The Faculty of Graduate Studies Academic Guide contains all the rules and policies pertaining to the Faculty of Graduate Studies. Adherence to these rules is of utmost importance for the effective functioning/operation of programs and for guiding and monitoring the progress of students. The integrity of the process is at stake. The major goal of this guide is to prevent potential problems that may affect the completion of a student’s program. It is the responsibility of students and the department/unit offering a graduate program to read and follow the policies contained herein.

All regulations as laid out in the Faculty of Graduate Studies Academic Guide are subject to revision by the appropriate bodies of the Faculty of Graduate Studies. This compendium is presented as the most recent set of regulations as a guideline for students and staff. Individual departments/units may have additional regulations that supplement these general regulations. All such supplementary procedures and regulations must be approved as specified by the By-Laws of the Faculty of Graduate Studies, be published and available to students, and kept on file in the Faculty of Graduate Studies Office.

For those programs that are administered through a Faculty (as opposed to a Department) the term “Department” should be substituted by “Unit” within this document (i.e. Department Head becomes Unit Head.)

PREFACE

The Faculty of Graduate Studies is a pan-University faculty charged with the oversight of the administration of all graduate programs at the University. Therefore these regulations apply to all graduate students in all programs in all academic units. Individual units may require specific requirements above and beyond those in the following document, and students should consult unit supplemental regulations for these specific regulations. All unit supplemental regulations require approval of the Faculty of Graduate Studies.

Definitions

The “Dean of the Faculty of Graduate Studies” shall be taken to mean the Dean of the Faculty of Graduate Studies or designate.

“Unit” shall be taken to mean the academic unit where the graduate student is pursuing his/her studies. Generally, this is the department. For Faculty-based programs, the Dean is the de facto Head of the unit. The term “unit” shall also include Schools of Faculties within the University. The Dean of the Faculty of Graduate Studies is the de facto Head of interdisciplinary programs administered by the Faculty of Graduate Studies. The Head of any unit may designate any of his/her responsibilities in this policy to another member of the unit, such as the Graduate Chair.

1.1 APPLICATION AND ADMISSION PROCEDURES

The application (and all required documentation) is to be submitted directly to the Faculty of Graduate Studies. Applicants should contact the department/unit to which they are applying for the procedures and, requirements of that department/unit. Contact information for each unit can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.

Enquiries regarding admission may be made by email to bgmadmin@umanitoba.ca or in person to the Department of Biochemistry and Medical Genetics general office in Room 336 Basic Medical Sciences Building at the Bannatyne Campus.
1.1.1 Process:

1.1.1 (a) A completed official application for admission form must be submitted, together with the application fee and supporting documentation, to the Faculty of Graduate Studies, via the online application system.

NOTE: International students must pay special attention to the appropriate requirements with respect to transcripts (see application form for details).

1.1.1 (b) Applications are subsequently reviewed by the unit offering the program which will decide whether the applicant meets the unit’s criteria including, but not limited to, availability of advisors, space, and facilities.

1.1.1 (c) Notification of recommended/rejected applications is sent by the Head of the unit to the Faculty of Graduate Studies. Applications recommended for admission are checked to determine if they meet the Faculty of Graduate Studies’ eligibility requirements. The Faculty of Graduate Studies then notifies applicants of their acceptance or rejection.

Admissions are considered on a case-by-case basis by the Graduate Student Admissions and Awards Committee and are based upon:

- transcripts;
- English proficiency; and
- two letters of recommendation.

Prospective students for the research-based programs must have written confirmation from a willing, potential advisor before they will be admitted to the Department. Applicants should have written confirmation from an advisor before submitting their application to the Faculty of Graduate Studies.

For the Genetic Counselling Program (GCP): written confirmation from a thesis advisor and a summary of project intentions must be submitted to the GCP director by the end of the Fall term in the first year of the program.

The supplemental regulations in effect when the student was registered in the department will govern the student’s program. If new supplemental regulations are adopted during the course of their program, students will have the option to remain under the original regulations or to switch to the new regulations. Their decision on this matter will be indicated by signing a form, which will remain with their records and a copy forwarded to the Faculty of Graduate Studies.

1.1.2 Deadlines for Recommended Applications (from Departments to the Faculty of Graduate Studies)

The following are the deadlines for receipt by the Faculty of Graduate Studies of recommendations from graduate units.

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Canadian/US</th>
<th>International</th>
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</thead>
<tbody>
<tr>
<td>FALL</td>
<td>September</td>
<td>July 1</td>
<td>April 1</td>
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<tr>
<td>WINTER</td>
<td>January</td>
<td>November 1</td>
<td>August 1</td>
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<tr>
<td>SUMMER</td>
<td>May</td>
<td>March 1</td>
<td>December 1</td>
</tr>
</tbody>
</table>

IMPORTANT: These are not application deadlines. Applicants are required to submit the application and documentation to the Faculty of Graduate Studies to meet the application deadline in place for a particular department/unit. Applicants are advised to confirm the deadline of the department/unit to which the application is being made; Deadlines can be found on the applicable program page at http://umanitoba.ca/faculties/graduate_studies/admissions/programs/index.html.

The deadlines are meant to accommodate the needs of students in securing appropriate documentation. Late applications may be considered for the next available start date.

1.1.3 Application Fee

For the research-based programs, to ensure sufficient time for evaluation and processing, completed applications and necessary supporting documents, including written confirmation of provisional acceptance from a prospective advisor, should be submitted to the Faculty of Graduate Studies at least one month prior to the dates shown in the table to the left. Due to possible delays in processing, early submission is recommended.

For the GCP: students are admitted in the Fall term only. The deadline for all admission documents is January 15 for Canadian, US, and International students. Students selected for an in-person interview will be notified in February for an interview date in March/April.
A $100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident, and International applicants. If submitting a paper application, a $120.00 (CDN) fee must accompany the admission application.

1.1.4 Transcripts

Unofficial copies of transcripts and final degree certificates are acceptable for initial assessment purposes. Upon admission to the Faculty of Graduate Studies, applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the Faculty of Graduate Studies, within one (1) month of date on the admission letter. All transcripts must arrive in sealed, university-stamped envelopes sent directly from the issuing institution(s) and be accompanied by official and literal English translations (where applicable). For international degrees or where the transcripts does not or will not clearly state that a degree has been conferred, a copy of the official degree certificate is also required.

1.1.5 Transcripts: International

Where academic records from a country other than Canada are produced in a language other than English, the applicant must arrange for the submission of official literal English translations of all records. To be official, original language documents and English translations must arrive together in envelopes which have been sealed and endorsed by the issuing institution.

1.1.6 Transcripts: University of Manitoba

University of Manitoba students are not required to submit University of Manitoba transcripts.

1.1.7 Proficiency in English

A successfully completed English Language Proficiency Test from the approved list is required of all applicants unless they have received a high school diploma or university degree from Canada or one of the countries listed on the English Language Proficiency Test Exemption List (see next section). The Faculty of Graduate Studies requires a passing, acceptable English Language Test score in order to offer admission. Please note: In all cases, test scores older than two (2) years are invalid.

Thresholds required for successful completion are indicated in parentheses.

- University of Michigan English Language Examination Assessment Battery (MELAB) (80%)
- Test of English as a Foreign Language (TOEFL)– Paper-based test (567); Internet based -iBT (86; minimum score of 20 in each of reading, writing, listening and speaking categories)
- Canadian Test of English for Scholars and Teachers (CanTEST) (band 4.5 in listening and reading and band 4.0 in writing and oral interview)
- International English Language Testing System (IELTS) (6.5)
- Academic English Program for University and College Entrance (AEPUCE) (65%)
- Canadian Academic English Language Assessment (CAEL) (60 overall and 60 on each subset)
- PTE Academic (61% overall)
Note: In addition, foreign language students may be asked by the department/unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the department/unit may recommend remedial measures in language skills based on the results of the CanTEST. Some departments/units may require a specific test or test scores greater than those indicated above. Students should check department/unit supplemental regulations for details.

### 1.1.8 English Language Proficiency Test Exemption List

Applicants holding secondary school diplomas and/or recognized university degrees from countries on the Faculty of Graduate Studies English Language exemption list are not required to submit an English Language Proficiency score. For more information please see our website at [http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm](http://umanitoba.ca/faculties/graduate_studies/admissions/english_exemption_list.htm).

### 1.1.9 Letters of Recommendation

Letters of Recommendation are to be completed via UMGradConnect, the online application. Applicants are required to add their ‘Recommendation Provider(s)’ contact information so that each recommender is sent an automated email notification.

Generally, two (2) Letters of Recommendation must be submitted to the Faculty of Graduate Studies. For the number of recommendation letters necessary, applicants should review our ‘Additional Document Requirements’ webpage: [http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html](http://umanitoba.ca/faculties/graduate_studies/admissions/additional_requirements.html).

For the GCP: three letters of recommendation are required. One of the three letters must come from an individual who can assess the applicant’s counselling abilities.

### 1.1.10 Admission Tests

Some departments/units require admissions tests, such as the Graduate Record Examination (GRE) or the Graduate Management Aptitude Test (GMAT). These requirements are listed in the supplemental regulations of the particular department/unit, and if required, the scores must be submitted at the time of application.

The Department does not require prospective students to submit scores on the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT).

### 1.1.11 Entrance Requirements

The minimum standard for acceptance into any category in the Faculty of Graduate Studies is a 3.0 Grade Point Average (GPA) or equivalent in the last two (2) previous years of full time university study (60 credit hours).

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

For the research-based programs: the minimum standard for acceptance is a 3.5 (on a 4.5 scale) grade point average (GPA) or equivalent, in the previous 60 credit hours of university study or equivalent (normally the most recent two years of study). In addition, during this period there should be no grade lower than C+ in any biochemistry, genetics, or closely related course deemed relevant to the proposed course of study.

In rare cases, applicants with a GPA lower than 3.5 / 4.5 or with a grade less than C+ in one relevant course in the previous 60 credit hours or equivalent, may be admitted to the Department based on individual circumstances and the written support of the prospective advisor. Students in this situation should consult with their prospective advisor and
Prospective students must also obtain a letter of support from a faculty member who is available to advise the student and can provide the resources needed to support the student’s research.

For the GCP: the minimum standard for acceptance is 3.7 (4.5 scale) GPA or equivalent, in the previous 60 credit hours of university study. Students to be considered for this program will have completed (at minimum) a Bachelor of Science degree that should include undergraduate genetics courses in the principles of genetics, cell biology and molecular biology. At least one course in Psychology is required. Courses in developmental biology, statistics and embryology are an asset but not required.

Previous counselling experience is required (i.e.: Crisis programs, planned parenthood and peer-to-peer counselling).

A Personal Statement of Intent of no more than two pages (double spaced, 1” margins) outlining relevant experience and reason for pursuing genetic counselling training is required.

### 1.1.12 Eligibility of University of Manitoba Staff Members

A staff member at The University of Manitoba at the rank of Assistant Professor or above is not eligible to apply for admission to a graduate program in the department/unit in which the appointment is held.

### 1.2 Registration Procedures

#### 1.2.1 Registration

Pre-Master's students are not normally allowed to register in 7000-level courses or above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate. Undergraduate students may be permitted to register in 7000-level courses or above on recommendation of the department/unit offering the graduate course, subject to the conditions listed below:

- Undergraduate students must obtain permission from the Department/Unit head and course instructor before registering for a graduate course.
- Only undergraduate students completing an undergraduate degree at the University of Manitoba are eligible to enroll in a graduate course.
- Undergraduate students are not eligible for admission to be admitted to any graduate course that is cross-listed with an undergraduate course, or that is scheduled to be taught at the same time and location as an undergraduate class.
Undergraduate students will only be eligible to receive graduate-level credit for a course designated as 7000-level or above if at least 75% of the students registered in the course are graduate students.

Undergraduate students who complete a graduate course are not guaranteed admission to a graduate program.

On admission to a graduate program at the University of Manitoba, application may be made to the Faculty of Graduate Studies to apply any previously completed graduate courses toward meeting program requirements, subject to the restrictions listed below:

- No more than 50% of the course-work required in a graduate program may be imported.
- Only courses for which a C+ grade or higher, or the minimum grade required by the program to which the course would be applied, is achieved are eligible to be considered to be used toward may be applied to meeting the requirements of any graduate program.
- Any graduate course completed by an undergraduate student may subsequently be applied to a graduate program only if it has not been used toward completion of any other degree program.
- Any graduate course completed by an undergraduate student for which a passing grade has been obtained (i.e., C+ or higher) may not be repeated should the student later gain admission to a graduate program.

All graduate students must initially register in the term specified in their letter of acceptance as specified in the Academic Schedule of the Graduate Calendar. Any student not registering by the registration deadline for the term specified in their letter of offer will be required to re-apply for admission. In exceptional circumstances and with prior approval from the department/unit, a student may defer registration for up to one (1) term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the department/unit, for up to one (1) year following acceptance.

All programs must be approved by the Head of the major department/unit or designate. Approval to take courses from departments/units outside the major department/unit must be obtained from the outside department/unit.

The approval or denial of admission and registration to two (2) programs rests with the Dean of the Faculty of Graduate Studies in consultation with the department/unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student’s admission/registration on the “Concurrent Curriculum Permission” form (http://intranet.umanitoba.ca/student/records/2323.html)

Where a student does register in two (2) programs, it is important to note that dual registration may affect funding, and that completing a graduate program as a part-time student will affect eligibility for The University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

1.2.2 Re-Registration

All students must re-register in all Fall, Winter and Summer terms of his/her program until a degree is obtained (with the exception of pre-Master’s students). **Failure to re-register will result in the student being discontinued from his/her 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”, Section 8 of this Guide).

The notation ‘Discontinued Graduate Program’ will be placed on the academic record of any graduate student who has failed to maintain continuous registration.

1.2.3 Registration Revisions

For designated periods subsequent to registration, approved revisions may be made. It is required that students adhere to dates and deadlines as published in the Academic Schedule of the Graduate Academic Calendar.

Note: Graduate students are not permitted to withdraw from courses without written permission from their Department/unit Head on recommendation from their advisor/co-advisor (and/or advisory committee). The notation “Required to Withdraw” may be placed on the academic record of any graduate student who has withdrawn from courses without such approval.

1.2.4 Advisor Student Guidelines

All students in thesis/practicum programs, in consultation with their advisor/co-advisor, are required to complete the Advisor Student Guidelines as soon as possible after registration but no later than at the time of submission of the first Progress Report. The Advisor Student Guidelines form is available through JUMP.

1.2.5. Western Deans’ Agreement

This agreement was established in 1974 as an expression of co-operation and mutual support among universities offering graduate programs in western Canada. Its primary purpose is the reciprocal enrichment of graduate programs throughout western Canada. This agreement is not intended to preclude other agreements between participating institutions. A list of the participating Universities can be found at http://wcdgs.ca/

1.2.5.1 The Western Deans’ Agreement normally provides an automatic tuition fee waiver for visiting students. Graduate students paying normal required tuition fees to their home institution will not pay tuition fees to the host institution.

1.2.5.2 Only degree level courses from recognized post-secondary institutions will be considered; courses that are part of certificate or diploma programs will not be approved.

1.2.5.3 Program fees are always to be paid to the home institution, regardless of coursework taken at another institution. Students may be required to pay student, activity, application, or other ancillary fees to the host institution, according to general policies in effect at the host institution. Wherever possible, these fees will also be waived.

1.2.5.4 Students will qualify for the fee waiver if they:

   a) present the “Authorization Form: Western Deans’ Agreement” signed by the Dean or designate and the department/unit Head or advisor/co-advisor of a participating Western institution at least one (1) month prior to the start of
1. Students must meet all requirements as prescribed by the host university’s regulations, deadlines, class capacities, and course prerequisites.

2. Registration is possible in courses at both the graduate and undergraduate levels, and in credit courses offered through distance education or other means. To be eligible, courses must be an integral part of the applicant's graduate degree program. Fee waiver is not permitted for audit or non-credit courses.

3. Students must have the Authorization Form approved by the relevant department/unit Head and the Faculty of Graduate Studies at the host institution at least one (1) month prior to the commencement of the course(s) requested. The fee waiver is not available retroactively.

4. Students are subject to regulations of the home institution governing credit for the courses to be undertaken. As a condition of registration at the host institution, students will arrange for official transcripts from the host institution to be sent to the home institution confirming successful completion of courses selected.

5. Students must send confirmation of registration and notice of any change to the Registrar's Office of the home institution at the time of registration or course change is completed.

6. Students may not claim fee waivers under the terms of this Agreement for a period of more than twelve (12) months in total.

7. Each institution has its own regulations regarding the maximum number of transfer credits permitted in a given degree program. A list of the participating Universities can be found at http://wcdgs.ca/

1.3 Course Classifications

1.3.1 General Classifications

Students who register through Aurora Student Information System (Aurora Student) must also have prior approval of the department/unit Head or designate. Students registering through Aurora Student should add only those courses that are a Major (Standard "S") course in their program. Courses with Auxiliary "X", Audit "A", or Occasional "O" status (see below) must be added by the department/unit.

"X" Auxiliary course: Course is not a major requirement of the program but is required/recommended by the student’s advisor/co-advisor.** Extra courses that are not part of the Master’s or Ph.D. program but which are specified and required/recommended by the student's advisor/co-advisor, may be classified as X (Auxiliary) and the grade will not be included in the degree GPA which appears on the transcript. However, X course grades may be used in the calculation of the GPA for continuation in the program and a minimum grade requirement may be required for X coursework by the department/unit. (Please consult the individual department/unit's supplemental regulations.) Additionally, X courses are used in the calculation of the GPA for the purposes of Admission and Awards, (The University of Manitoba Graduate Fellowship [UMGF] and International Graduate Student Scholarship [IGSS] use X courses in the calculation of the GPA.) The student’s advisor/co-advisor and department/unit Head must determine if there is a valid need for the registration in
<table>
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<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
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<tbody>
<tr>
<td>courses under the X classification. A maximum of twelve (12) credit hours under the X course classification is permitted while registered in a given program.</td>
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</tr>
<tr>
<td>&quot;A&quot; Audit course: Course is not taken for credit. No grade is recorded. Additional fees will be assessed.</td>
<td></td>
</tr>
<tr>
<td>&quot;O&quot; Occasional course: Course is not a requirement of the program. Additional fees will be assessed.</td>
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<tr>
<td><strong>Note:</strong> Changes in course classifications are regarded as course/program changes and may not be made without approval (refer to the &quot;Registration Revision&quot; section 1.2.3 of this Guide) or after the deadline dates for course changes as indicated in the Academic Schedule of the Calendar.</td>
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<tr>
<td>1.3.2 Continuing Courses (CO)</td>
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<tr>
<td>For those graduate level courses (6000, 7000, and 8000) which are being taken by students enrolled in the Faculty of Graduate Studies and which continue beyond the normal academic term, the instructor shall recommend that a mark classification of &quot;CO&quot; be used until such time as a final grade can be established. If the course is not completed by August 31, the student must re-register for the course(s). In the absence of an assigned mark of &quot;CO&quot;, the student may receive a mark of &quot;F&quot; in that term.</td>
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<tr>
<td><strong>Note:</strong> A CO will normally not be permitted longer than twelve (12) months. In exceptional circumstances, where a CO grade is requested for a second twelve (12) months, at the time the CO grade is submitted, the instructor and department/unit Head must also submit the “Recommendation for Continuing Status of a Course” form stating the reason for the CO and the deadline by which the course must be completed.</td>
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<td>1.3.3 Incomplete Courses</td>
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<tr>
<td>Students who are unable to complete the term work prescribed in a course may apply to the instructor prior to the end of term for consideration of a grade classification of “Incomplete”. It is understood that the student is to write the final examination if one is scheduled for the course. Taking into account the results of the final examination, the value of the term work completed, and the extent of the incomplete term work, the instructor shall calculate the temporary grade using a zero value for incomplete work.</td>
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<tr>
<td>Normally, the following maximum extensions are allowed:</td>
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<td>• August 1st for courses terminated in April</td>
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<td>• December 1st for courses terminated in August</td>
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<tr>
<td>• April 1st for courses terminated in December</td>
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<tr>
<td>If a final grade is not reported within one (1) month of the extension deadline, the Incomplete (I) classification will be dropped and the grade will remain as awarded. The student will no longer have an opportunity to improve the grade. In no case will the satisfaction of the incomplete requirements result in a lower grade being awarded.</td>
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<tr>
<td>1.3.4 Cross-Listed Courses</td>
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<td>Cross-listed courses are defined as courses taught at the same time and in the same location.</td>
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</table>
The regulations below place limits on the extent to which cross-listed courses may be used to meet graduate program requirements:

1. In order to receive credit for any 7000-level course that is cross-listed with a 3000- or 4000-level undergraduate course, the 7000-level course must have a distinct syllabus, and the course content and evaluation methods must be at the graduate-level. Significantly different readings and evaluation methods from the undergraduate course.

2. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a 1000- or 2000-level undergraduate course unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.

3. Graduate students will not receive credit toward meeting program requirements for any 7000-level course cross-listed with a previously completed course.

### 1.4 Student Status/Categories of Students

#### 1.4.1 Full-Time And Part-Time Students

Graduate students are initially admitted with full time status unless a “Part-Time Status form” ([http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)) has been received. Graduate student status is not determined by the number of credit hours taken per term. Therefore, students who spend much of the time in a laboratory or library engaged in research or writing a thesis/practicum, or who spend part of the academic year engaged in research elsewhere, are regarded as full-time students.

Student status should be determined by the student and advisor/co-advisor, and changes must be requested on the “Part-Time Status form” ([http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)). The form must be approved by the department/unit Head and submitted to the Faculty of Graduate Studies.

Declaration of full/part time status must be made prior to the end of the registration revision period in the Fall and/or Winter terms and within one (1) month of the start of the Summer term.

For every full year (12 months) a Master’s student is declared as part time they will receive an additional four (4) months in time to complete their program. For every two (2) years (24 months) a Master’s student is declared as part time they will receive an additional year (12 months) in time to complete their program. For every two (2) years (24 months) a Ph.D. student is declared as part time they will receive an additional four (4) months in time to complete their program. Retroactive status changes will not be made.

#### 1.4.2 Pre-Master’s Or Qualifying Students

In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a pre-Master’s program of study. The pre-Master’s program is intended to bring the student’s standing to approximately the level of an Honours graduate in the major department/unit, and to provide any necessary prerequisites for courses.

The Genetic Counselling Program (GCP) cannot be taken on a part-time basis.

The Department does not offer a Pre-Master’s program.
### 1.4.3 Occasional Students

A student wishing to take graduate courses with no intention of applying them toward an advanced degree at The University of Manitoba is classified as an occasional student. Occasional students must meet the same degree and grade point average entrance requirements as regular graduate students and must write final examinations in the courses taken (unless audited), but will not receive credit toward a degree. In special circumstances, an occasional student may apply for permission to proceed to a degree program and also apply for transfer, for credit, of courses previously taken in the occasional category.

#### 1.4.3.1 Undergraduate Students

**Note:**

1. Transfer of courses from the “occasional” category to a degree program is not automatic: request for advance credit must be made within the first year of a degree program on the “Advance Credit – Transfer of Credit” form ([http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html))
2. Fees paid by a student while registered as an occasional student are not transferable, at a later date, to a degree program.
3. Registration in the occasional student category can be for no more than one (1) academic year (September 1 – August 31 without reapplication).
4. At least 60% of coursework per academic year must be taken at the graduate level while registered as an occasional student.

### 1.4.4 Joint Masters (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four (4) joint Master’s programs: History, Religion, Public Administration, and Peace and Conflict Studies. The University of Manitoba Faculty of Graduate Studies is responsible for the administration of the joint programs, and students must complete the regular University of Manitoba application and registration forms. Students taking pre-Master’s qualifying work for these programs register at the university where the courses are being taken.

### 1.4.5 Visiting Students

Visiting students are students who are registered at another institution who are taking one (1) or more courses at The University of Manitoba on a Letter of Permission from their home university. Visiting students must submit an online application, along with a $100.00 (CDN) application fee, in addition to copies of transcripts from all institutions attended and a successfully completed English Language Proficiency Test from the approved list, if applicable. Applications must be submitted to the Faculty of Graduate Studies a minimum of one (1) month prior to the start of the intended term of study.

**Note:**

1. Fees paid by a student while registered as a visiting student are not transferable, at a later date, to a degree program.
2. Registration in the visiting student category can be for no more than one (1) academic year (September 1 – August 31) without reapplication.
3. At least 60% of coursework per academic year must be taken at the graduate level while registered as a visiting student.
### 1.5. Student Accessibility

See Student Accessibility Procedure:

http://umanitoba.ca/admin/governance/governing_documents/students/280.html

### SECTION 2: Academic Performance - General

#### 2.1 General Note

**Students are responsible for ensuring that they meet all degree and program requirements.** The advisor (and if appropriate co-advisor), advisory committee, and department/unit must ensure that each student follows Faculty of Graduate Studies and department/unit guidelines and meets all program requirements. The Faculty of Graduate Studies performs a final check of Faculty of Graduate Studies minimum requirements for each student just prior to graduation. Students are cautioned, therefore, to periodically check all regulations with respect to their degree requirements. Failure to meet all the requirements will render a student ineligible to graduate.

Departments/units may make recommendations with respect to the regulations concerning minimum academic performance; however, enforcement of academic regulations rests with the Faculty of Graduate Studies. The following procedures apply to recommendations made by departments/units:

- The department/unit is responsible for informing the Faculty of Graduate Studies when a student's performance is unsatisfactory in research or coursework and the department/unit must outline any recommended remedial action(s);
- The department/unit must notify the student of the deficiency and of its recommendation.

If the student fails to satisfy any remedial action recommended, the student may be required to withdraw from the Faculty of Graduate Studies.

**Note:** When a graduate student is required to withdraw from a program of study, the notation on the academic record will be: "Required to withdraw".

A student who has been required to withdraw from a graduate program may be permitted to apply for admission to another graduate program only if the application for admission is approved by the Dean of the Faculty of Graduate Studies.

Voluntary withdrawal from a program is only permitted if the student is in good academic standing.

Recommendations of departments/units will supersede student requests for voluntary withdrawal.

#### 2.2 BONAFIDE ACADEMIC REQUIREMENTS (BFAR)

The following Bona Fide Academic Requirements (BFAR) represent the core academic requirements a graduate student must acquire in order to gain, and demonstrate acquisition of, essential knowledge and skills. Students must also meet additional requirements that may be specified for their program.
Students must meet requirements as outlined in both BFARs and Supplementary Regulation documents as approved by Senate.

Unless otherwise indicated, students may elect to complete any/all of the following requirements with or without appropriate and authorized assistive technology/aids. Students must consult Student Accessibility Services (SAS) regarding authorization for these procedures.

<table>
<thead>
<tr>
<th>BFAR Statement</th>
<th>Taught</th>
<th>Assessed</th>
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</thead>
<tbody>
<tr>
<td>Student must successfully complete a co-operative experience or practicum, if required by their program.</td>
<td>Master's GRAD 7030</td>
<td>GRAD 7030</td>
</tr>
<tr>
<td>Student must successfully complete a comprehensive exam, project, studio exhibition, or equivalent, as required by their program and determined by the assigned examining committee.</td>
<td>GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200</td>
<td>GRAD 7010 GRAD 7050 GRAD 7090 GRAD 7200 Examining/Adjudication Committee</td>
</tr>
<tr>
<td>Student must produce a recorded/published thesis commensurate with degree being sought.</td>
<td>Master's GRAD 7000 Doctoral GRAD 8000</td>
<td>GRAD 7000 GRAD 8000</td>
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<tr>
<td>Student must successfully defend their thesis (where required), as determined by the assigned examining committee, in real-time.</td>
<td>Master's GRAD 7000 Doctoral GRAD 8000</td>
<td>GRAD 7000 GRAD 8000</td>
</tr>
<tr>
<td>Student in doctoral program must complete a candidacy exam (or equivalent) as required by their program and determined by the assigned examining committee.</td>
<td>GRAD 8010</td>
<td>GRAD 8010</td>
</tr>
<tr>
<td>Student must demonstrate knowledge of the University of Manitoba’s policy on academic integrity, plagiarism, and cheating.</td>
<td>GRAD 7500</td>
<td>GRAD 7500</td>
</tr>
<tr>
<td>Student must conduct research in a safe and ethical manner, referring to their respective ethics board and supervisor(s) to ensure respect is maintained for: human dignity and/or animal welfare; vulnerable persons; informed</td>
<td>GRAD 7300</td>
<td>GRAD 7300</td>
</tr>
<tr>
<td>Faculty of Graduate Studies Regulation</td>
<td>Supplemental Regulation</td>
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<td>consent; justice and diversity; confidentiality and privacy; beneficence and non-maleficence in the work that they conduct.</td>
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<tr>
<td>Student must complete coursework as required by their program.</td>
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</table>

2.3 Academic Performance

Student progress shall be reported at least annually, (but not to exceed once every four months, to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two (2) consecutive “in need of improvement” or an “unsatisfactory” rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.

2.4 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

A student may be permitted to remove deficiencies in grades by repeating the course or replacing it with an equivalent substitute course. Each failed course may be repeated or replaced only once, to a maximum of 6 credit hours of coursework. If a course is repeated or replaced, the highest grade obtained will be used in the determination of the degree grade point average. Students receiving a grade of C or less in more than 6 credit hours of coursework are normally required to withdraw, unless otherwise stated in the department/unit’s supplemental regulations.

Students receiving a grade of C or less in more than 6 credit hours of coursework are normally required to withdraw, unless otherwise stated in the department/unit’s supplemental regulations.

Graduate students are not permitted to repeat a previously passed course.

Note: In exceptional circumstances, the department/unit may appeal to the Faculty of Graduate Studies for approval of remedial recommendation(s) falling outside those prescribed above.

Supplemental exams are not permitted to students in the Master’s or Ph.D. program, unless otherwise stated in the department/unit’s supplemental regulations.

A summary of all actions taken administratively are to be reported to the Faculty of Graduate Studies Executive Committee.

2.5 Mandatory Academic Integrity Course

All students, including those in a pre-Master’s program, are required to successfully complete GRAD 7500 Academic Integrity Tutorial (0 credit hours) within their first term of initial registration.

For the GCP: The graduate student is required to pass all clinical rotations. If a student fails a clinical rotation, a remediation rotation will be scheduled by the Program Director and Clinical Rotation Supervisor between May and June of the same year. A maximum of two remediation rotations are allowed. Should the student not pass the rotation after remediation, they will be required to withdraw from the GCP.
**Notes:** Students who successfully complete GRAD 7500 Academic Integrity Tutorial at the Masters level are not required to repeat the course at the Ph.D. level so long as no more than one (1) term separates one graduate degree program from another graduate degree program.

Failure to complete this course will result in suspension of registration privileges and a grade of "F/NP" being assigned to the course which may lead to being “Required to withdraw” from the graduate program.

Students on an exceptional/parental/regular leave of absence must register in GRAD 7500 upon return from leave if it has not already been completed.

Visiting and Occasional students are expected to complete GRAD 7500 prior to commencing a course at The University of Manitoba. (see GRAD 7500 FAQ: [http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html](http://umanitoba.ca/faculties/graduate_studies/registration/grad7500FAQ.html))

**SECTION 3: General Regulations: Pre-Master’s**

### 3.1 Admission and Program Requirements

Graduates of bachelor degree programs with a minimum grade point average (GPA) of 3.0 in the last two (2) full years of university study will be considered for admission to a pre-Master’s program. These are the minimum requirements of the Faculty of Graduate Studies. Departments/units may specify higher or additional criteria.

Admission to a pre-Master's program does not guarantee future admission to a Master’s program.

As the pre-Master’s program of study is intended to bring a student’s background up to the equivalent of the required four (4) year degree, departments/units should assign to students, as part of their pre-Master’s program of study, an appropriate number of applicable upper level (3000 or 4000) undergraduate courses. Pre-Master’s students are not normally allowed to register in 7000-level courses above, with the exception of GRAD 7500, unless prior permission is granted by the Dean of the Faculty of Graduate Studies or designate.

### 3.2 Academic Performance

#### 3.2.1. The department/unit Head is responsible for assigning the courses and monitoring the progress of each student.

#### 3.2.2. A minimum degree grade point average of 3.0 with no grade below C+ must be maintained to continue in a pre-Master’s program. Students who fail to maintain this standing will be required to withdraw unless remedial action recommended by the department/unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.

#### 3.2.3. Students deficient in six (6) hours of credit or less may be permitted to write a supplemental examination (when offered in the department/unit’s supplemental regulations) in courses in which a grade of C or less was obtained.

#### 3.2.4. Students deficient in six (6) hours of credit or less with a grade of C, D, or F in a course or courses may be permitted, if the overall average is C or better, to write one (1) supplemental examination in each course (when permitted by the department/unit’s supplemental regulations), to repeat the courses, or to take equivalent substitute courses.
Note: In exceptional circumstances, when a student is deficient in more than six (6) credit hours, the student may be permitted to repeat the pre-Master’s year, or to write supplemental examinations (when offered), or to substitute equivalent coursework in order to make up the deficiencies.

A student may be permitted to repeat the pre-Master’s year only once, and to remove deficiencies in grades by writing a supplemental examination or repeating courses only a maximum of once for each course to a maximum of nine (9) credit hours of coursework.

If a course is repeated or a supplemental examination is written, the highest grade obtained in that course will be used in the determination of the degree GPA.

The degree GPA is cumulative in a pre-Master’s program if more than one (1) year is required to complete the course requirements.

A summary of all action taken administratively is to be reported to the Faculty of Graduate Studies Executive Committee.

SECTION 4: General Regulations: Master’s

4.1 General

Although general regulations apply to all students, individual departments/units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), published, available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult department/unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion. Individual departments/units may offer Master’s programs by one or more of the following programs:

- Thesis/practicum-based;
- Course-based;
- Comprehensive Exam;
- Project;
- Accredited Professional.

4.2 Diploma Programs

The regulations for the Master’s program shall also prevail for diploma programs. All students should consult the department/unit supplemental regulations regarding diploma programs.

4.3 Admission

4.3.1 General Criteria

Students who are eligible to be considered for direct admission to a program of study leading to the Master’s degree include:

- Graduates of four (4) year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
  - Canadian institutions empowered by law to grant degrees; or

See Section 1.1.11
1. Graduates from first-cycle Bologna compliant degrees;
   - Students who have completed a pre-Master’s program from:
     - The University of Manitoba;
     - Canadian institutions empowered by law to grant degrees; or
     - Colleges and universities outside Canada which are officially recognized by The Faculty of Graduate Studies.

All students applying for a Master's degree program must have attained a minimum GPA of 3.0 in the last two (2) full years (60 credit hours) of study. This includes those applying for direct admission and those entering from a pre-Master’s program. Students who meet the minimum requirements for admission to the Faculty of Graduate Studies are not guaranteed admission.

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria.

### 4.3.2 Pre-Master’s Programs

In specific cases where the academic background of the student is judged to be insufficient for the given program in a department/unit, the department/unit may recommend that the student be admitted to a pre-Master’s program of study (Section 3).

The pre-Master’s program of study is intended to bring a student's background up to the equivalent of the required four (4)year degree in the major department/unit, and to provide the student with any necessary prerequisites for courses to be taken in the Master's program.

The Department does not offer a Pre-Master’s program.

### 4.4 Program Requirements

In general, students must complete one of the programs of study described below for the Master's degree. However, the program of study is determined by the department/unit and may follow the department/unit’s supplemental regulations. Any single course cannot be used for credit toward more than one program.

#### 4.4.1 Thesis/Practicum Route

A minimum of 12 credit hours of coursework, unless otherwise stated in the department/unit’s supplemental regulations, plus a thesis or practicum is required. The minimum must include at least 6 credit hours at the 7000 level or above, with the balance of the coursework at the 3000 level or above. A maximum of 24 credit hours of coursework is allowed unless the department/unit’s supplemental regulations indicate otherwise. The student must complete the thesis/practicum at The University of Manitoba.

For the research-based Master’s:

1. A written thesis is required for the research-based Master’s degree;
2. Students must enroll in BGEN.7000 – Research Seminar for Master’s Students (1.0 credit) every Fall and Winter term they are registered in the program (until the thesis is submitted). Students will present one seminar (approximately 20-25 minutes plus approximately 5-10 minutes questions) on his/her research topic each academic year.

Students must attend at least 80% of the seminars in BGEN.7000 unless they have the written consent of the course coordinator.
(consent will only be given in exceptional cases; for example, student is out of town: student has started a new program or job and is only awaiting completion of their thesis). The course coordinator will monitor attendance and give the student (and his/her advisor) a single written warning if they are missing too many seminars. Students who do not have 80% attendance at the end of that year’s seminar program will receive an F grade in the course and will be required to withdraw from the program.

3. Students must complete a minimum of 9.0 credit hours of course work in addition to BGEN.7000 – Research Seminar for Master’s Students.

3.1. For students accepted into the Biochemistry and Medical Genetics (BMG) M.Sc. program with a research focus in Biochemistry and/or Genetics, the 9.0 credit hours must include IMED 7120 Medical Biochemistry (3.0 credits) and IMED 7170 Medical Genetics (3.0 credits). If, after consultation with the student’s advisory committee, the course coordinator, and the Graduate Student Affairs Committee, it is deemed that a student already holds a course equivalent to IMED 7120 or IMED 7170, then alternative coursework will be selected as agreed by the student’s advisor or advisory committee.

An additional 3.0 credit hours of course work suitable for the student’s academic program must be taken as agreed upon by the student and his/her advisor and/or advisory committee.

3.2. For students accepted into the BMG M.Sc. program with a research focus in computational biology, courses in their M.Sc. program will include IMED 7280 Medical Computational Biology (3.0 credits), and either IMED 7120 Medical Biochemistry (3.0 credits) or IMED 7170 Medical Genetics (3.0 credits), BGEN 7000 Research Seminar (1.0 credit) and an additional 3.0 credit hours in course work suitable for the student’s academic program as agreed upon by the student and their advisor and/or advisory committee. If after consultation with the student’s advisory committee, the course coordinator and the Graduate Student Affairs Committee, it is deemed that a student already holds a course equivalent to IMED 7120 or IMED 7170, then alternative coursework will be
For the GCP: a written thesis, clinical rotations, and 29 credit hours of coursework in addition to BGEN 7000 – Research Seminar for Master’s Students are required.

Required courses include:

- BGEN 7090 Principles & Practice of Human Genetics (3.0 credits);
- BGEN 7270 Genetic Counselling Clinic Rotation I & II (4.0 credits in total);
- BGEN 7142 Clinical Genetics I (3.0 credits);
- BGEN 7144 Clinical Genetics II (3.0 credits);
- IMED 7410 Biomedical Trainee Skills (3.0 credits);
- BGEN 7130 Genetic Epidemiology of Human Populations (3.0 credits);
- BGEN 7160 Theory and Practice of Genetic Counselling (3.0 credits);
- BGEN 7280 Advanced Genetic Counselling Clinic Rotation I & II (4.0 credits in total; and
- BGEN 7040 Seminars in Human Genetics (3 credits).

In addition, GCP students must complete Counselling Skills I and II (Counselling Certificate Program), Online Research Course on Research Ethics, Personal Health Information (PHIA) session and a 5-week external clinic rotation. If, after consultation with the student’s advisory committee, the course coordinator, and the Graduate Student Affairs Committee, it is deemed that a student already holds a course equivalent to any of the required courses, then alternative coursework will be selected as agreed by the student’s advisor or advisory committee.

All students must consult with his/her advisor or advisory committee when deciding which courses to take and submit a completed “Course Approval” form (from BMG website) to the General Office for processing.

Students must provide the Chair of the Graduate Student Affairs Committee, or designate, with the written approval of their advisory committee to withdraw from a course. Withdrawal from courses will be noted at the student’s annual review meeting.

4.4.2 Course-based/Comprehensive Examination Route

A minimum of 24 credit hours of coursework and comprehensive examination(s) is required. The minimum must include at least 18 credit hours at the 7000 level or above.

The Department does not offer a comprehensive examination or practicum route for the research-based Master's or for the GCP.
with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless a department/unit’s supplemental regulations indicate otherwise.

### 4.4.3 Accredited Professional Route

The credit hours and course requirements shall reflect the requirements of the department/unit's external accrediting body.

### 4.4.4 Language Reading Requirements

Some departments/units specify a language requirement for the Master's degree. Students should check department/unit supplemental regulations regarding this requirement. Proficiency in reading a language other than English is not required.

### 4.4.5 Advanced Credit

Advance credit for courses completed prior to admission to a Master’s program will be considered on an individual basis. The student's department/unit must make a request to the Faculty of Graduate Studies by completing the “Advance Credit - Transfer of Courses” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

**Note:**
- Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency);
- No more than half of the required coursework for the program can be given advance credit;
- A course may not be used for credit toward more than one (1) degree, diploma, or certificate; and
- The student must register at The University of Manitoba for at least two (2) terms within a single academic year and must also complete the thesis/practicum/project/comprehensive exam at The University of Manitoba.

Regardless of the extent of advanced credit granted, all students are required to pay applicable program fees.

### 4.4.6 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree; and
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar's Office:
(http://umanitoba.ca/student/records/leave_return/710.html). An original transcript and course equivalency must be provided.

### 4.4.7 Time in Program

The minimum time for students in the Master’s program is equivalent to two (2) terms. Completion of most programs requires more than this and students should check department/unit supplemental regulations regarding specific requirements.

The maximum time allowed for the completion of the Master’s degree is four (4) years for students declared as full-time and six (6) years for students declared as part-time (see section 1.4.1 for information on calculating maximum time for students). Individual departments/units and/or programs may have specified minimum and maximum time limits, and students should periodically check department/unit supplemental regulations regarding these specific requirements.

Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies using the “Time Extension Request Form” http://umanitoba.ca/faculties/graduate_studies/forms/index.html at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit.

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”.

### 4.5 Student’s Advisor/Co-Advisor

Each student should have an advisor upon entry into the program, and must have one assigned no later than one (1) term following registration. The advisor must:

- hold at least a Master’s degree or equivalent;
- be a member of the Faculty of Graduate Studies*;
- have expertise in a discipline related to the student’s program; and
- hold an appointment in the student’s department/unit.

*http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html

It is the responsibility of the department/unit Head to determine whether faculty members meet these criteria, and also to report to the Dean of the Faculty of Graduate Studies on equivalency as necessary. Any exceptions or special circumstances must be recommended by the department/unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

In departments/units where the choice of thesis/practicum topic and thesis/practicum advisor are postponed after a student’s entry into the program, the department/unit Head, within one (1) term, shall appoint a faculty member to advise the student in the interim period before the regular advisor is assigned or chosen.

In special circumstances, an advisor and a maximum of one (1) co-advisor, upon approval of the department/unit Head, may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One advisor must be identified as the primary advisor; however, both co-

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**Student’s Advisor:**

For the research-based Master’s: each student must have written confirmation from an advisor prior to admission to the department. The advisor will ensure that the student receives a stipend of no less than the value of a University of Manitoba Graduate Fellowship for the first year of his/her program, whether from a studentship, research grants, or a combination of the above. It is expected that the student, with the assistance of their advisor, will apply to all appropriate granting agencies for which they are eligible for continued support.

For the GCP: Thesis advisor must be in place and a summary of project intentions submitted to the GCP Program Director by the end of the Fall term in the first year of the program. No stipend will be associated with the GCP program.
advisors’ signatures are required on all documents where the advisor’s signature is required.

The advisor/co-advisor will advise the student on a program of study, direct research, and supervise the thesis or practicum work.

A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. The advisor/co-advisor and the student are required to sign the agreement. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Graduate Chair, Head of the department/unit, or the Dean of the Faculty of Graduate Studies.

Should, during the student's program, the relationship between the student and advisor/co-advisor significantly deteriorate, the matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies.

All students should consult department/unit supplemental regulations for specific details regarding advisor/co-advisor requirements.

### 4.6 Advisory Committee

#### 4.6.1 Thesis/Practicum Route

Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her research program. The advisory committee must consist of a minimum of three (3) members (including the advisor/co-advisor), two (2) of whom must be members of the Faculty of Graduate Studies, one (1) of whom must hold a primary appointment from within the department/unit and one (1) of whom must hold no appointment within the department/unit. It is expected, under normal circumstances, that Advisory Committee members have a Master's degree or equivalent. Advisory committees may include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit. Graduate students may not serve on graduate student advisory committees.

The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. The advisor/co-advisor is the Chair of the advisory committee.

Additional specifications, if any, regarding the advisory committee are found in the department/unit supplemental regulations and students should consult these regulations for specific requirements.

Advisory Committee:

For the research-based Master’s: within one month of beginning the program, each student, in consultation with his/her advisor, will select an advisory committee and submit their names to the Chair of the Graduate Student Affairs Committee for approval.

For the GCP: each student, in consultation with his/her advisor, and the GCP Program Director, will select an advisory committee and submit their names to the Chair of the Graduate Student Affairs Committee for approval before the end of the Fall semester in the first year of the program.

For both programs:

Advisory committees are responsible to:

1. monitor the student’s program of study, academic progress, and thesis research progress;
2. provide advice to the students on research or other matters connected with their programs of study;
3. conduct a formal annual review of the student’s progress in time to file a report to the Faculty of Graduate Studies by June 1st of each calendar year;
4. conduct a Fall BMG Review of the student’s progress in time to file a report to the Chair of
the Graduate Student Affairs Committee, by December 1st of each calendar year;  
5. make recommendations regarding thesis examiners to the Faculty of Graduate Studies; and  
6. assist the student in ensuring fulfillment of other university requirements regarding the minimum number of courses, time, residence, academic standing, thesis requirements, and significance of the research in its field.

For the GCP:

7. in consultation with the GCP Program Director, identify gaps in knowledge and/or skills and arrange relevant teaching and/or remediation sessions with an appropriate evaluation method (i.e.: oral examination, oral presentation, written assignment) in which the student must demonstrate proficiency.

Students are ultimately responsible for knowing and meeting degree requirements.

Advisory committees are encouraged to meet at other times during the year, in addition to the two annual reviews, especially if the student or supervisor have any concerns. The student is normally expected to seek approval of the advisory committee before beginning to write his/her thesis.

**4.6.2 Course-based or Comprehensive Examination Route**

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit’s supplemental regulations and students should consult these regulations for specific requirements.

**4.6.3 Accredited professional programs**

Normally, advisory committees are not required in these routes, however any appropriate specifications regarding an advisory committee can be found in the department/unit’s supplemental regulations and students should consult these regulations for specific requirements.

**4.7 Courses and Performance**

**4.7.1 Course or Program Changes**

Students are not permitted to change their program of study, including withdrawal from individual courses, without the approval of their advisor/co-advisor (and/or advisory committee) and department/unit Head. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.

**4.7.2 Lapse of Credit of Courses**

It is recommended that units require a Program of Study and Appointment of Advisory Committee form (analogous to that required by the Faculty of Graduate Studies for PhD students) for internal use.
Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department or unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case–by–case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

Courses completed more than ten (10) years prior to the date of awarding of a degree can not be used for credit toward that degree.

In the event that course-work is no longer considered current, students must take additional course-work (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.

### 4.7.3 Academic Performance

Student progress shall be reported at least annually, but no more than once every four (4) months, to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two (2) consecutive “in need of improvement” or an “unsatisfactory” rating will normally result in withdrawal of the student from the Faculty of Graduate Studies.

Student progress shall be evaluated at least twice annually.

Annual Faculty of Graduate Studies reviews will involve the student and their advisory committee. The student must complete and email the BMG Academic Progress Report form (from BMG website) to their committee at least 7 days prior to the meeting.

For annual Faculty of Graduate Studies reviews, students must submit a 3-page progress report (12 point Times New Roman font, single-spaced, 1" margins), plus references and figures, to each committee member at least 7 days prior to the anticipated date of the annual Faculty of Graduate Studies review.

The student will present a 5-minute oral summary of their academic and research progress at that meeting and will be questioned by the committee members. Presentation software will be allowed and is encouraged.

**Exception:** Students starting in January or May, the 3-page report is not required for their first annual Faculty of Graduate Studies review; however, all other elements are required.

Each examiner will complete the BMG Internal Student Evaluation form (from BMG website), assessing the student’s knowledge, verbal skills, ability to use and organize facts, ‘think on their feet,’ and answer questions directly. Areas of perceived strengths and weaknesses, as well as recommendations for improvement will also be noted. These original reports will be given to the Chair of the Graduate Student Affairs Committee and the student may retain a copy.
The advisory committee will assess the student’s progress and will indicate their assessment on the Faculty of Graduate Studies Progress Report form and on the BMG Internal Student Evaluation form (from BMG website). Goals for the coming year, strengths, and areas requiring improvement will be indicated. The student may be asked to leave the room while the committee determines the student rating.

It is the student’s and advisor’s responsibility to ensure that the annual Faculty of Graduate Studies review is completed prior to the May 31st departmental deadline. Normally students are expected to schedule the review meeting at a time when all committee members and the Chair of the Graduate Student Affairs Committee, or designate, are able to attend. The Chair of the Graduate Student Affairs Committee, or designate, will chair the meeting.

The Faculty of Graduate Studies Progress Report form must be signed by all advisory committee members, the Chair of the meeting, and by the Head of BMG, or designate, and submitted to the Faculty of Graduate Studies prior to its June 1st deadline. Failure to complete and submit the Faculty of Graduate Studies Progress Report form by the Faculty of Graduate Studies’ deadline may result in the student being unable to re-register.

The advisor, the student, or the Chair of the Graduate Student Affairs Committee, or designate, may call additional progress report meetings at any time during the year to address specific issues that may have arisen.

**Fall BMG Review:** Students will undergo a BMG departmental review in the Fall of each year. The purpose of this review is to give the student an opportunity to be examined in a format similar to that of a thesis defence in their area of expertise. The review committee will consist of the student’s advisory committee, and may include the Chair of the Graduate Student Affairs Committee, or designate, acting as Chair. Otherwise, the Advisor is the Chair of the Fall BMG review.

Students are responsible for scheduling their Fall departmental reviews during the months of October-November and must be completed prior to December 1st of each year a student is enrolled in the program. Master’s students who have submitted their thesis for distribution and examination by November 1 are not required to schedule a Fall BMG review.

Fall BMG reviews will normally not be more than one hour in length. A thesis proposal often may be
<table>
<thead>
<tr>
<th>Faculty of Graduate Studies Regulation</th>
<th>Supplemental Regulation</th>
</tr>
</thead>
<tbody>
<tr>
<td>scheduled following the student’s second departmental review for students who start in September, or will typically be examined within 15 months of starting the program for students who start in January, May, or July.</td>
<td></td>
</tr>
<tr>
<td>For Fall BMG reviews, students must submit a BMG Academic Progress Report (from BMG website) and a 3-page progress report (12 point Times New Roman font, single-spaced, 1” margins), plus references and figures, to each committee member at least <strong>7 days</strong> prior to the anticipated date of the Fall BMG review meeting.</td>
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<tr>
<td>The Fall BMG review will follow an oral questions-and-answers format. Students will be asked to start the review with a 5-minute summary of their research project. No presentation software will be allowed.</td>
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<tr>
<td>In general, the questions will relate to what the student is learning with respect to their research project, and coursework. The student will be expected to answer questions related to the rationale, background literature, experimental approaches, technical hurdles, and significance of their research project. Areas of general background knowledge related to the project, and notable recent advancements in their field are also examinable.</td>
<td></td>
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<tr>
<td>Each examiner will complete the BMG Internal Student Evaluation form (from BMG website).</td>
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</table>

### 4.7.4 Performance in Coursework

A minimum degree grade point average (GPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

### 4.7.5 Performance not related to Coursework

In some departments/units, students are required to demonstrate satisfactory academic performance in areas not related to performance in courses, such as attendance at or participation in course lectures, seminars and in laboratories and progress in research, thesis or practicum. The specific nature of satisfactory academic performance is

**Exception:** Students are not required to provide a written project progress report for only their first Fall BMG review. Students are required to provide a BMG Academic Progress Report (from BMG website) and present a 5-minute description of their thesis research project **without** the use of presentation software. It is recommended that students present the relevant background, rationale, hypothesis and aims for their project, along with the general approaches to be employed, and the significance of the work. Students can expect to be questioned about their proposed thesis research project, areas relevant to their chosen field of study, and their background education and experiences.

Students are required to attend and participate in seminars, group meetings, retreats, journal clubs, clinical grand rounds, or academic sessions that are relevant to their particular areas of research (as
outlined in individual department/unit supplemental regulations and students should consult these supplemental regulations for specific requirements. Unacceptable performance must be reported to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.

Graduate students and safety: Graduate Students working in a laboratory are workers as defined in the WHMIS (Workplace Hazardous Materials Information System) legislation. All students will be trained in the WHMIS requirements, and must follow the practices outlined in these policies.

Moreover, all graduate students working in a laboratory are required to successfully complete Biosafety training. Successful completion of Animal User training, and/or Radiation Safety training, and/or Wet Lab training, and/or TCPS2: CORE training, or others may be required as needed.

For the GCP: All students are required to:

1. comply with the code of conduct for clinical rotations;
2. attend Medical Genetics Academic Sessions:
   • complete one academic presentation per year (guideline review, case presentation, mini-reviews of genetic conditions;
   • participate in informal case rounds;
   • lead the review of one journal club article (student selected).
3. attend all patient review or meetings that coordinate with clinic rotations. For example, general genetic referral meeting, cancer referral meetings, subspecialty rounds such as fetal assessment, newborn screening, consult review, metabolic discipline advisory committee, hereditary cancer working group;
4. participate in:
   • Molecular Diagnostic Out of Centre Meeting (document on non-clinical case forms). Students are expected to provide a commentary of their impressions to the program director;
   • the following external academic rounds when topics are relevant (a list of sessions will be distributed on a weekly basis):
     i. Telegraf presentations (bimonthly Royal College training sessions via Telehealth);
     ii. Pediatric, Internal Medicine, Fetal Medicine Grand Rounds.
   • a support group meeting (Fall First Year).
5. Community Outreach (document on non-clinical case forms) – Complete at least one presentation to a school, support group, etc., and provide a written summary to the program director;
### 4.8 Requirements for Graduation

All students must:
- maintain a minimum degree grade point average of 3.0 with no grade below C+;
- meet the minimum and not exceed the maximum course requirements; and
- meet the minimum and not exceed the maximum time requirements.

Individual departments/units may have additional specific requirements for graduation and students should consult department/unit supplemental regulations for these specific requirements.

#### 4.8.1 Thesis/Practicum Route

##### 4.8.1.1 Thesis vs. Practicum

Students must demonstrate their mastery of the field and that they are fully conversant with the relevant literature through their thesis/practicum.

A practicum differs from the thesis in its emphasis on the application of theory, it is however similar in scope, span, and rigour. The practicum takes the form of an exercise in the practical application of knowledge and skill. It usually involves the careful definition of a problem, the application of appropriate knowledge and skills to the problem, and a report of the results in a manner suitable for evaluation by an examining committee. Individual department/units have specific requirements for graduation and students should consult department/unit supplemental regulations for specific requirements.

The thesis is developed under the mentorship of the advisor/co-advisor. Individual departments/units may have specific guidelines regarding the thesis proposal and its acceptance by the student's advisory committee and/or department/unit Head; students should consult department/unit supplemental regulations for specific requirements. Research must be approved by the appropriate Human Research Ethics Board or Animal Care Committee, if applicable, before the work has begun on the thesis research.

Thesis proposals will typically be examined as part of the student's second Fall BMG review and will typically be examined within 15 months of starting the program.

A 3-page written proposal (12 point Times New Roman font, 1" margins, single-spaced) plus relevant appendices is required. The proposal must contain (in the following order):
- Introduction/Background
- Preliminary Data & Rationale
- Hypothesis
- Research Aims
- Significance
- Figures & Tables; and
- Supplementary Information.

The appendices should include relevant figures and/or tables.

The proposal must be distributed to the committee members at least 7-days prior to the meeting. It will be discussed during the meeting, with the student expected to answer questions related to the written document.

Normally, the examination will not be more than 60 minutes in length.

Students will be asked to start the proposal examination with a 5-minute oral summary of their research project.

NO PRESENTATION SOFTWARE WILL BE ALLOWED.

If the committee unanimously agrees that the thesis proposal is acceptable as written, they will indicate

6. attend Cytogenetics Reviews (Fall, Winter second year); and
7. attend a Professional Educational Conference (Fall second year).
their approval (with or without reservations) by signing the ‘Master’s Thesis/Practicum Proposal’ form (from the Faculty of Graduate Studies website). The form and detailed comments will be forwarded to the Faculty of Graduate Studies.

If the committee members do not approve the proposal, they will provide the student with feedback regarding improvements. The student will revise the proposal and arrange a second meeting with the committee to discuss and defend the document, to be held within two months of the first meeting. If the proposal does not receive unanimous approval at this second meeting, the student may be required to withdraw from the program.

If a meeting of the M.Sc. thesis proposal and BMG Fall review or annual Faculty of Graduate Studies review is scheduled at the same time, then the meeting may be up to 2 hours in length. In this case, the student should follow the directions for the written document according to the M.Sc. thesis proposal instructions. However, the student must also provide the other documents as pertaining to these other meetings (i.e.: BMG Academic Progress Report and the BMG Internal Student Evaluation form for each member of the committee).

For the GCP: The thesis proposal is required to be approved by the advisory committee in the Winter Year 1 review meeting.

4.8.1.2 Examining Committee

The advisor/co-advisor will recommend an examining committee to the department/unit Head for approval, which shall then be reported to the Faculty of Graduate Studies on the “Master’s Thesis/Practicum Title and Appointment of Examiners” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). This form must be approved by the Dean of the Faculty of Graduate Studies at least two (2) weeks prior to the distribution of the thesis.

Under normal circumstances, the examining committee will be the same as the advisory committee unless otherwise stipulated in the department/unit’s supplemental regulations. The examining committee must consist of a minimum of three (3) members (including the advisor/co-advisor), two (2) of whom must be members of the Faculty of Graduate Studies, one (1) of whom must hold an appointment from within the department/unit, and one (1) of whom must hold no appointment within the department/unit. All examiners must be deemed qualified by the department/unit Head and be willing to serve. It is expected that, under normal circumstances, Examination Committee members will have a Master's degree or equivalent. The composition of, and any changes to, the examining committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies. Individual departments/units establish specific requirements for examination and students should consult department/unit supplemental regulations for specific requirements.

Students must provide a copy of his/her thesis to their advisor and allow him/her up to 4 weeks to suggest modifications before it is submitted to the examination committee.

In most circumstances, the examining committee will consist of the members of the student’s advisory committee. In consultation with the advisor, an examination committee is selected, and the Masters’ Thesis/Practicum Title and Appointment of Examiners’ form (from the Faculty of Graduate Studies website) is completed and submitted to the Faculty of Graduate Studies.

The examination committee members have 4 weeks to read the thesis and classify it into one of the following categories:
1. Acceptable without modification or with minor revisions;
2. Acceptable subject to modification and/or revision(s);
3. Not acceptable.
The Head of the department/unit arranges for the distribution of the thesis/practicum to the examiners. 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.

If two (2) or more examiners do not approve the thesis, then the student is deemed to have failed the distribution.

### 4.8.1.3 Oral Examination

For departments/units requiring students to pass an oral examination on the subject of the thesis/practicum and matters relating thereto, the format of the oral examination is described in the supplementary regulations of the department/unit. Students should consult these supplemental regulations for specific requirements. A student has the right to an examination of the thesis/practicum if he/she believes it is ready for examination. It is the department/unit’s responsibility to advise the student of any risk involved should he/she decide to proceed against the department/unit’s recommendation.

All members of the examining committee are required to be present at the examination. Under exceptional circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) member may participate electronically. Under no circumstances can the student or the Advisor/Co-Advisor participate electronically. No recording devices will be permitted.

The oral examination shall be open to all members of The University of Manitoba community except in exceptional cases. The oral examination may be closed, for example, when the results of the thesis/practicum research must be kept confidential for a period of time. In such cases, the examining committee and department/unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then decide whether to grant that the final examination be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies.

Following completion of the examination of the thesis/practicum, examiners will consider the oral examination and the written thesis/practicum.

The examiners will also determine the nature of and procedures for approval of any revisions that will be required prior to submission of the thesis/practicum to the Faculty of Graduate Studies. The advisor/co-advisor is normally responsible for ensuring that revisions are completed according to the instructions from the examining committee.

The judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms “approved” or “not approved” on the “Thesis/practicum final report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Each examiner must indicate his/her opinion by his/her signature. If two (2) or more examiners do not approve the thesis, then the student is deemed to have failed the defence.

The examining committee may recommend to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

One classification in category 3 or fewer from the Examining Committee and the candidate proceeds to the oral examination; two or more classifications in category 3 constitutes a “fail” of the written thesis.

In the event that the student fails the written thesis, the Chair shall provide the Faculty of Graduate Studies a detailed report, and a second examination of the revised thesis will be scheduled within six months. Should the revised thesis not be approved, the student may be required to withdraw from the Master’s program.

Oral Examination: Students must pass an oral examination on the subject of the thesis and related matters. The Chair of the Graduate Student Affairs Committee, or designate, will schedule a public oral defence of the thesis after receiving the thesis examination committee’s report that the written thesis falls into one of the two ‘acceptable’ categories. The oral examination committee will consist of the members of the thesis examination committee and the Chair of the Graduate Student Affairs Committee, or designate, who will serve as the Chair.

The first part of the examination will consist of an oral presentation by the candidate, which should include a maximum 30-minute oral summary of the salient points of the research findings. This presentation will be followed by the examination of the candidate by the oral examination committee. This part of the examination should not normally exceed an additional 60 minutes. The Chair will be responsible for maintaining the relevance of questioning, and ensuring that the time limits are not exceeded. The oral examination is open to all members of the university community, and guests invited by the student.

Following the question period, the committee will deliberate in private as to whether the candidate has passed the exam. The Chair does not vote.
### 4.8.1.4 Failure

In the case of a failure of the thesis/practicum at the Master's level, 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 and advisor/co-advisor.

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;
- The defence; or
- A combination of both stages.

The examining process should be completed within one (1) month of distribution of the thesis/practicum.

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### 4.8.2 Course-based/Comprehensive Examination Route

Students must demonstrate his/her mastery of their field. The specific procedures for evaluation of this mastery are stated in individual department/units’ supplemental regulations. Students should consult the department/unit’s supplemental regulations for specific requirements.

In those departments/units where comprehensive examinations are required, students should consult the department/unit’s supplemental regulations for specific requirements. The results of the comprehensive examinations shall be submitted to the Faculty of Graduate Studies on the “Report on comprehensive examination” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) in the terms “pass” or “fail.” No student may sit comprehensive examinations more than twice. Any student who receives a “fail” on the comprehensive examination twice will be required to withdraw from the Faculty of Graduate Studies.

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### 4.9 Style and Format

The thesis/practicum must be written according to a standard style acknowledged by a particular field of study (see Appendix 1).

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### 4.10 Deadlines for Graduation

The final requirements of the degree, in the form of the final report on the thesis/practicum (and the corrected copy of the thesis/practicum); comprehensive examination; M.Eng. project; or Design thesis, must be submitted to the Faculty of Graduate Studies by the appropriate deadline. For those programs that do not have a Culminating exercise (i.e.: thesis/practicum/comprehensive examination/M.Eng. project/Design thesis), the department/unit must forward potential graduate names to the Faculty of Graduate Studies by the deadline. The deadline for each of the graduation dates is published on the Faculty of Graduate Studies website at umanitoba.ca/faculties/graduate_studies/deadlines/index.html.

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### 4.11 Details for Submission of the Final Copy
Following the approval of the thesis/practicum by the examining committee and the completion of any revisions required by that committee, the thesis/practicum, must be submitted to the Faculty of Graduate Studies as follows:

- One digital version submitted as an e-thesis/practicum at the MSpace website; ([http://mspace.lib.umanitoba.ca/xmlui/login](http://mspace.lib.umanitoba.ca/xmlui/login))
- Thesis/Practicum final report;
- Copyright License Declaration form.

### 4.12 Publication and Circulation of Thesis/Practicum

Every graduate student registering in a thesis/practicum Master's program at The University of Manitoba shall be advised that, as a condition of being awarded the degree, he/she will be required to grant a license of partial copyright to the University and to the Library and Archives Canada for any thesis or practicum submitted as part of their degree program.

**Note:** This license makes the thesis/practicum available for further research only. Publication for commercial purposes remains the sole right of the author.

The thesis release form, including the copyright declaration/infringement form, must be completed on MSpace. This and other related regulations may give rise to important questions of law, and students may need additional legal advice on the copyright laws of Canada and/or other countries. Students who wish to obtain legal advice concerning their subsequent rights are advised to do so prior to signing the agreements. Signing of the license agreements is normally done after the contents of the thesis/practicum have been delineated and the importance of copyright and/or patents fully understood and appreciated.

Publication in the above manner does not preclude further publication of the thesis or practicum report or any part of it in a journal or in a book. In such cases, an acknowledgement that the work was originally part of a thesis/practicum at The University of Manitoba should be included.

**Notes:**

**Patents** – Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.

**Restriction of Thesis/Practicum for Publication** – In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

**Library and Archives Canada** – Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.

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**SECTION 5: Doctor of Philosophy General Regulations**

The degree of Doctor of Philosophy (Ph.D.) is granted only upon evidence of general proficiency and of distinctive attainment in a special field. In particular, the candidate must demonstrate an ability for independent investigation, original research or creative scholarship. This is expected to be presented in a thesis with a degree of literary skill and by an oral examination wherein the candidate exhibits mastery of their field. The
Ph.D. is a research degree and is not conferred by The University of Manitoba solely as a result of coursework study.

Although general regulations apply to all students, individual units may have additional regulations that supplement these general regulations. All such supplemental regulations must be approved (as specified by the By-Laws of the Faculty of Graduate Studies), be published and available to students (http://umanitoba.ca/faculties/graduate_studies/admin/supplemental_regulations.html), and be kept on record in the Faculty of Graduate Studies. All students should consult unit supplemental regulations for specific details regarding admission, program requirements, progression, and completion.

### 5.1 Admission

#### 5.1.1 General criteria

Normally, the completion of a Master’s degree or equivalent from a recognized university and a cumulative GPA of 3.0 or equivalent in the last two (2) previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program.

**Note:** This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. However, the criteria for admissions into the Ph.D. program are more stringent than for Masters' programs; therefore, the completion of a Master’s program does not guarantee admission into the Ph.D. program. Some departments/units require completion of a thesis-based Master's program prior to admission to a Ph.D. program.

Admissions are considered on a case-by-case basis by the Graduate Student Admissions and Awards Committee, and are based upon transcripts, English proficiency (if required), two letters of recommendation, and evidence that the applicant's Master's program was thesis-based.

**Admission Requirements:**

1. A thesis-based Master’s degree (of at least 2 years in duration), or equivalent, in biochemistry, genetics, bioinformatics, or a closely related field is required for direct admission to the Ph.D. program. In addition, a cumulative GPA of 3.5 (on a 4.5 scale), or equivalent, in the courses taken during the Master's program is required.

2. Admission will also depend upon the availability and willingness of a faculty member to supervise the student and resources to support the student's research. Prospective students must have written confirmation from an advisor before they will be considered for admission to the department, and should have this before applying to the Faculty of Graduate Studies.

#### 5.1.2 Direct Admission from the Bachelor’s Honours or equivalent

With special recommendation of the department/unit concerned, applicants with an honours Bachelor’s degree or equivalent may be considered for entry to Ph.D. study.

Direct entry from the Bachelor’s degree to the Ph.D. degree would only occur in exceptional circumstances. Prospective students would be expected to have extensive research experience, in
These students must be outstanding in their academic background (GPA well above 3.0 in the last two (2) full years of undergraduate study).

Note: This is the minimum requirement of the Faculty of Graduate Studies and departments/units may have higher standards and additional criteria. Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual department/unit’s approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for three (3) years.

### 5.1.3 Transfer from the Master's to the 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 16 months or four (4) terms (including Summer term) from the start of the Master’s program. The 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 supplemental regulations specify otherwise.

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 (1) month prior to the term for which the student intends to commence the Ph.D. program. The following are required when making the request:

- The online Application for Admission indicating a request for transfer;
- If the transfer is made within one (1) year, no additional application fee must be paid; and
- In the case where the student does not hold a Master’s degree, a letter of recommendation from the Head of the department/unit is also required.

If the transfer occurs within 12 months of the initial registration in the Master’s program, the student will be assessed Ph.D. fees for three (3) years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for two (2) years (as they will have already paid fees for the Master’s program). Students are cautioned that such transfers may impact on The University of Manitoba Graduate Fellowship duration.

Where a student with a Master’s degree or equivalent is initially admitted and registered in a Master’s program, that student may be transferred to the Ph.D. program within the same department/unit on the recommendation of the student’s advisor/co-advisor and Head of the department/unit, provided that follow up transfer recommendation occurs within 12 months of the initial registration in the Master’s program. In such a case, the application fee is waived and fees assessed towards the Master’s program will be deducted from the full two (2) years of Ph.D. program fees. Transfers later than 12 months must pay an application fee and their fees will be assessed as a three (3) year Ph.D.

Where a student holds a Master’s degree that would be sufficient for admission to the Ph.D. program, students must complete at least 12 credit hours of coursework, unless the individual department/unit’s approved supplemental regulations specify otherwise.

Transfer to a Ph.D. program: Students registered for a Master’s degree who have made excellent progress during the first year in their program may be considered for transfer to the Ph.D. program. The transfer process is typically initiated within 16 months of the student’s commencement in the Master’s program, and must be completed within 18 months.

Such transfers will be considered only when:

1. the student has completed a minimum of 6 credit hours and has obtained a minimum Cumulative Grade Point Average of 3.5 (on a 4.5 scale) in M.Sc. courses;
2. The student and advisor must provide, to the Chair of the Graduate Student Affairs Committee, or designate, a written request for transition. The student must also provide a signed document from the Advisory Committee supporting the transition;
3. The student must arrange a meeting with the Chair of the Graduate Student Affairs Committee, or designate, to discuss the following matters:
   a) requirements and expectations of the transition process;
   b) timeline for completing the transition process;
   c) identifying members of the examining committee; and
   d) setting of an examination date and time.
4. At least 7-days prior to the examination date, the student must provide to the Examination Committee (consisting of the student’s Advisory Committee), and the Chair of the Graduate Student Affairs Committee, in his or her own words:
   a) the M.Sc.-Ph.D. Transition form
   b) a 250-word, non-scientific summary:
      Should highlight the “big picture” and significance of the PhD work; and
c) **Research / Project Proposal:**

The research proposal will be in the following format: 5 single-spaced pages of text, with 1” margins and 12-point Times New Roman font. Figures, tables, references, and/or supplementary material are expected but do not count towards the 5-page written portion of the proposal. The document should include: Introduction / background, Preliminary findings, Rationale and hypothesis, Research aims including expected results, and potential pitfalls and solutions and significance.

The student's advisor cannot proofread the document.

**d) Oral Examination**

The student will give an oral presentation (maximum of 20-minutes) with presentation software that will be based solely on the Ph.D. Transition Research/Project Proposal. Following the presentation there will be up to 3 rounds of questions. 40% of the questions will be on the Research / Project Proposal. 40% of the questions will be on comprehensive knowledge of Medical Biochemistry and/or Medical Genetics and/or Computational Biology (for those in that stream). The remaining 20% will be follow-up of questions on either the research project or general knowledge.

Total duration of presentation and questions will be 90 minutes. Following completion of the Research Project Presentation, the student will be asked to leave the room. The Examination Committee will review coursework achievements, research accomplishments, abstract and proposal, proposed Ph.D. research project, and performance in the presentation.

One or fewer dissenting votes constitutes a "pass". Two or more dissenting votes constitute a "fail". No repeats are permitted. If the student fails, they have the option of continuing in the Master's program, and may be eligible to apply to the Ph.D. program upon successful completion of the Master's program.

Note: Transfer from Master's to Ph.D. within a unit must be completed within the first 18 months in the Master's program.
Students nearing the completion of the Master's degree may be accepted provisionally to the Ph.D. program for a 12 month period (commencing with the first registration in the Ph.D. program). Further registration in the Ph.D. program is contingent upon completion of all requirements of the Master's degree within the 12 months. Students must maintain continuous registration in their Master's program until its completion. Students will require assistance from the department/unit and the Faculty of Graduate Studies to complete dual registration on the “Concurrent Curriculum Permission” form (http://intranet.umanitoba.ca/student/records/2323.html) in the Master's and Ph.D. program simultaneously.

5.1.5 English Language Proficiency

See section 1.1.7. Some departments/units specify an additional language requirement for the Ph.D. degree. Students should check department/unit supplemental regulations regarding this requirement.

5.1.6 Students with Disabilities

See Accommodation Policy for Students with Disabilities: http://umanitoba.ca/admin/governance/governing_documents/students/281.html

5.2 Student Advisor, Co-advisor and Advisory Committee

5.2.1 Student Advisor

Every Ph.D. student must have an advisor, appointed by the Head of the department/unit. The advisor is responsible for supervising the student's graduate program. The advisor is the student’s first point of contact at The University of Manitoba, and therefore should be familiar with the general policies and regulations of the Faculty of Graduate Studies as well as the specific supplementary regulations of their academic department/unit. The advisor is directly responsible for the supervision of the student's graduate program. In this capacity, the advisor assists the student in planning the graduate program, and ensures that the student is aware of all graduate program requirements, degree regulations, and general regulations of the academic department/unit, the Faculty of Graduate Studies, the university, and external funding agencies. The advisor provides counsel for all aspects of the graduate program, and stays informed of the student's scholarly activities and progress. The student's advisor also acts as a channel of communication to the student's advisory committee, the department/unit, and the Faculty of Graduate Studies.

The advisor must:

- be a member of the Faculty of Graduate Studies*;
- hold a Ph.D. or equivalent**;
- be active in research;
- have expertise in a discipline related to the student's program; and
- hold an appointment in the student's department/unit.

*(http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html)

**Equivalency will be approved by the Dean of the Faculty of Graduate Studies and determined on a case by case basis and assessed by the potential advisor’s

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FGS Template updated June 2018
demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not equivalent to a Ph.D.

Usually the student and the advisor choose to work together by mutual agreement. In departments/units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the department/unit or the selection committee shall appoint a faculty member to advise the student as to the rules and regulations and on a program and course requirements. This interim period must not exceed eighteen months after entry in to the program before a permanent advisor is chosen.

A student who also holds an appointment at the University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.

The advisor, co-advisor (if applicable) and student must discuss, and complete, the Faculty of Graduate Studies Advisor Student Guidelines (ASG) prior to the commencement of any research and no later than the submission of the first Progress Report for the student. If the parties cannot agree on any component(s) of the ASG, the matter should be referred to the department/unit Graduate Chair, the Head of the department/unit, or the Dean of the Faculty of Graduate Studies.

Should, during the student's program, the relationship between the student and advisor significantly deteriorate, the matter should be referred sequentially to the department/unit Graduate Chair, the Head of the department/unit, then to the Dean of the Faculty of Graduate Studies.

5.2.2 Co-advisor

In special circumstances, upon approval of the Head of the department/unit, an advisor and a maximum of one (1) co-advisor may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor.

The co-advisor will usually be identified either:

A) at the beginning of a student's program in situations where:

1. the student desires to draw equally upon the expertise of two (2) individuals; or
2. the project is interdisciplinary in nature and requires the expertise of two (2) advisors from their respective disciplines.

or

B) mid-way through a student's program due to:

1. the student's project develops in such a way that he/she requires an additional advisor from a different discipline; or
2. the department/unit introduction of a new Faculty member, to the standards of the department/unit, whose expertise facilitates the student's project.

When an advisor and co-advisor are assigned, together they shall fulfill the role of the advisor (that is, neither shall fulfill any other advisory or examining committee membership requirements for that student). One (1) advisor must be identified as the primary advisor; however, both the advisor and co-advisor’s signatures are required on all documents where the advisor’s signature is required.
A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit.

In all instances the Faculty of Graduate Studies must be informed of, and approve, the co-assignment.

### 5.2.3 Advisory Committee

The Head of the department/unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are selected by the advisor/co-advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice and guidance to the student during his/her program. The advisory committee must consist of a minimum of three (3) members of the Faculty of Graduate Studies (http://umanitoba.ca/faculties/graduate_studies/governance/academic_membership.html), one (1) of whom must hold a primary appointment from within the department/unit and one (1) of whom must hold no appointment within the department/unit. Advisory committees may, in addition, include one (1) non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies.

It is expected that Advisory Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Graduate students may not serve on graduate student advisory committees. A student who also holds an appointment at The University of Manitoba at the rank of Assistant Professor or above cannot have an advisor or co-advisor with an appointment in the same department/unit. The composition of, and any changes to, the advisory committee, including the advisor/co-advisor, must be approved by the Faculty of Graduate Studies on the “Program of Study and Appointment of Advisory Committee” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The advisor/co-advisor is the Chair of the advisory committee. Advisory committee meetings must be held at least annually, and are not intended to take the place of meetings between the student and advisor/co-advisor which should occur with much greater frequency than the advisory committee meetings.

### Advisory Committee:

Within one month of beginning the Ph.D. program, each student, in consultation with his/her advisor, will select an advisory committee, and submit the names of the committee members to the Chair of the Graduate Student Affairs Committee, or designate, for approval, and complete the Ph.D. Program of Study and Appointment of Advisory Committee form (from the Faculty of Graduate Studies website).

This committee will consist of a minimum of four members, including the advisor. One member must be from outside the Department of BMG. The student's advisor is Chair of the advisory committee. Students who have transferred from the Master’s program may keep their previous committee members (assuming these members agree to do so), and add one additional member. The advisory committee has the responsibility to:

1. monitor the student's program of study, academic progress, and thesis progress;
2. provide advice to students on research or other matters connected with their programs of study;
3. conduct a formal annual Faculty of Graduate Studies review of the student's progress in time to file a report to the Faculty of Graduate Studies by June 1st of each calendar year;
4. conduct a Fall BMG review of the student's progress in time to file a report to the Chair of the Graduate Student Affairs Committee by December 1st of each calendar year;
5. make recommendations regarding thesis examiners to the Faculty of Graduate Studies;
6. assist the student in ensuring fulfillment of other university requirements regarding the minimum number of courses, time, residence, academic standing, final examination, thesis requirements, and significance of the research in its field.

**Students are ultimately responsible for knowing and meeting degree requirements.**

Advisory committees are encouraged to meet at other times during the year, in addition to the two annual reviews, especially if the student or advisor have any concerns. The student is expected to
### 5.3 Program of Study

As soon as possible, but no later than 24 months after a student has commenced their program, the student’s program of study should be registered with the Faculty of Graduate Studies on the “Program of Study and Appointment of Advisory Committee” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and should include:

- information about the minimum or expected time for completion of the degree;
- coursework to be taken;
- any language requirement; and
- the research area in which the thesis will be written.

The approval of the student’s advisor/co-advisor and the Head of the department/unit are sufficient for registration. The program of study, including withdrawal from individual courses and any subsequent changes, must be approved by the student’s advisor/co-advisor, the advisory committee, and the Head of the department/unit. Withdrawal from courses or changes of course category without such approval may result in the student being required to withdraw from the Faculty of Graduate Studies.

### 5.4 Program Requirements

All students must complete one of the following programs of study for the Ph.D. degree, unless otherwise specified in the approved unit supplemental regulations:

- Where admission to the Ph.D. is directly from a Master’s degree, a minimum of 12 credit hours at the 7000 level or higher plus a thesis is required. Any further coursework beyond the minimum 12 credit hours at the 7000 level must be at the 3000 level or above. For those students who hold a Master’s degree, a maximum of 24 credit hours of coursework is allowed toward the Ph.D. program.*
- Where admission to the Ph.D. is directly from an Honours Bachelor degree or equivalent, a minimum of 24 credit hours plus a thesis is required. The coursework must include a minimum of 18 credit hours at the 7000 level or higher with the balance of the coursework at the 3000 level or higher. For those students who do not hold a Master’s degree, a maximum of 48 credit hours of coursework is allowed toward the Ph.D. program.

*Unless professional accreditation requirements and/or the department/unit's supplemental regulations indicate otherwise.

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1. A written thesis is required for the doctoral degree.

2. Students must enroll in BGEN 8000 – Research Seminar for Doctoral Students in each Fall and Winter term they are registered in the program (until their thesis is submitted). Students will present one seminar approximately 45-50 minutes in duration, plus approximately 10-15 minutes of questions on their research topic each academic year.

   Students must attend at least 80% of the seminars in the Research Seminar course unless they have the written consent of the course coordinator (consent only given in exceptional cases; for example, student is out of town; student has started a new program or job and is only awaiting completion of their thesis). The course coordinator will monitor attendance and give the student (and their advisor) a single written warning if they are missing too many seminars. Students who do not have 80% attendance at the end of that year's seminar program will receive an F grade in the course and will be required to withdraw from the program.

3. In addition to BGEN 8000 Research Seminar for Doctoral Students, students who transition from the M.Sc. program are required to take 6.0 credit hours (in addition to the 10.0 credit hours required in fulfillment of the MSc program).
4. In addition to BGEN 8000 Research Seminar for Doctoral Students, students holding a thesis-based M.Sc. degree who enter directly into the Ph.D. program must take a minimum of 9.0 credit hours. Coursework may include IMED 7120 Medical Biochemistry (3.0 credits), and/or IMED 7170 Medical Genetics (3.0 credits), and/or IMED 7280 Medical Computational Biology. The requirement will be decided in consultation between the student and their advisor, advisory committee, the Course Coordinator, and the Graduate Student Affairs Committee to determine whether a student already holds a course equivalent to IMED 7120, IMED 7170, or IMED 7280. If equivalency is granted, alternative coursework will be selected as agreed upon by the student and their advisor and/or advisory committee.

The 9 credit hours must be taken at the 7000-level or higher.

5. The student's coursework plan must be documented on the Ph.D. Program of Study and Appointment of Advisory Committee form (from the Faculty of Graduate Studies website) within one month of starting the program.

6. The student must undertake the candidacy examination within 12 months of completing his/her coursework. Please see Section 5.8 for details.

Students must provide the Chair of the Graduate Student Affairs committee, or designate, with the written approval of their advisory committee to withdraw from a course. Withdrawal from courses will be noted at the student's annual review meeting.

5.4.1 Language Reading Requirements

Some departments/units specify a language requirement for the Ph.D. degree. Students are advised to check department/unit supplemental regulations regarding this requirement.

Proficiency in reading a language other than English is not required.

5.4.2 Advance Credit

Advance credit for courses completed prior to admission to a Ph.D. program will be considered on an individual basis. The student's unit makes the request to the Faculty of Graduate Studies by completing the “Advance Credit -Transfer of Courses” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

Note:
- Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section for course currency);
- No more than half of the required coursework for the program can be given advance credit;
- A course may not be used for credit toward more than one degree, diploma or certificate; and
- The student must register at The University of Manitoba for at least two (2) consecutive terms and must also complete the thesis and candidacy examination at The University of Manitoba.

Regardless of the extent of advanced credit received, all students are required to pay applicable program fees.

5.4.3 Transfer Credit

Courses within a program of study may be taken elsewhere and transferred for credit at The University of Manitoba. All such courses:

- must be approved for transfer to the program of study by the department/unit and the Faculty of Graduate Studies before the student may register for them;
- are considered on an individual basis;
- cannot be used for credit towards another degree;
- may be taken at other universities while registered in a program at The University of Manitoba, provided that the credit does not exceed 50% of the minimum credit hours of coursework required.

Permission is granted in the form of a Letter of Permission which may be obtained by making an application to the Registrar’s Office: (http://umanitoba.ca/student/records/leave_return/710.html). An original transcript, and course equivalency must be provided.

5.4.4 Lapse of Credit of Courses

Courses completed more than seven (7) years prior to the date of awarding of a degree may not normally be used for credit toward that degree. A department or unit may request an exception to this limit on behalf of the student. Such requests, which will be evaluated on a case–by–case basis, must be accompanied by supporting information including a detailed summary of the content of the course as taken initially and as offered most recently, and a detailed rationale explaining how the student has maintained knowledge of the course content.

Courses completed more than ten (10) years prior to the date of awarding of a degree can not be used for credit toward that degree.

In the event that course-work is no longer considered current, students must take additional course-work (as recommended by the Department/Unit Head, or designate, and as approved by the Dean of the Faculty of Graduate Studies) to meet the minimum credit hour requirements for their program.

5.5 Time Limits

5.5.1 Minimum Time Limit

The minimum time requirement for the program of study for a Ph.D. degree will normally be two (2) years of study beyond the level of the Master’s degree, or three (3) years.
beyond the level of a Bachelor’s degree. The student may be permitted to spend one (1) of these years in an approved program of research or study elsewhere. Such permission must be approved by the Dean of the Faculty of Graduate Studies on the recommendation of the student’s advisory committee.

5.5.2 Maximum Time Limit

A student’s candidature shall lapse if he/she fails to complete the degree within six (6) years following initial registration in the Ph.D. program. For those students who transfer from the Master’s to the Ph.D., years spent in the Master’s program are counted as years in the Ph.D. program.

Ph.D. students who are declared as part-time will receive an additional four (4) months in time to complete their program for every two (2) years (24 months) they are declared as part time (see section 1.4.1) to a maximum of seven (7) years. Requests for extensions of time to complete the degree will be considered on an individual basis and must be submitted to the Dean of the Faculty of Graduate Studies “Time Extension Request Form” (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) at least three (3), but no more than four (4), months prior to expiration of the respective maximum time limit.

A student who has not completed the degree requirements within the time limit or within the time limit of any extension that has been granted (see also sections “Extension of Time to Complete Program of Study” and “Leave of Absence”) will be required to withdraw from the Faculty of Graduate Studies and the notation on the student record will be “Required to withdraw”.

5.6 Academic Performance

Student progress shall be reported at least annually (but no more than once every four months) to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the Graduate Chair and/or department/unit Head to the Dean of the Faculty of Graduate Studies. Students who progress satisfactorily will be monitored in the following manner:

Student progress shall be evaluated at least twice annually for students in the Department of Biochemistry and Medical Genetics.

Annual Faculty of Graduate Studies Review:
The annual Faculty of Graduate Studies review will involve the student, and their advisory committee. The student must complete, and email the BMG Academic Progress Report form (from BMG website) to their committee at least 7 days prior to the meeting.

For annual Faculty of Graduate Studies reviews, students must submit a 3-page progress report (12 point Times New Roman font, single-spaced, 1” margins), plus references and figures, to each committee member at least 7 days prior to the anticipated date of the annual Faculty of Graduate Studies review.

The student will present a 5-minute oral summary of their academic and research progress at that meeting, and will be questioned by the committee members. Presentation software will be allowed and is encouraged.

For students that enter directly into the Ph.D. program starting in January or May, the 3-page report is not required for their first annual Faculty of

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*Biochemistry and Medical Genetics Supplemental Regulations approved by FGS August 2017*

*FGS Template updated June 2018*
Graduate Studies review; however, all other elements are required.

The advisory committee will assess the student’s progress, and will indicate their assessment on the Faculty of Graduate Studies Progress Report form, and on the BMG Internal Student Evaluation form (from BMG website). Goals for the coming year, strengths, and areas requiring improvement will be indicated. The student may be asked to leave the room while the committee determines the student rating.

It is the student’s and advisor’s responsibility to ensure that the annual Faculty of Graduate Studies review is completed prior to the May 31st departmental deadline. Normally students are expected to schedule the review meeting at a time when all committee members, and the Chair of the Graduate Student Affairs Committee, or designate, are able to attend. The Chair of the Graduate Student Affairs Committee, or designate, will chair the meeting.

The Faculty of Graduate Studies Progress Report form must be signed by all advisory committee members, and by the Head of the department, or designate, and submitted to the Faculty of Graduate Studies prior to their June 1st deadline. Failure to complete, and submit the Faculty of Graduate Studies Progress Report form by the Faculty of Graduate Studies’ deadline may result in the student being unable to re-register.

The advisor, the student, or the Chair of the Graduate Student Affairs Committee, or designate, may call additional progress report meetings at any time during the year to address specific issues that may have arisen.

**Fall BMG Review:** Students will undergo a BMG departmental review in the Fall of each year. The purpose of these reviews is to give the student an opportunity to be examined in a format similar to that of an oral comprehensive exam or thesis defence in their area of expertise. The review committee will consist of the student’s advisory committee, and may include the Chair of the Graduate Student Affairs Committee, or designate, acting as Chair. Otherwise, the Advisor is the Chair of the Fall BMG review.

Students are responsible for scheduling their Fall BMG reviews during the months of October-November, and must be completed prior to December 1st of each year a student is enrolled in the program. Ph.D. students who have submitted their thesis for distribution and examination by November 1 are not required to schedule a Fall BMG review.
Fall BMG reviews will normally not be more than one hour in length. A thesis proposal often may be scheduled following the student’s second Fall BMG review for students who start in September, or will typically be examined within 15 months of starting the program for students who start in January, May, or July.

The student will present a 5-minute oral summary of their academic and research progress at that meeting, and will be questioned by the committee members. No presentation software will be allowed.

Doctoral students who have completed their candidacy exams are no longer required to do a Fall BMG review, though they may do so if they, or their advisory committee, feel it would be worthwhile.

5.6.1 Performance in Coursework

A minimum degree grade point average (DGPA) of 3.0 with no grade below C+ must be maintained to continue in the Faculty of Graduate Studies. Departments/units may specify, in their supplementary regulations, standards that are higher than those of the Faculty of Graduate Studies. Students who fail to maintain the specified grades will be required to withdraw unless a department/unit recommends remedial action. Any such action must be approved by the Dean of the Faculty of Graduate Studies.

5.6.2 Performance Not Related to Coursework

Students may be required to withdraw from their Ph.D. program for reasons of unsatisfactory performance other than those related to failing grades. These include, but are not restricted to, unsatisfactory attendance and lack of progress in research and/or thesis preparation. Unacceptable performance must be reported to the Faculty of Graduate Studies on the “Progress Report” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). Students who fail to maintain satisfactory performance may be required to withdraw on the recommendation of the department/unit Head to the Dean of the Faculty of Graduate Studies.

Students are required to attend, and participate in seminars, group meetings, retreats, journal clubs, clinical case rounds, or academic sessions that are relevant to their particular areas of research (as determined by their advisor).

Graduate students and safety: Graduate students working in a laboratory are workers as defined in the WHMIS (Workplace Hazardous Materials Information System) legislation. All students will be trained in the WHMIS requirements, and must follow the practices outlined in these policies.

Moreover, all graduate students working in a laboratory are required to successfully complete Biosafety training. Successful completion of Animal User training, and/or Radiation Safety training, and/or Wet Lab training, and/or TCPS2: CORE training, or others may be required as needed.

Additional examples could include attendance in seminars, standards of ethical behavior, professional dress codes.
### 5.7 Academic Requirement for Graduation

A cumulative degree grade point average of 3.0 or greater is required in those courses that constitute the program of study for graduation in the Faculty of Graduate Studies.

### 5.8 Candidacy Examination

The candidacy examination is an absolute requirement of the Faculty of Graduate Studies and, as such, cannot be waived under any circumstances. However, the format and content of the candidacy exam varies from department/unit to department/unit. The purposes of the candidacy exam in doctoral programs is to determine the student’s competence in the discipline with respect to understanding and absorbing a broad spectrum of material, and then researching, identifying, analysing, synthesizing, and communicating ideas about that material in depth.

At the time specified by the advisory committee - normally within the first year after the completion of the Ph.D. program coursework but in no case later than one (1) year prior to expected graduation - the student must successfully complete the formal candidacy examination.

The examination is conducted according to a procedure established by the department/unit and approved by the Programs and Guidelines Committee of the Faculty of Graduate Studies. Please see the department/unit supplemental regulations for the format and composition of the examination committee for the candidacy examination. The candidacy examination must be held at The University of Manitoba.

This examination, which must be independent from the thesis proposal, may be oral, written, or both and may cover subjects relevant to the general area of the candidate's research. The structure of the exam must be made known to students well in advance of the exam. In the case where there is a required oral component, the student must be physically present.

A pass decision of the examiners must be unanimous. Students must be provided with feedback on their performance and access to the reasons for the pass/fail.

The Dean of the Faculty of Graduate Studies must be informed whether the candidate has passed or failed the candidacy examination on the “Report on Ph.D. Candidacy Examination” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html).

Any student who fails the candidacy examination twice will be required to withdraw from the Faculty of Graduate Studies.

On successful completion of this examination, the student will be considered a candidate for the Ph.D. degree.

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### Scheduling

Scheduling: Students must take their candidacy examination within the first 12 months of completing their coursework. The purpose of the candidacy examination is to uniformly, rigorously, fairly, and expeditiously assess the student’s (a) breadth of knowledge of biochemistry, genetics, and/or computational biology, (b) abilities to research, identify, critically analyze, creatively synthesize, and communicate ideas about that knowledge in depth both orally and in writing, and (c) suitability to undertake training for an advanced scientific credential.

### Composition of the Candidacy Examination Committee

Composition of the Candidacy Examination Committee: All Committee members must be members, or adjunct members of the Faculty of Graduate Studies. The Examining Committee consists of the Chair of the Graduate Student Affairs Committee (or an alternate selected by the Department Head in the event the Chair is also the student’s advisor), an additional member, and two “constants” from the Department of BMG who will serve on all examination committees for that session. The supervisor will be given the opportunity to provide names of individuals to include as examiners (2) and to exclude as examiners (2) to avoid potential conflicts or bias. The student's supervisor/co-supervisors cannot be a member of the Candidacy Examination Committee.

### Content and Format

Content and Format: The written component consists of a 5-page (excluding executive summary, references, figures, and tables), single-spaced editorial review using 12 point Times New Roman font and 1" margins.

Students will have three weeks after receiving the review topic area to write the editorial paper. They must critically, and creatively evaluate the topic area suggested by the examination committee by conducting all necessary background research on the academic progression of the subject to date including methodology and underlying rationale, ethical issues, scientific integrity, competing theoretical explanations, current status of the area, and directions for future research. Students are encouraged to complete this editorial review, and receive peer-review from fellow students; but not from faculty.
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| **Evaluation and Examination:** Faculty will normally have one week to review the editorial paper, and provide a decision of "pass" or "fail" to the Chair of the Graduate Student Affairs Committee, or designate. If the student passes, then the oral examination normally occurs the next day. The oral examination normally consists of a maximum of two hours of questions. The source of the questions will be based on the written document, drawn from a standard “question bank” developed by BMG faculty (made available to the student), and on the discussion arising during the course of the examination.  
If the editorial review is failed, the committee will provide oral and written feedback to the student the next day. Students will have an additional two weeks to revise the document.  
In the evaluation, the committee will normally be allowed one week to decide “pass” or “fail”. One dissenting vote or fewer constitutes a “pass”. Two or more dissenting votes constitute a “fail”. If the student passes, then the oral examination normally occurs the next day.  
If the student fails on the first attempt, they will be allowed one additional attempt on a different topic, and a new Examining Committee will be struck. Failure on the second attempt will mean that the student will be required to withdraw from the program. |
| **5.9 Thesis Proposal**  
Some departments/units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific department/unit supplemental regulations. If departments/units require thesis proposal approval, this exercise must be independent from the candidacy examination. Regardless, the proposed thesis research must be approved by the advisory committee and, if necessary, by the Human Research Ethics Board or Animal Care Committee before the work has begun on the thesis research or project.  
The purpose of the thesis proposal is to examine the student's understanding of their research area, and to demonstrate competence in formulating, and communicating a proposal for the research that is planned for the thesis. The thesis proposals will typically be examined as part of the student's second Fall review for students who start in September, and will typically be examined within 15 months of starting the program for students who start in January, May, or July.  
A 5-page written proposal (12 point Times New Roman font, 1” margins, single-spaced) plus relevant appendices is required. The proposal should contain (in the following order): Introduction/Background, Preliminary Data & Rationale, Hypothesis, Research Aims, Significance, Figures & Tables, and Supplementary Information. The appendices should include relevant figures and/or tables. There must be enough detail so that the committee can provide the student, and the advisor with an assessment of the approach, feasibility, and significance of the thesis proposal. |
The proposal should be distributed to the committee members at least 7 days prior to the meeting. It will be discussed during the meeting, with the student expected to answer questions related to the written document.

If the committee unanimously agrees that the thesis proposal is acceptable as written, they will indicate their approval (with or without reservations) by signing the Ph.D. Thesis Proposal form (from the Faculty of Graduate Studies website). If the committee members do not approve the proposal, they will provide the student with written feedback regarding improvements. The student will revise the proposal, and arrange a second meeting with the committee to discuss and defend the document, to be held within two months of the first meeting. If the proposal does not receive unanimous approval at this second meeting, the student will be required to withdraw from the program.

### 5.10 Thesis

An essential feature of Ph.D. study is the candidate's demonstration of competence to complete a research project and present the findings. The thesis must constitute a distinct contribution to knowledge in the major field of study, and the research must be of sufficient merit to be, in the judgement of the examiners, acceptable for publication. The thesis must be written according to a standard style acknowledged within the candidate's particular field of study and recommended by the department/unit, be lucid and well-written, and be reasonably free from errors of style and grammar (including typographical errors).

The final version of the thesis must be submitted by the candidate to the Faculty of Graduate Studies following the guidelines found at:

http://umanitoba.ca/faculties/graduate_studies/thesis/guidelines.html

Students must provide a copy of their thesis to their advisor, and allow them up to 6 weeks to suggest modifications before it is submitted to the Faculty of Graduate Studies for distribution.

### 5.11 Thesis Examination Procedures

The final examination for the Ph.D. degree proceeds in two (2) stages:

1. Examination of the candidate’s thesis by an internal and external examiner;
2. Oral examination of the candidate by all examiners on the subject of the thesis and any matters relating thereto.

### 5.11.1 Formation of the Examining Committee I - University of Manitoba (Internal) Examiners

The candidate's advisor (and, if appropriate, co-advisor) is considered to be a voting member of the examining committee. All voting members of the advisory committee are expected to serve on the examining committee; any exceptions must be approved in advance by the Dean of the Faculty of Graduate Studies. One (1) member must hold an appointment within the department/unit and one (1) member must hold no appointment within the department/unit. All internal examiners must be members of the Faculty of Graduate Studies.
It is expected that Examining Committee members will have a Ph.D. degree or equivalent. Equivalency will be determined by the Dean of the Faculty of Graduate Studies. Note that in the case of an advisor and co-advisor, both together have a single vote on the examining committee.

### 5.11.2 Formation of the Examining Committee II - External Examiner

The candidate’s advisor/co-advisor, in consultation with the advisory committee, will recommend the names of three (3) distinguished scholars from outside The University of Manitoba with particular experience in the field of the thesis research and Ph.D. student advisory/examination experience to serve as the external examiner to the Dean of the Faculty of Graduate Studies for approval via the Thesis Submission Portal on JUMP. The recommendations should, if possible, include a brief CV of each of the prospective external examiners and a short statement detailing the rationale behind the recommendations, the prospective external examiners’ qualifications, including a current list of his/her scholarly publications and research activities and, importantly, their experience with graduate student education. No contact should be made with any of the prospective external examiners. If any of the recommended examiners does not meet the following criteria, specified below, a detailed explanation should be included with the rationale for the recommendation.

The external examiner must:

- hold a Ph.D. or equivalent;
- hold the rank of Associate Professor, Full Professor, Senior Scholar or Emeritus Professor (or the equivalent if outside North America) at a university, or have comparable expertise and standing if not a faculty member at a university;
- have an established reputation in the area of the thesis research and be able to judge whether the thesis would be acceptable at an institution comparable to The University of Manitoba; and
- have a demonstrated record of supervising Ph.D. students to completion, and significant recent experience with the supervision and/or examination of Ph.D. students.

The external examiner must not:

- have acted as an external examiner for a student of the same Ph.D. advisor within the previous two (2) years;
- have been associated with the candidate at any time or in any significant way in the past five (5) years, present or reasonably foreseeable future (advisor/co-advisor, colleague, teacher, co-author of published material, family member etc.); or
- be associated with the candidate’s advisor/co-advisor in any of the following ways:
  - former student;
  - research advisor/co-advisor;
  - research collaborator within the last five (5) years;
  - co-author of published material within the last five (5) years; or
  - have had a significant academic disagreement with the candidate, the advisor/co-advisor or any member of the advisory committee.

The Dean of the Faculty of Graduate Studies will choose the external examiner from the list provided by the candidate’s advisor/co-advisor and will make the formal invitation to the external examiner. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until their report has been submitted.
5.11.3 Changes in the Examining Committee

The Dean of the Faculty of Graduate Studies must approve changes in the membership of the examining committee. No changes shall be made in the examining committee after the thesis is submitted to the Faculty of Graduate Studies. Should the thesis not be submitted for examination within 12 months after the appointment of the examining committee, the committee appointment will lapse and the process shall revert to 5.11.1 above.

5.11.4 Distribution of the Thesis for Examination

Ph.D. candidates must submit their thesis for distribution electronically through JUMP. Consult this link for pertinent instructions: [http://umanitoba.ca/faculties/graduate_studies/media/Thesis_Distribution_Portal.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Thesis_Distribution_Portal.pdf). It is the responsibility of the Faculty of Graduate Studies to distribute the electronic version of the thesis to all examiners. The Faculty of Graduate Studies shall attempt to ensure that the thesis is distributed to examiners as soon as possible after the submission of all required documentation. The Faculty of Graduate Studies website ([umanitoba.ca/faculties/graduate_studies/deadlines/index.html](http://umanitoba.ca/faculties/graduate_studies/deadlines/index.html)) should be consulted regarding dates by which theses must be submitted.

Once the thesis has been submitted to the Faculty of Graduate Studies, neither the candidate nor the advisor/co-advisor shall have any communication with the examining committee regarding the thesis. However, should the need arise, the external examiner may contact the Dean of the Faculty of Graduate Studies to discuss any issues related to the thesis.

5.11.5 Responsibilities of the Examiners

In general, the examiners are responsible for:

- ensuring that the thesis and the candidate meet recognized scholarly standards for a Ph.D.;
- appraising the underlying assumptions, methodology, findings, and scholarly significance of the findings of the thesis;
- ensuring that the thesis is organized, presents data and uses accepted conventions for addressing the scholarly literature in an acceptable manner; and
- evaluating that the candidate has the ability to present their findings orally and demonstrate their scholarship by responding to questions and defending the thesis.

Notes:

1. Any potential breach of academic integrity should be reported to the Dean of the Faculty of Graduate Studies for investigation by the Vice President (Research and International).
2. Submission of previously published, peer-reviewed material in the thesis does not preclude its critical examination, either as a written document being reviewed by examiners or at the thesis defence.
5.11.6 Process

Examination of the Written Thesis

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. The thesis will be eligible for distribution to Internal and External examiners only once this form is received by Faculty of Graduate Studies.

The Dean of the Faculty of Graduate Studies will request the Internal and External examiners to give, within three (3) weeks of the distribution of the thesis, a detailed written report of the thesis.

The Internal and External examiners will be asked to place the thesis into one of the following categories:

1. The thesis represents a distinct contribution to the candidate’s field of research and is acceptable as it stands. Minor revisions to content, structure, or writing style may be required. The thesis may proceed to oral examination;

2. The thesis has merit and makes a contribution to the candidate’s field; however, there are research-related concerns that have the potential to be addressed in the oral defence. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to oral examination;

3. The thesis has some merit, but is not acceptable in its current state and requires major revisions to one or more of its core components, such as research content, structure or writing style. The thesis should not proceed to oral examination; or

4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis should not proceed to oral examination.

The candidate’s advisor (and, if appropriate, co-advisor) may also wish to submit a report. If none or one (the dissenting voice) of the Internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), then the thesis may still proceed to oral defence if a passing grade is received from the External examiner. If two or more members of the Internal examining committee fail the thesis (i.e. places the thesis in categories 3 or 4 above), then the thesis fails.

If the External examiner passes the thesis (i.e., places the thesis in category 1 or 2 above), then the student can proceed to oral examination so long as not more than 1 of the Internal examiners fails the thesis (i.e., places the thesis in category 3 or 4 above).

If more than one Internal examiner fails the thesis (i.e., places the thesis in category 3 or 4 above), then the candidate fails the examination.

If the External examiner fails the thesis (i.e., places the thesis in category 3 or 4 above), then the candidate fails the examination.

The awarding of a passing grade by an Internal or External examiner does not preclude them from awarding 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. In this case, the Department/Unit Head shall convene a meeting of the Internal members 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 which 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, advisory 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, if any. The thesis will be eligible for second distribution to Internal and External examiners only once this is received by the Faculty of Graduate Studies.

Two failures at any combination of written review and/or oral examination stage will result in the candidate being required to withdraw from the Faculty of Graduate Studies.

Reports

The Dean of the Faculty of Graduate Studies shall provide electronic copies of all reports to each of the advisor/co-advisor, examiners and Head of the department/unit.

5.12 The Oral Examination

5.12.1 Scheduling

Departments/units cannot proceed with scheduling the oral examination prior to receiving the approved Internal and External examiners report from the Faculty of Graduate Studies. The examination must be held at The University of Manitoba normally during regular business hours. It is the responsibility of the unit to ensure that all room booking arrangements are made and appropriate facilities meet minimum standards expected for a Ph.D. defence. In addition, the candidate must submit, in electronic format biographical information and an abstract of the thesis to the Faculty of Graduate Studies at least two (2) weeks in advance of the date of the oral examination.

5.12.2 Attendance

The Dean of the Faculty of Graduate Studies or designate shall act as Chair of the examination committee.

The attendance of the external examiner in person at the candidate's oral examination is encouraged. If the external examiner will not be present in person, his/her participation electronically is expected. If the external examiner cannot participate electronically, he/she will be asked to provide questions in advance. These questions will be read to the candidate at the defence by the Chair.

All internal members of the examining committee are required to be present at the defence, unless exceptional circumstances prevent this. Under such circumstances, and with the prior approval of the Dean of the Faculty of Graduate Studies, one (1) internal member may participate electronically. Consequently, no more than one (1) Internal member and the External examiner may participate electronically.

The candidate must be present in person at the examination. Under no circumstances can the candidate participate electronically or by telephone.

Normally, the oral examination shall be open to all members of The University of Manitoba community and the general public. In exceptional cases the final oral examination may be closed; for example, when the results of the thesis research must
be kept confidential for a period of time. In such cases, the examination committee and Head of the unit shall request prior approval in writing from the Dean of the Faculty of Graduate Studies. If approved, the final oral examination shall be closed to all but the examining committee and the Dean of the Faculty of Graduate Studies or designate.

Regardless of open or closed status, no recording devices will be permitted.

### 5.12.3 Format of the Examination

The first part of the oral examination shall consist of an oral presentation by the candidate. This is followed by examination of the candidate by the examination committee. If time permits the Chair, at their discretion, may allow questions from members of the audience.

### 5.12.4 Procedures for the Conduct of the Examination

The Chair should discuss the examination procedures with the examiners in camera prior to the beginning of the formal examination.

The Chair will introduce the candidate and request him/her to give a concise (20 to 25 minute) oral presentation of the thesis to include a summary of the problem addressed, the results obtained, and the conclusions drawn from the study.

Following the presentation, the Chair will invite questions from each member of the examining committee, taking care to ensure that each examiner has approximately equal time for questions. The total time for questions by the examining committee must not exceed two (2) hours.

The Chair may exercise his/her discretion in allowing questions from the audience following completion of the formal examination. Once assuming the role of Chair, he/she foregoes the right to comment on the merits of the thesis whether or not he/she is an expert in the field.

### 5.12.5 Decision of the Committee:

Following completion of the formal examination, the candidate and audience must leave the examination room. The decision of the examining committee will be based both on the content of the thesis and on the candidate's ability to defend it. The performance of the candidate at the oral examination may reveal problems of comprehension or explanation, and the examining committee may require revisions be made to the written thesis to address these problems prior to granting final approval.

The judgement of the examiners shall be reported by the Chair to the Faculty of Graduate Studies in the qualitative terms “pass” or “fail” on the “Final Examination of the Ph.D. Thesis” form.

- **Pass**: the candidate has satisfactorily presented the thesis rationale, methodology, findings, and conclusions to the general satisfaction of the examining committee. Notwithstanding this, stylistic, grammatical, and content revisions to the thesis may be required. Normally, the advisor/co-advisor is charged with ensuring that any revisions are satisfactorily completed. Under some circumstances, the entire examining committee may wish to ensure any required revisions are completed satisfactorily.
Regardless, those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.

- **Fail:** the candidate has failed to adequately orally present the thesis rationale, methodology, findings, and/or conclusions, or to satisfactorily respond to questions posed related to the thesis. Failure may also arise because of defects in conception, methodology, or context. Those examiners in agreement must indicate, by his/her signature, concurrence with the failing grade.

If either the external examiner or two (2) or more internal examiners indicate a fail, the candidate fails the examination. In this case, the Chair must submit a copy of the report, including written detailed reasons for the decision, to the candidate, all members of the examining committee, and the Dean of the Faculty of Graduate Studies.

In the case of a first failure of the oral defence, the candidate may, on support of their home department/unit, be allowed to have the thesis evaluated a second time. In this case, the Department/Unit Head shall convene a meeting of the Internal members 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 which 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-advisor, advisory 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, if any. The thesis will be eligible for second distribution to Internal and External examiners only once this is received by the Faculty of Graduate Studies.

Candidates whose thesis is failed twice at the written review and/or oral examination stage will be withdrawn from the Faculty of Graduate Studies.

5.13 Candidate Awards

The examination committee may recommend in writing to the Faculty of Graduate Studies that the thesis is of sufficient merit to receive an award.

5.14 Graduation

The candidate will be recommended for the Ph.D. degree upon receipt by the Faculty of Graduate Studies of favourable reports by the thesis examining committee, a corrected copy of the electronic version of the thesis submitted to MSpace, final approval and release forms, and providing all other degree requirements have been satisfied.

**Patents:**
Refer to section 6 “Policy of Withholding Theses Pending Patent Applications” in this Guide.

**Restriction of Theses for Publication:**
In exceptional cases, not covered by the regulation concerning patents, where adequate cause can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate Studies restrict access for a period up to one (1) year after the submission of the digital version of a thesis to
The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

**Library and Archives Canada:**
Library and Archives Canada obtains a copy of the thesis via the University’s MSpace repository.

### 5.15 Student Withdrawal

A student will be required to withdraw when the Ph.D. thesis has been rejected twice at the stage where:

- a) The internal examining committee reports on the merits of the written thesis;
- b) The external examiner reports on the merits of the written thesis;
- c) The oral examination; or
- d) A combination of any of these stages.

### SECTION 6: Policy of Withholding Thesis Pending Patent Applications Content or Manuscript Submission

In 1970, The University of Manitoba Board of Governors and Senate approved a policy on accepting research grants from outside agencies. This policy defined the right of agencies to defer release of information and thus ensure freedom of publications for research findings of University personnel. Occasionally, the University may also wish to restrict the release of a thesis pending patent application. For additional details, see The University of Manitoba governing document: [http://umanitoba.ca/admin/governance/governing_documents/community/235.html](http://umanitoba.ca/admin/governance/governing_documents/community/235.html)

This situation may arise in the two (2) circumstances defined below, both of which are governed by the same set of regulations:

1. Where a research project is known to contain patentable items as defined in the research contract, then it is the responsibility of the advisor/co-advisor to give written information of the restrictions on publication to the student prior to the start of the thesis research. If the student agrees to carry out the research, then the regulation given below will apply; or

2. Where a patentable item is found during the course of research, then the advisor/co-advisor and the student may make application for patent rights through the University Patent Committee, and the following regulation will apply concerning the release of the thesis.

**Regulations Concerning Release of a Thesis during Application and Negotiation for Patents:**
The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor/co-advisor and the student, the Dean will retain the thesis for a period up to one year.

**Regulations Concerning Release of Thesis Pending Manuscript Submission:**
The Dean of the Faculty of Graduate Studies will receive the approved thesis. On written joint request of the advisor and the student, the Dean will retain the thesis for a period up to one (1) year.

In exceptional cases, not covered by the regulation concerning patents, where adequate causes can be shown to delay publication, the student and advisor/co-advisor may request in writing that the Dean of the Faculty of Graduate studies restrict access for a period up to one (1) year after submission of the digital version of a thesis or
practicum to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

### SECTION 7: Extension of Time to Complete Program of Study Content

All requests for extensions will normally be dealt with administratively and reported, in summary form, to the Executive Committee of Graduate Studies for information. The student must complete the “Time Extension Request Form” [http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html) and submit it to his/her major department/unit for recommendation to the Faculty of Graduate Studies at least (3) three, but no more than four (4), months prior to expiration of the respective maximum time limit. Requests for an extension are reviewed by the Faculty of Graduate Studies on a case by case basis.

Requests for extension must be accompanied by a realistic detailed timeline that has been agreed to by the student and advisor/co-advisor and endorsed by the department/unit Head. The extension time requested must closely reflect the time required to complete the program.

The normal time granted for extensions is four to eight months. More than one extension period may be granted. However the total approved for all extensions will not normally exceed one (1) year.

### Section 8: Leaves of Absence

#### 8.1 Regular Leave

A regular leave is intended to allow students to meet responsibilities/plans related to family, travel or employment and circumstances not covered by the parental or exceptional leaves. At the student's request, the Head of the department/unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted a leave of absence for a period of time not to exceed one (1) year. While on a regular leave of absence, a student is not expected to be actively engaged in their program of study or thesis research work. A student on a regular leave of absence is required to maintain continuous registration. A student on a regular leave of absence will not be assessed program fees, if any are owing, during the period of the leave; however, the appropriate continuing fee will be assessed. Any program fees deferred as a result of a regular leave will be assessed when the student returns from leave. A regular leave of absence status does not extend time limits as outlined in Faculty of Graduate Studies regulations.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.

**Program Fees:** The continuing fee in effect at the time of the granting of the leave will be levied. However, if the student returns from leave in January, the normal tuition fee will be levied less the continuing fee is already paid.

#### 8.2 Exceptional Leave

In exceptional circumstances for medical or compassionate reasons (e.g. the need to care for an ailing family member), at the request of the student, the Head of the department/unit may recommend to the Dean of the Faculty of Graduate Studies that a student be granted an exceptional leave of absence for a period of time not to exceed one (1) year. Supplemental documentation should support the requested dates of the leave. Exceptional leaves must correspond with the start and end of (an) academic...
term(s). While on an exceptional leave of absence, a student is not permitted to be engaged in their program of study thesis research work, and would not be required to maintain continuous registration or pay tuition fees. In addition, the leave period would not be included in the time period allowed for the completion of the degree. This leave is not intended to cover circumstances related to travel, employment, or financial concerns.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.

### 8.2.1 Fees

Students are not expected to pay fees for the term in which they have been granted an exceptional leave. Upon return from the exceptional leave, students will be assessed fees as determined by the Registrar’s Office.

### 8.3 Parental Leave

A graduate student who is expecting a child or who has primary responsibility for the care of an infant or young child immediately following a birth or adoption of a child is eligible for parental leave. The request for a parental leave should be made through the department/unit, to the Faculty of Graduate Studies for a period of time not to exceed one (1) year. Supplemental documentation should support the requested dates of the leave. Parental leaves must correspond with the start and end of (an) academic term(s). While on leave of absence for parental reasons, a student is not permitted to be engaged in their program of study or thesis research work. The leave period is not included in the time period allowed for completion of the degree.

**Note:** At the time of approval of an application for leave, the procedures for the return of the student to the department/unit at the completion of the leave must be stipulated.

### 8.3.1 Fees

Students are not expected to pay fees for the term(s) in which they have been granted a parental leave. Upon return from the parental leave students will be assessed fees as determined by the Registrar’s Office.

All applications for Leaves of Absence must be submitted on the "Leave of Absence Form" available at: [http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)

### 8.4 Awards and Leave of Absence

Students granted an exceptional or a parental leave will retain the full value of a University of Manitoba Graduate Fellowship or other award whose terms and conditions are established by the Faculty of Graduate Studies. Such an award will be suspended at the onset of the leave and reinstated at the termination of the leave period (4 to 12 months) provided that the student returns to full time study at that time.

**Note:** Other awards will be paid according to the conditions established by the donor or granting agency.

### 8.5 Graduate Student Vacation Entitlement
Students are entitled to three (3) weeks of vacation over a twelve (12) month period.

SECTION 9: Appeals – Procedures and Guidelines

9.1 General

Students who disagree with a decision have access to appeal routes as laid out by various Faculty of Graduate Studies and University of Manitoba appeal procedures. Student appeals may be limited by the scope of the inquiry available at each level and category of appeal, as well as by the time limitations for submission of appeals.

A further limitation is that the Faculty of Graduate Studies rules and regulations, established to uphold the academic rigour of The University of Manitoba, are generally not subject to appeal unless an appeal route is otherwise stipulated. In situations where no appeal route is available, a student may make a written request to the Dean of the Faculty of Graduate Studies.

Students are referred to the appeals section of The University of Manitoba Governing Documents (http://umanitoba.ca/admin/governance/governing_documents/index.html) for further details.

For students registered in Joint Master's Programs (University of Manitoba and University of Winnipeg) there is a different process for handling appeals and academic dishonesty cases than for University of Manitoba students in regular programs (not Joint Programs). This process is outlined in the Joint Master's Program Governing Documents available at http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations2017.pdf

Appeal procedures:

For matters of concern other than grade appeals, students should consult with their advisor, advisory committee, Chair of the Graduate Student Affairs Committee, or the Head of the department, in that order.

Students may skip one or more of these levels if they feel unable to voice their concerns to certain individuals.

If the student’s grievance is with a faculty member, and that individual is on any committee involved in the appeal process, they will be replaced by the Department Head by another faculty member for the duration of the appeal.

The Department can only recommend a particular action to the Faculty of Graduate Studies with regard to student progress, and/or status in the program. The procedures for review of these Program decisions/recommendations are as follows:

1. When a decision will be made with regard to a student's status and/or progress, the student will be informed in writing by the Head of the department of the nature of the recommendation, and of the possible consequences;

2. Within one week of receiving the recommendation, the student may request a review of the decision. This request will be made in writing to the Head of the department. The Head will ask the Graduate Student Admissions and Awards Committee, or the Graduate Student Affairs Committee, as appropriate, to review the recommendation;

3. The committee will review the case within one week of receipt of the request, and render a decision whether to uphold, or overturn the recommendation;

4. The decision of the committee to uphold the original recommendation, or to make a new recommendation, will be forwarded to the Head of the department;

5. The Department Head will forward the committee’s recommendation to the Dean of the Faculty of Graduate Studies, and will also inform the student in writing of the disposition of the review. If necessary, the Head will also inform the student of the formal procedures for
9.2 Definitions

- “Appellant” – the graduate student appealing a decision affecting the student’s own admission to, academic standing in, awards from, or disciplinary action by a department/unit or the Faculty of Graduate Studies;

- “Appeal Panel” – a panel convened from the members of the Faculty of Graduate Studies Appeals Committee by the Executive Committee of the Faculty of Graduate Studies empowered to deal with appeals stemming from decisions of departments/units or the Faculty of Graduate Studies, or individuals designated to make such decisions;

- “Unit” – the department/unit council, or appeal body, whose decision is being appealed. This is understood to include decisions taken by individuals or committees acting in the name of the department/unit and also to the supplementary regulations pertinent to a department/unit’s operation which have been approved by the Faculty of Graduate Studies;

- “Respondent” – a representative of the department/unit or the Faculty of Graduate Studies designated by the department/unit Head/Dean of the Faculty of Graduate Studies to represent the department/unit or Faculty of Graduate Studies.

9.3 Types of Appeal

There are several areas of appeal which are open to appellants:

- admission;
- academic;
- discipline;
- administration (e.g. Fee appeals).

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Faculty of Graduate Studies Appeal Panel is appealable only to the Senate Committee on Appeals or the University Discipline Committee, as appropriate. In all cases an appellant shall have the option of being registered in, and undertaking the responsibilities of, his/her program, until such time as he/she has exhausted the university appeal process or the appellant decides not to appeal further, whichever comes first.

9.4 Admission Appeals
Please refer to University of Manitoba Governing Documents: Students: Policy: Admission Appeals Procedures and Guidelines  
http://umanitoba.ca/admin/governance/governing_documents/students/280.html

<table>
<thead>
<tr>
<th>9.5 Academic Appeals</th>
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<tbody>
<tr>
<td><strong>9.5.1 Composition</strong></td>
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<tr>
<td>Faculty members or students are disqualified from participating on an Appeals Panel if he/she:</td>
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<tr>
<td>- holds any academic appointment in the department/unit in which the appellant is registered;</td>
</tr>
<tr>
<td>- is/was a student in the department/unit in which the appellant is registered; or</td>
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<tr>
<td>- was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.</td>
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**Note:** All members of an Appeal Panel shall participate in all of the deliberations essential for the determination of the matter in dispute. If, in the course of hearing an appeal, a member is not present at the commencement of the hearing or a member cannot continue, the Panel may elect to proceed in the absence of that member. If more than one (1) member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.

<table>
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<tr>
<th>9.5.2 Consideration</th>
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<tr>
<td>Appeal Panels will consider appeals:</td>
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<tr>
<td>- stemming from a decision of a department/unit on academic matters (e.g. failure in a course) only after they have been dealt with by the appropriate department/unit-level appeal process (if any), as is outlined in its supplementary regulations;</td>
</tr>
<tr>
<td>- stemming from a decision of the Faculty of Graduate Studies following the recommended action of a department/unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate department/unit-level appeal process (if any), as outlined in its supplementary regulations; or</td>
</tr>
<tr>
<td>- stemming from a decision of the Faculty of Graduate Studies.</td>
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</table>

In all cases, appeals should be directed to the Dean of the Faculty of Graduate Studies. A decision of the Appeal Panel is appealable only to the Senate Committee on Appeals. See:  
http://umanitoba.ca/admin/governance/governing_documents/students/senate_committee_on_appeals_policy.html

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<tr>
<th>9.5.3 Grounds for an Academic Appeal</th>
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<tr>
<td>The Appeal Panel shall only consider an appeal if there is some evidence that:</td>
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<tr>
<td>- the department/unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;</td>
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<tr>
<td>- the department/unit or the Faculty of Graduate Studies failed to follow procedures;</td>
</tr>
</tbody>
</table>
Faculty of Graduate Studies Regulation | Supplemental Regulation

- a department/unit or Faculty of Graduate Studies regulation has been unfairly or improperly applied, or has become inapplicable through lapse of time;
- there are documented mitigating circumstances (e.g. medical, compassionate); or
- there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a department/unit regulation.

**Note:** It shall be the responsibility of the appellant to indicate clearly and specifically the grounds warranting consideration of the appeal.

### 9.5.4 Academic Appeal Deadlines

#### 9.5.4.1 Appeal of Term Work:

Students are encouraged to discuss matters relating to grading of term work with their instructor in the first instance. Further appeals of grades on academic term work shall be directed, by the appellant, to the department/unit responsible for the course within ten (10) working days after the grades for term work have been communicated to students. Following receipt of the appropriate appeal form and evidence of payment of the refundable appeal fee, the department/unit shall consider the appeal and provide a decision within fifteen (15) working days.

#### 9.5.4.2 Appeal of Faculty of Graduate Studies Decision:

An appeal of action taken by any department/unit, committee, administrator or faculty member within the Faculty of Graduate Studies must be submitted in writing by the appellant to the Dean of the Faculty of Graduate Studies within fifteen (15) working days from the date that the appellant was informed in writing of the action to be appealed.

#### 9.5.4.3 Appeals to Senate:

As per The University of Manitoba Governing Documents: Students: Policy: Appeals Procedures and Guidelines [http://umanitoba.ca/admin/governance/media/Senate_Committee_on_Appeals_Policy_-_2016_02_03.pdf](http://umanitoba.ca/admin/governance/media/Senate_Committee_on_Appeals_Policy_-_2016_02_03.pdf) appeals to the Senate Committee on Appeals shall be filed with the University Secretary within twenty (20) working days after the mailing of the notice of decision from which the appeal is made.

### 9.5.5 Academic Appeals Process

#### 9.5.5.1 Documentation

Upon receipt of a formal appeal the Dean of the Faculty of Graduate Studies may, at his/her discretion, consider the appeal or forward it to an Appeal Panel.

If the Dean considers the appeal, the student shall be informed of the outcome, in writing.
The appellant may appeal the Dean's decision to the Faculty of Graduate Studies Appeals Committee, within fifteen (15) working days of the date of the letter of decision.

An Appeal Panel will be struck, and a meeting set, by the Faculty of Graduate Studies to determine whether the appellant has grounds to proceed to a Hearing. If the Appeals Panel determines that there are no grounds, a Hearing will not take place and the appellant will be notified in writing. If the Appeals Panel determines that there are grounds, the appellant will be notified and a Hearing will be scheduled.

If the Appeals Panel determines that there are grounds, the Faculty of Graduate Studies shall inform the appropriate department/unit head (or designate) of the nature of the appeal and request that he/she be available to respond, along with the Faculty of Graduate Studies Associate Dean, at the Hearing. The respondent(s) will be requested to provide a single letter to the Chair of the Appeals Panel no later than ten (10) working days prior to the hearing in response to the appellant's appeal.

All documentation that the Appeal Panel will consider shall be made available through the Faculty of Graduate Studies to both the appellant and the respondent(s) at least one (1) week in advance of the hearing with notification of the specific time and location of the hearing. No additional materials should be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair may postpone the hearing and allow no more than ten (10) working days for the other party to respond to the new materials.

### 9.5.5.2 Hearing

The appellant and respondent shall have the right to appear before the Appeal Panel and to call witnesses that he/she wishes to appear before the panel. It is the responsibility of the party calling witnesses to ensure that the witnesses are informed of the date and time of the hearing. The Dean of the Faculty of Graduate Studies shall be notified not less than four (4) working days prior to the hearing of the names of all witnesses that are to be called and shall inform the other party.

The appellant shall be advised by the Dean of the Faculty of Graduate Studies of the right to appear in person or to be represented by the student advocate, a fellow student or other full-time member of the University community not receiving payment for appearing, or working for legal aid.

In addition, if the appellant wishes, one (1) member of his/her immediate family, and a lawyer, may be present, but only as observers who do not participate. The Dean of the Faculty of Graduate Studies must be notified of any persons to be accompanying the appellant at least four (4) working days prior to the hearing.

Hearings shall be held in closed session unless at least one (1) party requests an open hearing and all parties to the appeal agree to the request. During the hearing, the appellant or the respondent may request a change in the open or closed nature of the hearing, at which time the Appeal Panel shall determine its procedures.

As the first item of business in dealing with any appeal, the Appeal Panel shall convene (in closed session) to consider whether:

- the Hearing should be an open or closed session;
- whether there are sufficient grounds to proceed with the Hearing; and
- whether the Panel has jurisdiction to determine the matter at hand.
If necessary, the Appeal Panel may hear submissions from either party on any of these points. Normally, the appellant and the respondent will be present during the presentation of the other’s case.

When an Appeal Panel determines that there are insufficient grounds or that it lacks the jurisdiction to proceed with an appeal hearing, it shall report its reasons to the Dean of the Faculty of Graduate Studies.

Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make opening statements, including calling any witnesses. These statements will be subject to questioning by members of the Appeal Panel and cross-examination by the other party. Both the appellant (and/or representative) and respondent(s) (and/or representative) will be invited to make closing statements at which point no new information may be introduced.

The Appeal Panel may request either the appellant or the respondent(s) to provide additional information, or of its own volition call additional witnesses, before reaching a decision. This should be accompanied by a statement that the parties have a right to be made aware of the Panel’s request for information and the results thereof.

All parts of the meeting required by the Appeal Panel to deliberate or determine resolution of the appeal shall be held in camera.

### 9.5.5.3 Disposition

The Chair of the Appeal Panel shall inform the Dean of the Faculty of Graduate Studies in writing of the disposition of the appeal, the reasons for the decision, and any actions that may result. The Dean of the Faculty of Graduate Studies shall, in turn, inform the appellant and the department/unit in writing of the disposition of the appeal, the reasons for the decision and any actions that may result. The further right of appeal to the Senate Committee on Appeals should be acknowledged, along with any relevant time limits. The Dean of the Faculty of Graduate Studies may inform the department/unit of any recommendations brought forward by the Appeal Panel.

### 9.6 Discipline Appeals

The specific jurisdiction of each of the Disciplinary Authorities is outlined in:

Table 1: Jurisdiction of Disciplinary Authorities for Student Academic Misconduct  
Table 2: Jurisdiction of Disciplinary Authorities for Student Non-Academic Misconduct  
Table 3: Disciplinary Actions and Disciplinary Authorities  
(http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

If the appeal is from a decision of the Dean of the Faculty of Graduate Studies the appeal statement shall be delivered to the Dean of the Faculty of Graduate Studies on behalf of the Local Discipline Committee (also commonly referred to as the “L.D.C.”)

If the appeal is from a decision of the L.D.C., the official statement shall be delivered to the Secretary of the University Discipline Committee (U.D.C.) with a copy to the Dean of the Faculty of Graduate Studies.
### 9.6.1 Discipline Appeal Deadlines

If a student wishes to appeal a decision, the notice of appeal must be delivered in writing to the appropriate person(s) within ten (10) working days of the student being notified of the decision the student intends to appeal.

### 9.6.2 Appeal of Violation/Penalty

When the appeal is against a disciplinary decision made by the Faculty of Graduate Studies, the appeal routes and procedures as outlined in the following shall prevail:

**Student Discipline Appeal Procedure**
(http://umanitoba.ca/admin/governance/governing_documents/students/student_discipline.html)

The student shall clearly indicate in the notice of appeal whether they are appealing the decision on:

- a) the finding of facts;
- b) the disposition determined by the disciplinary authority; or
- c) both (a) and (b).

### 9.7 Fee Appeals

Please refer to the Registrar’s Office webpage on fee appeals: http://umanitoba.ca/student/records/fees/830.html. To initiate the Fee Appeal procedure, the student completes a Fee Appeal form, available online or in the Registrar’s Office, 400 University Centre.

### 9.8 Grade Appeals

Please refer to the Registrar's Office webpage on grade appeals: http://umanitoba.ca/student/records/exams_grades_hub.html. To initiate the Grade Appeal procedure, the student completes a Grade Appeal form, available online or in the Registrar's Office, 400 University Centre.

### 9.9 Assistance with Appeals

The Office of Student Advocacy, 520 University Centre: http://umanitoba.ca/student/advocacy/, provides information and assistance to students regarding all appeal processes. It is strongly recommended that students contact the Office of Student Advocacy to assist them with any appeal they are considering.

### APPENDIX 1: Thesis/Practicum Types

A student/candidate may present a thesis/practicum in one of two acceptable formats:

- Regular style; or
- Manuscript/grouped manuscript style

The type of thesis/practicum must be approved by the advisory committee and comply with all regulations of the Faculty of Graduate Studies and any supplemental regulations of the unit.
1.0 Regular Style

1.1 Prefatory Pages

1.1.1 Title Page

The title page should contain the following information:

- the title of the thesis/practicum;
- the name of the University;
- the degree for which the thesis/practicum is submitted;
- the name of the department/unit;
- the full name of the author; and
- the copyright notation ©.

The title must be a meaningful description of the content of the research. The author's name should be in full, identical to the name under which they are registered and be consistent on all other documents. A sample title page can be found at: [http://umanitoba.ca/faculties/graduate_studies/media/ThesisSampleTitlePage.pdf](http://umanitoba.ca/faculties/graduate_studies/media/ThesisSampleTitlePage.pdf).

1.1.2 Abstract

The abstract is expected to provide a concise, accurate account of the thesis/practicum. Abstract maximum length is 150 words for a Master’s and 350 words for a Ph.D. An abstract should contain a statement of the problem, methods, results, and conclusions.

1.1.3 Acknowledgements

The content of this single page is left to the discretion of the author. For example, the page may make reference to the student/candidate’s advisor/co-advisor and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance or other support.

1.1.4 Dedication

A single page pertaining to a dedication is allowed.

1.1.5 Table of Contents

This must list and provide page references to all elements of the thesis/practicum. The numbering and formatting must be identical to the way the material appears in the text. Page numbers should be right justified.

1.1.6 List of Tables

This should immediately follow the Table of Contents and be of the same format. The list must include the number, name and page number of each table.
### 1.1.7 List of Figures

This should immediately follow the List of Tables and be of the same format as the Table of Contents. The list must include the number, name and page number of each figure.

### 1.1.8 List of Copyrighted Material

On occasion students/candidates include images, figures, photos and other materials from copyrighted sources. Written permission from the copyright holder is required. This should follow the List of Tables and follow the same format as the Table of Contents. For further information on copyright see: http://umanitoba.ca/faculties/graduate_studies/thesis/copyright_permission.html.

### 1.2 Format

#### 1.2.1 Styles

The thesis/practicum should be written in a standard style manual that has been recommended by the department/unit. Manuals recommended by the Faculty of Graduate Studies include but are not limited to:

- American Psychological Association, Publication Manual of the American Psychological Association;
- Kate L. Turabian, A Manual for Writers of Term Papers, Theses and Dissertations;
- The Modern Language Association of America, MLA Handbook for Writers of Research Papers; and
- University of Chicago Press, The Chicago Manual of Style;

Students should always use the latest edition available. If there is a conflict between the instructions in this booklet and the style manual chosen, the former should be followed.

#### 1.2.2 Spelling

Canadian, British or American spelling is acceptable, but one style must be used consistently throughout the document.

#### 1.2.3 Format

Double space all text material; footnotes and long quotations may be single spaced. The entire thesis/practicum must be in the same text font, style, and size. Font size should be no less than 12 pt Times Roman. Full justification of the text is not required.

#### 1.2.4 Margins

It is imperative that the specified margins be observed throughout the thesis/practicum. Leave at least a one inch (1.0”) margin from the top, bottom, left, and right hand edges.
of the paper. These margins apply to all material, including appendices, diagrams, maps, photographs, charts, tables, etc.

### 1.2.5 Page Numbers

Each page in the thesis/practicum must be numbered consecutively. Illustrative pages and appendices must also be numbered. Roman numerals should be used for the prefatory pages. The remaining pages of the thesis/practicum, beginning with the introduction (Chapter One) should be numbered consecutively in Arabic numerals.

### 1.3 Footnotes, References and Appendices

Instructions in the style manual recommended by the department/unit should be followed. Regardless of which style manual is used, format selected must be consistent.

### 1.4 Figures, Illustrations, Photographs and Design Drawings

#### 1.4.1 Illustrative Material

All illustrative material must be consistent throughout the thesis/practicum. All figures, illustrations, photographs and drawings must be numbered consecutively in Arabic numerals and accompanied with a title. The material should appear as soon as possible after it is mentioned in the text. All original materials should be of high quality, with sharp and clear images.

#### 1.4.2 Layout of Tables and Figures

Each table and figure must have a number and title. The number and title should appear at the top of the table or figure. The title of the table or figure should be as short as possible and indicate the major focus of the material within the table or figure.

### 1.5 Additional Materials

#### 1.5.1 Consent and Access to Information Forms

Sample copies of consent forms that were used to obtain consent from participants to take part in the information gathering procedures for the thesis/practicum must be included in an Appendix. Any personal information must be omitted from the submitted form.

In some cases, approval from an agency, institution or corporation may have been required before the information gathering procedures could proceed. The original approval form for access should be retained by the student with a copy provided to the Faculty of Graduate Studies upon completion of the thesis/practicum.

#### 1.5.2 Use of Copyrighted Material

If the thesis/practicum includes copyrighted material (images or more than a reasonable extract (according to the Copyright Act) of another person’s work), permission must be...
obtained from the copyright holder. A “Sample Permission Letter” is available on the Copyright Office website (http://umanitoba.ca/copyright/copyright_basics.html). In some cases, copyright holders prefer to use their own permission forms and/or will provide their permission electronically. Both of these are acceptable by the Faculty of Graduate Studies.

Note that obtaining permission may take a considerable amount of time and this must be taken into consideration when meeting a thesis/practicum submission deadline. A reference to written permission having been obtained must be included under the image or text. The reference should also include the date the permission was granted, and the name/title of the copyright holder(s). The original form(s) signed by the copyright holders should be retained by the student with a copy provided to the Faculty of Graduate Studies at the completion of the thesis/practicum.

The thesis/practicum cannot be accepted by the Faculty of Graduate Studies if permission has not been obtained. It is important that the student and their advisor(s) ensure that the permission has been granted. In some cases, the copyright holder cannot be located or the cost is prohibitive to using the text or image. In these situations, the text or image may have to be omitted from the thesis/practicum.

Subsequently, information on where the reader can locate the image or text should be included, such as the URL, title of book/journal, volume and issue number, page number, publisher, and date of publication. A description of the purpose or significance of the text or image should be provided.

For further information on copyright see: http://umanitoba.ca/admin/vp_admin/ofp/copyright/index.html

2.0 Manuscript/Grouped Manuscript Style

A thesis/practicum may comprise a paper, or collection of papers, which are, or are about to be, published. The number of papers that comprise this style of thesis/practicum will be determined between the student and the advisory committee. The formatting of the thesis/practicum must be consistent throughout the thesis/practicum and the thesis/practicum cannot merely consist of several papers or articles bound within the one document.

Publication, or acceptance for publication, of research results prior to the presentation of the thesis/practicum does not supersede the evaluation of the work by the examination committee (i.e. does not guarantee that the thesis/practicum will be found acceptable). Examiners may specify revisions regardless of the publication status. The thesis/practicum must follow the same prefatory information (1.1), spelling, formatting margin requirements, page numbering (1.2), footnotes and appendices (1.3), figures, illustrations photographs and drawings (1.4) and any additional material (1.5) as those outlined above.

There must be an introductory chapter to the entire thesis/practicum which includes its own bibliography. The collection of papers or articles must contribute toward the overall theme that represents the thesis/practicum work and must be smoothly integrated into the flow of the thesis/practicum to produce a unified document. This may require changes or additions to, and re-writing of, any work which has been previously published.

The thesis/practicum must contain connecting text between the different chapters providing logical links to allow the integration of the information. These connecting sections are mandatory. Not including these sections may compromise the ability of the examiners to evaluate the thesis/practicum and accordingly there may be subsequent potential consequences.
The thesis/practicum must contain a concluding chapter that includes a discussion on how the thesis/practicum, with its findings, provides a distinct contribution to knowledge in the research area.

In the case of multi-authored papers, the nature and extent of the student/candidate’s contribution, and those of the other authors, must be explicitly specified in a section entitled "Contributions of Authors" in the "Preface" of the thesis/practicum. The advisor/co-advisor, by signing the thesis/practicum submission form, attests to the accuracy of these statements and will be asked to reaffirm at the oral defence in the case of a doctoral thesis.