A student wishing to embark on an Individual Interdisciplinary Studies (IIS) program must apply to the Faculty of Graduate Studies (FGS) for admission. Please note that IIS applications can be completed online at umanitoba.ca/graduate_studies/admissions/index.html. Supporting documents are to be submitted via the online system, UMGradConnect.

The procedure is as follows, and may be used as a checklist for preparing an application:

1. The student contacts the proposed unit to determine the application deadline for IIS applicants.  
   **Note:** Students are advised to submit applications **well in advance** of the home unit’s deadlines to allow for the possibility that additional information or clarification may be requested to make the application complete.

2. The student formulates a research topic and considers its various facets and ramifications to ensure that it is “interdisciplinary” and cannot be accommodated within an existing graduate program.

3. The student approaches a faculty member in what is to be the home unit and requests that he/she be the student’s advisor. The proposed advisor must be a member of the Faculty of Graduate Studies.

4. With the advisor, the student approaches at least two other faculty members in order to develop an appropriate advisory committee. The advisory committee shall consist of a minimum of three members (a minimum of two members, including the advisor, must be members of the FGS for a Master’s program; a minimum of three members, including the advisor, must be members of the FGS for a Ph.D. program) drawn from each unit represented in the program. The advisor and the majority, if not all, of the committee members should have experience directing students in research at the level of the degree being sought, and must be members of a unit offering the level of the degree being sought.

   **For Out-of-Province Students:** Where the approach of potential members is impractical because the student is not, or cannot reasonably be expected to be at the University of Manitoba to do so, a faculty member may act on behalf of the student in approaching potential advisory committee members. The student must communicate with the potential members in person or by telephone or email before the committee can be considered duly constituted.

5. The student submits an application to the home unit that includes the following:

   a. **Online Application:** complete online application and application fee. Under the Program Details tab, please indicate the Degree Level Sought, as well as Home Department and Supporting Department. The specifics of the IIS program, including proposed units and committee members are described under the IIS Requirements tab.

   b. **Rationale:** a clear rationale as to the interdisciplinary nature of the proposed program.

   c. **Program of Research Statement:** a preliminary statement that outlines and provides an outline for the proposed program of research. This statement should include a brief review of the objectives and significance of the research, a description of the research methodologies to be employed, and any research facilities or travel required for the project.

      i. This statement should be one to two pages in length for a Master’s program, or at least two to three pages in length for a Ph.D. program.

   d. **Proposed Coursework:** Description of proposed courses to be taken in the first year of study.

   e. **“Advisory Committee Member Statement of Support” Forms:** individual form must be completed and signed by each committee member.

   f. **Letters of Reference:** at least three letters, which may be from potential committee members or from former professors/instructors; submitted electronically through UMGradConnect.

   g. **Curriculum Vitae**

   h. **Transcripts:** required from all post-secondary institutions attended, whether or not a degree has been awarded. For initial assessment purposes only, unofficial transcripts (uploaded to your UMGradConnect application) are acceptable and preferred. Official transcripts will only be required by the Faculty of Graduate Studies if you are recommended for admission. **Note:** Official University of Manitoba transcripts are not required.

   *International applicants must also supply any other applicable application requirements, as stated on the FGS website: umanitoba.ca/graduate_studies/admissions/required_docs.html*

   **Please note that applicants are not required to submit the additional application documents required by the home unit, such as a writing sample, but are welcome to include them if they will support your application.

The home unit will consider the application in light of all the requirements for the IIS as stated herein and according to the supplemental regulations for IIS. Once approved by the home unit, the recommendation will be forwarded to FGS for final consideration, at which time a selection committee meeting will be held amongst the Heads/Chairs of the units represented in the program.