



EGGSA GRADUATE STUDENT HANDBOOK

2023-2024

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Program Information

Supplementary Regulations

Supplementary regulations outline rules and regulations set by both Faculty of Graduate Studies (FGS) and the department for graduate students. In this document, you can find specific descriptions of different program milestones and requirements. The left column shows rules set by the Faculty of Graduate Studies and the right shows additional information specific to the Department of Environment and Geography.

Important sections include:

- General regulations: Master's program → Section 6
- General regulations: Ph.D. program → Section 7

Link to find full Supplementary Regulations: <https://umanitoba.ca/graduate-studies/supplementary-regulations>

Registration

All students must register in all Fall, Winter and Summer terms of their program until a degree is obtained. Failure to re-register will result in the student being discontinued from their graduate program. A student who has been discontinued and would like to be considered for continuation in a program must apply for re-admission, which is not guaranteed. The re-registration requirement does not apply to occasional students, visiting students, Pre-Master's students or students on an Exceptional or Parental Leave of Absence (please refer to "Leave of Absence").

If you are not taking courses during a term, you need to register in re-registration (GRAD 7020 for Master's level/GRAD 8020 for Doctoral level).

Required Courses for All Students

GRAD 7500 – Academic Integrity Tutorial

Course description: "New and continuing Master's and Doctoral students will learn about academic integrity by participating in online tutorials. A brief learning-check will be written after the tutorials have been viewed. Students newly admitted to a graduate program must successfully complete this course within the first term of registration. The course grade is a pass/fail."

GRAD 7300 – Research Integrity Tutorial

Course description: "In a highly interactive environment, participants will be exposed to practical advice on how to deal with challenging situations that may arise while doing research within their own area of expertise. The course also addresses the latest standards, codes, and policies in the responsible conduct of research both locally and globally. Online tutorial delivered through UM Learn with no pre- or co-requisites. This course graded on a pass/fail basis."

GEOG 7610/7620/7630 – Environment and Geography Seminar

Course description: “The course allowed students to develop research and communication skills and provides a greater understanding of research within geography, environmental science and environmental studies; it is organized around presentations given by the students on their area of expertise; course graded pass/fail.”

Customarily, seminar presentations should not be a review of an overview of thesis work completed, but rather focus on specific overarching areas around a sole topic.

*Must be taken once by Master’s students (GEOG 7610) and twice by Doctoral students (GEOG 7620/7630)

Advisor-Student Guidelines

The *Advisor-Student Guidelines* form must be completed prior to the commencement of any research and no later than the submission of the first Progress Report. You can find the Advisor-Student Guidelines on the [Graduate Studies Hub](#) under “Program Requirements”. The guidelines may be revisited at any stage of the student’s graduate program to accommodate changes in the advisor-student relationship.

Funding

General Requirements and Minimum Levels

The department does not have a mandatory minimum funding level. However, the recommended minimum annual funding levels are:

- Master’s: \$18,000 for 2 years
- Doctoral: \$21,000 for 4 years

If your supervisor cannot meet the minimum recommended levels, you must write a letter to the department before starting your program stating that you understand that you fall below the recommended funding.

Pay period: 2 weeks (payday = every second Friday)

Tax information: <https://umanitoba.ca/registrar/tax-information>

Scholarships and Bursaries

You may apply for major scholarships such as an [NSERC/SSHRC Postgraduate Scholarship](#) or a [University of Manitoba Graduate Fellowship](#). In general, a student’s stipend will be adjusted if they receive such a scholarship. Depending on the scholarship, the level of their previous stipend, and the advisor/co-advisor’s research budget, the student may receive just the scholarship, or they may receive the scholarship plus a top-up stipend. Some scholarships, such as from NSERC, limit the amount of additional funding that can be received. The combined funding received from scholarships and stipends should not be less than the recommended departmental minimum and should not decrease because of a student receiving a scholarship. Note that some scholarships are blocked until Admissions provisions are cleared, and some require registration in both the upcoming Fall and Winter terms. Make sure to be aware of the conditions of any scholarships you receive!

[Bursaries](#) are awarded to students who are in a position of financial difficulty, so there should usually be no adjustment of a stipend to a student awarded a bursary.

Tuition

Tuition for graduate programs comes in two levels: “*program fees*” and “*continuing fees*.”

In the Master’s programs, you will pay your program fees for the first two terms, then pay continuing fees every term after that. (There are 3 terms a year: Fall, Winter, Summer.)

1st year: Program + Program + Continuing

2nd year and following: Continuing + Continuing + Continuing

In the Ph.D. program, you pay program fees for the first two years, then continuing fees afterward:

1st and 2nd year: Program + Program + Continuing

3rd year and following: Continuing + Continuing + Continuing

It doesn’t matter when you take your coursework, or if you take extra courses on top of the required ones (up to 24 credit hours if they’re all applicable to your research); nothing changes the timeline of the program fees. There are general fees added to these tuition fees every term (such as gym membership and student group fees)!

All tuition estimates below include tuition and extra fees.

Currently, for a Canadian student:

Year with Program Fees ~ \$8,200
Year with Continuing Fees ~ \$3,500

For International students, the extra fees are higher, because of international health insurance. Further, the Master’s program has a higher international tuition. (Receiving the [IGSES award](#) makes the first year basically equivalent to the 1st year PhD.)

International Masters:

Year with Program Fees ~ \$16,500
Year with Continuing Fees ~ \$4,500

International Ph.D.:

Year with Program Fees ~ \$9,500
Year with Continuing Fees ~ \$4,500

Meetings and Progress Reports

It is the responsibility of the advisor/co-advisor to initiate a minimum of one annual progress report to the FGS on the *Progress Report Form*. The form is available on the Faculty of Graduate Studies’ [forms page](#). The form is due on June 1st each year, and there will a hold on your Aurora account that will inhibit you to re-register or add courses until the Progress Report has been submitted and processed.

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation by the Department Head to the Dean of the FGS. Two consecutive “in need of improvements” normally requires the student to withdraw.

Deadlines for Graduation

Required action	Deadline to graduate in February 2024	Deadline to graduate in May 2024	Deadline to graduate in October 2024
Recommended date for receipt by Graduate Studies of PhD thesis for distribution to the internal examining committee	Sept. 1, 2023	Dec. 1, 2023	May 1, 2024
Recommended date for students to distribute master's theses or practica to the examining committee	Oct. 15, 2023	Jan. 15, 2024	June 15, 2024
Last date for receipt by Graduate Studies of theses/practica and reports on theses/practica, comprehensive examinations, and project reports from students, and lists of potential graduands from departments	Jan. 4, 2024	Mar. 28, 2024	Aug. 27, 2024

* Updated version of table available [here](#)

Master's Programs

E&G offers three Master's programs: M.A., M.Sc., and M.Env.

Program Requirements

The Master's programs require a thesis plus a minimum of 12 credit hours which includes:

- GEOG 7610 E&G Graduate Seminar-Master's (3 credit hours),
- 6 credit hours at the 7000-level
- 3 credit hours at the 3000-level or above,

Depending on the student's background and needs, the Advisory Committee may assign additional courses at the 3000-level or above.

Expected Duration

Master's programs are 2-year degrees, however often take longer due to fieldwork or other complications. The minimum time is 1 year, with a maximum time allowance of 4 years for full-time students or 6 years for part time students.

Requests for extensions of time to complete the degree will be considered on an individual basis and should be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request" form at the beginning of the final term, if possible. A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

Advisory Committee

Within 12 months of commencement of the program, the Advisor, in consultation with the student, will determine the membership of the Advisory Committee for approval by the Head or Graduate Chair.

The advisor and at least one other member of the Advisory Committee must be members of the Faculty of Graduate Studies. Generally, all professors at the university are recognized as members of the Faculty of Graduate Studies. The Advisory Committee will include at least two Department of Environment and Geography faculty members (normally).

The Advisory Committee generally serves as the thesis examining committee.

Thesis Proposal and Proposal Defence

Students are required to submit a thesis proposal to their Advisor. The proposal should incorporate a statement of research purpose, research objectives, proposed methodology, and a rationale for the research, including a brief literature review.

Typical steps to complete a Master's thesis proposal:

- You do not need to register in anything specific (but you do need to be registered in a course or Master's re-registration for the term!)
- **Read the Proposal section** in the Supplementary Regulations (6.7.1) to familiarize yourself with the expectations.
- Make sure that your **committee is complete and has been approved** by your advisor(s) and the graduate coordinator
- **Write the proposal** (typically 10-20 pages) and confirm with advisors that it is sufficient to share with committee.
- After sharing written proposal, **arrange a date** for your committee to meet. No outside chair is necessary and it does not need to be open to visitors.
- **Tell the graduate coordinator** before the meeting so the proposal form can be prepped

Should the proposal not be approved, the student may present another or revised proposal following the same procedure outlined above. A recommendation that the student be required to withdraw from the program will be made if the second thesis proposal defence presentation results in a failure.

Thesis Format

Thesis formatting requirements follow those outlined by the Faculty of Graduate Studies: <https://catalog.umanitoba.ca/graduate-studies/academic-guide/thesis-practicum-types/>

E&G will also accept "Manuscripts Within a Thesis" format for all Master's programs (i.e.: published peer-reviewed journal contributions). A thesis of this type is comprised of a collection of primary-authored papers by the student that have been published, submitted, or are considered publishable by the student's Advisory Committee. This type of thesis must have been approved by the Advisory Committee during the Master's Thesis proposal defence and must comply with Faculty of Graduate Studies regulations.

For any unpublished works, the Advisory Committee must agree that the manuscripts provided conform to the content and style of publications for the discipline that best represents the major theme of the work. The number of papers that comprise this format will be determined between the student and the Advisory Committee; however, at least one published or in final preparation for submission/submitted manuscript is required. The collection of papers or articles must contribute toward the overall theme that represents the thesis work.

There must be an introductory and a concluding chapter that provide the following information:

- the overall theme of the thesis;
- a description of the theme that is threaded throughout the work(s);
- the context for the work(s);
- a description of the commonalities or connecting concepts across the papers or articles
- the overall implications of the findings in the collection of papers or articles.

The concluding chapter should also include a discussion on how the thesis with its findings provides a distinct contribution to knowledge in the research area. The thesis cannot just consist of several papers or articles bound within the one document. All other requirements and regulations regarding the manuscript (sandwich) style thesis as specified by the Faculty of Graduate Studies for the Ph.D. level apply at the Master's level.

If manuscripts within a thesis are submitted, the student must provide a description for each chapter of the journal where publication has or will occur, the authorship, year of publication, volume and page numbers and other standard reference information. They must also explain clearly their contribution to the work and that of the co-authors for each chapter.

Thesis Defence

The Advisor will advise the student if the thesis is defensible. Following this review and normally at least two weeks prior to the scheduling of the thesis defence, the thesis will be distributed to members of the Examining Committee. The Advisor is responsible for distributing the thesis to the examining committee.

Typical steps for Master's thesis defence:

- **Register for GRAD 7000** in the term you may want to defend (no penalty for doing this in multiple terms).
- **Read the “Style and Format” section** in the Supplementary Regulations to familiarize yourself with expectations.
- **Consult FGS’s “[Submit your Thesis](#)” page** for the thesis submission deadline for the term you want to graduate.
- Make sure **Appointment of Examiners Form** is turned into Graduate Coordinator at least a month before you want to defend.
- **Send Thesis draft to advisor.**
- **Advisor sends (or tells you to send) Thesis draft to whole committee** (should be at least two weeks before intended defence date, really much earlier unless you enjoy playing with fire).
- **Read the “Oral Examination” section** of the Supplementary Regulations (6.7.1).
- **Set defence date**, and at the same time, make sure your advisor picks a Chair for the defence (must come from Dept). Tell the graduate coordinator these details.
- Graduate coordinator makes a poster and distributes to your colleagues at least a week ahead of time. Generally, it must be open to visitors.
- **Defend!** (Typically, you'll give a 20-30 minute presentation followed by questions from the committee)
- Chair or Advisor **gives signed paperwork to graduate coordinator**, who sends to FGS (this may be delayed until after revisions).
- **Revise thesis** based on comments & get advisor's approval.
- **Submit thesis to [MSpace](#).**
- Graduate and enjoy your degree 😊

Failure

In the case of a failure of the thesis/practicum at the Master's level, the candidate may, on support of their home department/unit, be allowed to defend the thesis a second time. In this case, a detailed written report will be prepared by the Chair of the examination committee and submitted to the Faculty of Graduate Studies, who will make the report available to the student, the student's advisor/co-advisor and the Department/Unit Head. The Department/Unit Head shall convene a meeting of the members of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard and/or prepare for the second defence.

A student will be required to withdraw when the thesis/practicum has been rejected twice at the stage where:

- The examining committee reports on the merits of the written thesis/practicum;
- The oral examination; or
- A combination of both stages.

Master's Checklist: M.A. M.Sc. M.Env.

Name: _____

Student Number: _____

Advisor(s): _____

Term of Admission: _____ End Date: _____

Yearly: Progress Reports due to FGS by June 1st, signed by entire committee

- [Advisor-Student Guidelines](#) (both advisors) ([GradStudies Hub](#))
First semester
- [GRAD 7500](#) Academic Integrity Tutorial
First semester (no exceptions)
- [GRAD 7300](#) Research Integrity Tutorial
First year and before ethics submission (no exceptions)

- 12 credit hours of coursework completed:
 - 9 credits (3 can be 3-4000-level, at least 6 at 7000-level)
 - GEOG 7610

- Proposal Defence ([6.7.1](#)) [FORM](#) (Date: _____)
By the end of the first term of the second year
 - Committee Member: _____
 - Committee Member: _____
 - Additional Committee Member(s): _____

- Appointment of Examiners [FORM](#) (Date: _____)
At least two weeks before thesis is distributed

- Thesis Defence ([6.8](#), [6.7.1.2](#), [6.7.1.3](#)) [FORM](#) (Date: _____)

- Thesis submitted to [MSpace](#)

*numbers refer to section in the E&G Supplemental Regulations

Ph.D. Program

Program Requirements

Where admission to the Ph.D. is directly from a Master's degree:

The Ph.D. program requires a thesis plus a minimum of 12 credit hours which includes:

- GEOG 7620 E&G Graduate Seminar-Ph.D. 1 (1.5 credit hours),
- GEOG 7630 E&G Graduate Seminar-Ph.D. 2 (1.5 credit hours),
- 9 credit hours at the 7000-level

If admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent:

The Ph.D. program requires a thesis plus a minimum of 24 credit hours which includes:

- GEOG 7620 E&G Graduate Seminar-Ph.D. 1 (1.5 credit hours),
- GEOG 7630 E&G Graduate Seminar-Ph.D. 2 (1.5 credit hours),
- 6 credit hours at the 3000-level or above
- 15 credit hours at the 7000-level

For both cases stated above, depending on the student's background and needs, the Advisory Committee may assign additional courses at the 3000-level or above.

Expected Duration & Timeline

Doctoral programs are 4-year degrees, however often take longer due to fieldwork or other complications. The minimum time is 2 years beyond the Master's degree, or 3 years beyond the level of a Bachelors degree, with a maximum time allowance of 6 years for full-time students. Part-time students receive an additional 4 months extension for every 2 years they are declared as part-time.

Requests for extensions of time to complete the degree will be considered on an individual basis and should be submitted to the Dean of the Faculty of Graduate Studies using the "Time Extension Request" form at the beginning of the final term, if possible. A student who has not completed the degree requirements within the time limit or within the time limit of the extension will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

Transfer from Master's to Ph.D. Program

Students who have not completed a Master's program may transfer to the Ph.D. program within the same department/unit upon the recommendation by the Head of the department/unit to the Faculty of Graduate Studies. The recommendation should be made within four (4) terms (including Summer term) from the start of the Master's program. Fees paid, coursework completed and time spent in the Master's program will normally be credited towards the Ph.D. program.

Students must complete at least 24 credit hours of coursework, unless the individual department/unit's approved supplementary regulations specify otherwise. A minimum of 18 credit hours at the 7000-level or higher is required. Any further coursework beyond the minimum 18 credit hours at the 7000-level must be at the 3000-level or above. A maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

The request to transfer from a Master's to the Ph.D. program must be submitted to the Faculty of Graduate Studies at least one month prior to the term for which the student intends to start the Ph.D. program. The applicant must indicate a request for transfer on the online admissions application.

The student will be admitted to a 3-year Ph.D. program and will pay a total of three years of program fees, including program fees paid in the Master's at the time of transfer. Students are cautioned that such transfers may impact on the duration of The University of Manitoba Graduate Fellowship.

Advisory Committee

Within 12 months of commencement of the program, the Advisor, in consultation with the student, will determine the membership of the Advisory Committee for approval by the Head or Graduate Chair.

The advisor and at least one other member of the Advisory Committee must be members of the Faculty of Graduate Studies. Generally, all professors at the university are recognized as members of the Faculty of Graduate Studies. In addition to the advisor(s), the Advisory Committee will normally consist of at least one internal faculty member from the department and one faculty member from outside the department who has expertise in a cognate area of research to that of the student. In cases where no applicable external faculty member can be found, exceptions can be made but must be approved by the Graduate Chair.

Individuals who are not a member of the Faculty of Graduate Studies, but who possess specific and extensive expertise and experience, such as professionals, artists, Knowledge Keepers or Elders, may serve on the advisory committee as a full voting member. No more than one such knowledge expert may serve on any individual advisory committee and must be nominated by the unit Head or Graduate Chair and approved by the Dean of the Faculty of Graduate Studies or designate.

Examining Committee

The examining committee is the individuals who participate in defence/examinations and vote to pass/fail. Typically, it is composed of the members of the advisory committee and a member external to the university.

The candidate's advisor/co-advisor, in consultation with the advisory committee, will recommend the names of at least three distinguished scholars from outside the University of Manitoba with particular experience in the field of the thesis research and significant Ph.D. student supervisory/examination experience to serve as the external examiner

Thesis Proposal and Proposal Defence

Normally within the first 18 months in the program, the student will develop a thesis research proposal in consultation with his/her Advisor and Advisory Committee. The proposal should incorporate a statement of research purpose, research objectives, proposed methodology, and rationale of the research, including a brief literature review and a statement of the potential contribution of new knowledge to the field.

Typical steps to complete your Ph.D. proposal:

- No need to register for anything specific (but make sure you're registered in a course or Doctoral Re-registration for the term!).
- **Read the Proposal section** of the Supplementary Regulations (7.9) to understand the expectations.
- Make sure that your **committee is complete** and has been approved by your advisor(s) and the graduate coordinator
- **Write the proposal** (typically 20-40 pages) and confirm with advisors that it is sufficient to share with committee.
- After sharing written proposal, **arrange a date for your committee to meet**. The Graduate Chair should be included in scheduling to chair the meeting (or they can select a chair designate).
- **Tell the graduate coordinator** about your time/date/title of proposal defence at least 3 weeks in advance.
- Coordinator will advertise at least 1 week in advance. Generally, must be open to visitors.
- **Defend your proposal!** You will give a 20-30 minute presentation followed by questions from members of the Advisory Committee and, time permitting, from the general audience.
- If your proposal is accepted (sometimes with revisions), your committee signs the form and returns it to the coordinator. If it is not accepted, make arrangements with the committee to try again within one term.

Candidacy Examination

The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. It is normally completed within the first 3 years of the program and must be completed at least one year prior to graduation.

The examination will consist of an essay that may reflect a series of or a single topic generated by the Advisory Committee in consultation with the candidate. These topics will be related to their specific Ph.D. research but should also touch upon related areas of study that the committee deems important to the student's academic foundation.

Typical steps to complete your Candidacy Examination:

- **Register for GRAD 8010** in the term you may want to complete the exam (no penalties for doing this in multiple terms).
- **Read the Candidacy Examination section** of the Supplementary Regulations (7.8) to familiarize yourself with expectations.
- Advisor and committee arranges your question/procedure and scheduling.
- **Complete your written response** and submit to committee. You will typically have up to 6 weeks to complete the written component.
- Advisor schedules exam date, including the Graduate Chair in scheduling (the chair may designate another chair if necessary). Coordinator must be notified 3 weeks in advance.
- Coordinator advertises the open portion of your exam to your colleagues at least 1 week in advance. Generally, must be open to visitors.
- **Complete the oral component** of your examination. Typically, you will make a 20-30 minute oral presentation of the essay.
- If the exam is passed, the committee signs the form and returns it to the coordinator. If it is not passed, make arrangements with the committee to try again within 6 months.

Thesis Format

Thesis formatting requirements follow those outlined by the Faculty of Graduate Studies: <https://catalog.umanitoba.ca/graduate-studies/academic-guide/thesis-practicum-types/>

E&G will also accept "Manuscripts Within a Thesis" format for the PhD thesis (i.e.: published peer-reviewed journal contributions). A thesis of this type is comprised of a collection of primary-authored papers by the student that have been published, submitted, or are considered publishable by the student's Advisory Committee. This type of thesis must have been approved by the Advisory Committee during the Master's Thesis proposal defence and must comply with Faculty of Graduate Studies regulations. For any unpublished works, the Advisory Committee must agree that the manuscripts provided conform to the content and style of publications for the discipline that best represents the major theme of the work. The number of papers that comprise this format will be determined between the student and the Advisory Committee; however, at least three published or in final preparation for submission/submitted manuscript is required. The collection of papers or articles must contribute toward the overall theme that represents the thesis work. There must be an introductory and a concluding chapter that provide the following information: the overall theme of the thesis;

- a description of the theme that is threaded throughout the work(s);
- the context for the work(s);
- a description of the commonalities or connecting concepts across the papers or articles; and
- the overall implications of the findings in the collection of papers or articles.

The concluding chapter should also include a discussion on how the thesis with its findings provides a distinct contribution to knowledge in the research area. The thesis cannot just consist of several papers or articles bound within the one document. All other requirements and regulations regarding the manuscript (sandwich) style thesis as specified by the Faculty of Graduate Studies for the Ph.D. level apply at the Master's level.

If manuscripts within a thesis are submitted, the student must provide a description for each chapter of the journal where publication has or will occur, the authorship, year of publication, volume and page numbers and other standard reference information. They must also explain clearly their contribution to the work and that of the co-authors for each chapter.

Thesis Examination Procedures

Ph.D. candidates must submit their thesis for distribution electronically through JUMP. Please refer to the [website](#) for pertinent instructions.

Support of the candidate's advisor/co-advisors, advisory committee, and department/unit is required before the thesis is eligible for examination. Such support must be provided to the Faculty of Graduate Studies through submission by the department/unit Head of a completed "[Approval to Proceed to Examination](#)" form. By completing the "Approval to Proceed to Examination" form:

- each member of the advisory committee verifies that they have read the complete version of the thesis and have provided the candidate with a detailed review and comments including any necessary revisions;
- the student verifies that they have received feedback from all members of the advisory committee and have taken the feedback into account in preparing the thesis and are ready and willing to have their thesis examined; and
- the department/unit verifies that the student's thesis has been reviewed by all members of the advisory committee and that the department/unit fully supports the thesis proceeding for examination.

The thesis will be eligible for examination if no more than one member of the advisory committee is not in support, the department/unit is in support, and an external examiner has been secured by the Faculty of Graduate Studies.

If either the external examiner **or** two or more internal examiners indicate a failure then the candidate fails the examination. Otherwise, the candidate may proceed to the oral examination. The awarding of a passing grade by an internal or external examiner does not preclude them from assigning a failing grade at a subsequent stage in the examination process.

In the event of a first failure, the candidate may, on support of their home department/unit, be allowed to have the thesis evaluated a second time, by the same examining committee. In this case, the department/unit Head shall convene a meeting of the internal examiners of the examining committee and the student's advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard. In normal circumstances, this will involve additional scholarly work that the department/unit Head will describe, in writing, to the advisor/co-advisor, the candidate, and the Dean of the Faculty of Graduate Studies.

Support of the candidate's advisor/co-advisors, examining committee, and department/unit is required before the thesis is eligible for re-examination. Such support must be provided to the Faculty of Graduate Studies through submission by the department/unit Head of a new completed "Approval to Proceed to

Examination" form, accompanied by a detailed summary of the changes made to improve the thesis. The thesis will be eligible for second distribution only once this is received by Faculty of Graduate Studies.

Two failures at any combination of written review and/or oral examination stage will normally result in the candidate being withdrawn from the Faculty of Graduate Studies and the notation on the student record will be "Required to withdraw".

You must register in GRAD 8000 (Doctoral Thesis) in the term that you defend.

Ph.D. Program Checklist

Name: _____

Student Number: _____

Advisor(s): _____

Term of Admission: _____ End Date: _____

Yearly: Progress Reports due to FGS by June 1st, signed by entire committee

[Advisor-Student Guidelines](#) (both advisors) ([GradStudies Hub](#))

First semester

[GRAD 7500](#) Academic Integrity Tutorial

First semester (no exceptions)

[GRAD 7300](#) Research Integrity Tutorial

First year and before ethics submission (no exceptions)

Program of Study ([7.2.4, 7.3](#)) [FORM](#) (Date: _____)

No later than 24 months from start; committee in place within one year

Committee Member: _____

Committee Member: _____

Additional Committee Member(s): _____

12 credit hours of coursework completed:

9 credits

GEOG 7620 (1.5 cr hrs)

GEOG 7630 (1.5 cr hrs)

Proposal Defence ([7.9](#)) [FORM](#) (Date: _____)

Within 18 months

Candidacy Exam ([7.8](#)) [FORM](#) (Date: _____)

At least 1 year prior to graduation (no exceptions), normally within 3 years from start

Distribution of Thesis ([JUMP](#))

[At least 5 months ahead of grad date](#)

Thesis Defence ([7.12](#)) [FORM](#) (Date: _____)

Thesis submitted to [MSpace](#)

*numbers refer to section in the E&G Supplemental Regulations

CEOS

The Centre for Earth Observation Science (CEOS) is a research centre within the Clayton H. Riddell Faculty of Environment, Earth, and Resources that was founded in 1994. The work carried out in CEOS focuses on the impacts of climate change with a multidisciplinary and collaborative view. CEOS researchers, and by extension E&G researchers, are part of national and international networks and partners furthering global collaboration. CEOS is housed on the 4th and 5th floors of the Wallace building and includes faculty members from various departments, including many from E&G, but not all E&G faculty are part of CEOS.

The EGGSA

The Environment & Geography Graduate Student Association is your voice within the University of Manitoba Graduate Student Association (UMGSA). We represent our department in general meetings and sit in internal committees which provide responsibilities such as organizing internal funds or giving out student awards of the UMGSA. We advocate for the betterment of the graduate experience and have successfully pushed for increasing graduate stipends, to expanding student networks, increasing field safety standards, providing diverse upskilling events, and much more. If you have concerns about your graduate program, or find yourself in an uncomfortable situation, we are there to advise you on a course of action or bring them up within the department, faculty or UMGSA, on your behalf.

We also organize social events to bring graduate students of our department together. As in-person events are becoming a safer option, among many, we have organized potlucks, trivia nights, happy hours and mixers, and canoe and kayak nights. If you have an idea for an event you would like us to throw, please contact any of our social coordinators.

Our student association gets re-elected every year in the beginning of the fall term. If you are interested in becoming an active member, talk to one of us and we will give you all the details. If you are a current or prospective Environment & Geography graduate student, please feel free to contact us at the following email address with any of your questions or concerns: egggsa@umanitoba.ca.

2023 - 2024 EGGSA

President: Tyler Langos (langost@myumanitoba.ca)

Vice-President: Debangshu Banerjee (banerjed@myumanitoba.ca)

Secretary: Rei Shibue (shibuer@myumanitoba.ca)

Treasurer: Mathilde Guillaume (guillaum@myumanitoba.ca)

Social Coordinator: Yuhua Situ (situy@myumanitoba.ca)

Department and Faculty representative: Vaishali Chaudhary (chaudh23@myumanitoba.ca)

Our webpage: <https://umanitoba.ca/environment-earth-resources/environment-and-geography-graduate-student-association>

How do I...

Find scholarships and awards to apply for?

Major scholarships to be aware of:

- 1) Tri-Council Graduate Awards: The Tri-Council agencies are refer to three major government agencies funding research – [Natural Sciences and Engineering Research Council](#), [Social Sciences and Humanities Research Council](#), and the [Canadian Institutes of Health Research](#). Each agency offers multi-year scholarships at both the Master’s and Doctoral level. Deadlines are generally in late September/early October for Ph.D. level and early December for Master’s level.
- 2) [University of Manitoba Graduate Fellowship](#): fellowships offered by the university. Deadline is generally in May.
- 3) [Research Manitoba Master’s Studentship Award](#): scholarship from the province. Deadline is usually ~November (slightly earlier than Tri-Council).

Our department has a few awards which can be found [here](#). The Faculty of Graduate Studies has a [Funding, Awards, and Financial Aid page](#) with lots of good resources. Keep an eye out for Grad Studies’ weekly “Upcoming Awards and Other Opportunities” email to find out about awards with deadlines in the near future!

Find teaching assistantships/opportunities?

Log in to [UM Careers](#) → Available Jobs (search Environment & Geography for our department or browse through list). This list includes all positions available at the university (including admin and faculty) so make sure to click on the number under the Requisition column to find out more about the position. Also, talk to your advisors/faculty you work with to find out if they will have any TA positions!

Find the required forms for program milestones?

Many of the forms for program milestones (progress reports, proposal, candidacy exam, etc) are available on the Faculty of Graduate Studies’ [forms page](#). Our department also has a [forms page](#) with department-specific forms such as program checklists and links to the most up-to-date Supplementary Regulations.

Book a room for a meeting?

CEOS boardrooms can be found in room 477 and room 590 are available to be booked by students for meetings by contacting a CEOS office assistant. There is also a boardroom in the Dean’s Office (room 453) that can be booked through Celia Mellinger.

Get a desk in one of the grad student offices in Wallace Building?

Your advisor may take care of this for you, but if they do not, contact a CEOS office assistant if you are part of CEOS or the E&G Office Assistant otherwise (contact info in the Department/University Contacts section below).

Get funding to attend a conference?

E&G Travel Awards

Amount: \$750, one time for Master's students and twice for Ph.D. students.

Must be approved before the travel starts.

Eligibility: students who...

- (1) are enrolled full-time in the Faculty of Graduate Studies in any program delivered by the Department of Environment and Geography
- (2) are within their respective time to completion for Master's (4 years) and PhD (6 years) programs in the Department of Environment and Geography
- (3) will be attending a professional meeting or conference in order to present their research (poster or oral presentation)
- (4) has secured partial travel support from supervisor(s)

For virtual conferences:

- 1) all graduate students will be eligible for a one-time registration fee award up to \$300 to attend a virtual conference. This award will be additional to the current regulations described in the award's TOR,
- 2) Supervisor's matching support is not needed.

In general, you will need to provide:

- Confirmation of your accepted abstract to the conference
- Copy of registration
- Budget, for approval (form attached) - will need to be approved before you leave
- A letter of confirmation from supervisor of at least \$250 of supporting funds

More information: <https://umanitoba.ca/environment-earth-resources/environment-and-geography-graduate-student-conference-travel-award>

Faculty of Graduate Studies Travel Grant

Amount: \$750 for conference travel in North America, which includes Canada, USA and Mexico (conference has to be outside Winnipeg), \$1,000 for international conference travel

Eligibility:

- Applicants must be students in good standing, registered and enrolled full-time in a Master's or Ph.D. program at the time of the event.
- GPA of 3.50 in the last 60 credit hours of study (or equivalent).
- Must be in good academic standing
- Students may not receive funding more than once at the Master's level or more than twice at the Ph.D. level.
- Papers/posters must be relevant to the applicant's program of study for presentation at a conference or festival or competition in the case of creative output endeavours, that are sponsored by a recognized national or international organization.
- Applicants must be presenting at the specified conference

Application Process: Students are required to submit the following information either prior to attending the conference or up to one month after the last day of the conference.

1. Confirmation that the paper/poster has been accepted by the conference organizers.
2. A one page abstract of paper/poster being presented.
3. A signed letter of Department Head support.
4. For virtual conferences only – a copy of the receipt for the payment of your virtual conference fee.

More information: https://universityofmanitoba.formstack.com/forms/travel_award

University of Manitoba Graduate Student Association Conference Grant

The UMGSA Conference Grant is available for University of Manitoba graduate students attending conferences. The award amount varies depending on the location of the conference.

The maximum amount available to an individual over the course of a degree program from the UMGSA conference grant program are \$500 over the course of a Master's program or \$1000 over the course of a Doctoral program.

The maximum conference grant amounts available per application are as follows:

- i. \$500.00 for conferences outside of Canada and the 48 conterminous states of the USA.
- ii. \$300.00 for conferences within Canada or the 48 conterminous states of the USA.
- iii. \$150.00 for conferences in the province of applicant residence. No Applicant may receive Conference Grants totaling in excess of \$500.00 from April 18 of one year to April 17 of the following year. Multiple applications from one member could be successful, but the total amount cannot exceed \$500.00 within that period of a year.

*Complete applications must be submitted online up to 60 days following the last conference day. Now, Finance committee isn't accepting applications before attending the conference. Thanks for your understanding.

More information: <http://www.umgsa.org/conference-grant/>

Get reimbursed for covered costs (travel, equipment, etc.)?

Before making a purchase, please confirm with your advisor what expenses will or won't be reimbursed.

First, you must complete an [Expense Pre-Approval Form](#). If the expenses are travel-related, this should be completed before the trip. After returning, you must complete the [Guest/Student Travel & Business Claim Form](#) and submit all relevant receipts. Make sure to keep your receipts!

During travel, you are entitled to a food per diem. The amounts for this can be found in the [University of Manitoba Travel and Business Expense Procedures](#) in section 2.20b.

If you're in CEOS, you can submit the forms to one of the CEOS Office Assistants, otherwise they can be submitted to the E&G Office Assistant. Their contact information can be found in the Department/University Contacts section.

Deal with conflicts with my supervisor?

If dealing with conflicts with your supervisor, there are several contacts you may reach out to:

- 1) Graduate chair
- 2) Department head
- 3) Dean

The Graduate Chair is a great resource for rules and regulations and can help you figure out the next steps to remedy conflicts as best as possible. This should be your first contact unless they are involved in the conflict. If the Chair is not an option or wasn't successful in assisting, you may escalate to the Department Head. Similarly, you may escalate to the Dean if the Department Head is involved.

You can also always reach out to Celia Mellinger or EGGSA members to receive advice during any point of the process.

Other resources:

The Faculty of Graduate Studies and Student Counselling Centre run a workshop on Working With Your Advisor as part of the GradSteps workshop series. In this workshop, strategies to collaborate and information about your rights and responsibilities are shared. You can find out what workshops are currently scheduled here: <https://umanitoba.ca/graduate-studies/student-experience/graduate-student-workshops>

The Student Counselling Centre also has counsellors available and workshops to help navigate conflicts. They can be found at 474 University Centre (204-474-8592).

Resources

Department/University Contacts

<p>Celia Mellinger Riddell Faculty Graduate Program and Alumni Coordinator 440 Wallace Building celia.mellinger@umanitoba.ca riddell.graduate@umanitoba.ca 204-474-6183</p>	<p>Shannon Wiebe E&G Administrative Assistant 220 Sinnott Building shannon.wiebe@umanitoba.ca</p>
<p>Camryn Peters E&G Office Assistant 220 Sinnott Building camryn.peters@umanitoba.ca</p>	<p>Bruce Erickson E&G Graduate Program Chair 315 Sinnott Building bruce.erickson@umanitoba.ca</p>
<p>Mark Hanson E&G Department Head 252 Wallace Building mark.hanson@umanitoba.ca</p>	<p>Stephan Pflugmacher Lima Riddell Faculty Dean 440 Wallace Building stephan.pflugmacherlima@umanitoba.ca</p>
<p>Jason Northage Information Technology Specialist jason.northage@umanitoba.ca</p>	<p>Grace O'Hanlon Department Liason Librarian Sciences & Technology Library grace.ohanlon@umanitoba.ca</p>

CEOS Contacts

<p>Alexa Neustaedter CEOS Office Assistant 535 Wallace Building alexa.neustaedter@umanitoba.ca</p>	<p>Linda Chow CEOS Office Assistant 536 Wallace Building linda.chow1@umanitoba.ca</p>
<p>Orit Rosenblum CEOS Office Assistant 535 Wallace Building orit.rosenblum@umanitoba.ca</p>	<p>Karen Wiens CEOS Human Resources & Financial Assistant 536 Wallace Building karen.wiens@umanitoba.ca</p>

University of Manitoba Libraries

As the primary contact for all research needs, your liaison librarian (Grace O’Hanlon) can play a vital role when completing academic papers and assignments. Liaisons can answer questions about locating appropriate resources, managing citations, and any other concerns you may have, regarding the research process. Liaisons can be contacted by email and are available to meet with you in-person or online. When working remotely, students can also receive help online, via the Ask Us chat found on the libraries’ homepage: <https://umanitoba.ca/libraries/>.

Helpful Links

- Graduate Studies forms page: <https://umanitoba.ca/graduate-studies/forms>
- EGGSA webpage: <https://umanitoba.ca/environment-earth-resources/environment-and-geography-graduate-student-association>
- Riddell Graduate Student Resources: <https://umanitoba.ca/environment-earth-resources/environment-and-geography/graduate-programs-environment-geography#department-resources>
- Aurora: <https://aurora.umanitoba.ca>
- UM Careers: <https://viproduct.ad.umanitoba.ca/default.aspx>
- UMLearn: <https://universityofmanitoba.desire2learn.com/>
- GradStudies Hub: <https://umanitoba.sharepoint.com/sites/fgshub>