org](mailto:vpmarketingevents@hsgsa.org).
- E-mail: [gsa@umgsa.org](mailto:gsa@umgsa.org) or [pres@umgsa.org](mailto:pres@umgsa.org) or [president@hsgsa.org](mailto:president@hsgsa.org)

## 10.3 Career Services

For more on resources related to resume and cover letters, job searches, interviews, career fairs, career decision-making, research occupations, education resources, career mentor program, co-operative education and internship programs, contact [Career Services](#):

- Office: 474 University Centre, Phone: 204-474-9456

This document is available in an alternate format upon request. Please contact  
Madeleine Hoskins.



- E-mail: [cs.receptionist@umanitoba.ca](mailto:cs.receptionist@umanitoba.ca)

## 10.4 Centre for the Advancement of Teaching and Learning (CATL)

[CATL](#) works with graduate students to provide leadership, expertise, and support in fulfilling their teaching positions, such as teaching assistants or sessional instructors. For more information on graduate courses or other services please visit:

- Office: 208-226 Isbister Building, Phone: 204-474-8372

## 11. Health and Wellness

### *Health, Dental, and Travel Insurance*

*Domestic graduate* students are automatically members of the [UMSU Health & Dental Plan, and Plan](#) and are assessed the fee on their Aurora tuition fee statements in the fall term. You have the option to opt-out of this plan with alternate coverage. *International students* are covered by the [Manitoba International Student Health Plan](#).

### *Health Services*

- To learn about on-site laboratories and immunizations, appointments with physicians, consultant psychiatrists, and other health services contact [University Health Services](#) at:  
Office: 104 University Centre, Phone: 204-474 8411

### *Recreation Services*

- For more information about gym memberships, personal training and fitness assessment, programs, training and certifications, leagues, Intramurals and much more please contact [Recreation Services](#) at:
- Fort Garry: 145 Frank Kennedy Centre, Phone: 204-474-6100
- Bannatyne: 727 McDermot Ave. (Brodie Centre Basement), Ph: 204-789-3858

Info on the [Sports and Recreation Fee](#):

E-mail: [rec\\_services@umanitoba.ca](mailto:rec_services@umanitoba.ca)

### *Student Counselling Centre*

- The excitement of attending university also brings with it stress and other challenges. It is common for students to seek help for worry, anxiety, depression, relationship problems with family, friends or partners, and career difficulties such as career decision-making and finding work. For more [information](#) contact:

Fort Garry Office: 474 University Centre, Phone: 204 474-8592

Bannatyne Office: S207 Medical Services Bldg., Phone: 204-789-3857

### *Peers: Students Helping Students*

This document is available in an alternate format upon request. Please contact Madeleine Hoskins.



- [Peers](#) are supportive listeners, campus connectors, and skilled student communicators that offer confidential support to students with questions or just need to talk with someone.

Office: 150 University Centre

E-mail: [peer@umsu.ca](mailto:peer@umsu.ca)

### *Spiritual Care and Multi-faith Centre*

- The [Spiritual Care and Multi-faith Centre](#) offers support to all students regardless of their religion.

Office: 528 UMSU University Centre

Phone: 204-474-8721, Email: [spiritualcare@umanitoba.ca](mailto:spiritualcare@umanitoba.ca)

## 12. Get Involved!

### 12.1 Student Life

- [Student life](#) provides leadership opportunities through volunteer programs or a Student Leadership Development Program. They offer opportunities to get involved at the U of M, and within the community ([UMCommunity](#)), as well as internationally.
- Student Life is also responsible for the Co-Curricular Record, which is the official document that recognizes your involvement in approved programs.

Office: 225 University Centre, Phone: 204-474-9093

E-mail: [student\\_life@umanitoba.ca](mailto:student_life@umanitoba.ca)

### 12.2 University of Manitoba Anthropology Student Association (UMASA)

[UMASA](#) is the representative organization for undergraduate and graduate anthropology students at the University of Manitoba. UMASA is committed to encouraging and assisting anthropology students' academic and professional progress, on and off campus. This involves promoting students' research agendas and career development by fostering a supportive environment of peers.

Office: 442 Fletcher Argue, Department of Anthropology, University of Manitoba

Each fall, graduate students are selected and/or elected to represent students on Department Committees. The Graduate Student Representative on each of these committees must attend meetings of the council to represent the view of graduate students; votes on issues discussed and inform students about issues reviewed that are relevant to them. Committees include:

- **Department Council:** Made up of all faculty members in the department, as well as student representatives who meet monthly to make decisions about the department's direction and its programs.

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- **Graduate Committee:** Oversees graduate programs, listens to student concerns, reviews student applications and new course proposals, as well as other functions to support students in realizing the maximum benefit of their program.

### **12.3 University of Manitoba Graduate Student Association (UMGSA)**

The UMGSA is a campus-wide student organization. Councillors (graduate students representing their department) have two roles: 1) to express the concerns and desires of students in their department to the UMGSA Council at monthly meetings; and 2) to keep students informed of relevant campus-wide issues, decisions, services, and events. Through this participation, student-fees are re-allocated to departments in the form of Department Grants, which can fund department events or projects. See info on UMASA.