Welcome to the Department of German and Slavic Studies and the University of Manitoba

Welcome to graduate studies in the Department of German and Slavic Studies! This department is one of seventy-eight graduate departments within the Faculty of Graduate Studies at the University of Manitoba. Throughout your academic journey as graduate students within the department, there are several amenities that will be made available to you, in order to enhance your experience and support your educational success. In this Graduate Student Handbook, it is our hope to provide you with the necessary information to help you better understand and access those services and resources.

Contact Information: Staff and Faculty

General Office Location

The Department of German and Slavic Studies is located at the Fort Garry Campus in the Fletcher Argue Building. The main administrative office for the Department and its mailing address is:

Department of German and Slavic Studies
University of Manitoba
326 Fletcher Argue Building
Winnipeg MB R3T 5V5
Telephone: 204-474-9151
Fax: 204-474-7601
Email: german_slavic@umanitoba.ca

A map of the Fort Garry can be found at: https://umanitoba.ca/map/
Administrative Staff

Rose Fiorillo, Administrative Assistant
326 Fletcher Argue Building, (204) 474-9151
rose.fiorillo@umanitoba.ca

Linda Albanese, Office Assistant
328 Fletcher Argue Building, (204) 474-9370
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Graduate Advisor German: Dr. Stephan Jaeger, 327 Fletcher Argue Building, (204) 474-9930
stephan.jaeger@umanitoba.ca

Graduate Advisor Slavic Studies: Dr. Myroslav Shkandrij, 322 Fletcher Argue Building, (204) 474-6605
myroslav.shkandrij@umanitoba.ca

Faculty Members

Alexandra Heberger, Associate Professor, Ph.D. (University of Waterloo)
323 Fletcher Argue Building, (204) 474-7867
alexandra.heberger@umanitoba.ca
Research Interests: Edgar Hilsenrath; Elfriede Jelinek; Austrian Literature; Holocaust and Nazi Literature; cultural memory; Theory of Second Language Acquisition.
Teaching Interests: undergraduate and graduate courses in German Literature; Culture and Language (all levels); contemporary and 20th century literature; Holocaust literature; Business German; Linguistics; Teaching Methodology; Second Language Acquisition.

Stephan Jaeger, Professor, Dr. Phil. (University of Bielefeld, Germany)
327 Fletcher Argue Building, (204) 474-9930
stephan.jaeger@umanitoba.ca
Research Interests: Relations between literature and historiography/history; poetics and narratology of historical writing; representations of war; contemporary historical narrative in historiography, literature, museum, and film; theory and history of poetry; theories of subjectivity; human rights research; German and British Romanticism; European Modernism, literary and cultural theory (particularly narratology, theory of aesthetic response, hermeneutics, poststructuralism, discourse theory, performance theory, collective memory, cognitive theory).
Teaching Interests: undergraduate and graduate courses in German Literature; Culture and Language (all levels); Methodology of German Studies; Literary and Cultural Theory; German Enlightenment; Classicism; and Romanticism; Modernism; contemporary German literature (especially History in Literature); Representations of War and Holocaust.
Elena Baraban, Associate Professor, Ph.D. (University of British Columbia)
325 Fletcher Argue Building, (204) 474-9735
elena.baraban@umanitoba.ca
Research Interests: Russian and Soviet Cinema; representations of war; detective fiction and thrillers. Teaching Interests: undergraduate and graduate classes in Russian literature; literature and film.

Myroslav Shkandrij, Professor, Ph.D. (University of Toronto)
322 Fletcher Argue Building, (204) 474-6605
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Research Interests: Ukrainian nationalism and literature 1920-56, the avant-garde, Russian and Ukrainian cultural and political relations, Jews in Ukrainian literature, postcolonial theory. Teaching interests: Dostoevsky, Tolstoy, Ukrainian Literature and Revolution, Russian Literature and Revolution, Holodomor and Holocaust in Ukrainian Literature, Jewish Writers on Ukraine, Ukrainian Literature and Film, 2013-14 in Ukraine and the Russian Response.

Department Programs

The Department of German and Slavic Studies has two graduate programs, one in German Studies and one in Slavic Studies.

Master of Arts in German Studies

The German Program at the University of Manitoba invites you to pursue an in-depth study of literature and culture. Our department fosters the interdisciplinary growth of knowledge through its strengths in cultural studies, gender studies, literary history and theory, and linguistics.

The Master’s Program in German Studies is your opportunity to participate in the intellectual and social life of a vibrant and growing department while obtaining a Master’s degree. Once you have earned your MA degree, you will be recognized as having the kind of analytical, interpretive, and writing skills that guarantee success in whatever career or field you choose. Students with an MA degree in German are well positioned to continue their studies and earn a doctorate degree or choose from a wide range of possibilities in the job market. As a student in the Master’s program you can experience firsthand how new ideas are created through the research process.

The Master’s Program in German Studies offers a wide variety of courses and thesis options in areas such as romanticism, modernism, or literature of the Third Reich. We put particular emphasis on representations of history and society in today’s Germany and Austria in literature and film. This includes representations of:

- World War II, the Third Reich, and the Holocaust
post-Wende experiences in the re-unified Germany
theoretical questions of the relationship between history and literature, cultural memory, human rights issues, space in literature, and the relationship between power and language.

Master of Arts in Slavic Studies

The Master’s Program in Slavic Studies offers a variety of courses and thesis opportunities in Ukrainian or Russian, or a combination of the two. The focus is on the last two centuries with the possibilities of studying the great authors of the nineteenth century, modernism and the avant-garde or contemporary postmodern and popular culture. The department emphasizes representations of history and society in today’s Russia and Ukraine in literature and film. This includes representations of:
• imperial rule and post-revolutionary culture
• World War II and the Soviet experience
• theoretical questions concerning literature and empire, cultural memory, and the representation of national identity

Application Procedures

NOTE: Prior to submission of the application to the Faculty of Graduate Studies, inquiries regarding the application process can be made directly to the Department of German and Slavic Studies by email german_slavic@umanitoba.ca or by telephone 204-474-9151. It is recommended that you contact the Faculty Advisor for your degree (German or Slavic Studies) prior to submitting the application to Graduate Studies to discuss your interest in the program and any questions about the contents of the program (see page 2 of this guide for contact information).

1. Application Documents

Applications are to be submitted directly on line at
http://umanitoba.ca/faculties/graduate_studies/admissions/index.html

Complete applications will include:
• standard application fee of $100.00
• For initial assessment purposes, unofficial transcripts (uploaded to the UMGradConnect application) are acceptable and preferred. Official transcripts will only be required by the Faculty of Graduate Studies if admitted into the program of study.
• copy of birth certificate or passport —will be required by the Faculty of Graduate Studies once admitted into the program of study
• notarized copy of marriage certificate or other official evidence indicating name change (if applicable)
two confidential letters of recommendation (preferably from professors with whom the student has
previously worked)
· a letter of intent explaining your research interests and objectives for pursuing an M.A. degree in German or
in Slavic Studies at the University of Manitoba
· current c.v. or resume
· a sample of scholarly writing
· evidence of proficiency in English (if applicable)

NOTE: Parallel to submitting application to the Faculty of Graduate Studies, applicants should also email the
department (german_slavic@umanitoba.ca) to confirm application.

2. Application Deadlines

Students may apply for admission to start classes in either January or September.

January admission - completed applications, including all supporting documents, must be received no later than
September 1.

September admission - completed applications, including all supporting documents, must be received no later
than May 1.

NOTE: International students must send their applications, including all supporting documentation, no later than
seven (7) months before the intended start date.

Individuals who want to be considered for funding (based on September admission) should apply earlier than
the May 1 deadline. (Please refer to Financial Support on page 17 for further information.)

Pre-Master’s Program

A student without a four-year B.A. degree must complete a Pre-Master’s Program approved by the Head of the
department or his/her delegate, in consultation with the Graduate chair, before he/she can enter the Master’s
Program. This program is intended to bring the student’s standing to approximately the level of a B.A. Honours
degree. It will normally consist of 24 credit hours of course work, of which at least 12 are in the major
discipline (German or Slavic). At most, one C+ in a course of 6 credit hours, or two grades of C+ in courses of
3 credit hours will be permitted.

NOTE: Students completing the Pre-MA program are not automatically registered in the Master’s Program.
Standard application procedures apply.

Master’s Program
1. Admission

Students who have obtained an Honours degree, or the equivalent (4 year B.A. with a GPA of 3.0 or greater), in the relevant discipline (German or Slavic Studies) at recognized colleges or universities are eligible for admission to a program of study leading to the Master’s Degree. Students who have completed the University of Manitoba Pre-Master’s program with a composite grade point average of 3.0 or higher are also eligible for admission. Pre-Master’s programs which have been completed at other universities may also be accepted by the Graduate Committee.

2. Advanced Credit

Courses taken at other recognized colleges or universities toward a graduate degree may be given consideration for credit at the University of Manitoba on an individual basis.

In cases where a student is being granted credit for courses taken elsewhere he/she must nevertheless register as a full-time student at the University of Manitoba for at least one academic year and complete a thesis. The decision to grant advanced credit must be made at the time of admission. **No more than half** the required course work for the program may be given advanced credit.

3. Selection of an Advisor

Students enrolled in the Master’s Program must choose an advisor who has been approved by the Department Head, or his/her delegate, and is a member of the Faculty of Graduate Studies. The advisor will direct the student’s program of study, research, and (where applicable) supervise his/her thesis work. As early as possible in a student’s program of studies, the student shall inform the Graduate Chair of the name of the advisor chosen, after obtaining the consent of the advisor. A student may change their advisor by obtaining the consent of the new advisor and the Department Head, and by informing the former advisor of the change. The Graduate Chair will serve as the interim advisor until an advisor has been chosen.

4. Program Requirements

The requirements for the Master’s degree can be achieved by doing a combination of course work and thesis. A minimum of **15** credit hours of course-work is required which consist of: **6** credit hours designated as major credit in courses GRMN 7200 / SLAV 7200 and GRMN 7210 / SLAV 7210, and **3** other credit hours at the 7000 level in the student’s major discipline. The remaining **6** credit hours, designated as ancillary credit, may be taken at the 7000, 4000, 3000 (or in exceptional circumstances the 2000) level and may be in courses in the student’s major discipline, or in another program or department, at the discretion of the chair of the Graduate
Studies Committee. A thesis prospectus must be submitted to the student’s M.A. advisor a minimum of two months before the thesis is submitted to the M.A. committee. An earlier submission is recommended.

Students in the M.A. in German who received credit for the course GRMN 4200 have already fulfilled the requirement for GRMN 7200; they will replace GRMN 7200 with 3 other credit hours at the 7000 level. Students in the M.A. in German who received credit for the course GRMN 4210 have already fulfilled the requirement for GRMN 7210; they will replace GRMN 7210 with 3 other credit hours on the 7000 level.

5. Expected time to graduation

The Master’s Program is typically completed within two years. The maximum time allowed for completion of the Master’s Program is four years for students declared as full-time and six years for students declared as part-time from the date of admission. Time extensions for completion of the program may be permitted on an individual basis. Students applying for a time extension must do so four months prior to expiration of the maximum time limit.

6. Academic Standing

A minimum grade point average of 3.0 with no grade below C+ must be maintained for continuance in the Master’s program. Students who fail to maintain this standing will be required to withdraw unless the Dean of Graduate Studies approves a departmental remedial recommendation.

7. Auxiliary Courses

Auxiliary courses are courses which are not actually part of the Master’s Program but which are specified and required by the Graduate Chair, on the recommendation of the student’s Advisor, and shall be classified as X (Auxiliary designation) so as not to be included in the student’s grade point average.

Thesis

1. Thesis Prospectus

The thesis prospectus shall prepare the student for academic work on a high level and help him/her to write efficiently an M.A. thesis of high quality. It is developed in consultation with the thesis advisor.

The prospectus will include an outline of the thesis which will include the title, a statement of the aims of the thesis, a description of its methodology and of the scholarly contribution made by the thesis, as well as a summary of the scholarly work on the topic, an outline of the chapters, a time-line for the completion of the
thesis, and a bibliography. The prospectus should be typed, approximately 10-15 double-spaced pages in length, and written according to the *MLA Handbook*. Avoid excessive length, especially in the bibliography.

The student should prepare the prospectus for submission at the end of the first year of study and, at minimum, two months before the thesis is submitted to the Thesis Examining Committee.

2. Thesis Guidelines

The thesis must be written in accordance with style guidelines set out by the *MLA Handbook*. A Thesis Guideline Booklet is available at the Faculty of Graduate Studies and in Elizabeth Dafoe Library.

The Master’s thesis should show that the candidate is able to work in a scholarly manner and that he/she is acquainted with principal works published on the subject. As much as possible it should be an original contribution; however, a thoughtful and critical synthesis based on the conclusions from specialists in the area of research may be accepted. Length should not be a major consideration, but the thesis does not normally exceed 100 pages of typed, double-spaced text. The thesis may be written in English, German, Ukrainian or Russian.

3. Thesis Registration and Progress Report

The student must advise the Graduate Chair of his/her thesis topic as soon as it has been chosen. The student and his/her advisor will meet at least once a year to complete the *Progress Report* form. Once completed and signed by the student, the thesis advisor and Department Head, the *Progress Report* is then submitted to the Faculty of Graduate Studies. A copy of the *Progress Report* form will be kept in the student’s file for departmental reference.

4. Thesis Examination Committee

The student’s advisor will recommend a suggested thesis/practicum examining committee to the Department Head for approval, which shall then be reported to the Faculty of Graduate Studies Office on the “*Master’s Thesis/ Practicum Title and Appointment of Examiners*” form. The committee must consist of a minimum of three persons, one of whom must be from within the major department and one of whom holds a primary appointment from outside the major department; both of these examining committee members must be members of the Faculty of Graduate Studies. At least two members must be members of the Faculty of Graduate Studies. The third member must be an individual that the Advisor and Department Head deem qualified. In certain instances, the Advisor may wish to recommend an External Examiner (someone from outside the University of Manitoba).
5. Distribution of Thesis for Examination

Once the thesis has been deemed as ready for defense by the student’s advisor, the student will provide the sufficient number of copies of their thesis for distribution to the examining committee. The department will arrange for the distribution of the thesis to the examiners.

6. Oral Examination (Defense of Thesis)

The oral examination (defense of thesis) will be scheduled by the department once the members of Thesis Examining Committee have reviewed the thesis and have unanimously consented that the thesis may proceed to defense. At the beginning of the Oral Examination the candidate will present a short verbal summary of the thesis, including mention, if desired, of any special problems or matters of interest encountered during research on the thesis. The process of verbal summary by the candidate and questions by the examiners will not last longer than ninety minutes in total and will constitute the Oral Examination proper.

The student is asked to retire once the Chair of the Examining Committee is satisfied that questioning has been completed. A brief discussion among the members of the examining committee follows and a final decision is reached. The student is then recalled and informed of the result.

7. Report of Thesis Examination Committee

The judgment of the thesis by the Thesis Examination Committee shall be reported on the Master’s Thesis/Practicum Final Report to the Faculty of Graduate Studies by the Graduate Chair in the qualitative terms “approved” or “not approved”. It is the duty of all examiners to read the thesis/practicum and report on its merits according to the following categories:

- Acceptable, without modification or with minor revision(s); or
- Acceptable, subject to modification and/or revision(s); or
- Not acceptable.

The candidate will be recommended for the Master’s Degree upon receipt by the Faculty of Graduate Studies of the favourable report of the Thesis Examining Committee. The Chair of the Thesis Examination Committee will notify the Department Head and Graduate Chair of the Committee’s decision.

8. Submission of Thesis

Upon a successful defense of thesis, and completion of any revisions as required by the Thesis Examining Committee, the student will submit one digital version and one unbound, single-sided, black & white, corrected copy of the thesis/practicum directly to the Faculty of Graduate Studies.
To obtain information regarding deadlines for submission of thesis to the Faculty of Graduate Studies refer to the University of Manitoba Graduate Calendar or the Faculty of Graduate Studies website at:
http://umanitoba.ca/faculties/graduate_studies/thesis/

9. Human Ethics Approval

All research projects involving human subjects conducted at, or under the auspices of the University of Manitoba, require prior ethics review and approval by a Research Ethics Board (REB), see http://umanitoba.ca/research/ors/ethics/human_e thics_index.html for details or contact your advisor.

10. Graduate Level Courses

NOTE: Course offerings will vary from year to year. To obtain information regarding course offerings for any given academic year students are advised to refer to the current University of Manitoba Graduate Calendar http://webapps.cc.umanitoba.ca/calendar/ or this department.

German Program

GRMN 7200 Literary and Cultural Theory Cr.Hrs.3 A survey of the major theoretical approaches to German & Slavic literatures & cultures. This course discusses the aesthetics of Enlightenment & Idealism, Nietzsche, Freud, Russian Formalism, Prague Structuralism, hermeneutics, semiotics, dialogism (Bakhtin), the Frankfurt School, collective memory, gender studies, post-colonialism, and multi-culturalism.

GRMN 7210 Introduction to Second Language Acquisition and Methods of Language Teaching Cr.Hrs.3 This course provides a general introduction to theories and approaches in second language acquisition (SLA) and methods of language teaching specifically designed for MA students of German and Slavic languages.

GRMN 7240 Colloquium in German Studies 1 Cr.Hrs.3 A detailed study of theoretical and methodological questions in German literature and culture. Course contents will vary from year to year depending on the needs and interests of students and staff.

GRMN 7242 Colloquium in German Studies 2 Cr.Hrs.3 A detailed study of German stylistics, German as a Second Language, or the structure of the German language. Course contents will vary from year to year depending on the needs and interests of students and staff.
GRMN 7300 Special Topics in German Literature and Culture 1750-1945 Cr.Hrs.3 Topics dealing with German literature and culture focusing on an author, a systematic topic or period between 1750 and 1945. Contents will vary from year to year depending on the needs of students and staff.

GRMN 7330 Seminar in Contemporary German Literature and Culture Cr.Hrs.3 Topics dealing with German literature and culture in the second half of the 20th and in the 21st century. Contents will vary from year to year depending on the needs of students and staff.

GRMN 7340 Seminar in German Film and Media Studies Cr.Hrs.3 Studies a variety of German media theories and sources, including newspaper, television and film in the 20th and in the 21st centuries.

GRMN 7350 Seminar in German and European Literature and Culture Cr.Hrs.3 Topics dealing with German literature and culture within a European comparative context. Contents will vary from year to year depending on the needs of students and staff.

GRMN 7360 Independent Studies in German Cr.Hrs.3 Each student will work with an instructor to prepare a reading program in an appropriate area, depending on the needs of students and staff. The student will present written assignments as required.

Special Topics graduate courses recently offered in German have included: Enlightenment and Classicism; Romanticism; Representations of the Holocaust; Representations of War; World War Two in Germany and Russia; Representations and Memories of World War One in Comparative Perspective; History in German 20th and 21st Century Literature; German Cinema post 1945; and Sex, Gender and Cultural Politics in the German-Speaking World.

**Slavic Program**

SLAV 7200 Literary and Cultural Theory Cr.Hrs.3 A survey of the major theoretical approaches to German and Slavic literatures and cultures. This course discusses the aesthetics of Enlightenment and Idealism, Nietzsche, Freud, Russian Formalism, Prague Structuralism, hermeneutics, semiotics, dialogism (Bakhtin), the Frankfurt School, collective memory, gender studies, post-colonialism, and multi-culturalism.

SLAV 7210 Introduction to Second Language Acquisition and Methods of Language Teaching Cr.Hrs.3 This course provides a general introduction to theories and approaches in second language acquisition (SLA) and methods of language teaching specifically designed for MA students of German and Slavic languages.

SLAV 7400 Selected Topics in Slavic Literatures Cr.Hrs.3 Seminar discussions of various problems in Slavic literatures as related to the students' field of research.
SLAV 7410 Seminar in Contemporary Slavic Literatures Cr.Hrs.3 Selected problems in contemporary Slavic literatures as related to the students’ field of research.

SLAV 7420 Studies in Modernism Cr.Hrs.3 A study of the representative works of modernism in Slavic countries with a focus on the years 1890-1930. The styles and movements that characterized the period will be examined. References will be made to the art of the period.

SLAV 7430 Special Topics in Slavic Studies Cr.Hrs.3 An independent study course in Slavic literatures, cultures, or folklore. Topics will be selected to meet students’ research or study interests.

Special Topics graduate courses in Slavic Studies recently have included: Ukrainian Nationalism, Russian Literature and Revolution, Jewish Writers on Ukrainian, Ukrainian Literature of the 1920s.
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. Please review the focus of each orientation below to see which one best applies to you!

□ Departmental Orientation:
  • To help familiarize students with services offered by the department of German and Slavic Studies you will be provided with an overview of the following items upon your initial meeting with your advisor:
    ▪ Department lounge space, keys, desk/office
    ▪ Department Staff and Faculty
    ▪ Program Streams
    ▪ Services Specific to the Department
    ▪ Department Deadlines (Financial Aid, Awards, Travel Grants, Endowment Fund, Progress Report etc.)
    ▪ Department Specific Financial Aids and Awards
    ▪ Job Opportunities (Research Assistant, Teaching Assistants)
    ▪ Networking
    ▪ Who to contact in the department to get assistance or advice

The following is a list of resources that students may find useful:

□ University of Manitoba Graduate Student Association Orientation
  • Instead of reading and researching services, UMGSA presents an overview of all services available to graduate students at the U of M in an easy and digestible manner, including services offered by:
    ▪ The Faculty of Graduate Studies
    ▪ Student Life (e.g. Peers)
    ▪ Career Services
    ▪ Student Counseling
    ▪ Academic Learning Centre
    ▪ Libraries
    ▪ The Registrar’s Office
    ▪ Health and Dental Services
    ▪ University Financial Aids and Awards
    ▪ Student Advocacy and Accessibility
    ▪ Centre for the Advancement of Teaching and Learning
    ▪ CUPE 3909 (Union for TAs, tutors, lecturers/ instructors, grader/ markers)
    ▪ Recreation Services and Bison Sport
    ▪ Human Rights and Advisory Services
    ▪ Alumni Association
    ▪ Additional resources provided at UMGSA orientation include:
      • Social networking
      • Student Planners and Calendars
      • Student Guide and Academic Guides
      • Food and beverages
      • Winnipeg Trolley Tour and Campus Tours
  • For more information on the GSA Orientation, please contact GSA at:
    ▪ Office: 221 University Centre, Phone: 204-474-9181
- E-mail: pres@umgsa.org
- Website: http://www.umgsa.org/our-services/orientation/

**International Student Orientation:**
- *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: ics@cc.umanitoba.ca
  - Website: http://www.umanitoba.ca/student/ics/programs/orientation.html

**Registration**

- **Computer account activation**
  - For more information on JUMP, Aurora, Iridium, Desire2Learn, U of M e-mails, please see Information Services and Technology section of this booklet below.

- **Program Approval:**
  - All programs must be approved by the head of the major department or designate. Approval to take courses delivered by outside departments will require obtaining approval from those departments.
  - Form: http://umanitoba.ca/faculties/graduate_studies/medicine/registration.pdf

- **Student Photo ID Card**
  - Multi-use card granting access to services such as library services, gym memberships, lounge access, Winnipeg transit services, and printers and photocopiers on campus. For more information on new or replacement cards:
    - Fort Garry: Registrar’s Office, 400 University Centre, Ph.: 204-474-9420
    - Bannatyne: circulation desk at Neil John McLean Health Sciences Library.
    - Website: http://umanitoba.ca/student/records/pii/photo_id.html

- **Loans, Scholarships, Bursaries, and Awards**
  - For information on Scholarships, bursaries, prizes, student aid, emergency loans, and the food bank please see the Financial Support Section of this booklet below.
  - For information on departmental awards contact:
    - Department of German and Slavic Studies
    - University of Manitoba
    - 326 Fletcher Argue Building
    - Winnipeg MB R3T 5V5
    - Telephone: 204-474-9151

- **Registering for Courses using Aurora Student**
  - **Please note, students returning after their first year of graduate studies must reregister**
and pay for continuation fees through “reregistration”, “thesis”, “practicum”, “diploma”, “exam” or other courses presented on Aurora Student.

- For detailed information visit: [http://intranet.umanitoba.ca/student/records/media/Self_Service_Registration_Manual.pdf](http://intranet.umanitoba.ca/student/records/media/Self_Service_Registration_Manual.pdf)

**Paying Tuition Fees**

- For deadline, payment options, and other FAQs visit: [http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm](http://umanitoba.ca/admin/financial_services/revcap/StudentAccounts.htm)
- Online payment: Add “University of Manitoba” as a payee with your financial institution
- To pay in person: visit the Cashier’s Office on campus:
  - Fort Garry: 138 University Centre, Phone: 204-474-8222, 204-474-8716
  - E-mail: stdntfee@cc.umanitoba.ca

**Progress Report** (for students re-registering)

- Submit progress report to the department and the Faculty of Graduate Studies by June 1st.
- Form: [http://umanitoba.ca/faculties/graduate_studies/media/progress_report.pdf](http://umanitoba.ca/faculties/graduate_studies/media/progress_report.pdf)
- **Failure to submit this report will result in the denial of registration through Aurora.**
- **In some cases, students are also recommended to be aware of essential deadlines related to progress reports required for renewable scholarships.**

**Locate List of Course Textbooks**

- 1) Login to Aurora Student, 2) Select 'Enrollment & Academic Records', 3) Select 'Student Records', 4) Select 'Booklist'.
- Books can be purchased or sold at the U of M Bookstores on both campuses:
  - Fort Garry: 140 University Centre, Phone: 204-474-8321
  - Website: [http://umanitoba.ca/bookstore/](http://umanitoba.ca/bookstore/)
  - E-mail: bookstore_webmaster@umanitoba.ca
- Used books:
  - Archives Book Exchange (purchase, exchange, or sell), 107 Helen Glass Centre, Ph: 204-474-6511, [http://archives.umsu.ca/](http://archives.umsu.ca/)

**Register with Student Accessibility Services for needed accommodations**

  - Office: 155 University Centre, Phone: 204-474-6213
  - E-mail: student_accessibility@umanitoba.ca

**Completing the 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.
- **The guidelines may also be submitted online in your JUMP portal under the FGS tab.**

**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.

**Child Care**

- Office: 15 Dysart Road, Phone: 204-269-7773
- E-mail: edccinc@mts.net
- Website: [www.umanitoba.ca/campus/daycare](http://www.umanitoba.ca/campus/daycare)
**Information Services and Technology**

- □ **Aurora Student**
  - Aurora Student: [https://aurora.umanitoba.ca/](https://aurora.umanitoba.ca/)
  - Ensure Access Early
  - Log in using the student number and pin found in your letter of acceptance.
  - Locate when you can begin registering for courses in the Aurora “Registration Time and Status” Section.

- □ **Iridium (to claim your UMnetID)**
  - Use to claim your UMnetID and synchronize passwords among accounts.
  - For more information on Iridium visit: [http://umanitoba.ca/computing/ist/accounts/iridium.html](http://umanitoba.ca/computing/ist/accounts/iridium.html)

- □ **U of M Email Account**
  - All U of M communications will be through your myumanitoba.ca account making; therefore it is essential that you monitor this email account on a regular basis.
  - Activate your new email at [https://iridium.umanitoba.ca/](https://iridium.umanitoba.ca/) the day after you register for courses.

- □ **JUMP Portal**
  - JUMP: [https://jump.umanitoba.ca/cp/login/](https://jump.umanitoba.ca/cp/login/)
  - Log in using your UMnetID and password developed in Iridium.
  - **JUMP can be used for Ph.D. thesis distributions**
  - For more information visit: [http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html](http://umanitoba.ca/computing/ist/staff/servicecataloguejump.html)

- □ **Desire2Learn (D2L) (UofM online learning environment)**
  - Website: [https://universityofmanitoba.desire2learn.com/](https://universityofmanitoba.desire2learn.com/)
  - **D2L can be used to self-register for the Epigeum ethics course**
  - Guide to Getting Started: [http://intranet.umanitoba.ca/academic_support/catl/desire2learn/documentation/9.4.1_icd_help/learningenvironment/getting_started/getting_started_with_learning_environment.htm](http://intranet.umanitoba.ca/academic_support/catl/desire2learn/documentation/9.4.1_icd_help/learningenvironment/getting_started/getting_started_with_learning_environment.htm)

- □ **Internet Connections**
  - At the U of M you may connect to the Internet via the Wireless Network, Wired Network or in Open-Area Computer Labs using your UMnetID and password.
  - For more information on connecting to the internet visit: [www.umanitoba.ca/ist/connect/wireless](http://www.umanitoba.ca/ist/connect/wireless) or [http://umanitoba.ca/computing/ist/connect/index.html](http://umanitoba.ca/computing/ist/connect/index.html)

For further information about your e-mail, general computing, password resets, supported software, wired & wireless network and more contact the IST Help & Solutions Centre:

- □ Fort Garry Office: 123 Fletcher Argue, Phone: 204-474-8600
- □ Bannatyne Office: 231A NJM Library, Phone: 204-789-3541
  - Email: support@umanitoba.ca or help_desk@umanitoba.ca
  - Live chat: [www.umanitoba.ca/computing/ist/help](http://www.umanitoba.ca/computing/ist/help)

- □ **Statistical Packages** (see Additional Resources section below)
- □ **Professional presentations**: Students have access to audiovisual and production services.
  - Website: [www.umanitoba.ca/computing/ist/teaching/classtech](http://www.umanitoba.ca/computing/ist/teaching/classtech)
Financial Support

☐ Teaching/Research Assistantships
- For more information on teaching and research assistantships available in your program/department, contact your Advisor or the Faculty Advisor in the Department for your degree.
- For more information on teaching and research assistantships or grader/marker positions available to graduate students’ campus wide, please review official notices available at:
  - Human Resources Office: 317 Administration Building
  - Website: http://www.umanitoba.ca/admin/human_resources/employment/

Funding and Awards Students are encouraged to apply for funding to the University of Manitoba Fellowships (UMGF), Social Sciences and Humanities Research Council of Canada (SSHRC) Fellowships and any other departmental and external awards for which they may be eligible. SSHRC applications are due to the Faculty of Graduate Studies typically in mid- to late-October of each year via the SSHRC Online Application System. To be considered for a UMGF, incoming students must have applied for admission to the program and informed the Graduate Chair of German and Slavic Studies of their application by January 15 of each year. Students who are already in the program should contact the Graduate Chair to enquire about the exact procedure.

It is also advisable to contact the Graduate Chair or the Administrative Assistant of the Graduate Program as early as possible (by mid-January is recommended) to inquire about other internal funding opportunities for the following academic year.
- 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
  - Website: http://umanitoba.ca/faculties/graduate_studies/funding/index.html
  - Awards Database: http://webapps.cc.umanitoba.ca/gradawards/

☐ 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)
- FGS Travel Award:
  - http://umanitoba.ca/faculties/graduate_studies/media/FGS_Travel_App.pdf
- UMGS A Conference Grants:
  - http://www.umgsa.org/our-services/conference-grant-application/

☐ Emergency Loans
- FGS Emergency Fund:
  - To assist full-time graduate students with immediate educational & living costs not applicable to Tuition Fees. For more information:
    - http://umanitoba.ca/faculties/graduate_studies/media/emergency_loan.pdf
- UMGS A Hardship Fund:
  - UMGS A offers limited financial support to students who are not eligible for FGS emergency loans. For more information contact the UMGS A VPA
    - Office: 221 University Centre, Phone: 204-474-9181
    - E-mail: 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.
□ 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.
   • For more information please see: http://www.gov.mb.ca/tuition/

□ Tax Support
   • The UMSU Tax Office provides free tax services to students.
     ▪ Office: 112 University Centre - Sundown Room
     ▪ Website: http://www.umsu.ca/services-a-programs-umsumenu-3/tax-office-umsumenu-104

Transportation

□ Parking Pass
   • Reserving and purchasing parking passes can be done through JUMP. (Register early)
   • FG Parking map: http://umanitoba.ca/campus/parking/media/Parking_Map_Web.pdf
     ▪ Parking Services Office: Welcome Centre, 423 University Cr.
       • Ph: 204-474-9483, E-mail: parking_services@umanitoba.ca
       • Website: www.umanitoba.ca/parking

□ Winnipeg Transit Bus System
   • Route 36: Express Bus Service between the Fort Garry and Bannatyne Campuses
   • For Winnipeg Transit info visit: http://umanitoba.ca/student/ics/transportation/bus.html
   • For a great online bus trip planner, go to www.winnipegtransit.com and click “Navigo”.
   • Discounted bus passes can be purchased at Answers Information Booth:
     ▪ Fort Garry: 103H University Centre (1st floor), Phone: 204-474 8211

□ U of M Shuttle Bus
   • Free shuttle service loops around campus, including Smartpark, every 15 minutes.
   • Website: http://umanitoba.ca/campus/parking/media/FG_Shuttle_Web.pdf

□ 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.
     ▪ Website: http://umanitoba.ca/campus/parking/bike_station.html

□ Bison Grocery Run
   • Free shuttle between University Centre and Superstore (Bison Dr.) Saturdays and Sundays.
     ▪ Phone: 204-474-6822, E-mail: services@umsu.ca
     ▪ Website: http://umsu.ca/services-a-programs-umsumenu-3/bison-grocery-run-umsumenu-34

□ 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

□ Safe Walk Program
   • 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.
   • Website: http://umanitoba.ca/campus/security/programs/safewalk.html
     ▪ Office: 423 University Crescent, Welcome Centre
     ▪ Ph: 204-474-9312 (both campuses), Email: emergency_response@umanitoba.ca
Starting Classes and Thesis/Dissertation Writing

☐ Milestones (items may occur simultaneously and order may vary between departments/programs)

<table>
<thead>
<tr>
<th>Master’s degree</th>
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<tbody>
<tr>
<td>• Appointment of an Advisor</td>
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<tr>
<td>• Complete Advisor/Student Guidelines</td>
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<tr>
<td>• Complete Coursework</td>
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<tr>
<td>• Selection of Advisory committee</td>
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<tr>
<td>• Development of thesis/practicum proposal</td>
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<tr>
<td>• Proposal defence/ presentation and approval</td>
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<tr>
<td>• Obtain letters of approval as needed from Research Ethics Board and other committees from outside agencies if access approval is required.</td>
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<tr>
<td>• Conduct research/study/work</td>
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<tr>
<td>• Completion of thesis/practicum</td>
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<tr>
<td>• Distribution of thesis/practicum to examiners</td>
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<tr>
<td>• Oral examination within one month of distribution</td>
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<tr>
<td>• Further revisions (if applicable)</td>
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<tr>
<td>• Revisions approved by Advisor</td>
</tr>
<tr>
<td>• Submission of final thesis/practicum to FGS</td>
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☐ Important Dates and Deadlines
  o Academic Calendar: [http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx](http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx)
  o Website: [http://umanitoba.ca/student/records/deadlines/](http://umanitoba.ca/student/records/deadlines/)

☐ Printing, Photocopying, 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)
      ▪ [http://umanitoba.ca/libraries/services/c_p_s_equipment.html](http://umanitoba.ca/libraries/services/c_p_s_equipment.html)
    ▪ Digital Copy Centre (24 hrs), 118 University Centre, Phone: 204-474-6533
      ▪ Website: [http://www.umsudigitalcopycentre.com/services](http://www.umsudigitalcopycentre.com/services)

☐ Poster Printing
  • CADlab, 124 Architecture 2, Phone: 204-474-7482
    ▪ Website: [http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html](http://umanitoba.ca/faculties/architecture/cadlab/cadlab_wide_printing.html)
  • AudioVisual and Classroom Technology Support
    ▪ Fort Garry: 112 Armes Bldg., Phone: 204-474-6466
      ▪ Website: [http://umanitoba.ca/computing/ist/production/](http://umanitoba.ca/computing/ist/production/)
    ▪ UMSU Digital Copy Centre, 118 University Centre, Phone: 204-474-6533
      ▪ Website: [http://www.umsudigitalcopycentre.com/](http://www.umsudigitalcopycentre.com/)

☐ Academic Learning Centre
  o 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
    ▪ E-mail: academic_learning@umanitoba.ca
    ▪ Website: [http://umanitoba.ca/student/academiclearning/692.html](http://umanitoba.ca/student/academiclearning/692.html)

☐ Library Workshops
  • Sample topics: Literature searches, reference management, thesis writing.
For more information on Library Workshops visit: http://umanitoba.ca/libraries/units/infolit/workshops.html

**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, Website: http://umanitoba.ca/student/elc/

**Statistics**
- Free library workshops are provided to help learn SPSS, Refworks, SCOPUS, INVIVO, SAS and other useful skills.
  - Website: http://umanitoba.ca/libraries/units/infolit/workshops.html
- For training, advice or more information in statistical experiments, planning a survey, analyzing data, and interpreting results contact the Statistical Consulting Service:
  - Phone: 204-474-8205, E-mail: sas@stats.umanitoba.ca
  - Website: http://www.umanitoba.ca/statistics/statadv/statadv-access.1.html

**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.
  - Website: http://umanitoba.ca/research/orec/ethics/

**Online Research Integrity Course**: learn about student-advisor relationships, ownership of data, research records, plagiarism, self-plagiarism, copyright, authorship, and much more, as well as reviewing publication ethics and avoid common avoidable breaches.
- All students are highly encouraged to self-register through D2L (umanitoba.ca/d2l). Use your JUMP id and password and look for “my courses” to see the research integrity course. To complete, click the “self register” button in the top navigation bar in D2L.
- For more information on ethics please visit: http://umanitoba.ca/research/ors/ethics/

**iThenticate**
- Plagiarism detection software designed for researchers to ensure the originality of written work before publication. For more information: http://umanitoba.ca/research/integrity/iThenticate%20.html#What_is_iThenticate

**Thesis**: FGS Thesis Submission and Distribution
- For Thesis/Practicum Specifications or a Submission Checklist please visit https://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html#checklist

**Additional Resources**

**Faculty of Graduate Studies (FGS)**
- FGS Academic Guide: To answer general regulations about your graduate program, leaves of absence, appeals, policies related to application, admission or registration etc.
  - Website: http://crscalprod1.cc.umanitoba.ca/Catalog/ViewCatalog.aspx?pageid=viewer&catalogid=240&chapterid=2302&loaduseredits=False
- Thesis Toolkit: Gateway to information and learning resources for Graduate Students:
  - Website: http://libguides.lib.umanitoba.ca/thesis
- FGS Workshops: Financial Aid and Awards, Strategic Consideration of Career Opportunities Upon Graduating With a Doctoral Degree, Refworks and more!
  - Website: http://umanitoba.ca/faculties/graduate_studies/workshops/schedule.html

**University of Manitoba Graduate Students’ Association (UMGSA)**
- 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
  - E-mail: gsa@umgsa.org or pres@umgsa.org
□ Career Services
   o 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
       ▪ E-mail: cs.receptionist@umanitoba.ca
       ▪ Website: http://umanitoba.ca/student/careerservices/

□ Centre for the Advancement of Teaching and Learning (CATL)
   o 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
       ▪ Website: http://intranet.umanitoba.ca/academic_support/catl/workshops/243.html

Health and Wellness

□ Health, Dental, and Travel Insurance
   • All full time graduate students are automatically members of the UMSU Health & Dental
     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.
   • For more information about your Insurance Plan please contact:
     ▪ Office: 110 University Centre, Phone: 1-855-535-3282 & 204-474-6666
     ▪ E-mail: healthplan@umsu.ca
     ▪ Website to opt-in, opt-out, or review your benefits: http://ihaveaplan.ca/
     ▪ Website with information for Graduate Students: http://www.umsu.ca/services-
       programs-umsumenu-3/health-a-dental-plan-umsumenu-4/graduate-students-
       umsumenu-138

□ 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
     ▪ Website: www.umanitoba.ca/student/health

□ 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
     ▪ E-mail: rec_services@umanitoba.ca
     ▪ Website: http://www.umanitoba.ca/faculties/kinrec/bsal/programs/

□ Student Counseling 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
     ▪ Website: http://umanitoba.ca/student/counselling/services.html
     ▪ How to access services: http://umanitoba.ca/student/counselling/how-to-access-
       counselling.html
Peers: Students Helping Students
- 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, Website: http://umanitoba.ca/student/peers/

Chaplains’ Association
- Offers support to all students regardless of their religion.
  - Office: 102Y University Centre
  - Phone: 204-474-8721, Email: ken_stupak@umanitoba.ca
  - Website: http://umanitoba.ca/student/resource/chaplains/
- IN AN EMERGENCY:
  - CAMPUS PHONE: Dial 555
  - MTS OR ROGERS CELLPHONE: Dial 204-474-9341

Get Involved!

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, 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
  - Website: http://umanitoba.ca/student/studentlife/
  - UMCommunityLINK: https://communitylink.umanitoba.ca/
- University of Manitoba Graduate Students’ Association (UMGSA) Offering several opportunities to get involved with student governance!
  - GSA Office: 221 University Centre, Phone: 204-474-9181
  - E-mail: pres@umgsa.org
  - Website: www.umgsa.org

Department Involvement
- 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.
  - 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.
  - 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.

- The Department of German and Slavic Studies hosts various talks and events throughout the academic year. Upcoming events departmental are publicized on our department website. As well, our students are notified by email and through circulation and the display of posters throughout the department and faculty.

**Conclusion**

Faculty and staff members within your department, as well as all offices at the U of M are here to support you through your program of study. We hope this Graduate Student Handbook will be of use to you. Should you have any more questions regarding your program please don’t hesitate to contact your department or the Faculty of Graduate Studies.