Faculty of Graduate Studies

Name of Unit: Community Health Sciences

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 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. Regulations may vary from one department or program to another. Individual departments 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.

Section 1: Application, Admission, and Registration Policies

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 to which they are applying for the procedures, requirements and departmental application deadlines in effect.

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.

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, space, facilities, and advisors.

1.1.1 (c) Notification of recommended/rejected applications are 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.

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 for recommendations from graduate units. Individual units may have earlier deadlines.

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<th>Session</th>
<th>Start Date</th>
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<tr>
<td>FALL</td>
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<td>SUMMER</td>
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IMPORTANT: Applicants are required to submit the application and documentation to the Faculty of Graduate Studies for an earlier deadline than those listed above. Applicants are advised to confirm the deadline of the unit to which the application is being made. Contact information for each unit can be found at http://umanitoba.ca/faculties/graduate_studies/admissions/index.html

1.1.3 Application Fee

A $100.00 (CDN) fee must accompany admission applications from all Canadian, Permanent Resident or International applicants.

1.1.4 Transcripts

Applicants must arrange for official transcripts from all post-secondary institutions attended to be sent to the University of Manitoba. Applicants must ensure that the original transcripts bearing the university seal or attested copies are sent directly from their issuing university to the Faculty of Graduate Studies. In cases where the transcript does not/will not clearly state that a degree has been conferred, an official degree certificate must accompany the transcript. It is important that the transcript(s) arrive as soon as possible to coincide with the arrival of the application.

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 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

Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015
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). If applicable, this score is required as a basis for admission and applicants will NOT be accepted pending receipt of an acceptable score. Documented proof of either of the above must be submitted with the application for admission. Please note: scores more than two years old are not acceptable.

Thresholds required for successful completion are indicated in parentheses. Note: Some units may require a specific test or test scores greater than those indicated below:

- University of Michigan English Language Examination Assessment Battery (MELAB) (80%)
- Test of English as a Foreign Language (TOEFL)– Paper-based test (550); Internet based -iBT (80)
- 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)

Note: In addition, foreign language students may be asked by the unit to complete the CanTEST prior to or following registration in the Faculty of Graduate Studies and, if need be, the unit may recommend remedial measures in language skills based on the results of the CanTEST.

### 1.1.8 English Language Proficiency Test Exemption List

Applicants holding secondary school diplomas and/or university degrees from certain countries, where the language of instruction is English, are exempt from the English Language Proficiency Test requirement. A list of additional countries exempt from the English Language Proficiency Test can be found 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 forms are available in the Faculty of Graduate Studies Office, 500 University Centre or on the web:

[http://umanitoba.ca/faculties/graduate_studies/media/Letter_Support-Application.pdf](http://umanitoba.ca/faculties/graduate_studies/media/Letter_Support-Application.pdf)

Three letters of recommendation are required.

Two Letters of Recommendation must be sent to the Faculty of Graduate Studies in individually sealed envelopes with the referee’s signature across the closing flap of the envelope. Alternatively electronic letters of reference will also be accepted. Applicants should check with the unit to which they are applying as some units require more than two Letters of Recommendation on a form approved by individual units.

### 1.1.10 Admission Tests

Some units require admission 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 unit, and if required, the scores must be submitted at the time of application.

### 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 previous years of full time university study (60 credit hours).

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Note:
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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 unit in which the appointment is held.

1.2 Registration Procedures

1.2.1 Registration

Undergraduate students are not allowed to register in graduate courses; that is, admission to the Faculty of Graduate Studies is a condition for registration in courses at the 6000 level and above.

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 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 unit, a student may defer registration for up to one term following acceptance into the Faculty of Graduate Studies. In the case of international students, admission may be deferred, with prior approval from the unit, for up to one year following acceptance.

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

The approval or denial of admission and registration to two programs rests with the Dean of the Faculty of Graduate Studies in consultation with the unit concerned. The approval/denial must be submitted to the Faculty of Graduate Studies prior to the student’s admission/registration.

Where a student does register in two programs, the student must declare themself as part-time in at least one of the programs. Students should note that completing a graduate program as a part-time student will affect their eligibility for the University of Manitoba Graduate Fellowship (UMGF) and may limit other funding possibilities.

1.2.2 Re-Registration

Any student whose program of study extends for more than one year must re-register in both the fall and winter terms of each succeeding year of his/her program until a degree is obtained (or in the case of pre-Master’s students, the program is completed). Failure to re-register will result in the discontinuation of his/her graduate status. 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 unit Head on recommendation from their advisor/advisory committee. The notation “Required to Withdraw” will be placed on the academic record of any graduate student who has withdrawn from courses without such approval.

1.2.4 Western Deans’ Agreement

This agreement was established in 1974 as an expression of co-operation and mutual support.

Note: Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
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Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015
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**Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015**
April 1st for courses terminated in December

If a final grade is not reported within one 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.

### 1.4 Student Status/Categories of Students

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

Graduate students who are participating in studies on a regular basis in an academic term and/or are registered in the academic year are considered to be full-time students. Graduate student status is not determined by the number of credit hours taken per term. Therefore, such 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 “Change of Status” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The form must be approved by the 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 month of the start of the Summer term.

For every full year (twelve months) a student is declared as part time they will receive an additional four months in time. For every two years (24 months) a student is declared as part time they will receive an additional year (12 months) in time. 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 unit, the 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 unit, and to provide any necessary prerequisites for courses.

There is no Pre-Master’s program in CHS.

#### 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. **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.
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 academic year without reapplication.
4. At least 60% of coursework per academic year must be taken at the graduate level while

A maximum of 12 credit hours of courses may be completed as an Occasional Student.

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1.4.4 Joint Masters (With the University of Winnipeg)

The University of Manitoba and the University of Winnipeg offer four 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 or more courses at the University of Manitoba on a Letter of Permission from their home university.

SECTION 2: Academic Performance - General

2.1 General Note

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

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 units:

The unit is responsible for informing the Faculty of Graduate Studies when a student’s performance is unsatisfactory in research or coursework and the unit must outline any recommended remedial action(s).

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

Recommendations of units will supersede student requests for voluntary withdrawal.

A student who has been required to withdraw from a graduate program at The University of Manitoba 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.

2.2 Academic Performance

Student progress shall be reported at least annually 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
### Faculty of Graduate Studies Regulation

| Recommendation of the Graduate Chair/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two consecutive “in need of improvements” normally requires the student to withdraw. |

### 2.3 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. 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 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 most recent 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 required to withdraw, unless otherwise stated in the unit’s supplemental regulations. Note:

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

### 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 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. 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 4-year degree, 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. Courses at the 7000 level or above cannot be taken in a pre-Master's program. Courses taken as part of the pre-Master's program may not be transferred to a Master's program at a later date.

There is no Pre-Master’s program in CHS.

#### 3.2 Academic Performance

3.2.1. The 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 unit (as described below) is approved by the Dean of the Faculty of Graduate Studies.

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

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**Note:**

Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

*Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015*
3.2.4. Students deficient in 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 supplemental examination in each course (when offered in the 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 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 once for each course to a maximum of 9 credit hours of coursework.

If a course is repeated or a supplemental examination is written, the most recent 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 year is required to complete the course requirements.

All action taken administratively is to be reported in summary form 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 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, progression and completion. Individual units may offer Master’s programs by one or more of the following programs:

- Thesis/practicum-based;
- Course-based/comprehensive;
- Accredited professional.

4.2 Diploma Programs

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

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-year undergraduate degree programs (or equivalent as deemed by the Faculty of Graduate Studies) from:
  - Canadian institutions empowered by law to grant degrees; or
  - Colleges and universities outside Canada which are officially recognized by CHS offers three degree programs at the Master’s and Diploma level:
  - Diploma in Population Health (Dip.P.H.)
  - Master of Public Health (M.P.H.)
  - Master of Science (M.Sc.)

Different Supplementary Regulations govern these three programs.

There is no undergraduate program in CHS. Consequently, applicants have a variety of undergraduate degrees and experiences.

Eligibility for the Dip.P.H. Program

Recommendation for admission to the Faculty of Graduate Studies will be based on an assessment of a student’s academic record and related work experience.

Eligibility for the M.P.H. Program

Eligible candidates for admission to the program will include University of Manitoba Community Medicine.

**Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015**
Residents and other experienced health professionals. Recommendation for admission to the Faculty of Graduate Studies will be based on an assessment of a student’s academic record and related work experience. There will be an Admissions selection process, conducted by the Departmental Graduate Studies Committee, involving the review of a completed application form, personal letter of interest, reference letters, and possibly an interview. Selection criteria will include the degree of fit between the applicant’s career plans/aspirations and the range of training options offered by CHS, as well as other merit-based criteria such as relevance, depth and duration (minimum 3 years) of work experience in the health sector. The Department recognizes that a number of prospective students may have taken their undergraduate work some years earlier and their work experience will be considered along with their academic record.

Eligibility for the M.Sc. Program
Recommendation for admission to the Faculty of Graduate Studies will be based on an assessment of a student’s academic record and related work experience. Based on the academic background of the individual student, the Department may require that certain courses be completed prior to admission to the program. Completion of this additional coursework does not guarantee admission to the M.Sc. program.

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 unit, the 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 4-year degree in the major unit, and to provide the student with any necessary prerequisites for courses to be taken in the 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 unit and may follow the 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 unit’s supplemental regulations, plus a thesis or practicum. 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 unit’s supplemental regulations indicate otherwise. The student must complete the thesis/practicum at the University of Manitoba.

Dip.P.H. course requirements:
Eighteen (18) credit-hours from 7000-level courses will be required for completion of the diploma.

The following 3-credit hour courses are required:
CHSC 7520 Principles of Epidemiology 1
CHSC 7320 Organization and Financing of the Canadian Health Care System; and either
CHSC 7820 Biostatistics for Community Health Sciences 1; or
CHSC 7810 Biostatistics for Health and Human Sciences
Plus one (1) of:
CHSC 7860 Methods and Concepts for Community Health Sciences; or

Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
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### CHSC 7500 Core Concepts in Public Health

An additional two (2) approved elective courses (6 credit hours) must be taken at the 7000 level.

### M.P.H. course requirements

The M.P.H. program consists of completion of core courses, elective courses and a supervised field placement component. Thirty (30) credit-hours from 7000-level courses will be required for completion of the degree: fifteen (15) credit hours from core courses and fifteen (15) credit hours from elective courses. The field placement is a zero (0) credit hour component.

The following four (4) 3-credit hour courses are required:

- CHSC 7500 Core Concepts of Public Health
- CHSC 7520 Principles of Epidemiology 1
- CHSC 7530 Principles of Epidemiology 2; and either
- CHSC 7820 Biostatistics for Community Health Sciences 1; or
- CHSC 7810 Biostatistics for Health and Human Sciences

Plus one 3-credit hour course from:

- CHSC 7830 Biostatistics for Community Health Sciences 2
- CHSC 7740 Advanced Qualitative Methods
- CHSC 7290 Economic Evaluation of Health Care
- FMLY 7500 Evaluation of Family, Health, & Social Development Programs

An additional five (5) approved elective courses (15 credit hours) of CHSC courses must be taken at the 7000 level.

### M.Sc. course requirements

The M.Sc. program consists of completion of core courses, elective courses and a thesis. Twenty-four (24) credit-hours from 7000-level courses will be required for completion of the degree: twelve (12) credit hours from core courses, three (3) credit hours from methods courses and nine (9) credit hours from elective courses.

The following four (4) 3-credit hour courses are required:

- CHSC 7520 Principles of Epidemiology 1
- CHSC 7860 Methods and Concepts for Community Health Sciences
- CHSC 7320 Organization and Financing of the Canadian Health Care System; and either
- CHSC 7820 Biostatistics for Community Health Sciences 1; or
- CHSC 7810 Biostatistics for Health and Human Sciences

Plus one three (3)-credit hour methods course from:

- ANTH 7140 Ethnographic Research Methods
- CHSC 7130 Methods in Health Services Research and Evaluation
- CHSC 7290 Economic Evaluation of Health Care
- CHSC 7310 Epidemiology of Health Care
- CHSC 7360 Clinical Trials
### 4.4.2 Course-based/Comprehensive Examination Route

A minimum of 24 credit hours of coursework and comprehensive examination(s). The minimum must include at least **18 credit hours at the 7000 level or above** with the balance of the coursework at the 3000 level or above. A maximum of 48 credit hours of coursework is allowed unless supplemental regulations indicate otherwise.

### 4.4.3 Accredited Professional Route

The credit hours and course requirements shall reflect the requirements of the external accrediting body.

### 4.4.4 Language Reading Requirements

Some units specify a language requirement for the Master's degree. Students should check unit supplemental regulations regarding this requirement.

### 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 unit makes the request to the Faculty of Graduate Studies by completing the “Recommendation for Advance Credit (Transfer of Courses)” form ([http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html)).

- Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).
- 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 program.
- The student must register at The University of Manitoba for at least two terms within a single academic year as a full-time student and must also complete the thesis at the University of Manitoba.

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

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*Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015*
### 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 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; 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 terms. Most units require more than this and students should check unit supplemental regulations regarding specific requirements.

The maximum time allowed for the completion of the Master's degree is four years for students declared as full-time and six years for students declared as part-time (see section 1.4.1). Some units may have specified maximum time limits and students should periodically check unit supplemental regulations regarding 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 at least three, but no more than four, 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 term following registration. The advisor must:

- hold at least a Master’s degree or equivalent
- be a member of the Faculty of Graduate Studies, and
- have expertise in a discipline related to the student’s program

It is the responsibility of the 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 unit Head and approved by the Dean of the Faculty of Graduate Studies who considers each case on an individual basis.

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

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**Note:**
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

*Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015*
In special circumstances, an advisor and co-advisor, upon approval of the unit Head may advise a student. The co-advisor must meet all of the same qualifications and expectations as the advisor. Together the advisor/co-advisor shall fulfill the role of 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-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.

The advisor 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 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 unit Graduate Chair, Head of the 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 to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.

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

4.6 Advisory Committee

4.6.1 Thesis/Practicum Route

Advisory committees are normally selected by the advisor in consultation with the student and should consist of individuals whose expertise is consistent with that necessary to provide additional advice to the student during his/her research program. The advisory committee must consist of a minimum of three members (including the advisor/co-advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. 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 regarding the advisory committee are found in the unit supplemental regulations and students should consult these regulations for specific requirements.

4.6.2 Course-based/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 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 unit’s supplemental regulations and students should consult these regulations for specific requirements.

4.7 Courses and Performance

The Dip.P.H. program is course-based. There is no Advisory Committee for Dip.P.H. students.

The M.P.H. program is course-based with a field placement. The M.P.H. Program Committee is a standing committee consisting of the Director of the M.P.H. Program, the Director of the Community Medicine Residency Program, and one other CHS Faculty member who is actively involved in Public Health. The M.P.H. Program Committee will serve as the Advisory Committee for all M.P.H. students.

The M.Sc. program is course-based with a thesis. The Thesis Advisor shall form an Advisory Committee to consist of a minimum of three members, including the Advisor, who acts as chairperson. One member shall be from CHS and one shall hold no appointment in CHS. At least one member of the Advisory Committee must be a full time faculty member of CHS. The external member does not need to hold a university appointment.
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 unit Head. Withdrawal from courses or changes of course category without such approval will result in the student being required to withdraw from the Faculty of Graduate Studies.

4.7.2 Lapse of Credit of Courses

Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

4.7.3 Academic Performance

Student progress shall be reported at least annually 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/unit Head to the Dean of the Faculty of Graduate Studies on the “Progress Report” form. Two consecutive “in need of improvements” normally requires the student to withdraw.

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. 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 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 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 outlined in individual 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 unit Head to the Dean of the Faculty of Graduate Studies.

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 units may have additional specific requirements for graduation and students should consult 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 rigour required for the practicum is equal to that required for the thesis. 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 units have specific requirements for graduation and students should consult unit supplemental regulations for specific requirements.

The thesis is developed under the mentorship of the advisor/co-advisor. Individual units may have specific guidelines regarding the thesis proposal and its acceptance by the student’s advisory committee/unit Head; students should consult 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.

The site of the field placement will be based on the student’s career interests and learning needs, and determined and approved through discussion with the M.P.H. Program Committee.

If a student requests that the field placement be located at his/her current agency of employment, the proposed educational objectives and student project must be distinct and independent from the student’s current roles and responsibilities as an employee of the agency, and the local supervisor (see below) must be someone other than the student’s employment supervisor.

Written educational objectives and a letter of understanding regarding the field placement arrangements must be agreed to and signed by all parties prior to commencement. The field placement may be completed on a part-time basis for approved part-time students.

Many of the available field placements will be modeled on successful established practical rotations of the Department’s existing Community Medicine Residency Program. The field placement will be supervised by both the Faculty Advisor (based in the Department) and a local supervisor (based in the Agency). All local supervisors must have at least Masters-level qualification or its equivalent in training and experience.

M.Sc. Thesis Proposal
Students are required to prepare a formal thesis proposal.

The proposal shall consist of a clear definition of the problem or issue to be addressed, a review of the pertinent literature, a description of the methods to be used, and the data to be gathered.

The M.Sc. Thesis Proposal Examining Committee will consist of the student’s Thesis Advisory Committee and the examination can be held only after the completion of coursework.

The written thesis proposal will be distributed to all examiners at least one week in advance of an oral presentation by the student to the examining committee.

The thesis proposal examination will occur in a public forum.

If not unanimously approved, the proposal must be revised, re-submitted and re-examined. The committee will provide written feedback to the student on required revisions and will decide when the student is ready to propose again.

There can be no more than two (2) attempts to defend the proposal.

Dip.P.H. Thesis or Practicum
There is no practicum or thesis requirement for the Dip.P.H.

M.P.H. Practicum,

Note:
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The advisor will recommend an examining committee to the 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 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 unit’s Supplemental regulations. The examining committee must consist of a minimum of three members (including the advisor), two of whom must be members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. All examiners must be deemed qualified by the unit Head and be willing to serve. 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 units require specific requirements for examination and students should consult unit supplemental regulations for specific requirements.

The Head of the 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.

4.8.1.3 Oral Examination

For 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 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 unit’s responsibility to warn the student of any risk involved should he/she decide to proceed against the unit’s recommendation.

All members of the examining committee must be present at the examination.

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 unit Head shall recommend such action to the Dean of the Faculty of Graduate Studies who shall then approve 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 to the Faculty of Graduate Studies. The advisor is normally responsible for ensuring that revisions are completed according to the

Note:
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Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015
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<th>Supplemental Regulation</th>
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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 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.

### 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 month of distribution of the thesis/practicum.

### 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 units’ supplemental regulations. Students should consult unit supplemental regulations for specific requirements.

In those units where comprehensive examinations are required, students should consult unit 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.

### 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).

### 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 copies of the thesis/practicum); comprehensive examination; or M. Eng. project, 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 (thesis/practicum/comprehensive examination/M.Eng. project/Design thesis) the 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 in the Academic Schedule of the Academic Graduate Calendar.

### 4.11 Details for Submissions of Final Copies

Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

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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 (https://mspace.lib.umanitoba.ca/index.jsp)
- One hard copy submitted to the Faculty of Graduate Studies. This is required for the University Library and remains the property of the University of Manitoba.

A hard copy of the final thesis document must be provided to the CHS Graduate Office.

### 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 forms and conditions pertaining to these license agreements are available in the Faculty of Graduate Studies office. 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 comprehended.

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 the section “Policy of Withholding Theses Pending Patent Applications” in this Guide.

- **Restriction of Theses/Practica 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, may request in writing that the Dean of the Faculty of Graduate Studies restrict access, for a period up to one year after submission, of the digital and unbound paper versions of a thesis or practicum submitted to The University of Manitoba. The Dean shall determine for what period, if any, access will be so restricted.

- **Library and Archives Canada** – A copy of the thesis is forwarded to the Library and Archives Canada.

### 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

A thesis-based master's degree in Community Health Sciences or Public Health with content equivalent to that offered by the Department or a thesis-master's degree in the basic medical sciences, biological or social sciences or professional master's degrees, such as nursing, education, or social work. Students who completed a research-based master's degree but did not write a thesis may also be eligible for admission to the Ph.D. program. Such applications will be evaluated for eligibility by the CHS.
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 previous years of full time university study (60 credit hours) is the minimum requirement for admission to the Ph.D. program. 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 units require completion of a thesis-based Master’s program prior to admission to a Ph.D. program.

5.1.2 Direct Admission from the Bachelor’s Honours or equivalent

With special recommendation of the unit concerned, applicants with an honours Bachelor’s degree or equivalent may be considered for entry to Ph.D. study. These students must be outstanding in their academic background (GPA well above 3.0 in the last two full years of undergraduate study). Once admitted, these students must complete at least 24 credit hours of coursework, unless the individual unit’s approved supplemental regulations specify otherwise, and will be assessed Ph.D. fees for 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 unit upon the recommendation by the Head of the unit to the Faculty of Graduate Studies. The recommendation should be made within 18 months of the student’s commencement 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 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 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 “Application for Admission” form (and application fee); “Ph.D. Selection Committee Report” form (http://umanitoba.ca/faculties/graduate_studies/admin/cte_selection_report.pdf); and in the case where the student does not hold a Master’s degree, a letter of recommendation from the Head of the unit.

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 3 years. If the transfer occurs after 12 months, the student will be assessed Ph.D. program fees for 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 unit on the recommendation of the student’s advisor/co-advisor and Head of the 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 University of Manitoba Graduate Fellowship duration.

Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

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Master’s program will be deducted from the full 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 3 year Ph.D.

### 5.1.4 Provisional Admission to the Ph.D.

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 unit and the Faculty of Graduate Studies to complete dual registration in the Master’s and Ph.D. program simultaneously.

### 5.1.5 English Language Proficiency

Applicants whose first language is not English and who have not resided in a designated English-speaking country for three years immediately prior to application must provide proof of English language proficiency. Normally, this is done by providing results directly to the Faculty of Graduate Studies from one of the following recognized English language competency tests:

- MELAB – Minimum Final score of 80
- TOEFL – Minimum iBT score of 80, or a minimum PBT 550
- canTEST – Minimum band of 4.5 in Listening and Reading, and a band of 4.0 in Writing
- IELTS – Minimum score of 6.5 on the Academic Module
- CAEL – Minimum 60 overall and 60 on each subject
- AEPUCE – Minimum 65% overall.

The language competency test may be waived if the applicant has completed a degree at a recognized University where the language of instruction is English. Some units specify an additional language requirement for the Ph.D. degree. Students should check unit supplemental regulations regarding this requirement.

In all cases, test scores older than two years are invalid.

### 5.1.6 Students with Disabilities

See Accommodation Policy for Students with Disabilities:

[http://umanitoba.ca/admin/governance/governing_documents/students/281.html](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 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 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 unit, the Faculty of Graduate Studies, the university, and external funding agencies. The academic 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 unit and the Faculty of Graduate Studies.

The Student’s Advisor will normally be a full-time or geographic full-time member of CHS and a member in the Faculty of Graduate Studies. In exceptional cases the Student’s Advisor may be a part-time or adjunct member of CHS. Such an appointment must be approved by the Graduate Studies Committee.
The advisor must:
- be a member of the Faculty of Graduate Studies,
- hold a Ph.D. or equivalent*.
- be active in research, and
- have expertise in a discipline related to the student’s program.

*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 demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered *per se* to be equivalent to a Ph.D.

Usually the student and the advisor choose to work together by mutual agreement. In units where the choice of thesis topic advisor is postponed for some time after entry into the program, the Head of the 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.

The advisor 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 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 unit Graduate Chair, the Head of the 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 to the unit Graduate Chair, the Head of the unit or to the Dean of the Faculty of Graduate Studies.

### 5.2.2 Co-advisor

In special circumstances, upon approval of the Head of the unit, an advisor and co-advisor may advise a student.

The co-advisor must:
- be a member of the Faculty of Graduate Studies
- hold a Ph.D. or equivalent*, and
- be active in research.

*Equivalency will be approved by the Dean of the Faculty of Graduate Studies, determined on a case by case basis and assessed by the potential co-advisor’s demonstrated research record and current research activities. Note that M.D., D.M.D. and J.D. are undergraduate degrees and are not considered *per se* to be equivalent to a Ph.D.

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 individuals, or
2. the project is interdisciplinary in nature and requires the expertise of two advisors from their
B) mid-way through a student's program due to:

1. the student's project developing in such a way as he/she requiring an additional advisor from a different discipline, or
2. the unit introducing a new Faculty member, to the standards of the 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 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.

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

5.2.3 Advisory Committee

The Head of the unit is responsible for the establishment of an advisory committee for each Ph.D. student. Advisory committees are normally 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 to the student during his/her program. The advisory committee must consist of a minimum of three members of the Faculty of Graduate Studies, one of whom must hold a primary appointment from within the unit and one of whom must hold no appointment within the unit. Advisory committees may include one non-voting guest member who has expertise in a related discipline but is not a member of the Faculty of Graduate Studies. 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. Advisory committee meetings which must be held at least annually are not intended to take the place of meetings between the student and advisor, which should occur with much greater frequency than the advisory committee meetings.

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 and should include:

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

The approval of the student’s advisor/co-advisor and the Head of the 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 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.

Course Requirements for Ph.D. Program

The Ph.D. program requires completion of pre-requisite courses, core courses and elective courses.

Pre-requisite Courses

The following courses or their equivalents must be completed by all students, either prior to entry into the doctoral program or once accepted to the program. These four (4) (3-credit hour) courses are the core courses.
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 supplemental regulations indicate otherwise.

required by M.Sc. students in CHS. Thus a student with a M.Sc. degree in CHS will have completed these pre-requisite courses. For students who do not have a M.Sc. in CHS, these courses may count towards their Ph.D. requirement of 12 elective credit hours.

The following 3-credit hour courses are required:
CHSC 7520 Principles of Epidemiology 1
CHSC 7860 Methods and Concepts for Community Health Sciences and either
CHSC 7820 Biostatistics for Community Health Sciences 1; or
CHSC 7810 Biostatistics for Health and Human Sciences

Required Courses for Ph.D. program
Eighteen (18) credit-hours from 7000-level courses will be required for completion of the degree: six (6) credit hours of core courses and twelve (12) credit hours of elective courses.

Core courses include:
CHSC 8600 Senior Seminar in Community Health

Plus one 3-credit hour methods course from:
CHSC 7830 Biostatistics for Community Health Sciences 2
CHSC 7740 Advanced Qualitative Methods
CHSC 7870 Health Research Survey Methods
CHSC 7360 Clinical Trials
CHSC 7130 Methods in Health Services Research and Evaluation
CHSC 7310 Epidemiology of Health Care
CHSC 7530 Principles of Epidemiology 2
CHSC 7540 Advanced Epidemiology
CHSC 7290 Economic Evaluation of Health Care
FMLY 7500 Program Evaluation

Plus twelve (12) credit hours of CHSC elective courses

If any courses required for the Ph.D. program were taken to meet the requirements for another degree program (including the M.Sc. degree in CHS) these courses are not to be repeated but replaced with other 7000 level courses, to bring the total credit hours to the 18 required in the Ph.D. program.

5.4.1 Language Reading Requirements

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

There is no language requirement for the Ph.D. program.

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 completion of the “Recommendation for Advance Credit (Transfer of Courses)” form.

Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
1. Application for advance credit must be made within the first year of the program (see Lapse of Credit of Courses in this section).

2. No more than half of the required coursework for the program can be given advance credit.

3. A course may not be used for credit toward more than one degree, diploma or certificate.

4. The student must register at The University of Manitoba for one academic year as a full-time student and must also complete the thesis at The University of Manitoba.

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

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:

1. must be approved for transfer to the program of study by the unit and the Faculty of Graduate Studies before the student may register for them;
2. are considered on an individual basis;
3. cannot be used for credit towards another degree;
4. 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; an original transcript and course equivalency must be provided.

5.4.4 Lapse of Credit of Courses

Courses completed more than seven years prior to the date of awarding of a degree may not normally be used for credit toward that degree.

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 years of study beyond the level of the Master’s degree, or three years beyond the level of a Bachelor’s degree. The student may be permitted to spend one 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 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. Recommendations for extensions of time to complete the degree will be considered on an individual basis and must be approved by the Dean of the Faculty of Graduate Studies.

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

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Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015
Student progress shall be reported at least annually to the Faculty of Graduate Studies on the "Progress Report" form [http://umanitoba.ca/faculties/graduate_studies/forms/index.html](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/unit Head to the Dean of the Faculty of Graduate Studies on the "Progress Report" form. Two consecutive "in need of improvements" normally requires the student to withdraw.

### 5.6.1 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. 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 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. The student’s advisory committee will make a recommendation for required withdrawal to the Head of the unit. The Head of the unit may then recommend to the Dean of the Faculty of Graduate Studies that the student be required to withdraw for reasons of unsatisfactory academic performance.

### 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 will vary from unit to 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, analyzing, 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 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 unit and approved by the Academic Guide Committee of the Faculty of Graduate Studies. Please see the unit supplemental regulations for the format and composition of the examination committee for the candidacy examination.

This examination, which is 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. These must be made known to the students.

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. Two consecutive "in need of improvements" normally requires the student to withdraw.

<table>
<thead>
<tr>
<th>Faculty of Graduate Studies Regulation</th>
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<td>Ph.D. students are encouraged to participate in departmental activities through attendance at public lectures, seminars, presentations of progress in research, thesis defenses and practicum presentations.</td>
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**Note:**
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

*Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015*
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.

Two or more specific questions are developed by each student’s advisory committee according to objectives and guidelines provided by the Graduate Program Committee. The candidacy committee selects one of the questions for each student to constitute the “specific” component of her/his examination.

Common exam questions are graded by members of the candidacy examination committee. Specific exam questions are graded by the student's advisory committee and submitted to the candidacy examination committee along with a recommendation for a pass or fail.

To pass the candidacy exam, the student must pass all 3 questions. If a student fails the theory question, but passes the methods and policy questions, the candidacy exam will be deemed failed, but the student will only be required to repeat the theory question. If a student fails either the methods or policy question, but passes the theory question, the exam will also be deemed a fail. In this instance, the student will be required to repeat both the methods and policy portion of the candidacy exam, but not the theory question. A second attempt at the candidacy exam will normally occur at the next sitting of the exam. A student who fails the candidacy exam twice will be required to withdraw from the Ph.D. program as per FGS regulations.

5.9 Thesis Proposal

Some units have specific procedures in place for approval of thesis proposals and students are advised to refer to the specific unit supplemental regulations. If units require thesis Proposal approval, this exercise is 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.

A written thesis proposal shall be prepared by the student and approved by the Thesis Advisory Committee during the term following completion of the candidacy examination. The proposal shall consist of a clear definition of the problem or issue to be addressed, a review of the pertinent literature, a description of the methods to be used, the data to be gathered, and an explicit statement of the potential for contribution to the field of research study. The examination of the Ph.D. thesis proposal is a formal process. The proposal must be submitted to the Director of the Graduate Program and approved before it goes to defense. The Ph.D. thesis proposal examining committee will consist of the student’s thesis advisory committee. The written thesis proposal will be distributed to all examiners at least one week in advance of a presentation by the student to the examining committee. The student presentation and questioning by the examining committee will be in an open proceeding. If not unanimously approved, the proposal must be revised, submitted and reexamined. The committee will provide feedback to the student on required revisions and will decide when the student is ready to propose again.

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 unit, be lucid and well written, and be

Normally the written thesis document should be approximately 180 to 220 pages, exclusive of references. A manuscript based thesis is an acceptable option for Ph.D. students.
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

5.11 Thesis Examination Procedures

The final examination for the Ph.D. degree proceeds in three stages (see Figure 5-1):

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

5.11.1 Forma\ntion of the Examining Committee I - University of Manitoba (Internal) Examiners

The candidate’s advisor/co-advisor, in consultation with the Head of the unit, will recommend at least three internal thesis examiners on the “Thesis Title and Appointment of Examiners” form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) to be forwarded to the Dean of the Faculty of Graduate Studies for approval. One member must hold a primary appointment within the unit and one member must hold no appointment within the unit. All internal examiners must be members of the Faculty of Graduate Studies. Under normal circumstances these will be members of the candidate’s advisory committee, if not, approval must be obtained from the Dean of the Faculty of Graduate Studies.

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 distinguished scholars from outside the University of Manitoba with particular experience in the field of the thesis research to serve as the external examiner (http://umanitoba.ca/faculties/graduate_studies/forms/index.html). The recommendations should 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. 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 should:

- 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 significant recent experience with the supervision and/or examination of Ph.D. students.

The external examiner should not:

- have acted as an external examiner for the same Ph.D. supervisor within the previous two years;
- have been associated with the candidate at any time or in any significant way in the
past five 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 years;
  - co-author of published material within the last five years.
    - 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 it has been determined that the student can proceed to oral defence.

### 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 a new “Thesis Title and Appointment of Examiners” form [http://umanitoba.ca/faculties/graduate_studies/forms/index.html](http://umanitoba.ca/faculties/graduate_studies/forms/index.html) will be required to be completed.

### 5.11.4 Distribution of the Thesis for Examination

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 Academic Schedule in the Graduate Calendar 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 recognised 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
- 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 examination, either as a written document being reviewed by examiners or at the thesis defence.
## 5.11.6 Process

### Internal Examiners

The Dean of the Faculty of Graduate Studies will request the internal examiners to give, within **three (3) weeks** of the distribution of the thesis, a detailed written report of the thesis and place it 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 external distribution.
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 examination. The structure and writing style are acceptable or require only minor revisions. The thesis may proceed to external distribution.
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 cannot proceed to external distribution.
4. The thesis is unacceptable with respect to its core components, such as research content, structure, and writing style. The thesis cannot proceed to external distribution.

If none or one (the dissenting voice) of the internal examiners fails the thesis (i.e. places it in categories 3 or 4 above), the thesis receives an internal pass and shall proceed to external distribution. Prior to external distribution, the candidate shall have the opportunity to incorporate changes suggested by the examining committee but not necessarily those of the dissenting voice.

If two or more 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 thesis fails, the unit Head shall convene a meeting of the internal examining committee and the candidate’s advisor/co-advisor to decide how to bring the thesis to an acceptable scholarly standard for a second submission to the internal examining committee. In normal circumstances, this will involve additional scholarly work which the unit Head will describe, in writing, to the advisor/co-advisor, the candidate and the Dean of the Faculty of Graduate Studies.

If more than one of the internal examining committee members fail the resubmitted thesis, this constitutes a second failure. In the case of a second failure, the candidate cannot proceed to external distribution, and the candidate is required to withdraw from the Faculty of Graduate Studies.

The awarding of a passing grade by an individual internal examiner does not preclude them from awarding a failing grade at a subsequent stage in the examination process.

### External Examiner

The Dean of the Faculty of Graduate Studies will request the external examiner to give, within **three (3) weeks** of the distribution of the thesis, a detailed written report of the thesis and rate it either as a pass or a fail. The Dean of the Faculty of Graduate Studies shall ensure the anonymity of the external examiner until it has been determined that the student can proceed to oral defence.

- If the external examiner passes the thesis, the student can proceed to oral defence.
- If the external examiner fails the thesis, the unit Head shall convene a meeting of the internal 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
Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
### 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 judgement of the examiners shall be reported to the Faculty of Graduate Studies in the qualitative terms “pass” or “fail” and each examiner must indicate his/her opinion by his/her signature:

- **Pass**: the candidate has satisfactorily presented their findings orally and answered, to the satisfaction of the examination committee, the methodology, observations and conclusions presented in the thesis. The advisor/co-advisor is charged with ensuring that any minor editorial or typographical revisions are satisfactorily completed. The Chair shall report this decision to the Dean of the Faculty of Graduate Studies on the "Final Oral Examination of the Ph.D. Thesis" form. Those examiners in agreement must indicate, by their signatures, concurrence with the passing grade.

- **Fail**: the candidate has failed to adequately orally present, or satisfactorily respond to questions posed related to, the thesis. This shall include significant defects in conception, methodology or context. The Chair shall report this decision, including providing the detailed written reasons for this decision, to the Dean of the Faculty of Graduate Studies on the "Final Oral Examination of the Ph.D. Thesis" form. Each examiner in agreement must indicate, by his/her signature, concurrence with the failing grade. A copy of the report will be made available to the candidate by the Dean of the Faculty of Graduate Studies.

If the external examiner or two or more internal examiners indicate a fail, the candidate fails the examination.

### 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, a corrected copy of the paper version of the thesis (submitted to the Faculty of Graduate Studies), final approval and release forms and providing all other degree requirements have been satisfied.

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*Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015*
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

This situation may arise in the two 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 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.

2. Where a patentable item is found during the course of research, then the 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 and the student, the Dean will retain the thesis for a period not to exceed 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 keep the thesis for a period up to one year.

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 "Request for Extension" form http://umanitoba.ca/faculties/graduate_studies/forms/index.html and submit it to his/her major unit for recommendation to the Faculty of Graduate Studies at least three, but no more than four, months prior to expiration of the respective maximum time limit. Requests for an extension

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Community Health Sciences Supplemental Regulations approved by FGS Feb. 24, 2015
### Registrar’s Office.

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

### 8.4 Awards and Leave of Absence

Students granted exceptional or 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 weeks of vacation over a 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 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](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_Regulations.pdf](http://umanitoba.ca/faculties/graduate_studies/media/JMP_Regulations.pdf).

#### 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 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 units or the Faculty of Graduate Studies, or individuals designated to make such decisions;
- “Unit” – the 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 unit and also to the supplementary regulations pertinent to a unit’s operation which have been approved by the Faculty of Graduate Studies;
- “Respondent” – a representative of the unit or the Faculty of Graduate Studies designated by the unit Head/Dean of the Faculty of Graduate Studies to represent the

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**Note:** Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

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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.

9.4 Admission Appeals


9.5 Academic Appeals

9.5.1 Composition

Faculty members or students are disqualified from participating on an Appeals Panel if he/she:

- holds any academic appointment in the unit in which the appellant is registered;
- is/was a student in the unit in which the appellant is registered;
- was, as an individual, or as a member of a committee or board, responsible for making the decision being appealed.

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 member is not present at the commencement or cannot continue, the Appeal Panel must adjourn.

9.5.2 Consideration

Appeal Panels will consider appeals:

- stemming from a decision of a unit on academic matters (e.g. failure in a course) only after they have been dealt with by the appropriate unit-level appeal process (if any), as is outlined in its supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies following the recommended action of a unit (e.g., qualifying examinations, candidacy examinations, thesis proposals, thesis examinations), only after they have been dealt with by the appropriate unit-level appeal process (if any), as outlined in its supplementary regulations;
- stemming from a decision of the Faculty of Graduate Studies.

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).

Note: Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)
### 9.5.3 Grounds for an Academic Appeal

The Appeal Panel shall only consider an appeal if there is some evidence that:

- the unit or the Faculty of Graduate Studies failed to follow the rules of natural justice;
- the unit or the Faculty of Graduate Studies failed to follow procedures;
- a 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);
- there is apparent conflict between a Senate Regulation, a Faculty of Graduate Studies policy and/or a 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 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 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 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 of the date 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/governing_documents/students/senate_committee_on_appeals_procedures.html), 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

The Dean of the Faculty of Graduate Studies may, on consideration, attempt first to reach an informal solution. If that is judged by the Dean of the Faculty of Graduate Studies to be inappropriate or unfeasible, an Appeal Panel will be formed.

The Dean of the Faculty of Graduate Studies shall inform the appropriate unit head of the nature of the appeal, forward a copy of the appellant’s written submission, and request a written response to the appeal within ten (10) working days. An Appeal Panel will be struck and a meeting set by the Dean of the Faculty of Graduate Studies as soon as possible after receipt of the written response from the respondent.

The appellant shall receive, through the Dean of the Faculty of Graduate Studies, the response of the respondent at least one week prior to the date set for the hearing of the appeal. Notices of the hearing shall be sent by the Dean of the Faculty of Graduate Studies to the individuals involved.

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**Note:**
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

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affected, giving the specific time and place for a hearing.

All documentation that the Appeal Panel will consider shall be made available through the Dean of the Faculty of Graduate Studies Office to both the appellant and the respondent in advance of the hearing. No additional materials may be presented at the time of the hearing. In the case where a request is made to submit additional materials, the Chair shall 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 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 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 working days prior to the hearing.

Hearings shall be held in closed session unless at least one 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;
- 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 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 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: University of Manitoba Governing Documents: Students: Bylaw: Student Discipline. See 2.3.3: Table 1: Jurisdiction of Disciplinary Authorities

http://umanitoba.ca/admin/governance/governing_documents/students/868.html

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: University of Manitoba Governing Documents: Students: Procedures: Student Discipline

(http://umanitoba.ca/admin/governance/governing_documents/students/868.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

As per section 2.7.2 of the University of Manitoba Governing Documents: Students: Procedures: Student Discipline

http://umanitoba.ca/admin/governance/governing_documents/students/870.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.htm. To initiate the Fee Appeal procedure, the
### 9.8 Grade Appeals

Please refer to the Registrar's Office webpage on grade appeals: [http://umanitoba.ca/student/records/exams_grades_hub.html](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, 519 University Centre, 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
- 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 unit,
- the full name of the author,
- 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.

##### 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 and advisory committee, to other individuals who have provided invaluable assistance to the development of the thesis/practicum, and to sources of financial assistance.
### 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](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 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;
- 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 and one half inch (1.5") margin from the left hand edge of the paper to allow for binding. This margin applies to all material, including appendices, diagrams, maps, photographs, charts, tables, computer printouts, and others.

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Note:
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

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1.2.5 Page Numbers
Each page in the thesis/practicum must be numbered consecutively. Illustrative pages 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 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 as 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.

1.4.3 Oversized Pages and Design Drawings
Oversized pages should be avoided unless absolutely necessary. An alternate layout or a photographic reduction of the material should be attempted in order to accommodate the standard size of page. Ensure the size of the font remains legible after reduction of the material. Facilities for reducing illustrative material are available at the Campus Copy Centre, 118 University Centre. If the charts, graphs, maps, tables, or design drawings cannot be reduced to the size of an 8.5 x 11 size, they should be carefully folded into the document. The fold should not extend the full width of the page in order to avoid damage to the material when the edges are trimmed by the binder.

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. The Faculty of Graduate Studies has developed a form (http://umanitoba.ca/faculties/graduate_studies/forms/index.html) that can be utilized when requesting the use of copyrighted material.

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 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/olp/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 these 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 (1.2b-d), 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...
**Note:**
Blue-shaded boxes must be filled in. Yellow-shaded boxes must be filled in if a unit offers that specific program route (i.e. Comprehensive Examination route)

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